Spire User Manual

3.8 — Last update: 23 June 2022

Spire Systems Inc

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Table of Contents

Introduction **9**
Help Resources 10

What's New In Spire **11**
Version 3.8 12
Version 3.7 16
Version 3.6 17
Version 3.5 22
Version 3.4 26
Version 3.3 27
Version 3.2 28
Version 3.1 34
Version 3.0 37
Version 2.11 39
Version 2.10 40
Version 2.9 41
Version 2.8 44
Version 2.7 48
Version 2.6 49
Version 2.5 51
Version 2.4 53
Version 2.3 54
Version 2.2 56
Version 2.1 58

Spire Installation **61**
Installing Spire on the Server 63
New Install 71
Upgrade 81
Importing Data 90
Migrate Files 94
Installing Spire on a Workstation 96

Spire Server Admin **103**
Companies 105
Accounts (Users) 107
Snapshots 108
Reports 109
Integrations 110
Payfirma 111
Payfacto 119

Avalara Sales Tax ... 125
SPS Commerce EDI ... 142
License ... 150
Logs ... 151
Archive ... 152

Backup & Restore ... 154

Company Setup ... 158
General Ledger ... 163
Fiscal Periods ... 165
Changing Fiscal Period ... 167
Historical Periods ... 169
Segments, Groups, Subgroups ... 171
Special Accounts ... 175
Sequence Numbers ... 179
Variables ... 181
Email ... 182
Reports ... 183
Currency ... 185
Payroll ... 186
Employees ... 188
Purchase Orders ... 189
Sales Orders ... 190
Processing / Invoicing ... 192
Surcharges ... 196
Messages ... 197
Misc ... 198
Equipment ... 201
Job Costing ... 202
Vendors ... 203
Accounts Payable ... 204
Customers ... 205
Accounts Receivable ... 207
Inventory ... 208
Production ... 211

Settings ... 212
Calendar ... 213
Communications ... 214
Job Costing ... 215
Browser Tabs ... 216
Payment Terms ... 218
Payment Methods ... 220

Currencies 222
Sales Taxes 223
Shipping Methods 225
Phases 227
Email Templates 228
Company Settings 230
User Settings 231
Inventory 232
Sales Departments 233
Levies 234
Warehouses 236
Product Codes 238
Sales 240
Tills 241
Payment Terminals 242
Salespeople 244
Territories 246
Promotions 247

User Settings 249
User Info 252
General 254
Currency 256
Email 257
Reports 259
Browser 261
Job Costing 262
General Ledger 263
Accounts Payable 265
Territory 267
Accounts Receivable 268
Payroll 270
Employees 271
Phases 272
Customers 273
Inventory 276
Point of Sale (POS) 282
Payment Terms 283
Salesperson 284
Payment Methods 285
Sales Order 286
Sales History 292
Vendors 293

Purchase Orders ... 295
Purchase History ... 298
Production Orders ... 299
Requisitions ... 301

Opening Balances ... 302
General Ledger ... 303
Accounts Payable ... 304
Accounts Receivable ... 305
Inventory ... 306
Lot/Serial Number Opening Balances ... 307
Payroll ... 308

Filters/Searches/Exports ... 309
Filters ... 310
Searches ... 313
Exports ... 316
Column Layout ... 318

Locations & Profit Centers ... 319
Setup ... 321
Locations ... 325
Profit Centers ... 328

Reporting ... 331
Reports Tab in Modules ... 332
Stock Reports ... 333
Included Stock Reports ... 334
Custom Reports ... 335
Templates & Parameters ... 338
Data Dictionary ... 339

Communications- (CRM) ... 341
Communications Examples ... 344
To-Do List on Login ... 345
Communications Video Demo ... 347

Calendar ... 348

General Ledger ... 351
Accounts ... 352
Allocations ... 361
Summary ... 362
Transactions ... 363
Recurring Entries ... 366
Account Reconciliation ... 370

General Ledger Year End 376

Multi-Currency 379
Setting Currency Rates 381
Currency Revaluation 384
Modules using Multi-Currency 388

Customers 390
Mail Merge 408
Customer Addresses 412

Sales Orders 413
Sales Order Header 417
Main Tab 420
Bill To: 426
Ship To: 427
Ship From: 428
Sales Taxes 429
Info 430
Phase 431
Communications 432
Sales History 434
Sales Orders 436
User Defined 437
Fill Order 438
Standing Orders 439
Service Info 442
Integrations Tab 443
Job 444
Sales Order Details 445
Adding Items to an Order 449
Sales Item Status 451
Show Stock 452
Sales Line Details 453
Open Inventory 457
Sales Order Footer 458
Processing Sales Orders 460
Sales Order Salesperson Settings – What Happens 467
Recover Deleted Sales Orders 468

Point of Sale 470
Show Stock 476

Sales Payment Balancing 477

Price Matrix **481**
Contract Cost 486

Accounts Receivable **490**
Customer Open AR Items 492
AR Entry 496
Processing Payments 498
Batch Receivables – & EFT 501

Vendor **507**

Purchase Orders **518**
Purchase Order List 520
Purchase Order Header 522
Purchase Order Details 533
Purchase Order Footer 538
Processing Purchase Orders 540

Accounts Payable **544**
Vendor Open Items 546
AP Entry 549
One Time Vendors 551
Processing Payments 553

Batch Payables **556**
Accounts Payable EFT 563

Inventory **566**
Inventory Details 569
Prices and Units 575
Images 578
UPCs 579
Movement 580
Price Matrix 582
Vendor Prices 584
Purchasing 587
Purchase History 588
Production 589
Sales 591
Sales History 592
Statistics 593
User Defined 594
Receipts 595
Lot Numbers 596
Serial Numbers 599

Communications & Attachments ... 601
Accessories ... 602
Kit Components ... 604
Macros ... 607
Bill of Materials ... 610

Inventory Adjustments ... 612

Inventory Transfers ... 616

Inventory Count ... 621

Inventory Labels ... 634

Requisitions ... 640
From Inventory List ... 642
From Sales Order ... 644
From Sales Order List ... 646
From Production Order ... 648
From Production List ... 650
Processing Requisitions ... 652

Canadian Payroll ... 654
Timecard Entry Codes ... 655
Payroll Departments ... 658
Employees ... 662
Timecards ... 670
Payroll UDFs ... 672
Payroll Year End ... 673
Payroll T4's and T4 Summary ... 679
Direct Deposit ... 684
Electronic T4 and T4 Summary – xml Upload ... 687
Amending or Cancelling T4s ... 690
Record of Employment (ROE) ... 691
Company settings for ROE ... 692
Producing a Record of Employment (ROE) ... 693
Source Deduction Remittance ... 697

T4A Statements ... 704
T4A Company Settings ... 705
T4A Vendor Settings ... 707
T4A Creating Statements ... 708
T4A Printing ... 710
T4A – Filing Electronically ... 713

T5018 Statements ... 715

T5018 Company Settings 716
T5018 Vendor Settings 717
T5018 Creating Statements 718
T5018 Printing 720
T5018 – Filing Electronically 723

Job Costing 724
General Ledger 731
Accounts Payable 732
Accounts Receivable 734
Purchase Orders 736
Sales Orders 738
Payroll 740

Budgets & Forecasts 741

User Defined Fields 746
Configuring Your Custom Fields 747
Entering UDF Data & Using them in Reports 753
User Defined Fields – On the List 759

Utilities 761
Customer Code Change 762
Inventory Code Change 763
Vendor Code Change 764

Optional Add-ons 765
Production Manager (option) 766
Order List 768
Templates 771
Production Order 773
Processing 778
Service Manager 779

FAQs 781
Customer Specific Part Numbers 782
Why is Enter Different than Tab 783
ODBC Setup 784
Standing Orders 789
Shortcut F Keys 790
Importing New Prices 791
Cumulative Quantity Breaks 792
Email Templates 793
Contract Cost 794
Receiving Negative Inventory 795

Tips & Tricks **798**
Excel Pivot Tables 799
Mail Merge by Exporting from List 800

Introduction

Welcome to Spire

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

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

Profitability

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

Customer Demand

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

Efficiency

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

Help Resources

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

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

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

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Spire Systems Inc.
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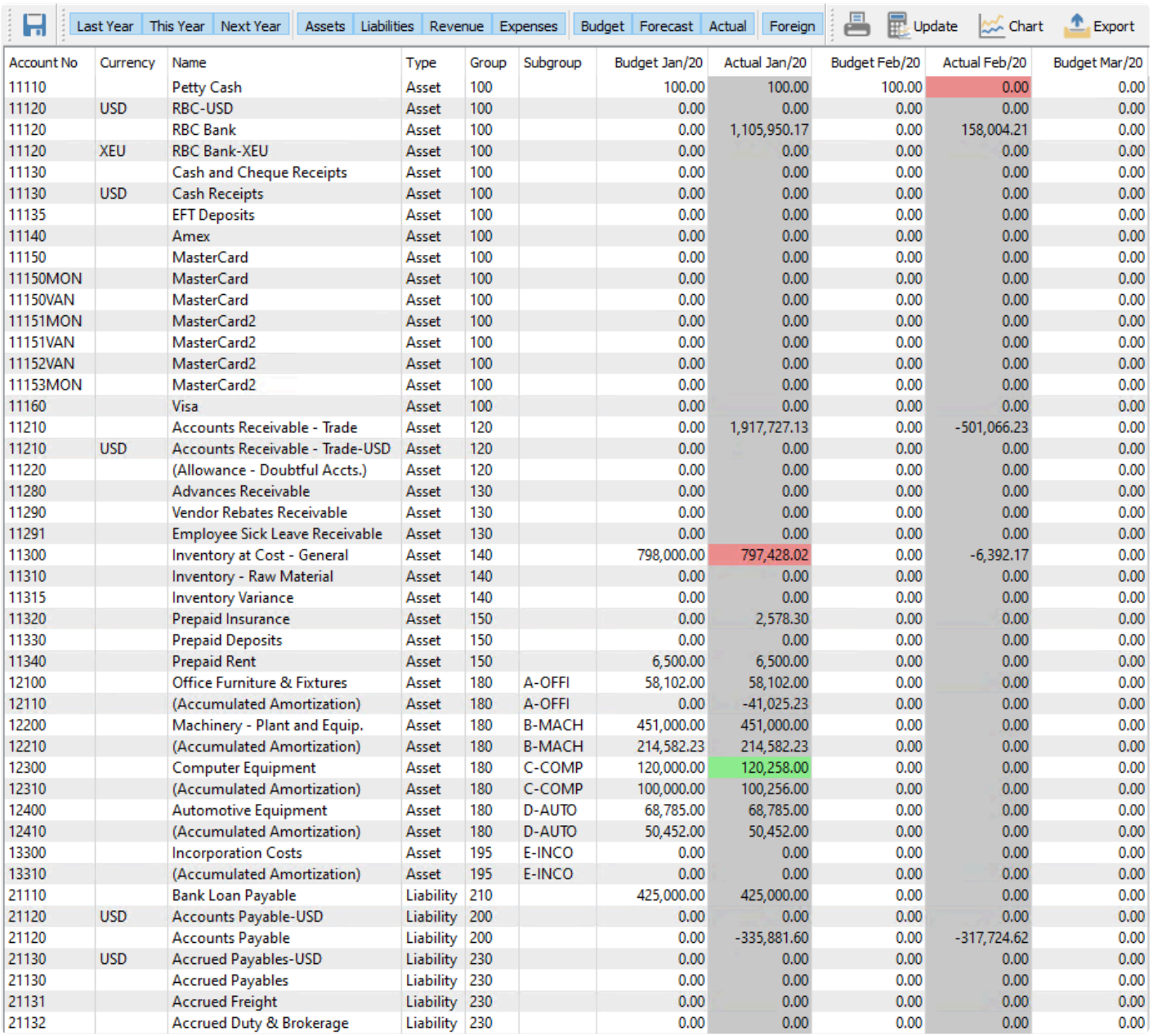
What’s New In Spire

Version 3.8

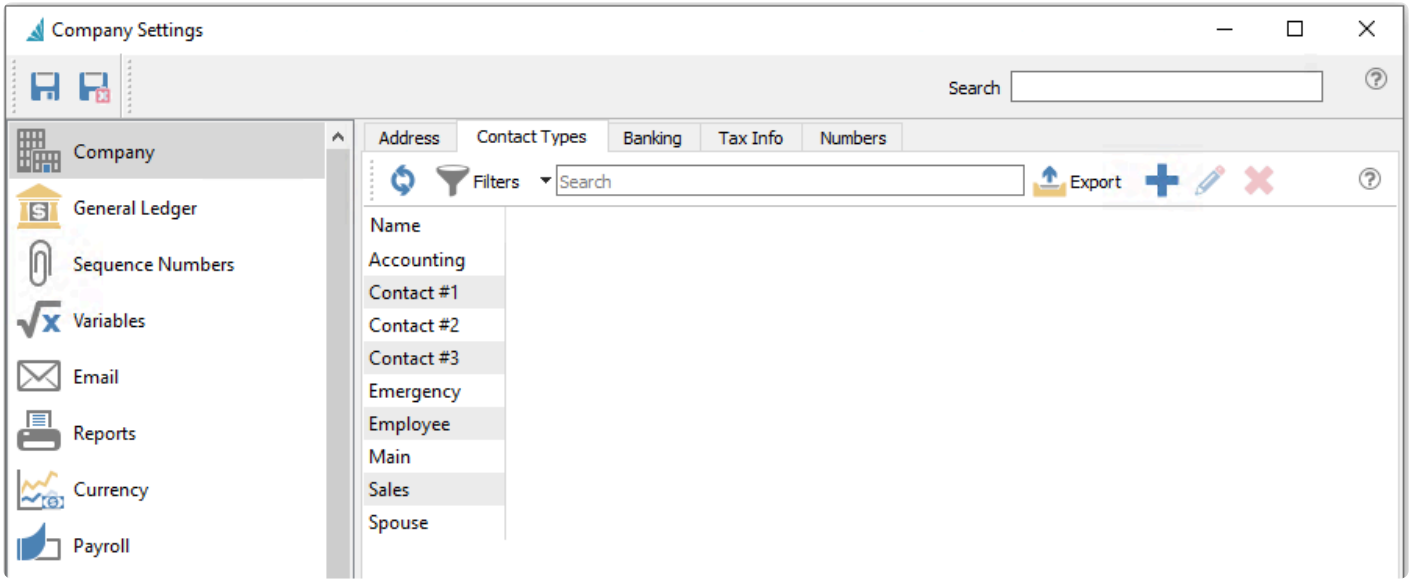
New Features

• Budgets and Forecasts module

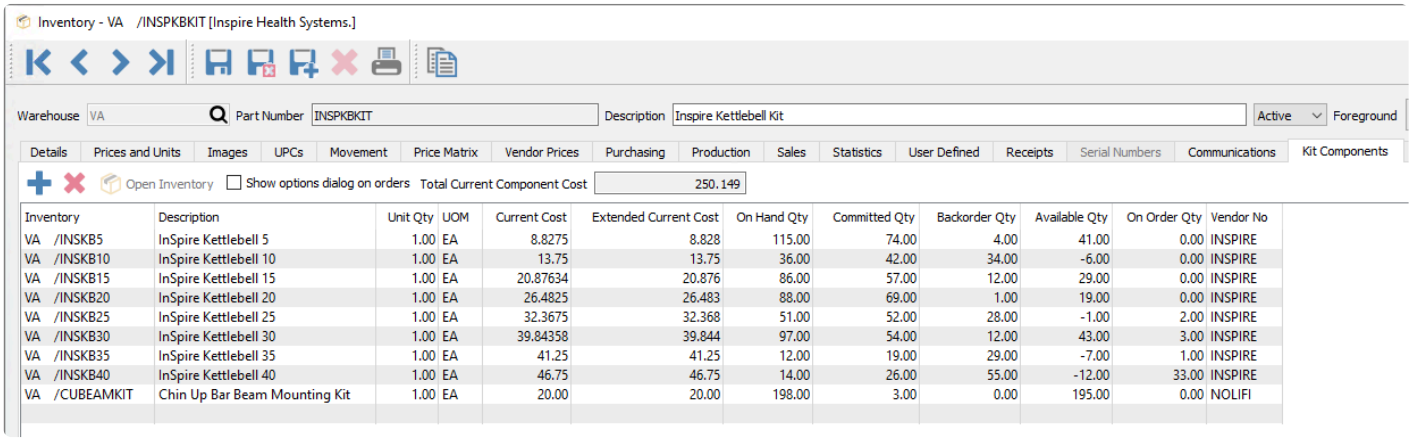


Account No	Currency	Name	Type	Group	Subgroup	Budget Jan/20	Actual Jan/20	Budget Feb/20	Actual Feb/20	Budget Mar/20
11110		Petty Cash	Asset	100		100.00	100.00	100.00	0.00	0.00
11120	USD	RBC-USD	Asset	100		0.00	0.00	0.00	0.00	0.00
11120		RBC Bank	Asset	100		0.00	1,105,950.17	0.00	158,004.21	0.00
11120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

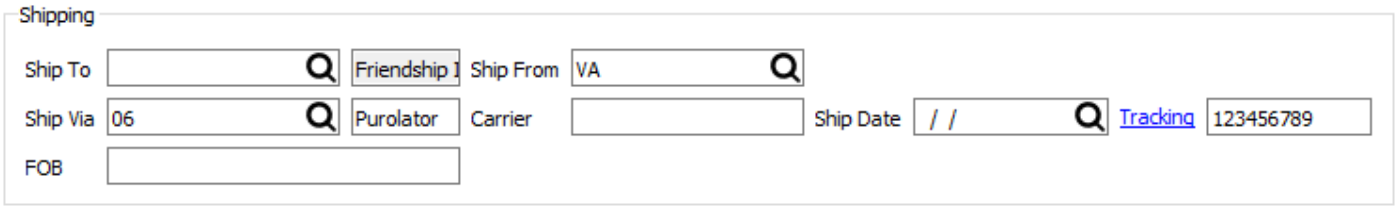
• Add ability to add unlimited contacts to all modules and set different contact types



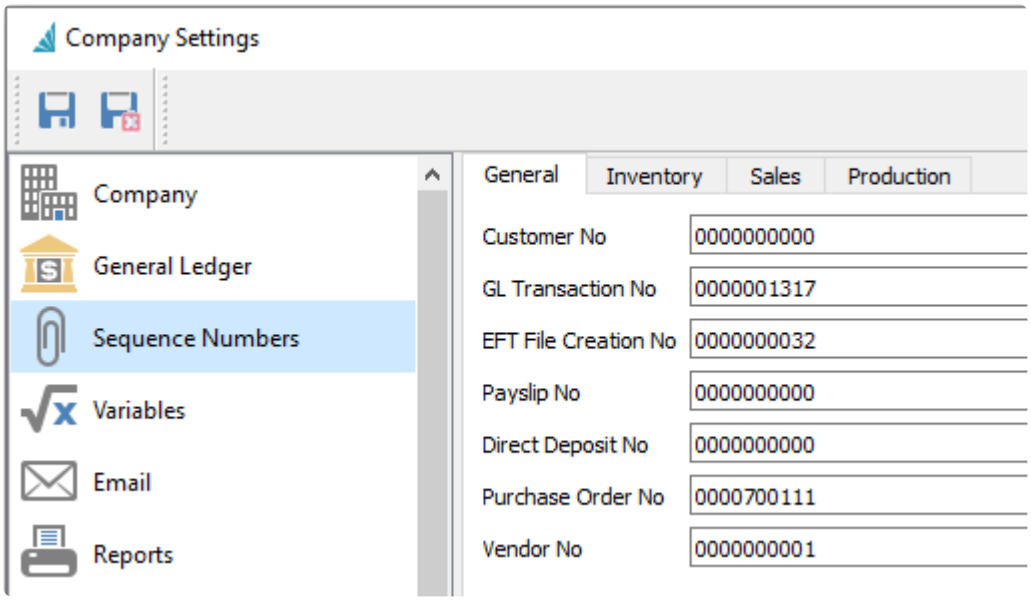
• Total Current Component Cost field added to the Kit Components tab of Inventory items



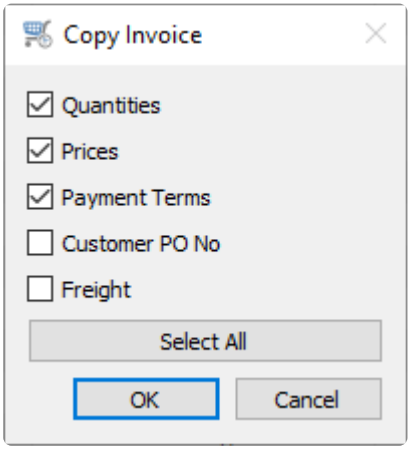
• Add tracking to support shipping methods in sales



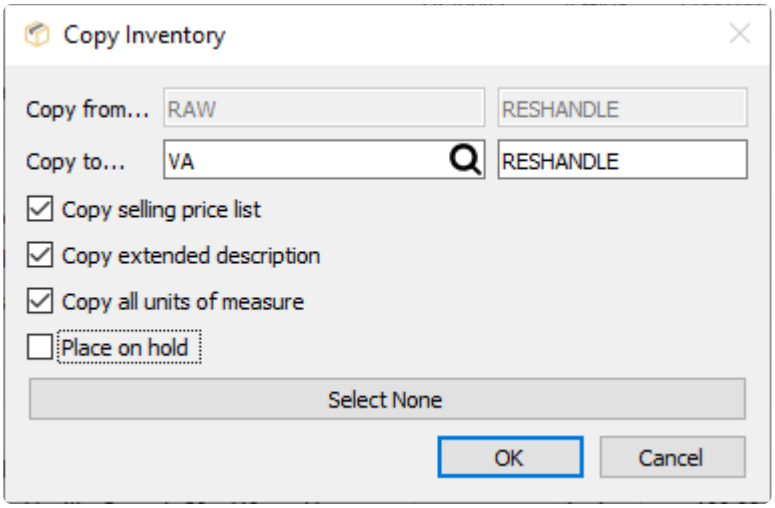
• EFT File Creation No is now in Company Settings Sequence Numbers



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

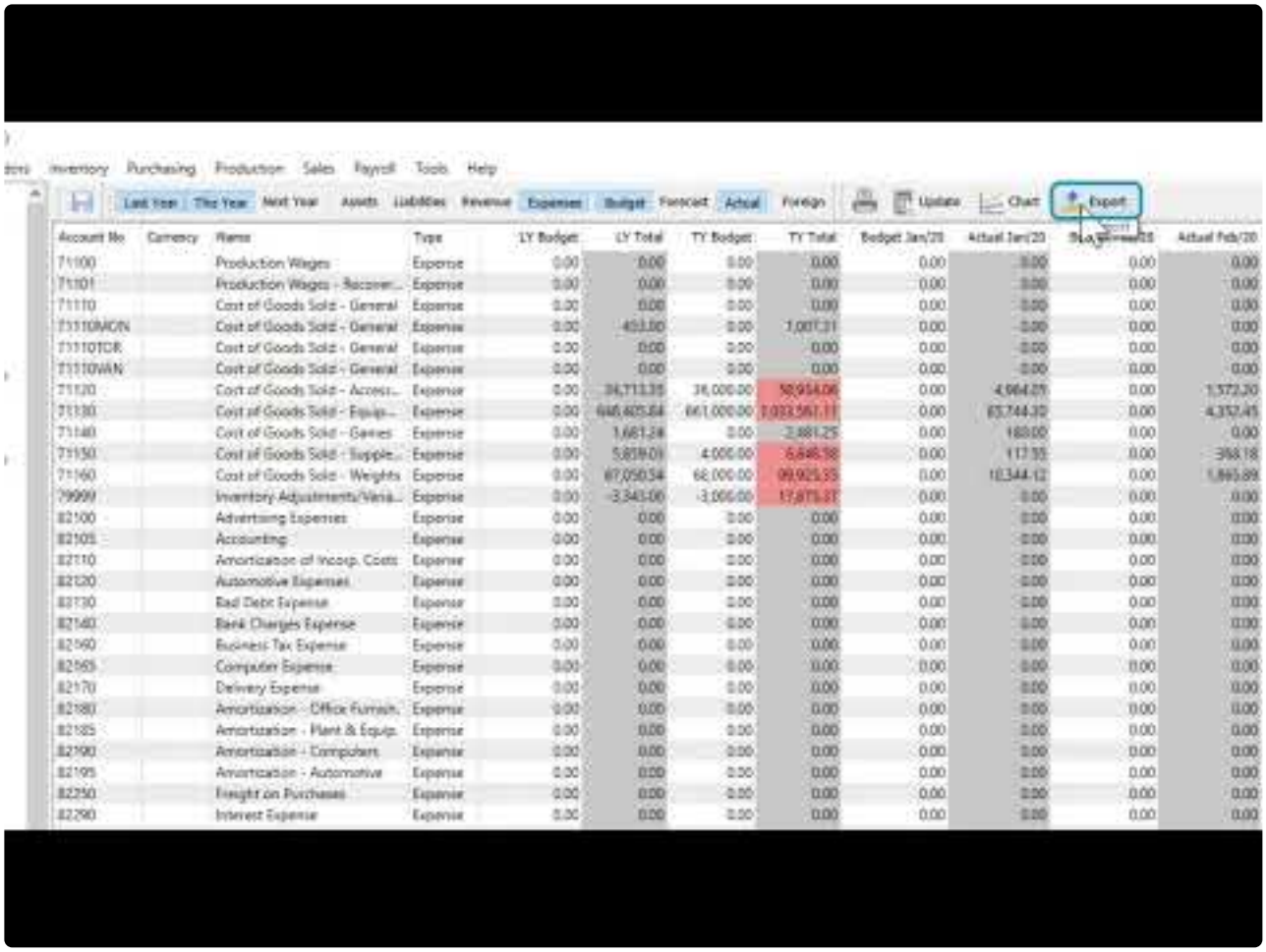


• Select All / Deselect All button in Copy Inventory



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

Video Instruction for What's New in Spire 3.8

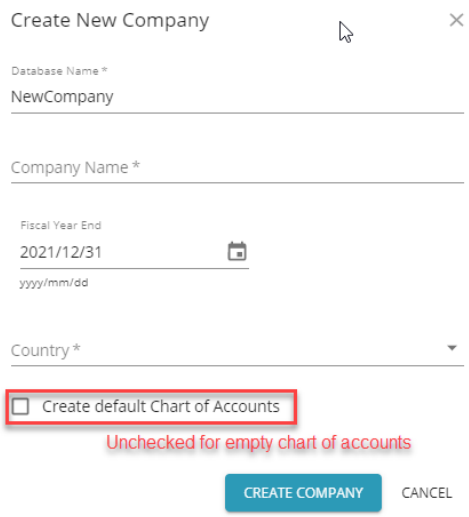


https://www.youtube.com/embed/_BpT7NjLbFk?rel=0

Version 3.7

New Features;

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

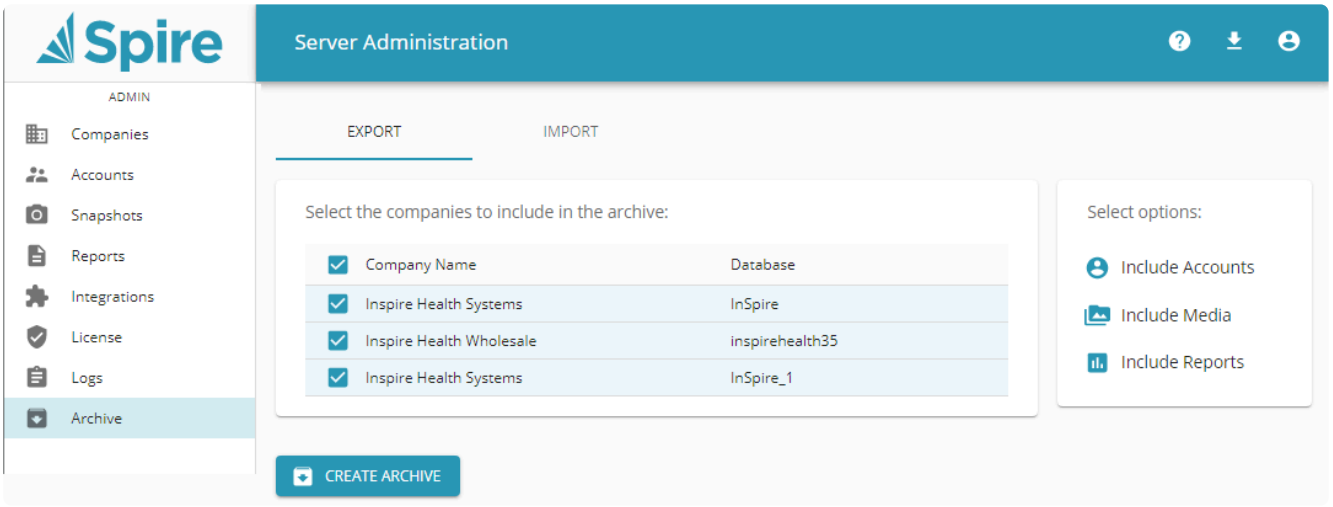


- Add AR Aged Tooltip to the Sales Order screen when hovering over AR Balance

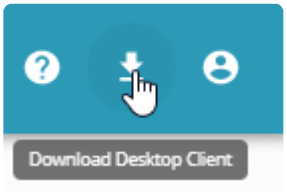
- Add Hold button inside Edit, Sales Order
- Add Vendor Payment and Expense accounts to Accounts Payable List
- Add Product Code to Inventory Count
- Add Product Code to Inventory Adjustments and Transfers
- Add email address to Employee List
- Add date column to AP and AR List shown when making a Payment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

Version 3.6

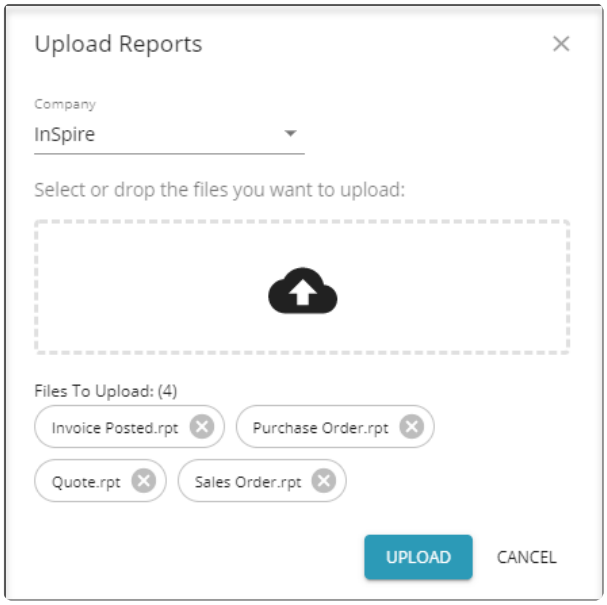
- Add ability for Spire Systems Inc to host Spire server on spire-cloud.com
- Set default snapshot schedule adding/restoring a company database, Daily @ 23:59 Keep 1
- Centralize image and attachment handling at the Spire Server
- Add the ability to edit Username in Spire Server Administration
- Archive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



- Ability to download Spire Desktop from Spire Administration

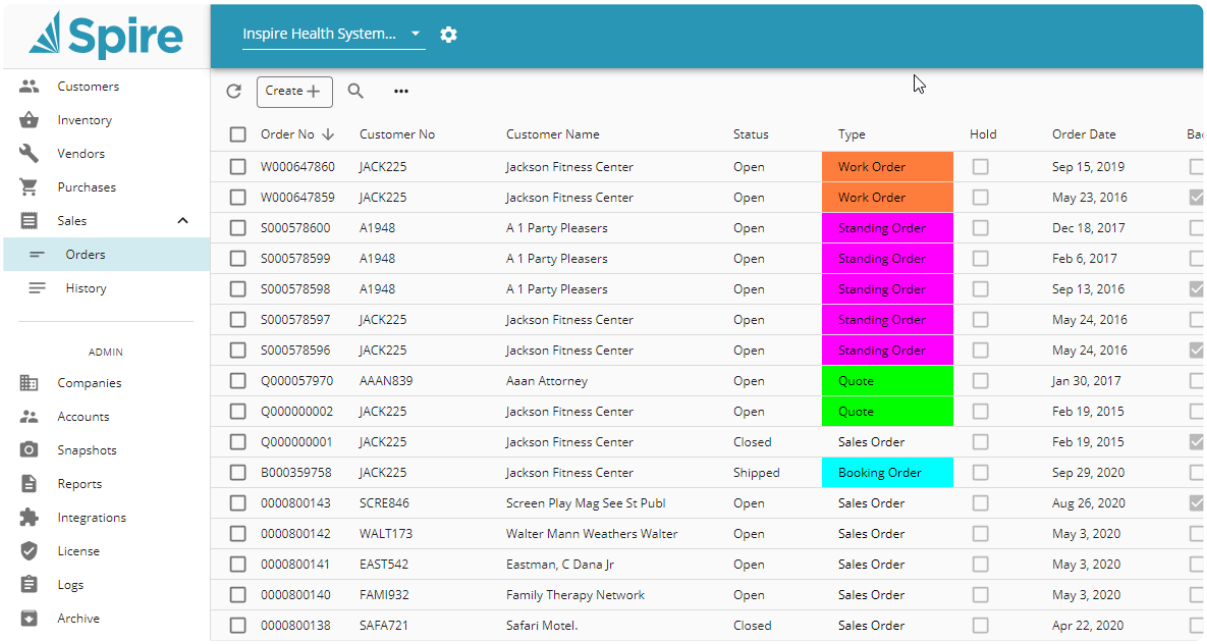


- Support bulk upload of reports in Spire administration

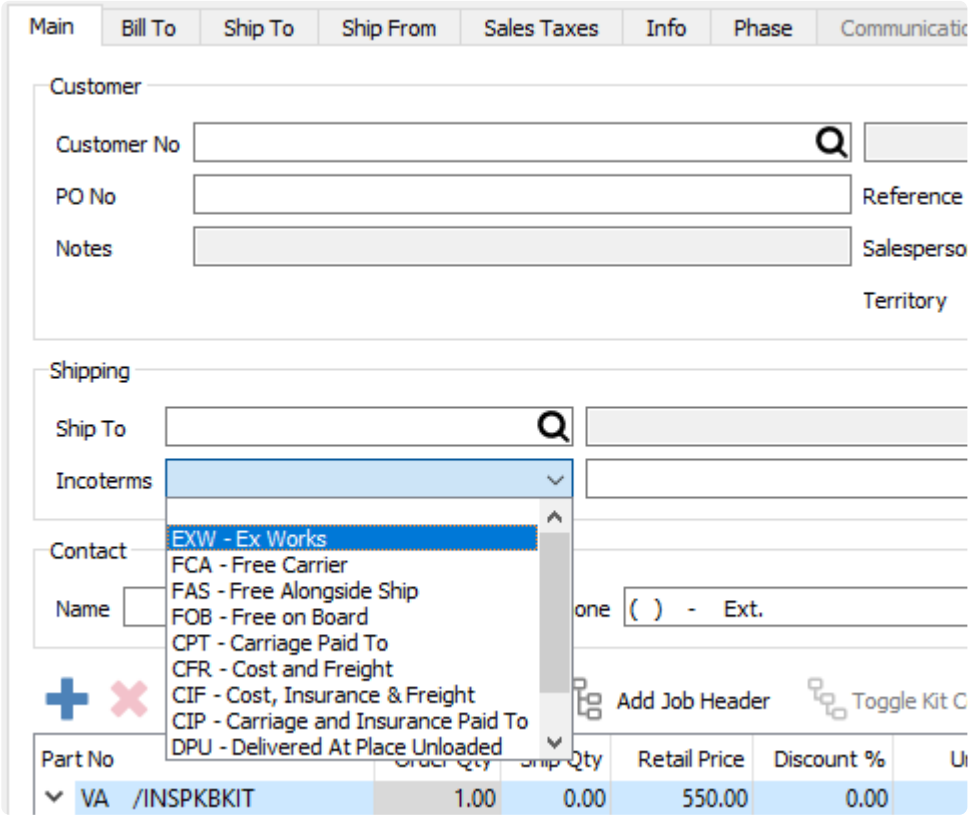


- Versioned views for reports (means report updates do not have to be done on every version where the database changes)
- Automatically create a snapshot before performing a database upgrade

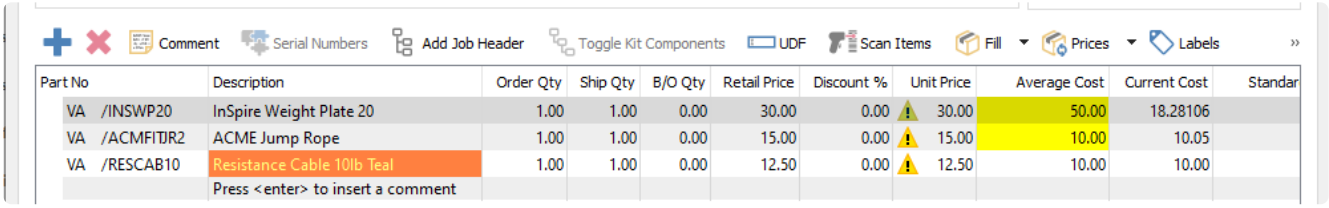
- Add web browser module for Sales, Sales History, Purchase Orders, Customers and Vendors (limited feature set that will be improved with each update)



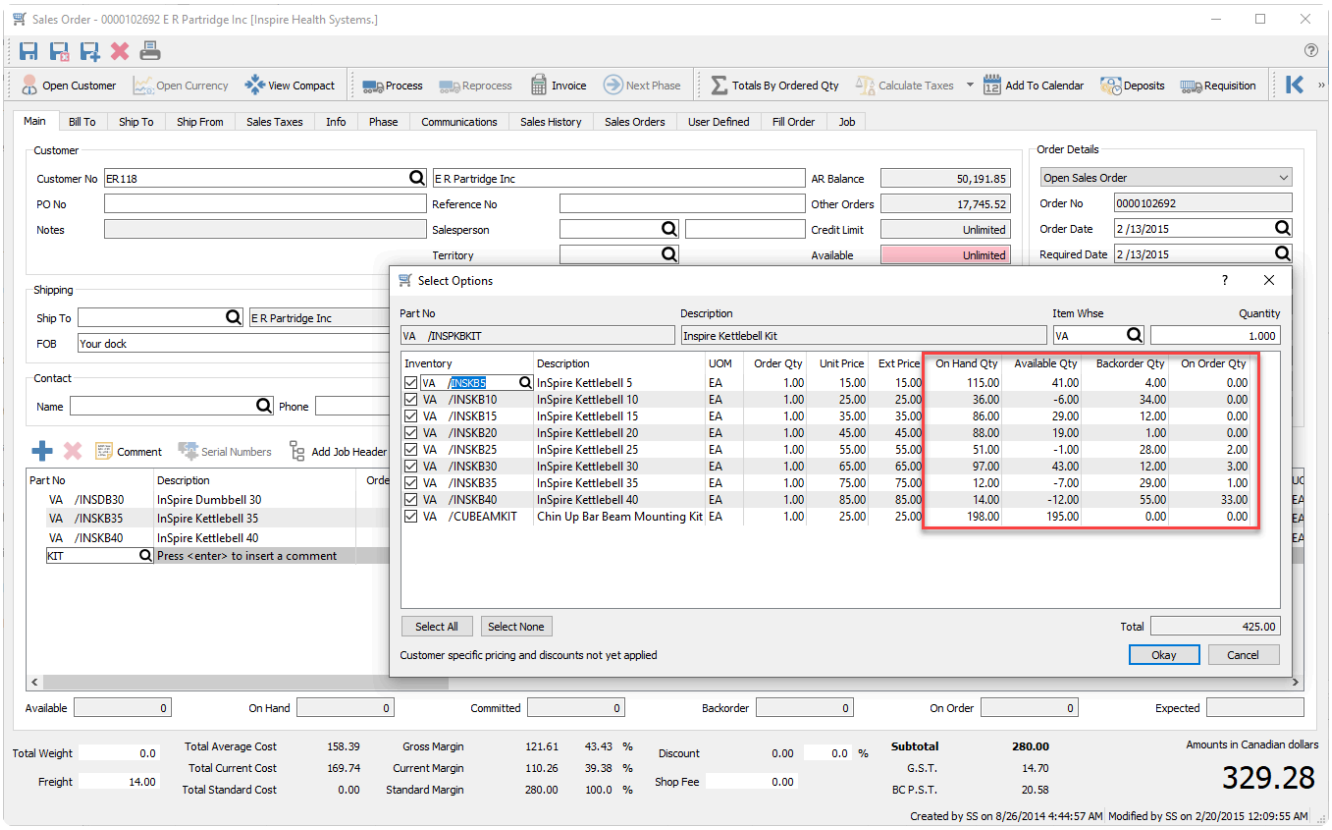
- Open Inventory from requisitions
- Add ability to use Incoterms for Sales Order and Purchase Orders, enable in Company Settings



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

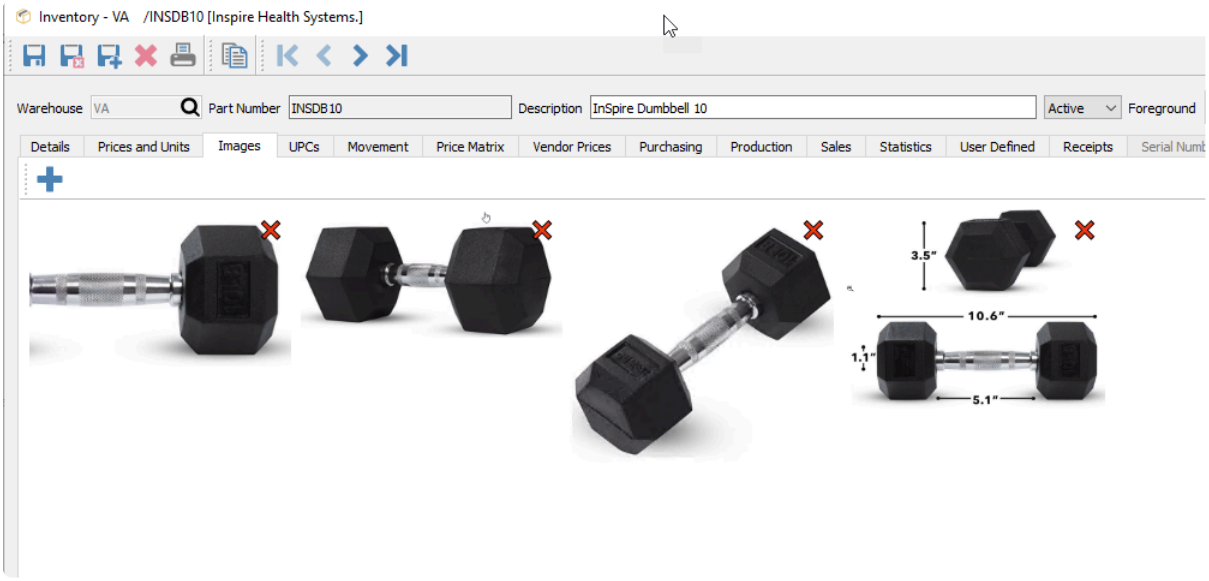


- Add open customer and open inventory to sales history invoice view
- Restrict view of banking info on customer/vendors by security setting
- Add reprint inventory adjustment report (including transfers and adjustments)
- Added transfer pick slip and packing slip
- Improve Inventory transfers, and separate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

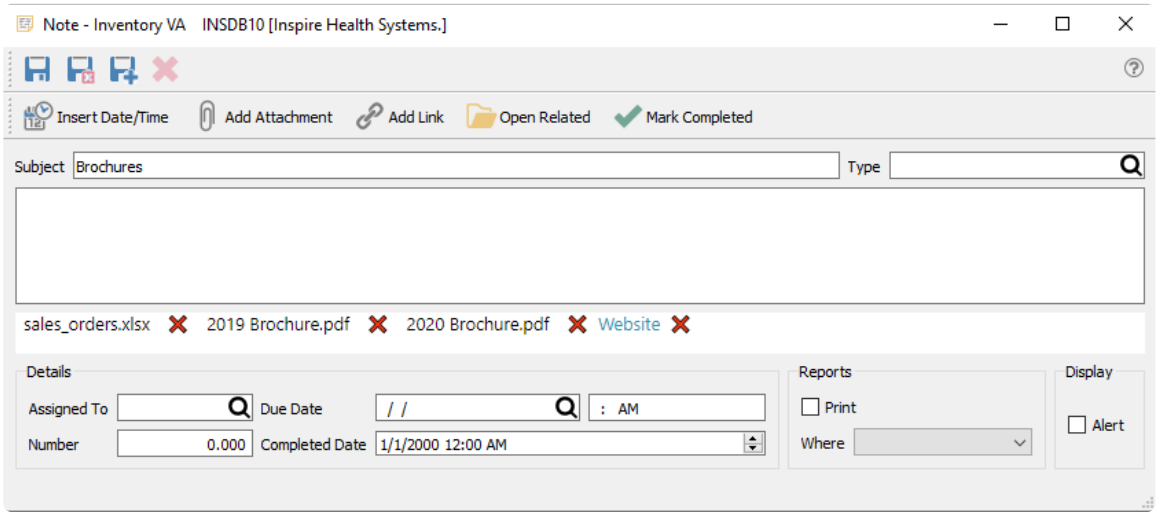


- Add ability to see and change the UOM Warehouse Location during Inventory Count
- Auto Generate serial numbers will now start at 1 if no initial serial number is set as base
- Add Toggle button for Kits in Sales History, Invoice view

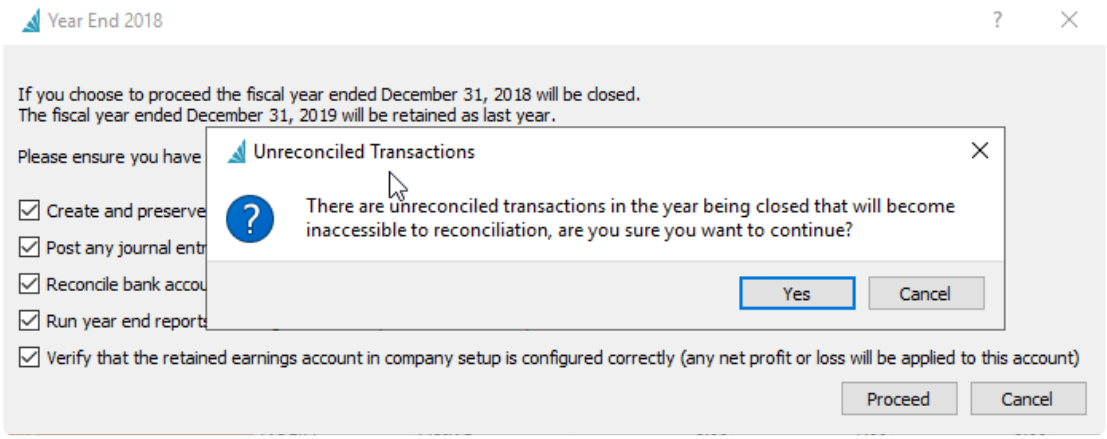
- Add support for multiple Inventory Images



- Add support for multiple communication attachments

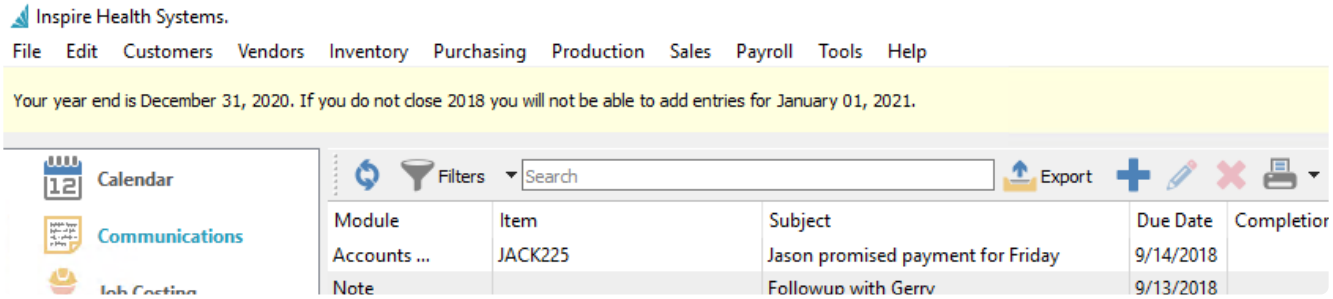


- Warn when performing YearEnd Close that unreconciled transactions exist in GL Accounts marked as Bank Accounts



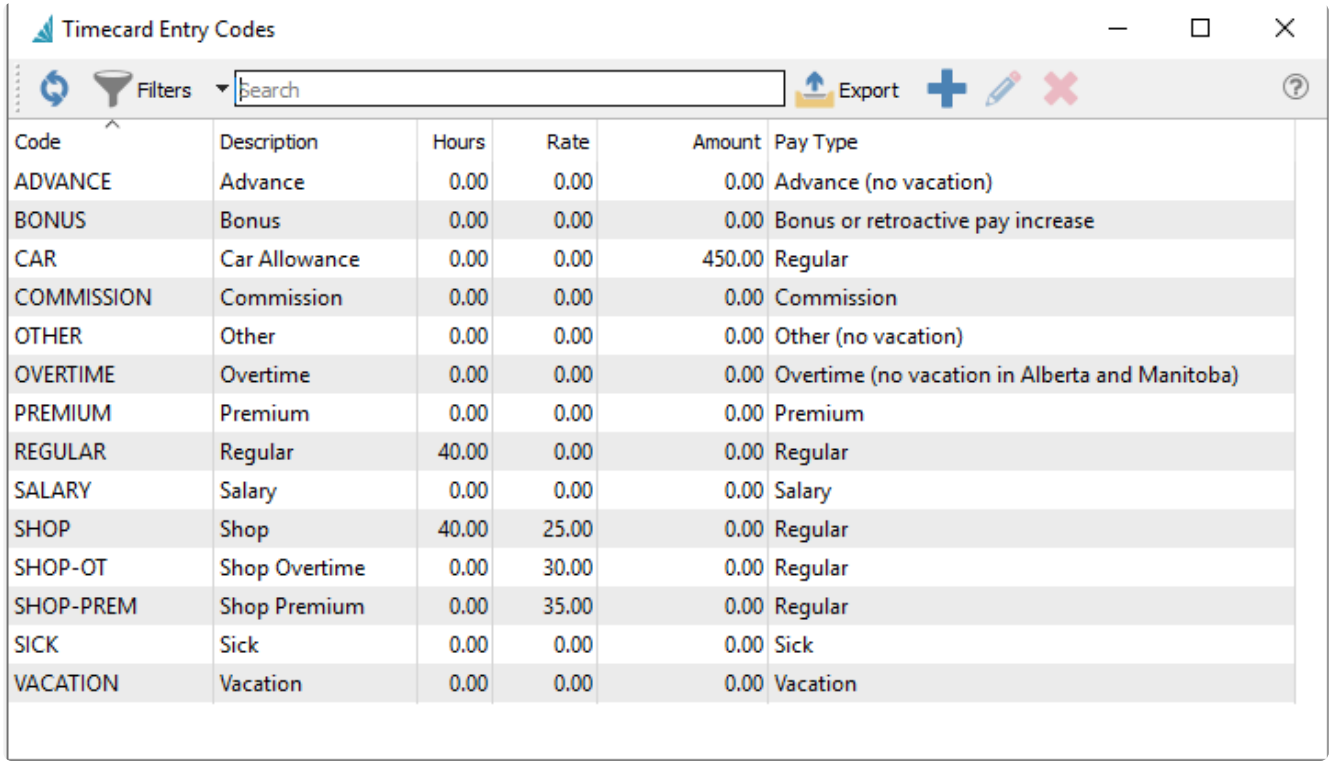
- Add Foreign Currency button to Edit General Ledger Account, Historical Periods

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



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

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



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

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

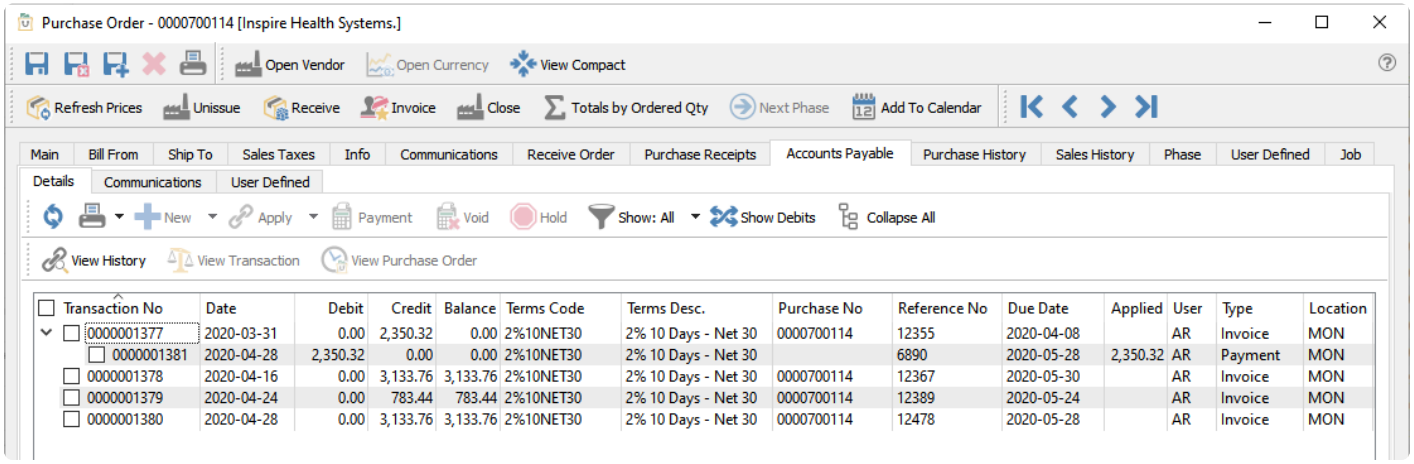
- Allow the API to POST adjustments (in addition to being able to create them)

Version 3.5

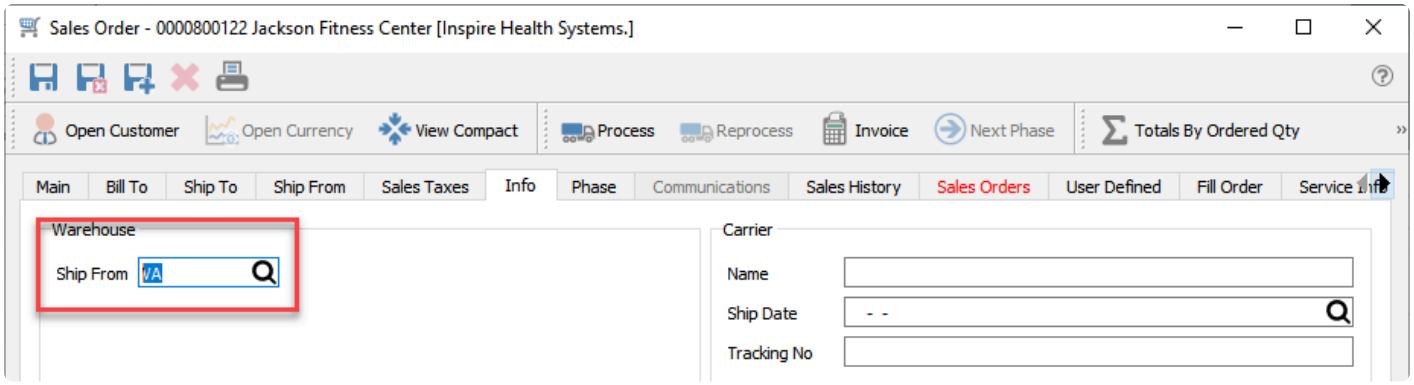
New Features

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

• Add Accounts Payable tab to Purchase Orders and Purchase History



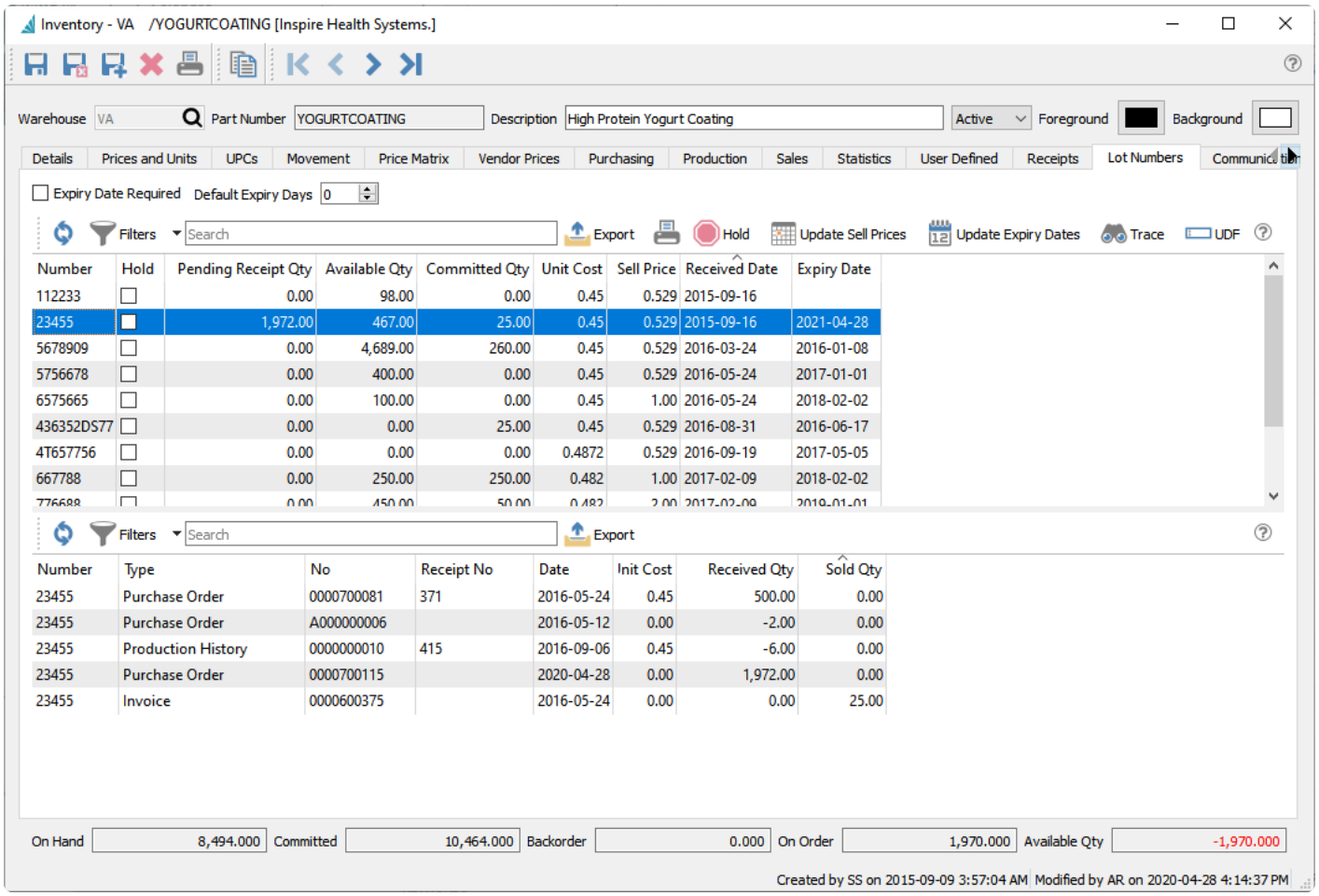
• Add ability to set default warehouse in Sales Order, Info tab



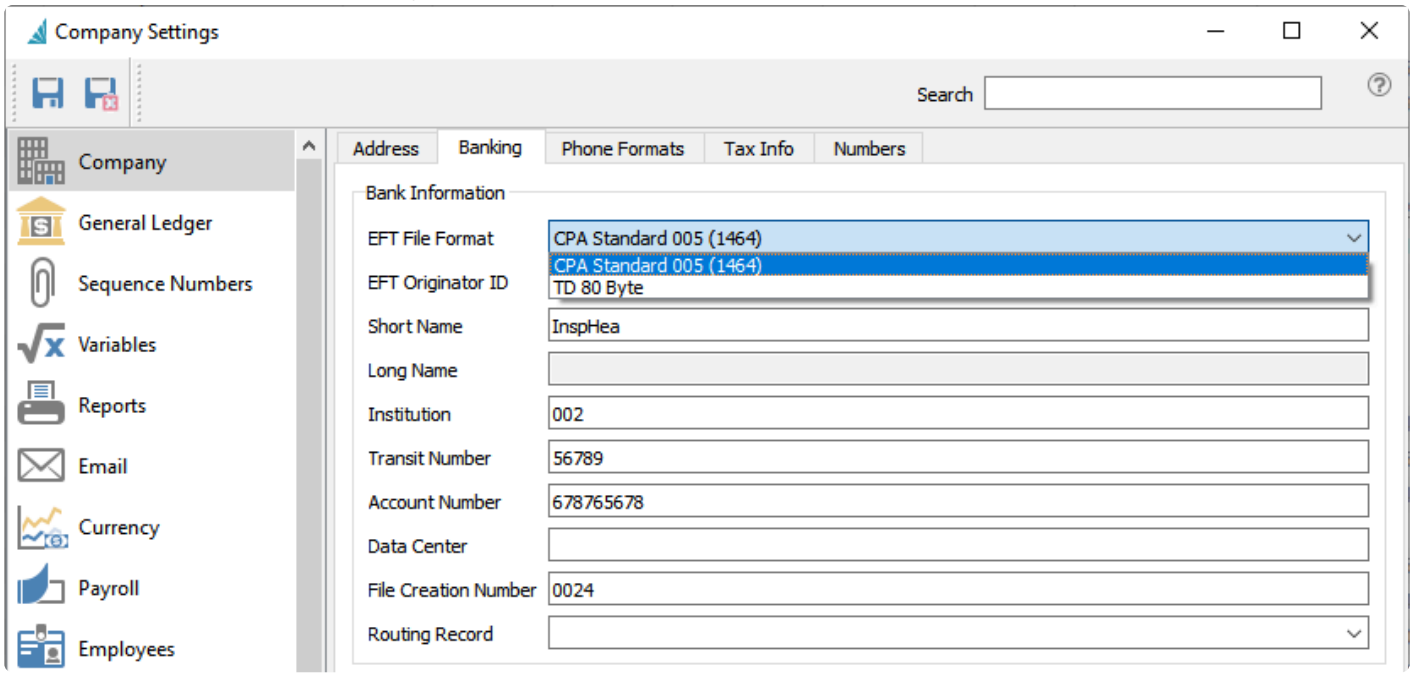
Lot/Serial number changes

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

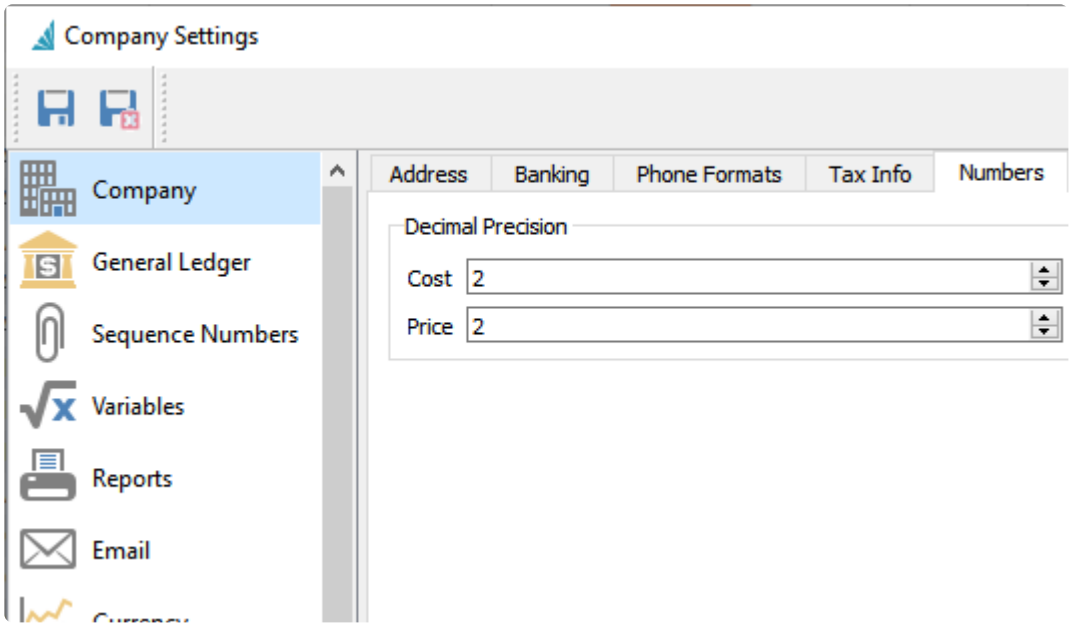
• Add Expiry Date required flag to Edit Inventory



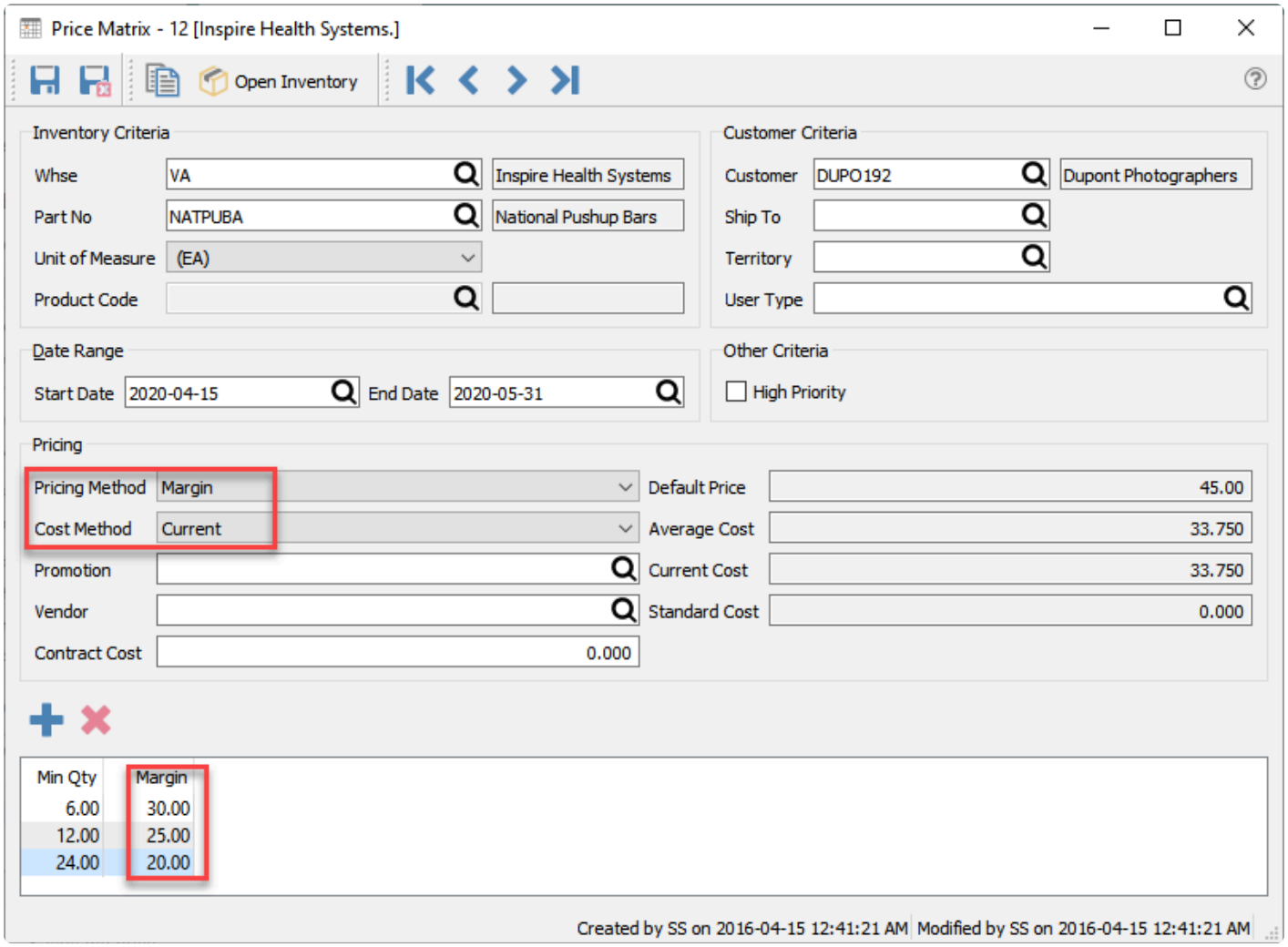
• Add support for TD Bank 80 byte EFT file



• 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.

Version 3.4

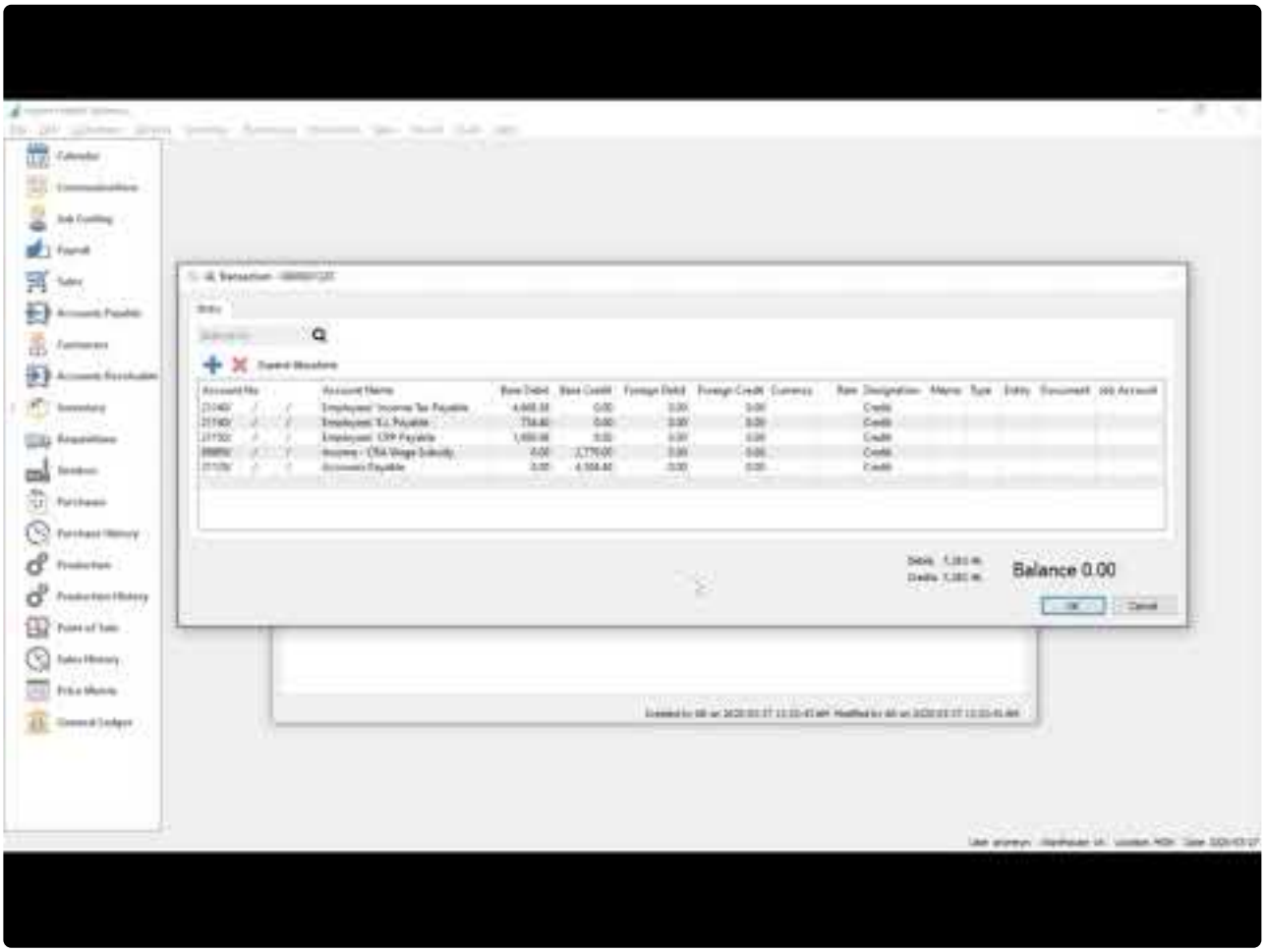
New Features

Source Deduction Remittance for Canadian Payroll

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

See this link for instructions.

Video Instruction



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

Version 3.3

New Features

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

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

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

Version 3.2

Quick Purchase Order

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

Improve UDF user interface

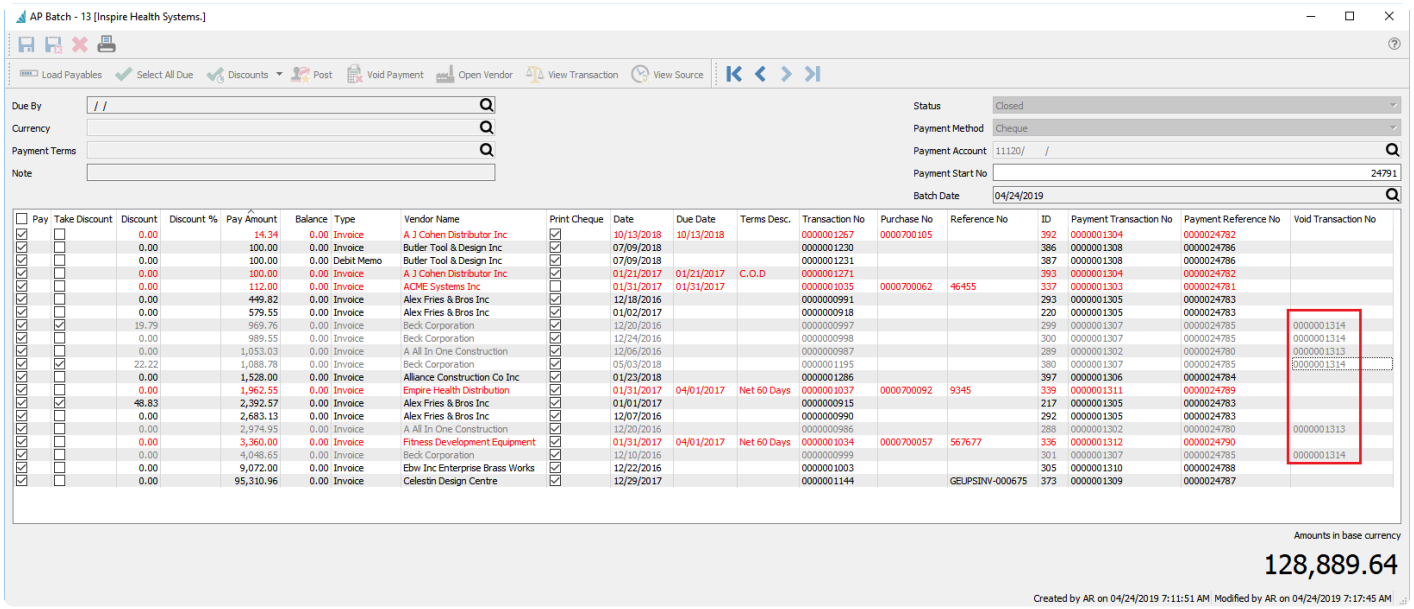
Ability to drag and drop fields to a different position, or even a different page.

Add UDFs to API

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

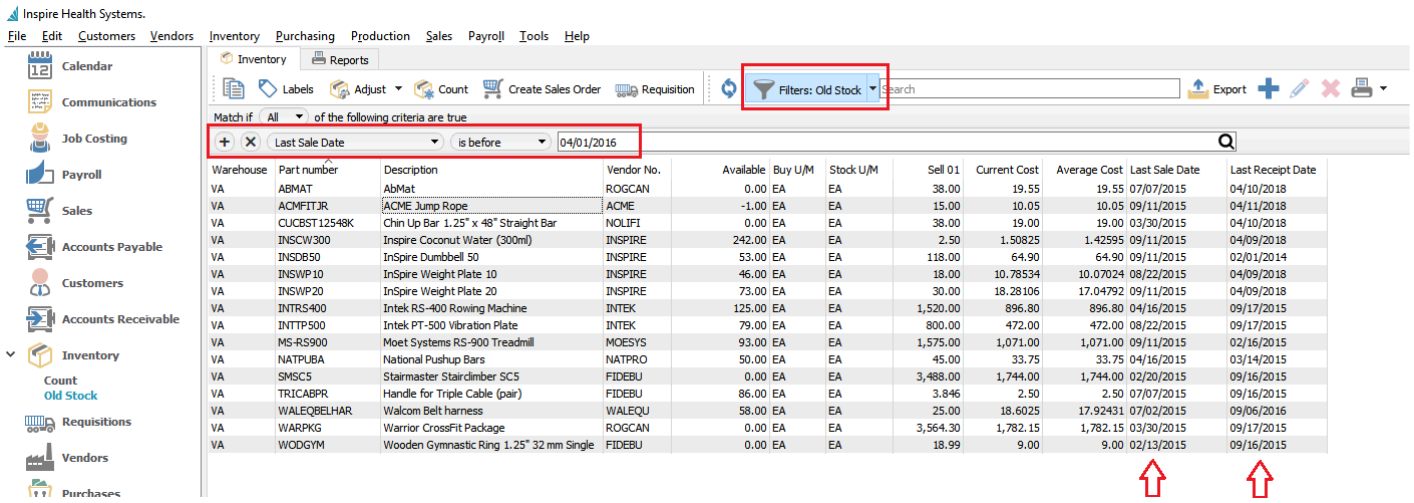
Void selected payments in AP batch

Posted AP batches can now have selected checks voided



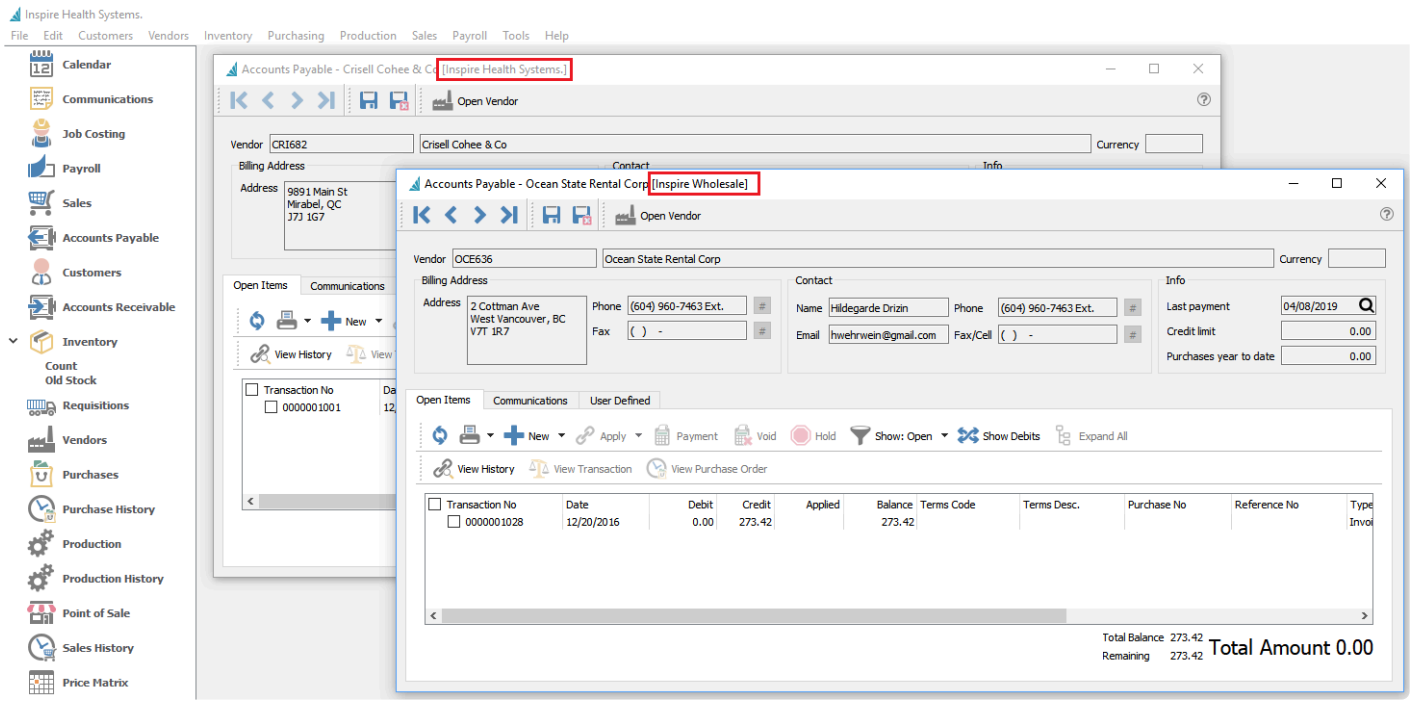
Add last sale date and receipt date to inventory list

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



Add company names to all dialogs.

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



Speed increase to inventory count

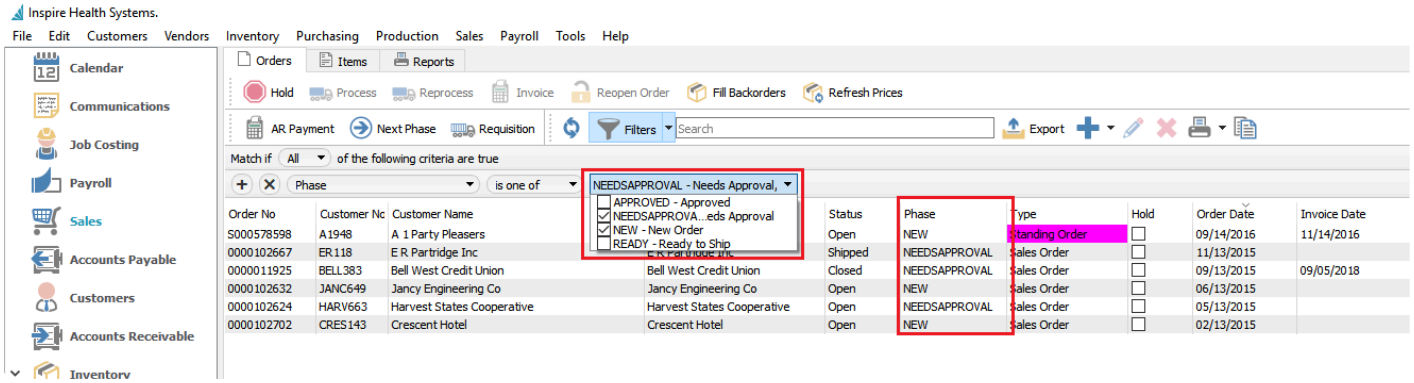
Counting a large amount of inventory is faster

Speed increase in orders

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

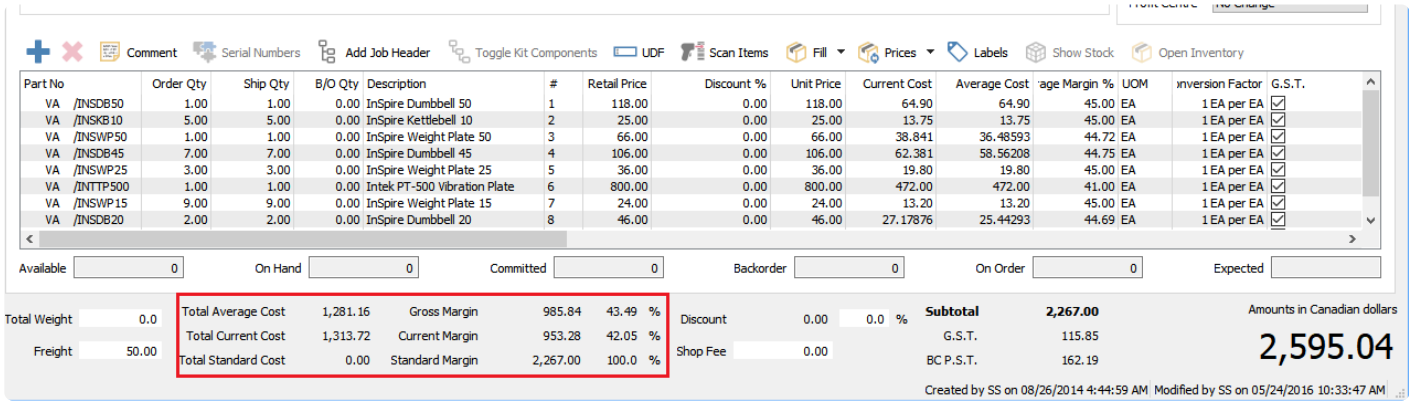
Add phase selection to orders

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



Add current and standard costs and percentages to sales footer

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

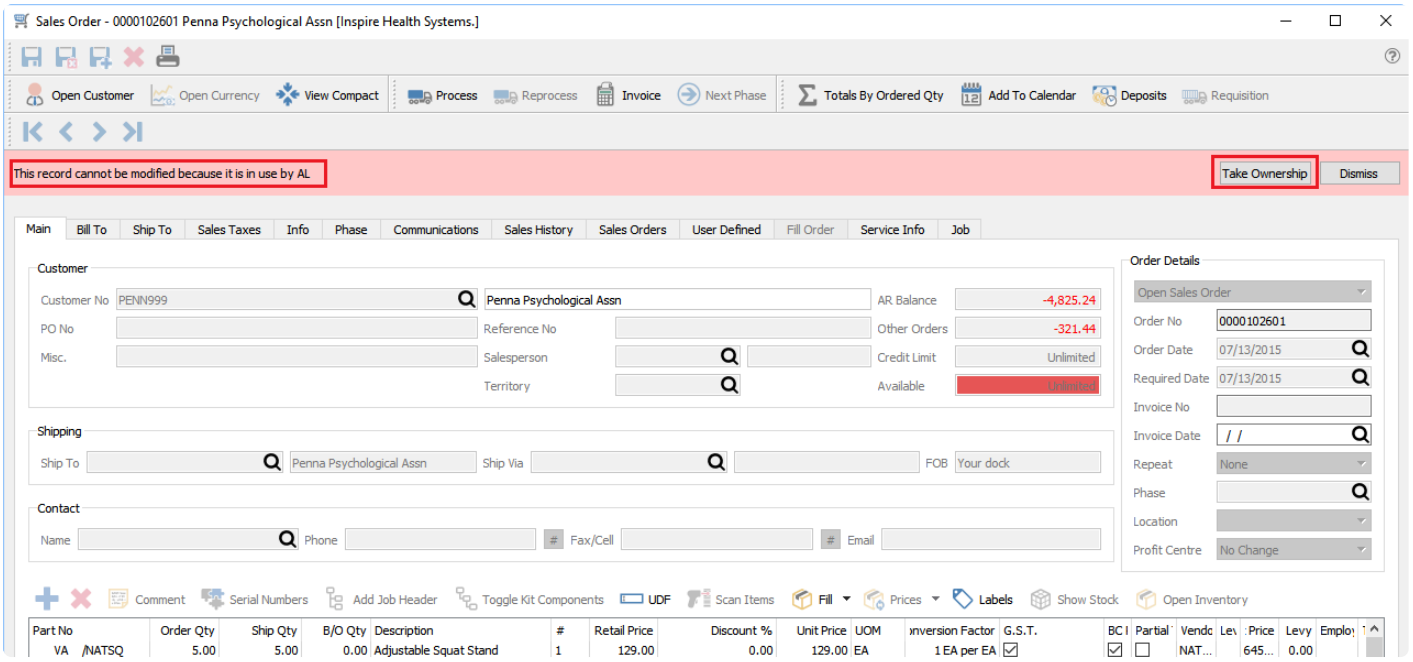


Add costs to sales order items list view

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

Take ownership of locked records

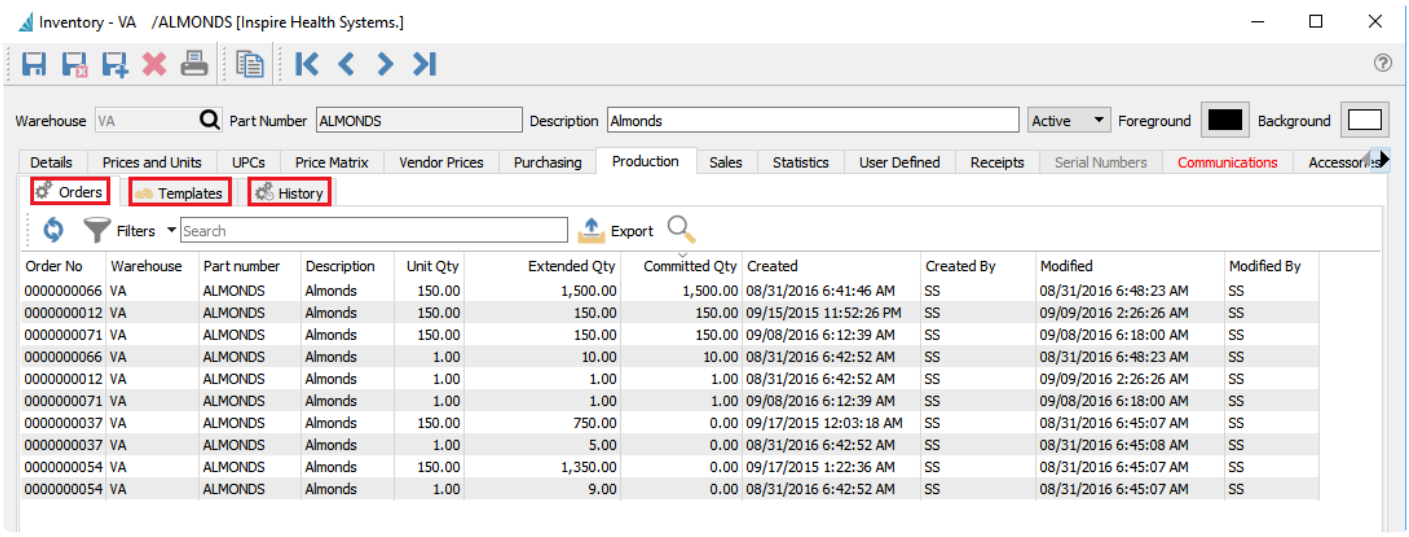
With the correct permission, if the user encounters a record that is locked by another user, they can transfer the lock to themselves.



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

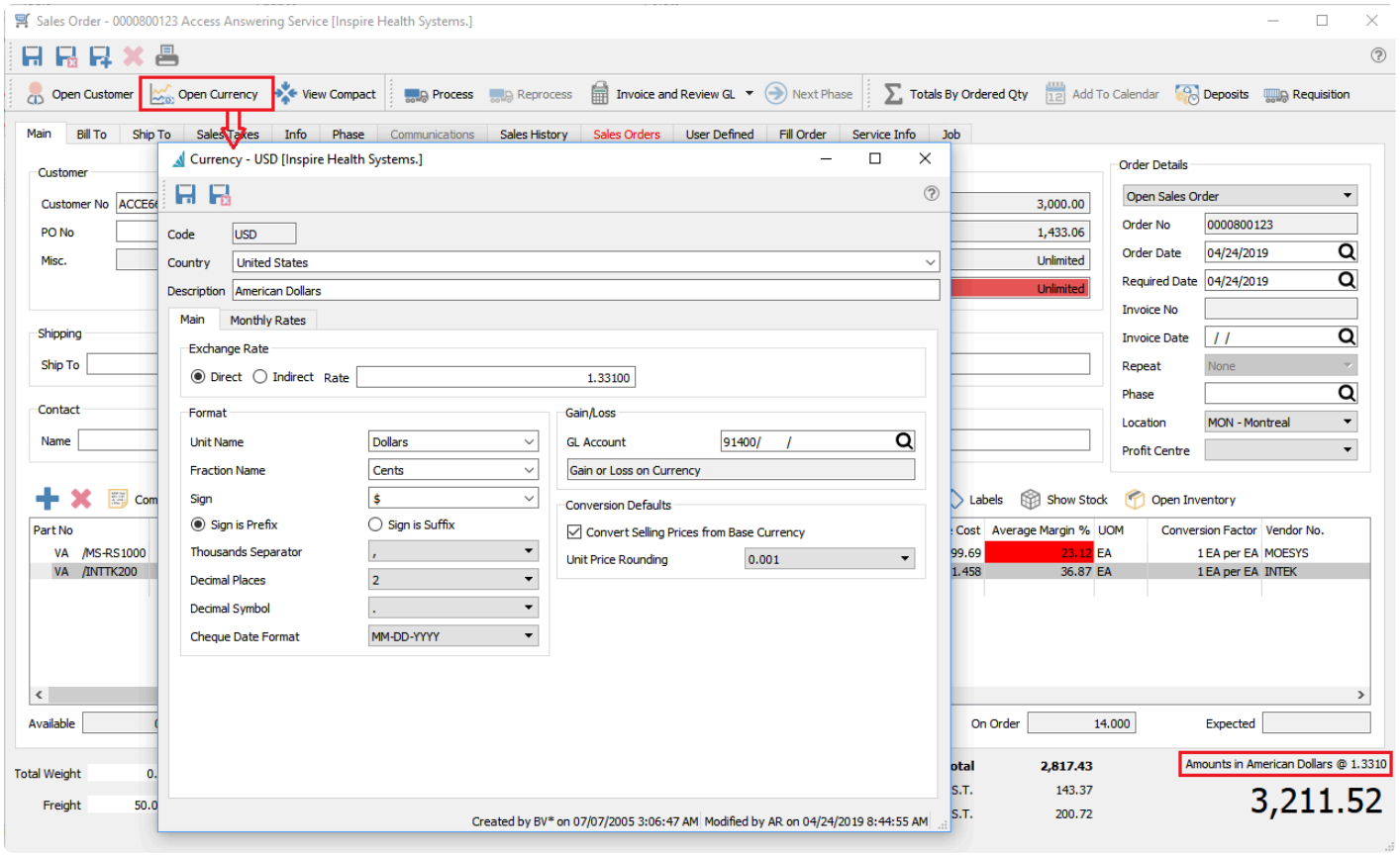
Add Production tab to inventory

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



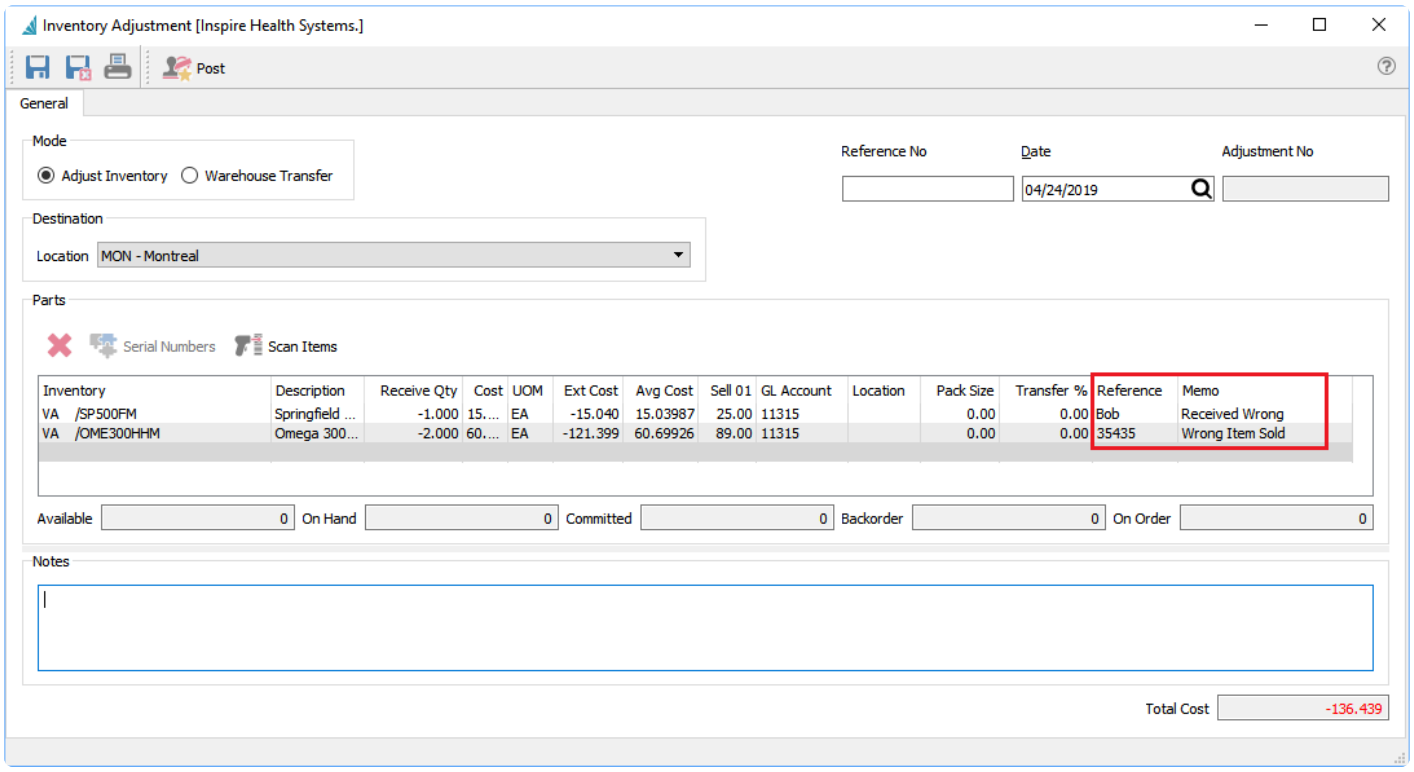
Add currency view and selector to orders

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



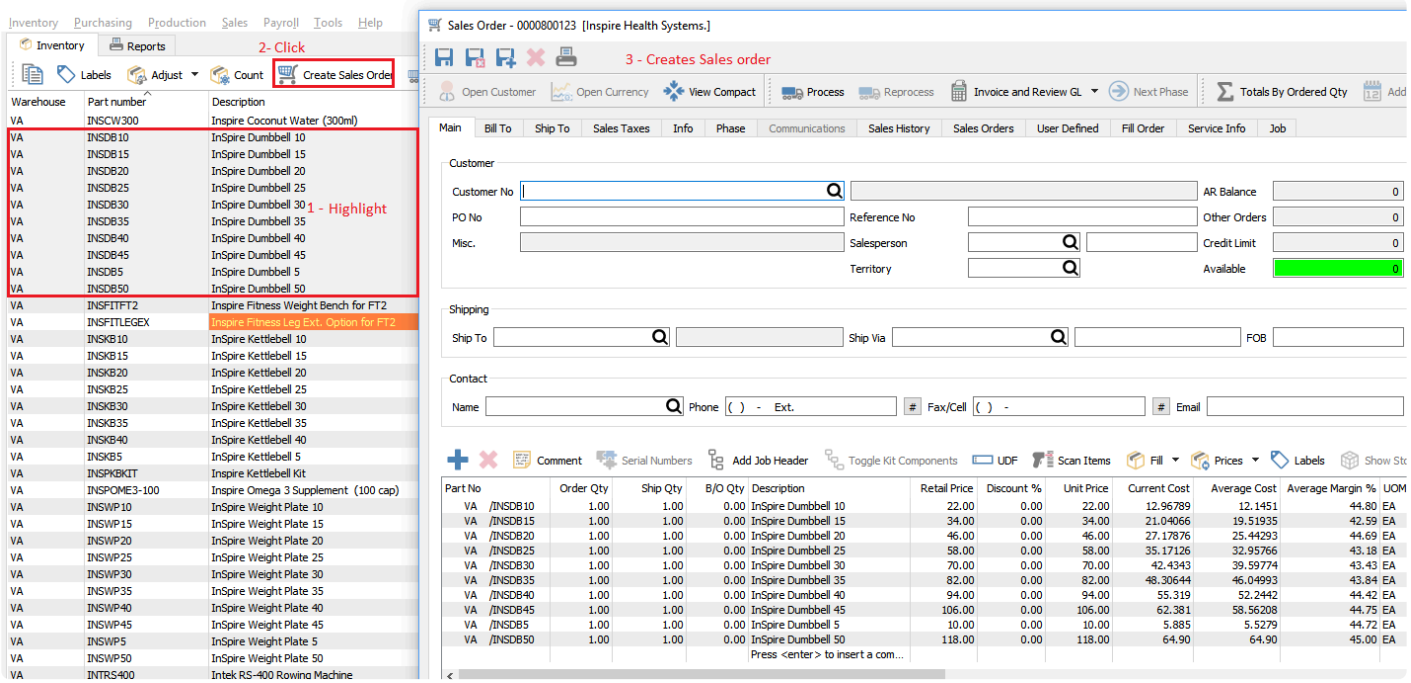
Add line reference memo to inventory adjustments

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



Ability to create sales order from selected inventory items

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



Version 3.1

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

Payroll

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

Accounts Payable

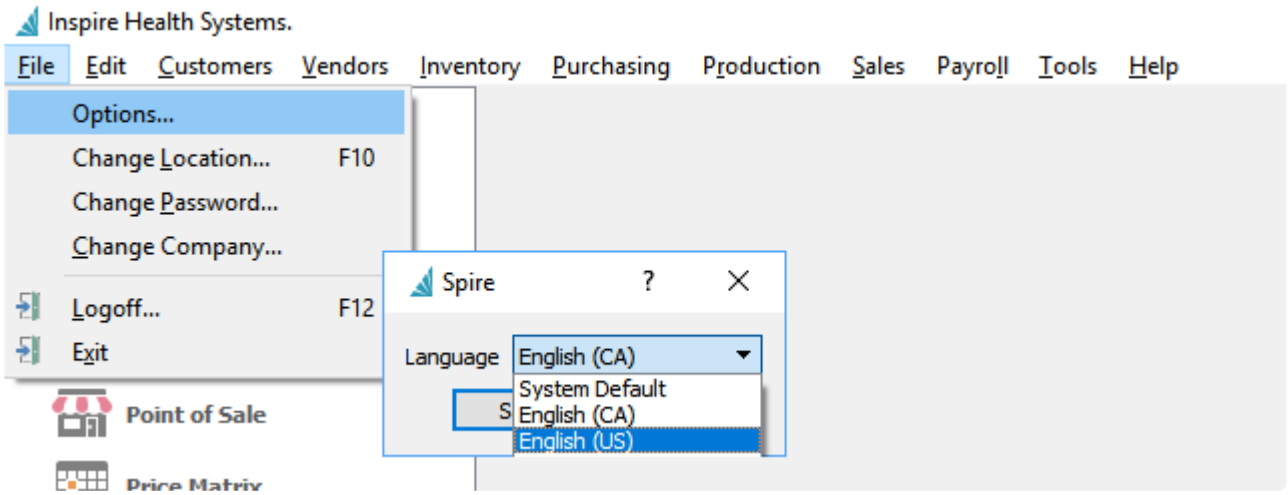
• Add ability to create a AP Payment batch for selected Vendors on the Accounts Payable List
• Allow AP Payment batch to be filtered to reduce the Outstanding List
• Add ability to post an EFT AP Payment batch to bank as one transaction for simpler Account Reconciliation
• Add Default payment account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

Accounts receivable

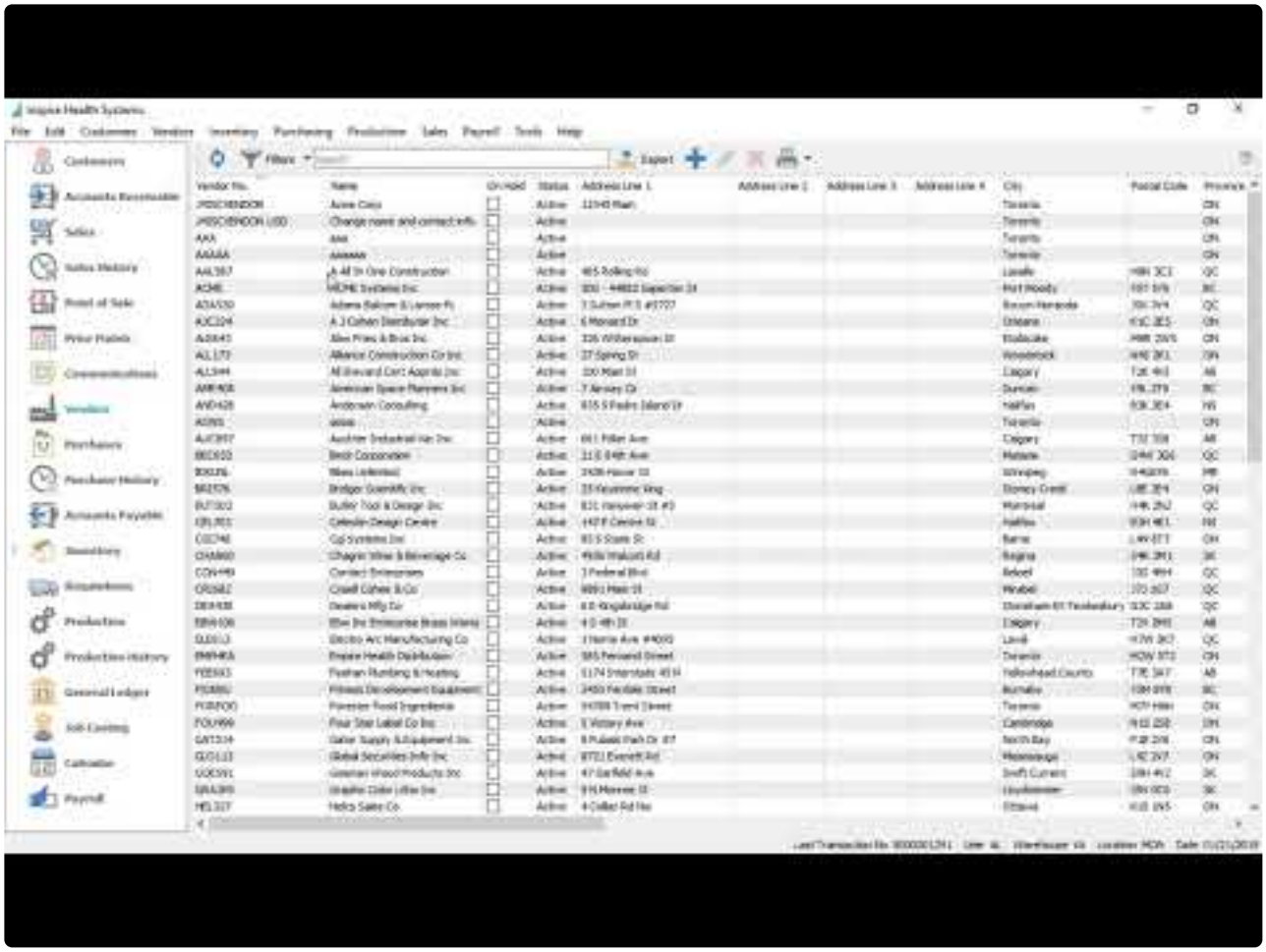
• A check can now be written to a customer. It uses the same Crystal Report as the AP cheque does. However if you have custom AP cheques they will have to be modified to work with AR.

Languages

• Add Spanish language Spire can now be run in English, French and Spanish (System variable fr_CA for French and es_US for Spanish)
• A 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

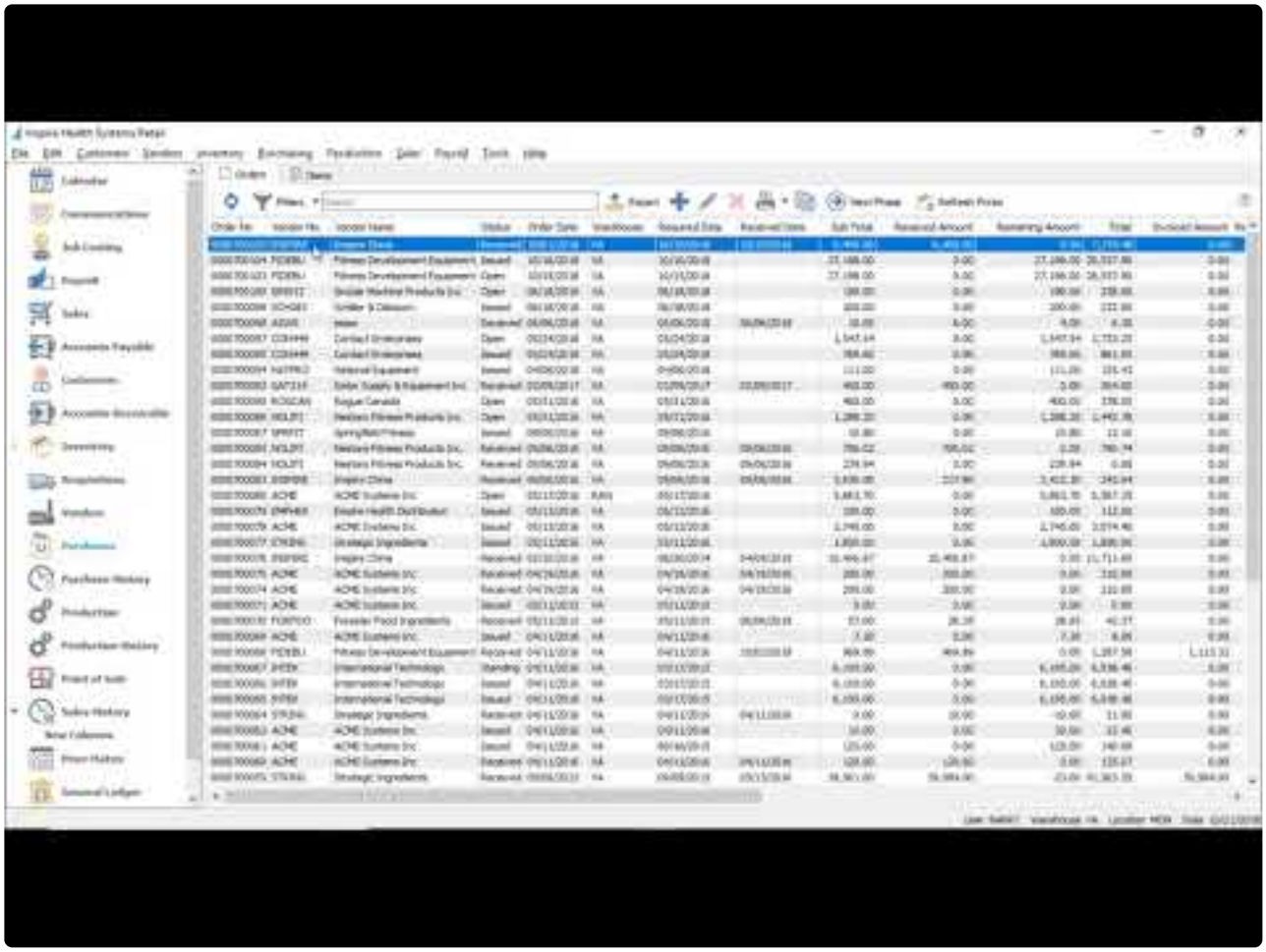
Purchase Order Receipt Audit
Add Purchase Order Receipts auditing for taxes, duty, freight and exchange

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



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

Version 2.11

Add CRA January 2020 Payroll table changes

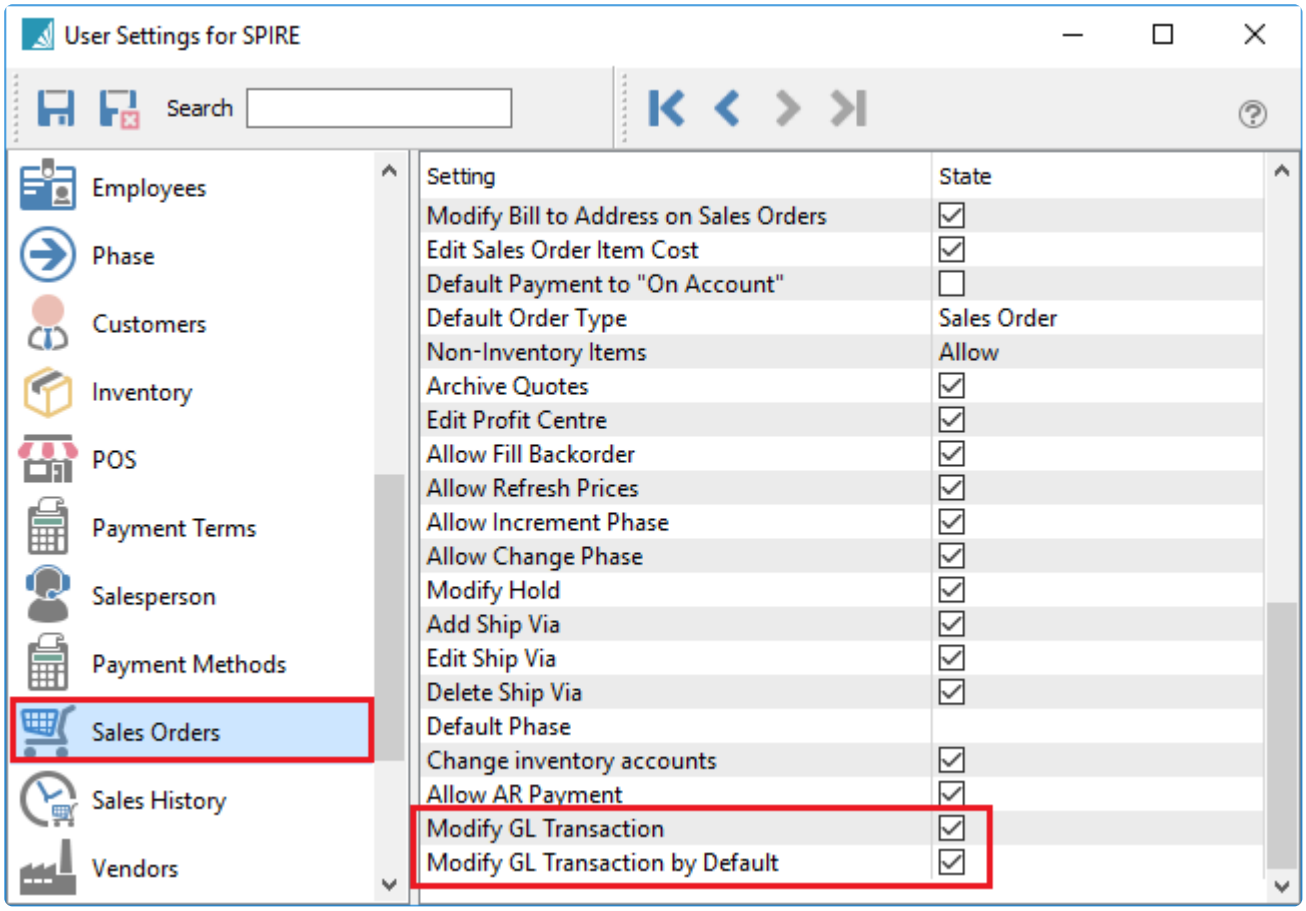
Version 2.10

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

Version 2.9

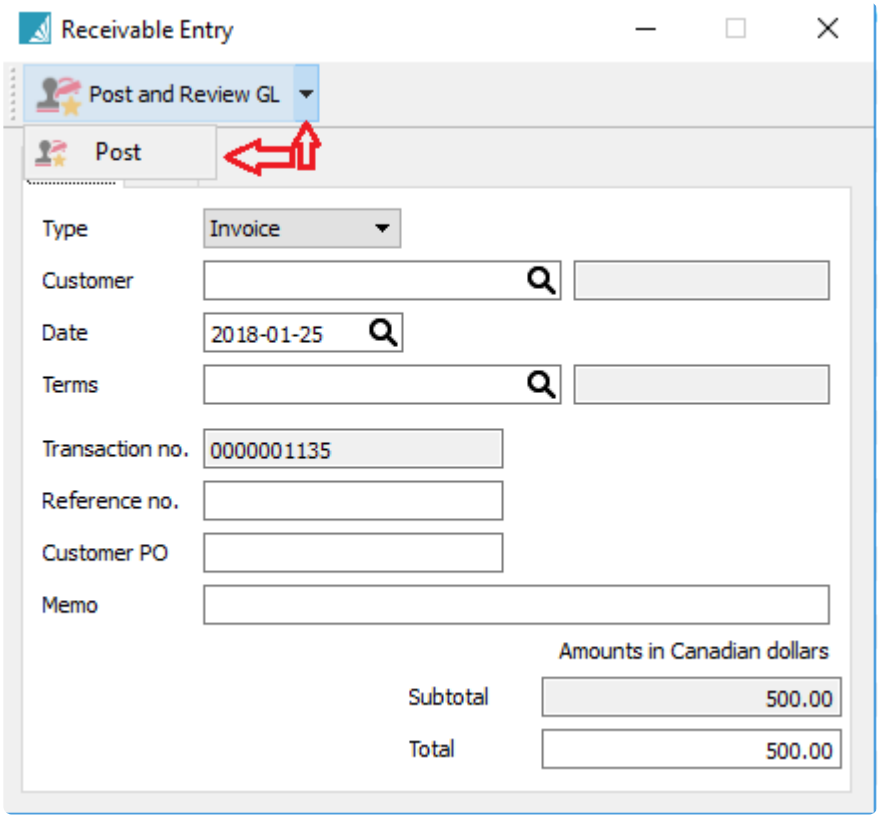
Inventory Count Module Click Here to see how this module works
This will allow count files(s) to be created and give an immediate onscreen variance. Counts are then posted to receipt and the GL. This includes the ability to count and adjust serial/lot numbered items.

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



Remember to change this setting for each module for each user

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



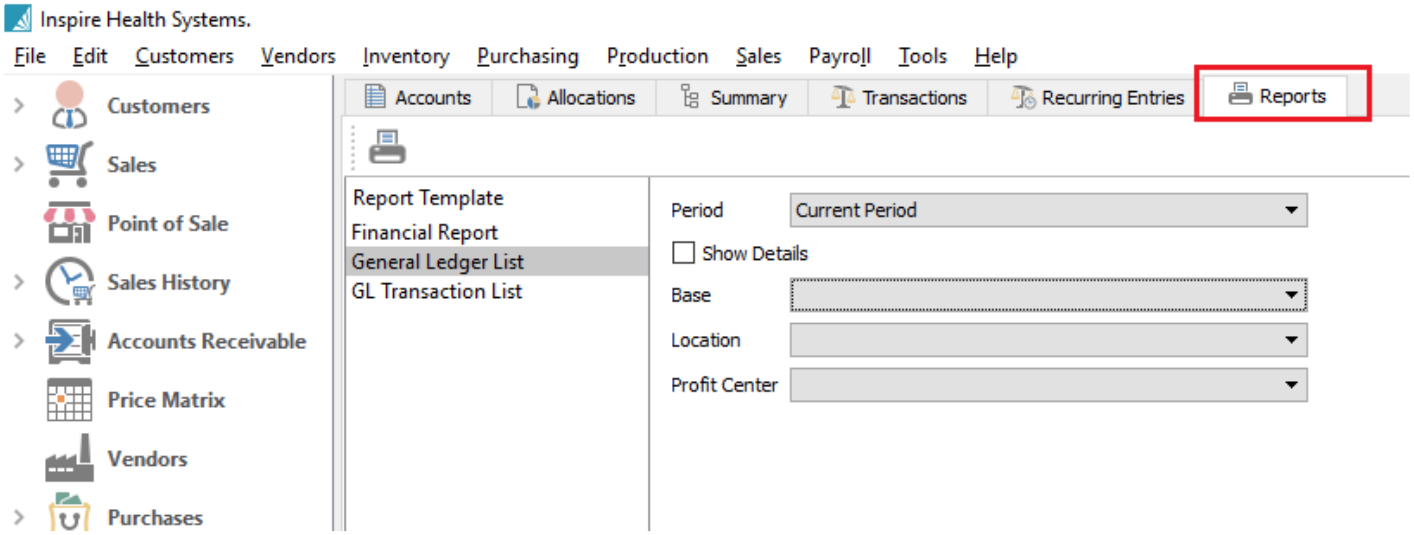
Electronic ROE (see this link)

(Version 2.9.4)

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

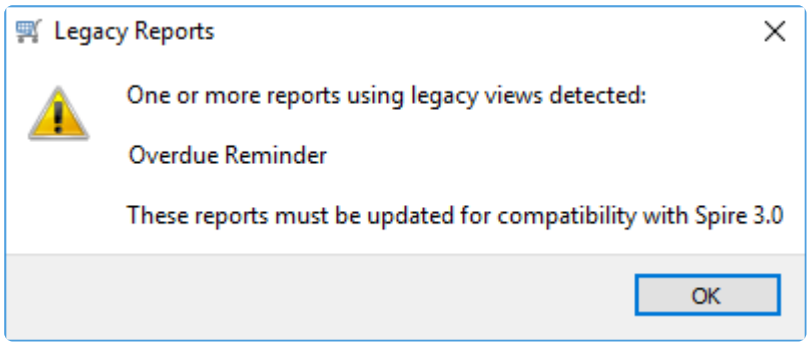
Receipts Table Changes
Added fields to the receipts table to be produce a more accurate historical inventory report

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



Legacy Report Warning

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



Version 2.8

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

> Check with your Spire partner before performing updates on your own

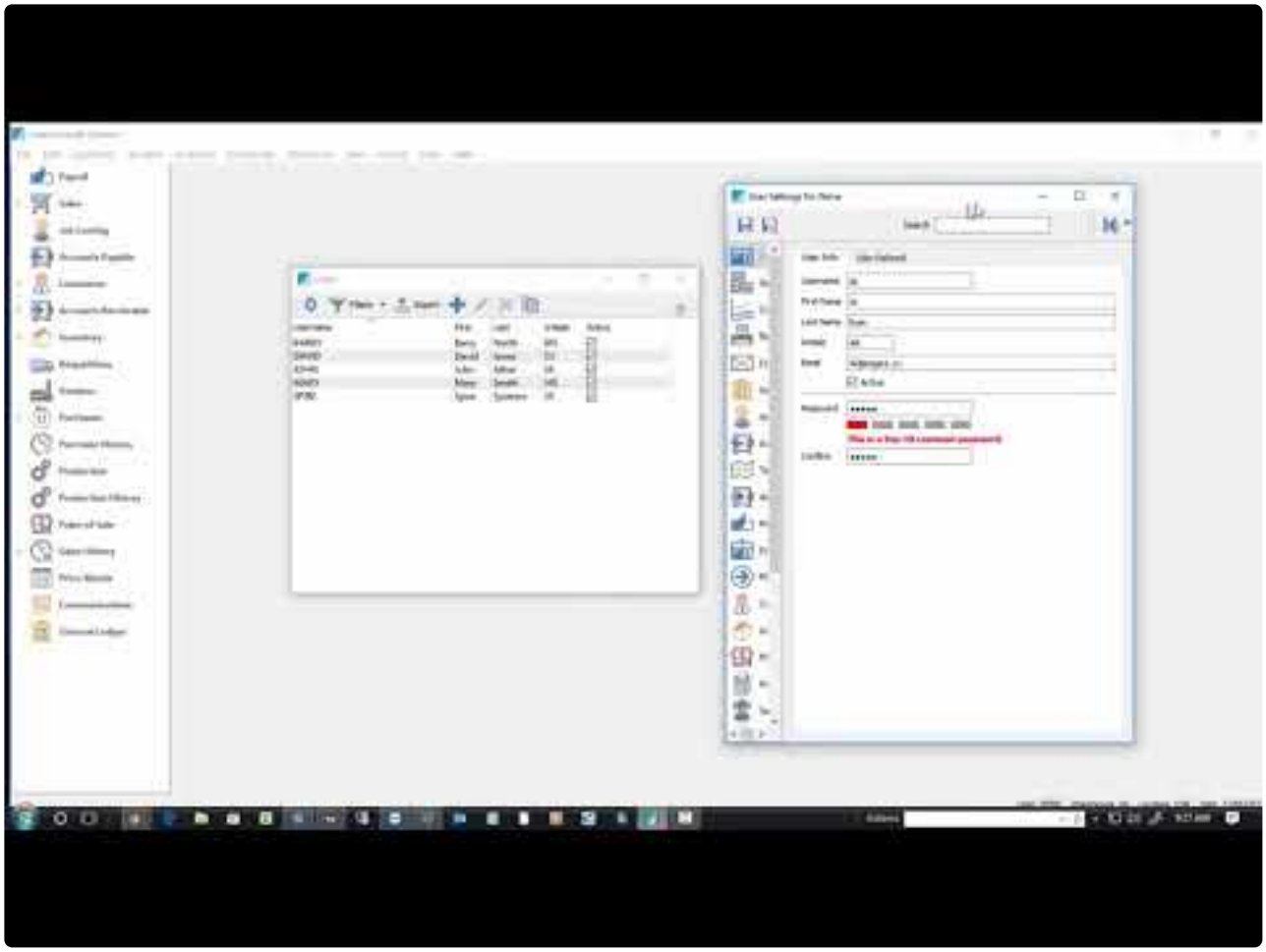
https://www.youtube.com/embed/xSs7zJGVPHk?rel=0

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

See this video for how to setup and use this integration

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

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



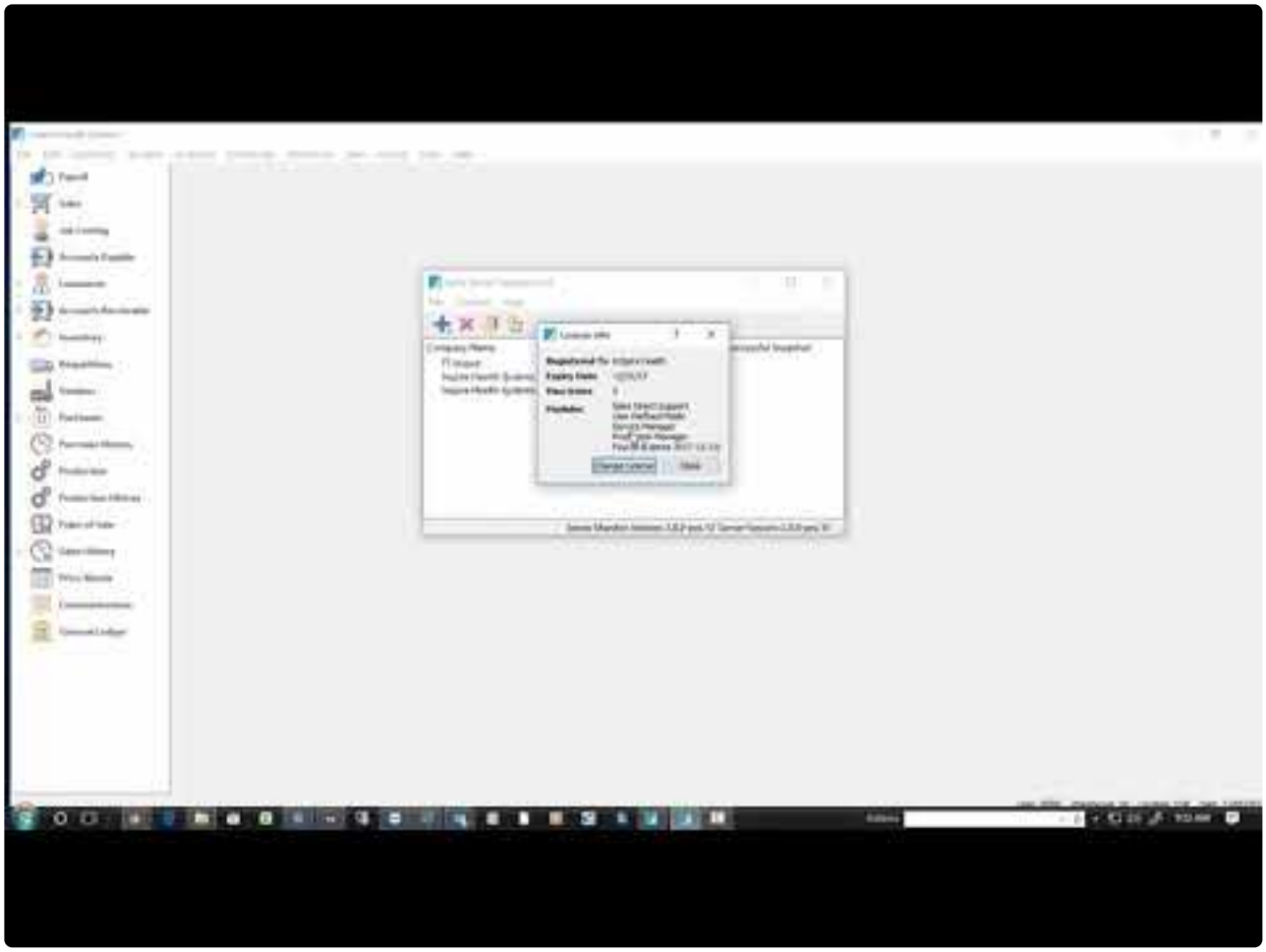
https://www.youtube.com/embed/Xrw3r4NOsro?rel=0

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

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

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

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



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

Upload T4s to CRA- Click Here

Amending / Cancelling T4s- Click Here

Version 2.7

Increased inventory list speed

Version 2.6

Spire 2.6 Feature Additions

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

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

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

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

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

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

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

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

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

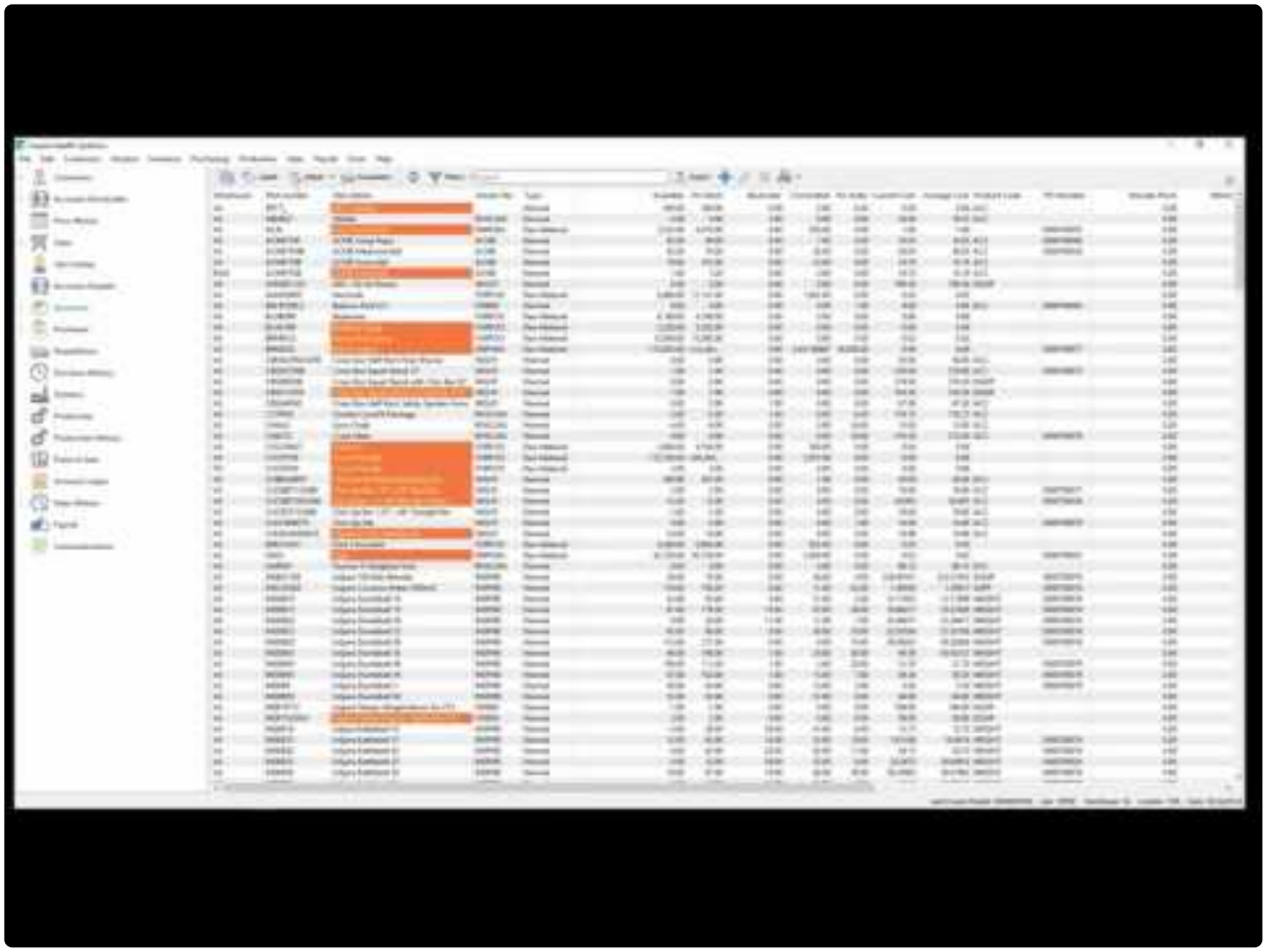
Clear and Re-link Historical AR and AP to be able to run backed dated reports from converted data.
Re-posts BV converted AR and AP data so that back dated reports can be run from before the conversion date.

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

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

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

Video Instruction – New Features in Version 2.6



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

Version 2.5

Spire 2.5 Feature Additions

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

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

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

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

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

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

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

UPC code import added.
UPC codes can now be imported

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

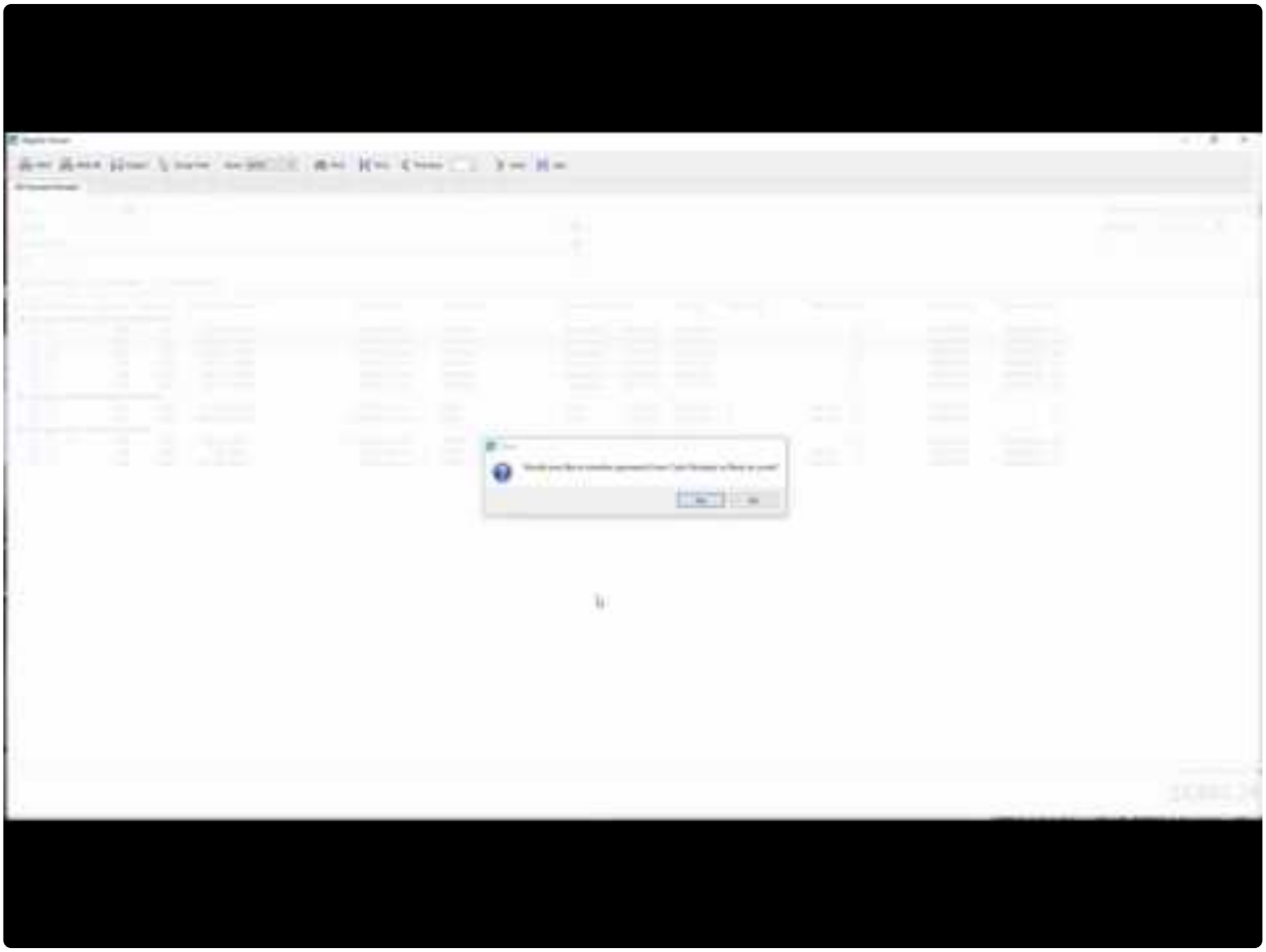
Save Stay Open
When a new record is created the user can opt to save/stay open so that they can add more records without having to click the new button again.

API Additions

- Serial/Lot numbers

- Accounts Receivable
- Accounts Payable
- UPC codes

Video Presentaion of Spire 2.5 Features



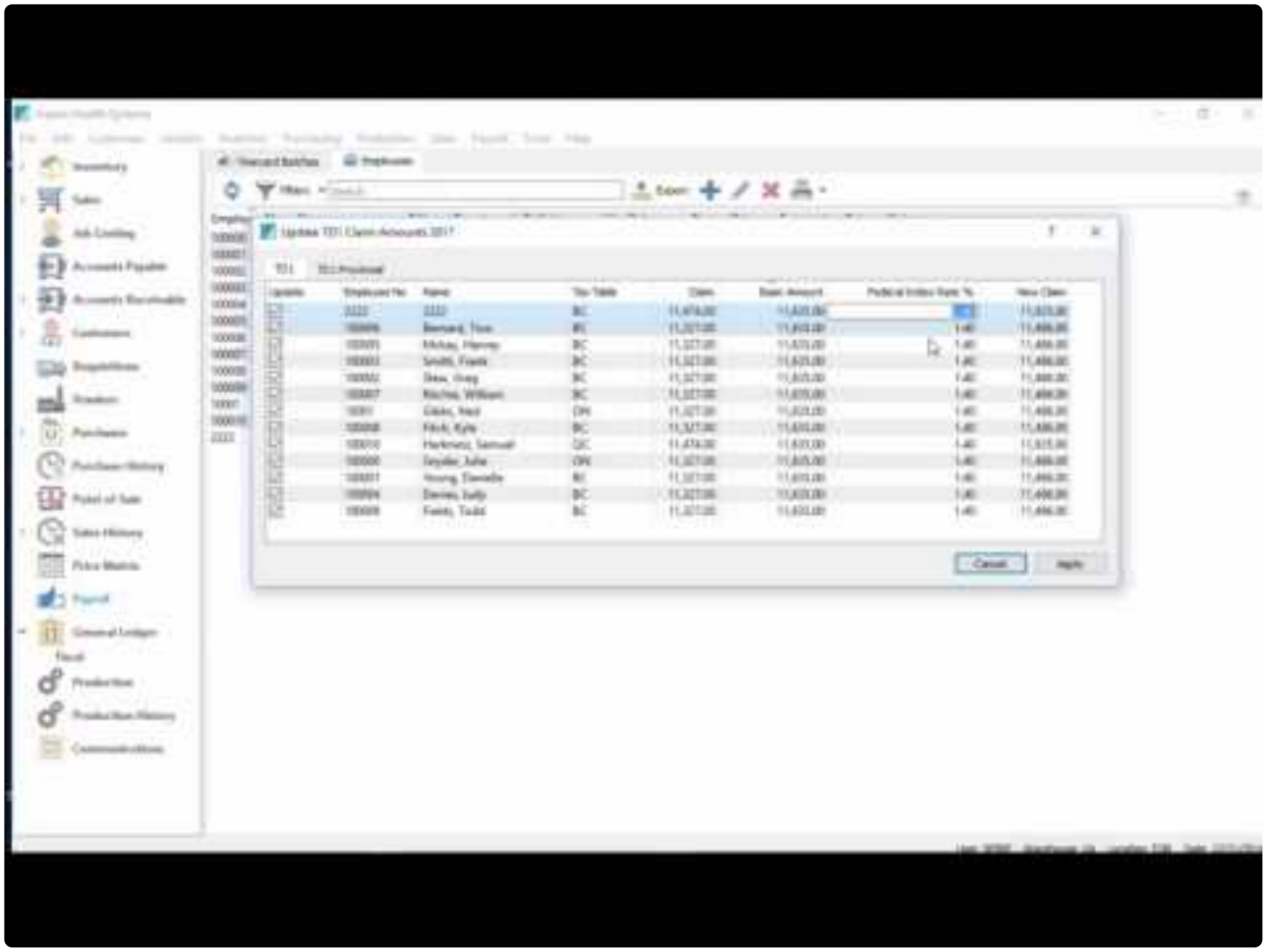
https://www.youtube.com/embed/gZ1wuIDU-rs?rel=0

Version 2.4

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

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

Video Instruction on Payroll Year End



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

Version 2.3

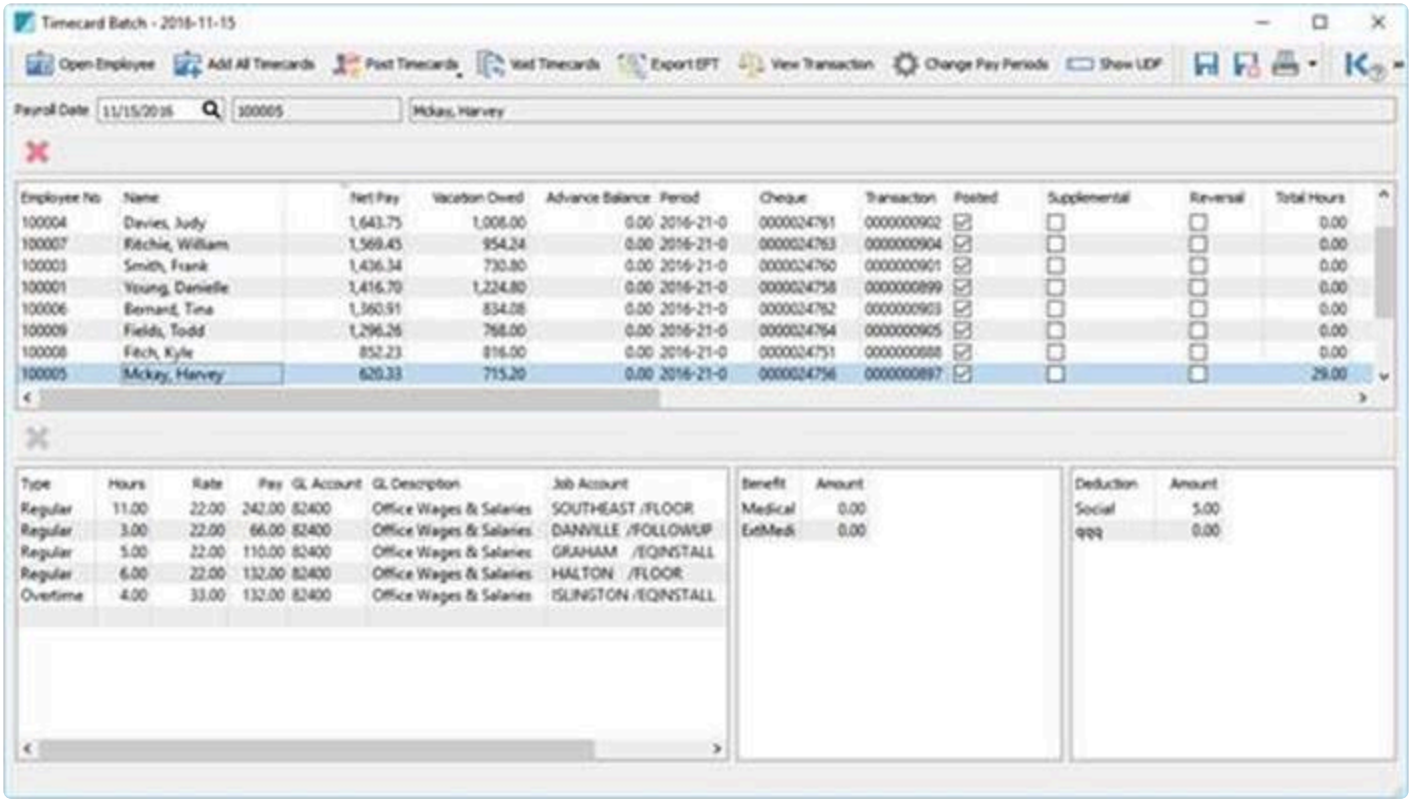
Attachments on Employees

Job Costing

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

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

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



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

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

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

Version 2.2

2.2 New Features:

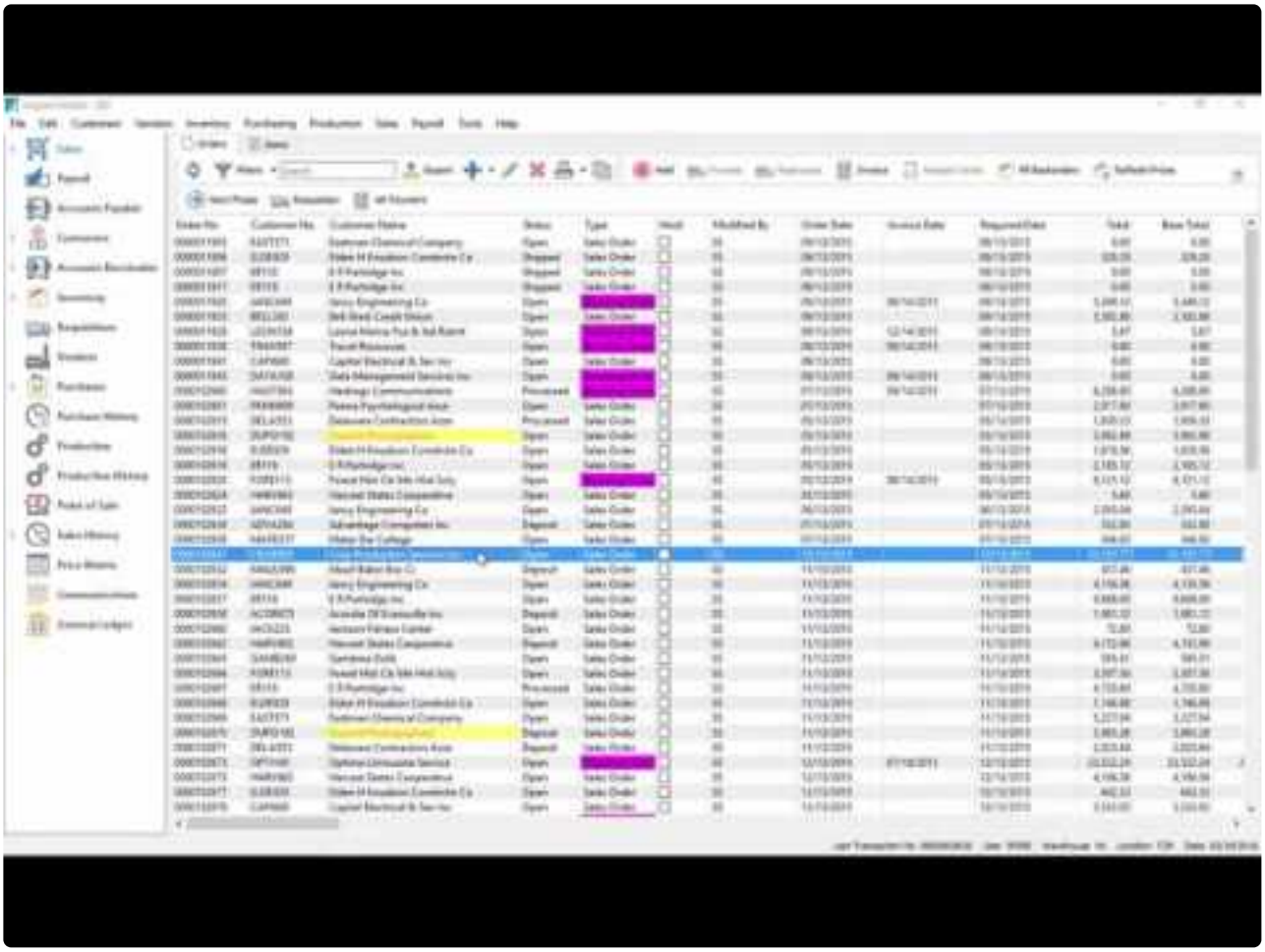
• The last of the technology upgrades
• AR and AP multiple invoice discounts
• AR and AP void transaction (not just Payment)
• AR and AP payment application over several invoices
• Purchase Order line and footer discounts
• Allow sorting on account reconciliation bank import
• Inventory labels from sales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

2.2 New Reports

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

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

Video Instruction – Version 2.2



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

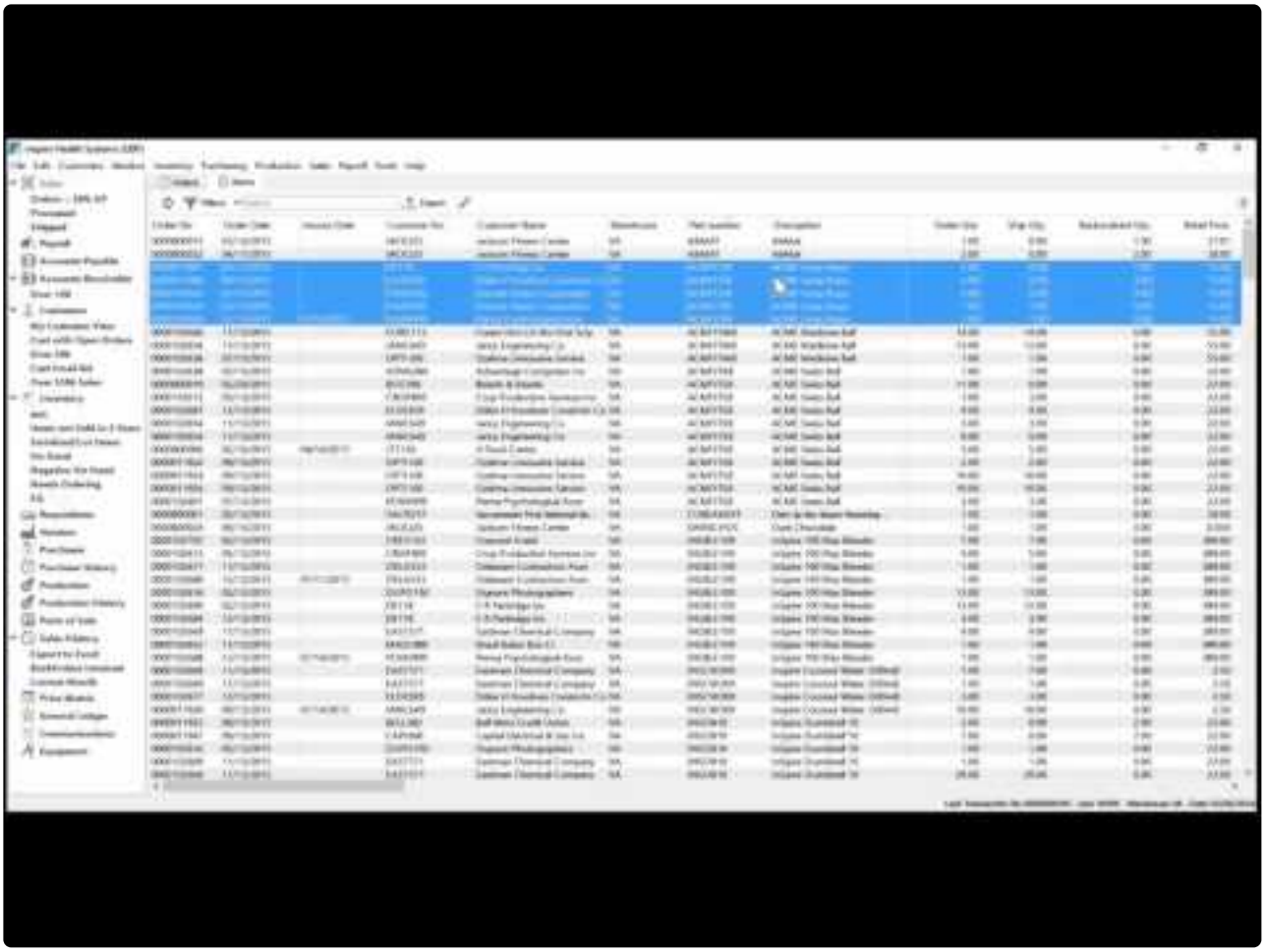
Version 2.1

- Add Optional Service Manager (Equipment tracking module)

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

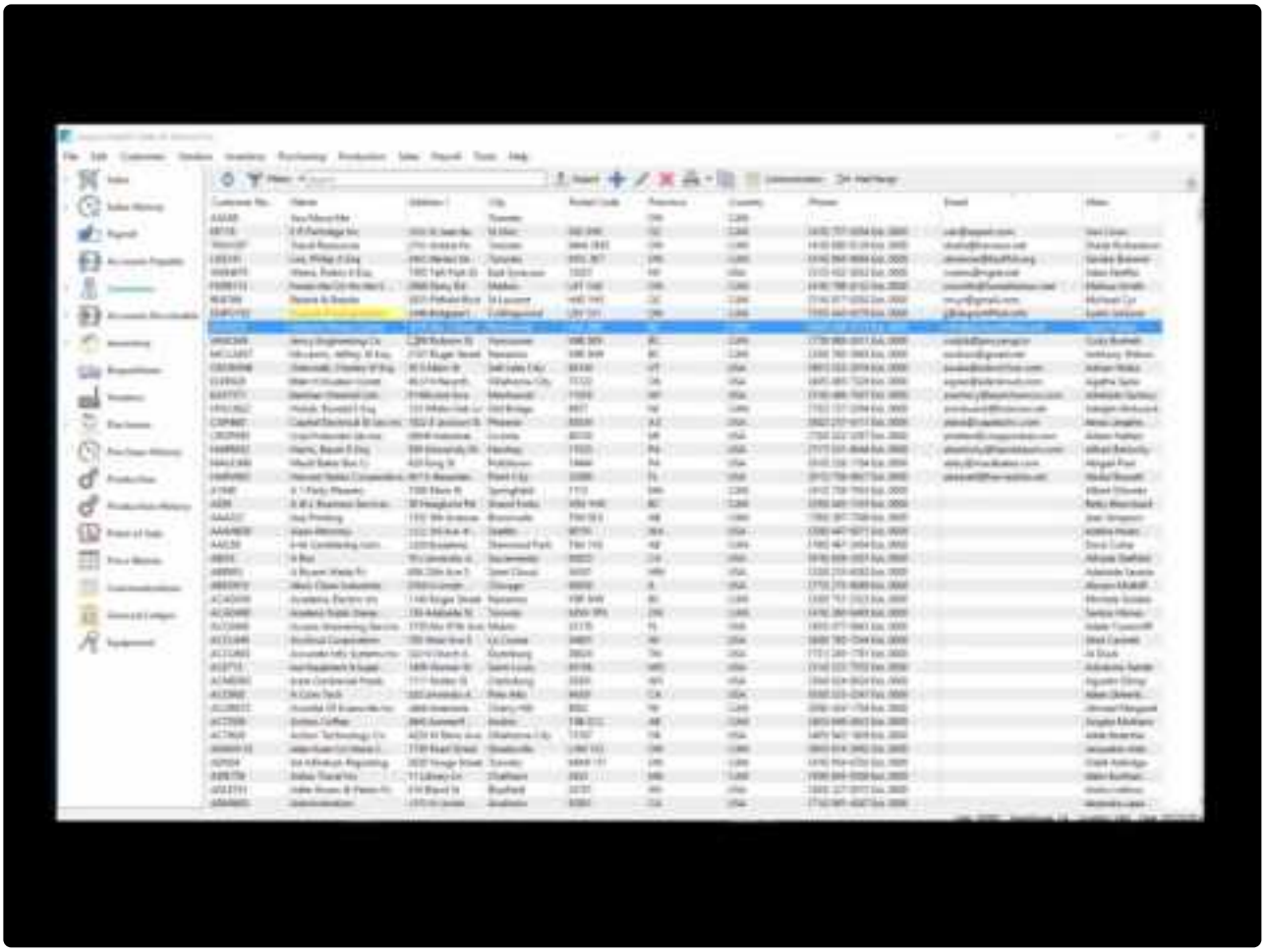
> ! All custom Payroll Cheques and Payroll reports will need to be edited to use the new database tables!

This video shows the 2.1 features.



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

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



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

Spire Installation

Hardware Requirements

Spire Server

Spire Server is supported on the following Microsoft Windows editions:

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

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

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

Hardware Requirements:

Minimum	Recommended
2.4 GHz quad core processor	i7 or 2.8 GHz Xeon processor
8 GB RAM	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 11 (not Home editions)
Windows Server 2012 R2
Windows Server 2016
Windows Server 2019
Windows Server 2022

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

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

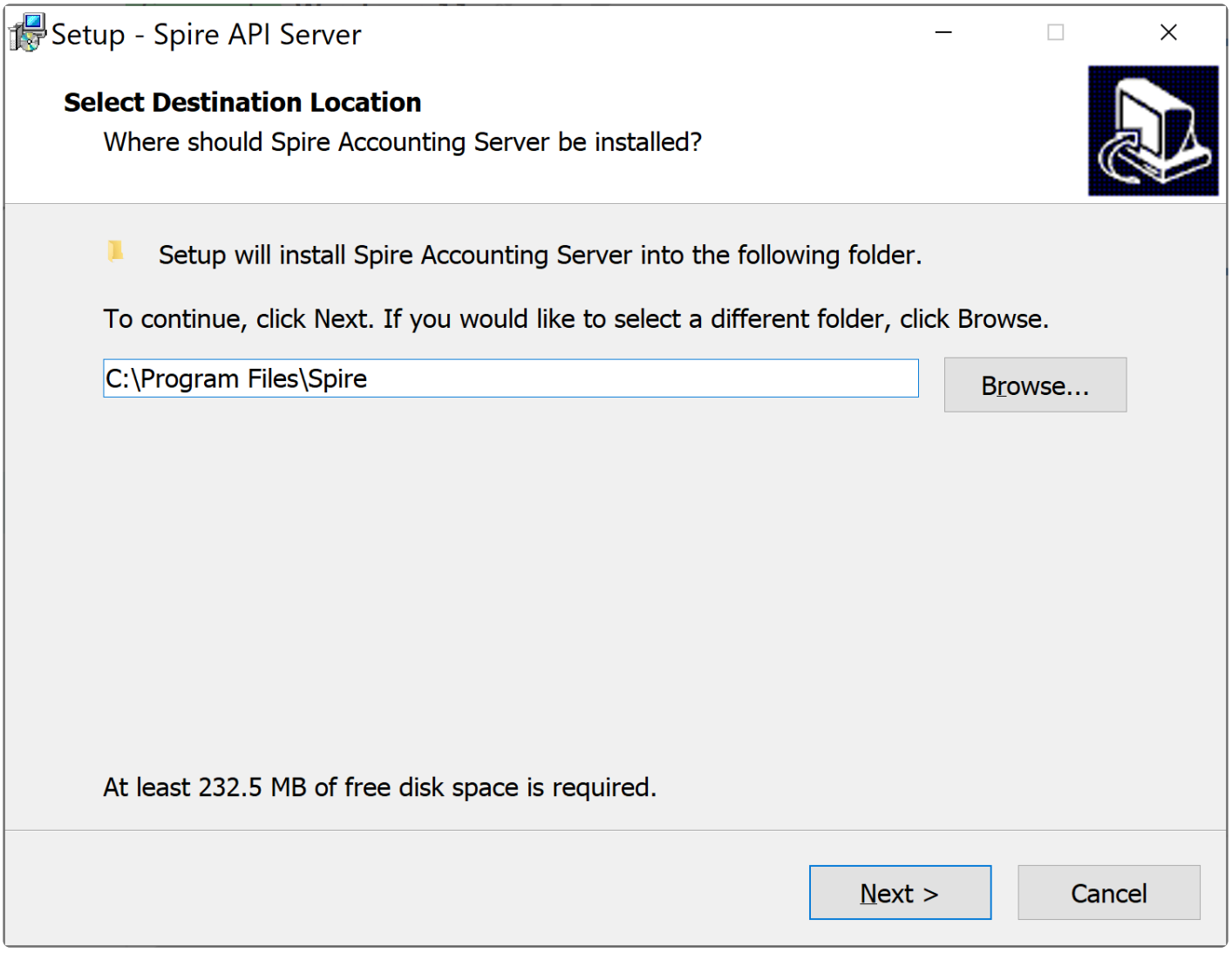
Installing Spire on the Server

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

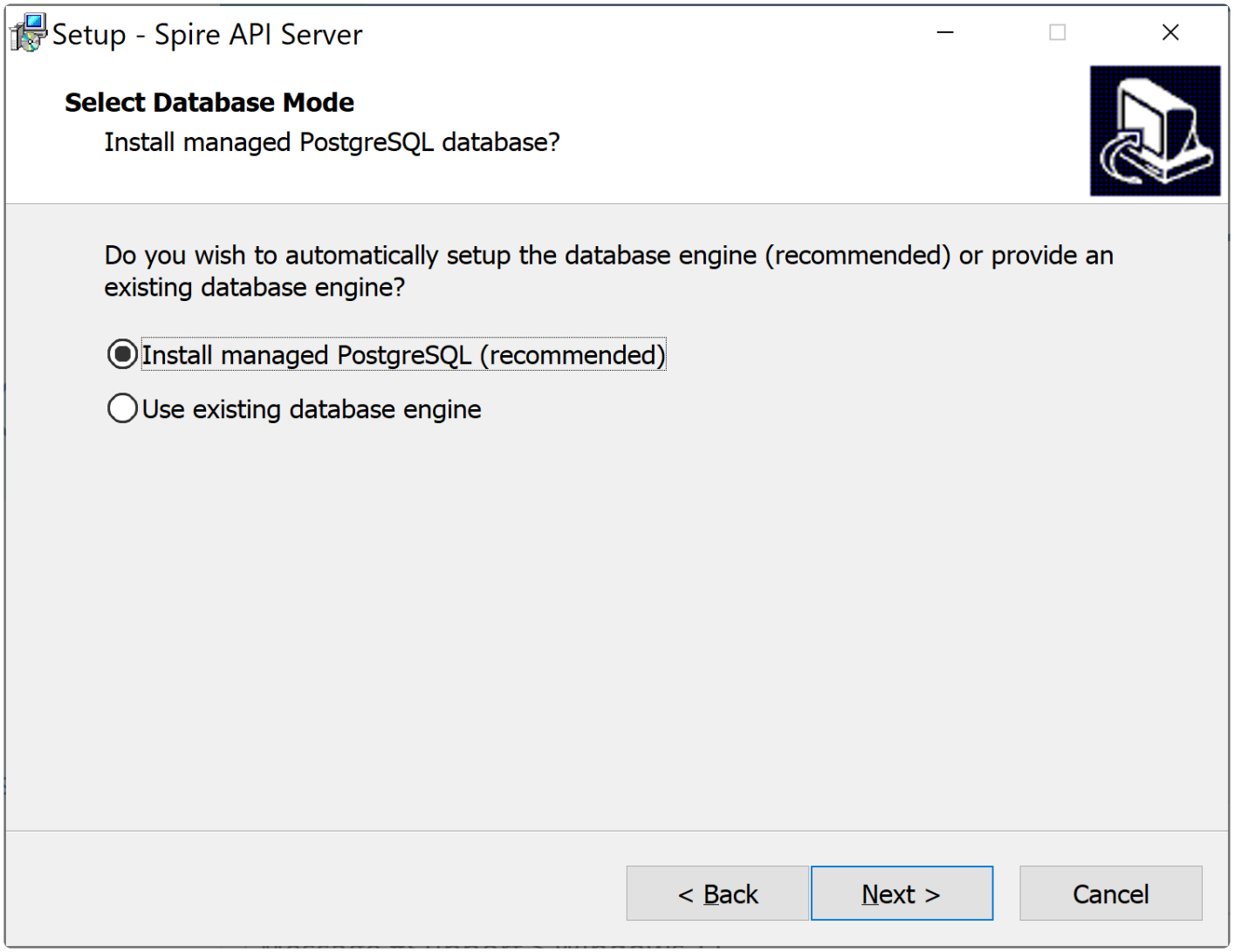
When the server is installed one of the options presented is whether you also want to install the workstation (desktop Spire client).

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

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



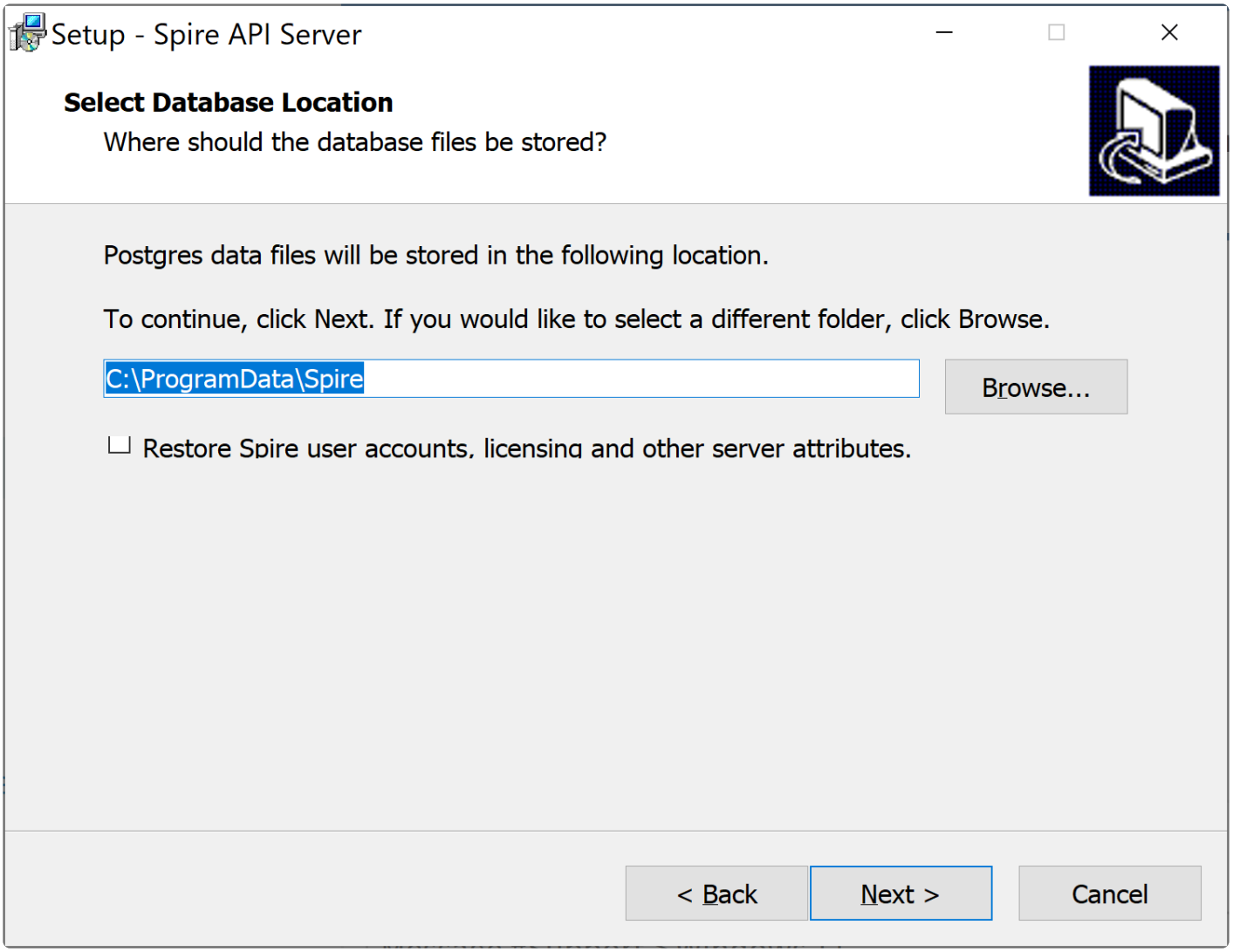
The next step asks if you want to have Spire manage the PostgreSQL database engine. It is recommended that you accept this, unless PostgreSQL has been installed by another application besides Spire. Note that if you do choose to let Spire install PostgeSQL it may not be configured optimally for operation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



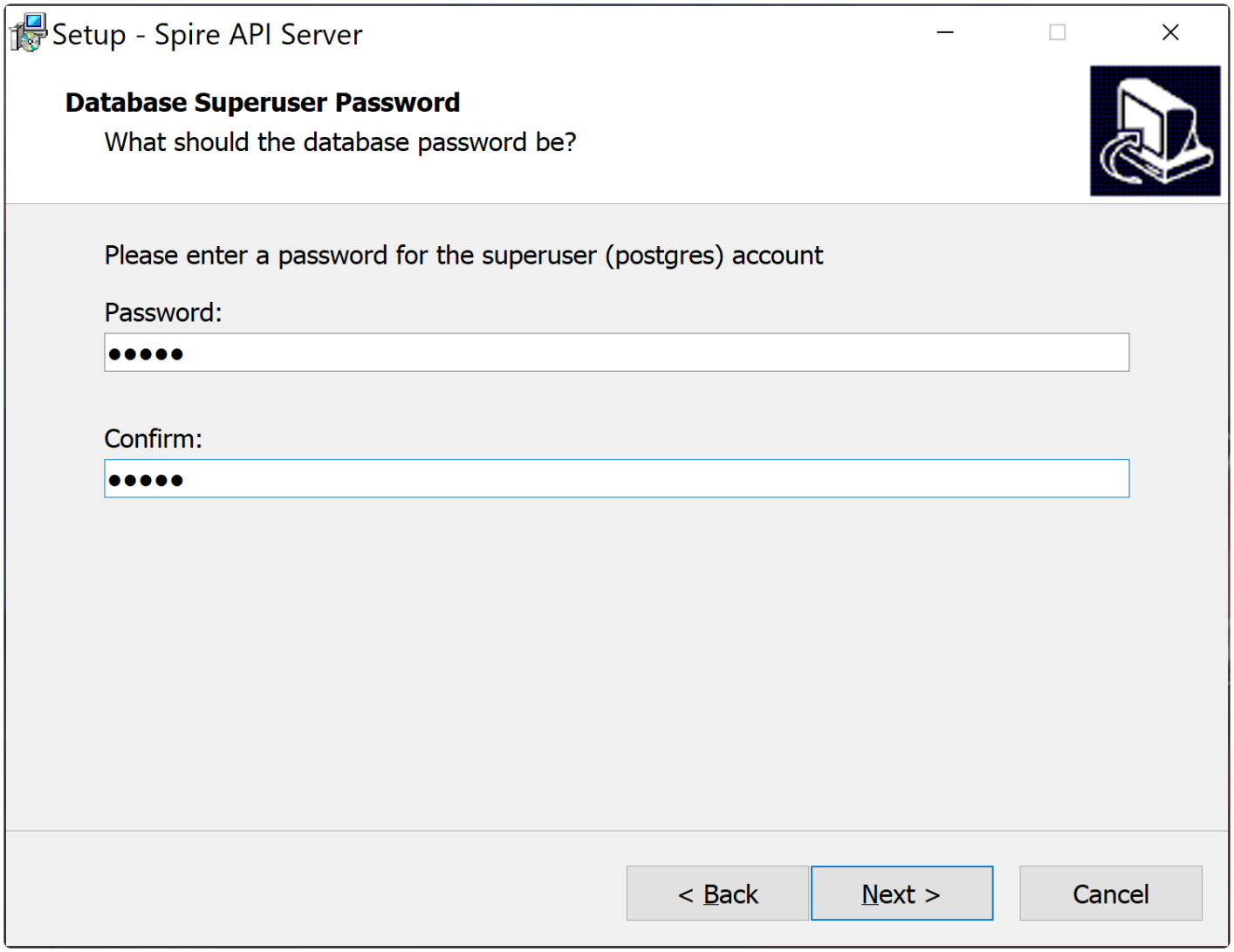
Next the install asks where to install the PostgreSQL database. Choose the fastest drive possible that has enough available space.

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.

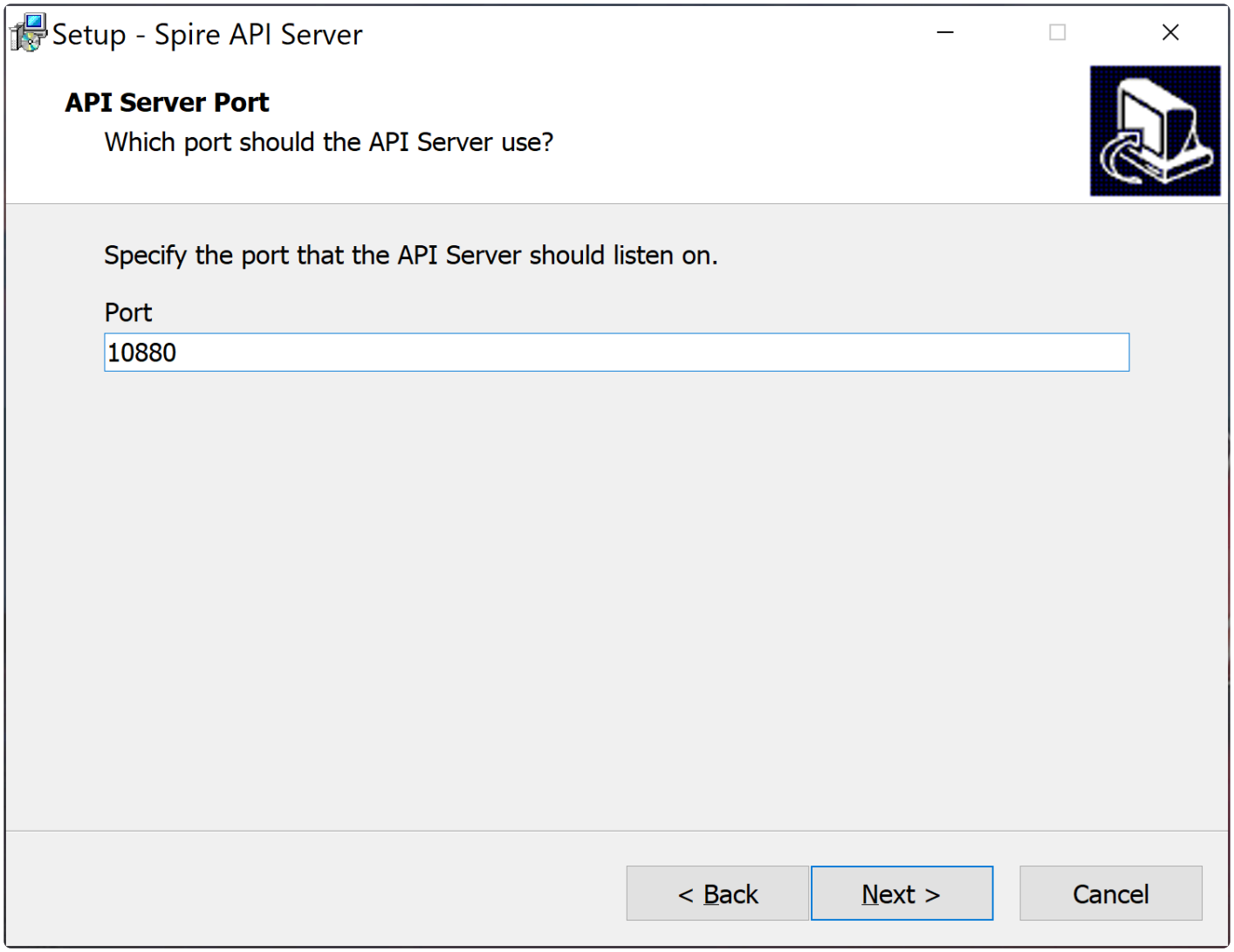
The user backup file is called _spire _ with a date/time appended to it. i.e.- spire_2018-08-31.backup



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.

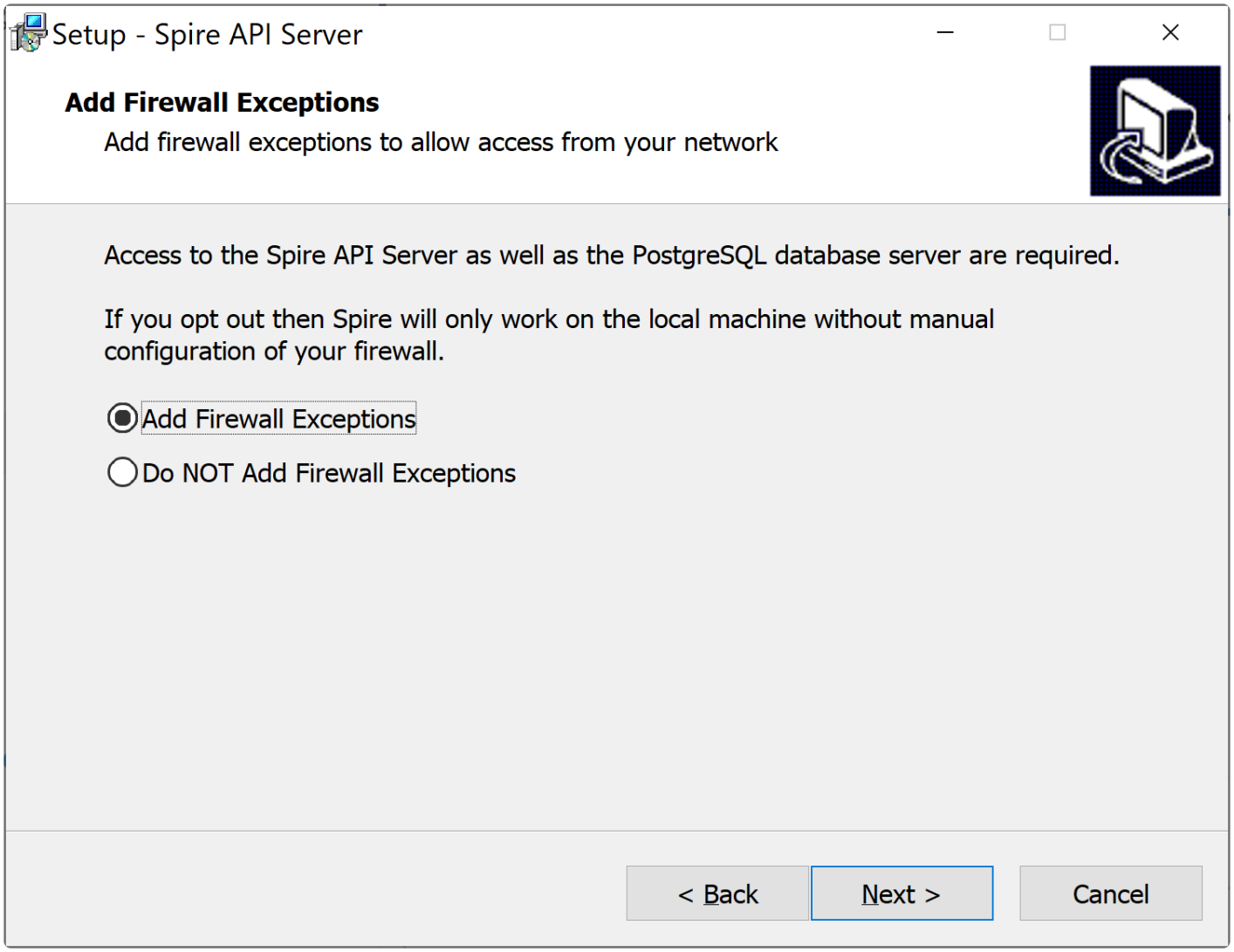


You will need to define the Port that will be used by the application. By default, it is set to 10880. If this is a new installation of Spire, and you aren't upgrading from BV/BVE, then leave the port set to the default value. However if you are upgrading, and BVEssentials exists on this server, then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

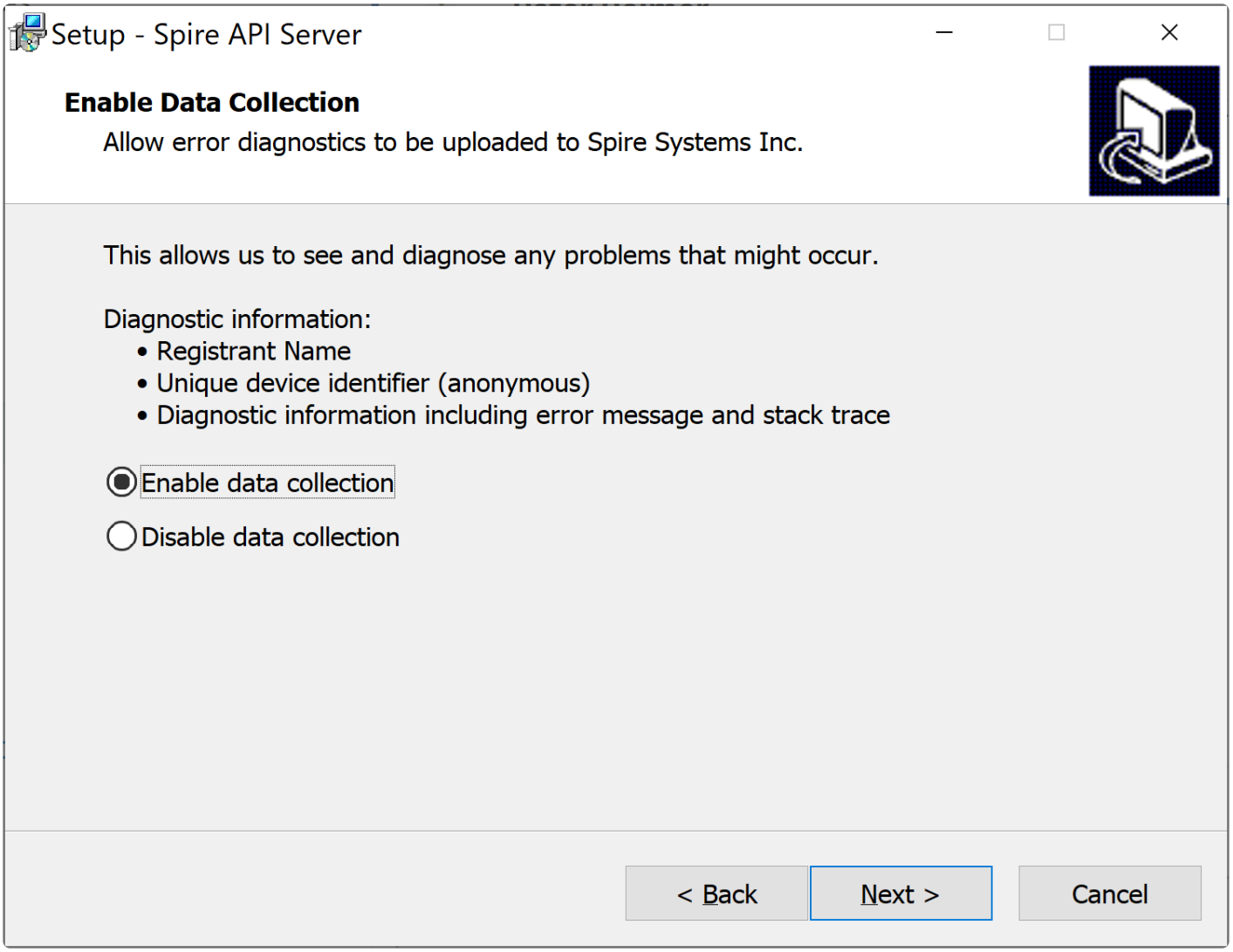


The next window discusses Firewall Exceptions – it is recommended you leave this set to the default of Add Exceptions.

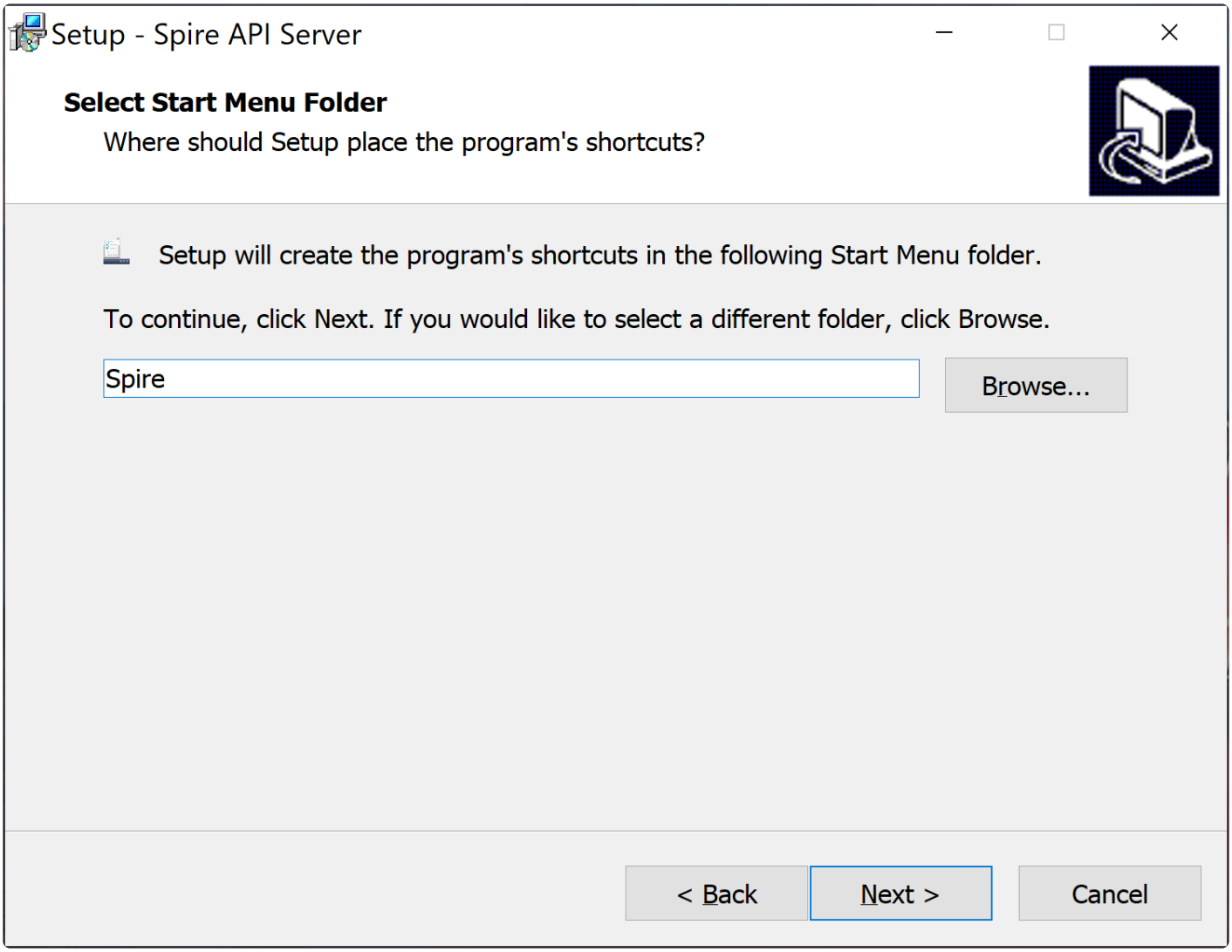
NOTE: Only change this if you intend to make some custom network security settings changes.



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

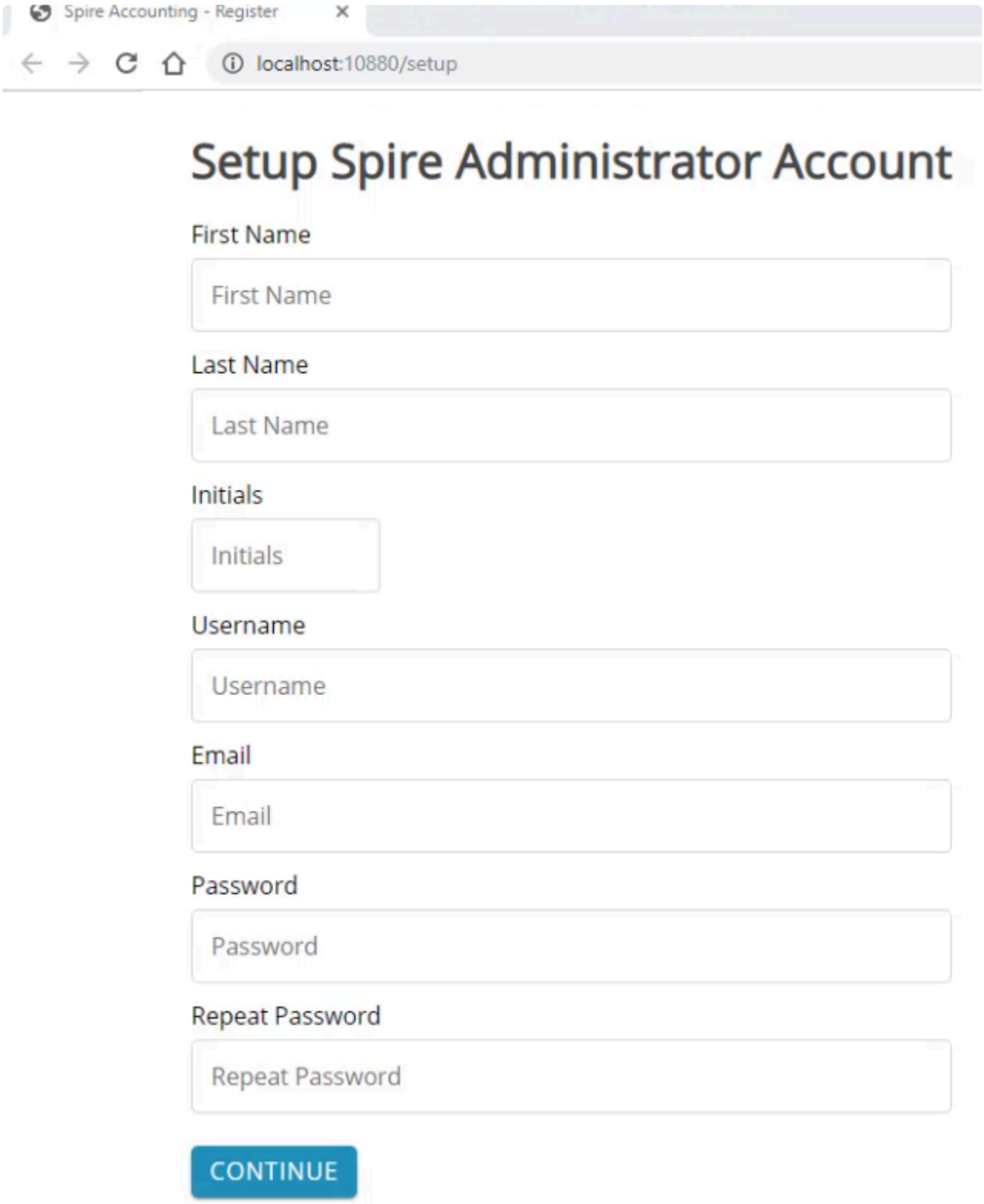
New Install

> 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.

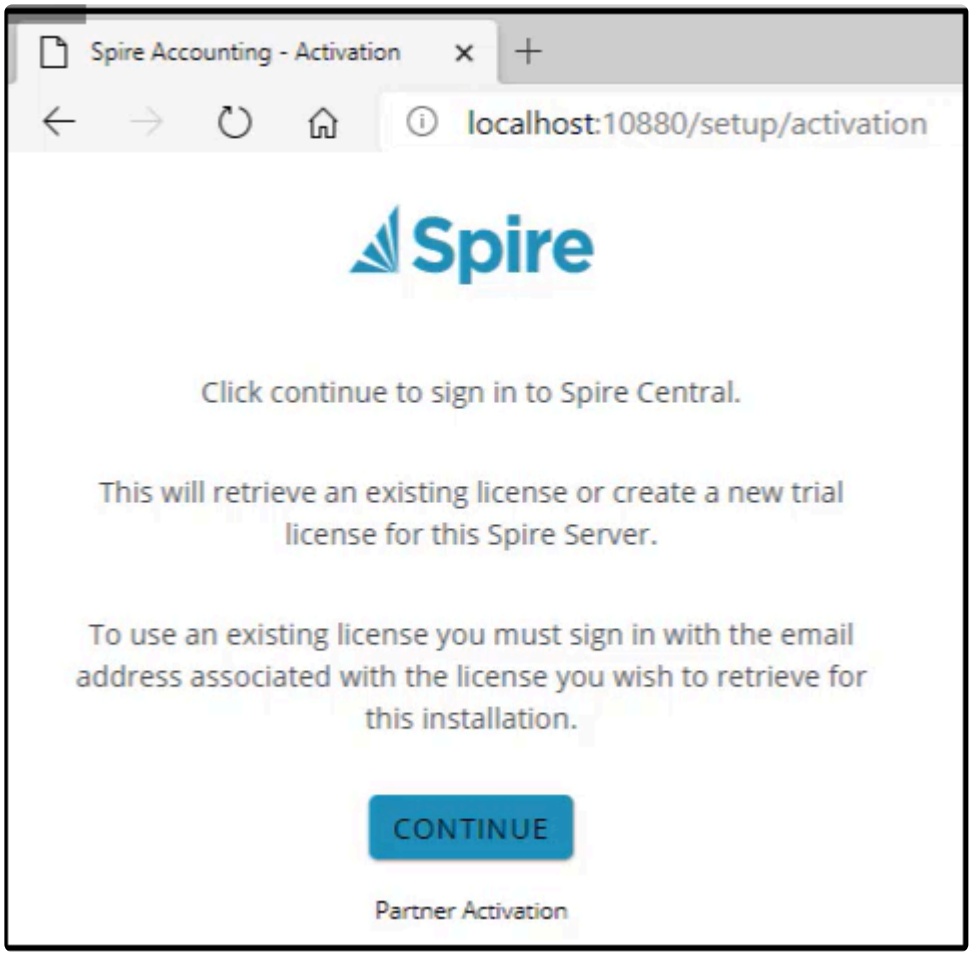
A new installation requires that certain attributes be provisioned on the Spire server. These steps occur once, when installing a server for the first time.

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.

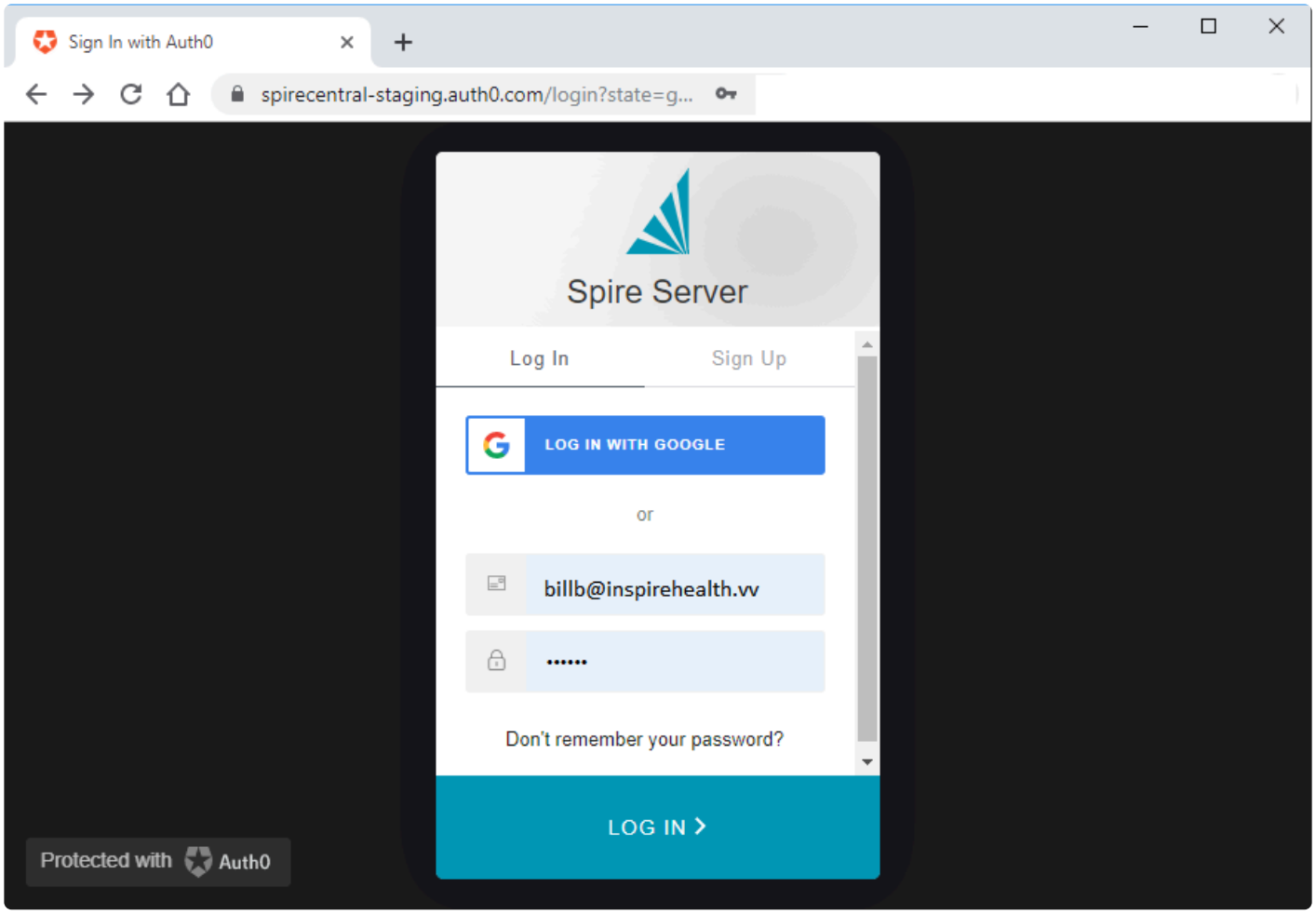


You will then be asked to retrieve your existing license or create a new one.

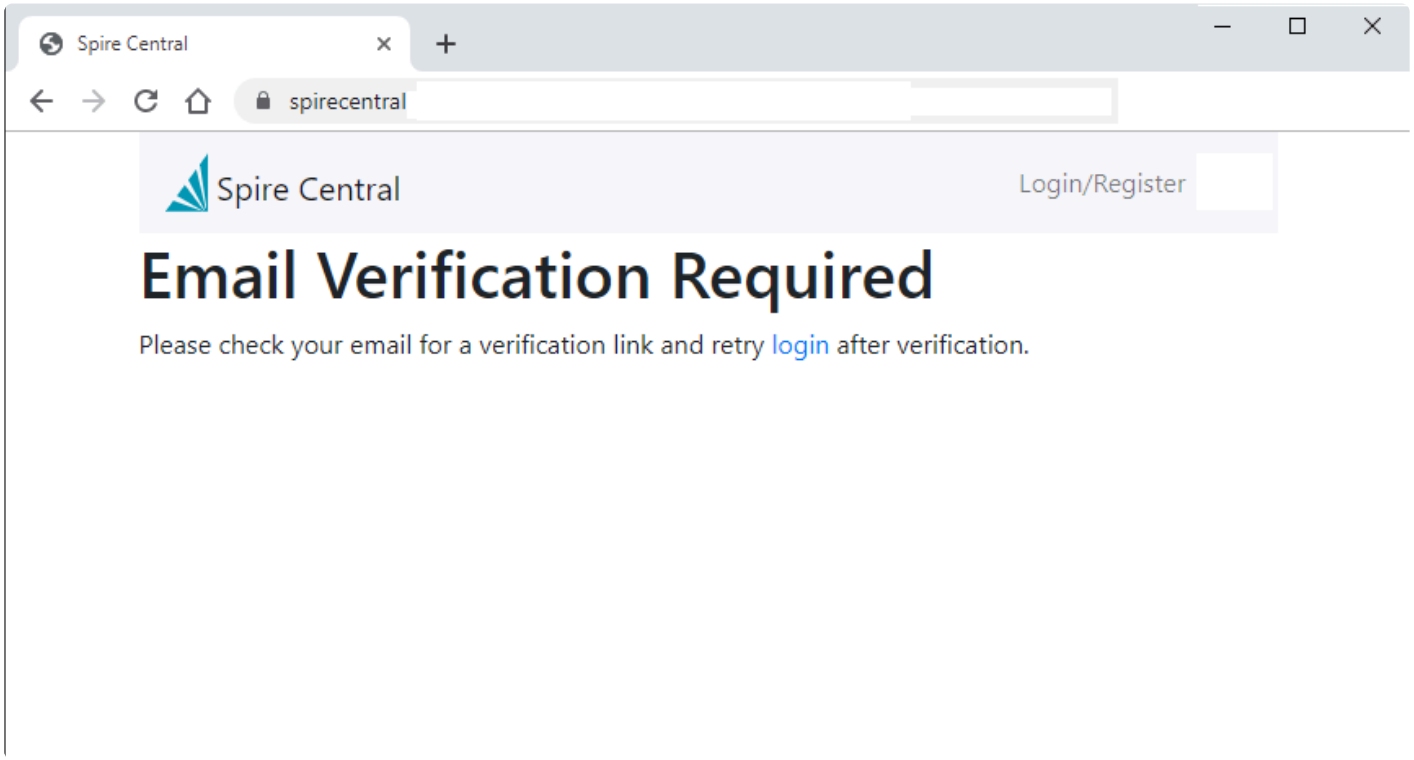


Please see the below article on using Partner Activation.
https://support.spiresystems.com/support/solutions/articles/13000090599-spire-3-6-installation-registered-user-not-available-after-hours-partner-activation

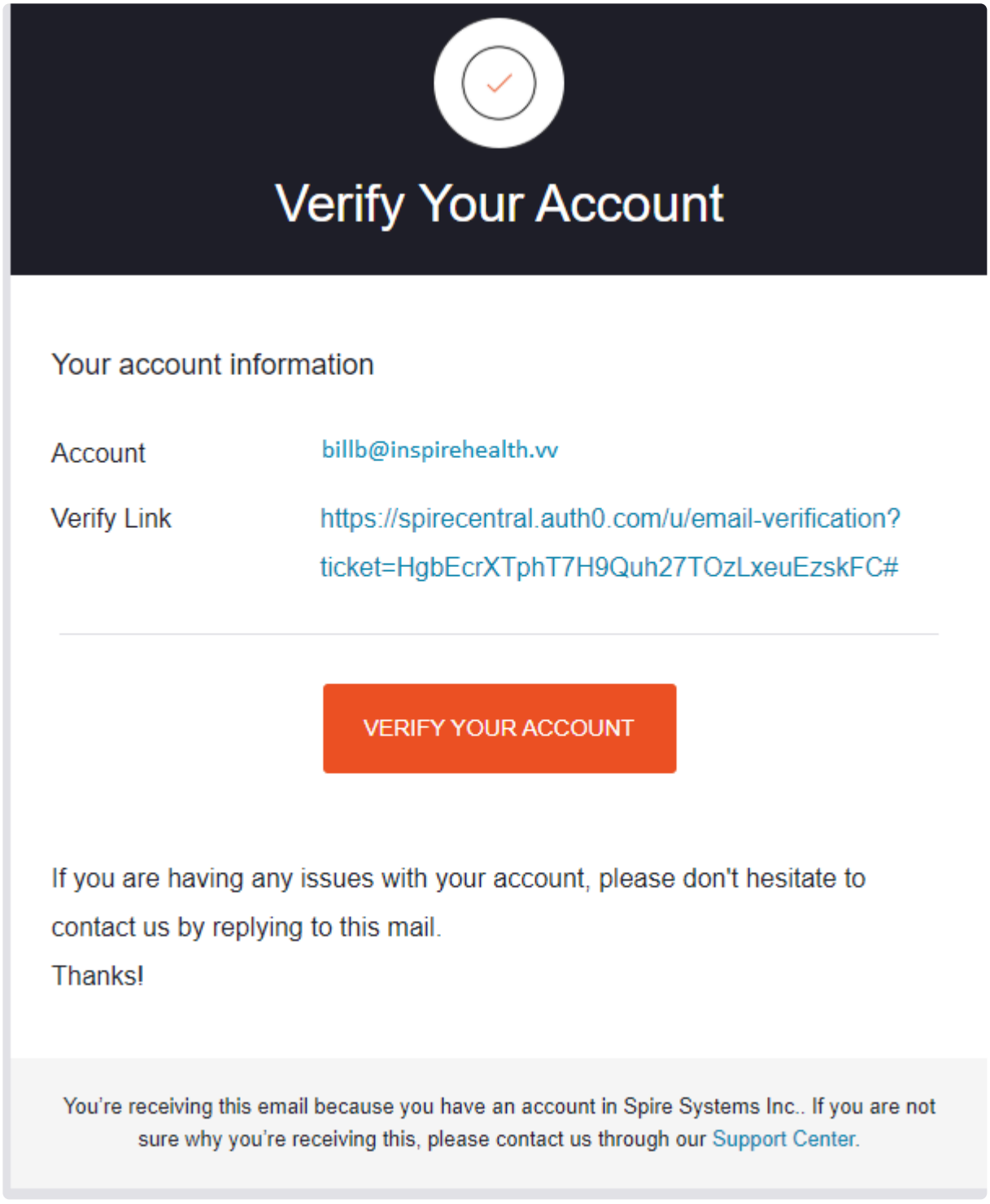
Next you enter your email address and password and click ‘Log In’ or create a trial license by clicking “Sign Up”. If you have a gmail account or your company email is hosted on Google, then select “LOG IN WITH GOOGLE”. Note that this is the email address associated with the Spire license holder.



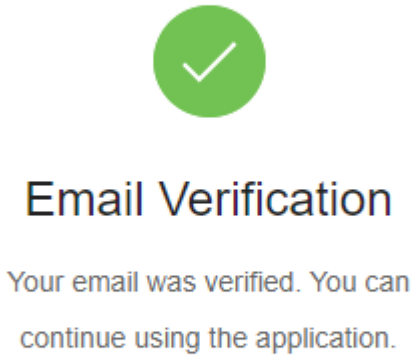
An email will then be sent to the address entered on the above screen.



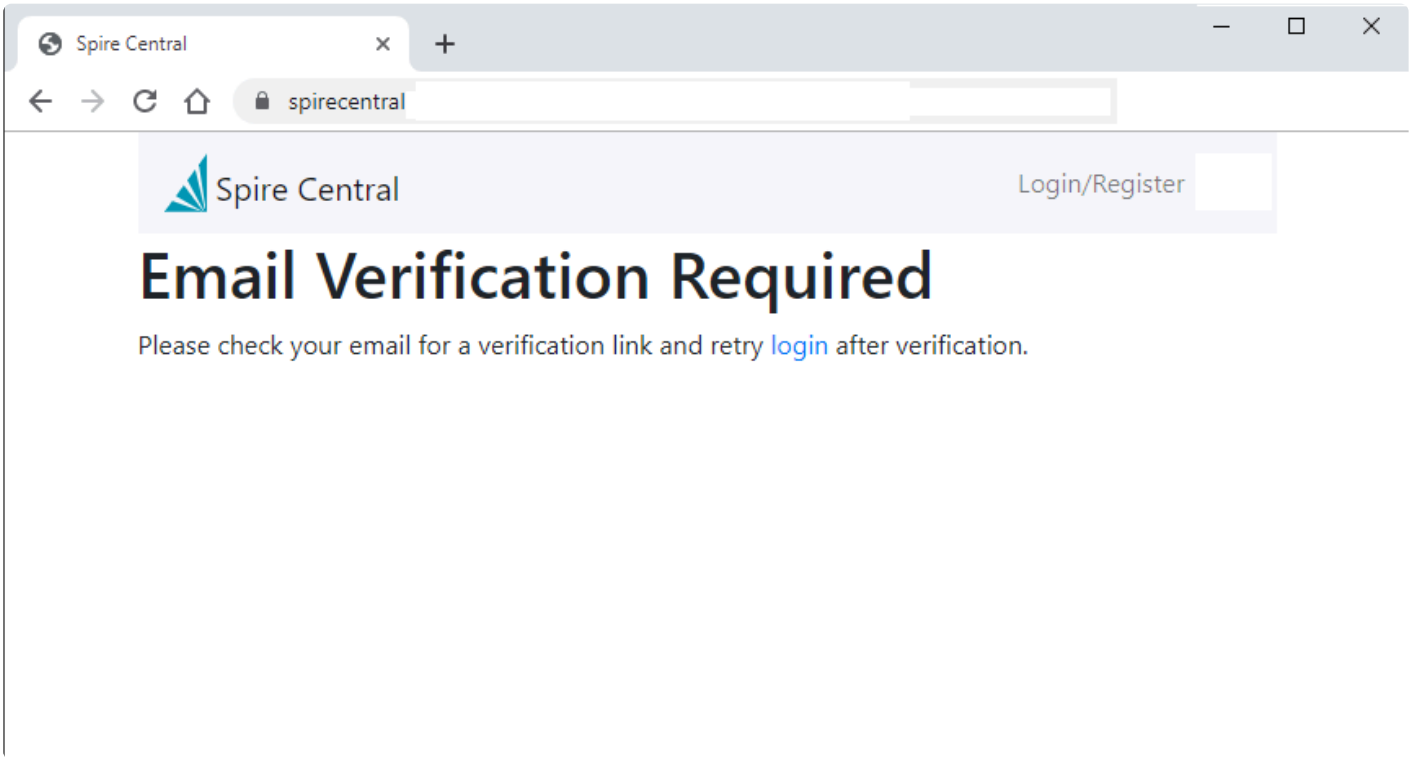
Retrieve the email and click on ‘Verify Your Account’



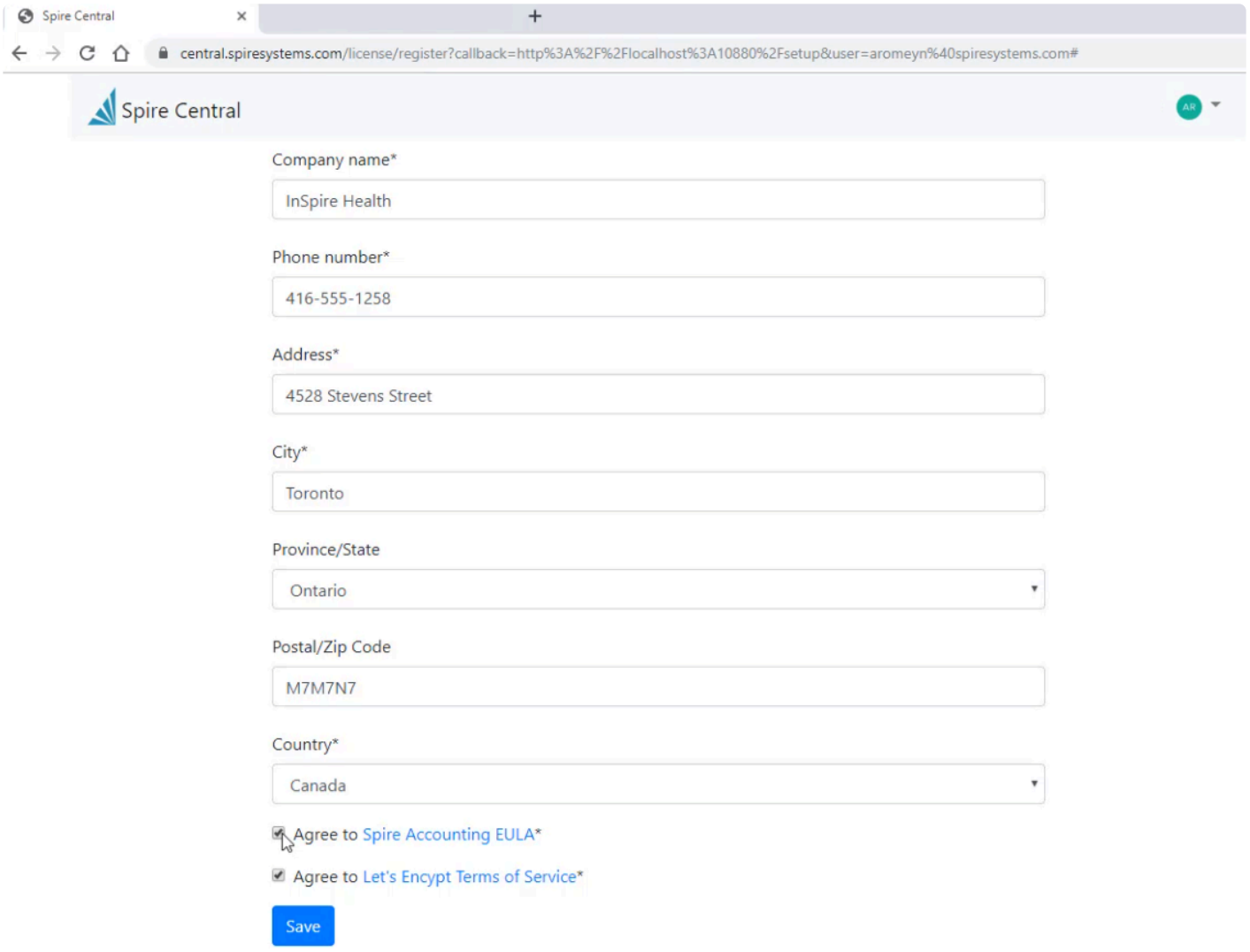
You will get a message that the email was verified.



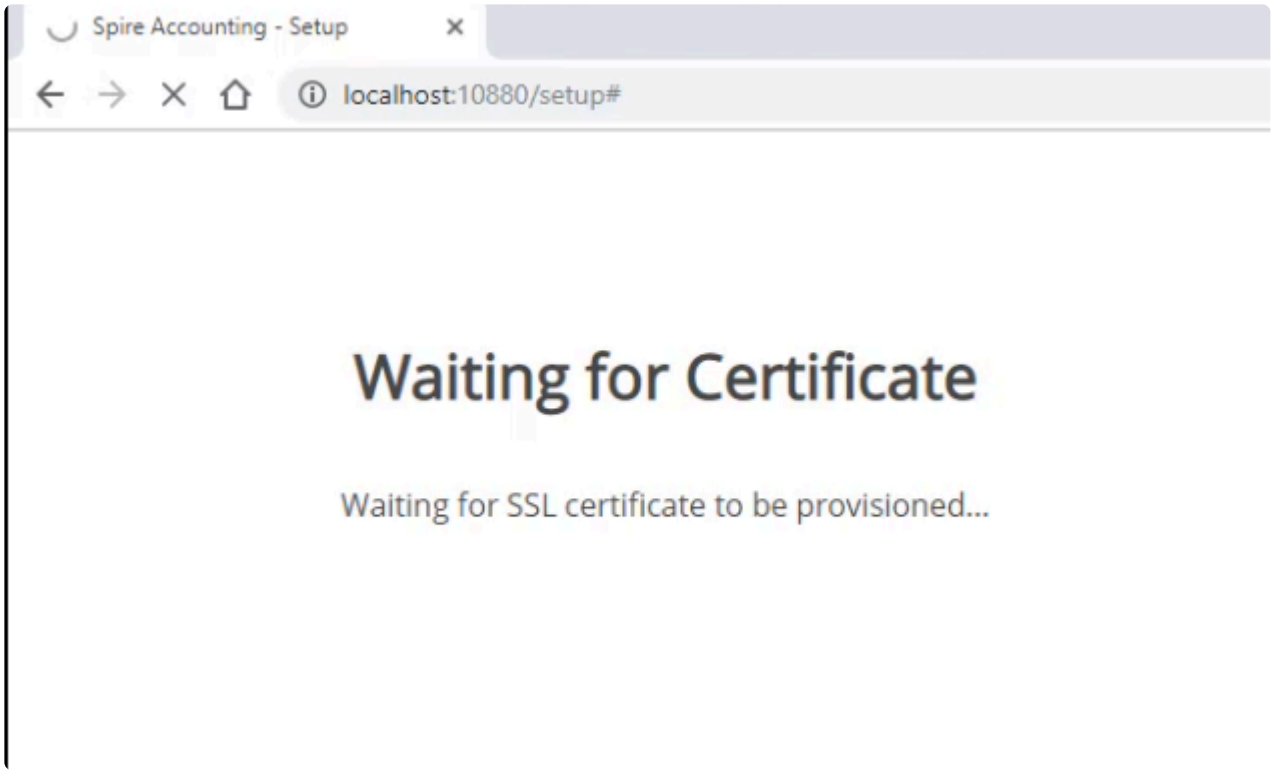
Click on ‘login’



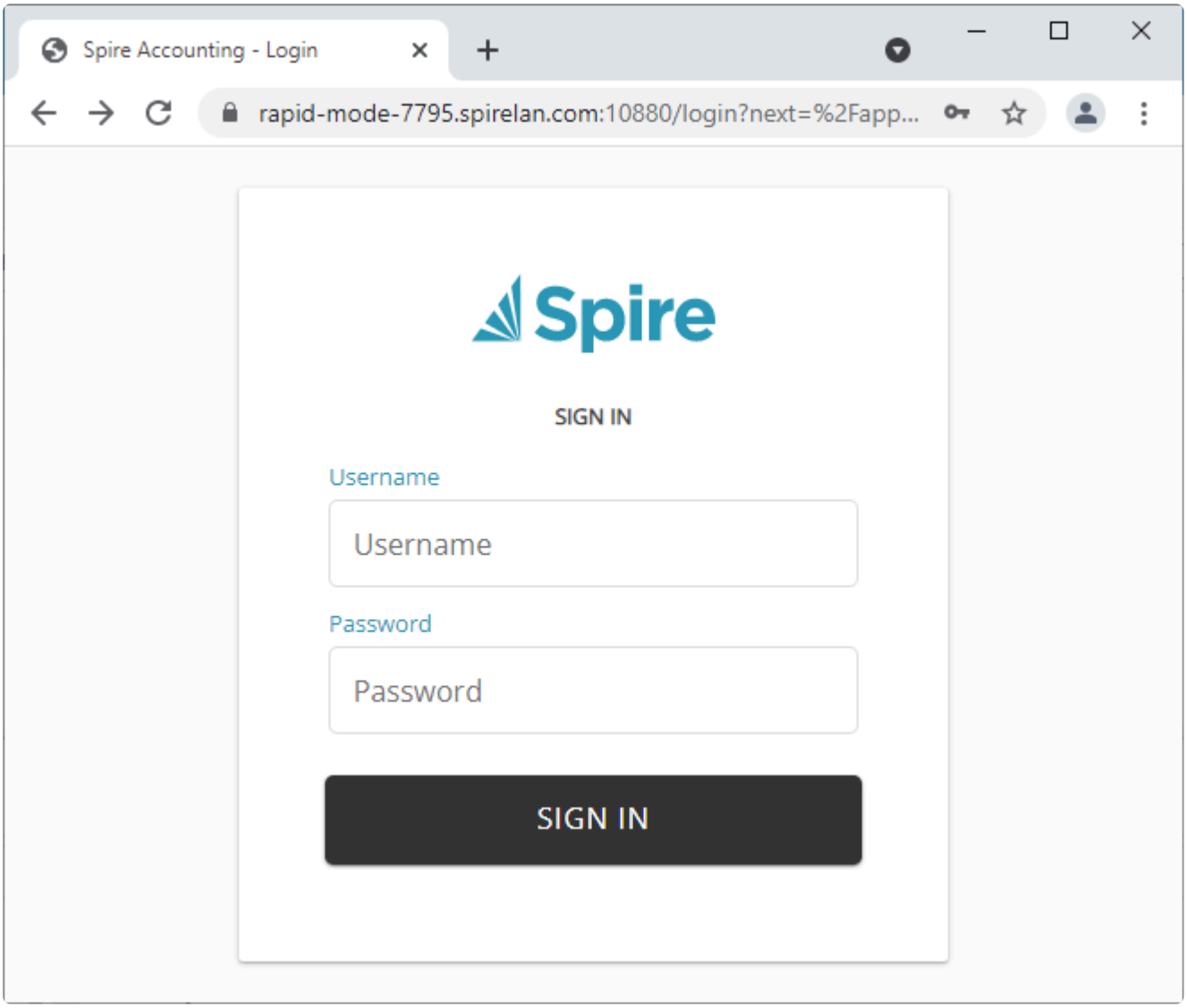
On a new installation or trial installation, fill in the company details and click save.



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

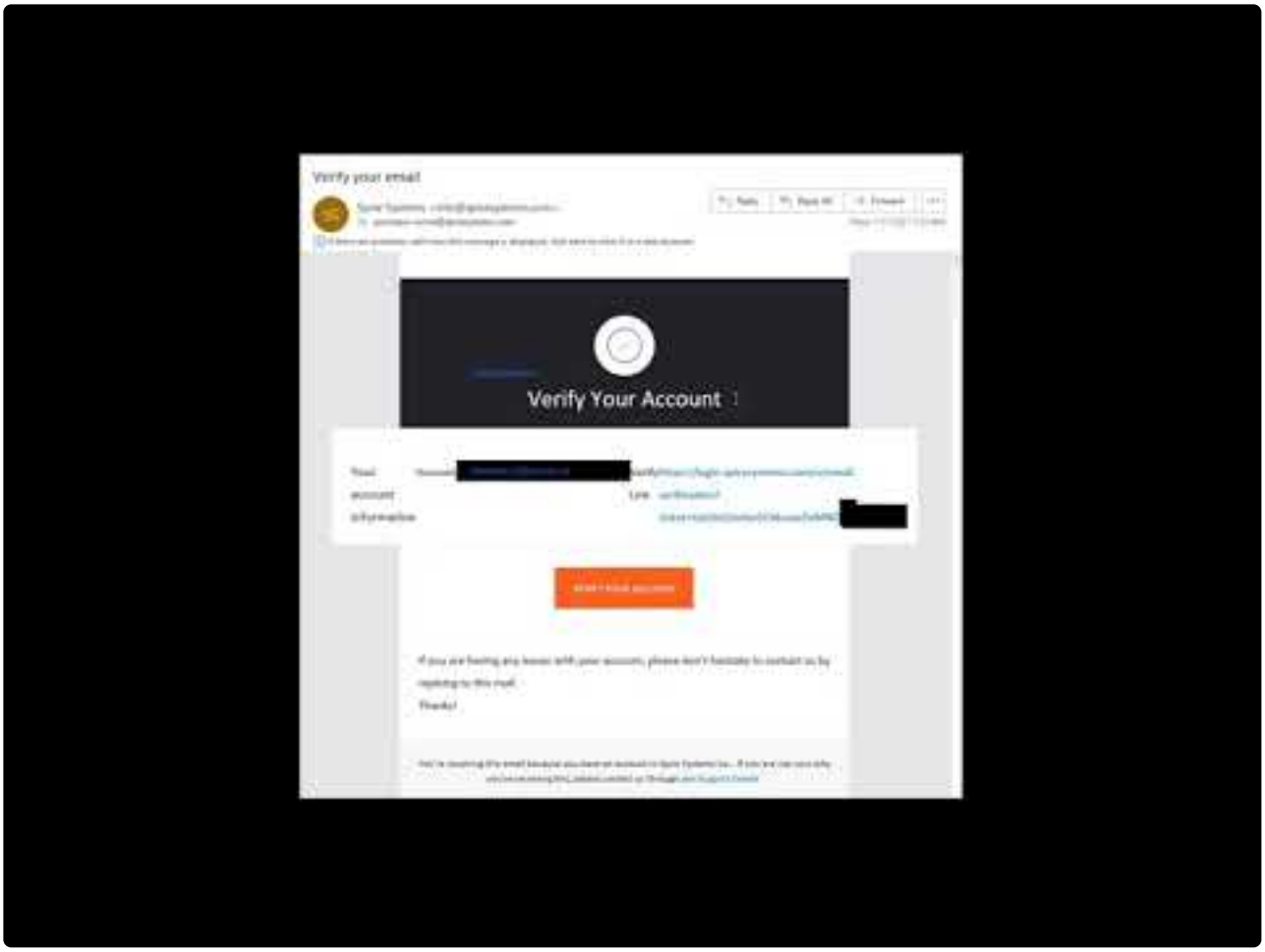


You will then be be asked to log into the Spire Administrator account. Enter the Spire admin user ID and password created earlier.



[See Spire Server Admin]

This video tutorial will take you through this process.4



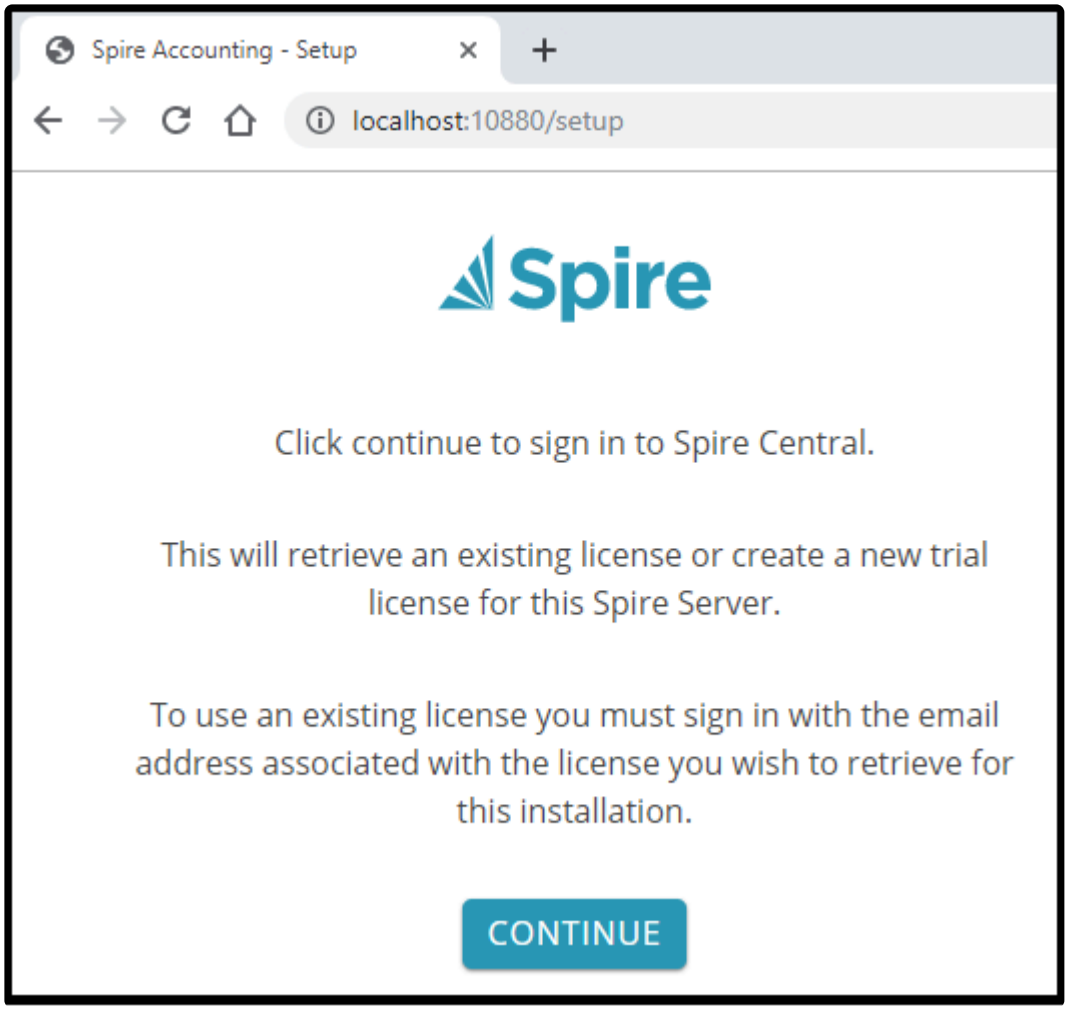
https://www.youtube.com/embed/p2NQs9Fz9Hk?rel=0

Upgrade

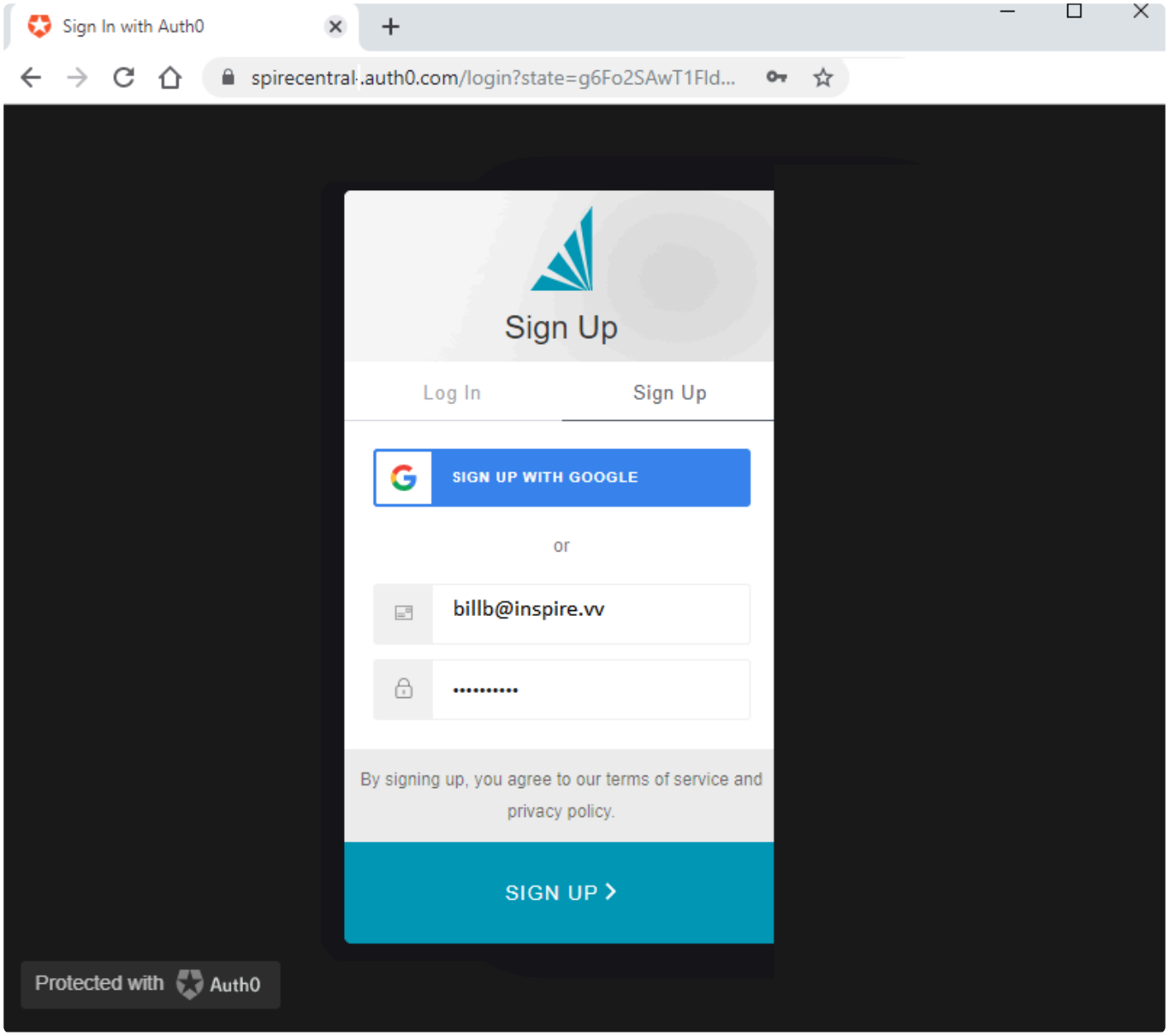
> Note – Spire Admin does not work with Internet Explorer. Upgrade to Microsoft Edge or use Chrome, Firefox or Safari. All of which are HTML5 complaint.

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

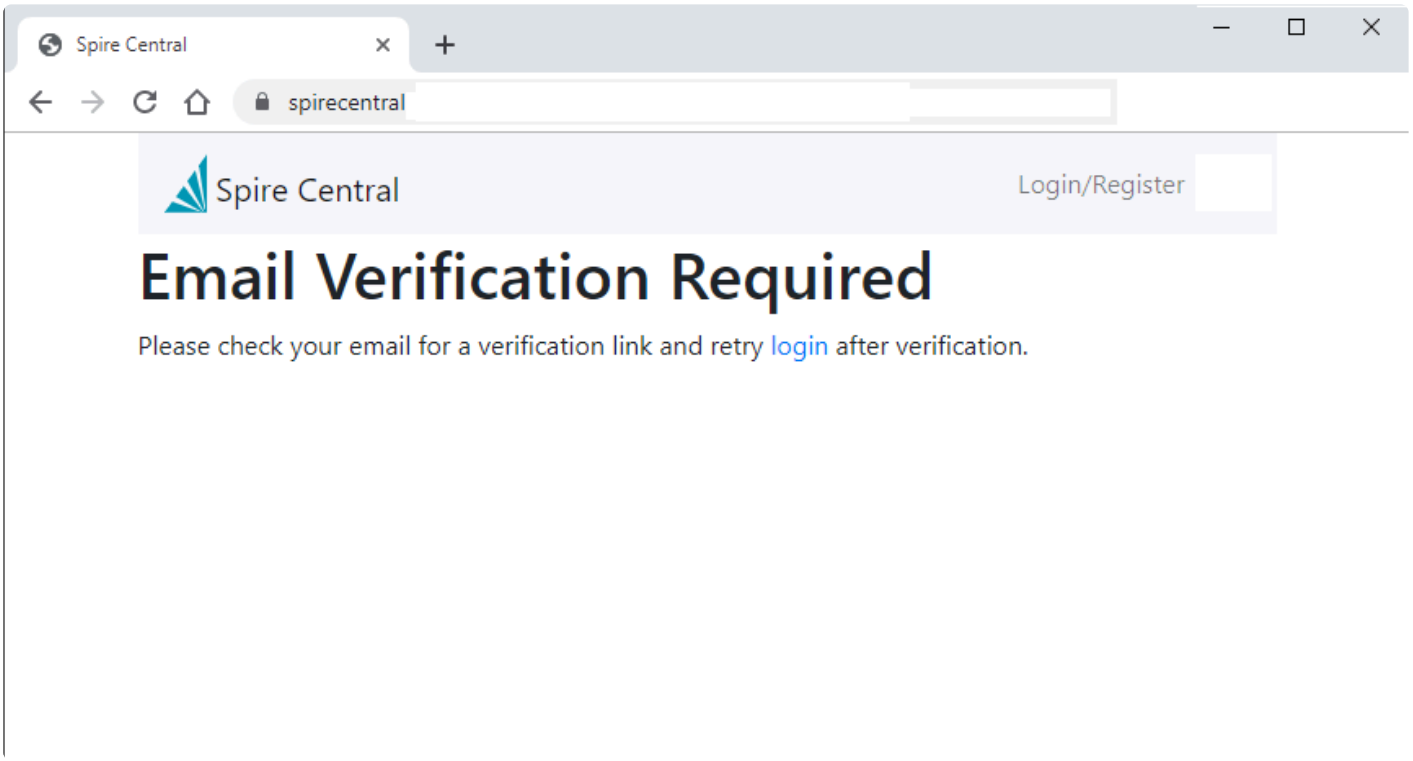
This following screen lets you know that the current license information will be retrieved.



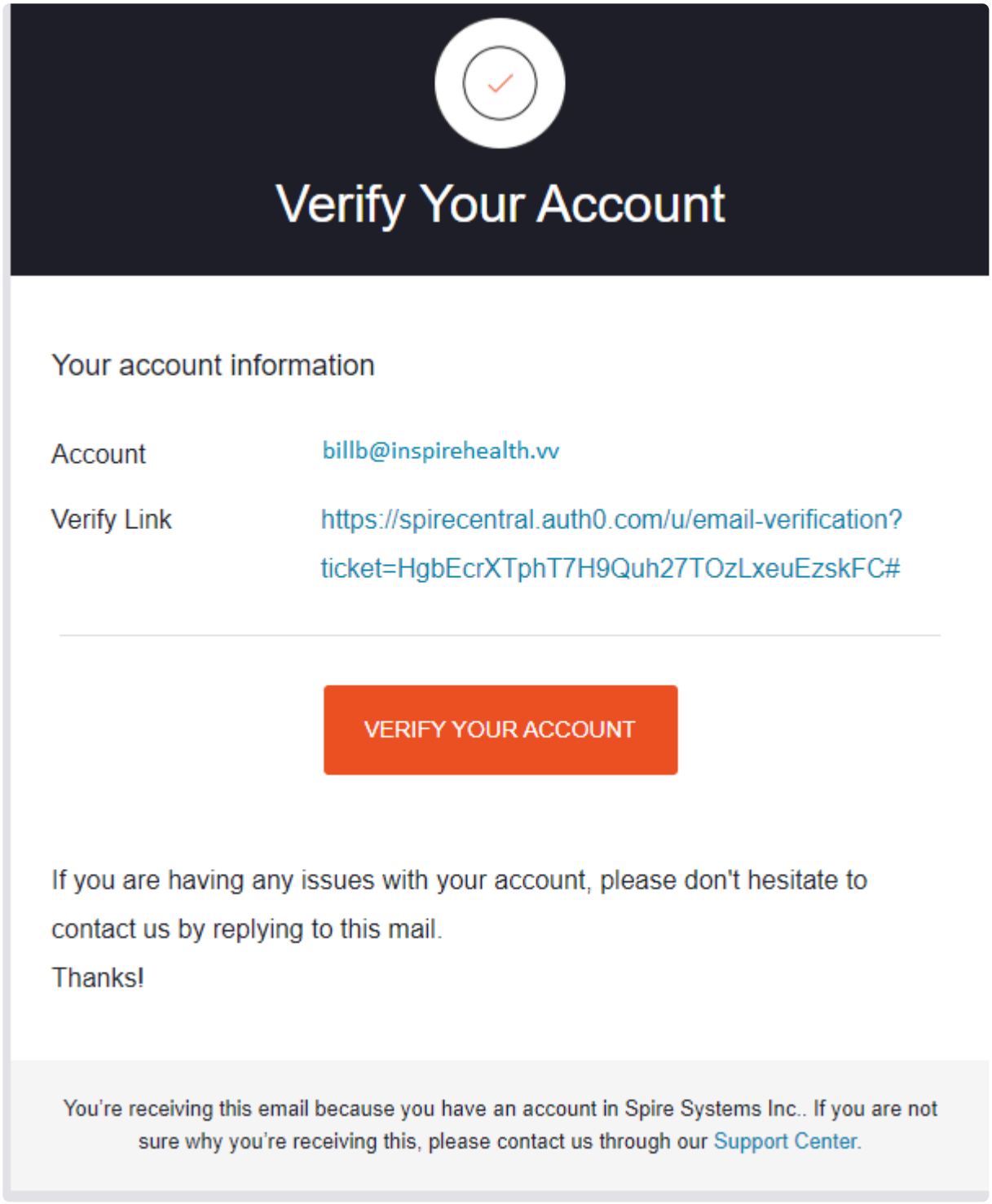
When you see this screen click on “Sign Up”, enter your email address then click “Sign Up“ at the bottom of the dialog.



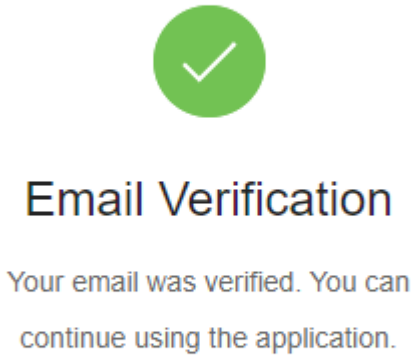
Once the following screen is displayed, go to your email and select the verification email you received from Spire Central.



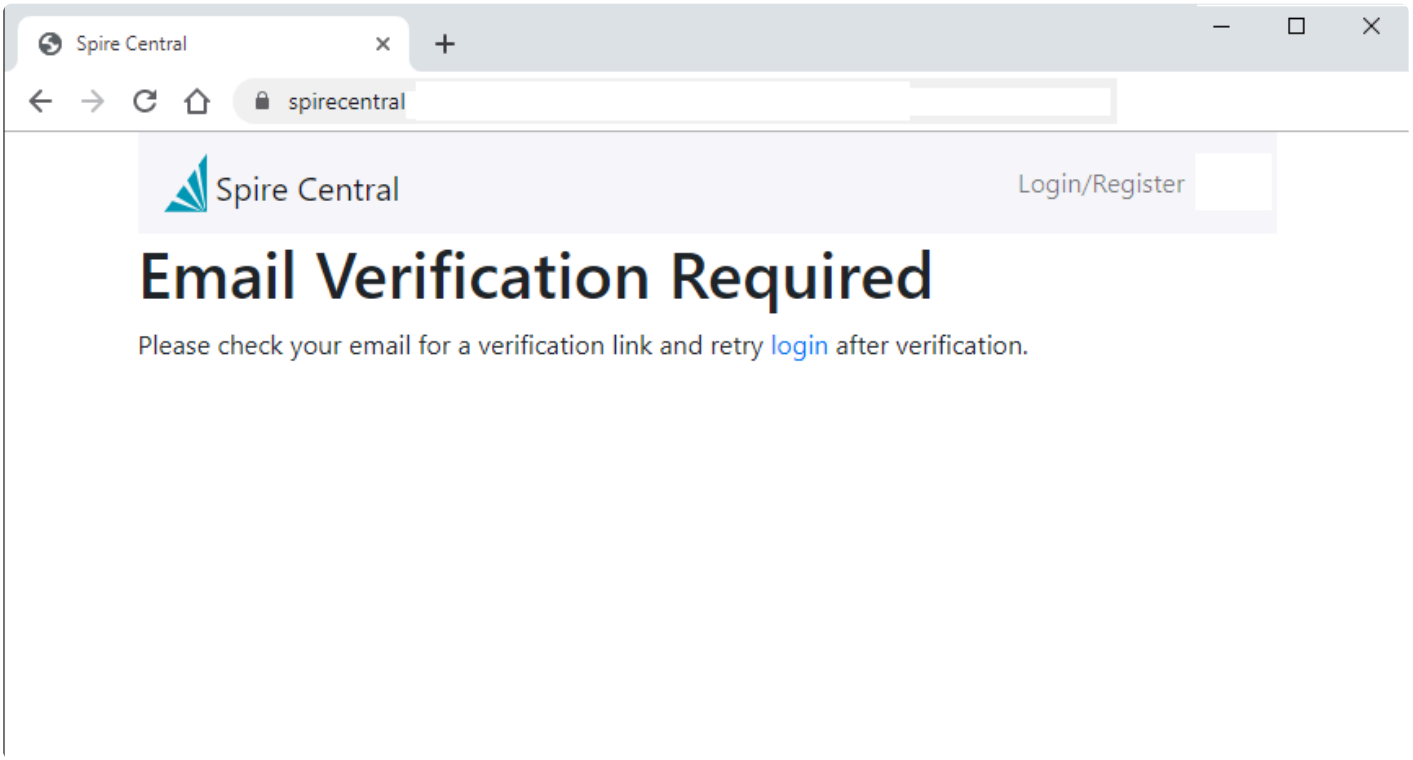
Click on “VERIFY YOUR ACCOUNT” in this email.



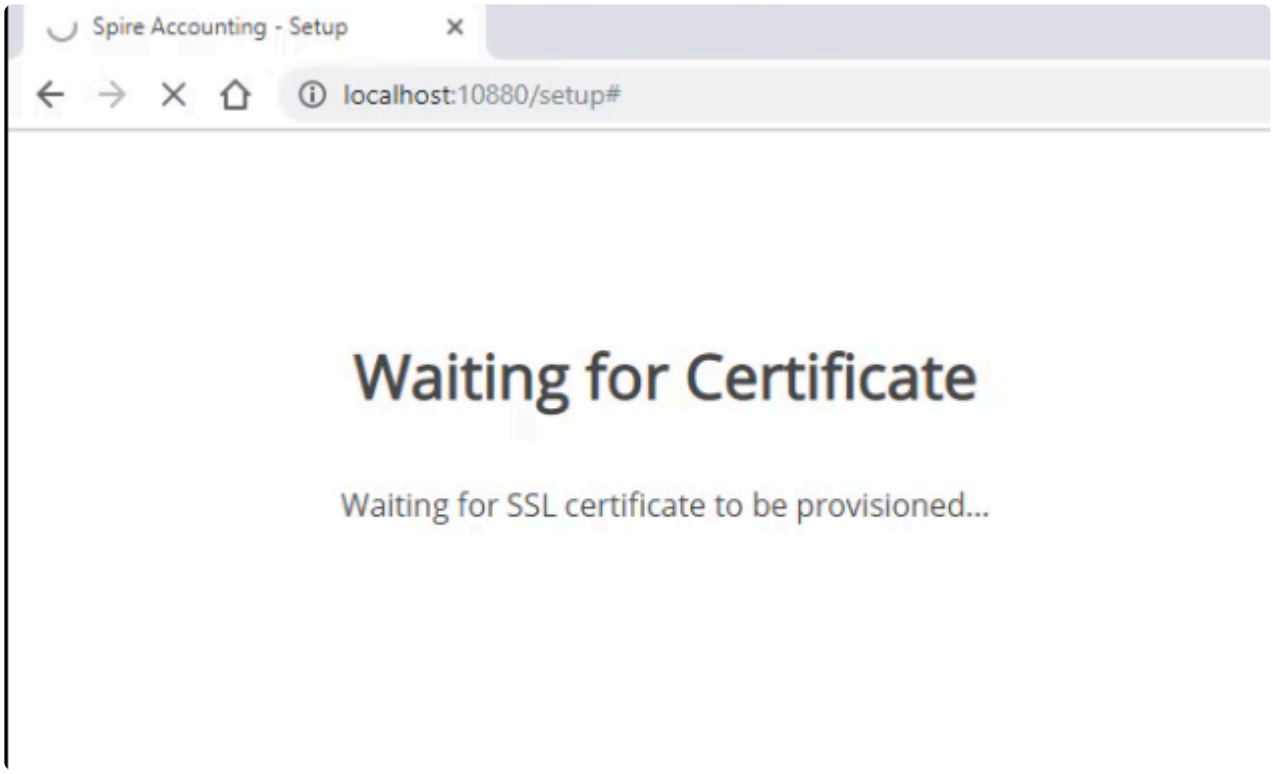
You will get the following verification.



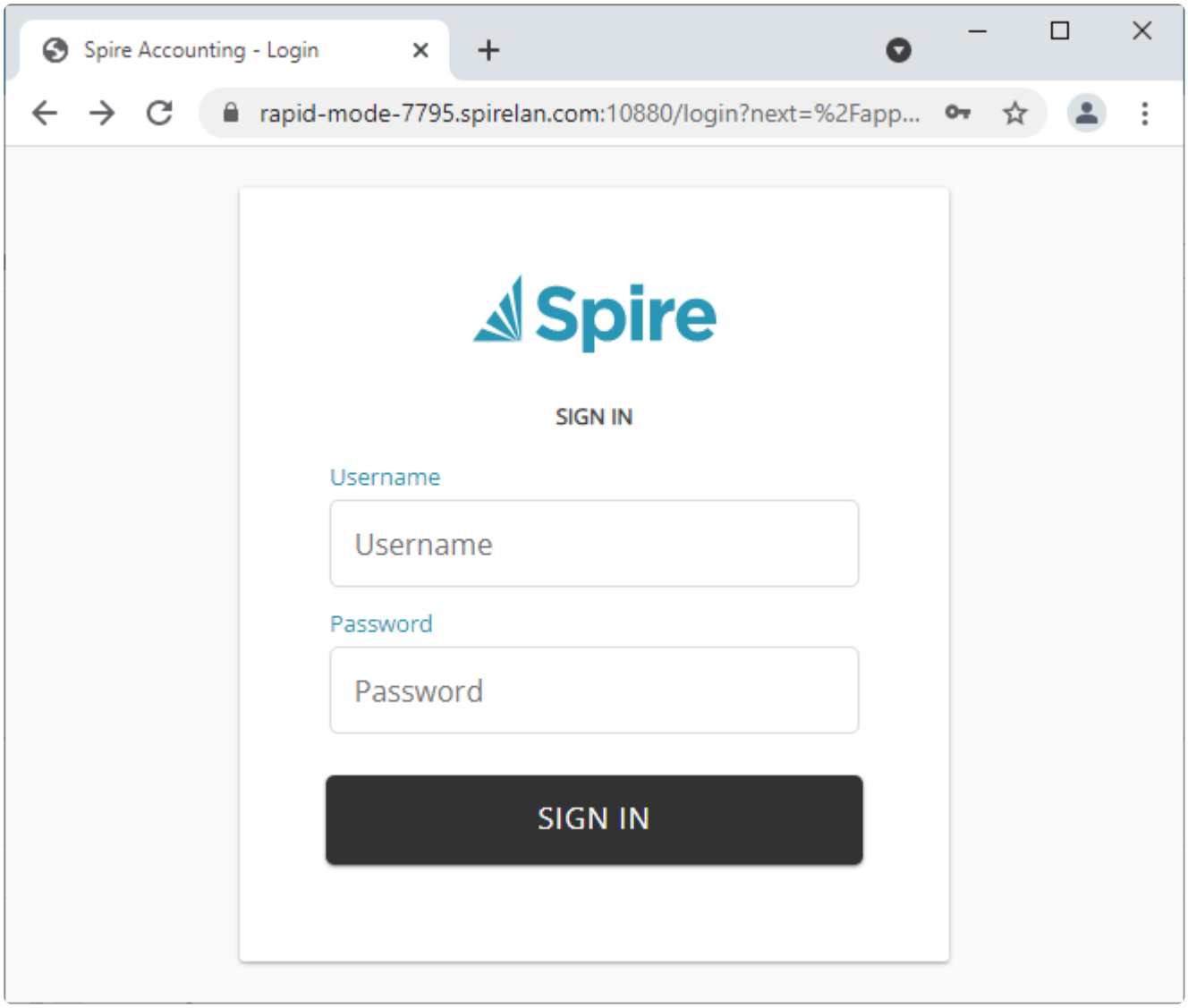
Return to this tab in your browser and click the ‘login’ link.



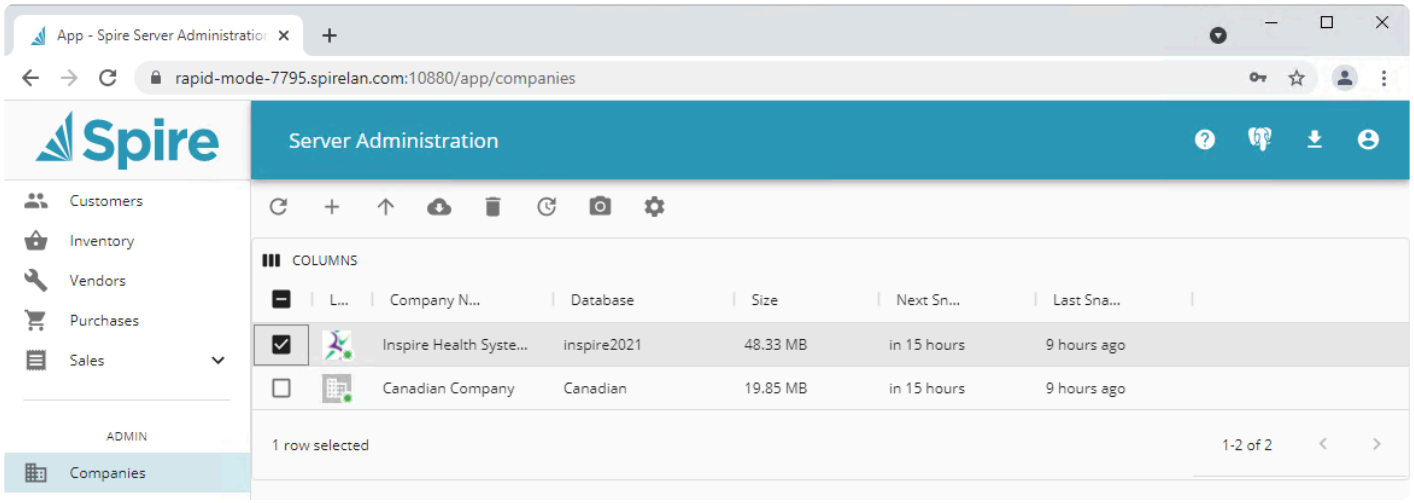
You will then get a screen that says “Waiting for Certificate”. This can take a few minutes.



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



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



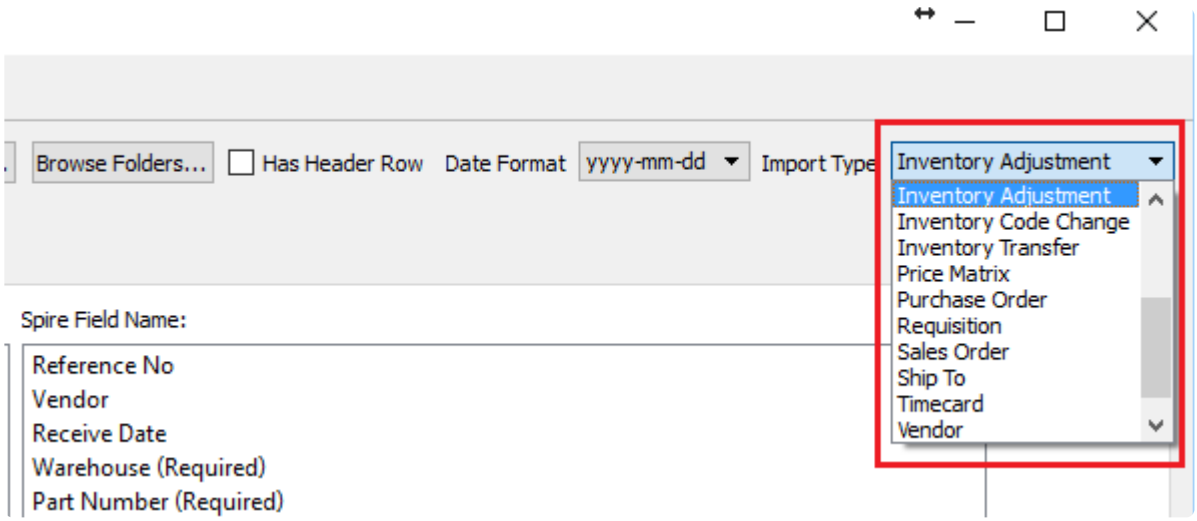
Note that Spire Server Administration replaces “Spire Tray”, and provides all of the functionality it provided. In addition to providing additional functionality, Spire Server Administration can be accessed from anywhere

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

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.

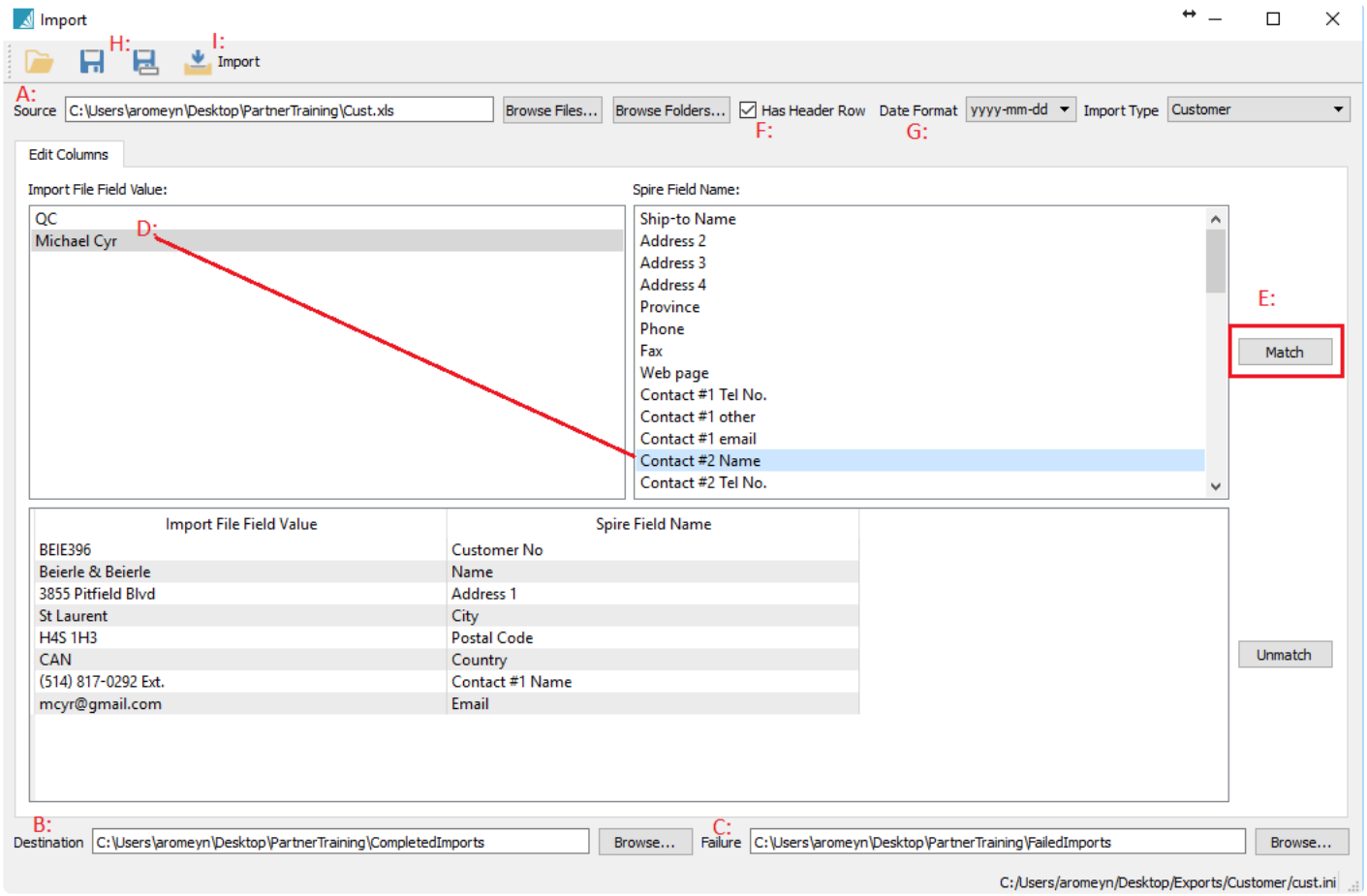
Go to Tools/Import and select the type of import that you need to do.



Available imports are:

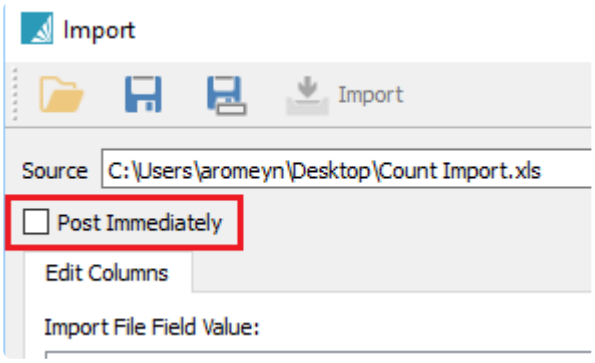
- Accounts Payable
- Accounts Receivable
- Chart of Accounts
- Customers
- Customer Code Change
- GL Transaction
- Inventory
- Inventory Adjustment
- Inventory Code Change
- Inventory Transfer
- Price Matrix
- Purchase Order
- Requisition
- Sales Order
- Ship To
- Timecard
- Vendor
- Vendor Price

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

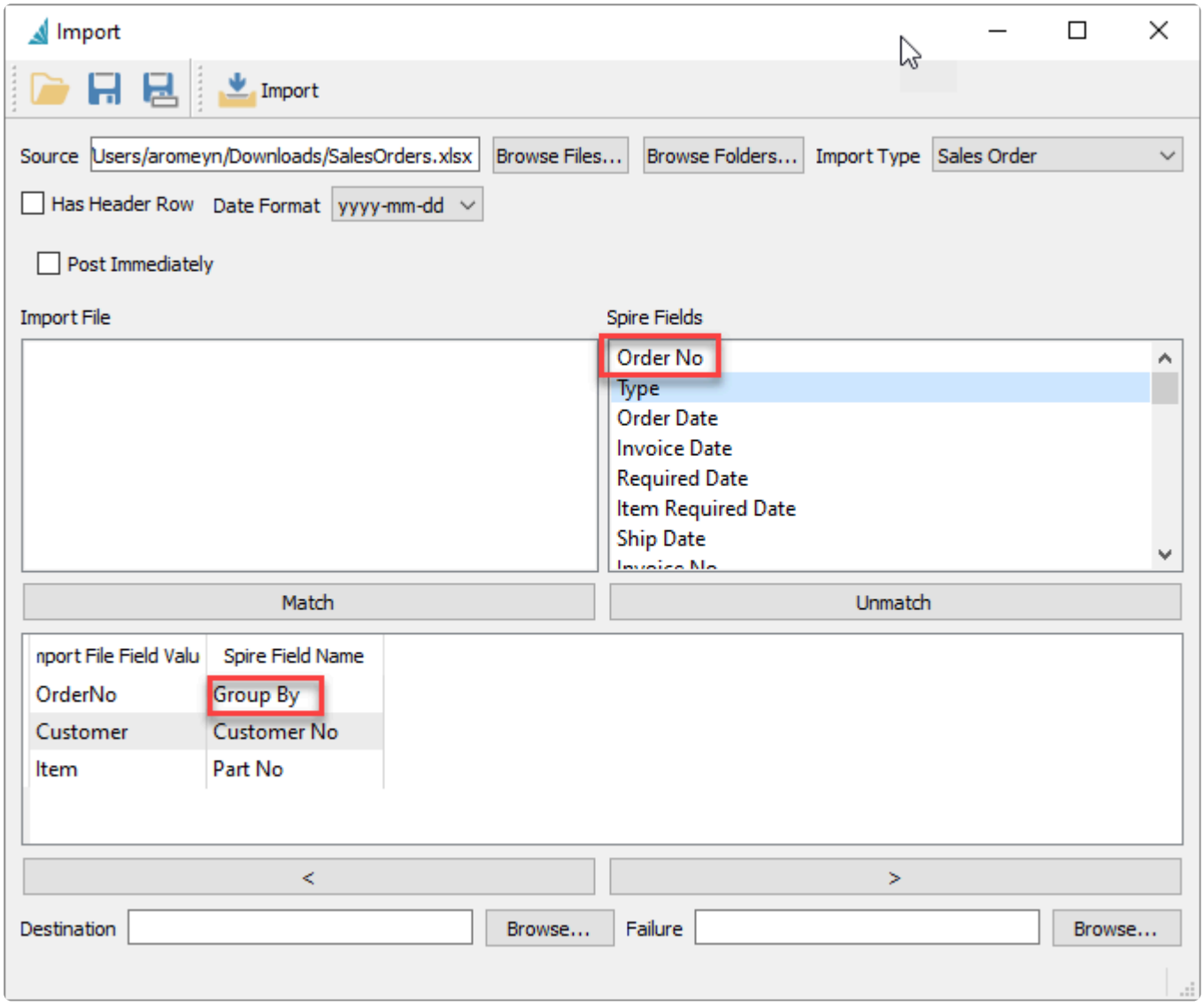


- For Sales Order and Inventory Adjustment imports, there is an option called “Post Immediately”.
- For Sales Orders if this is checked the import will be posted as invoices. If not checked they will go into sales orders for invoicing manually.
- For Inventory adjustments the option will post to inventory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

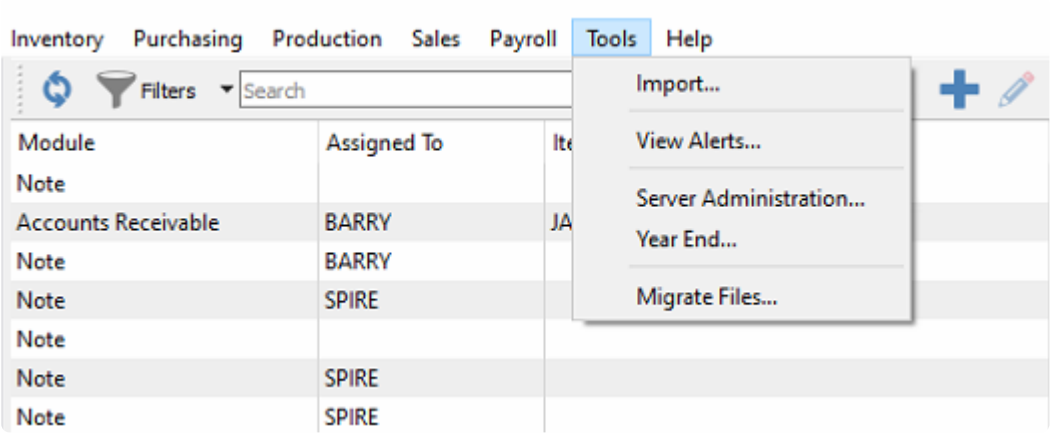


In the example above, the next order number available in Spire will be used because the ‘Group By” field was selected.

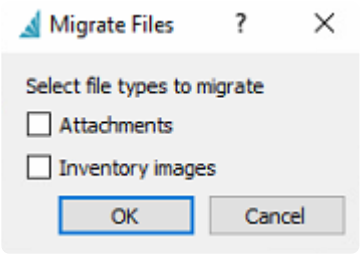
Migrate Files

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.

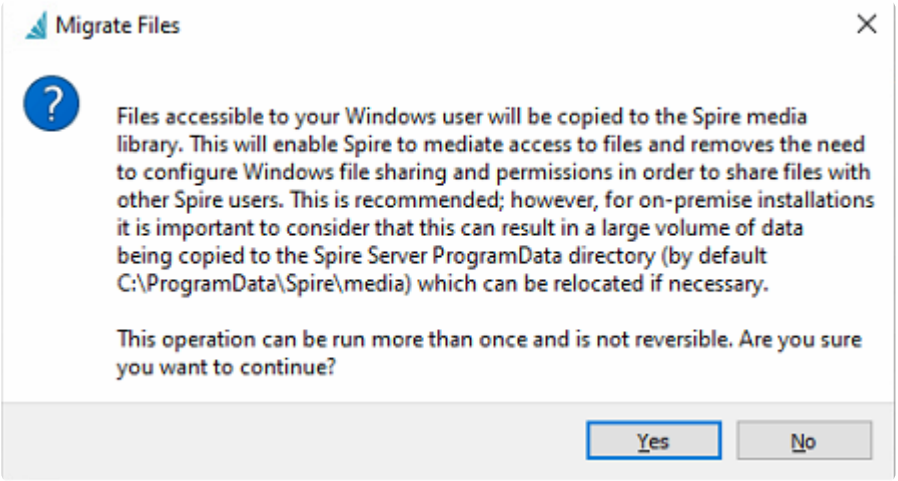
Select Migrate Files from the Tools Menu



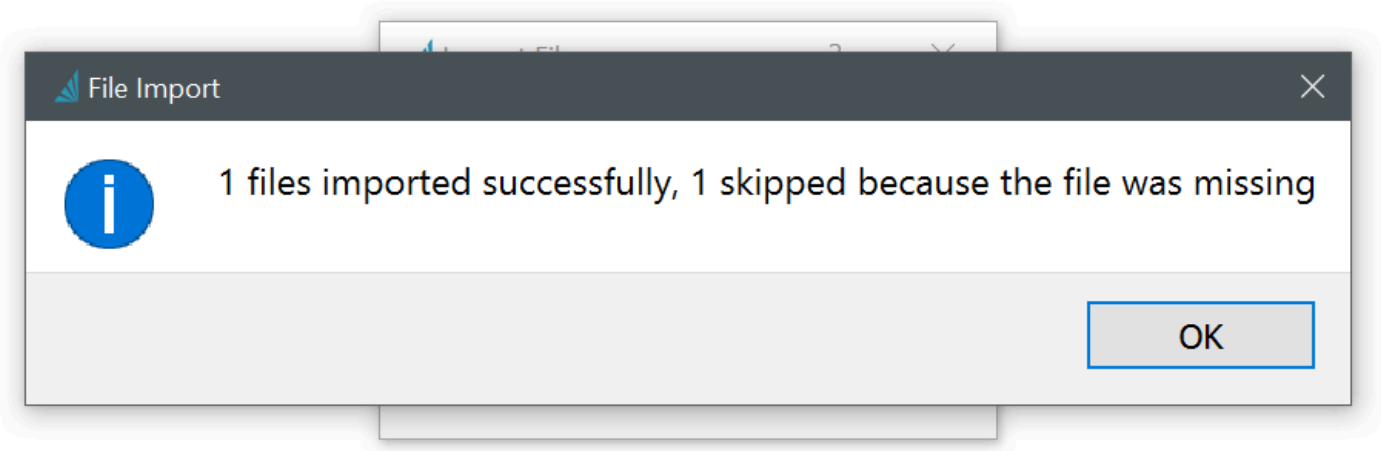
Check Attachments and Inventory Images and click “OK”



Yes to continue the process



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

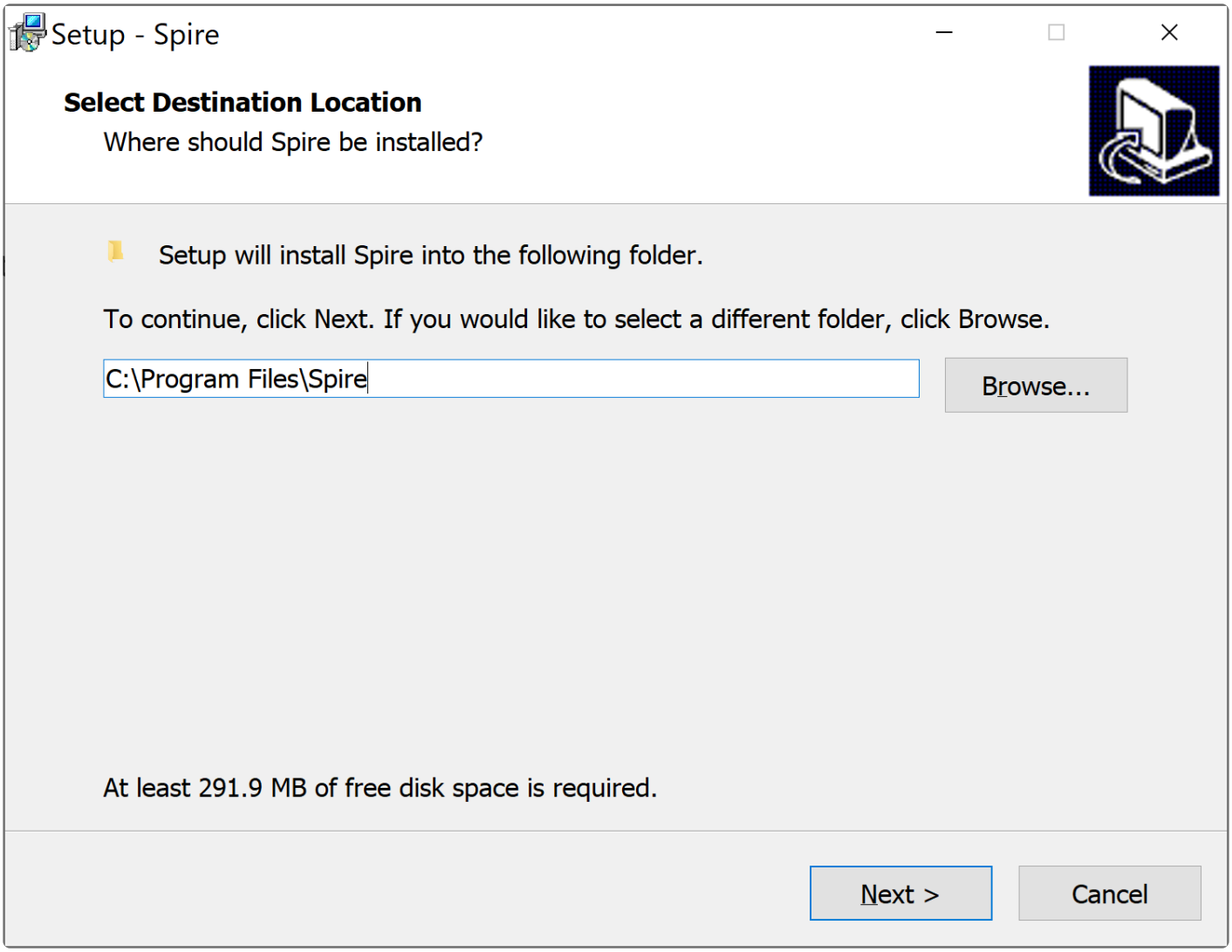


Installing Spire on a Workstation

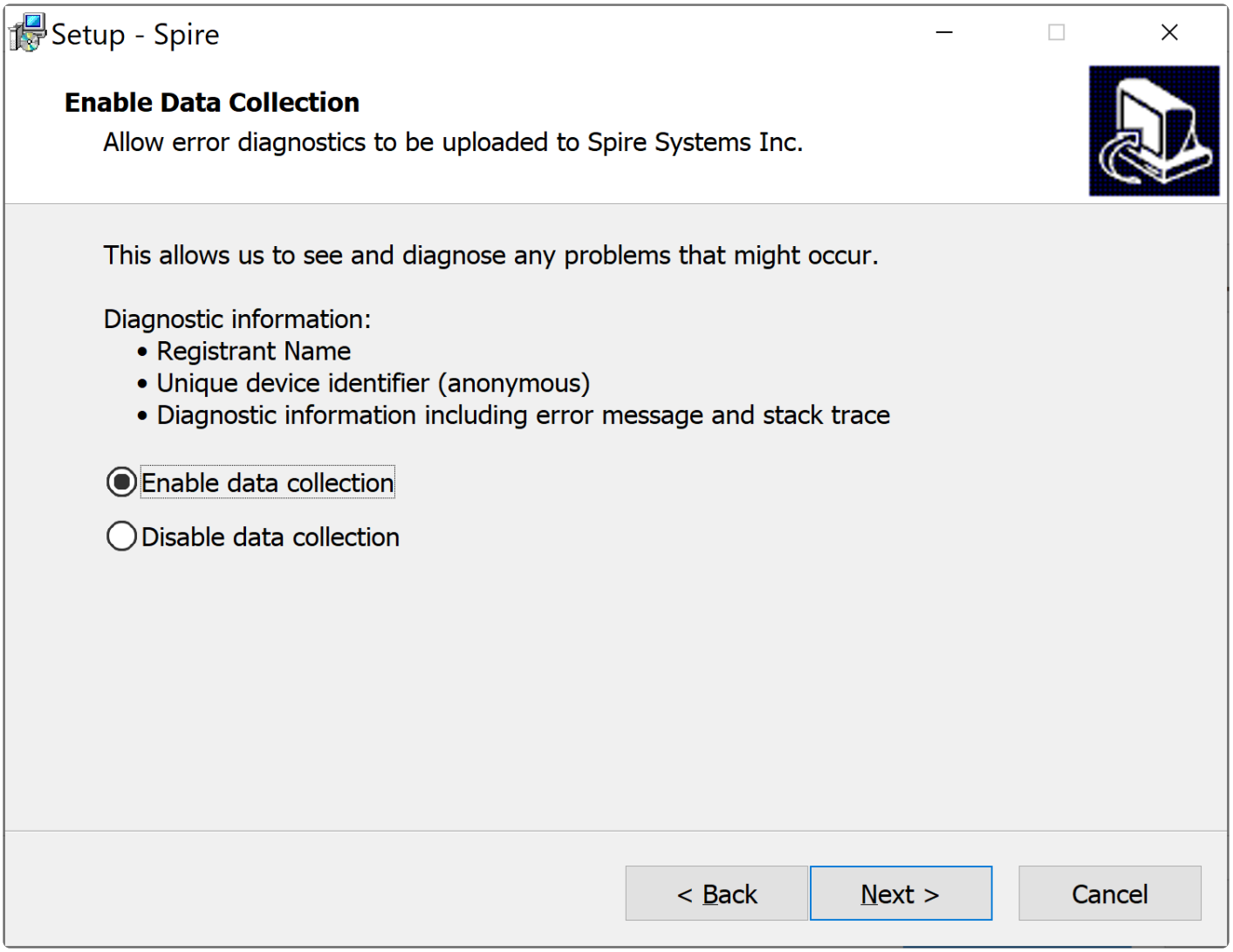
After you have finished downloading the file, you are ready to start the Client installation. Click on the link from your Download screen (or on the file itself from your Downloads folder).

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

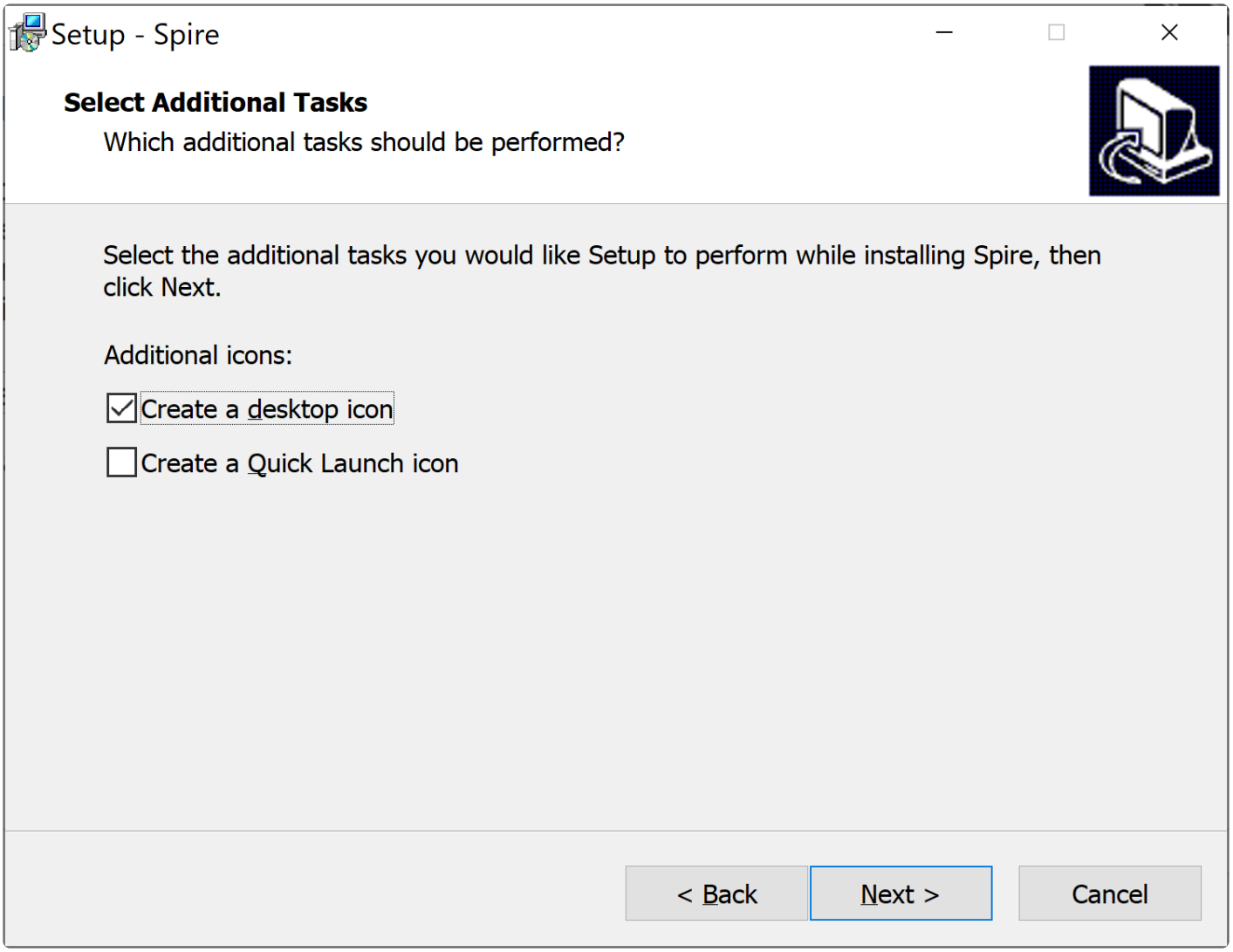
You will be asked to select an installation location. We recommend leaving it set to the default.



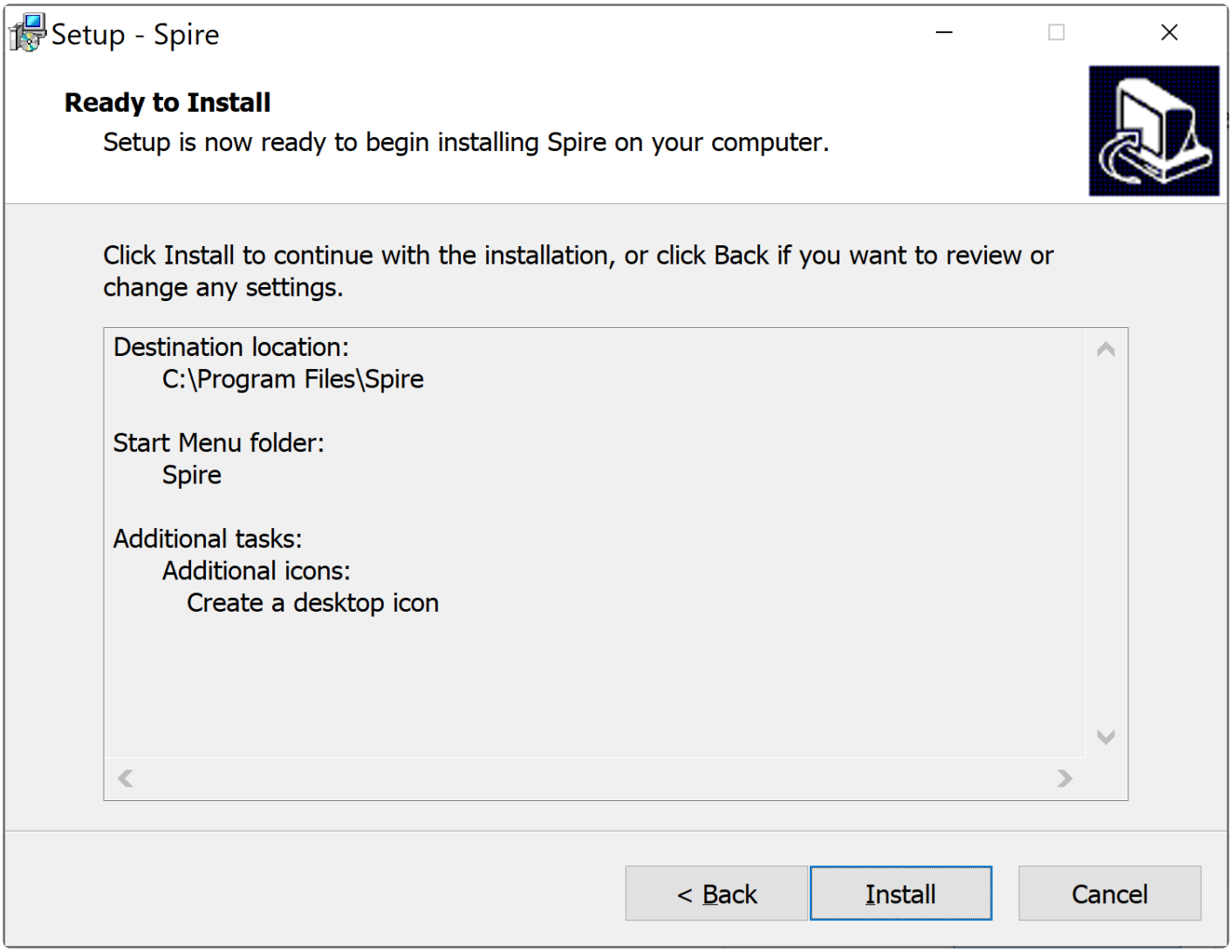
The next window asks permission to turn on data collection. This allows and errors to be sent to Spire without the users intervention. It is highly recommended to turn this on as it helps us with program development. No propitiatory information is sent.



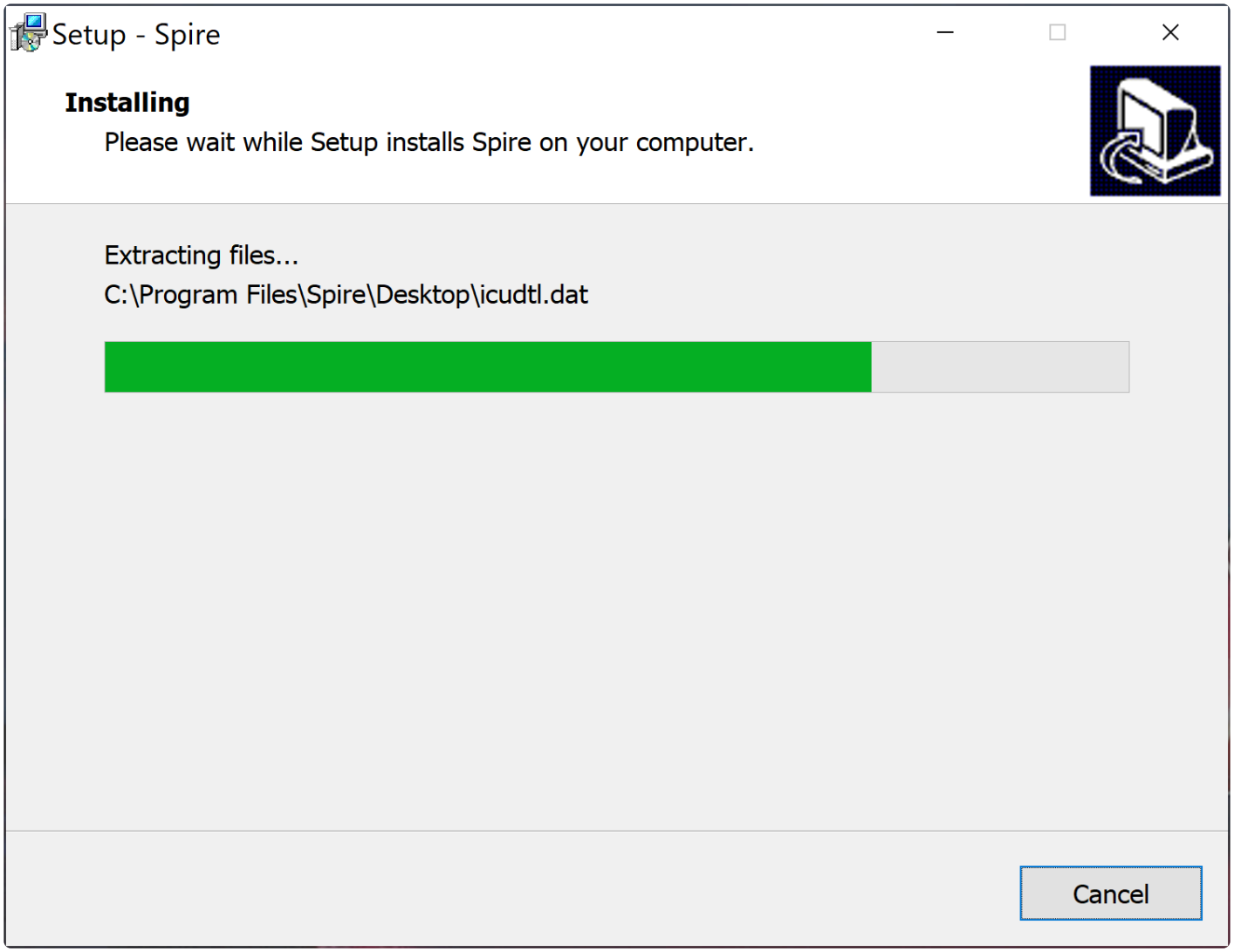
Next you will be asked about setting Desktop and Quick Launch Icons – set preferences as you wish.



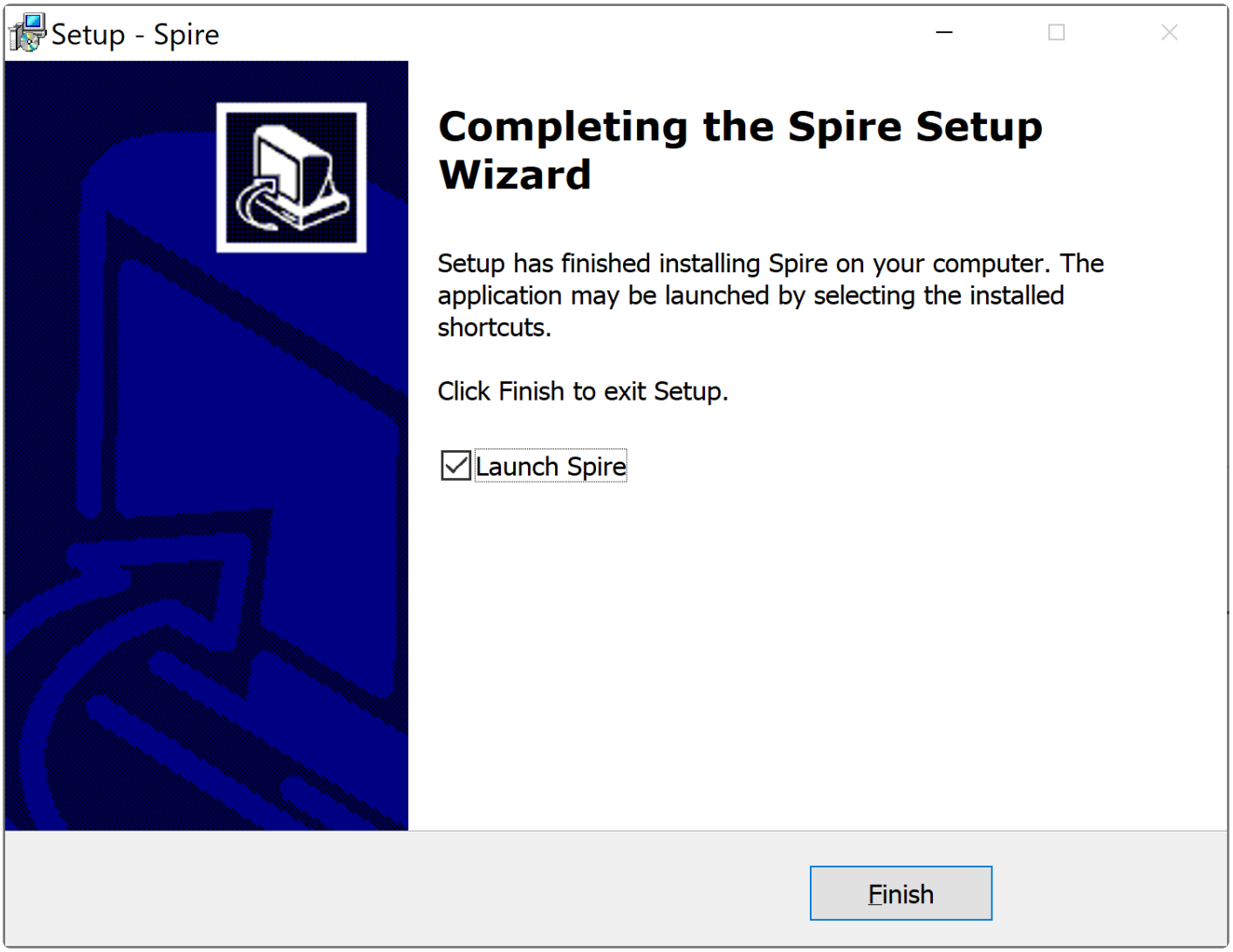
You are ready to proceed – click Install.



You will see a Progress Bar.

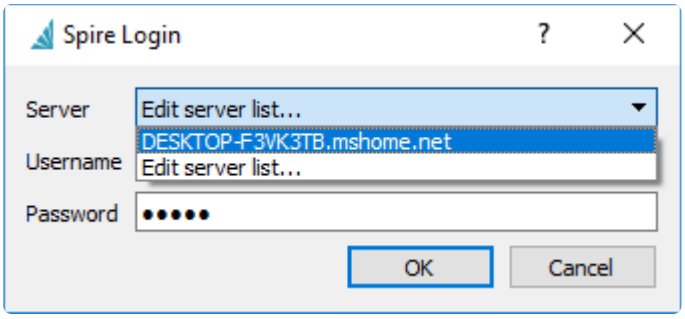


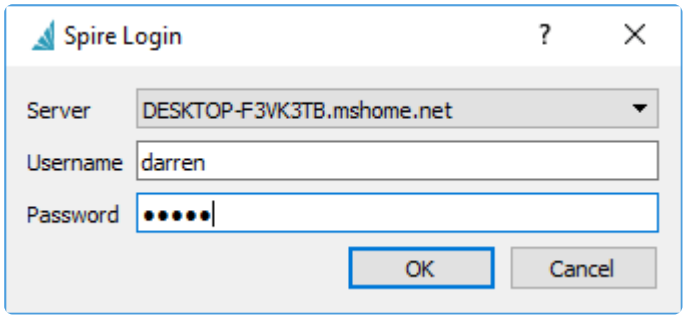
You will be notified that the installation is complete.



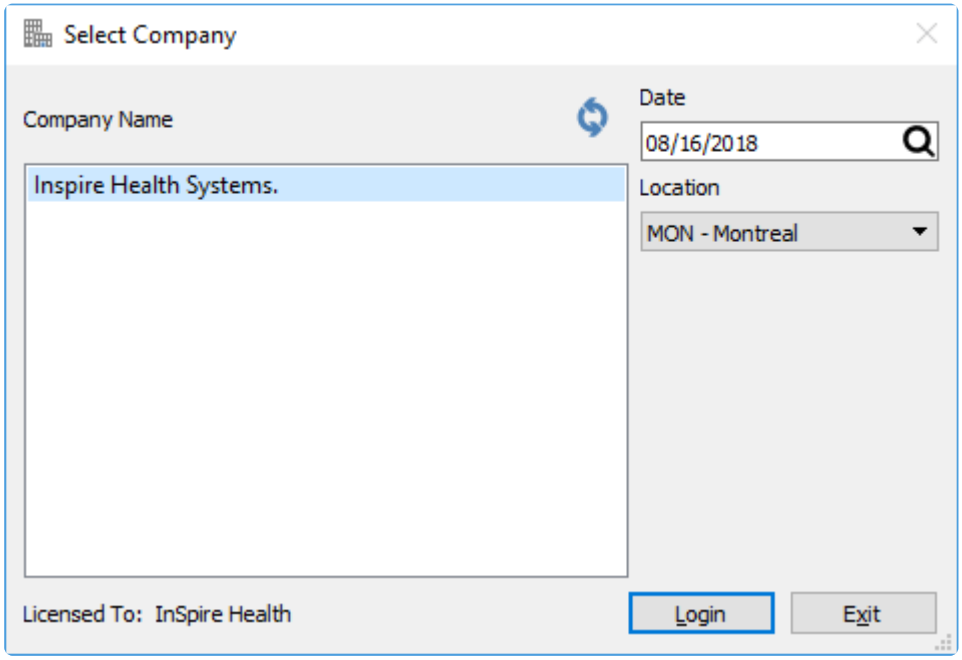
You may then launch the Client and log in to Spire. Note that you log in before selecting a company as not every user has access to all company's.

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



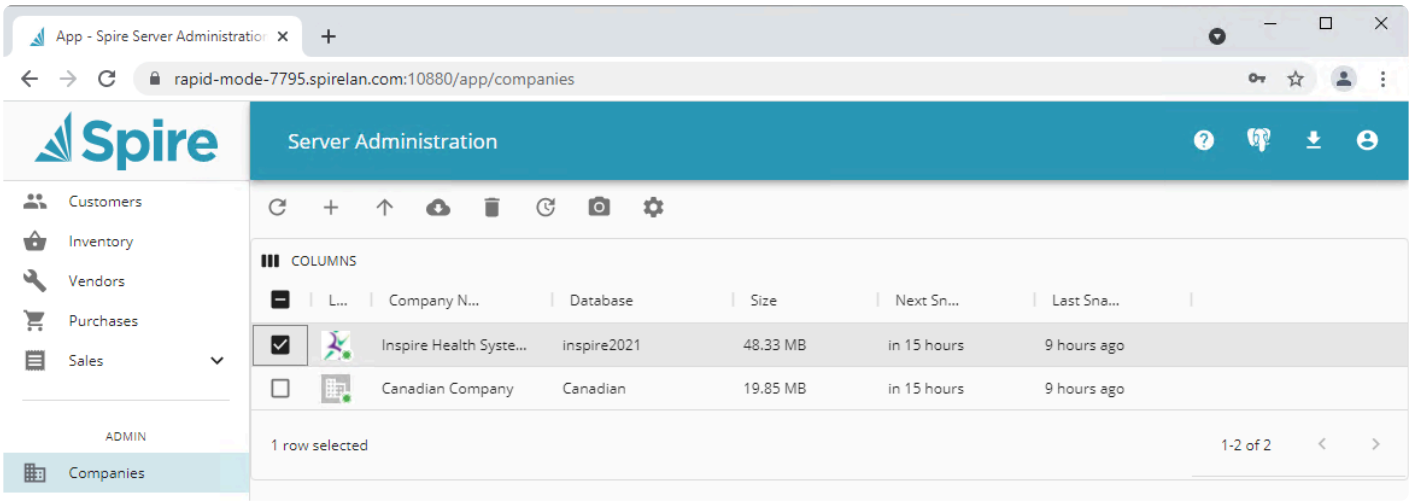


You will only see the companies that you have access to. Select one of them and click ‘Login’

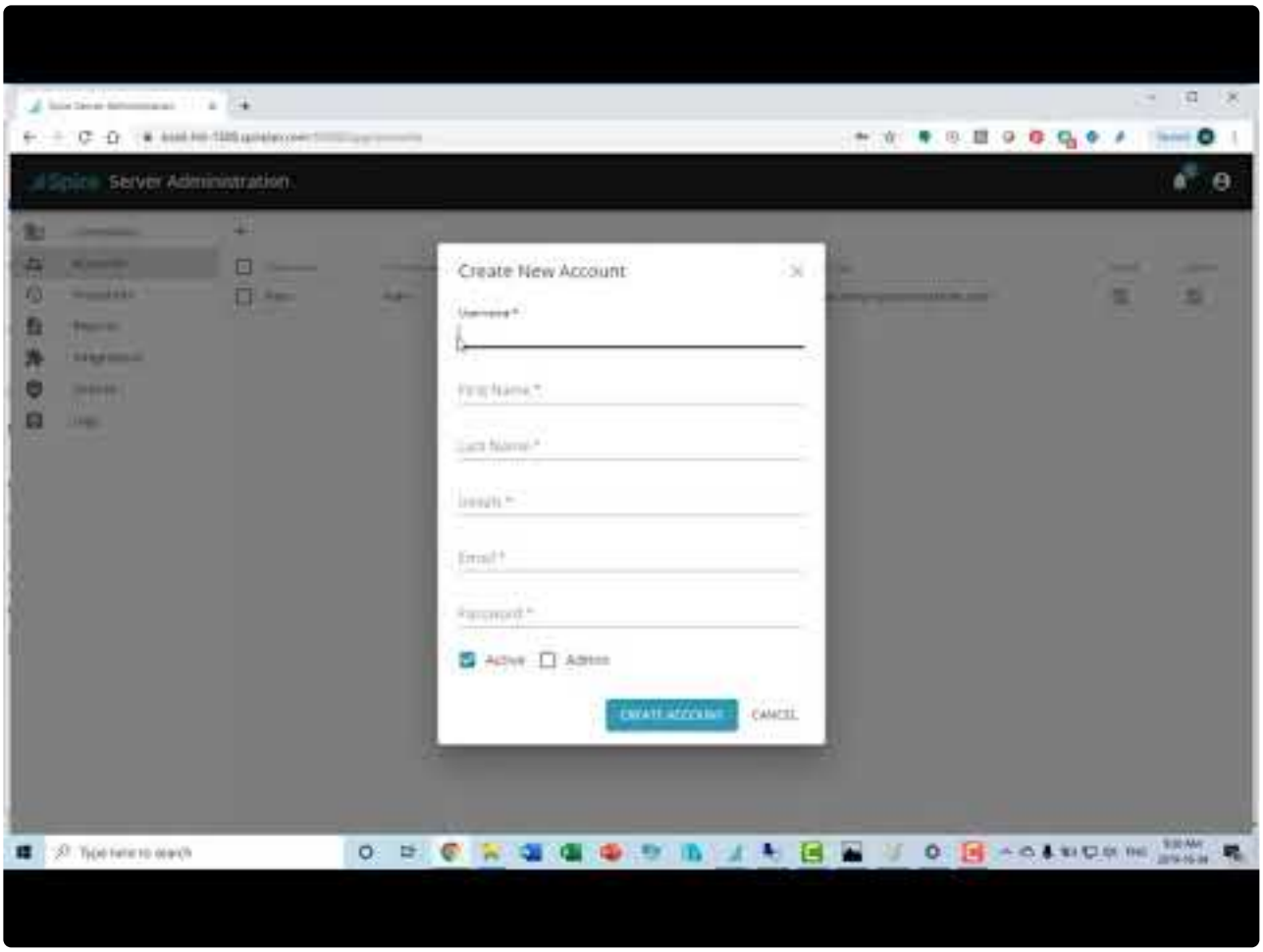


Spire Server Admin

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

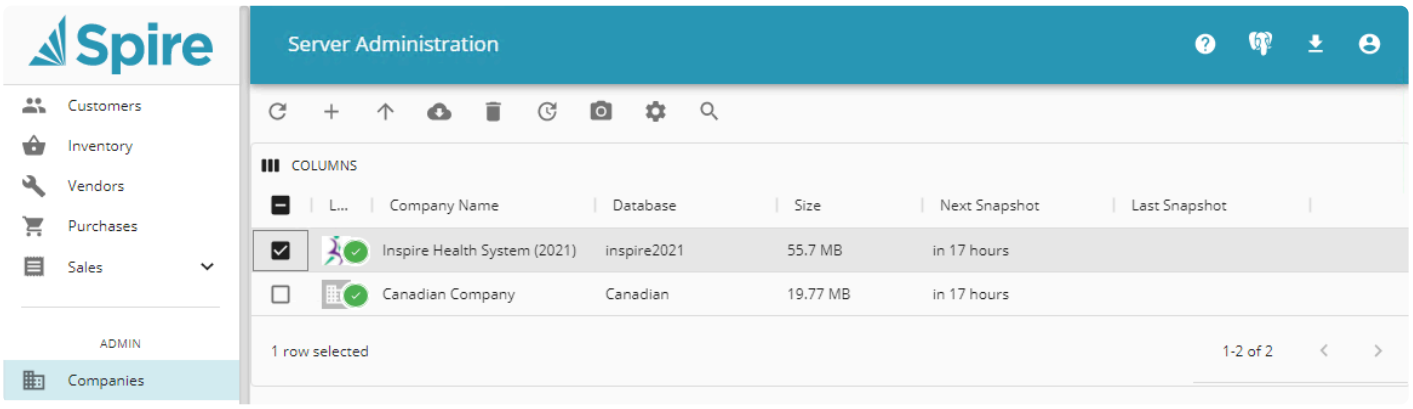


https://www.youtube.com/embed/kGvPn3V1g68?rel=0

Companies

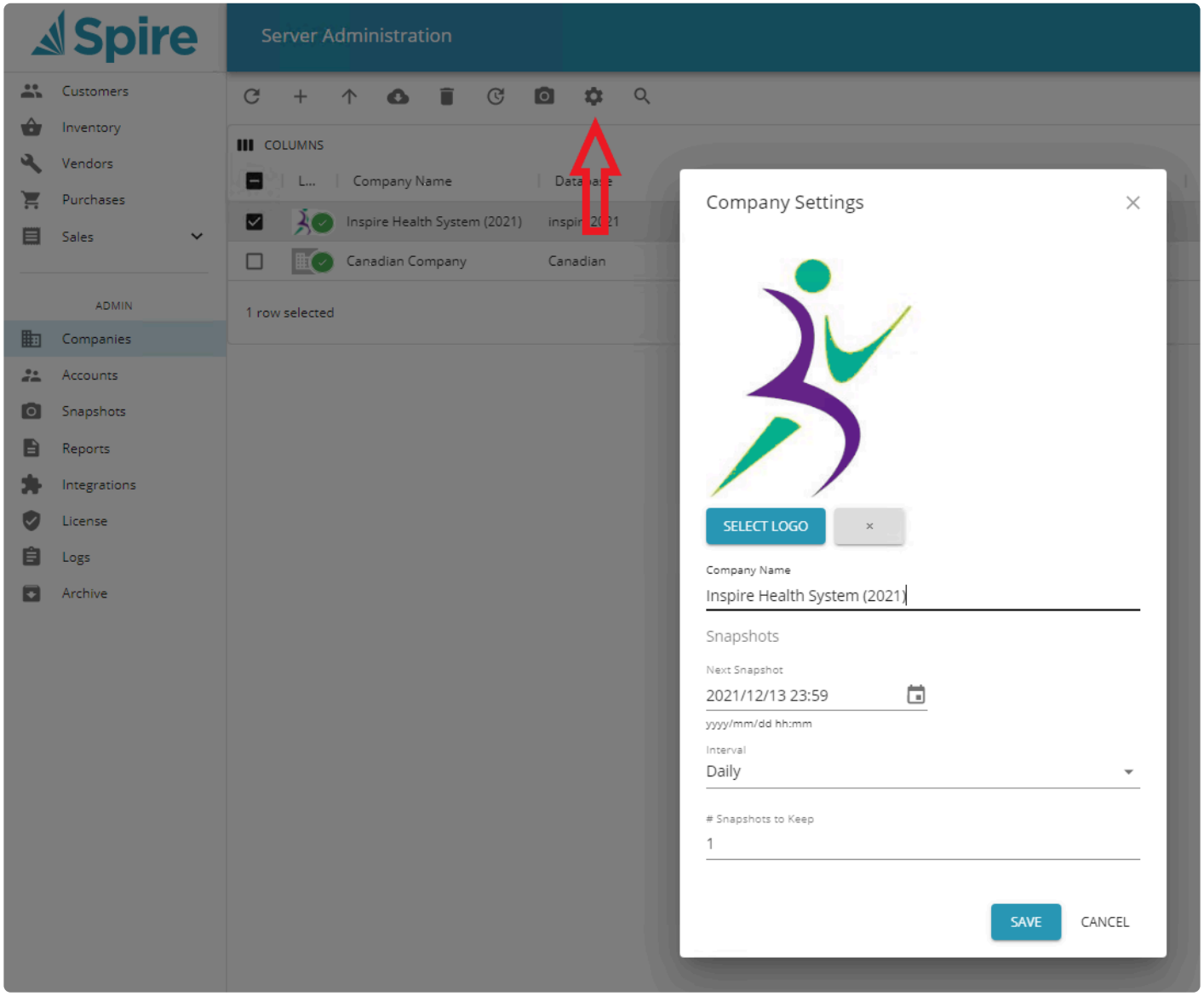
Companies

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

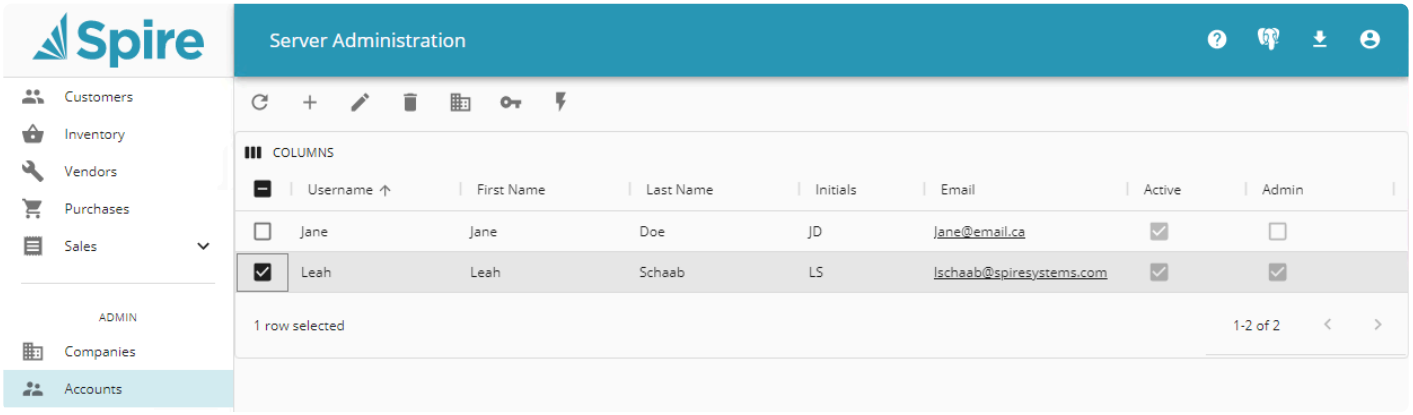
Company Settings



- **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

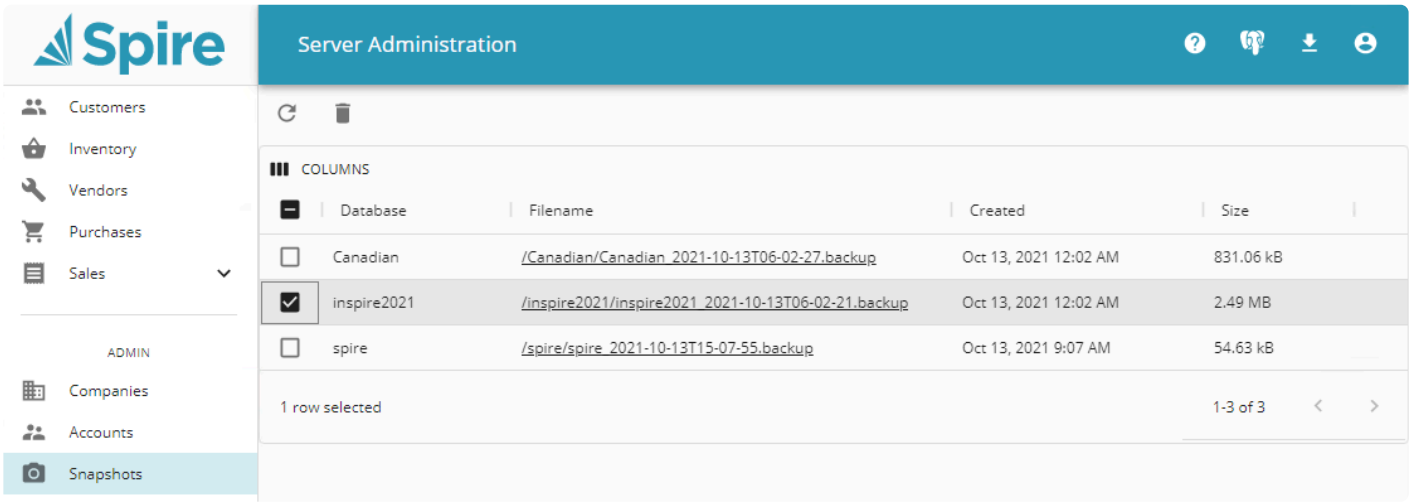
Snapshots

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….

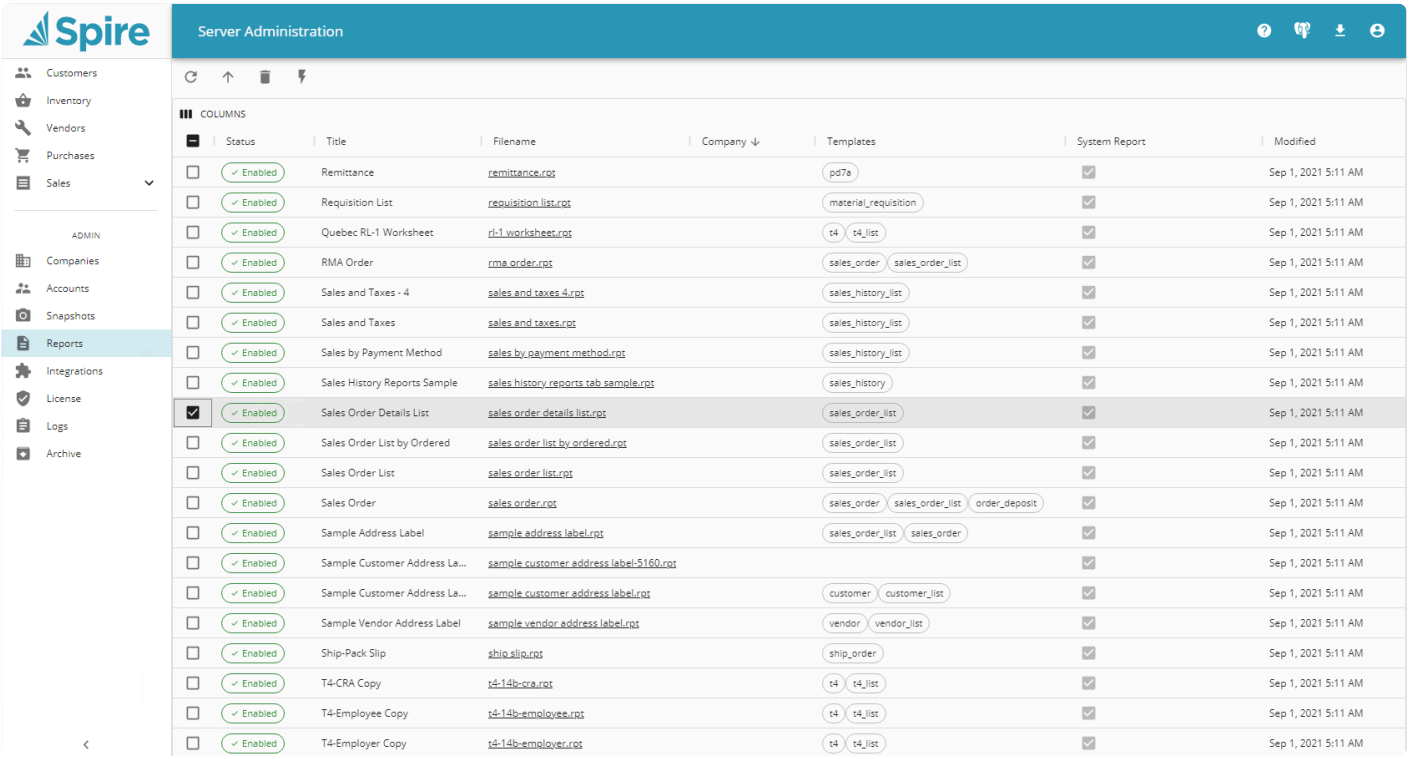


- **Refresh-** – Refreshes list
- **Delete-** – Permanently remove a company
- **Restore-** – Restores zipped archive that may include documents and reports

- **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

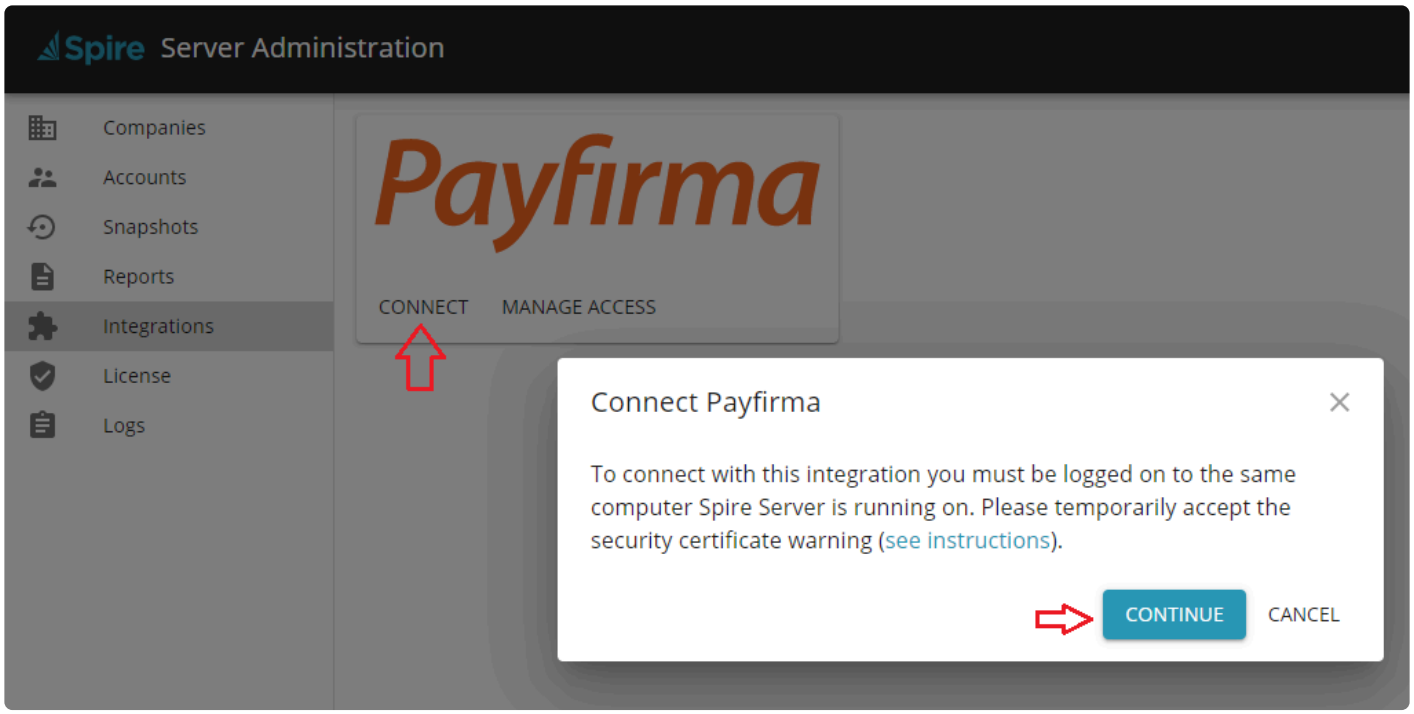
Payfirma

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.

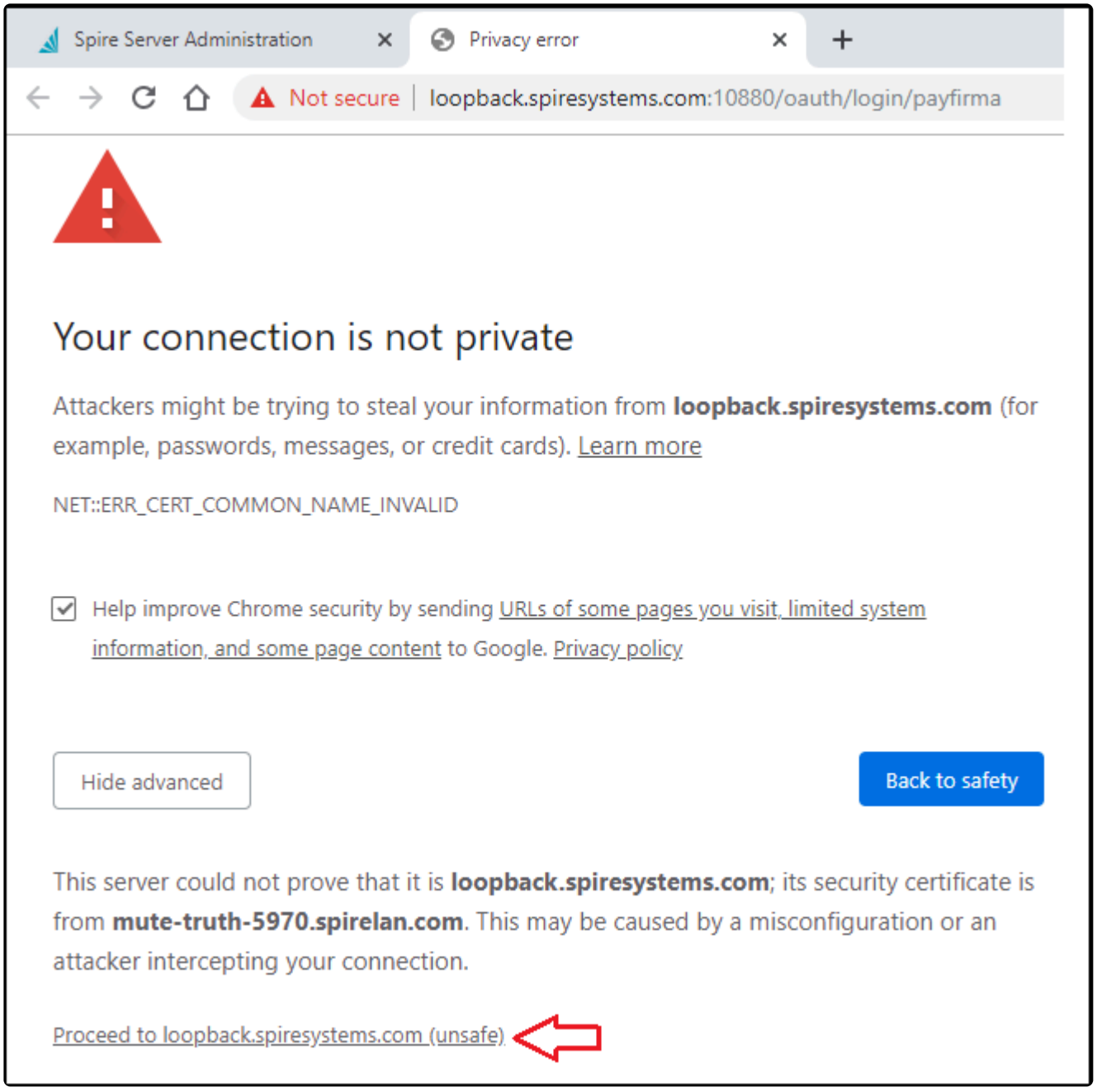
To obtain more information about how to establish this integration from Payfirma see (www.payfirma.com/engage/spire-systems).

Configuring Spire with Payfirma

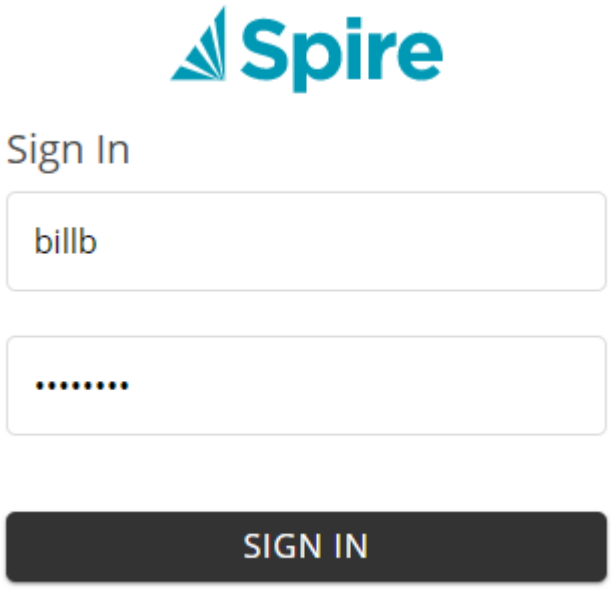
- Contact Payfirma to setup an account
- In Spire Server Administration on the server, select 'Integrations'
- Click on 'Connect' and then 'Continue'



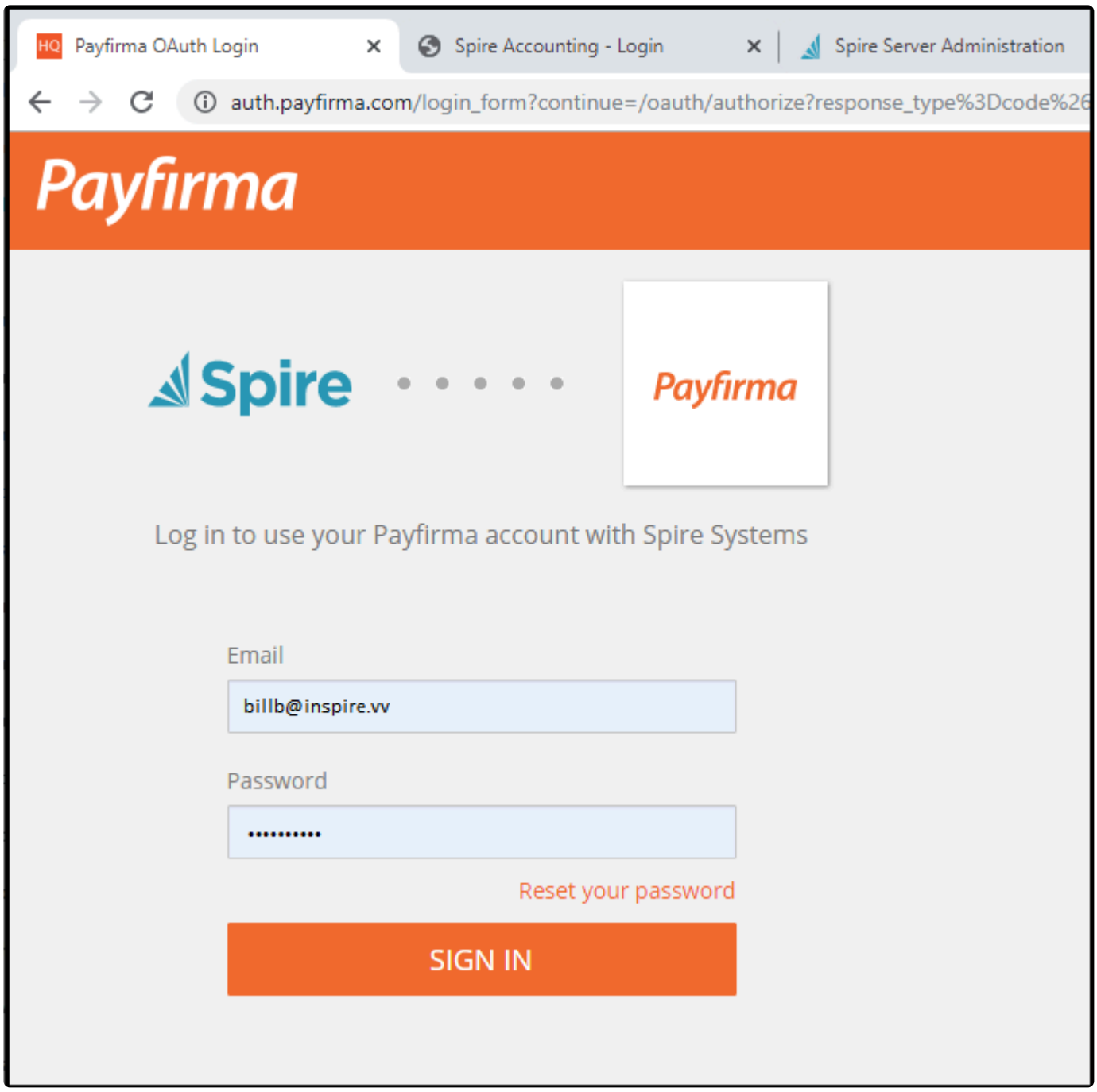
You will receive a privacy message. Click on 'Advanced' and then 'Proceed to loopback.spiresystems.com'.



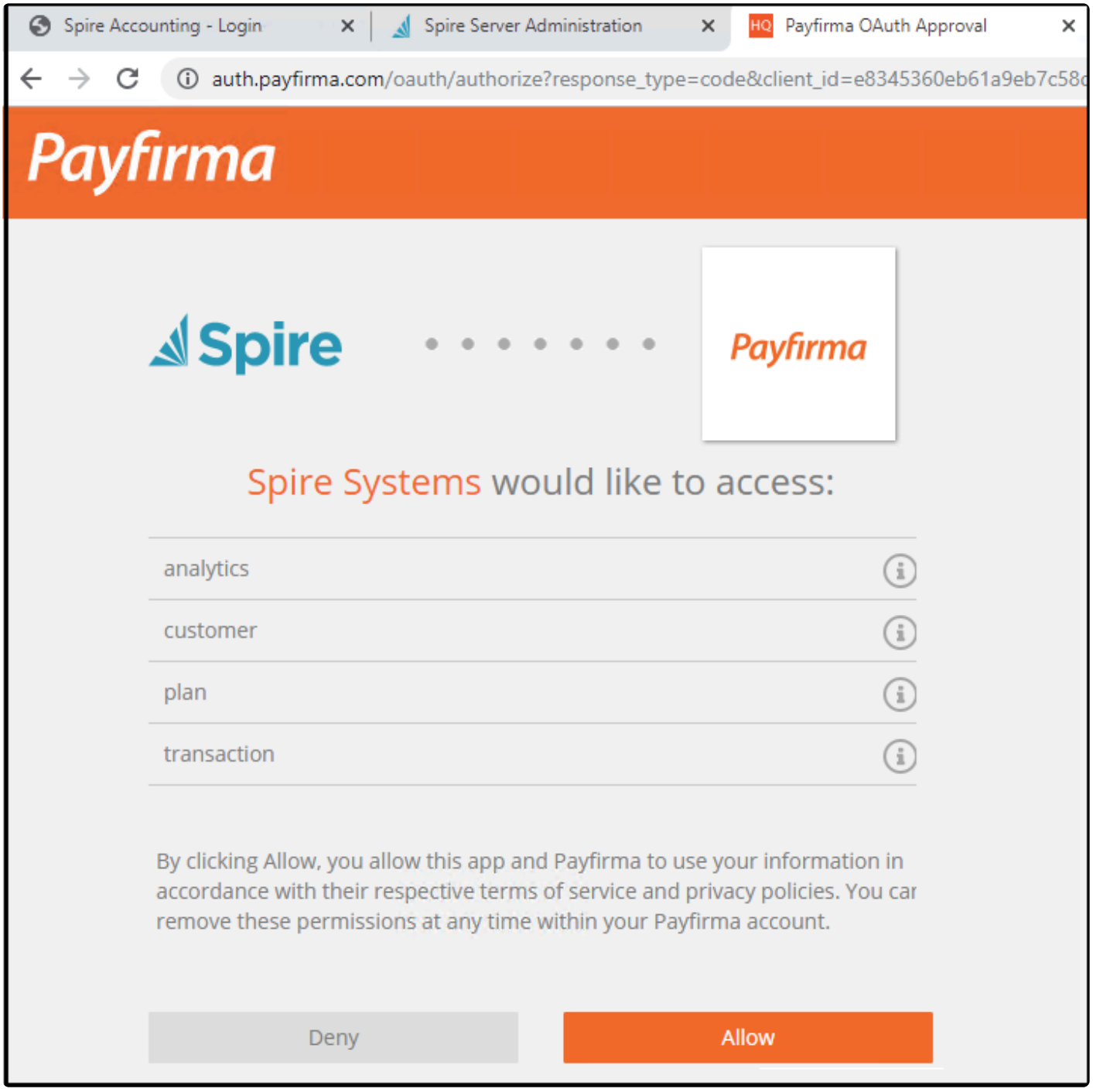
Login with a Spire admin user



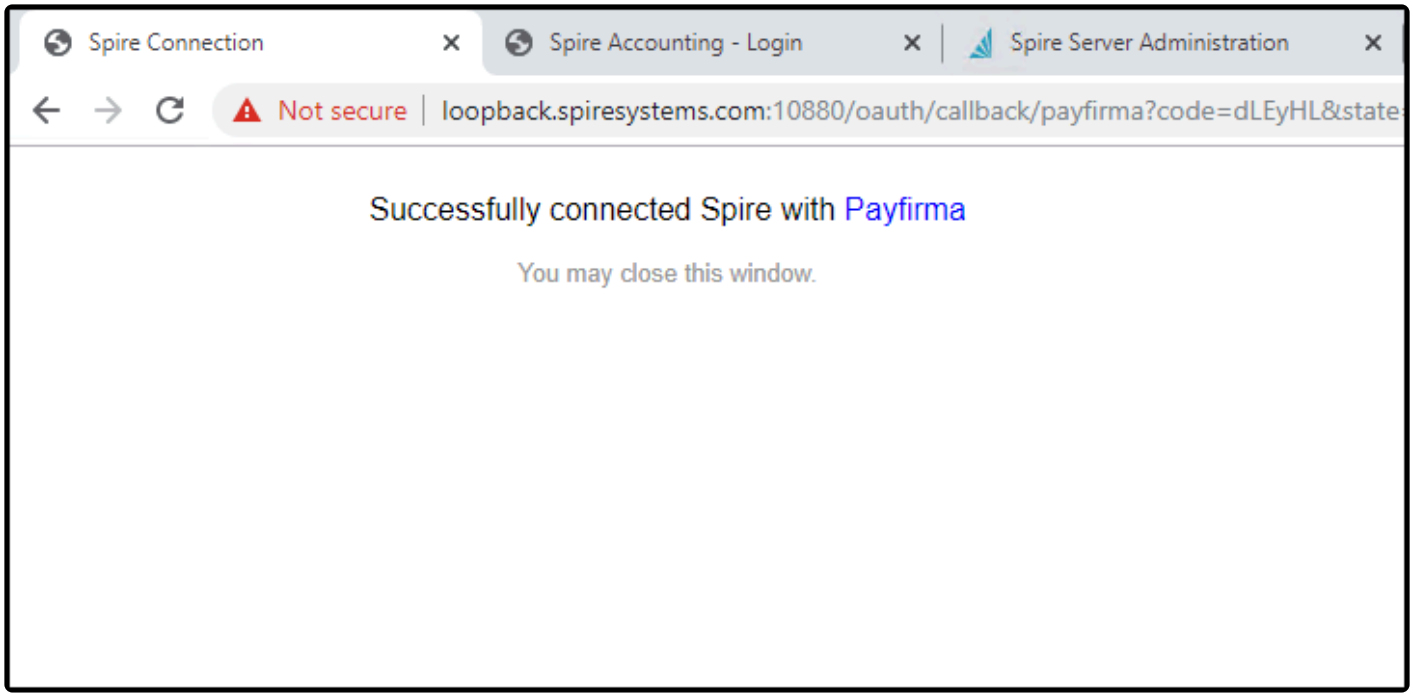
‘SIGN IN’ to Spire —->>> Payfirma Sign in using the email and password given to you by Payfirma



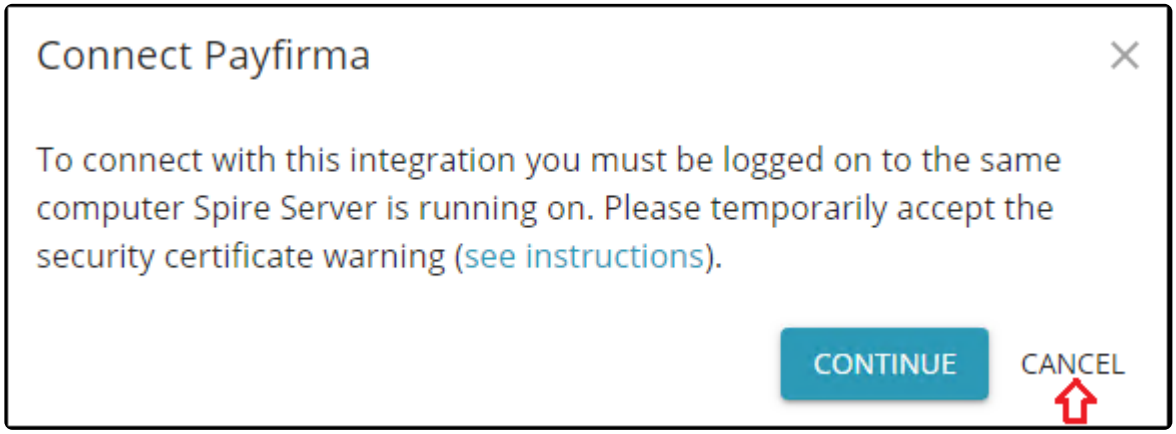
You will be asked to allow Spire to access Payfirma.



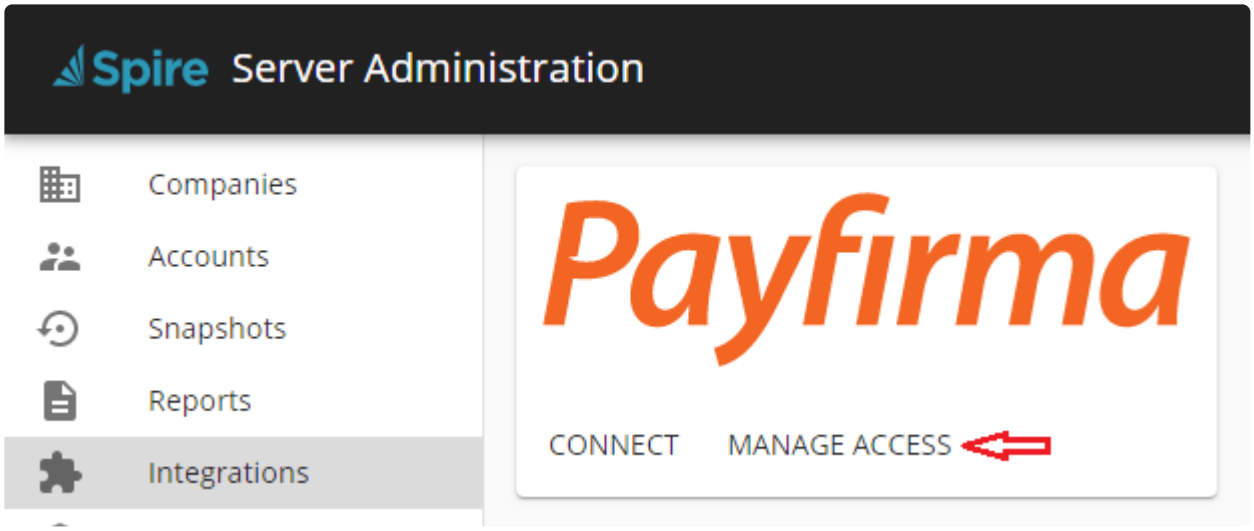
When you see this message, you may close the window.



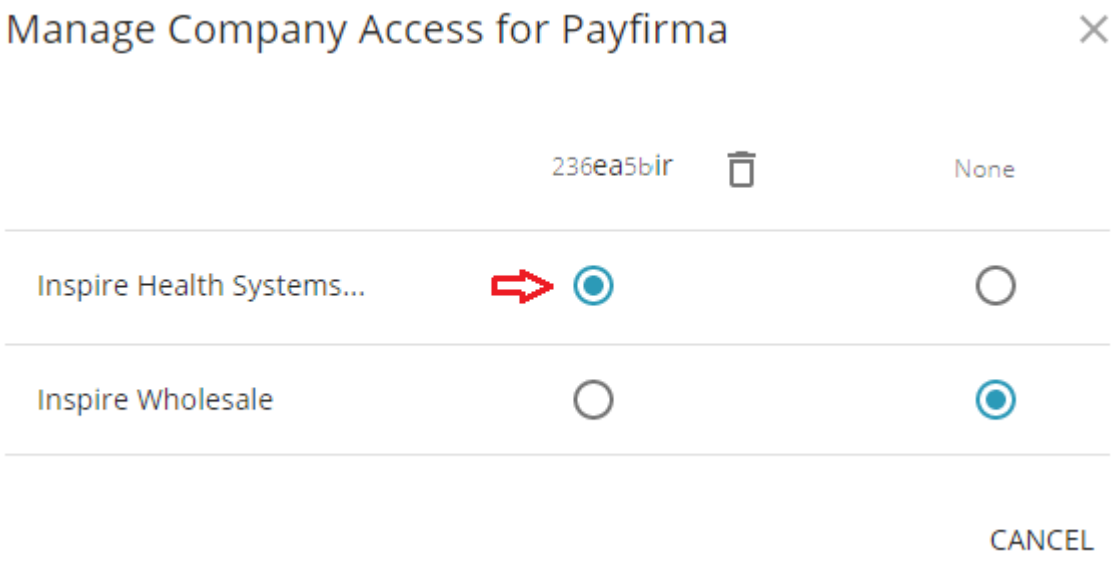
In Spire Server Administration, on the 'Connect Payfirma' screen click on cancel



Next, click on 'Manage Access'



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

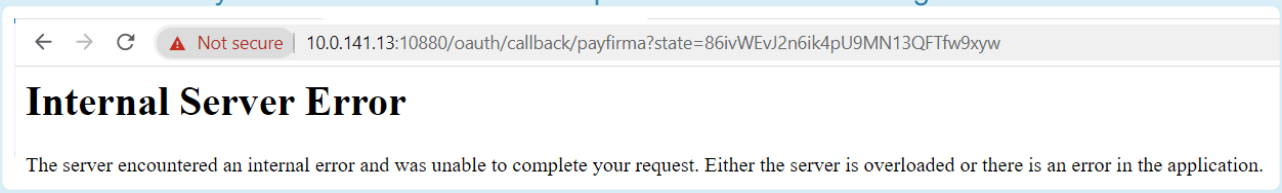


Note – Multiple companies can use the same Payfirma account, however this would be unusual.

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

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

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



Payfacto

Payfacto setup and use

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

What is Payfacto

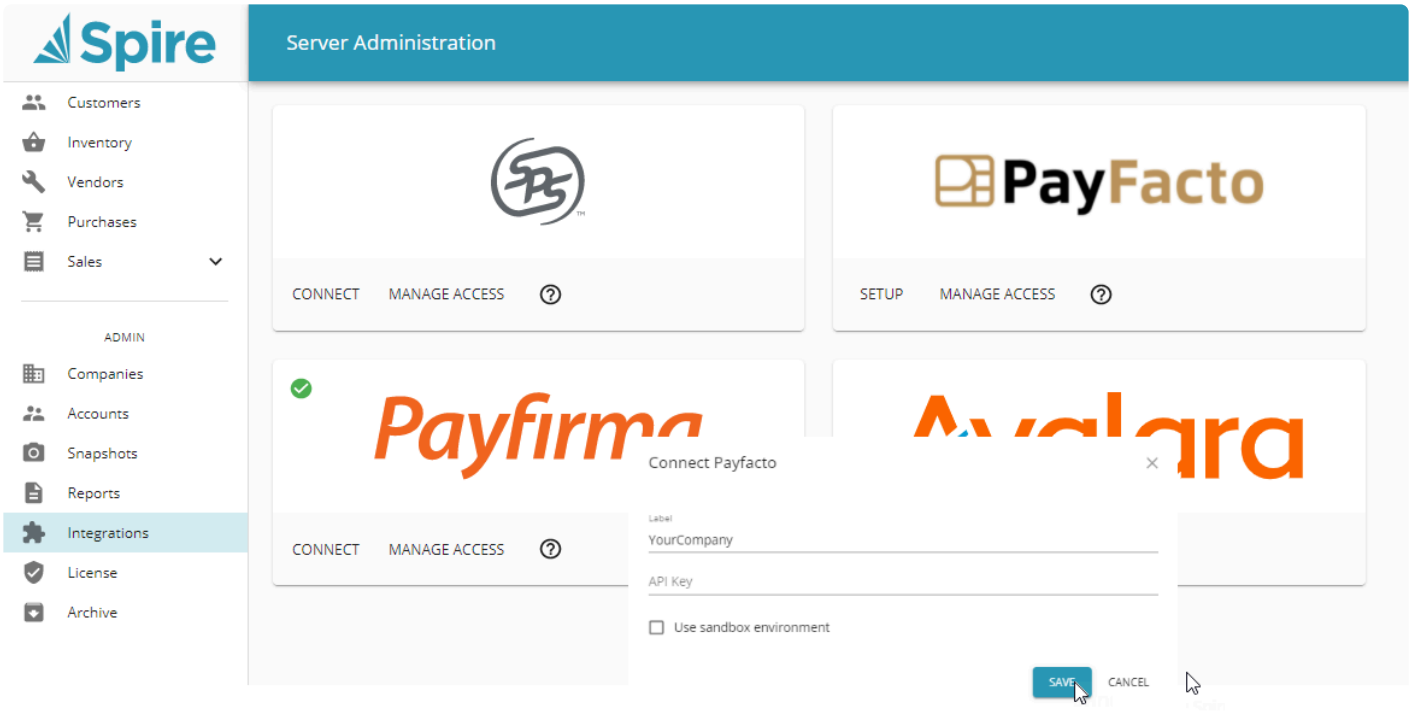
Payfacto is a terminal based system (physical device) used for processing card present transactions (generally payments). For clarity, it's important to understand that this solution is not the same system as Spire incorporates to use Payfirma (where transactions are processed on line, in a card not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

Setting up Spire

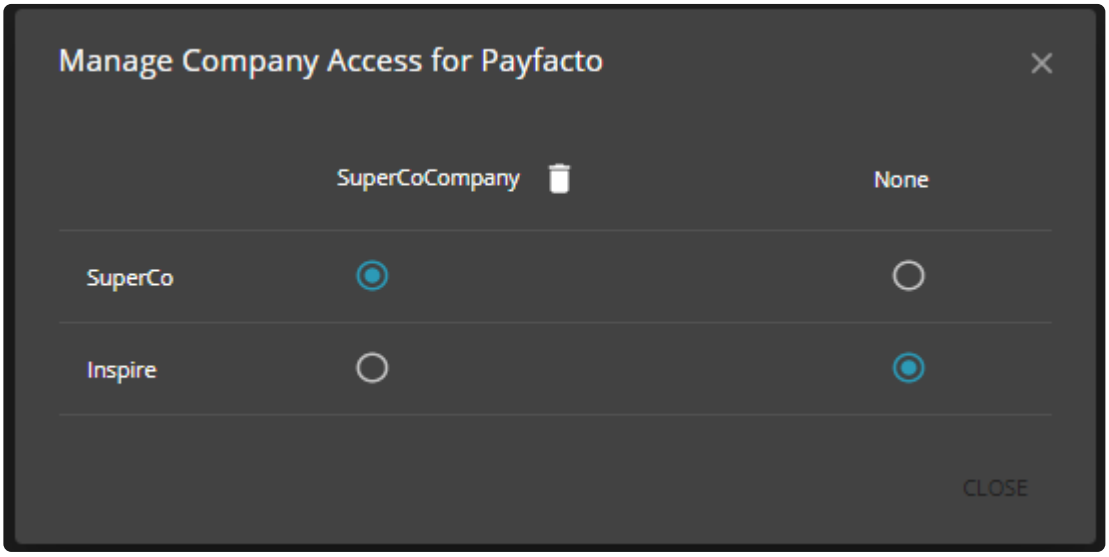
In order to use Payfacto, and number of settings need to be established.

Linking a company to Payfacto

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

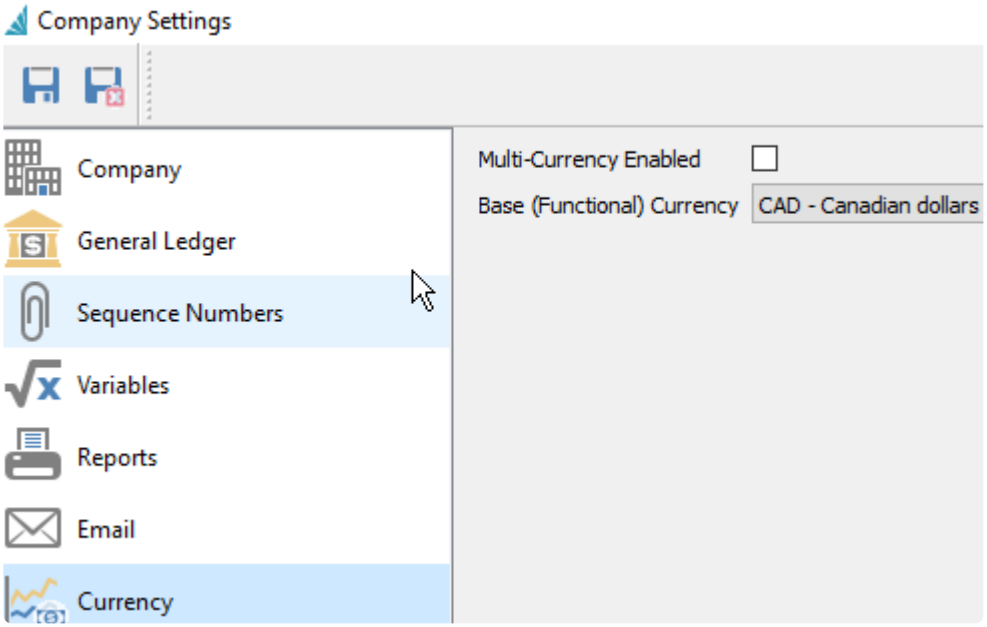


Having provided a label and API key, use “Manage Access” to establish which of your Spire companies, should have access to this Payfacto account.



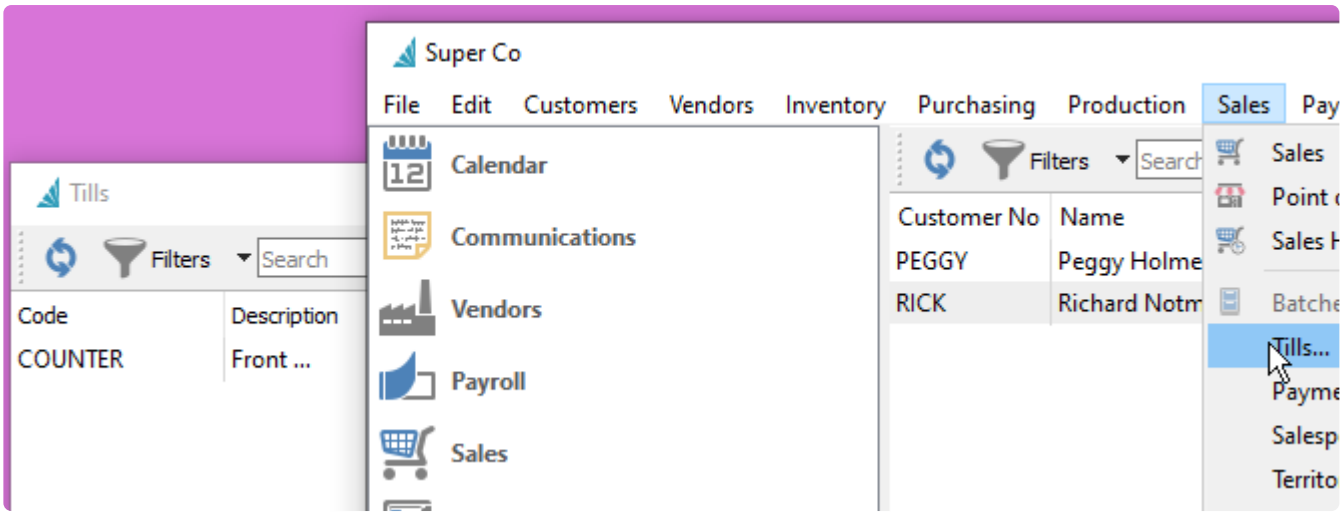
Currency

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



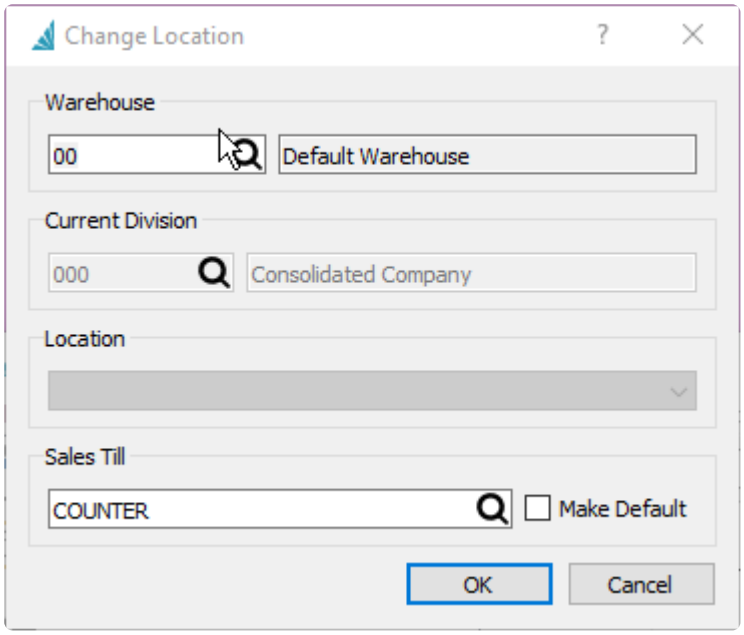
Establish a till

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



A “Till” has a code and description.

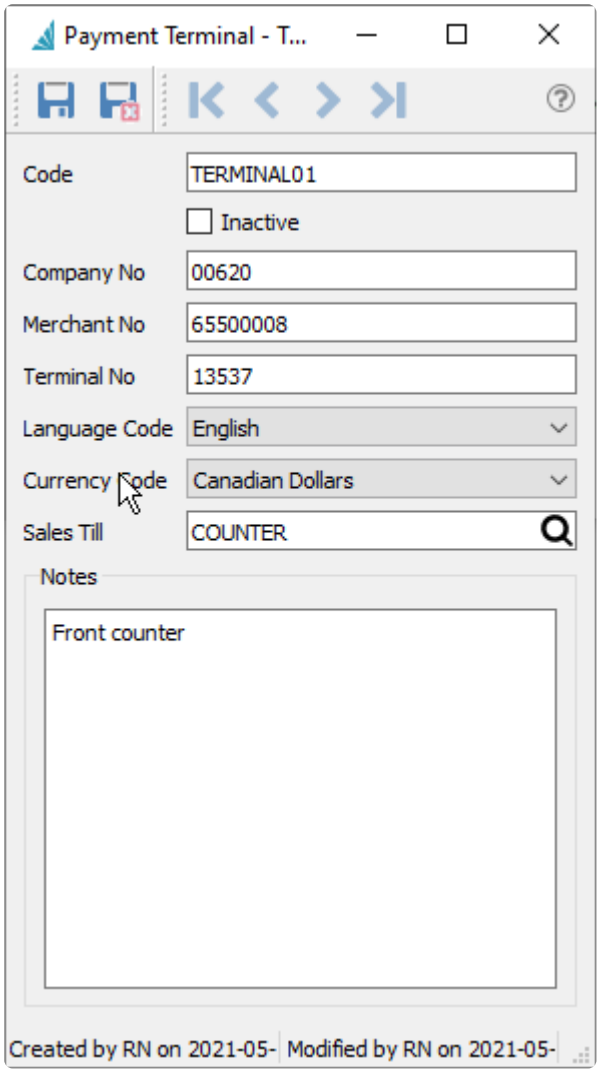
To establish a till as the default, choose “File, Change location”. Here you can enter or browse to select a till. Click “Make Default” to establish this as the till that will automatically be used. When more than one till is available, a till can be selected when a sale is made.



Establish a terminal

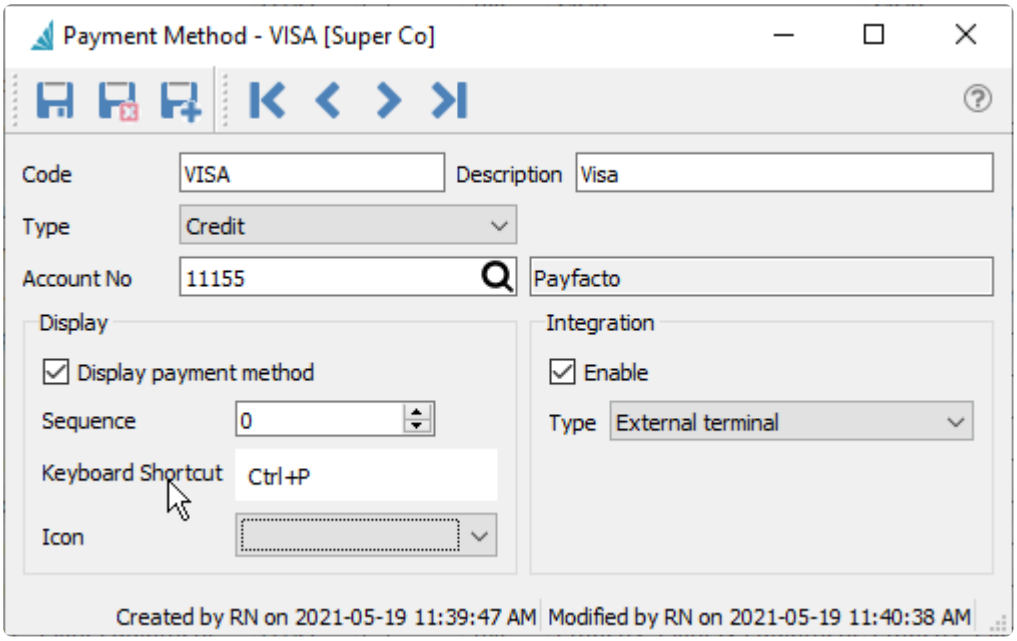
Payfacto uses terminals (physical devices). These are interacted with by the client, where they provide their card (which might involve password entry, or tap, or card swiping, or card insertion). For Spire to communicate with a terminal, various settings must be provided. Most of these settings are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

Choose “Sales, “Payment Terminals…”.



Payment method

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



Usage in Spire

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

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

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

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

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

Avalara Sales Tax

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

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

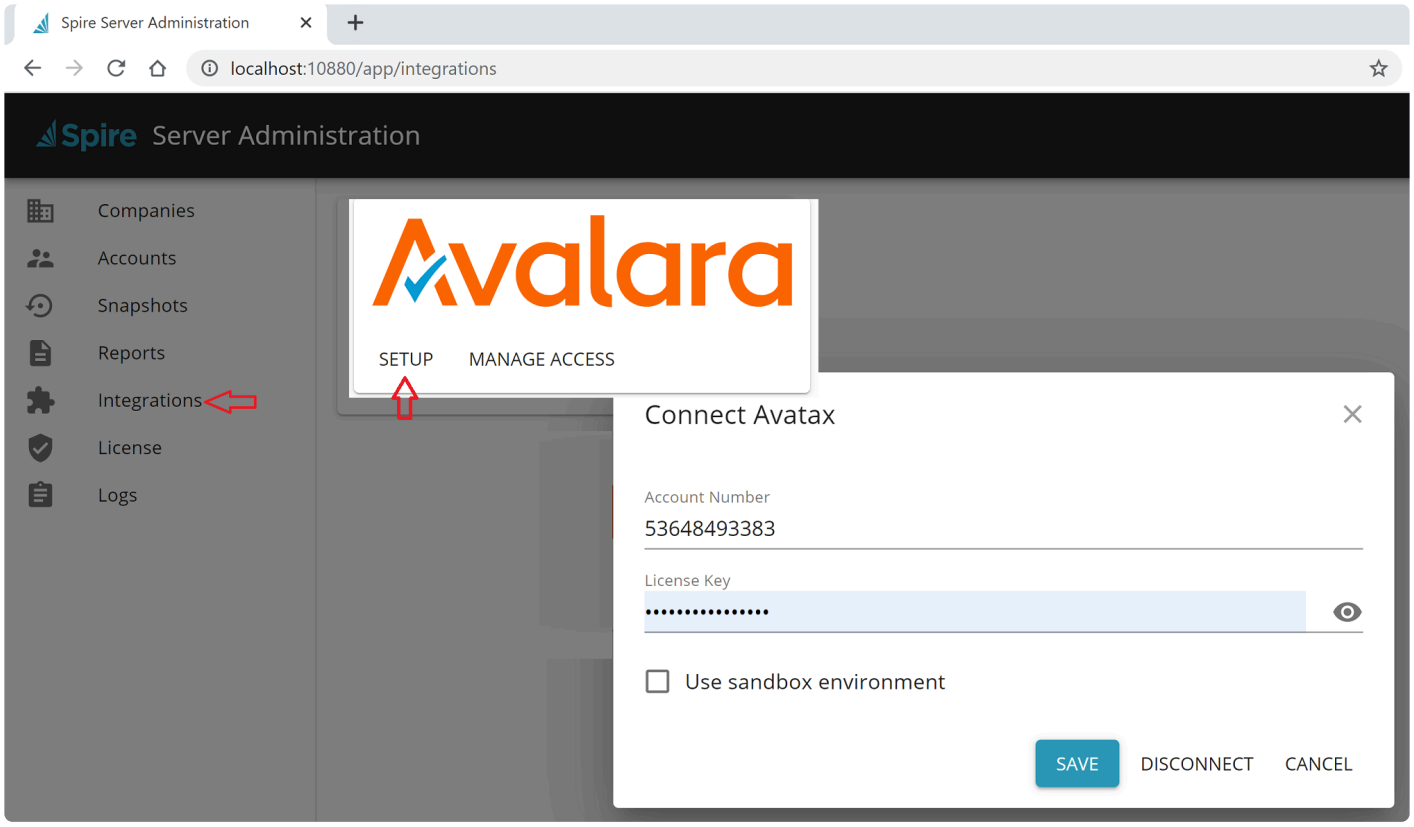
At the end of a reporting period Avalara provides all the data required for the amounts to pay to each tax jurisdiction. Depending on the services purchased from Avalara, the service can also arrange to remit all of the tax amounts to the various jurisdictions for you. This is done by paying Avalara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

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

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

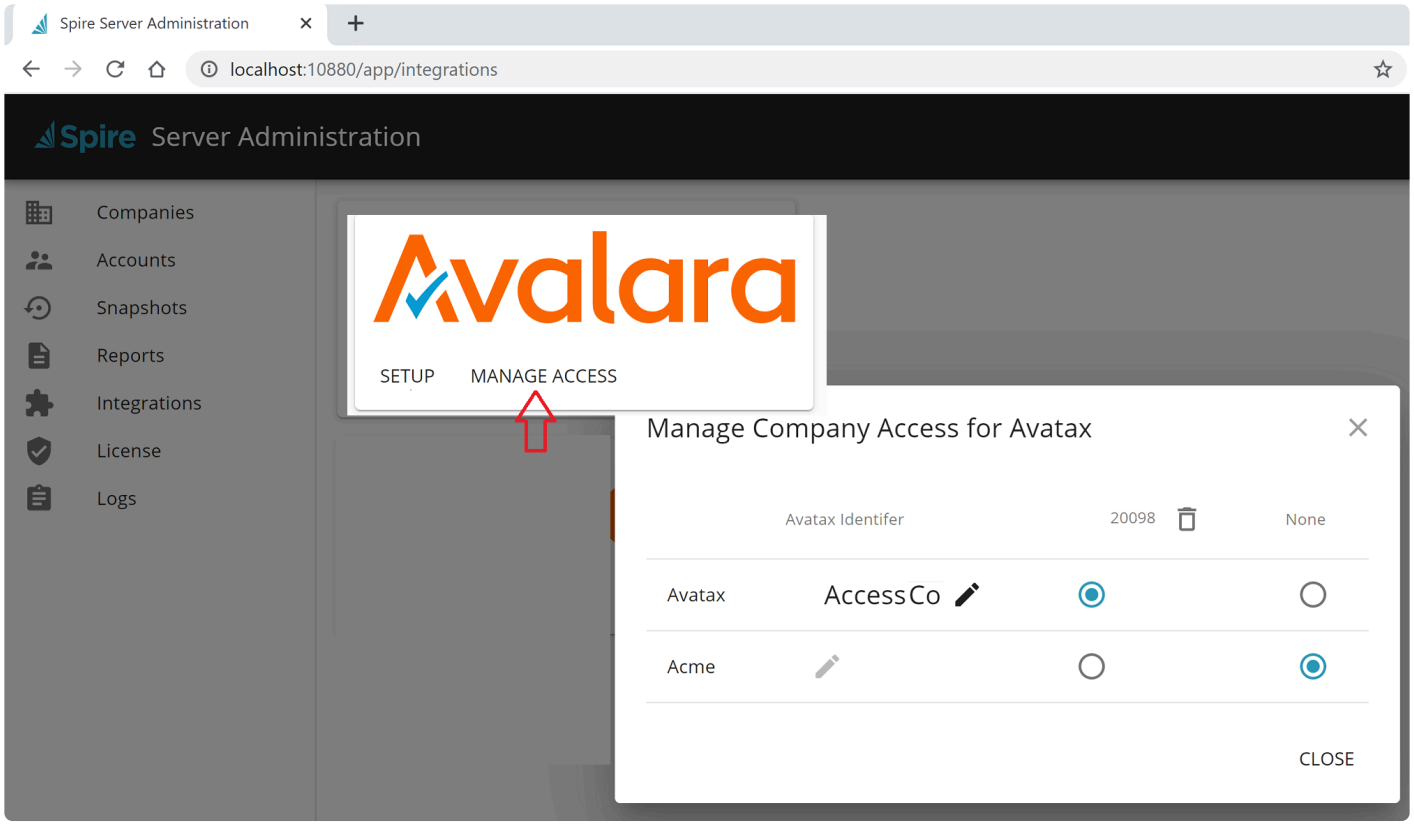
Configuring Spire with Avatax

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



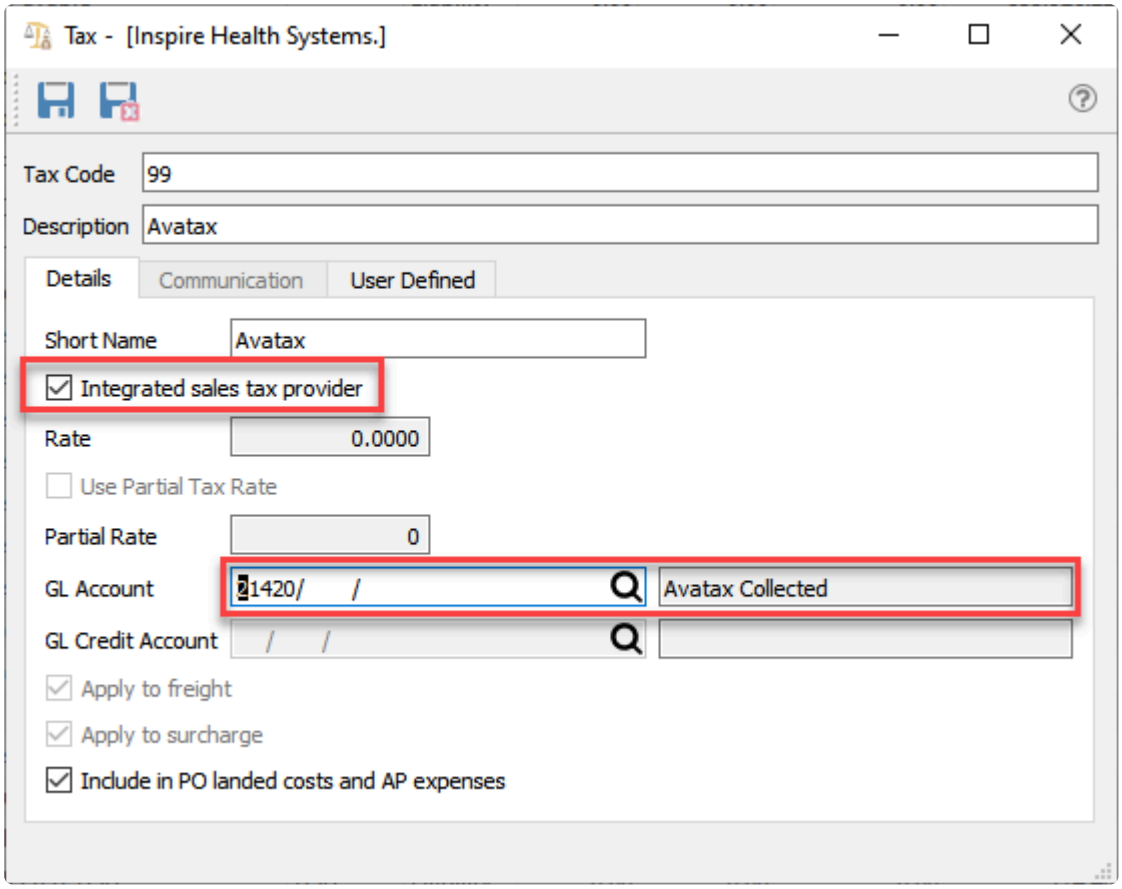
- Enter your account number and license key that were provided by Avalara
- Check the ‘Sandbox’ setting if you are testing.
- Click ‘Save’

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



Sales Tax Setup

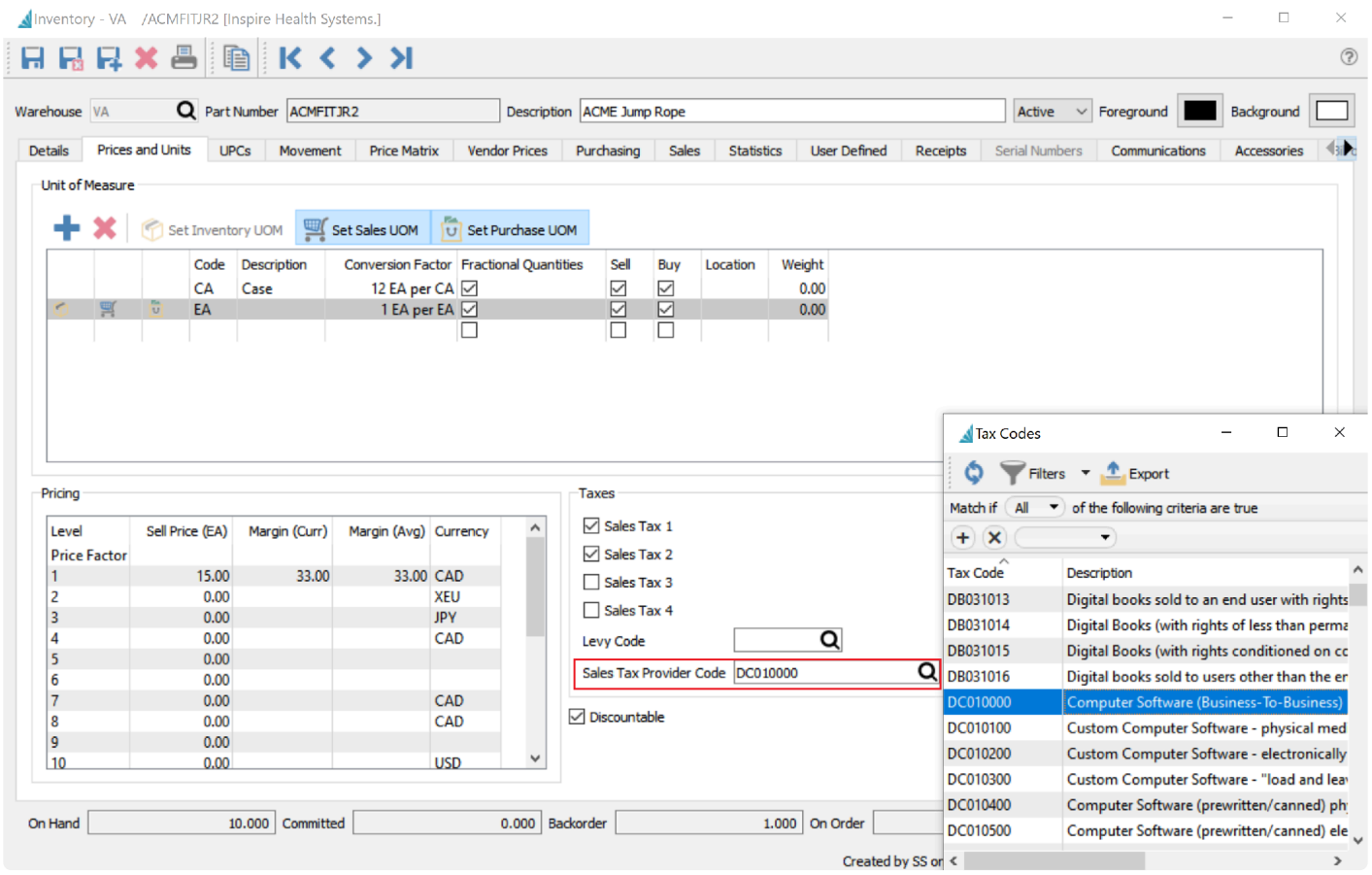
To add an Avalara tax code, go to edit -> Sales Taxes and click the add button



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

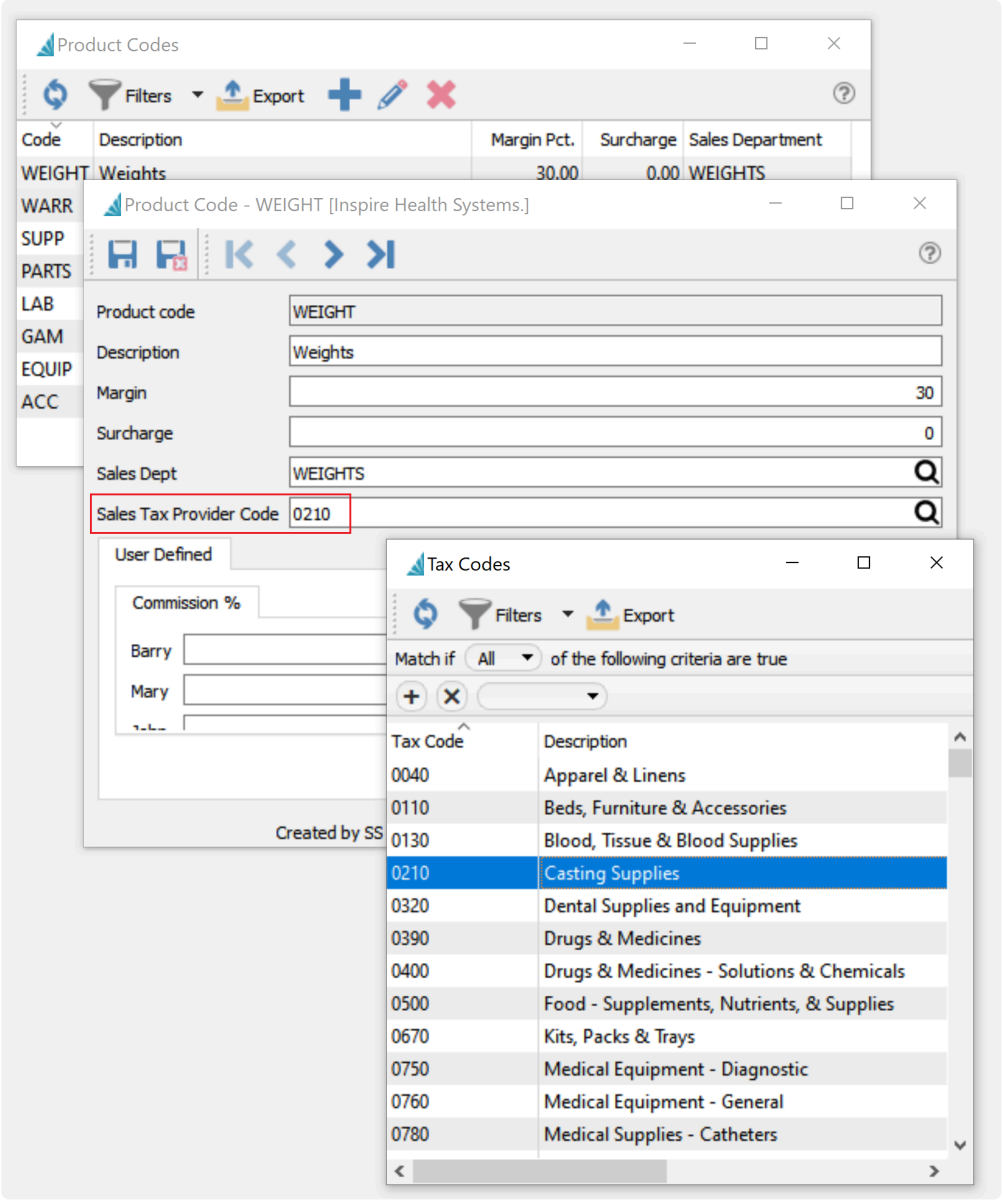
Inventory Items

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



Product Codes

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

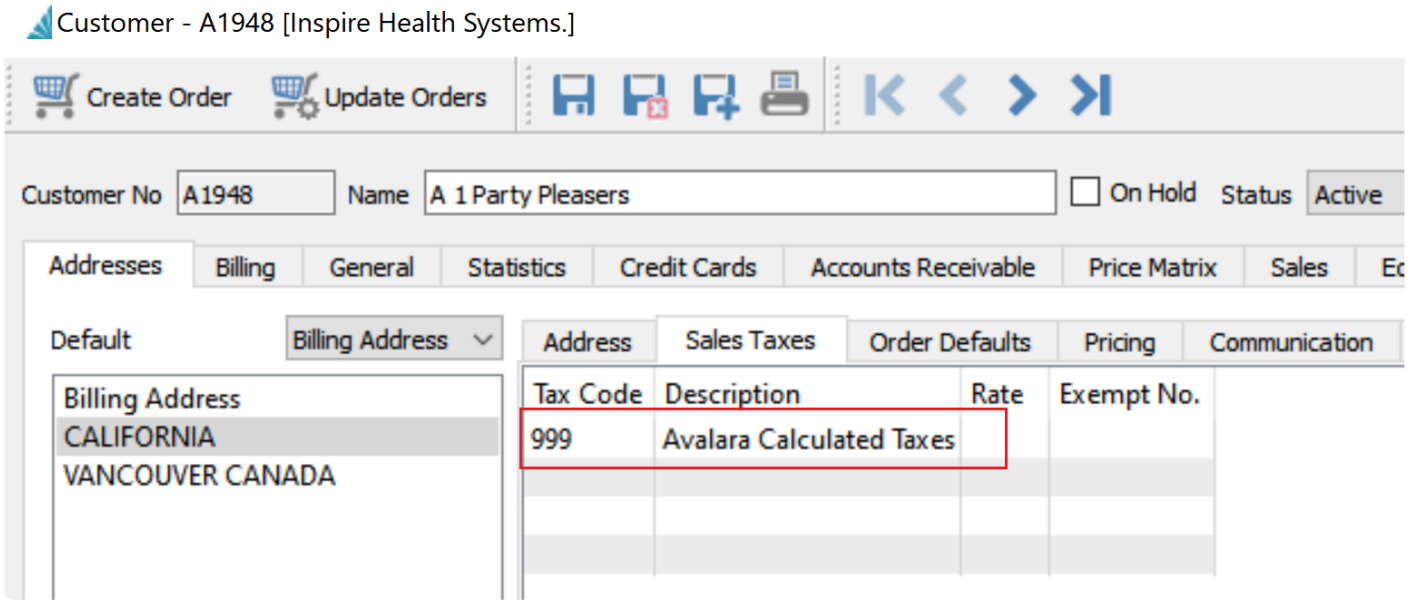


Customers

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

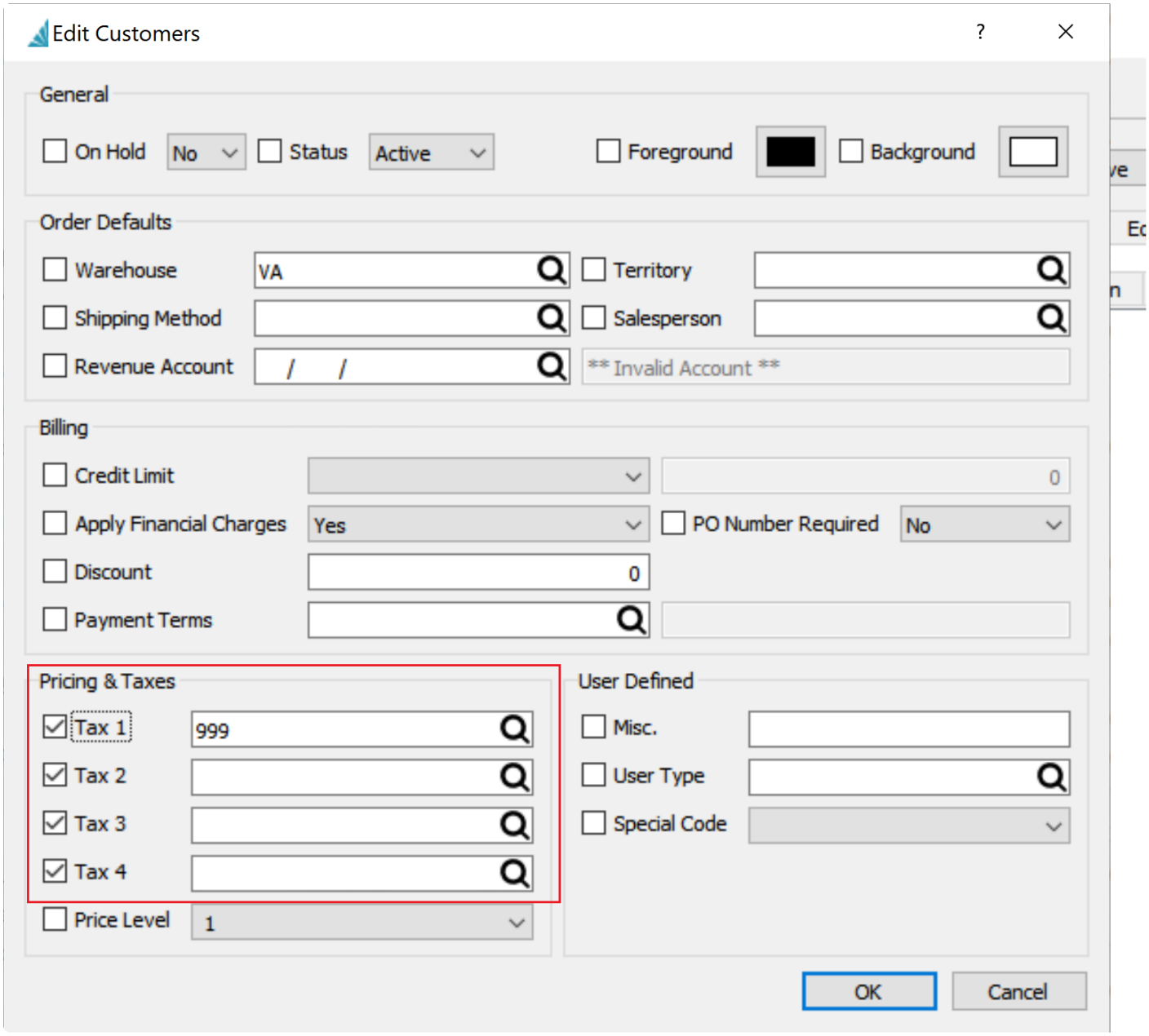
Each customers Ship To address will need the tax code added to it. By highlighting a group of customers you can edit the sales tax on all of them at once, however this method does not change the sales tax on the ship to addresses. Your Spire partner may be able to assist on bulk editing all of the customers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

Customer Edit



Add the Avatax code and remove all other taxes.

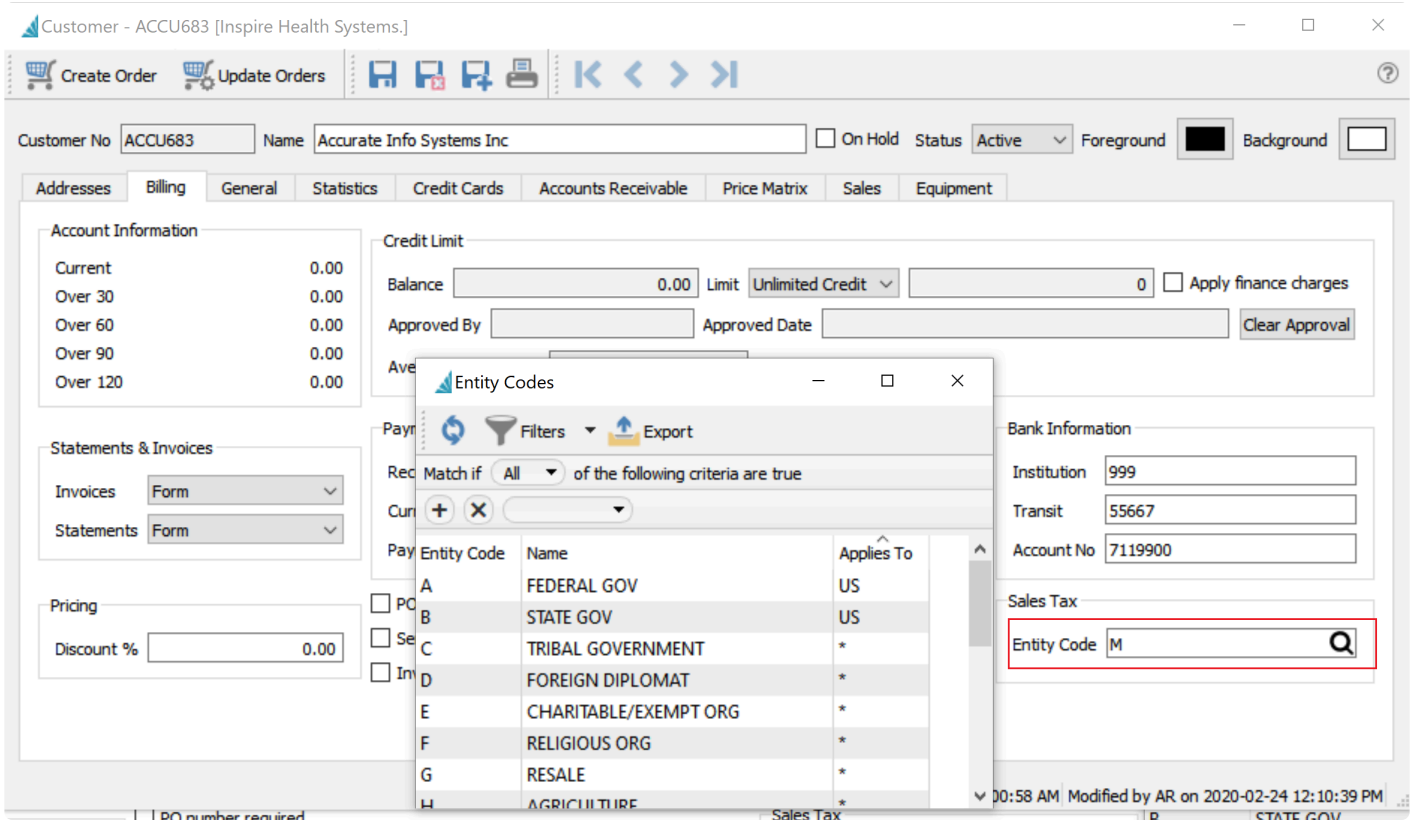
Customer Group Edit



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

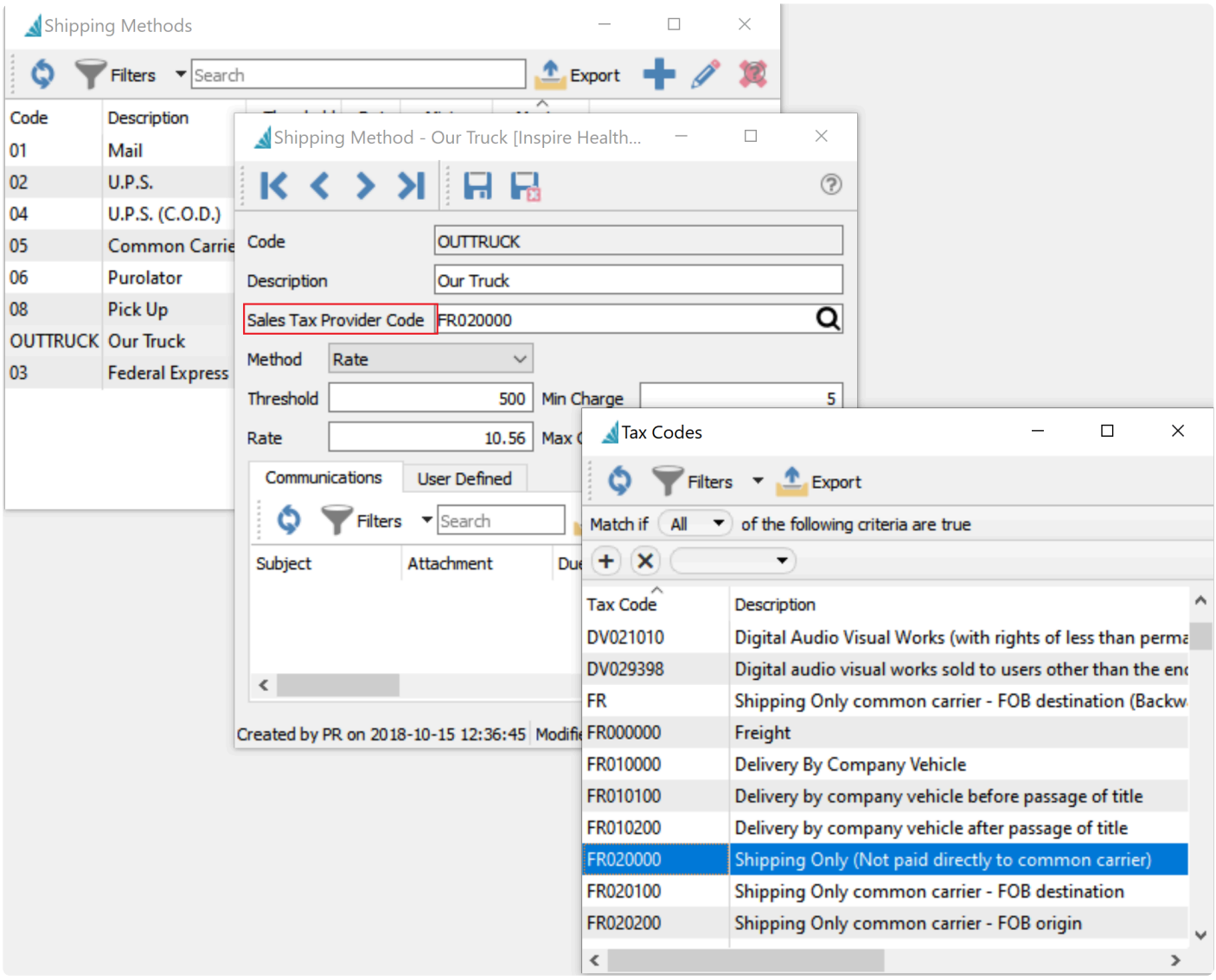
Entity Code

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



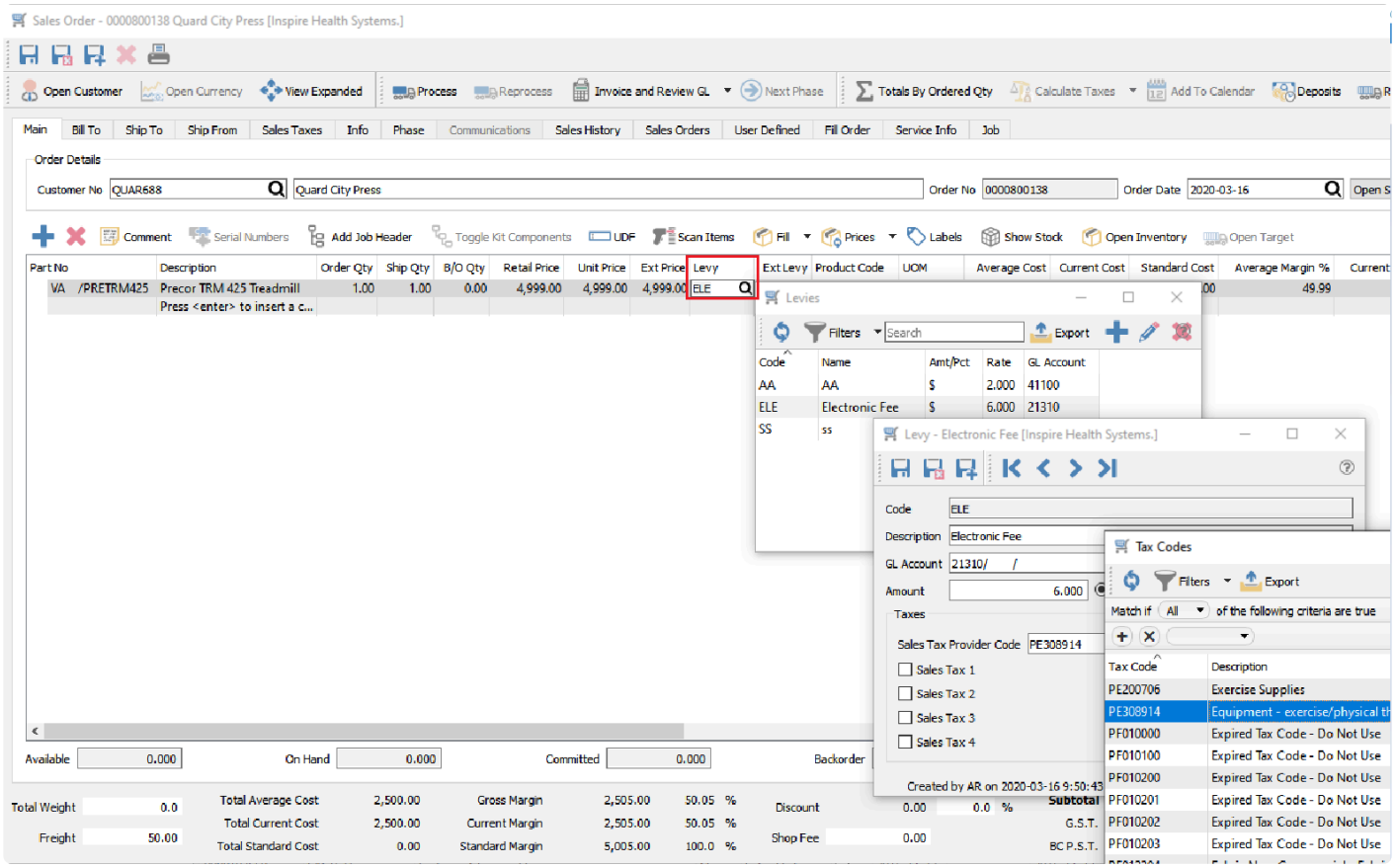
Shipping Methods

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



Levies

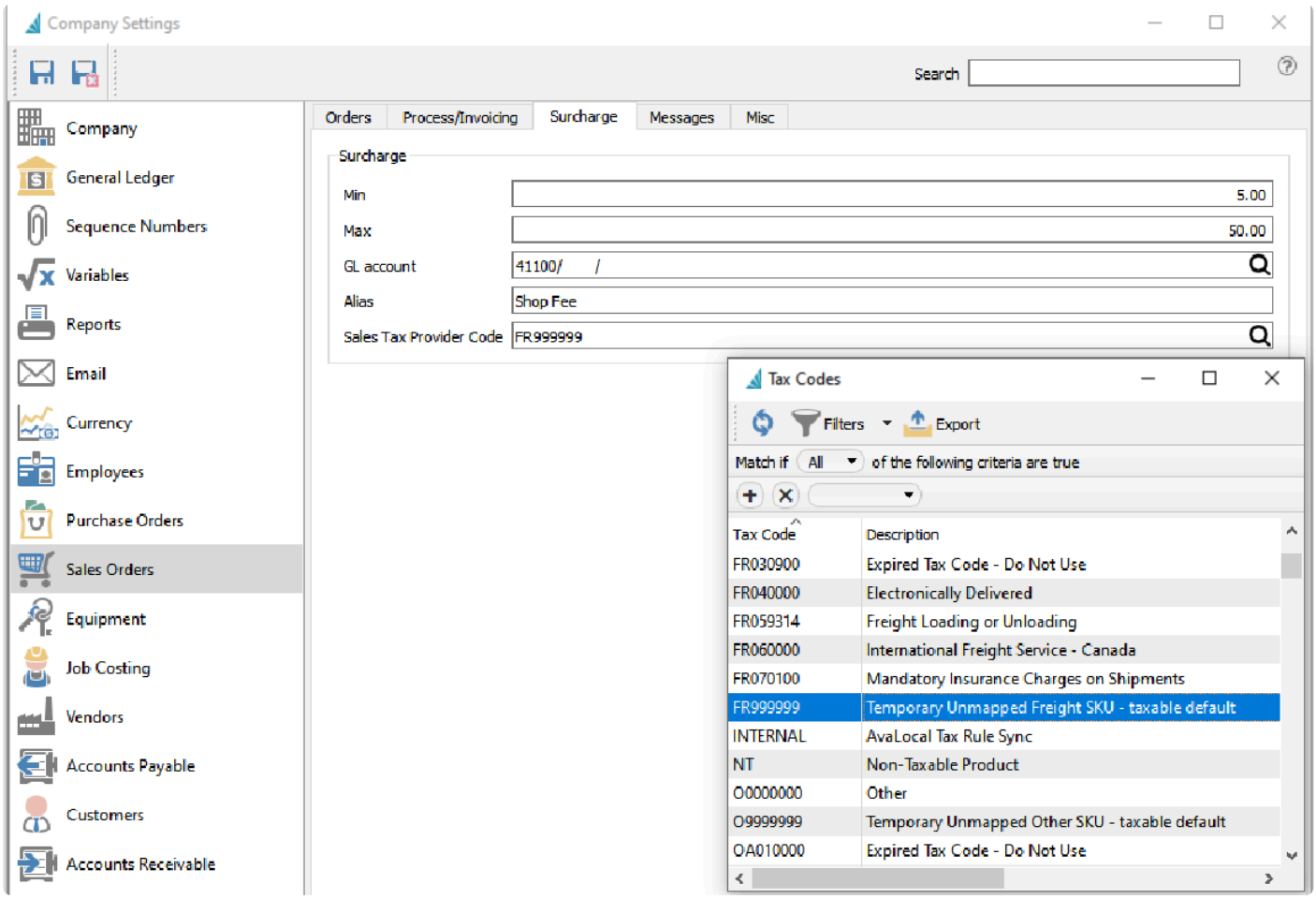
Levies are for charging things like disposal fees. Each of these fees may be assigned a different tax classification. To edit or add a Levy, go into a sales order, add an item, then click the lookup on the Levy field. Click the add or edit button and add the appropriate ‘Sales Tax Provider Code’.



Service Charges (Surcharges)

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

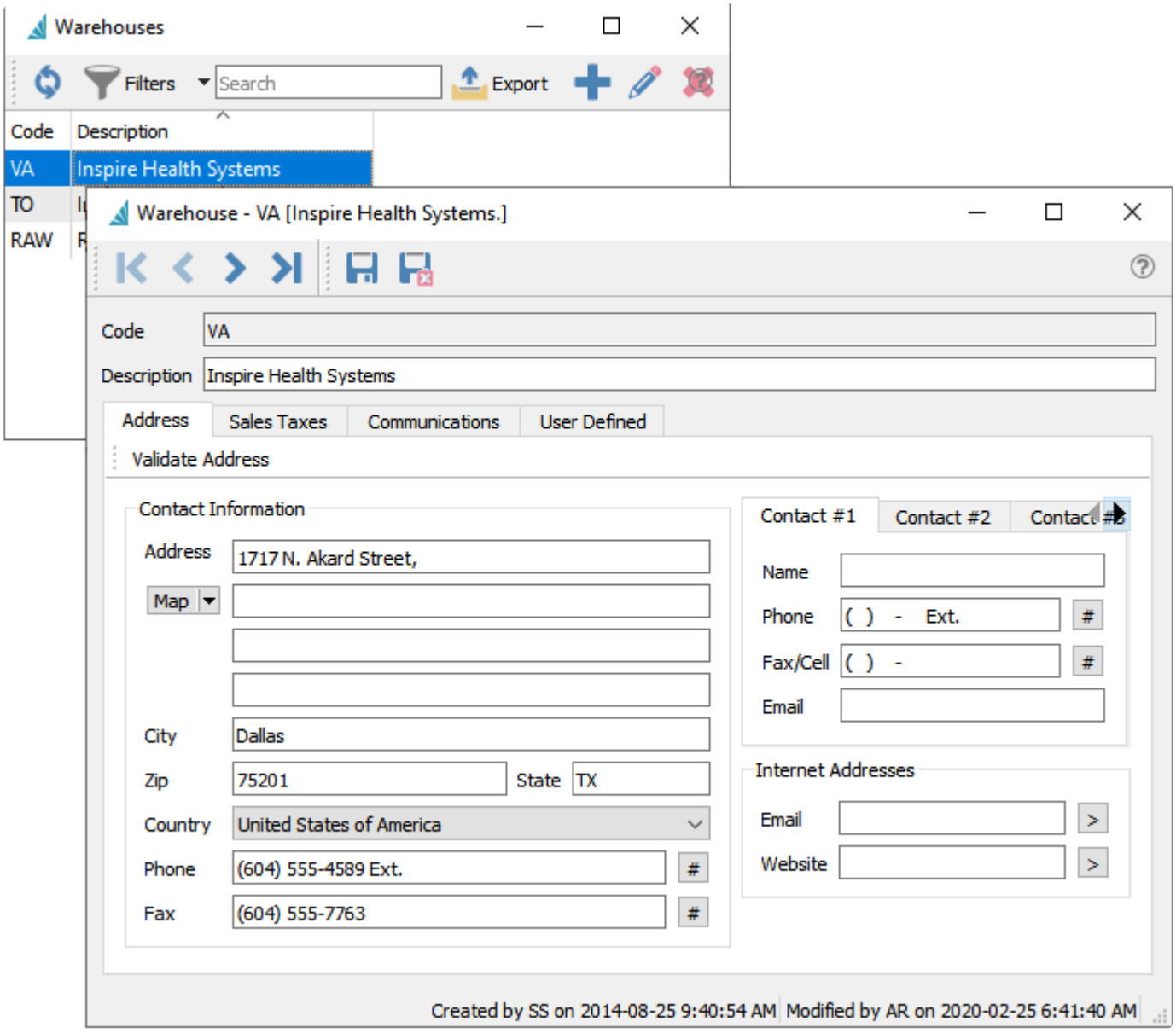
To add a ‘Sales Tax Provider Code’ go to Company Settings -> Sales Order -> Surcharge Tab.



h2 Addresses

Warehouse Address

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

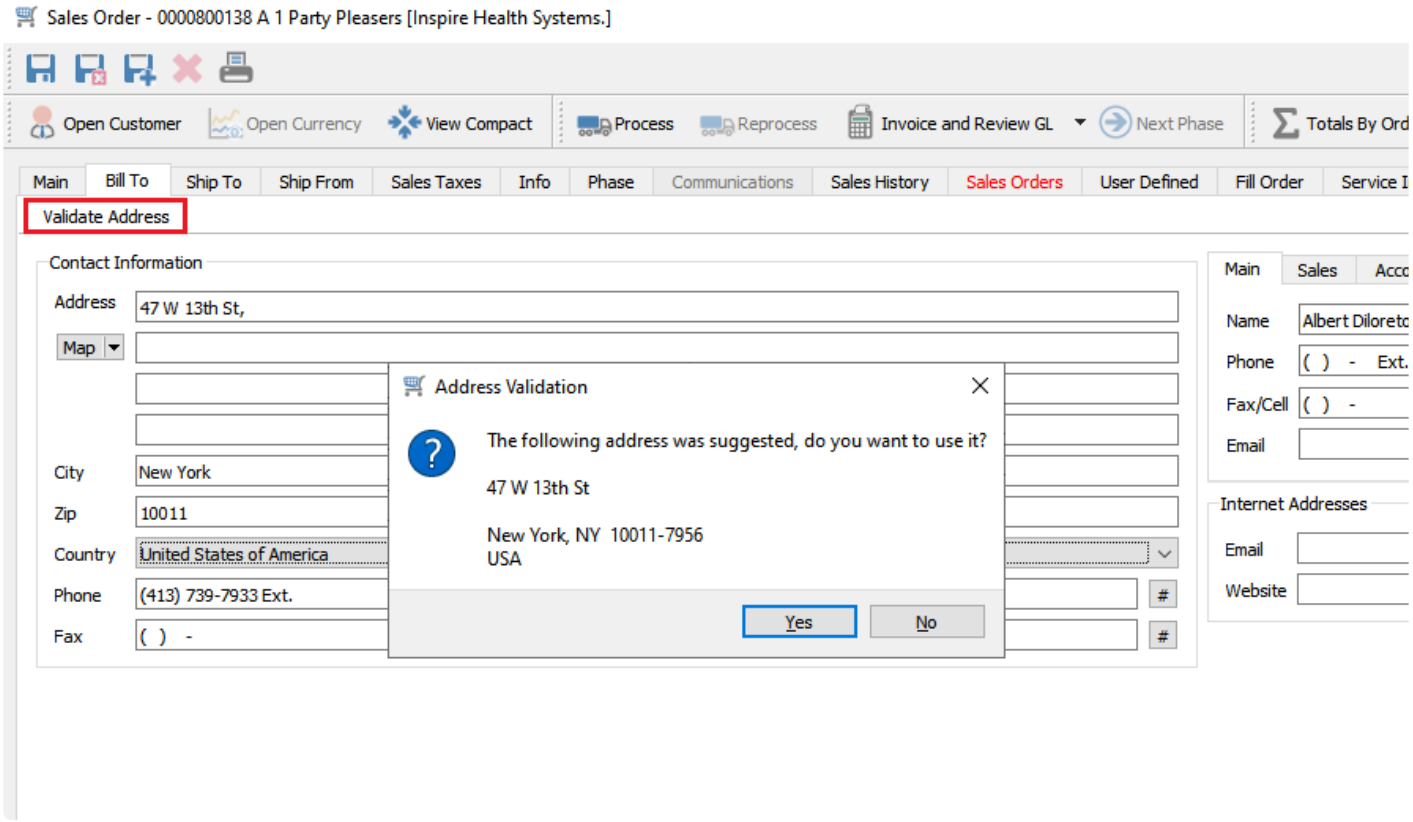


Customer Address

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

Address Validation

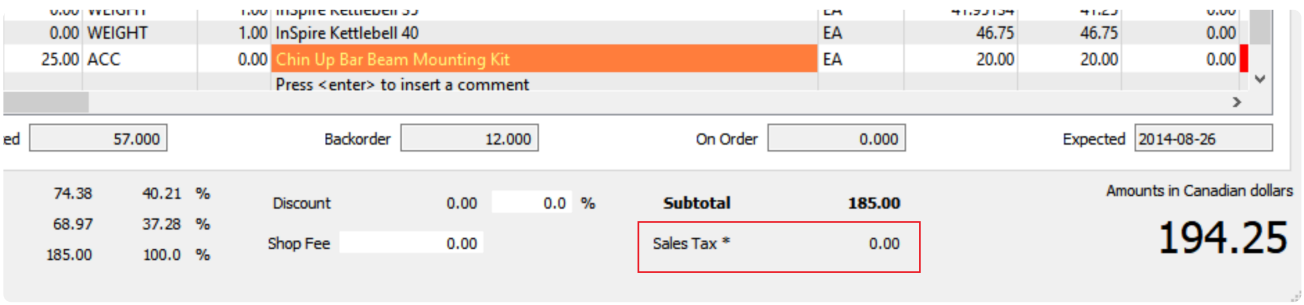
On all address screens there is a ‘Validate’ Address’ button. This connects to the Avatax address validation service to suggest corrections to the address.



Processing Sales Orders

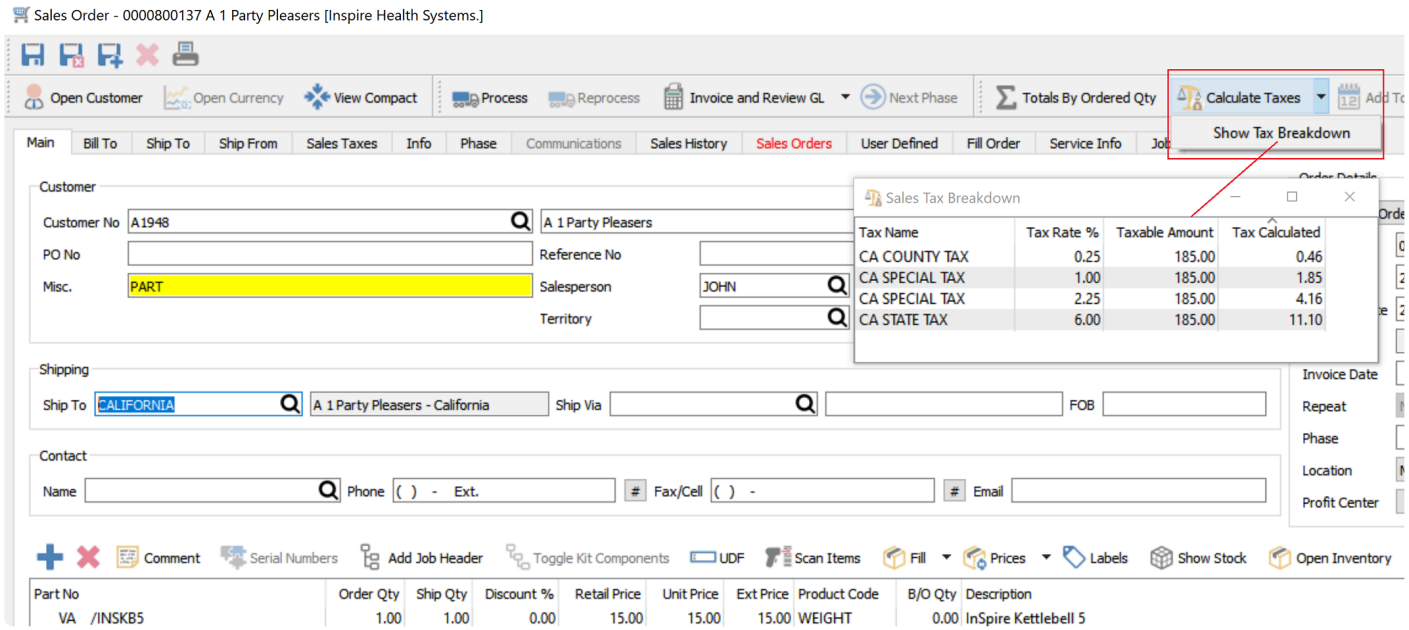
Once all the settings are applied, the sales orders will automatically charge the correct taxes based on Avatax's calculations.

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



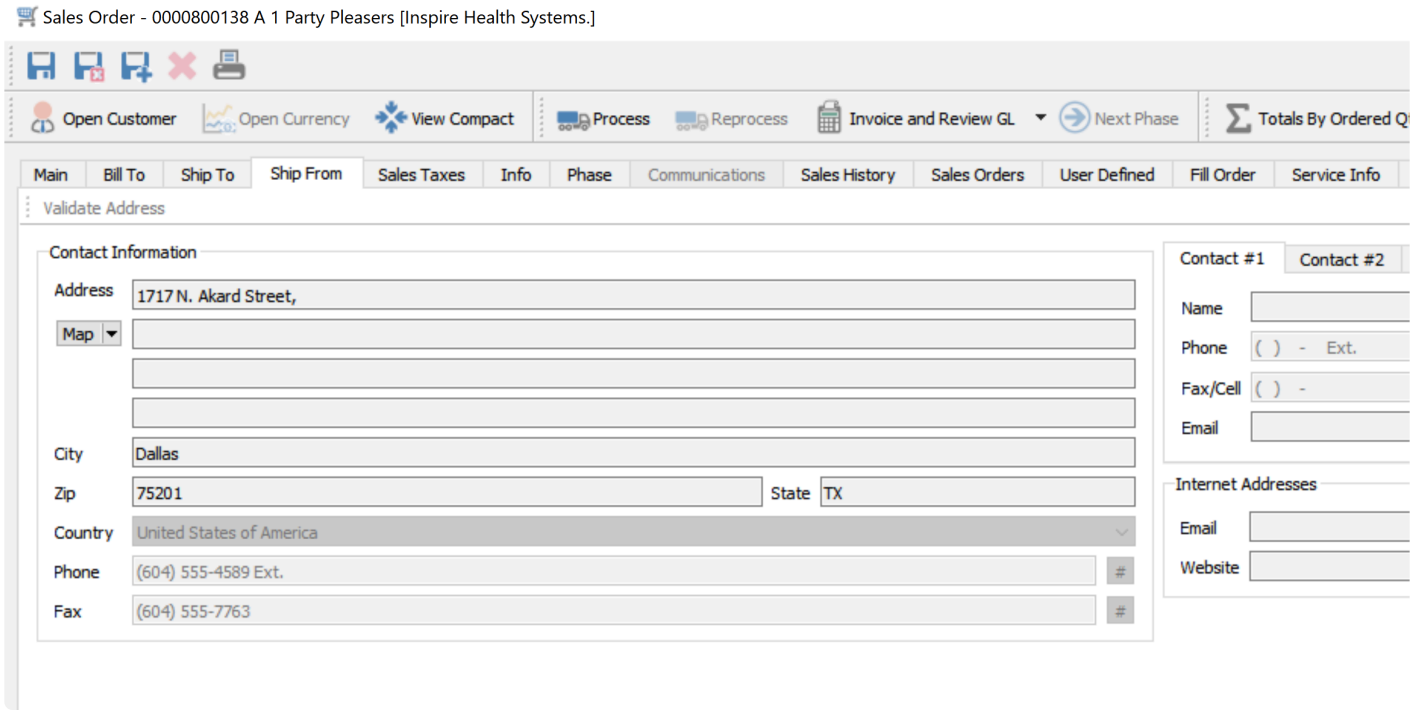
Sales taxes are calculated when the order is saved, printed or the user clicks the 'Calculate Taxes' button.

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



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

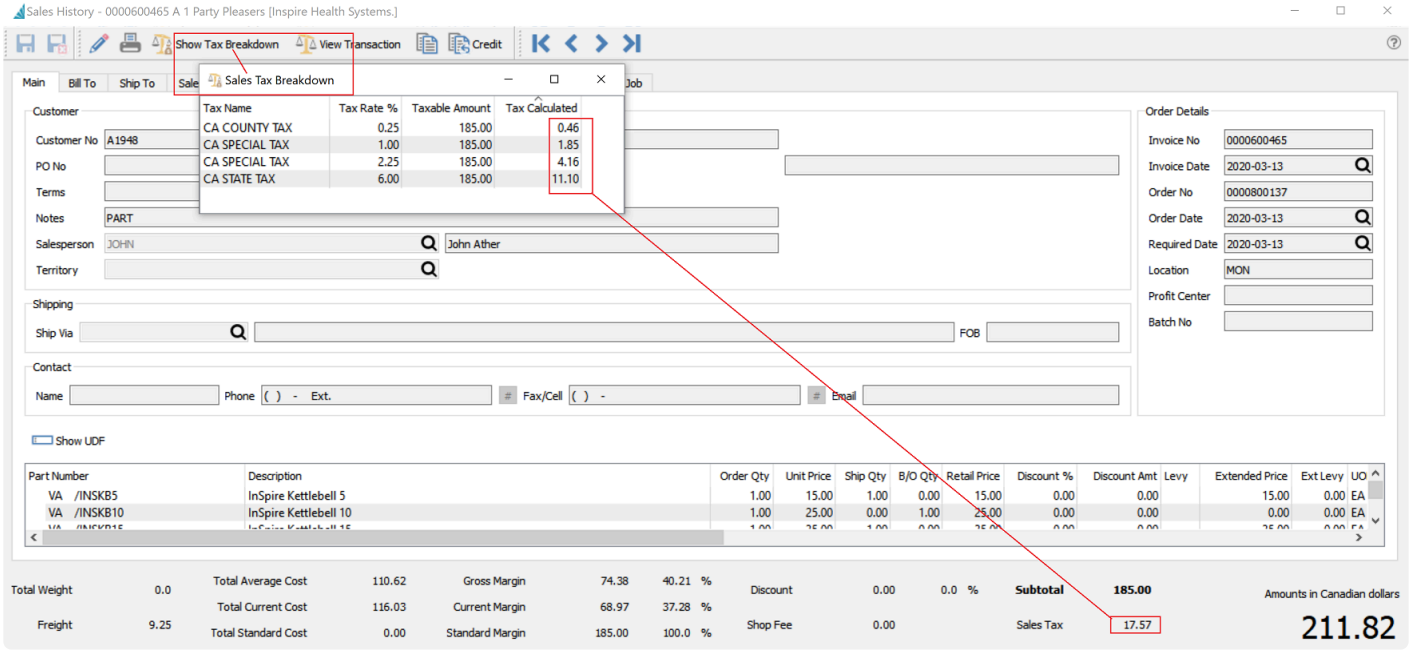
The ‘ship from’ tab on the sales order displays the warehouse address. If the user selects a different warehouse the address will change. In some tax jurisdictions the ship from address will change the tax calculations.



Avatax Audit

Spire Sales History

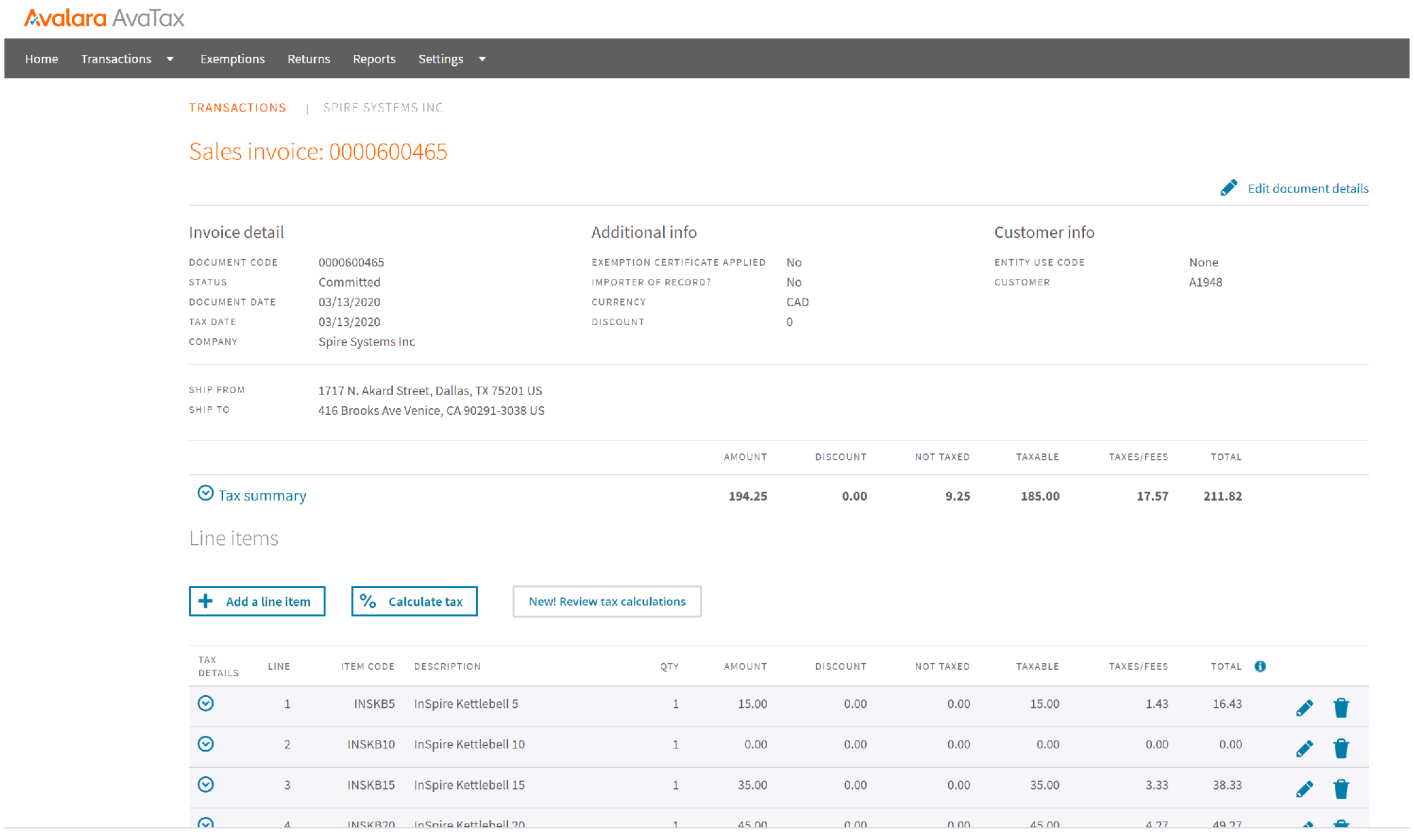
Once an invoice has been posted the user can check the taxes from sales history (an invoice) and compare it to what was posted to Avatax online.



Avatax Transaction History

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

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


Avalara AvaTax
Home
Transactions
Exemptions
Returns
Reports
Settings
TRANSACTIONS | SPIRE SYSTEMS INC
Sales invoice: 0000600465
Edit document details
Invoice detail
DOCUMENT CODE 0000600465
STATUS Committed
DOCUMENT DATE 03/13/2020
TAX DATE 03/13/2020
COMPANY Spire Systems Inc
Additional info
EXEMPTION CERTIFICATE APPLIED No
IMPORTER OF RECORD? No
CURRENCY CAD
DISCOUNT 0
Customer info
ENTITY USE CODE None
CUSTOMER A1948
SHIP FROM 1717 N. Akard Street, Dallas, TX 75201 US
SHIP TO 416 Brooks Ave Venice, CA 90291-3038 US
AMOUNT DISCOUNT NOT TAXED TAXABLE TAXES/FEES TOTAL
Tax summary 194.25 0.00 9.25 185.00 17.57 211.82
Line items
Add a line item
Calculate tax
New! Review tax calculations
TAX DETAILS LINE ITEM CODE DESCRIPTION QTY AMOUNT DISCOUNT NOT TAXED TAXABLE TAXES/FEES TOTAL
1 INSKB5 InSpire Kettlebell 5 1 15.00 0.00 0.00 15.00 1.43 16.43
2 INSKB10 InSpire Kettlebell 10 1 0.00 0.00 0.00 0.00 0.00 0.00
3 INSKB15 InSpire Kettlebell 15 1 35.00 0.00 0.00 35.00 3.33 38.33
4 INSKB20 InSpire Kettlebell 20 1 45.00 0.00 0.00 45.00 4.27 49.27

SPS Commerce EDI

SPS Commence EDI integration

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

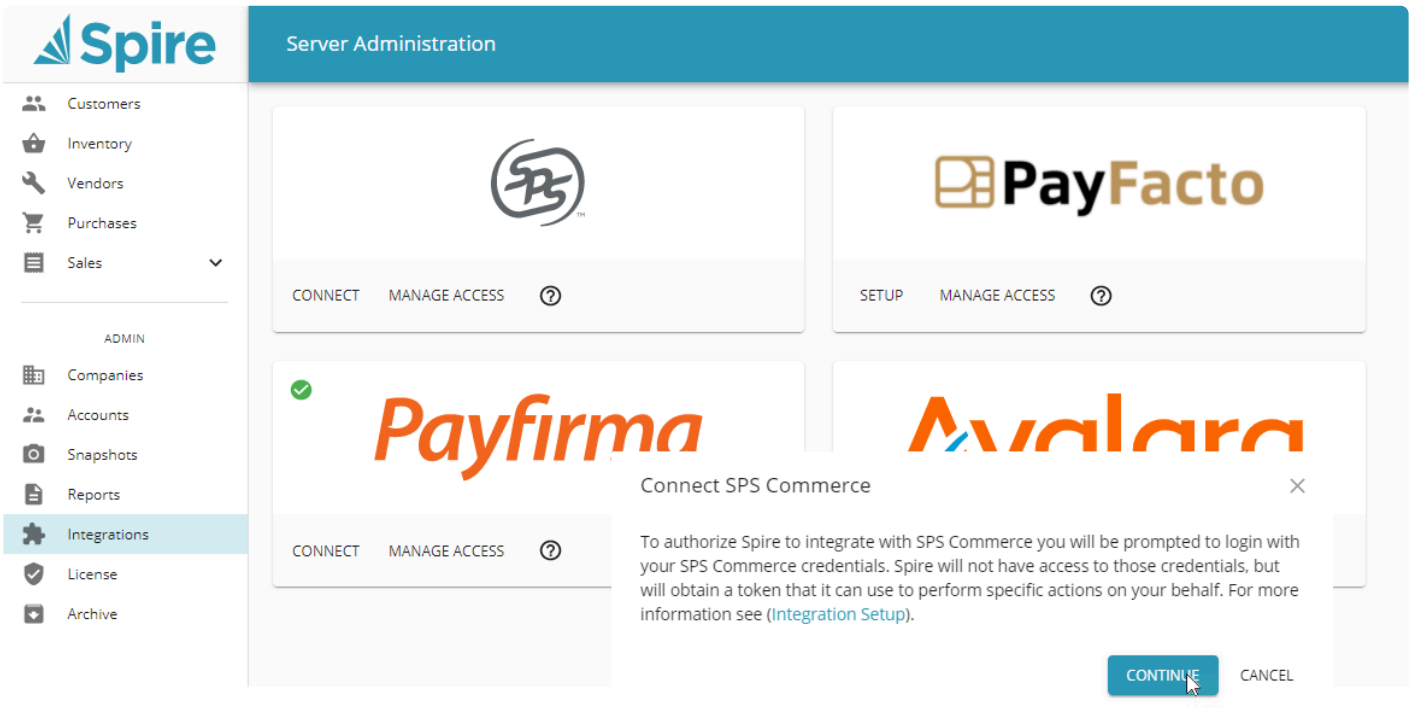
- Sales Order Request (EDI 850)
- Sales Order Acknowledgement (EDI 855)
- Invoice (EDI 810)

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

Step 1. Link Spire Server to SPS Commerce

In order to provide a link to SPS commerce, you will need an account with SPS Commerce. Contact 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.

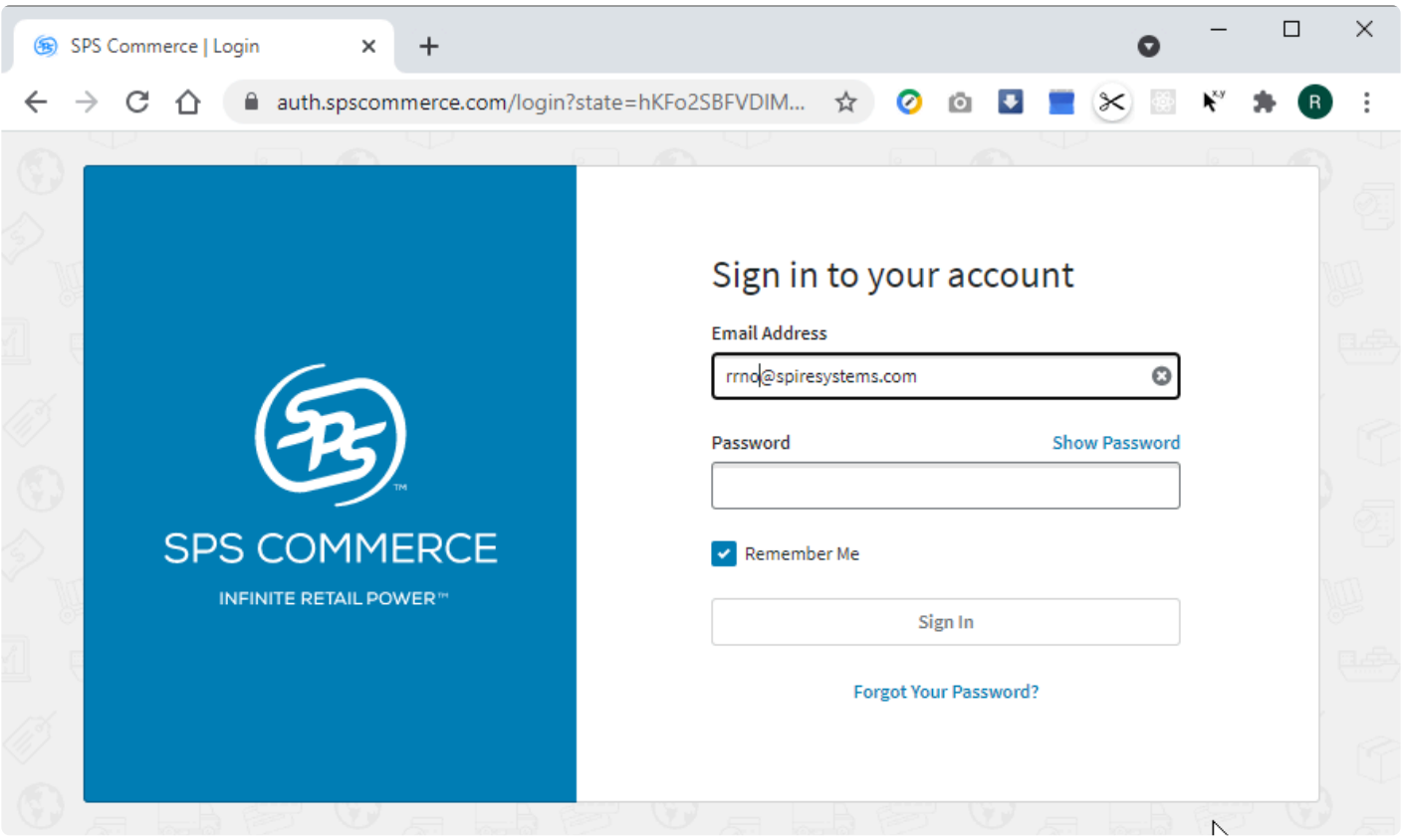
Logon to Spire Server Administration, and click on “Integrations”. Select “SPS Commerce” and click “CONNECT”.



Click “Continue”.

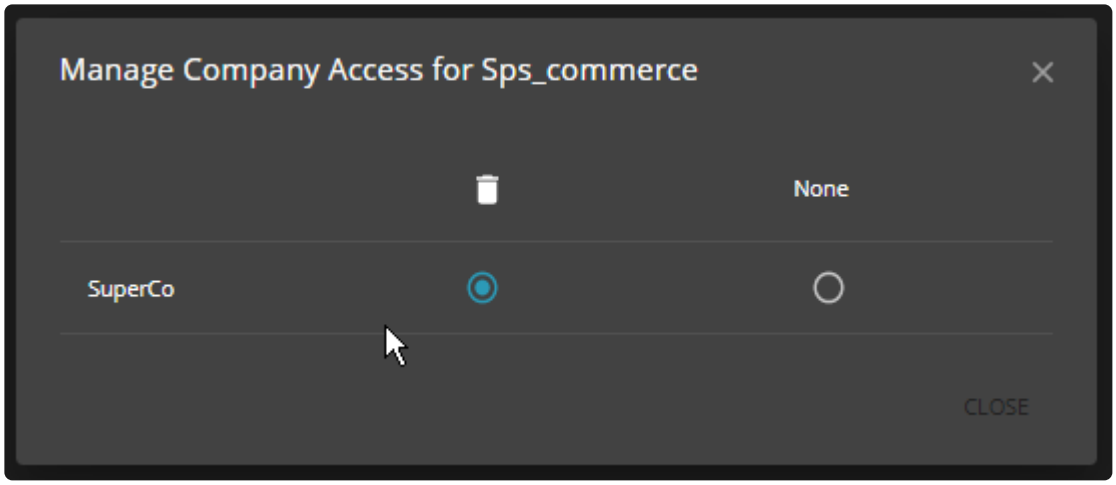
Click “Confirm” when prompted to link your Spire Central credentials to SPS Commerce.

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.

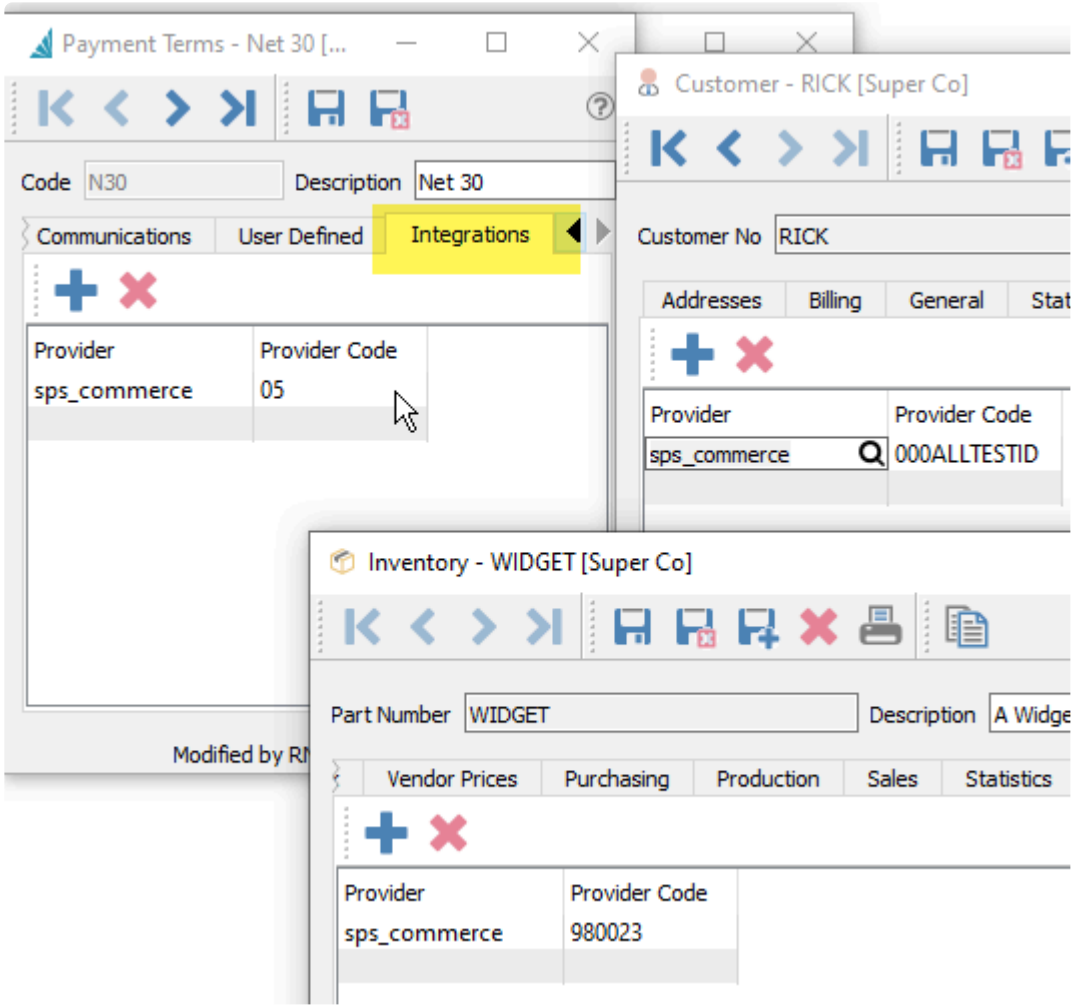
While these credentials apply to this Spire server instance, you must also select the Spire companies that you wish to use with SPS Commerce. You do this by clicking “Manage Access” and selecting each company that will use SPS Commerce;



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

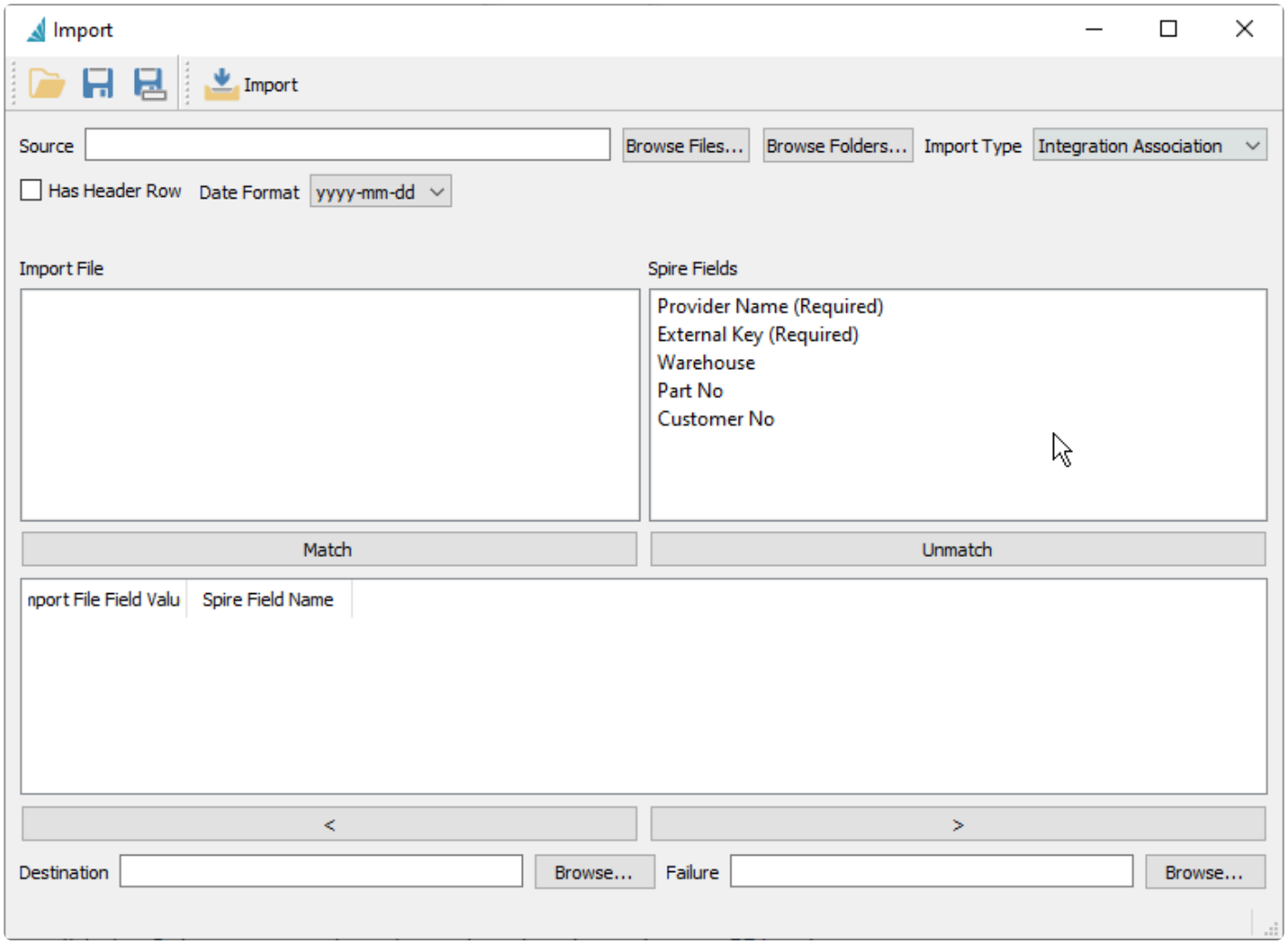
In order to use the EDI link, customers must be mapped to outside customers and items to outside items. In other systems, your customer may be using a different customer number, and the items numbers (part numbers) they use may differ from yours. These mapping are established on the “Integrations” tab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

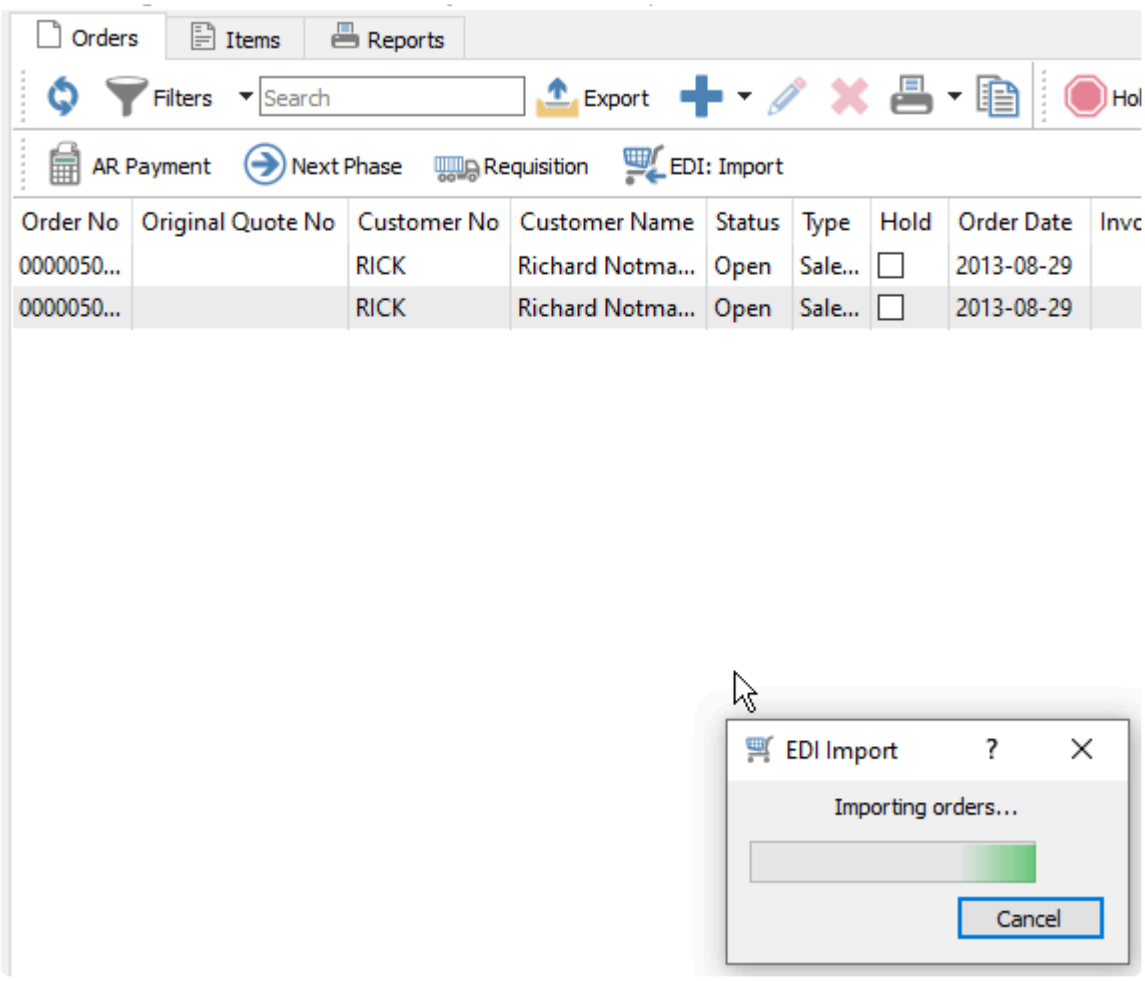
This association process can be done manually, or these associations can be imported using Spire’s built in import utility. Choose “Tools”, “Import…” and choose “Import Type” Integration Association.



Step 3 – Managing EDI orders

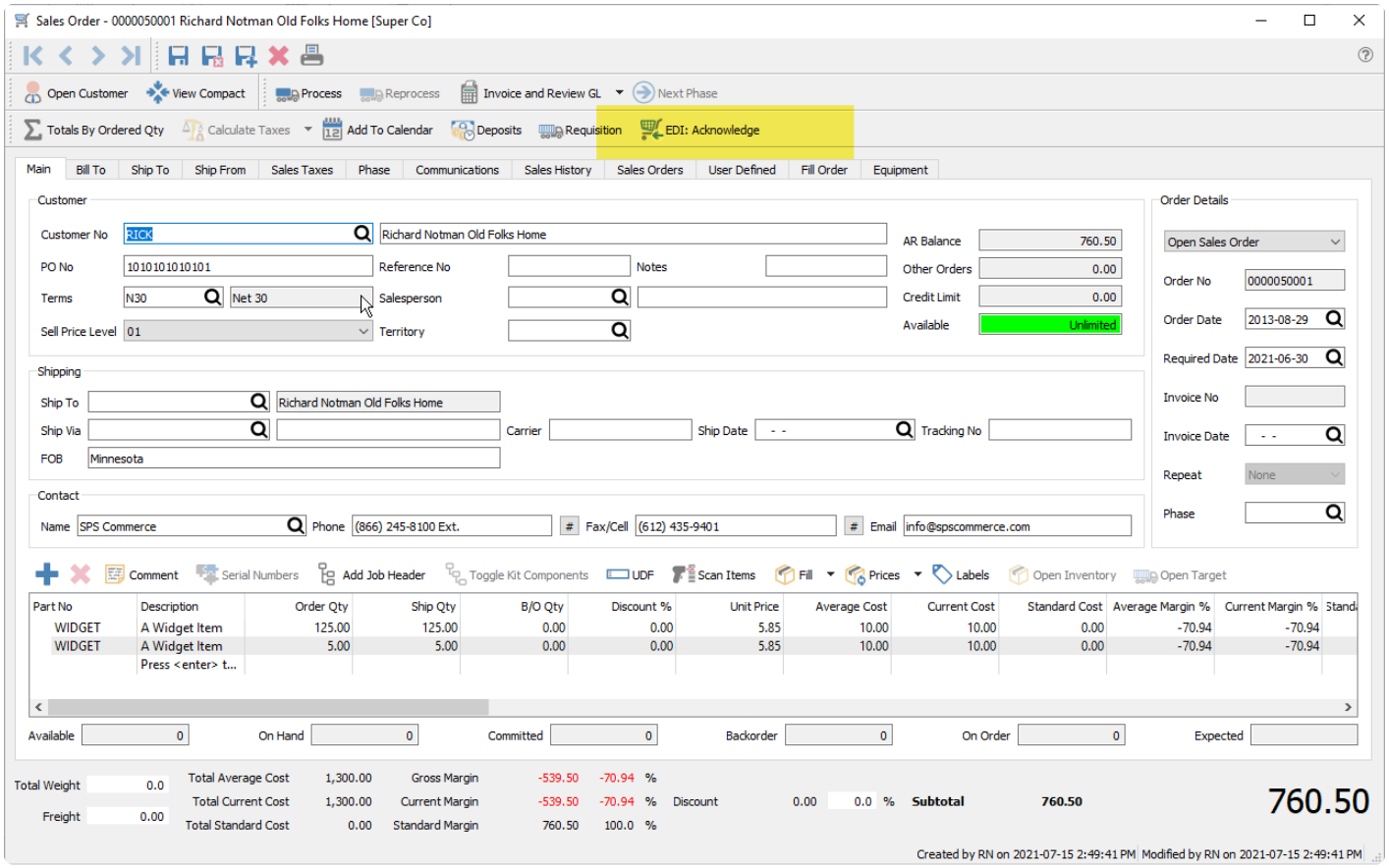
When you have completed the proceeding steps, you can import import orders. This assumes customers have sent EDI orders and that they are waiting in your EDI mailbox.

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

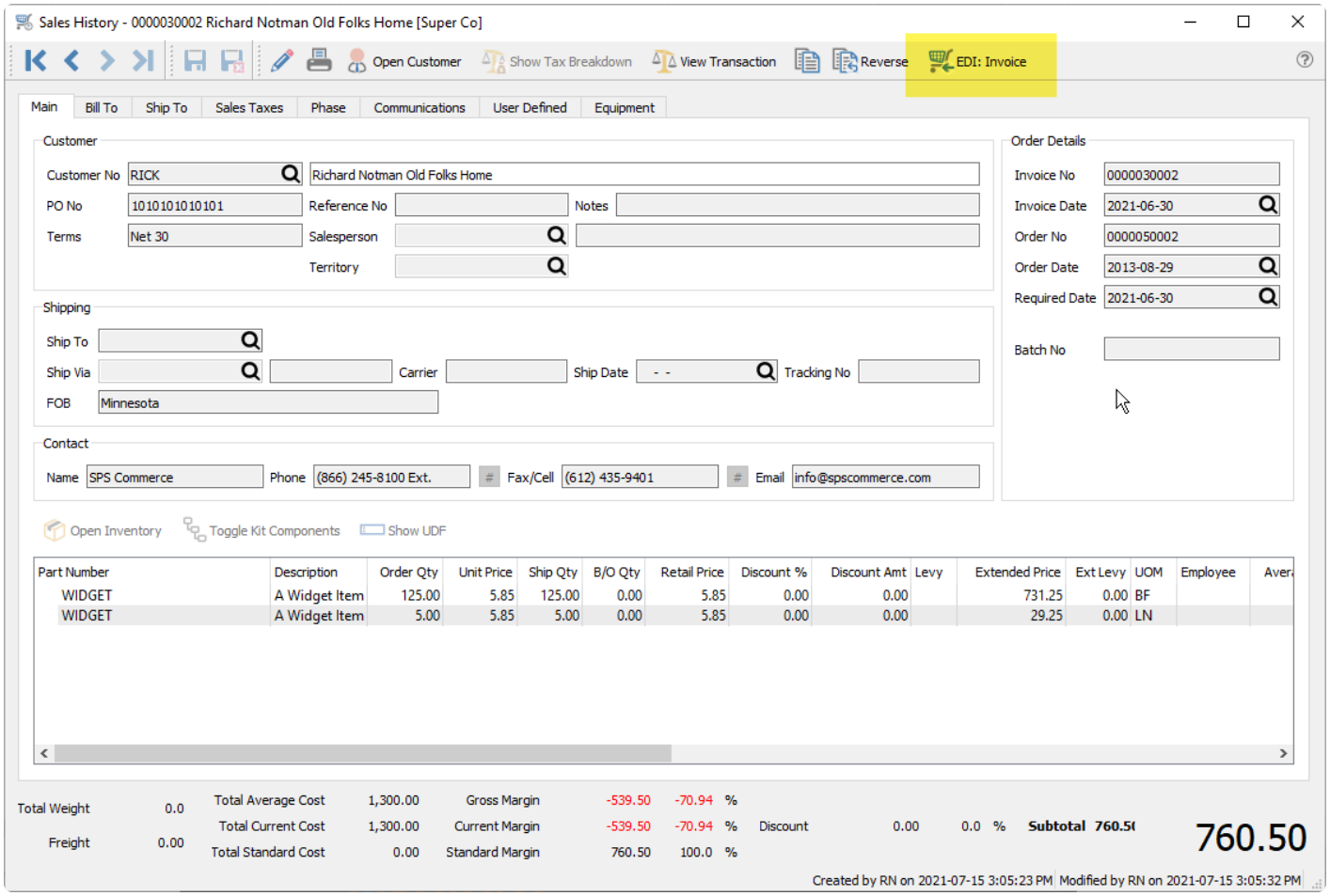


If orders are in your EDI mailbox, they will be added to Spire automatically using the next available order number.

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.



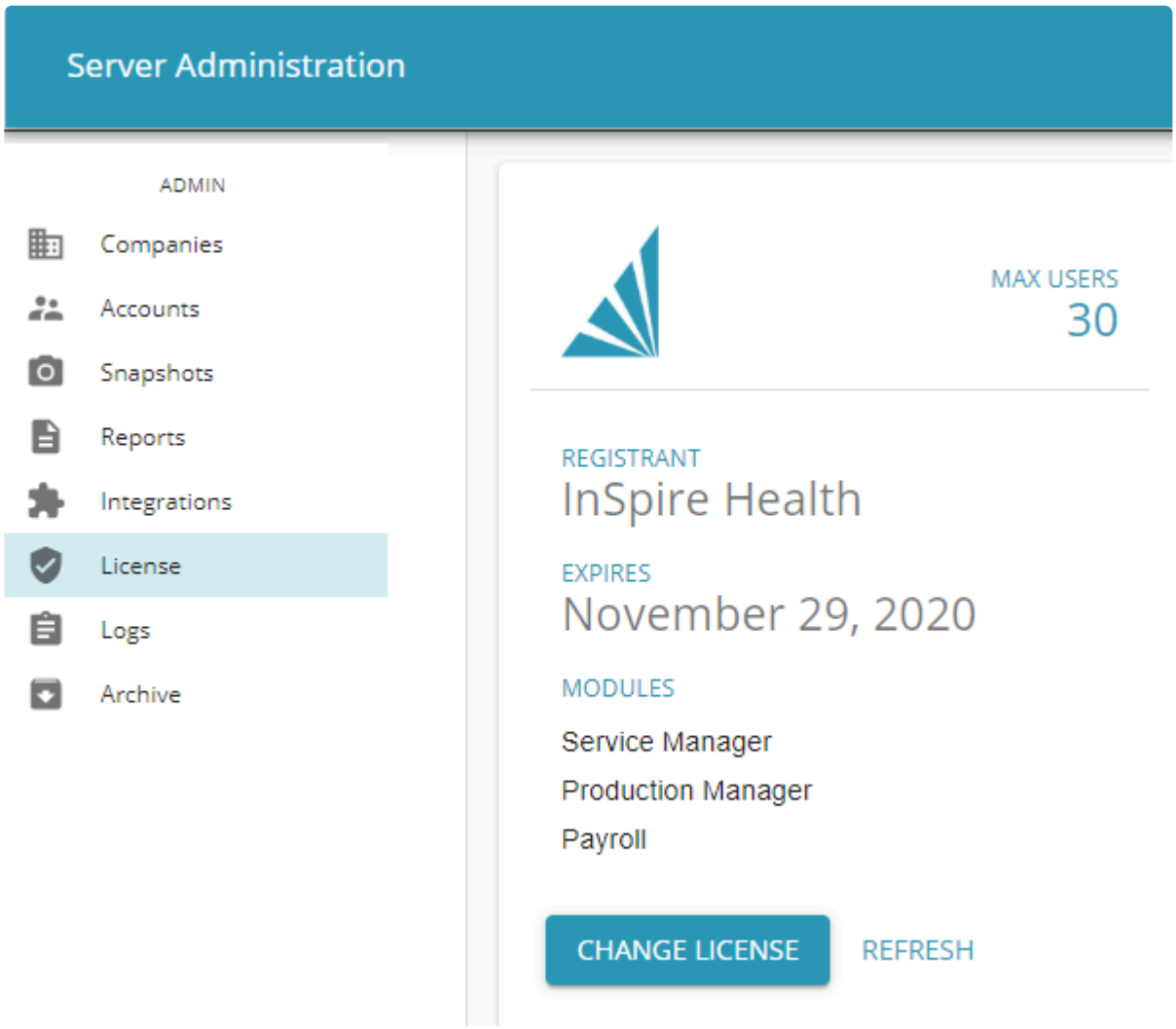
When an EDI order has been invoiced in your Spire accounting system, that invoice can be sent through your EDI provider as a communication. To send an invoice, load the invoice in sales history and click “EDI: Invoice”.


Sales History - 0000030002 Richard Notman Old Folks Home [Super Co]
Open Customer
Show Tax Breakdown
View Transaction
Reverse
EDI: Invoice
Main
Bill To
Ship To
Sales Taxes
Phase
Communications
User Defined
Equipment
Customer
Customer No RICK
Richard Notman Old Folks Home
PO No 1010101010101
Reference No
Notes
Terms Net 30
Salesperson
Territory
Shipping
Ship To
Ship Via
Carrier
Ship Date
Tracking No
FOB Minnesota
Contact
Name SPS Commerce
Phone (866) 245-8100 Ext.
Fax/Cell (612) 435-9401
Email info@spscommerce.com
Order Details
Invoice No 0000030002
Invoice Date 2021-06-30
Order No 0000050002
Order Date 2013-08-29
Required Date 2021-06-30
Batch No
Open Inventory
Toggle Kit Components
Show UDF
Part Number Description Order Qty Unit Price Ship Qty B/O Qty Retail Price Discount % Discount Amt Levy Extended Price Ext Levy UOM Employee
WIDGET A Widget Item 125.00 5.85 125.00 0.00 5.85 0.00 0.00 731.25 0.00 BF
WIDGET A Widget Item 5.00 5.85 5.00 0.00 5.85 0.00 0.00 29.25 0.00 LN
Total Weight 0.0
Freight 0.00
Total Average Cost 1,300.00
Total Current Cost 1,300.00
Total Standard Cost 0.00
Gross Margin -539.50 -70.94 %
Current Margin -539.50 -70.94 %
Standard Margin 760.50 100.0 %
Discount 0.00 0.0 %
Subtotal 760.5
760.50
Created by RN on 2021-07-15 3:05:23 PM Modified by RN on 2021-07-15 3:05:32 PM

License

License

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

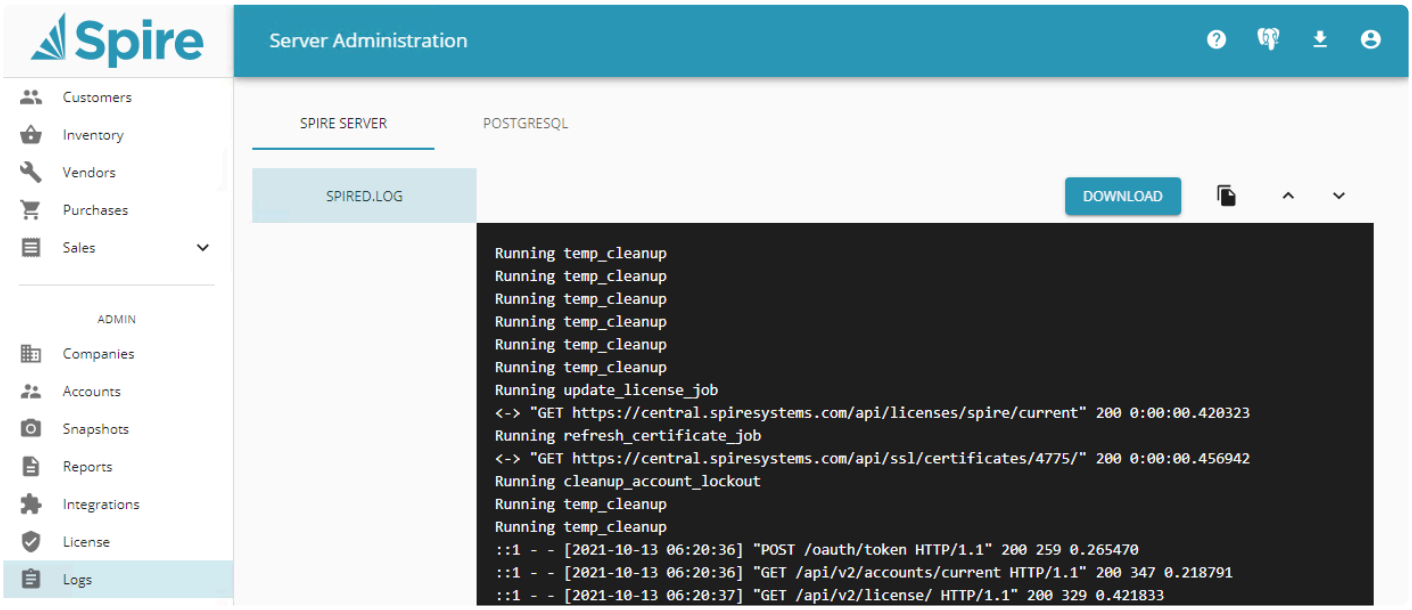


- **Change License-** Click to change license. Note that this will remove an existing license and prompt the user to log in and acquire another one.
- **Refresh-** Click refresh if new modules or users have been purchased. This will happen automatically every 4 hours.

Logs

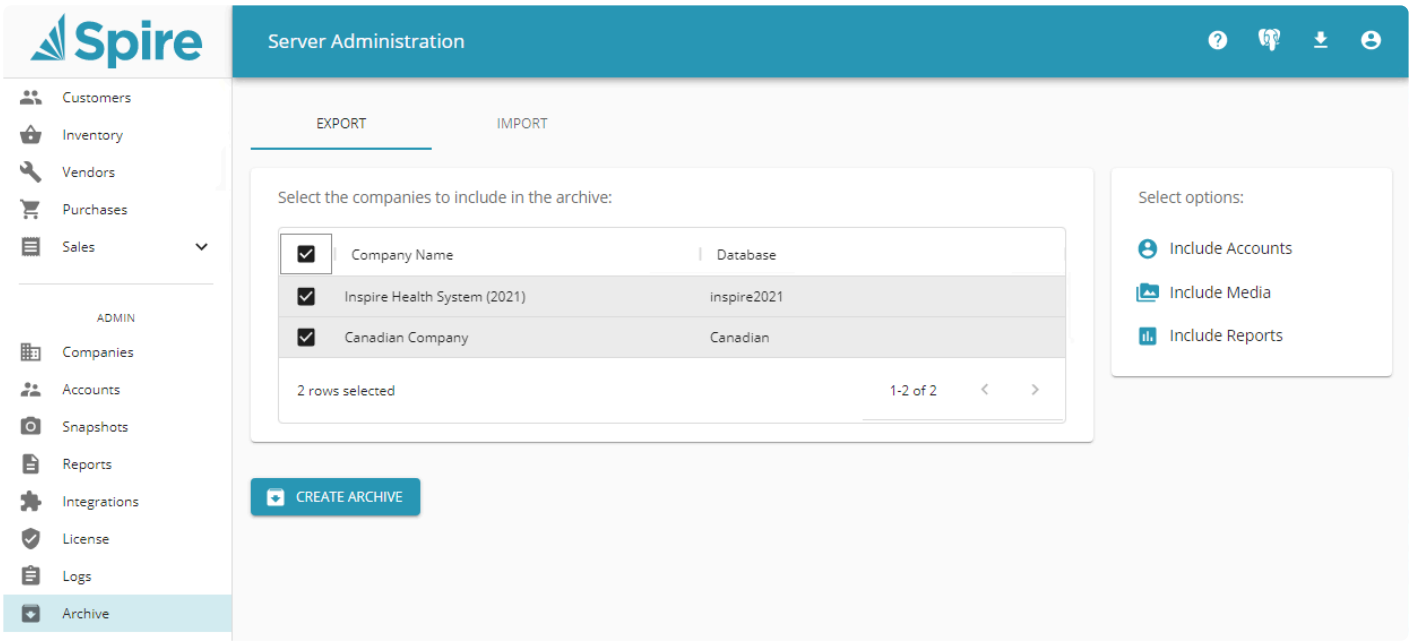
Logs

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.

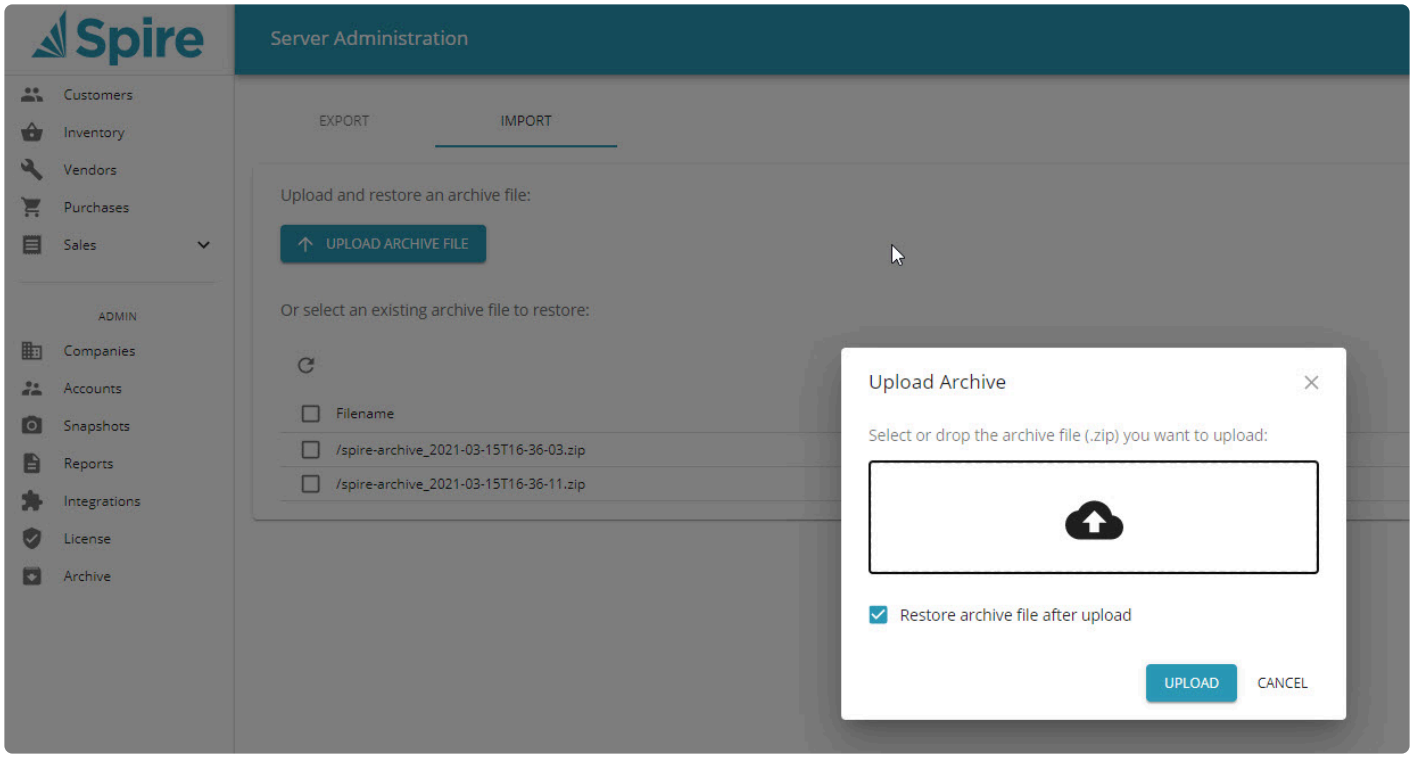


Archive

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.

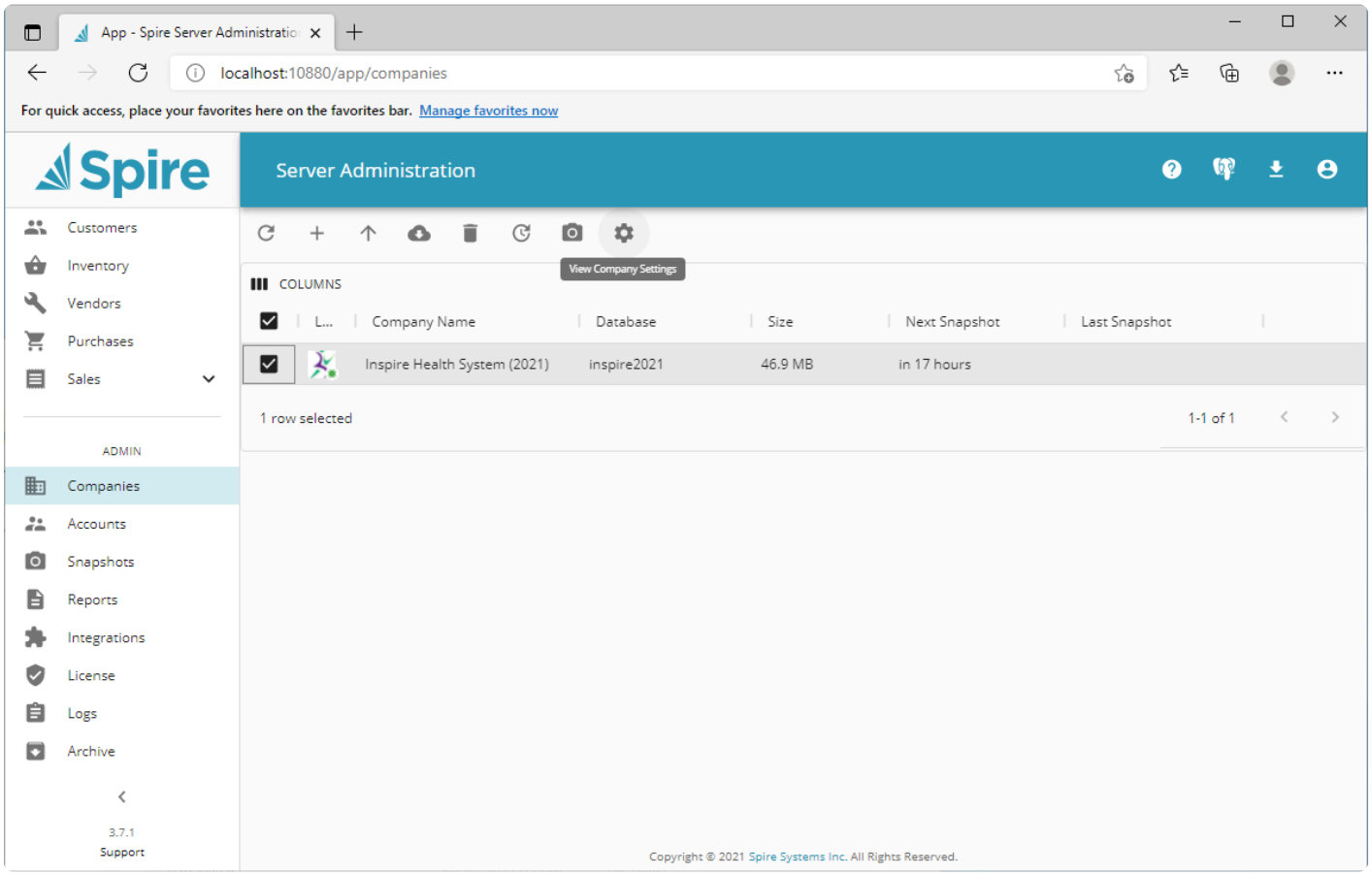

Spire
Server Administration
Customers
Inventory
Vendors
Purchases
Sales
ADMIN
Companies
Accounts
Snapshots
Reports
Integrations
License
Archive
EXPORT
IMPORT
Upload and restore an archive file:
UPLOAD ARCHIVE FILE
Or select an existing archive file to restore:
Filename
/spire-archive_2021-03-15T16-36-03.zip
/spire-archive_2021-03-15T16-36-11.zip
Upload Archive
Select or drop the archive file (.zip) you want to upload:
Restore archive file after upload
UPLOAD
CANCEL

Backup & Restore

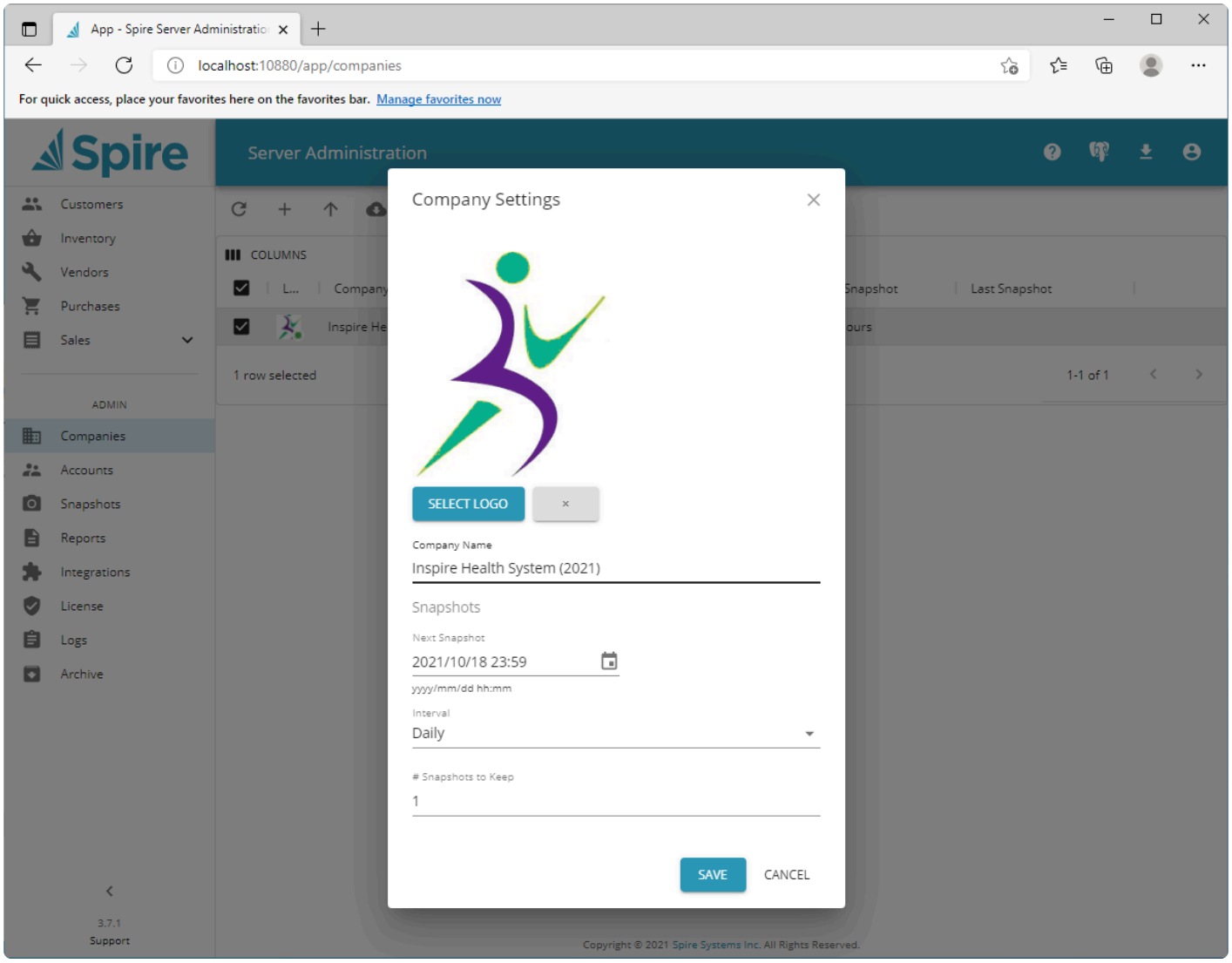
A snapshot is a single file a fraction of the size the original PostgreSQL data, created in the server admin and then copied off site to be stored as a backup. The restore function points to that single file and re-creates the original Spire dataset.

Backup

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



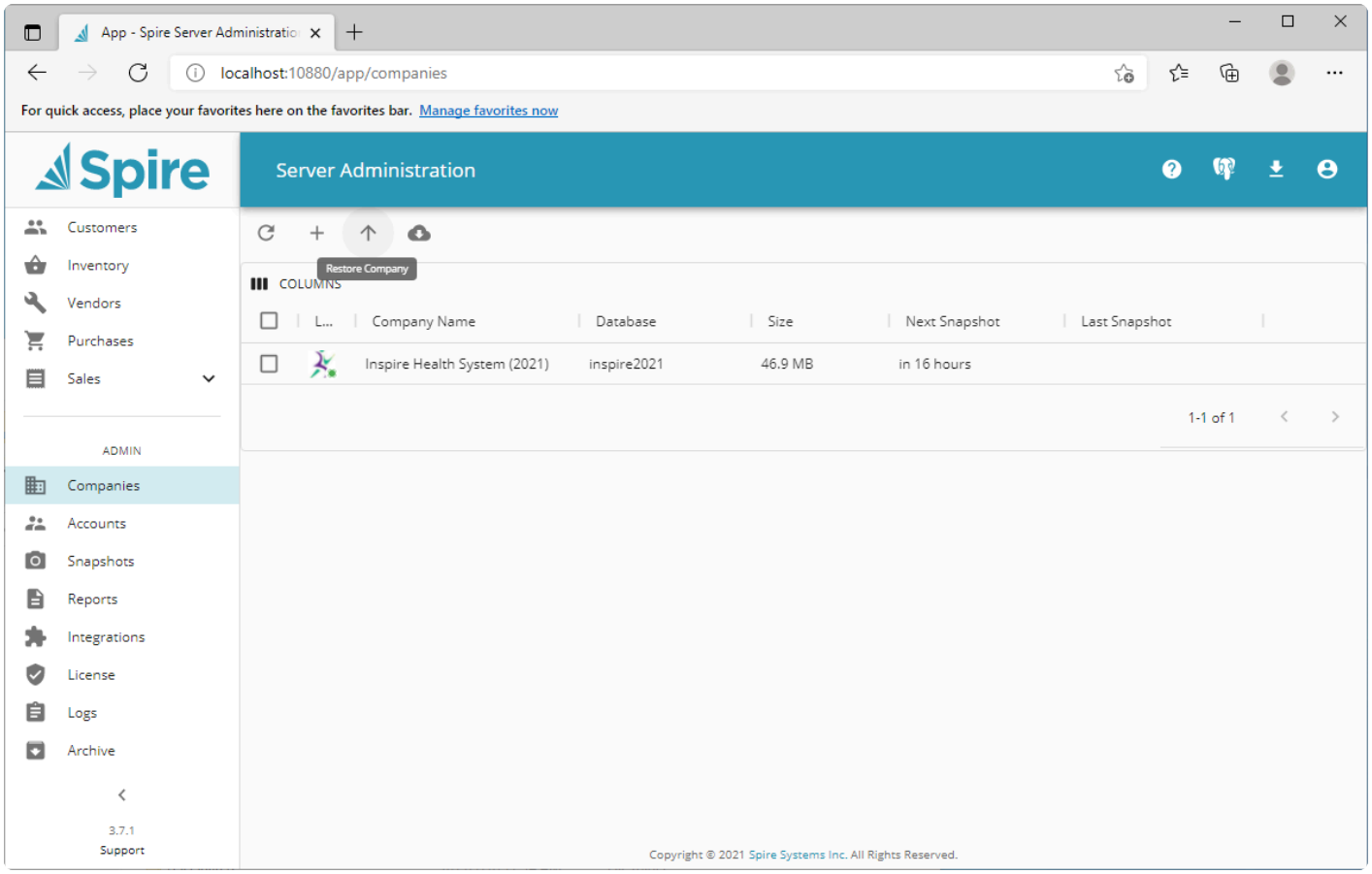
Select a snapshot time, interval and number of snapshots to keep.



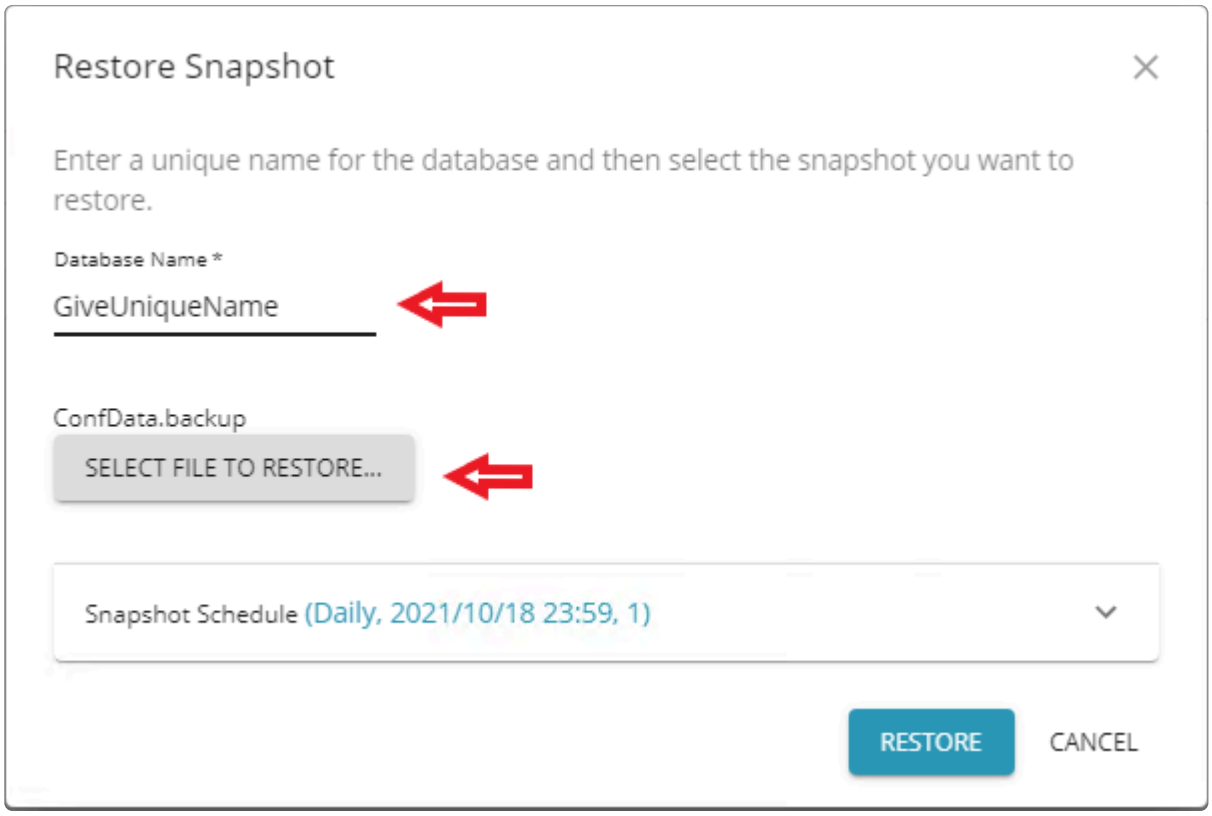
> ! The Snapshot is not a backup!! Until the files are copied to an external device taken off site or to a cloud backup service, they are not safe….

Restore

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



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



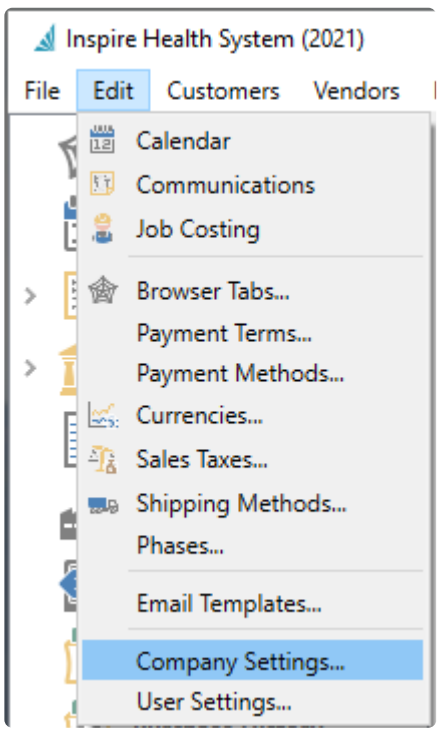
Note: When restoring be sure to move custom reports to the correct folder.

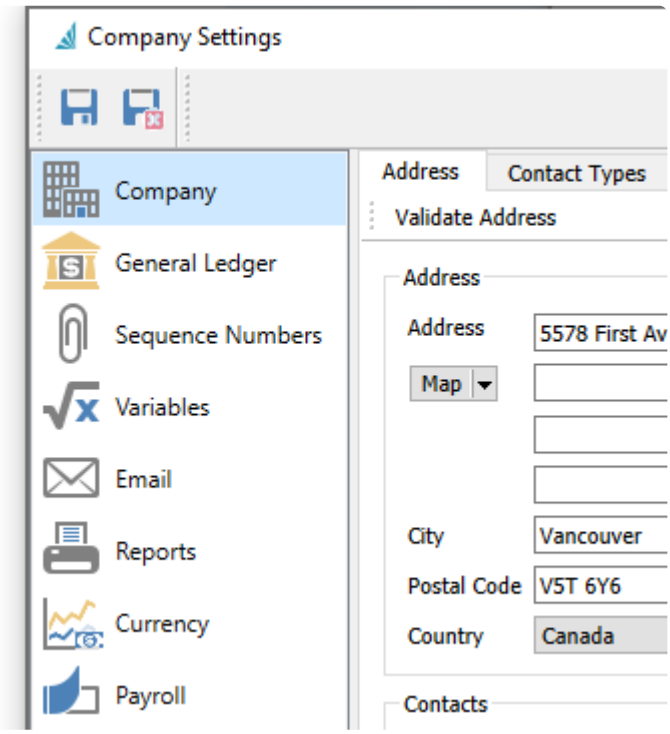
See also Spire Server Admin – > Snapshots

Company Setup

Company Settings

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



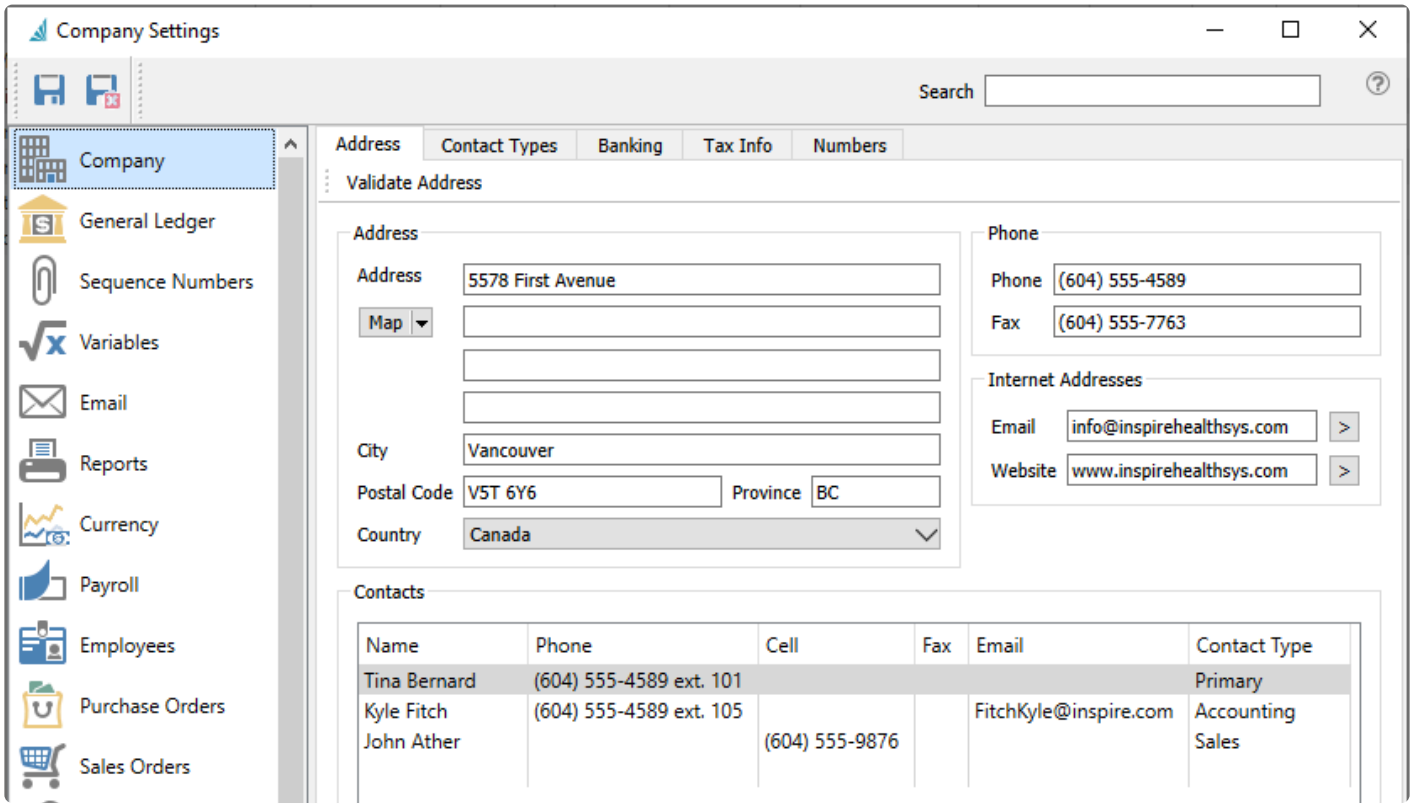


These settings are grouped by module and are accessible from the respective module name on the left. Once you have Spire installed on the system and your company data created, you will need to modify both these settings and user permissions in accordance with your specific internal requirements. There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

Company

For the Company information, there are 5 separate tabs with settings general to the company.

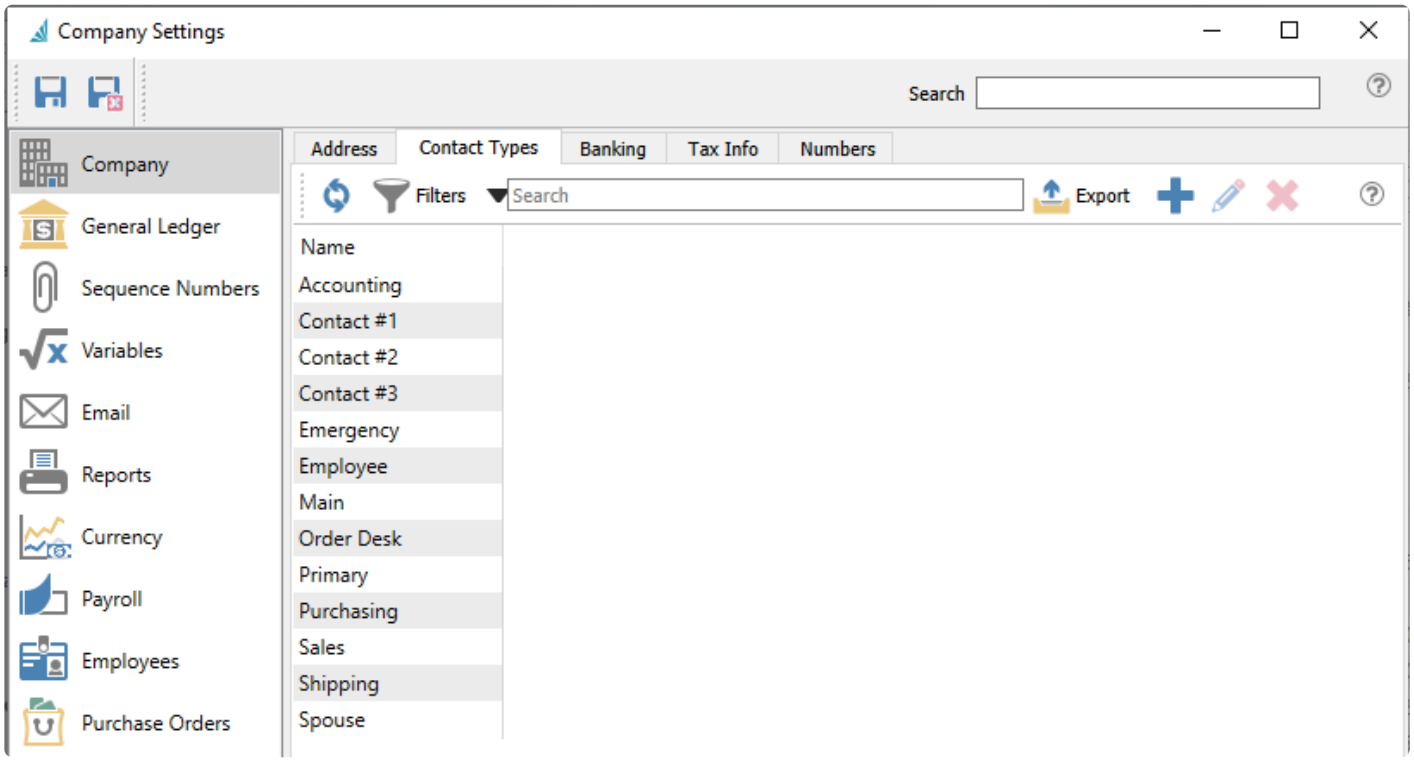
Address



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

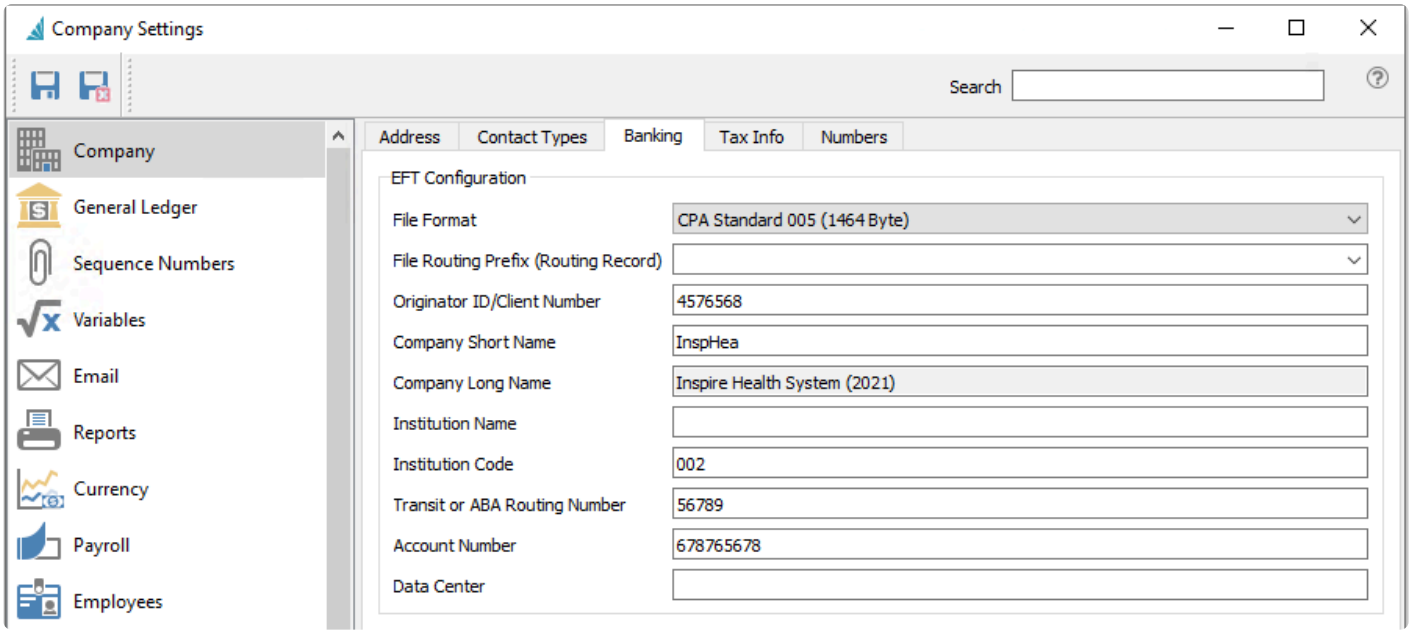
Contact Types

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



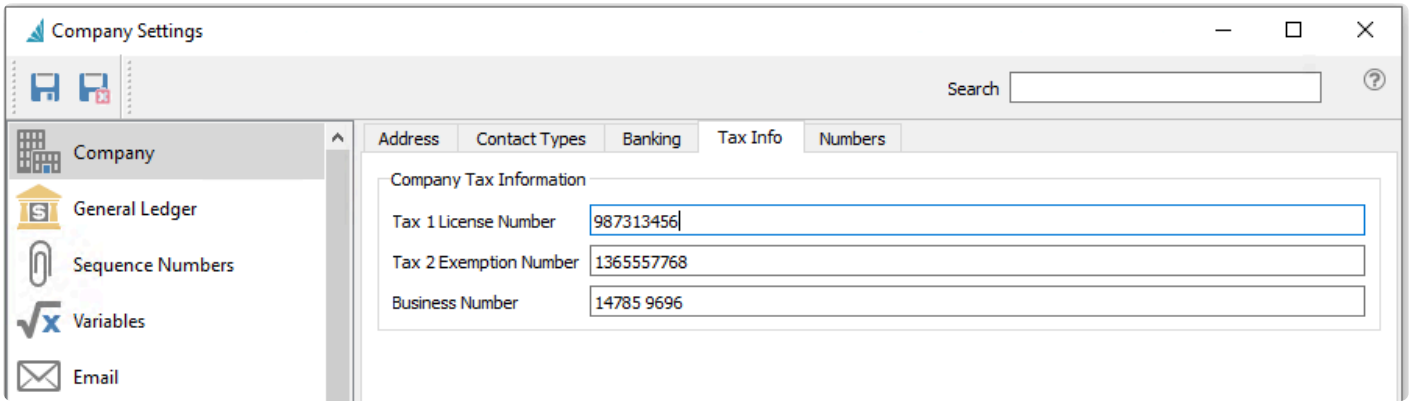
Banking

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), TD 80 Byte, NACH ACH (94 Byte), and CIBC (1464 Byte).



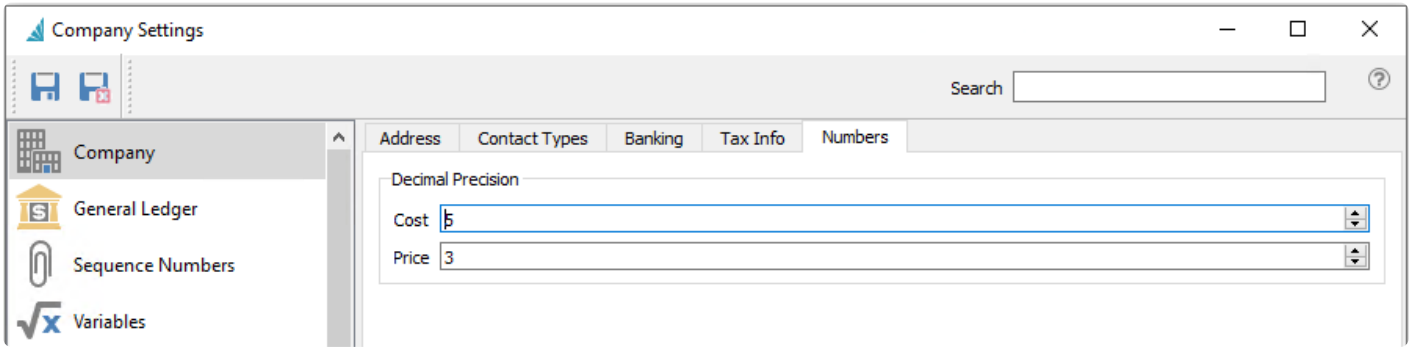
Tax Info

Enter all of your company tax identification numbers.



Numbers

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

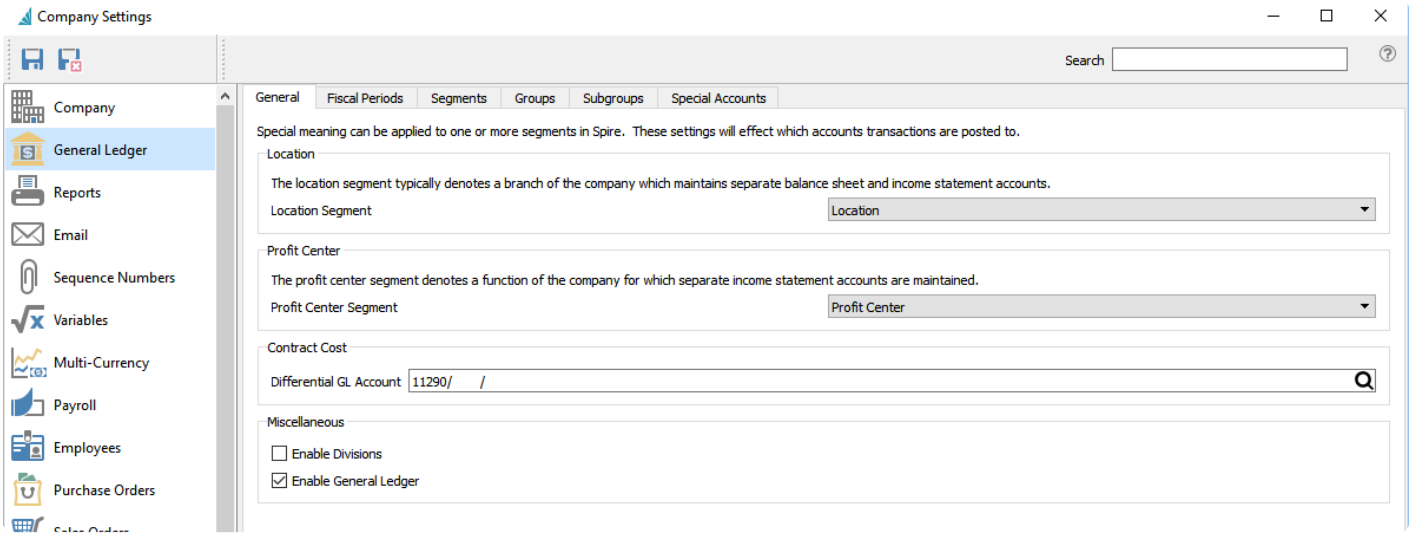


Cost – Precision to use when calculating average cost.
Price – Precision to use when calculating prices on Sales and Purchase Orders.

General Ledger

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

General



Location – If one of your segments in the GL account structure has been designated for Location, use this setting to define that segment. When you log into Spire, the Location chosen will direct posted transaction amounts to Ledger accounts that have this value with that segment when they exist. This is a much easier method to separate posted amounts into different groups than using GL divisions, if you only require separation for particular accounts such as certain revenue or expenses.

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

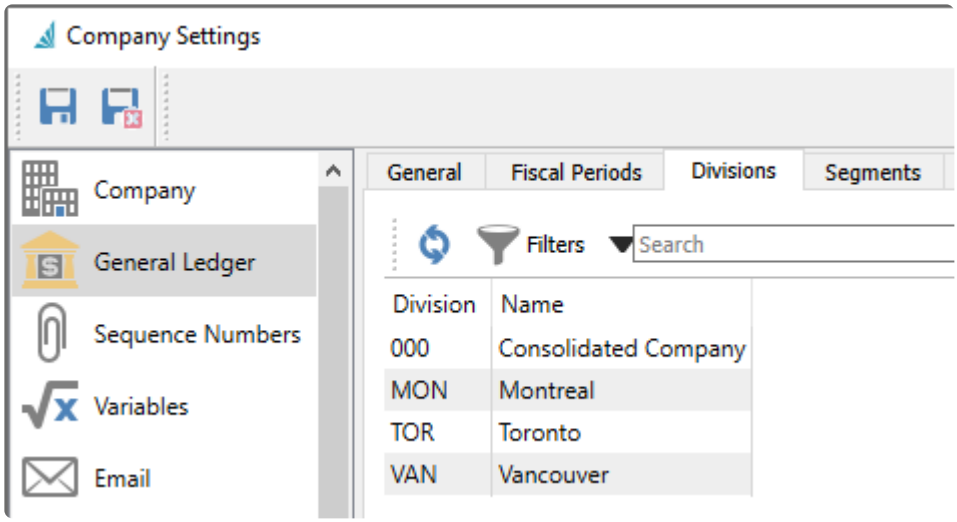
Contract Cost Differential Account – When using contract costs for customers, a GL account can be selected to post cost differences . This way, each customer can have their own cost. The cost amount of an inventory item for a customer is entered in a price matrix record and the Contract Cost field, which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

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

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

Enable Divisions – Divisions are used to differentiate company accounting within defined entities that require fully separate trial balance reports and financial statements for all accounts. When enabled, a

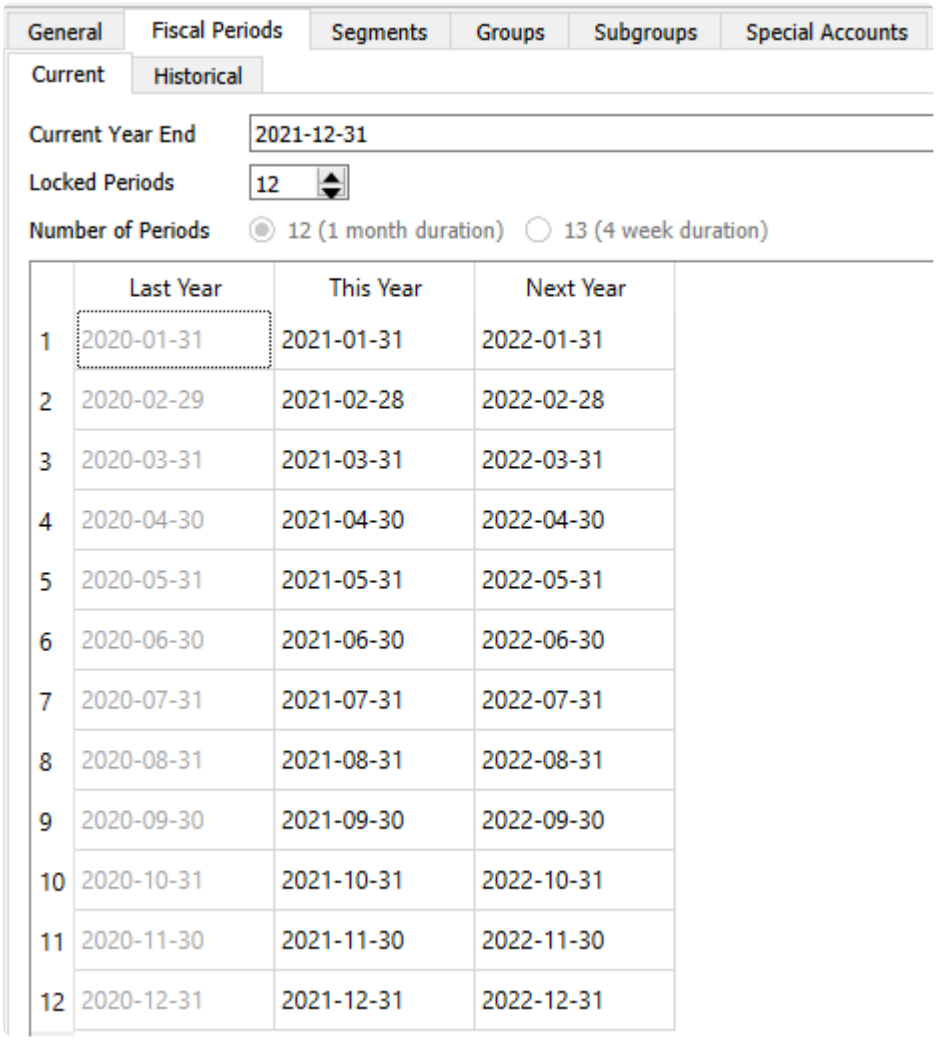
Divisions tab is revealed in order to create additional divisions, which are associated with your chart of accounts. Each Ledger account has a division value attached, and generally every account is replicated for each division. Creating a new division will copy the entire chart of accounts. Division code 000 represents the consolidated company. A Division code is then assigned to transactions. When a user posts the transaction, it updates the account with division 000 in addition to the selected division on the transaction.



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

Fiscal Periods

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



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

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

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

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

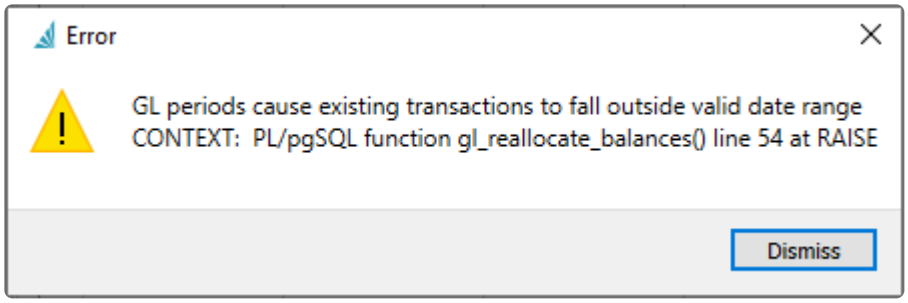
choice cannot be changed.

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

Changing Fiscal Period

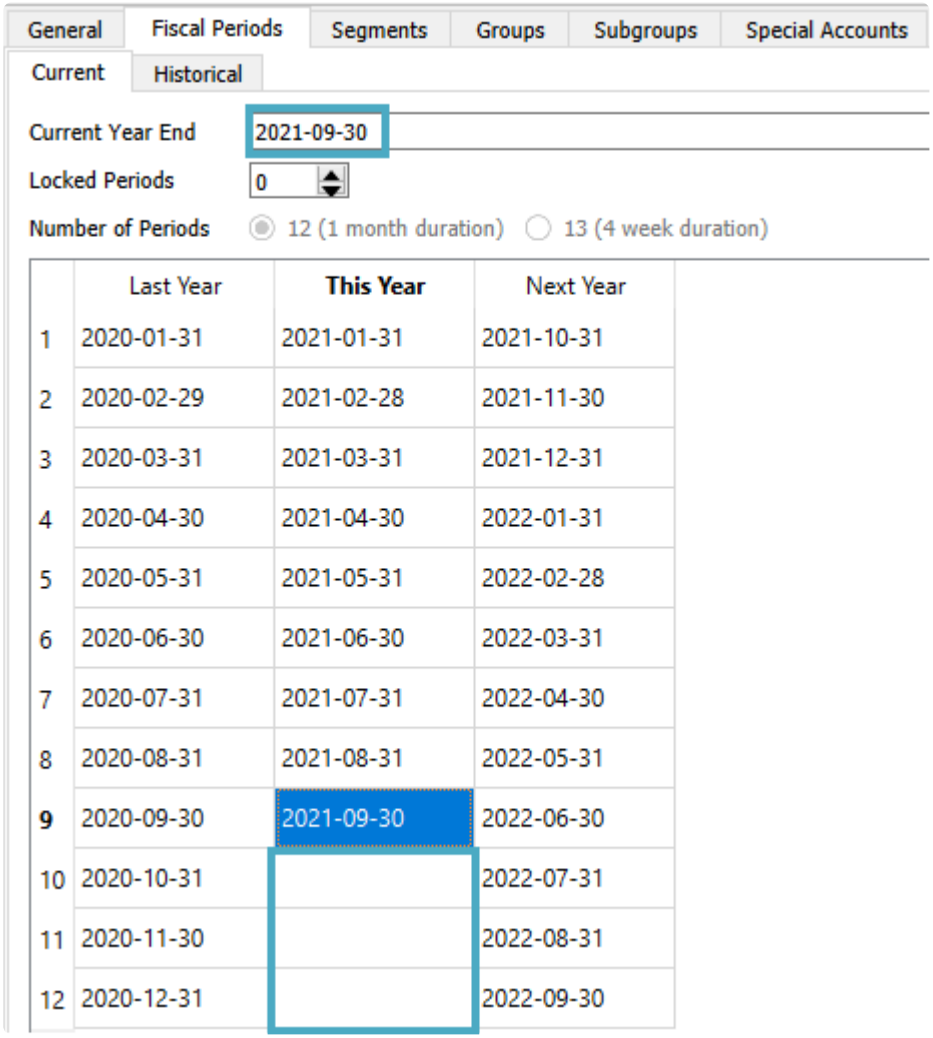
The company's fiscal year end date can be changed by shortening the current year. This will then start 'Next Year' one month past the shortened year.

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



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

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



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

Watch this video to see how the procedure is performed:

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

Historical Periods

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

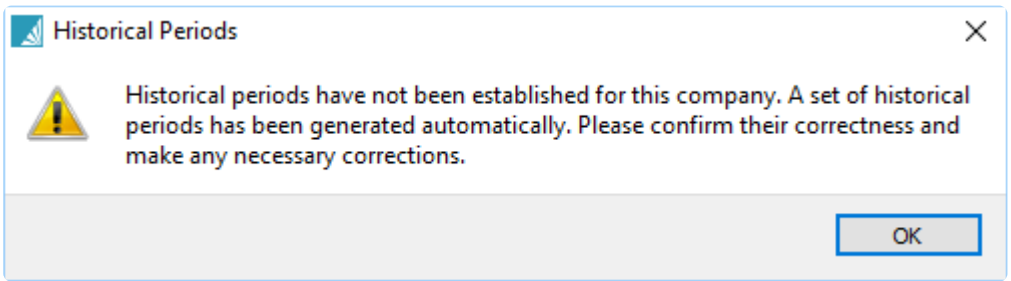
General | Fiscal Periods | Segments | Groups | Subgroups | Special Accounts

Current | Historical

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

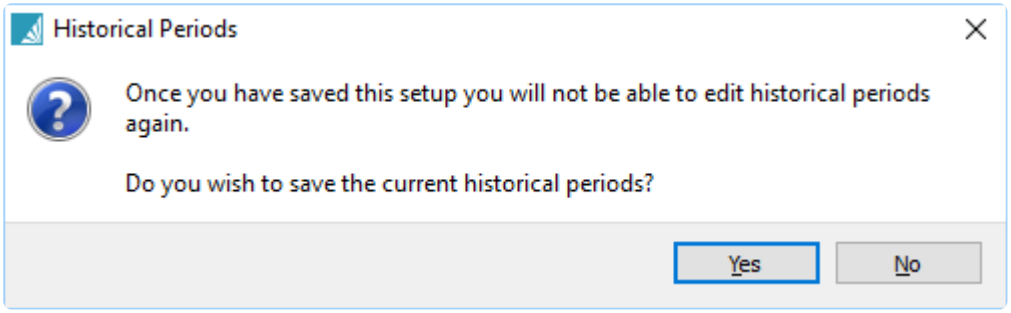
When the year end function is performed, the Last year gets moved to a Historical fiscal year and can no longer be posted to. This Year becomes the new Last Year, Next Year becomes the new This Year, and a new Next Fiscal Year is created following the updated Year End date.

The first time a user clicks this tab they are able to define historical periods. It defaults to the same as the current fiscal periods, but if a company has previously changed their year-end, they can edit this tab to match history. Once set and accepted it can take some time to save. This must be defined before the first Year End is processed, if you have imported data from another accounting system.



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

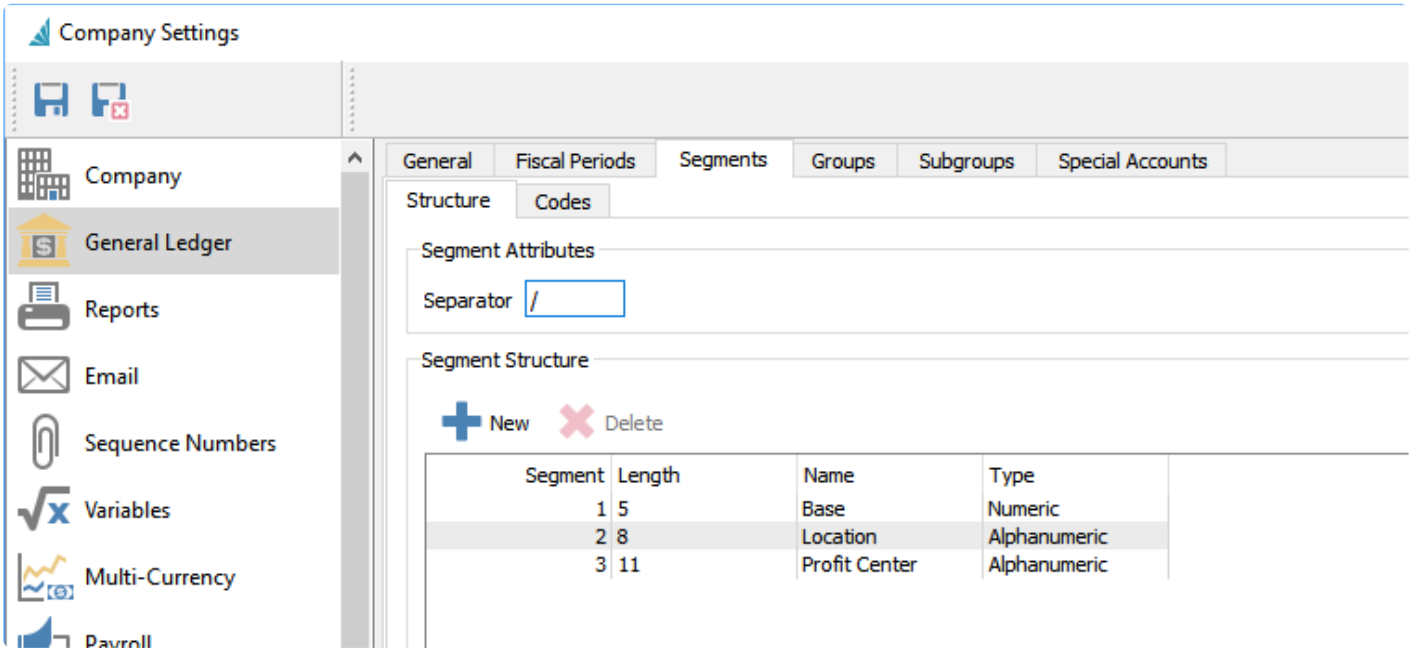
be edited again.



Segments, Groups, Subgroups

Segment Structure

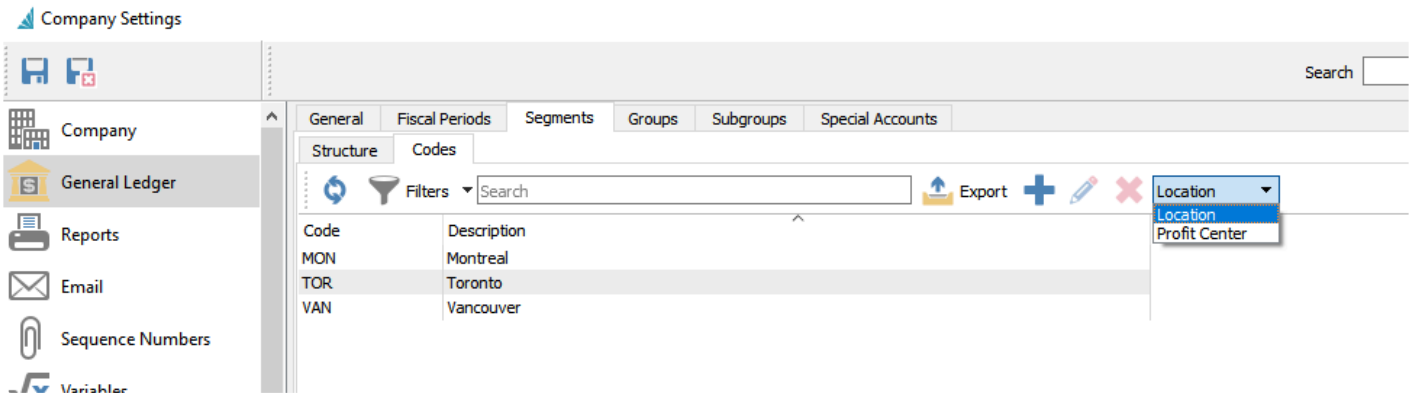
Segment structure is used to define how many segments are used within Ledger accounts and the length of each.



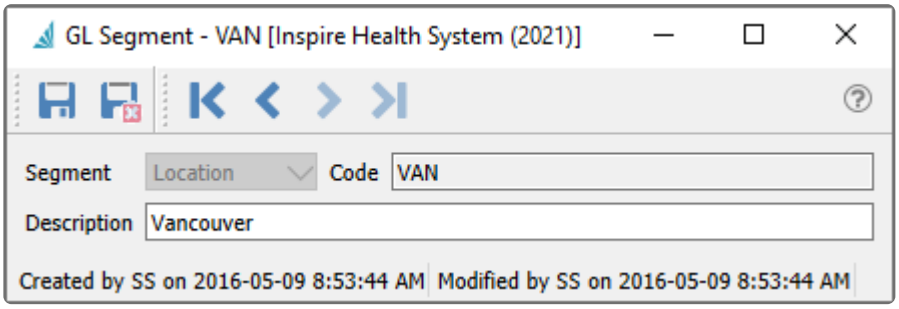
You can have up to 4 segments with specified lengths and labels, with an overall account length not exceeding 24 characters. You can also decide if each segment contains only numbers, only letters or a combination of both. Segments may be used as either a Location and Profit Center, designated from the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

Segment Codes

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

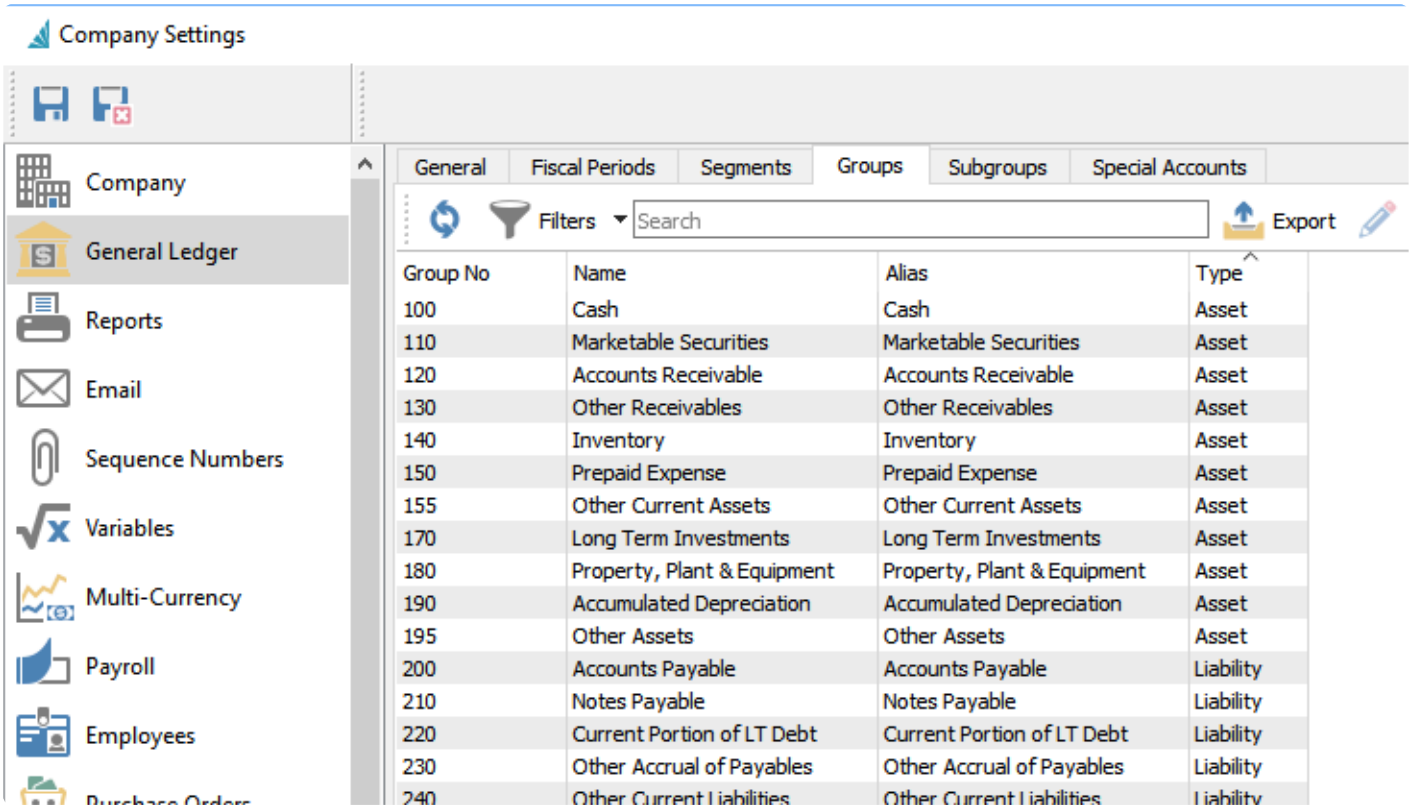


From the segment title drop-down field at the top right of the screen, choose the segment that you wish to update, to display the list of defined values for this segment. You can add new values with a code and description for the segment of your choice.

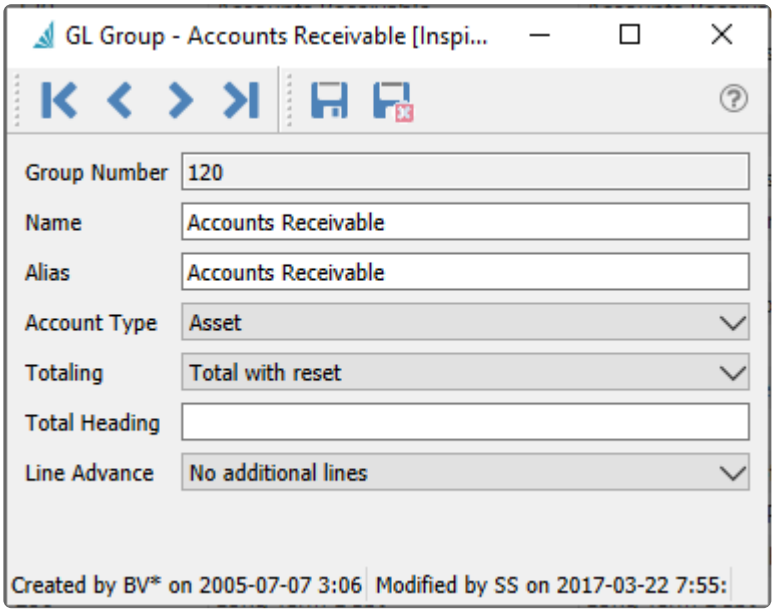


Groups

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



Groups cannot be added or deleted, only edited.

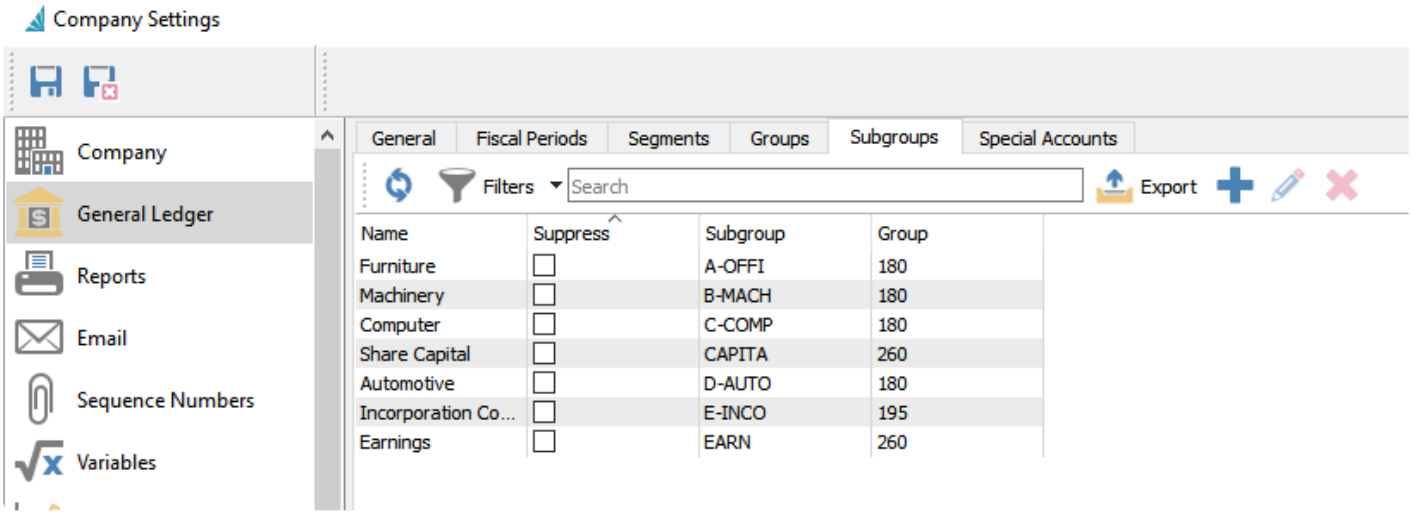


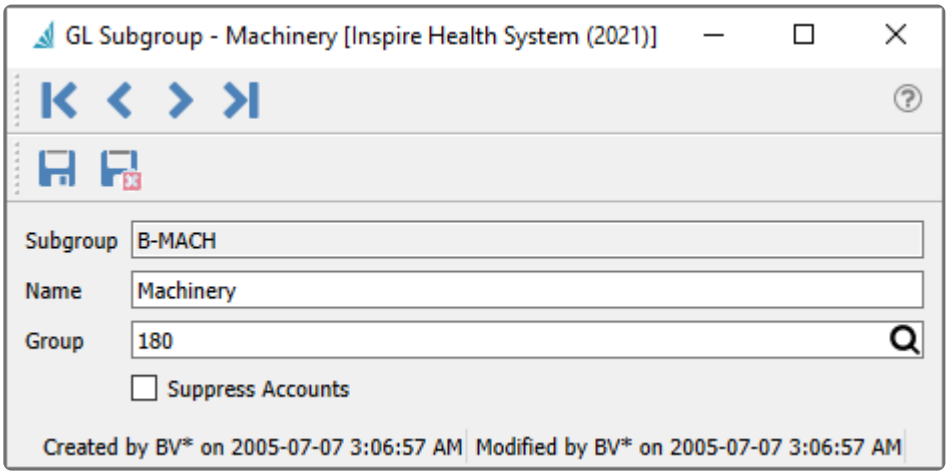
Name – Displayed as the description when this group is assigned to a Ledger Account.
Account Type – One of Asset, Liability, Revenue or Expense. Generally this would not be changed from the pre-created value. The Account Type displays with the group on the Account Details tab.

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

Subgroups

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



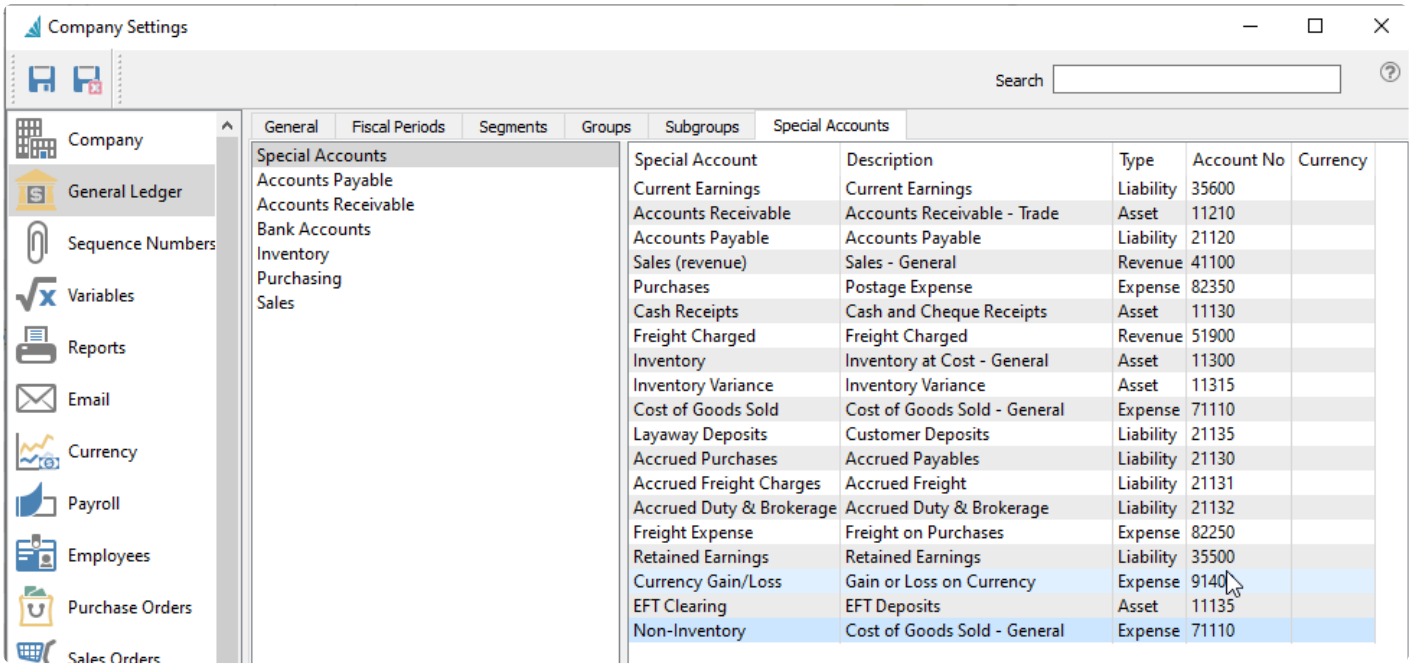


Each subgroup is assigned to a Group code, and when assigned to a Ledger account, the subgroup Name will also be displayed. You should only assign subgroups to accounts with a matching group code.

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

Special Accounts

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



Special Account	Description	Type	Account No	Currency
Current Earnings	Current Earnings	Liability	35600	
Accounts Receivable	Accounts Receivable - Trade	Asset	11210	
Accounts Payable	Accounts Payable	Liability	21120	
Sales (revenue)	Sales - General	Revenue	41100	
Purchases	Postage Expense	Expense	82350	
Cash Receipts	Cash and Cheque Receipts	Asset	11130	
Freight Charged	Freight Charged	Revenue	51900	
Inventory	Inventory at Cost - General	Asset	11300	
Inventory Variance	Inventory Variance	Asset	11315	
Cost of Goods Sold	Cost of Goods Sold - General	Expense	71110	
Layaway Deposits	Customer Deposits	Liability	21135	
Accrued Purchases	Accrued Payables	Liability	21130	
Accrued Freight Charges	Accrued Freight	Liability	21131	
Accrued Duty & Brokerage	Accrued Duty & Brokerage	Liability	21132	
Freight Expense	Freight on Purchases	Expense	82250	
Retained Earnings	Retained Earnings	Liability	35500	
Currency Gain/Loss	Gain or Loss on Currency	Expense	9140	
EFT Clearing	EFT Deposits	Asset	11135	
Non-Inventory	Cost of Goods Sold - General	Expense	71110	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

and Brokerage.

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

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

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

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

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

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

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

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

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

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

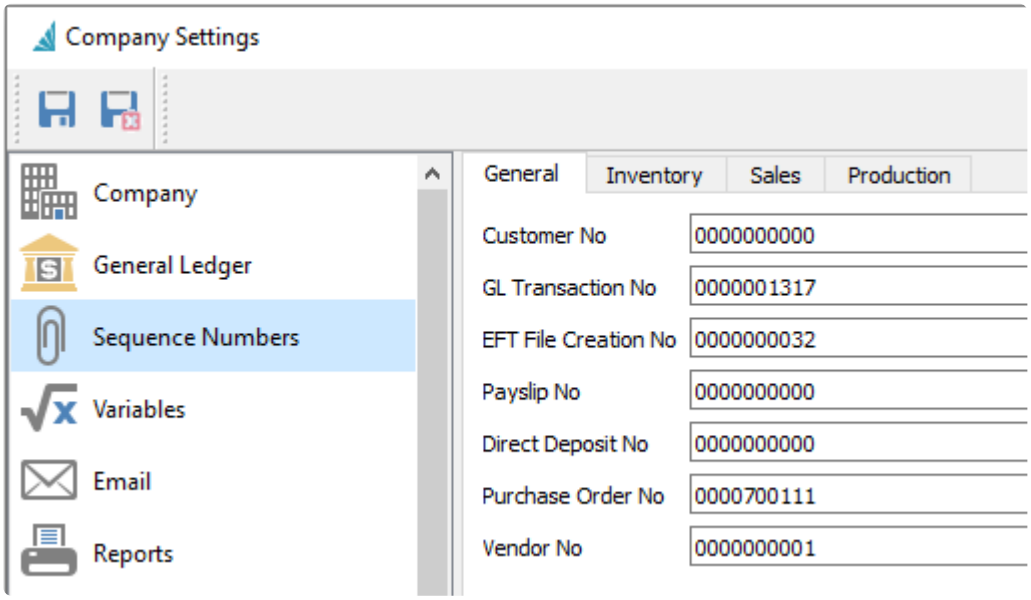
Write-off (expense) – *[Accounts Receivable]* The Ledger expense account used when a Write Off transaction is posted in Accounts Receivable.

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

Sequence Numbers

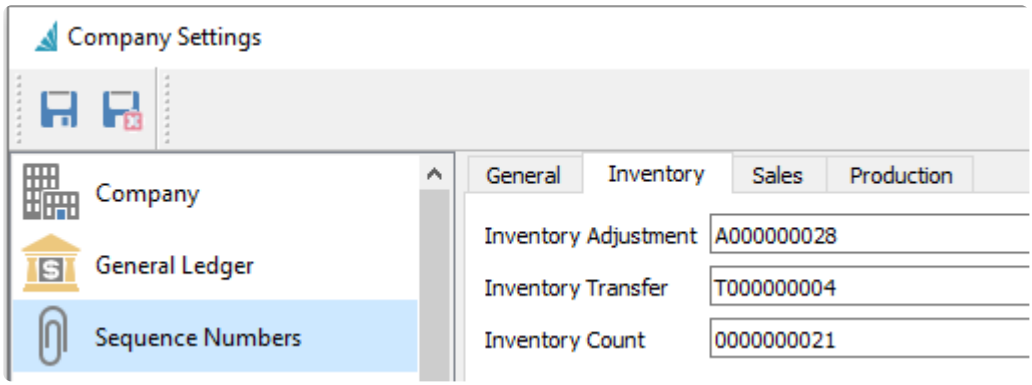
The Sequence Numbers section will allow you to set the starting number for a type of transaction or record or file that you will create in Spire. Unless otherwise specified, sequence numbers are numeric values only.

General



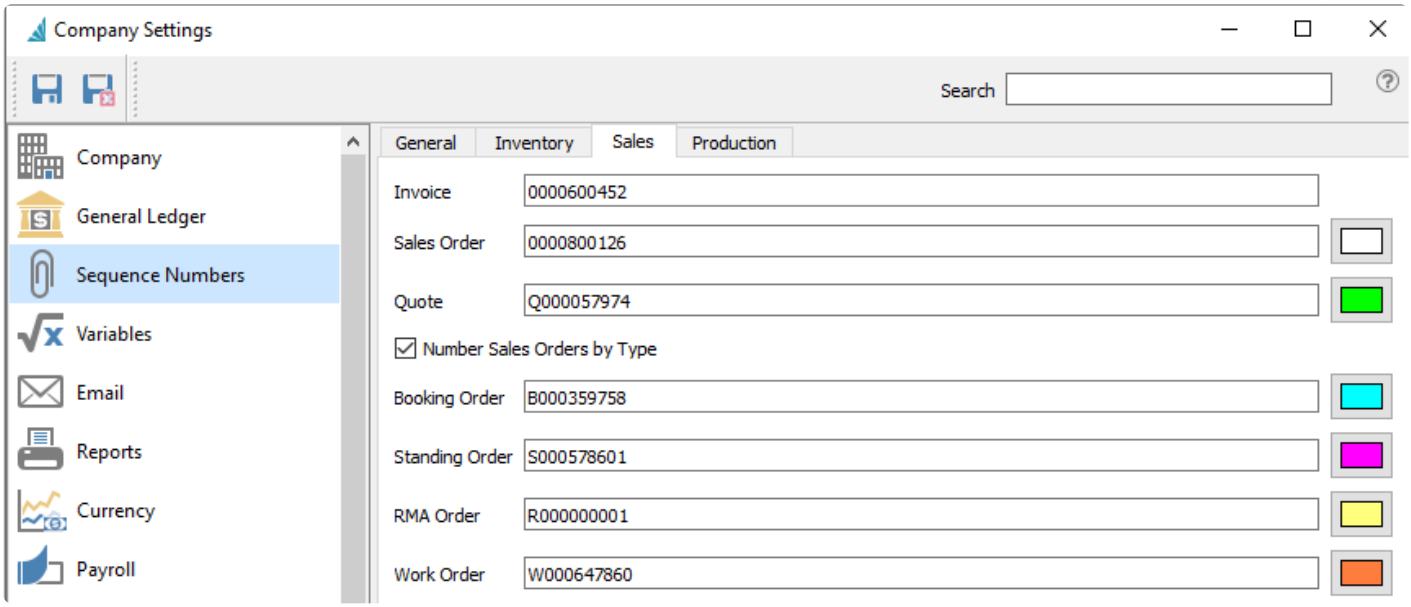
Inventory

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



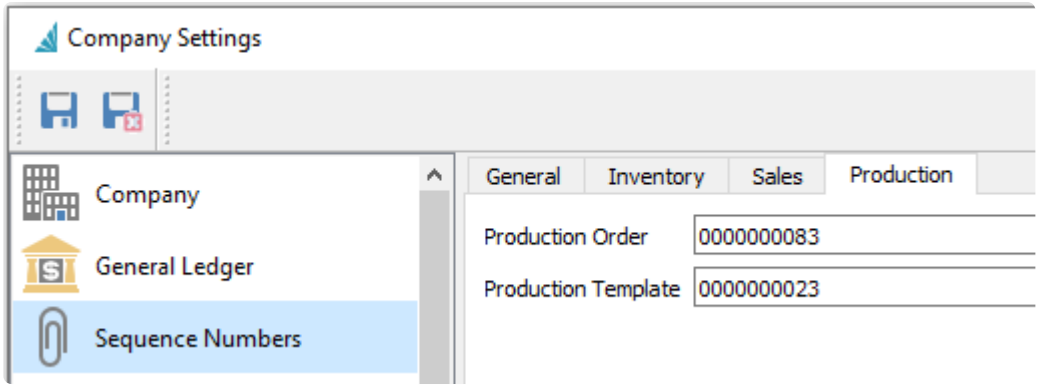
Sales

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



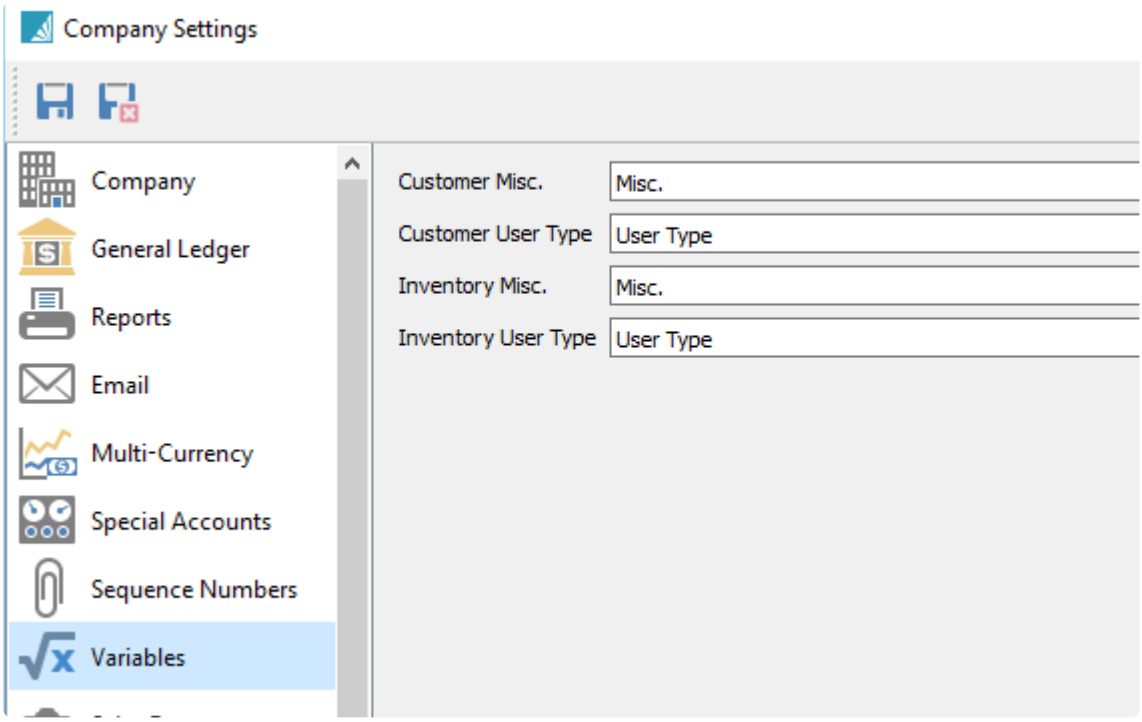
Production

The next available numbers for production orders and templates.



Variables

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

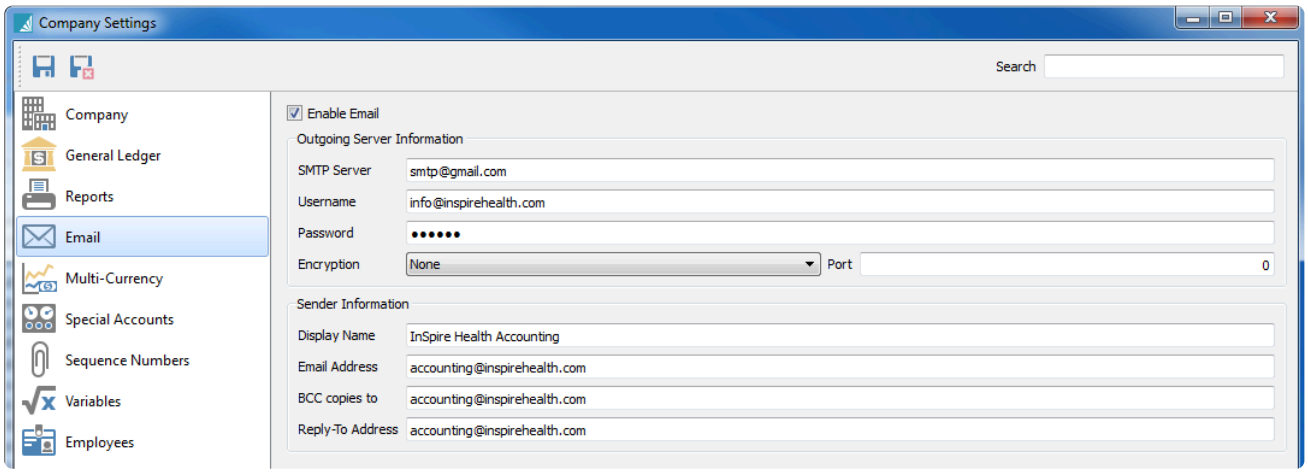


Customer Misc – This field value from the customer is also displayed as Notes within Sales Orders.
Customer User Type – Values entered for customers may also be used on Price Matrix records for defining special pricing for a particular customer group.
Inventory Misc – Not used outside of Inventory items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

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.



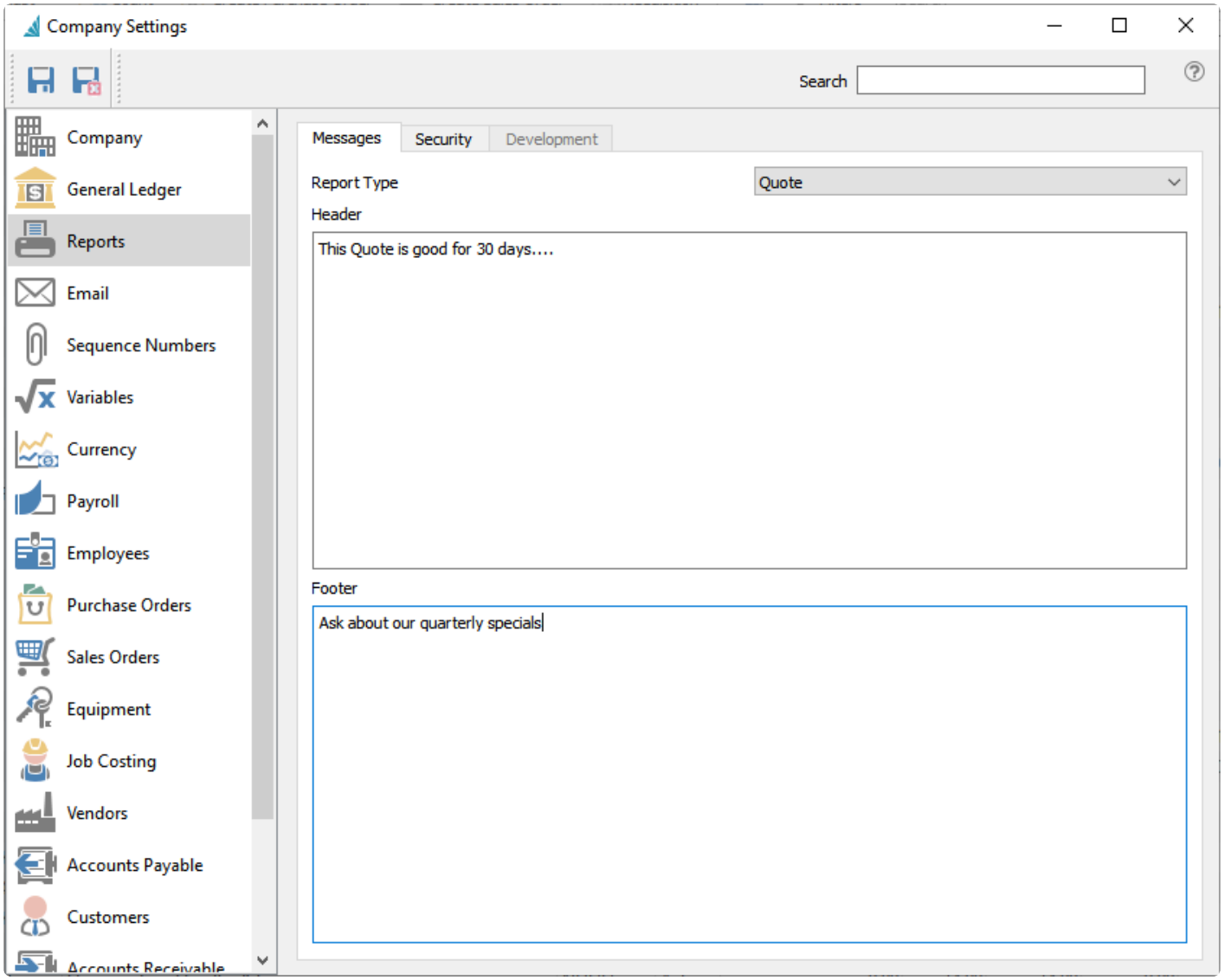
- Enable Email – Allow defining the information below for the company and sending emails from Spire. If disabled here, it is still possible to configure and use email for specific users within User Settings/ Email.
- SMTP – This is the internet providers SMTP info
- Username – Usually their email address.
- 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. Choose None or TLS.
- 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.

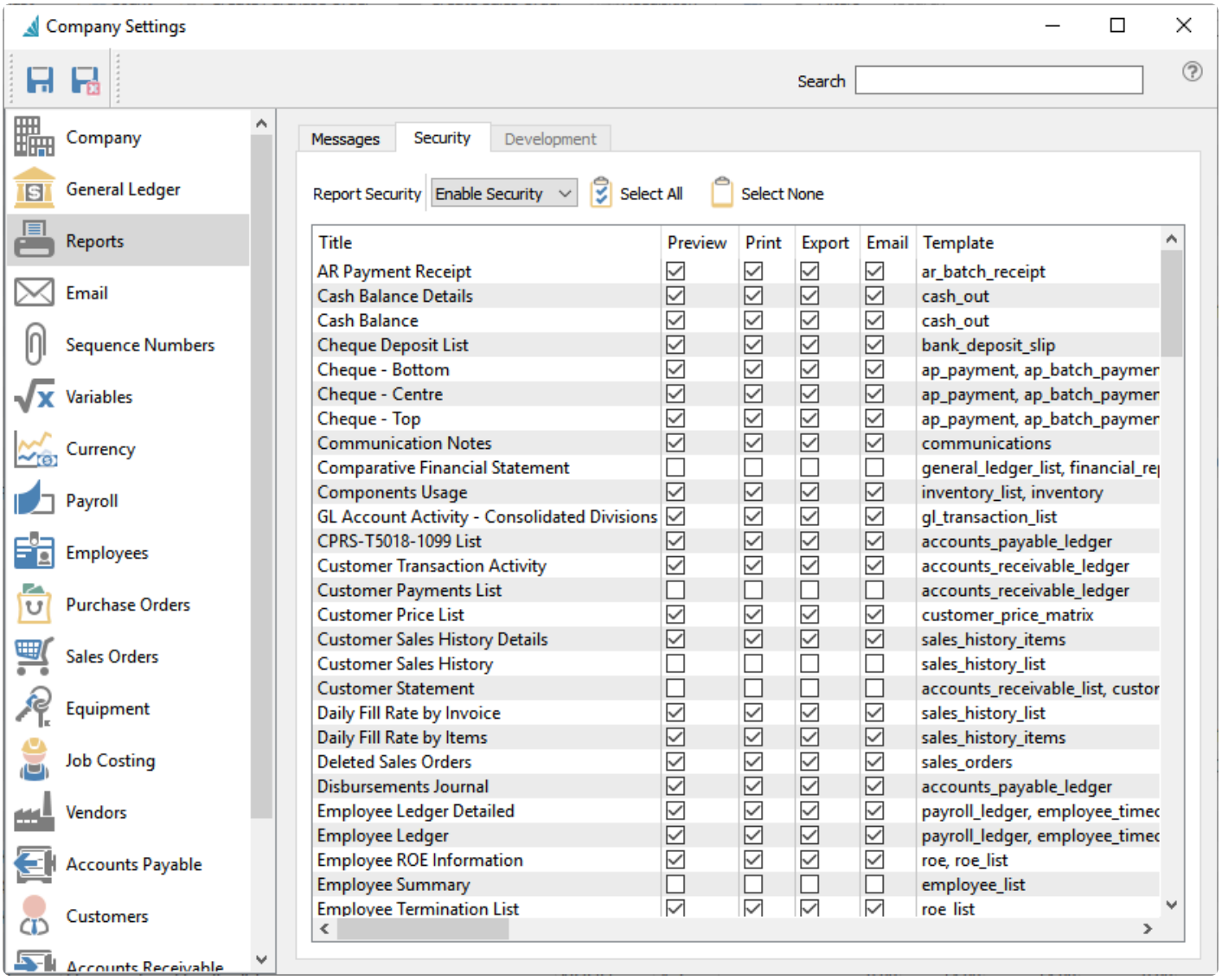
Reports

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

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



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

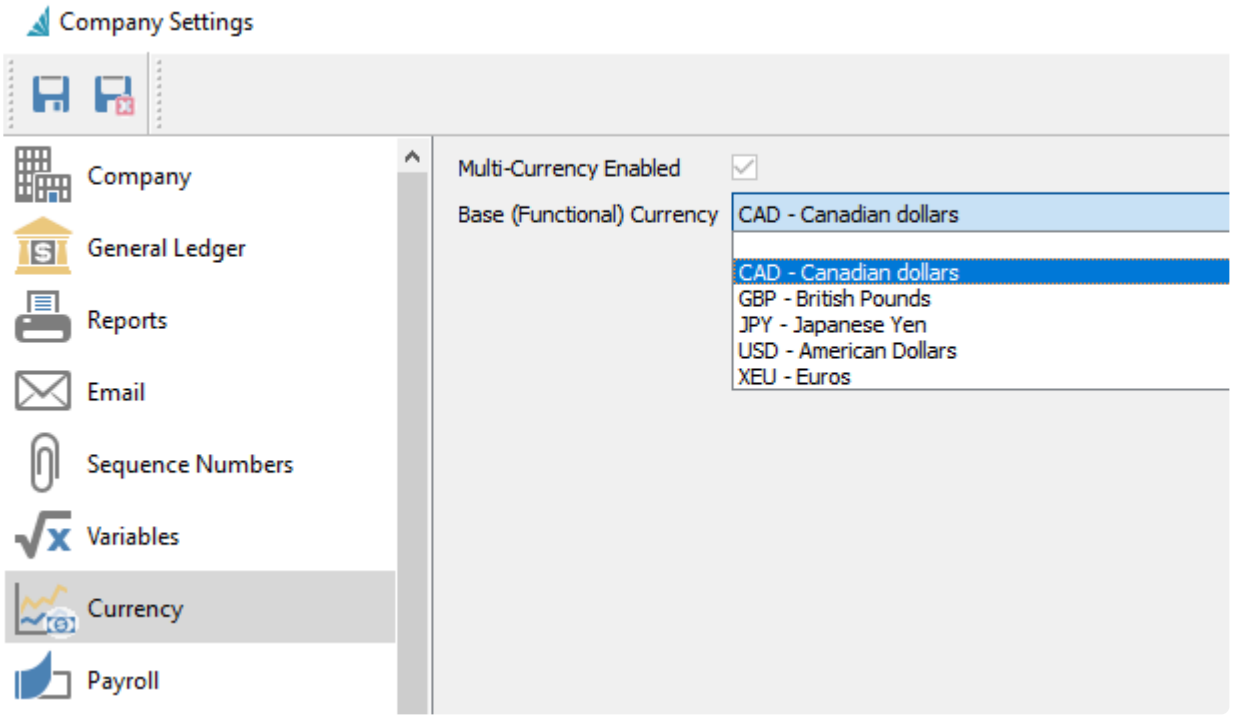


Disable security – With this setting, all users will have access to all reports for the modules that they have access to.

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

Currency

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

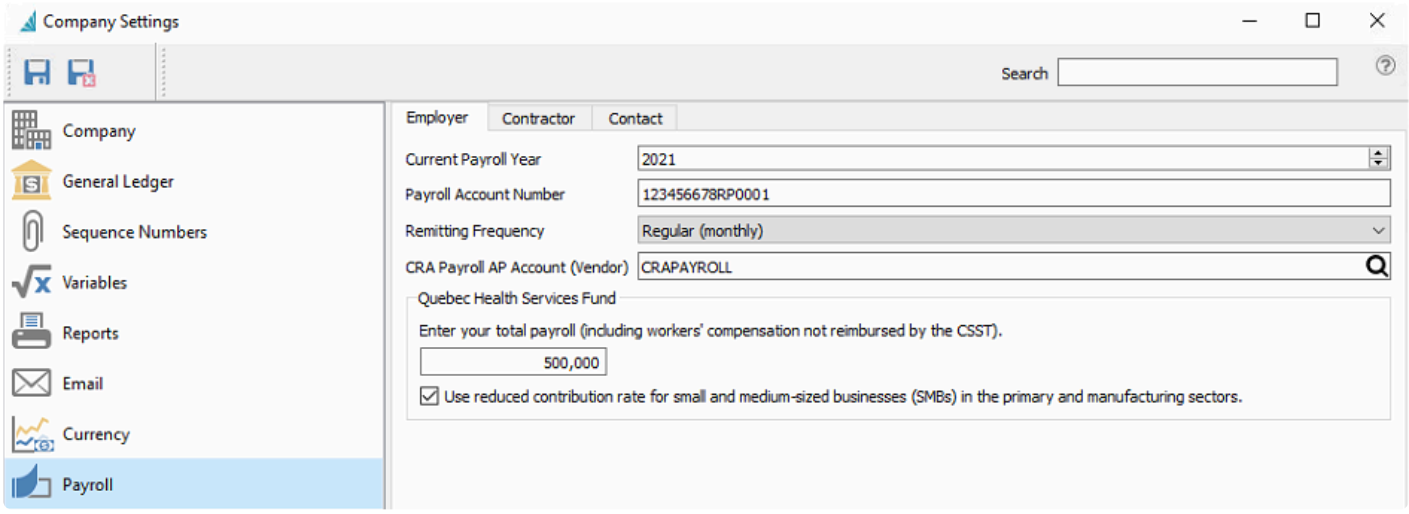


The list of available currency codes is defined in Edit / Currencies.

Payroll

Employer

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



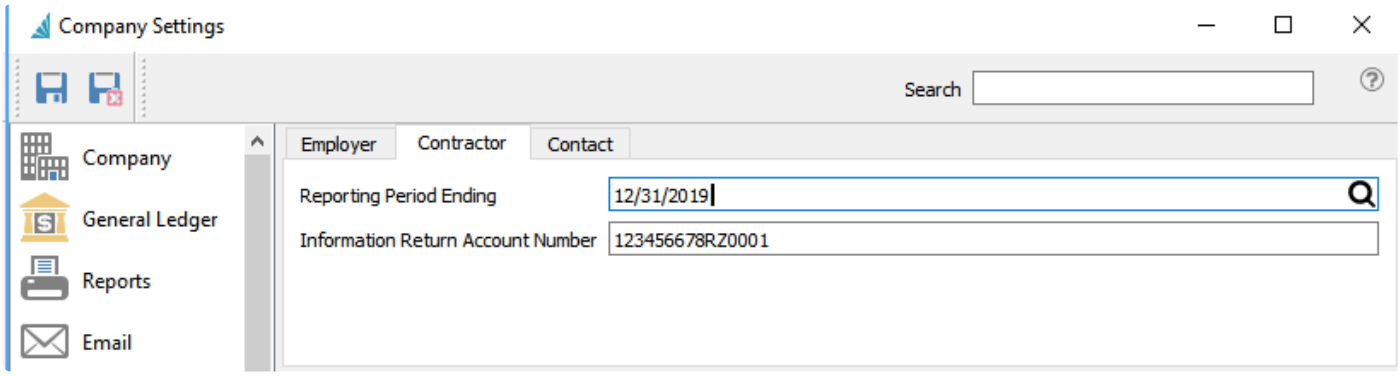
Current Payroll Year – The current Payroll Year. This is advanced automatically on payroll year close
Payroll Account Number – Account number with CRA
Remitting Frequency – How often payroll deductions are submitted

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

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

Contractor

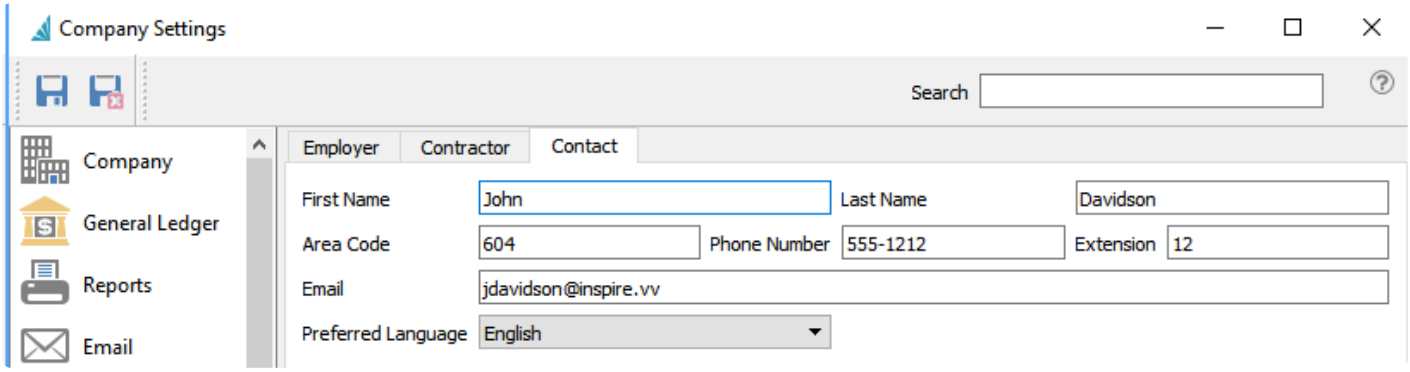
This contractor information is sent along with T4As and T5018s when uploaded to Service Canada.



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

Contact

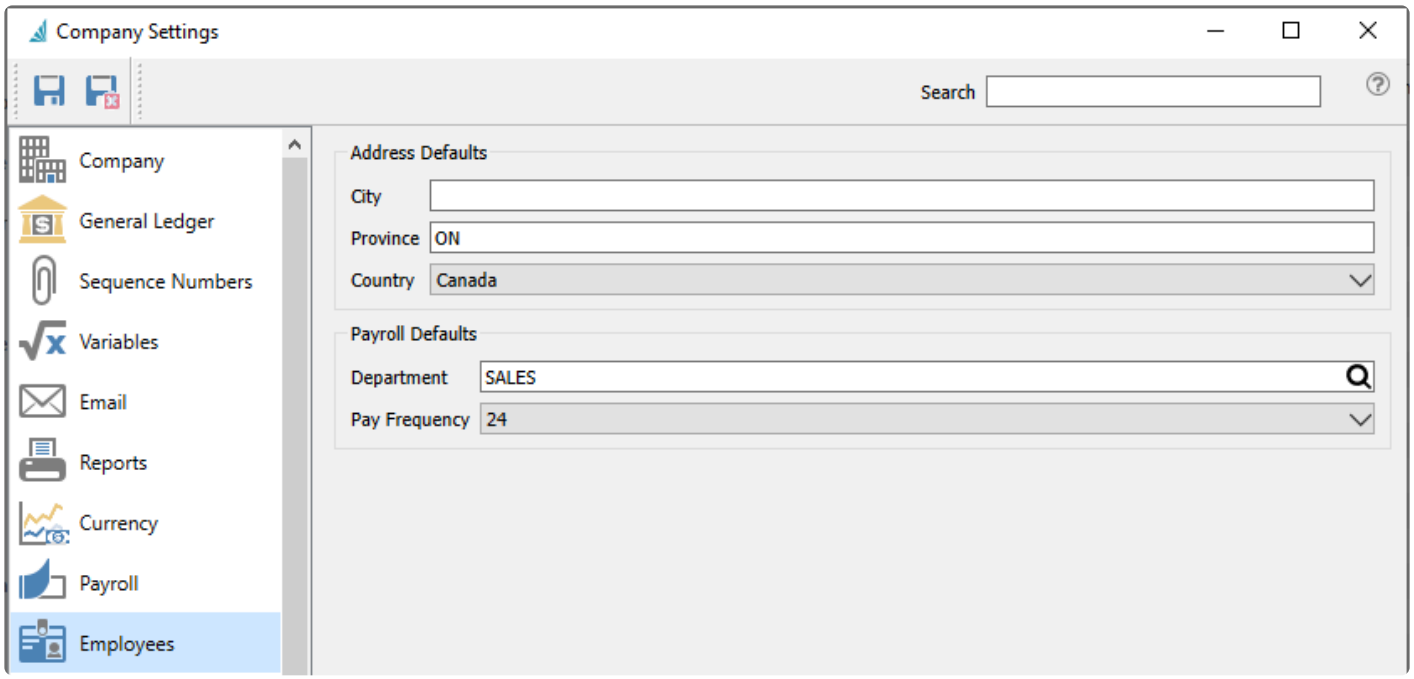
This contact information is sent along with T4s, T4 Summary, ROE’s, T4As and T5018s when uploaded to Service Canada.



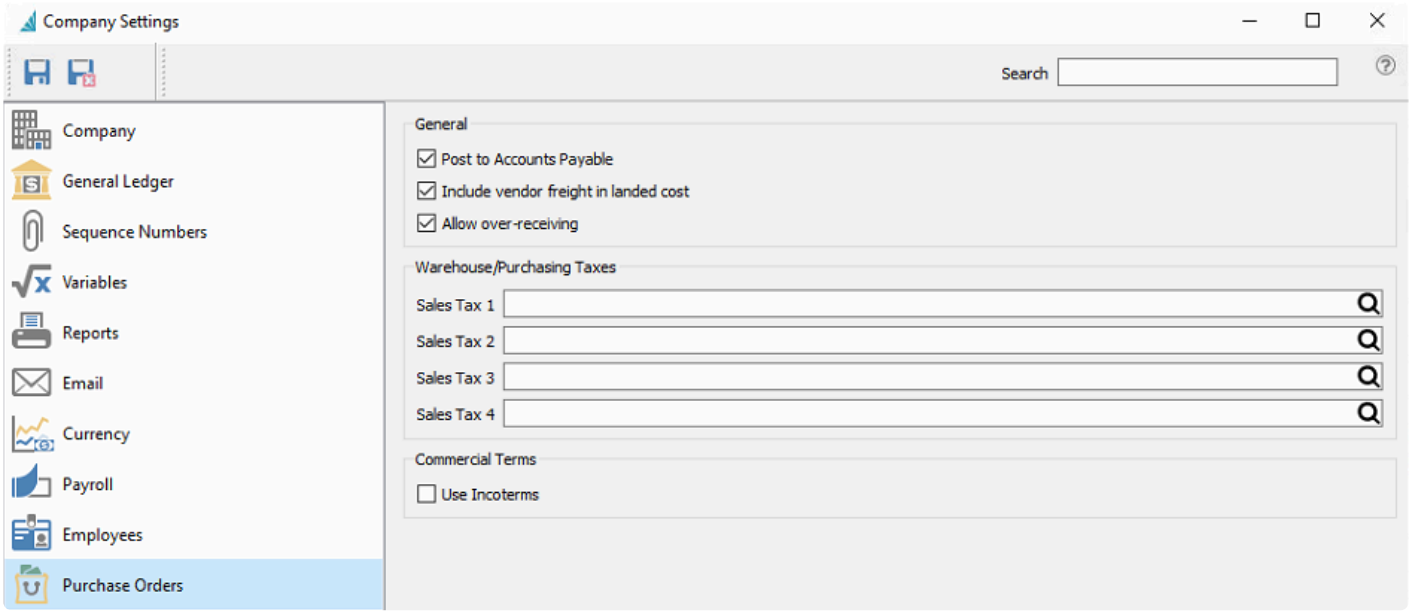
Note: Payroll departments are set from top menu Payroll>Payroll Departments

Employees

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



Purchase Orders



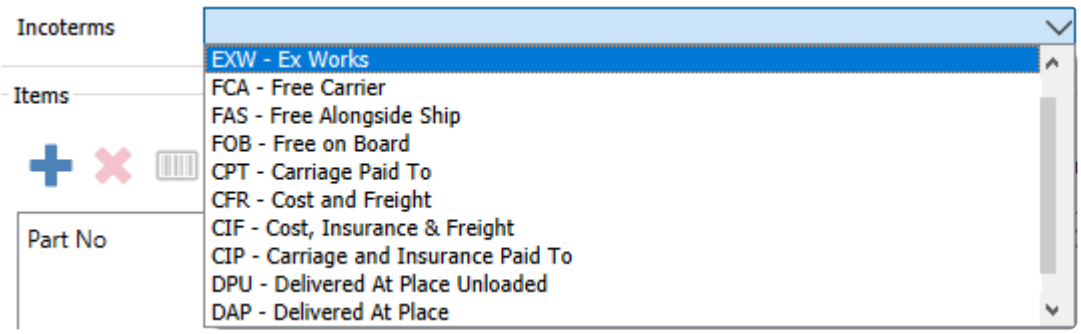
Post to Accounts Payable – When enabled (recommended), receiving purchase orders will generate entries in Accounts Payable and General Ledger. The inventory receipts on POs will be accrued if received before obtaining the vendors invoice. Once the invoice is received, the AP entry is done from within the PO and the accrual is reversed. If the invoice is available on receipt of inventory, then the AP entry is posted without the accrual.

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

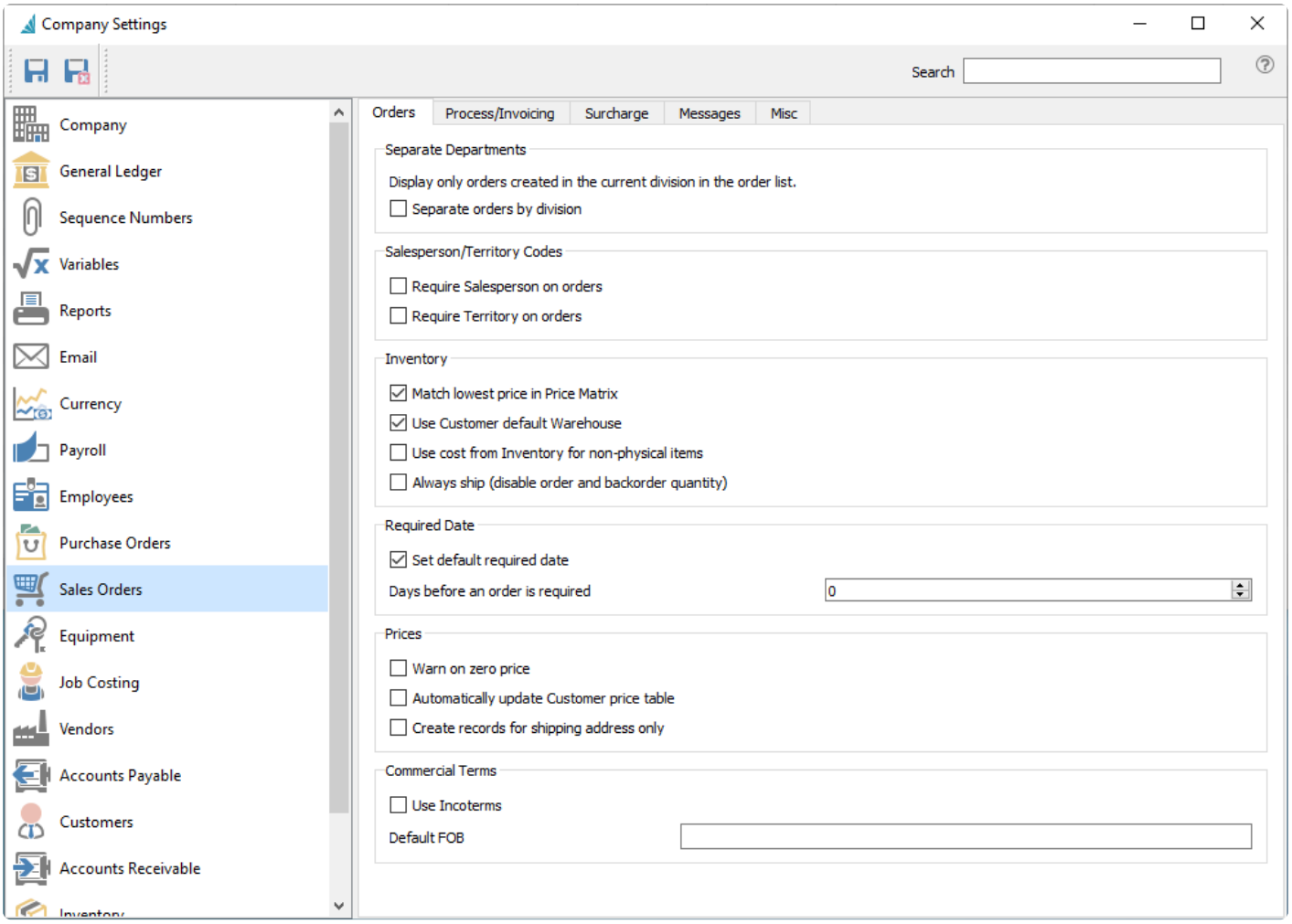
Include vendor freight in landed cost – If checked, purchase orders accrue freight and duty on receiving.

Warehouse/Purchasing Taxes – Set the default tax jurisdictions that get added to a warehouse when they are created.

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



Sales Orders



Orders Tab

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

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

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

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

Use customer's default warehouse – If this is selected, the warehouse that is set on the customer record will be the default on new sales orders, instead of the active warehouse on the Change Location screen, initially loaded from the User Settings / General area.

Use cost from inventory for non-physical items – If enabled, the cost on new sales order details for non-physical items will be loaded from the inventory item. If this option is not enabled, the default cost will be

zero but the user will be able to edit it, even if User Security is defined to not allow editing costs.

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

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

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

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

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

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

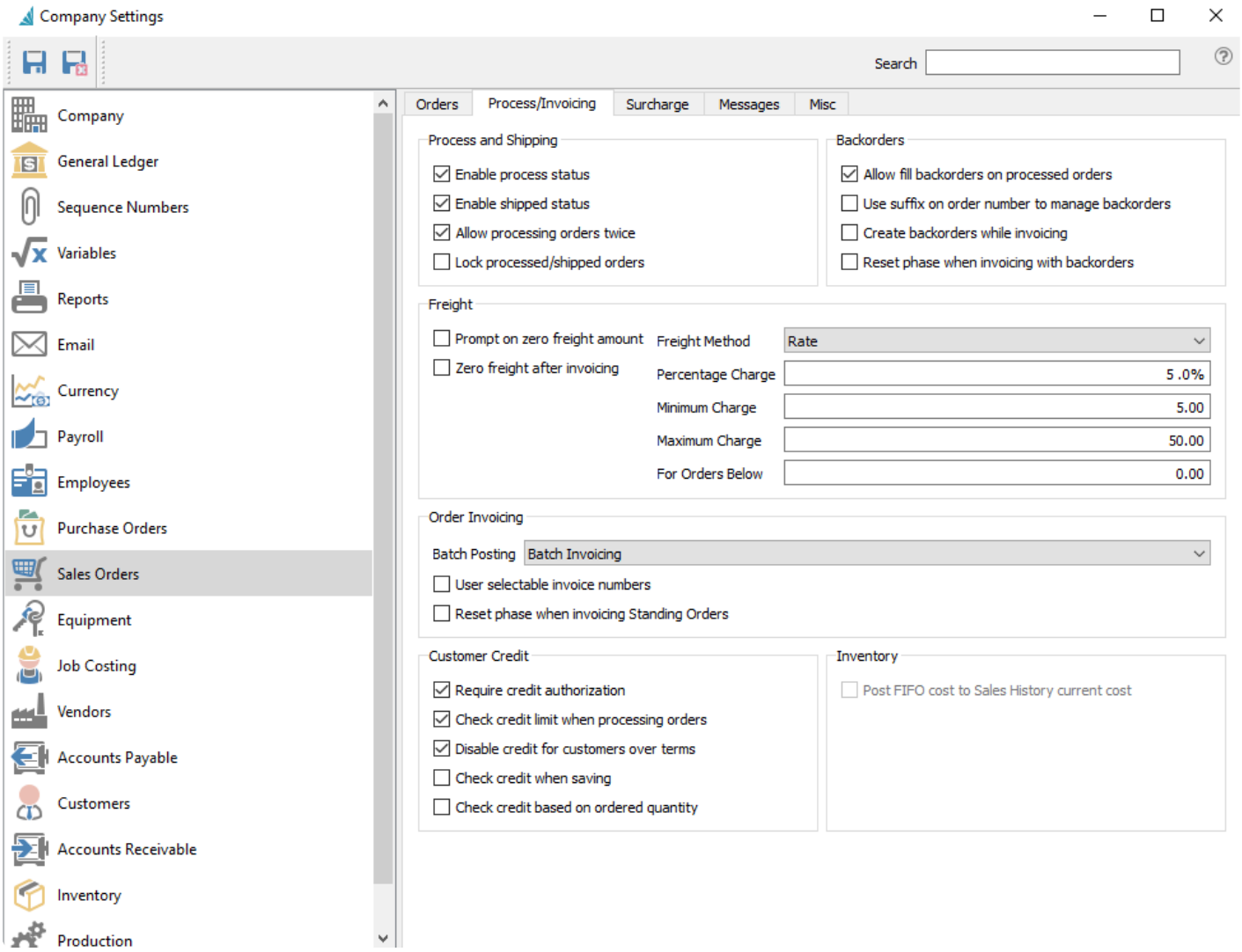
> ! BE CAREFUL because if you sell to the customer at a onetime low or zero price, it will remember it.

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

Use Incoterms – If selected, Incoterms will be enabled

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

Processing / Invoicing



Process and Shipping

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

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

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

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

Backorders

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

> Not recommended as the order may already be picked.

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

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

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

Freight

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

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

Freight Method –

- Prompt – User fills in the Freight amount on each order, rather than automatically calculate it.
- Fixed – A specific Freight amount determined from the Sales Order subtotal. The minimum amount is charged when the subtotal is less than the Orders Below threshold, and the maximum amount is charged when the subtotal is equal to or greater than the Orders Below threshold.
- Rate – A calculated Freight amount determined from the Sales Order subtotal times the Percentage Charge. The Freight amount will equal the Minimum Charge when the calculation is less than this, or equal to the Maximum Charge when the calculation exceeds this. If the subtotal is greater than the

Orders Below threshold, no Freight is charged.

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

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

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

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

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

Order Invoicing

Batch Posting – Choose between Live Invoicing or Batch Invoicing

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

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

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

Customer Credit

Require credit authorization – Orders must be credit authorized for customers with Limited Credit before an invoice can be posted. The credit check will fail if the invoice amount plus the customer balance outstanding exceeds the credit limit. The user requires the User Setting ‘Override Orders Over Credit Limit’

to be enabled in order to post the invoice On Account. For invoicing to be prevented from override when the credit check fails, an additional User Setting for Sales Orders must be configured; Invoice Orders should be set to Disallow Over Limit.

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

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

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

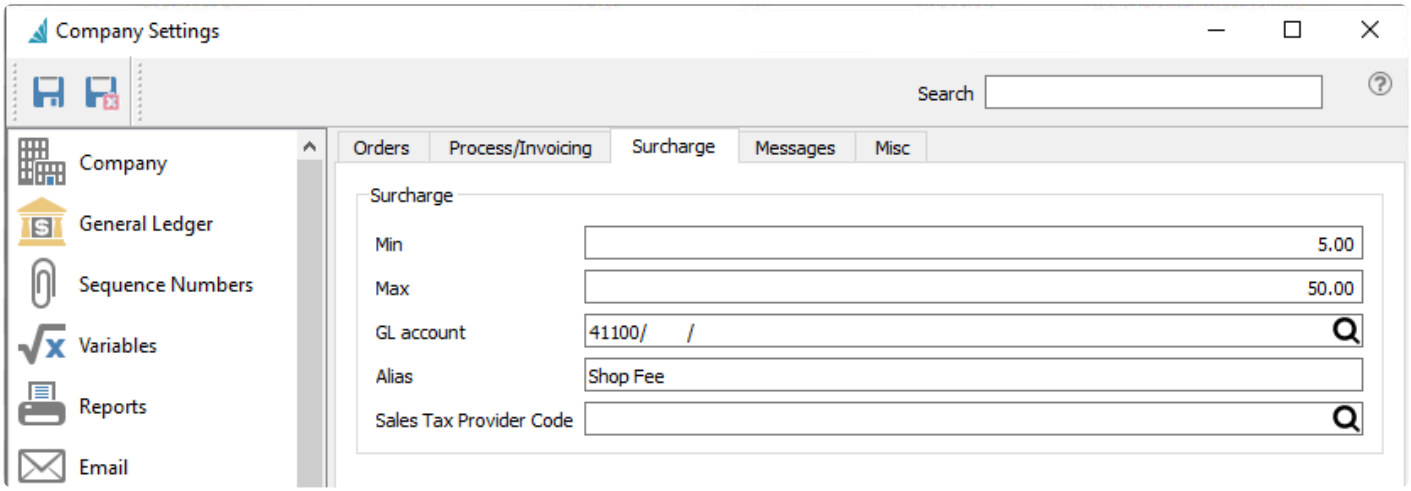
Check credit based on ordered quantity – A credit authorization is performed based on the order value plus the customer balance outstanding exceeding the credit limit, rather than the value of just the shipped item quantities.

Inventory

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

Surcharges

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



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

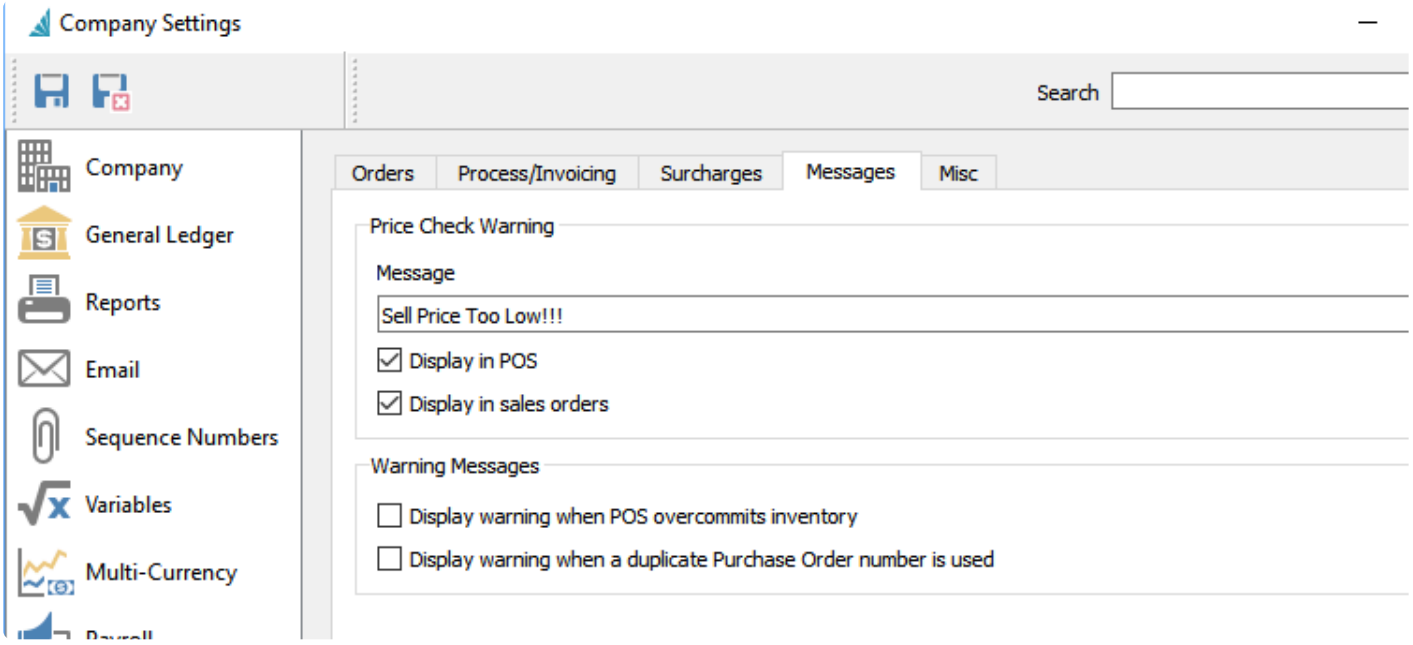
Max – Maximum amount to charge on a sales order.

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

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

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

Messages



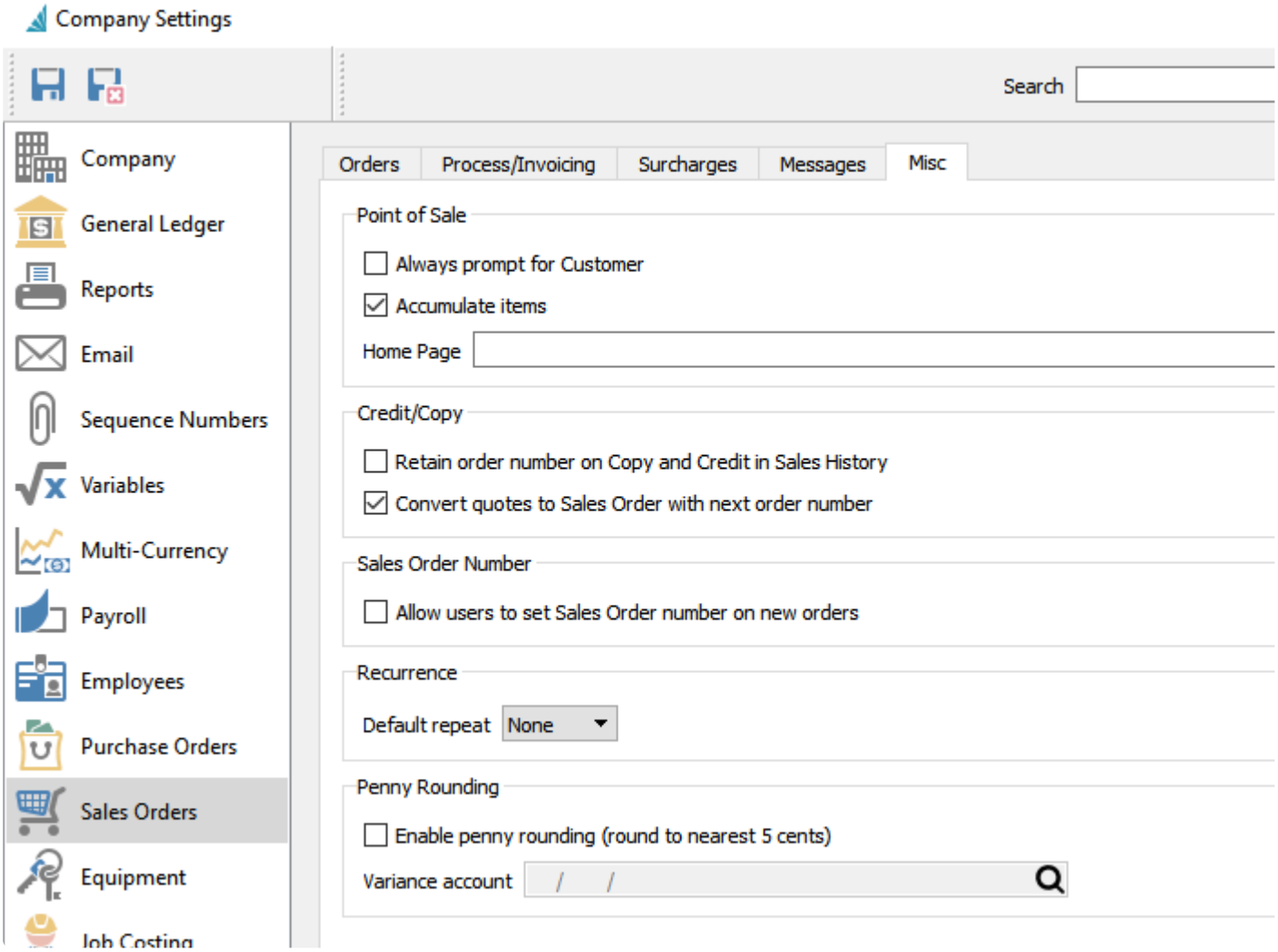
Price Check Warning – Warning to prompt the user if an item is sold below the expected margin, which is defined on the Product Code assigned to the item.

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

Warning Messages

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

Misc



Point of Sale

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

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

Home Page – An HTML location that displays a web page in the left hand pane of the POS. This is used for display ads to the screen.

Credit/Copy

Retain Order number on Copy and Credit in Sales History – When enabled, the order number from the

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

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

Sales Order Number

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

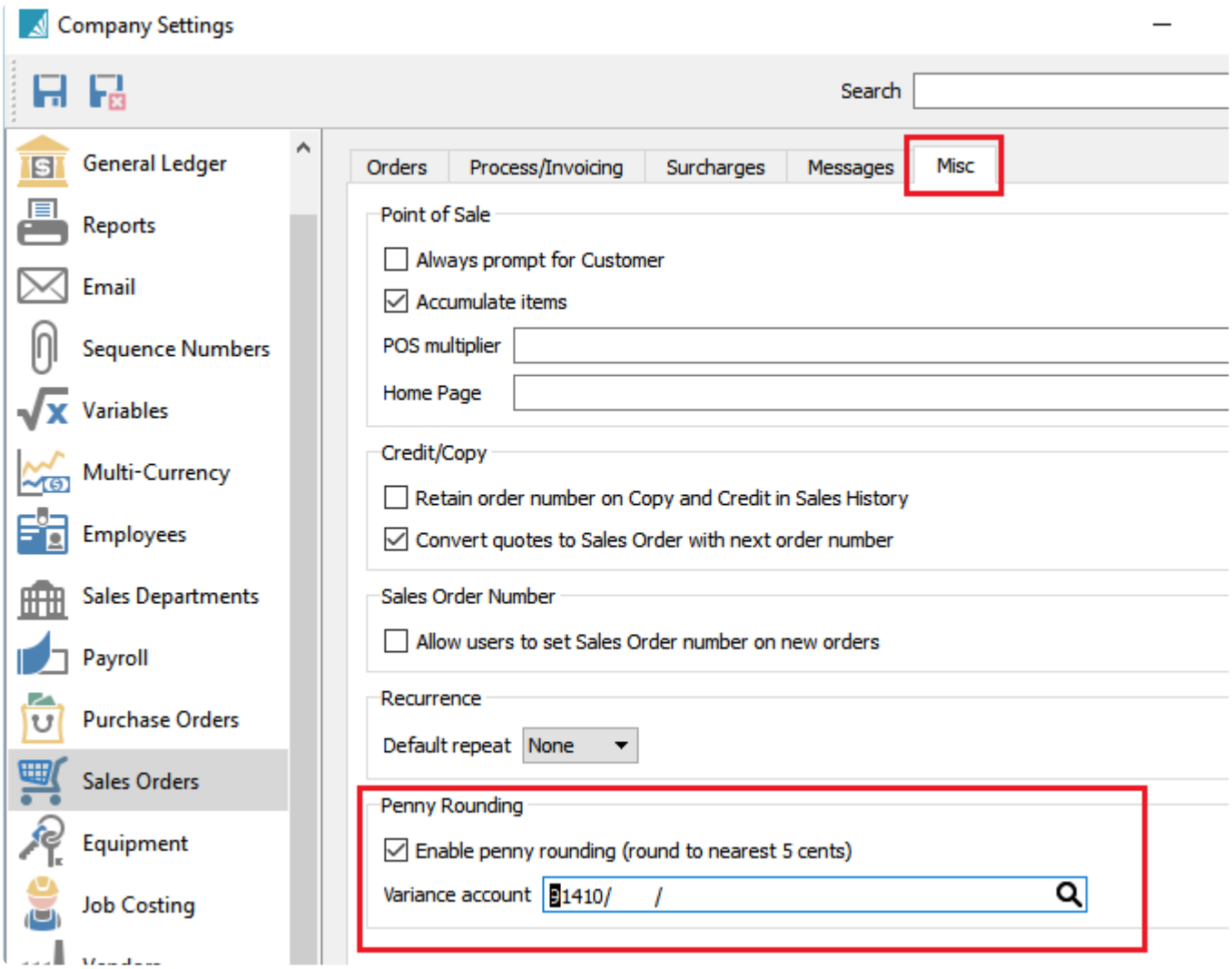
Recurrence

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

Penny Rounding

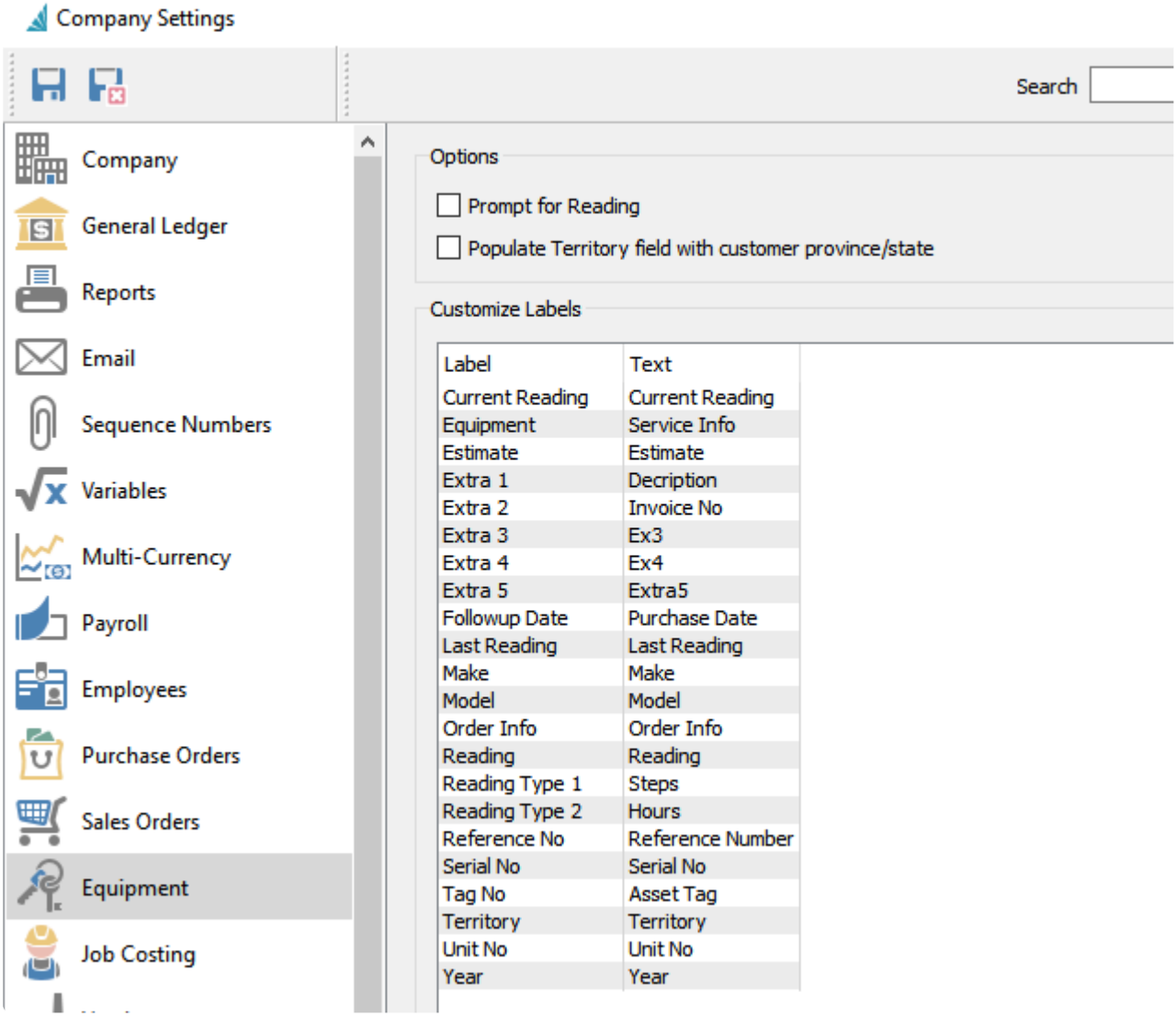
Enable penny rounding (round to nearest 5 cents) – This setting rounds cash payments for Sales and POS invoices to the nearest 5 cents.

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


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

Equipment

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



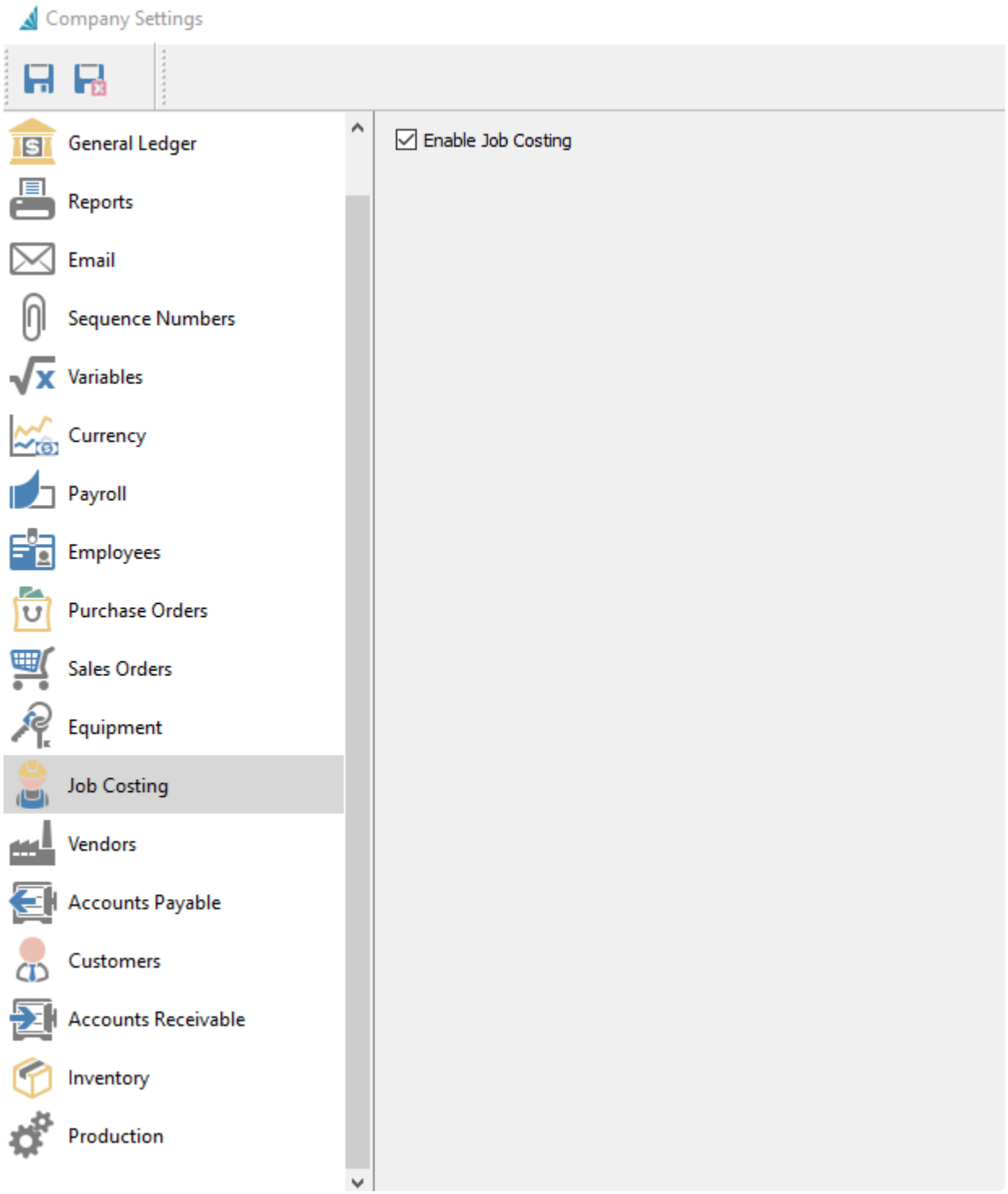
Prompt for Reading – When enabled, creating a Work Order and selecting an Equipment number on the Service Info tab requires a Current Reading value. If a Reading is not entered, an error will appear and prevent saving the order.

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

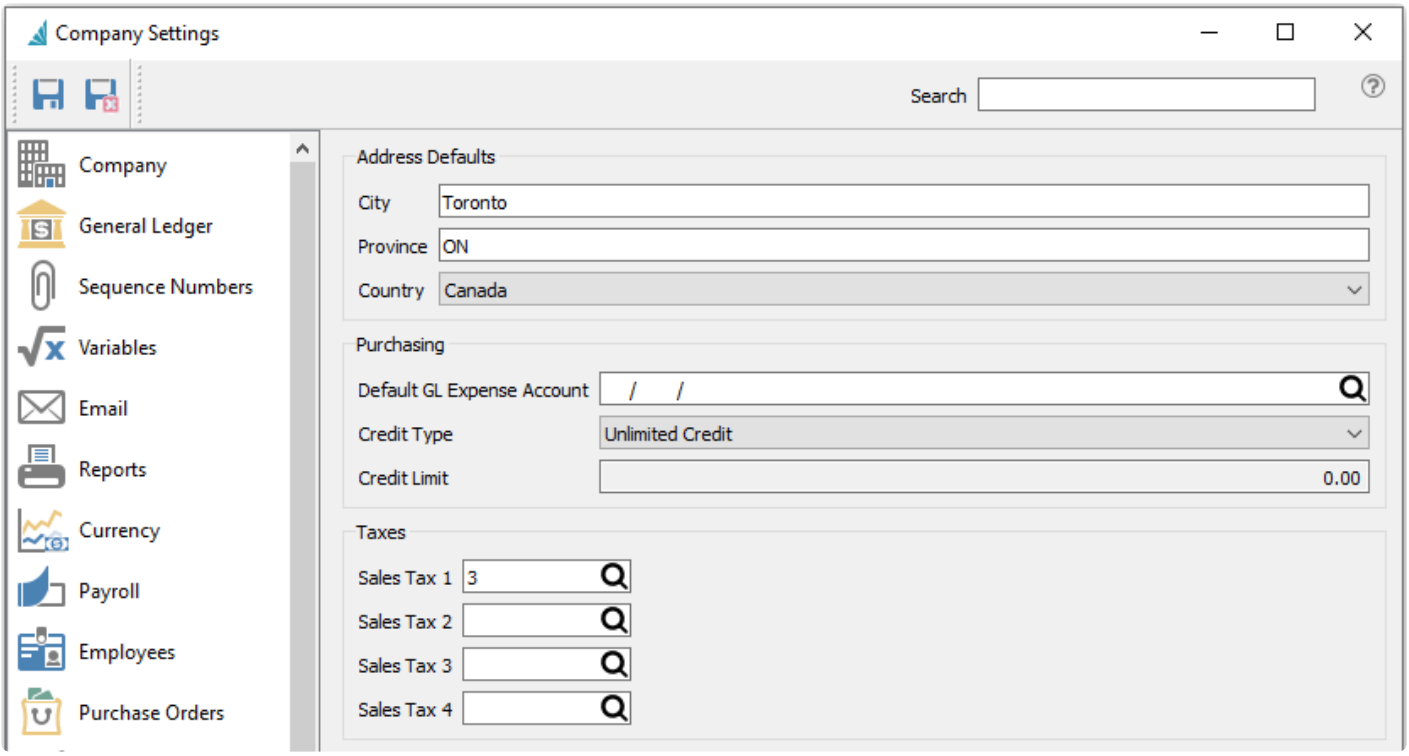
Label – The name of the field as it is stored in the database
Text – The name that appears on screen and what is printed on default reports. Click into a cell to enter the desired screen label.

Job Costing

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



Vendors



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

Purchasing

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

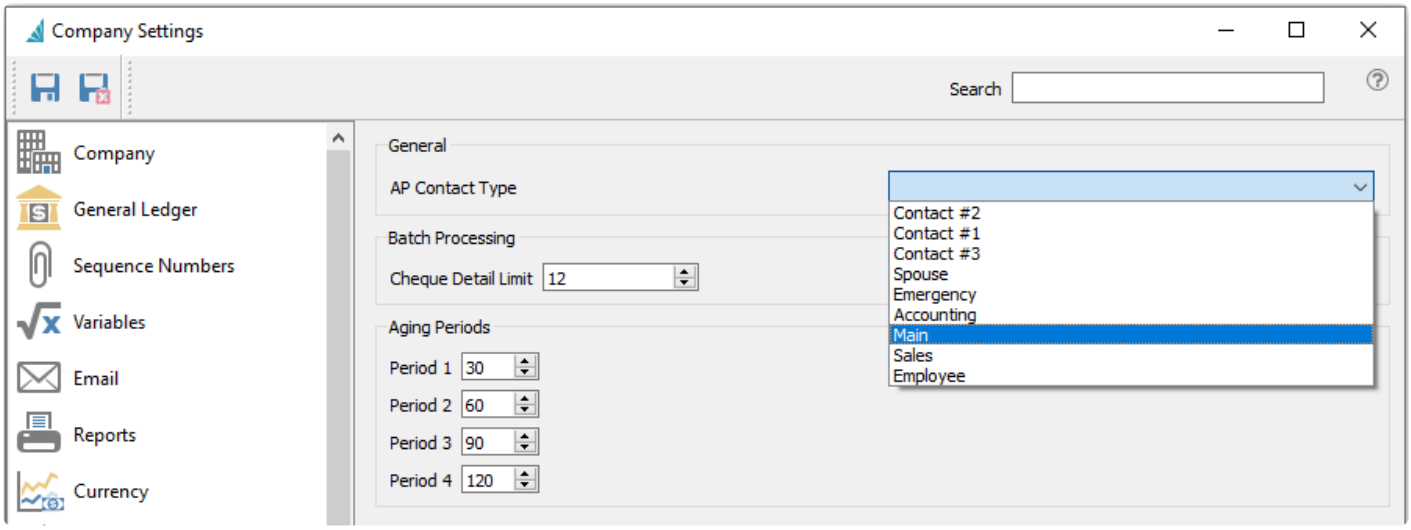
Credit Type – Default credit type for a new vendor. Choose either No Credit, Unlimited or Limited.

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

Taxes

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

Accounts Payable



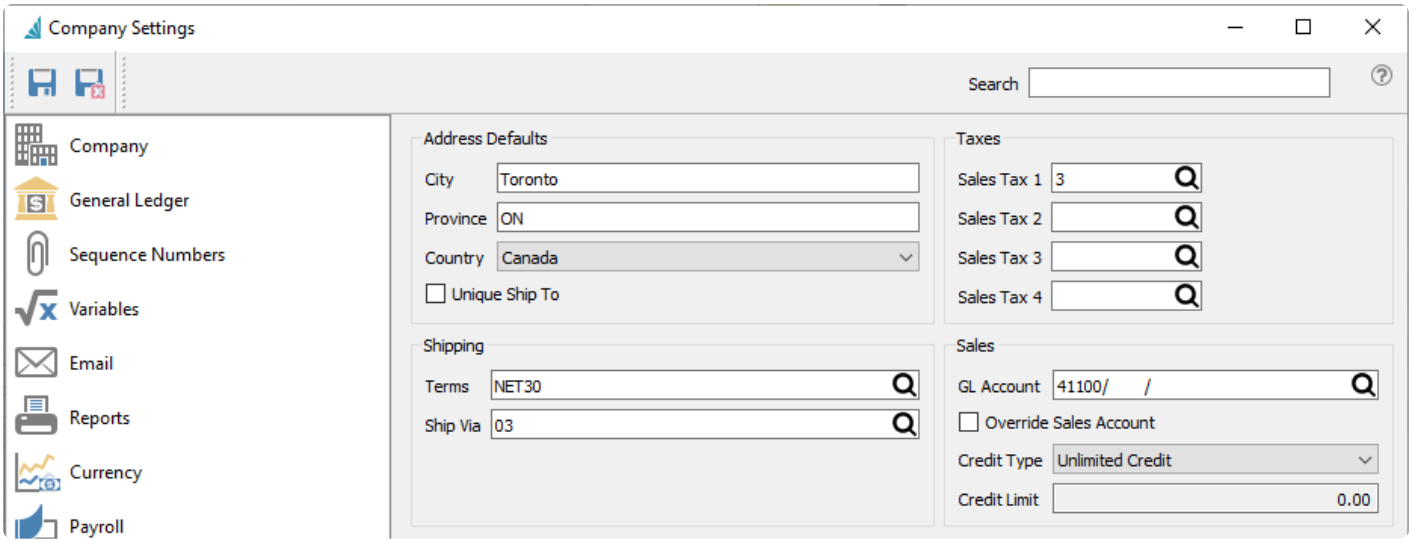
AP Contact Type – The Contact Type set here is used for Accounts Payable Reports and for display in the Contact section when opening a vendor from the Accounts Payable module.

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

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

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

Customers



Address Defaults

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

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

Shipping

Terms – Default terms code assigned to a new customer.

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

Taxes

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

Sales

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

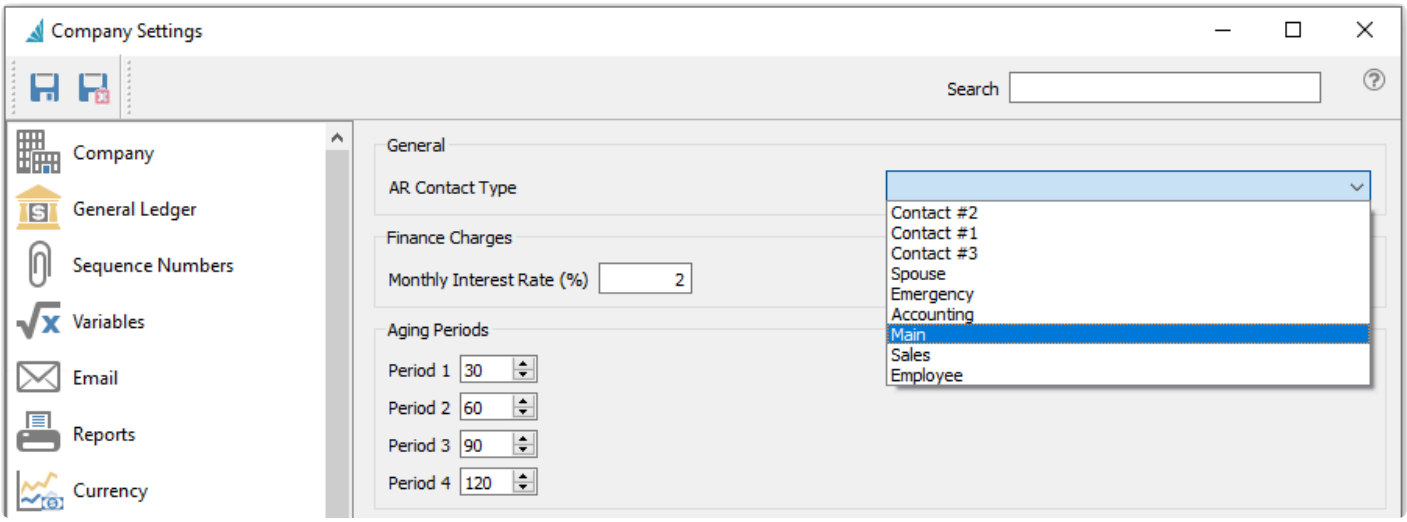
Override Sales Account – Enable to reveal a Revenue GL account on the Order Defaults tab within Edit Customers. This account will be used as the revenue GL account on Sales Order details, overriding the account defined in the inventory item sales department. This account was also be used for the revenue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

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

Limited Credit.

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

Accounts Receivable



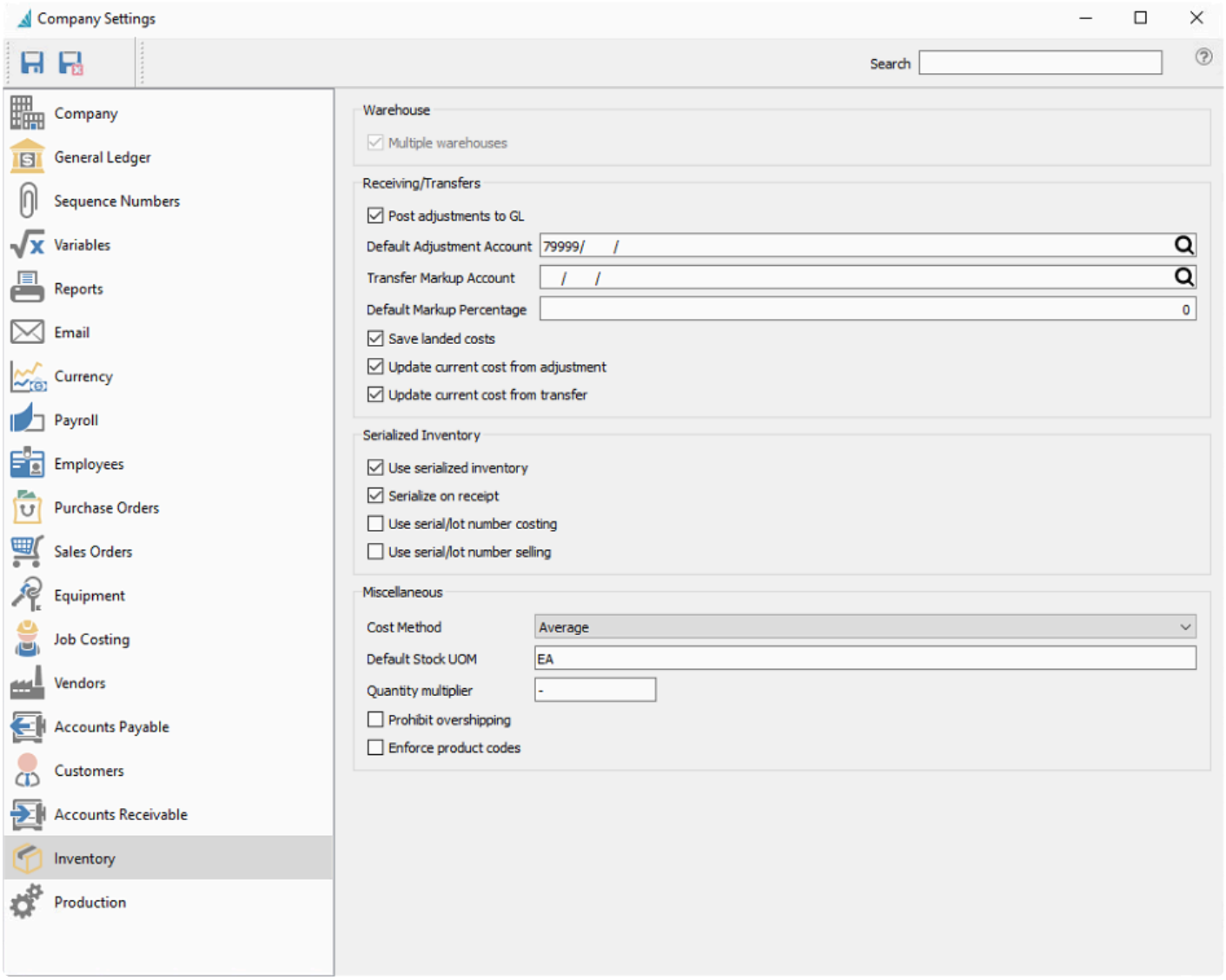
AR Contact Type – The Contact Type set here is used for Accounts Receivable Reports, the Customer Mail Merge, and for display in the Contact section when opening a customer from the Accounts Receivable module.

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

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

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

Inventory



Warehouse

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

Receiving/Transfers

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

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

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

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

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

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

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

Serialized Inventory

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

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

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

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

Use serial/lot number selling – Sell price will come from the individual serial/lot number instead of the inventory item.

Miscellaneous

Cost Method – Choose Average or FIFO. Average costing determines the cost of sales based on the average cost of all items purchased. FIFO (First In, First Out) costing determines the cost of sales based on the unit cost of the oldest purchase order. These costs will be different only if stock on hand was received in multiple purchases that had different unit costs.

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

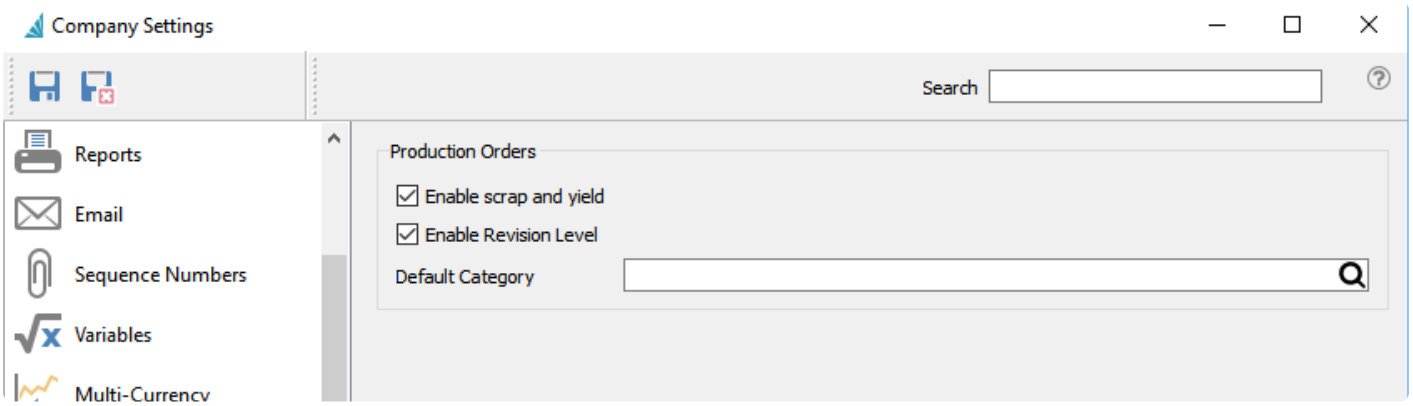
Quantity multiplier – The user can use a shortcut character to multiply an item in POS. ie. if the multiplier is set to * then when 6 of an item are required the user would enter 6* and then scan or type the item.

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



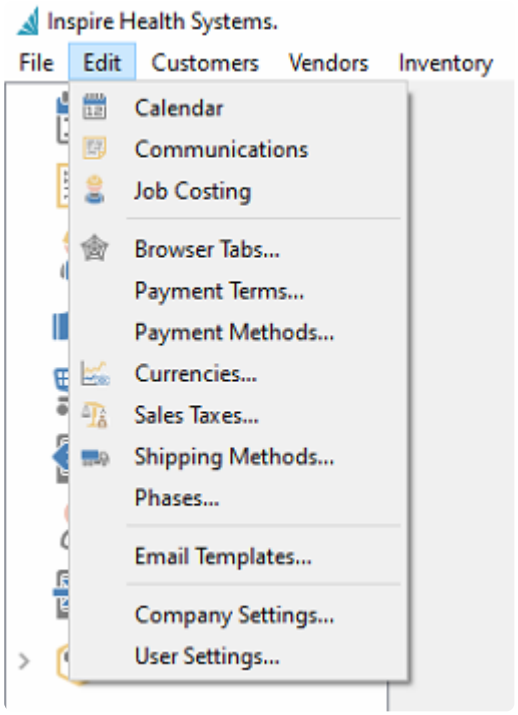
Enable Scrap and Yield – Enable if scrap and yield need to be tracked.

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

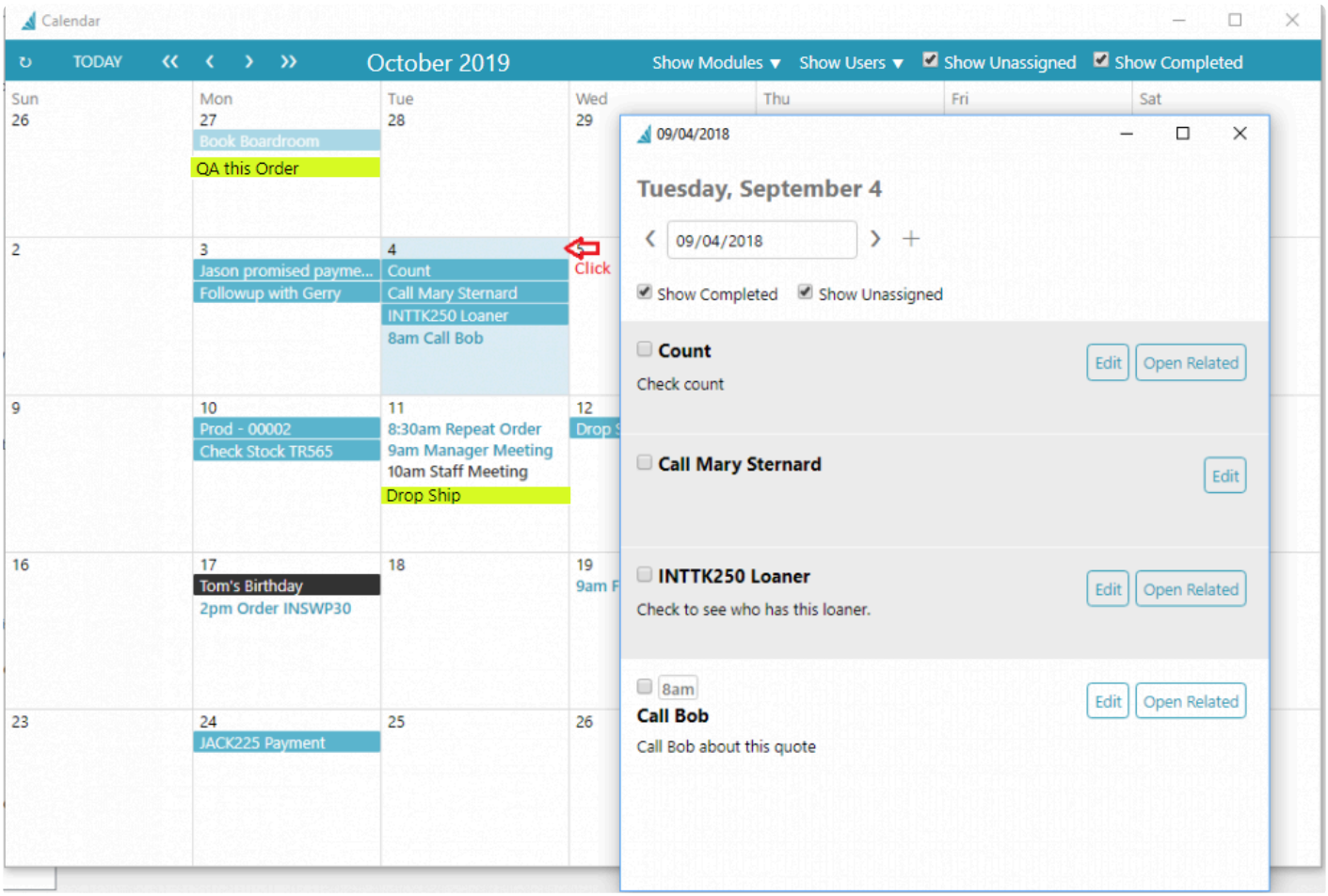
These setup items are found under Edit.



Calendar

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

Read the full Calendar instructions here.

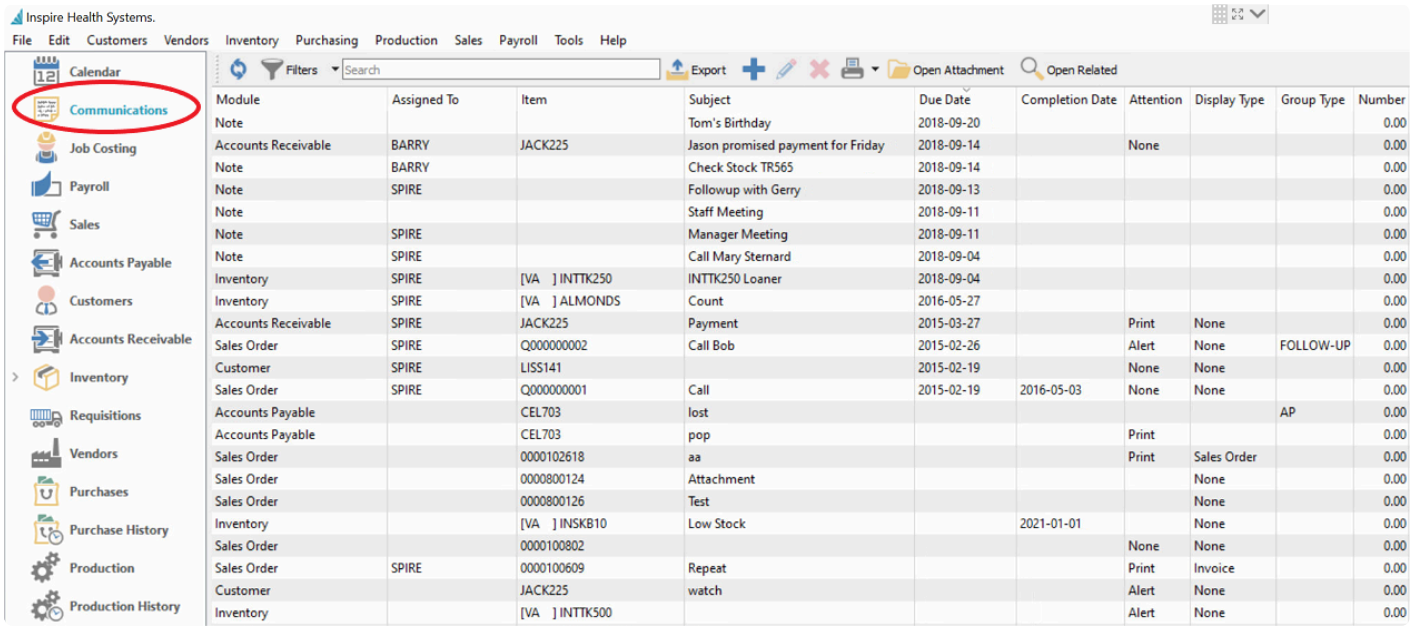


Communications

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

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

Read the full Communications instructions here.



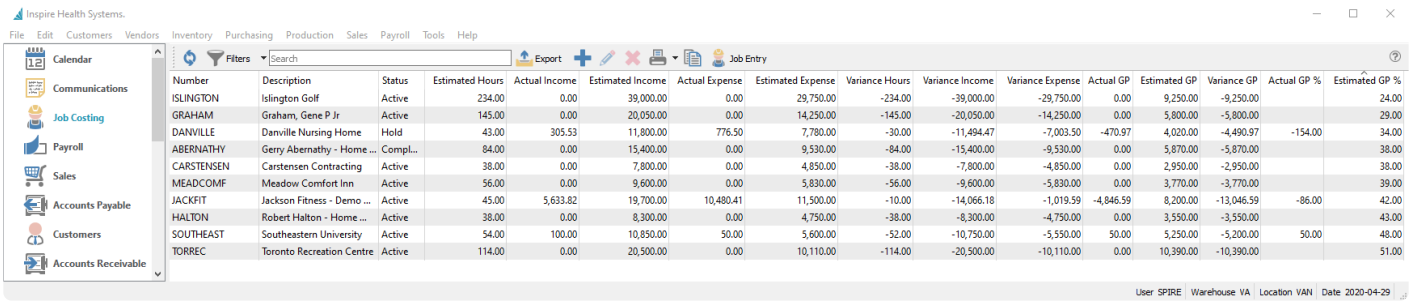
Module	Assigned To	Item	Subject	Due Date	Completion Date	Attention	Display Type	Group Type	Number
Note			Tom's Birthday	2018-09-20					0.00
Accounts Receivable	BARRY	JACK225	Jason promised payment for Friday	2018-09-14		None			0.00
Note	BARRY		Check Stock TR565	2018-09-14					0.00
Note	SPIRE		Followup with Gerry	2018-09-13					0.00
Note			Staff Meeting	2018-09-11					0.00
Note	SPIRE		Manager Meeting	2018-09-11					0.00
Note	SPIRE		Call Mary Sternard	2018-09-04					0.00
Inventory	SPIRE	[VA] INTTK250	INTTK250 Loaner	2018-09-04					0.00
Inventory	SPIRE	[VA] ALMONDS	Count	2016-05-27					0.00
Accounts Receivable	SPIRE	JACK225	Payment	2015-03-27		Print	None		0.00
Sales Order	SPIRE	Q000000002	Call Bob	2015-02-26		Alert	None	FOLLOW-UP	0.00
Customer	SPIRE	LISS141		2015-02-19		None	None		0.00
Sales Order	SPIRE	Q000000001	Call	2015-02-19	2016-05-03	None	None		0.00
Accounts Payable		CEL703	lost					AP	0.00
Accounts Payable		CEL703	pop			Print			0.00
Sales Order		0000102618	aa			Print	Sales Order		0.00
Sales Order		0000800124	Attachment				None		0.00
Sales Order		0000800126	Test				None		0.00
Inventory		[VA] INSKB10	Low Stock		2021-01-01		None		0.00
Sales Order		0000100802				None	None		0.00
Sales Order	SPIRE	0000100609	Repeat			Print	Invoice		0.00
Customer		JACK225	watch			Alert	None		0.00
Inventory		[VA] INTTK500				Alert	None		0.00

Job Costing

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

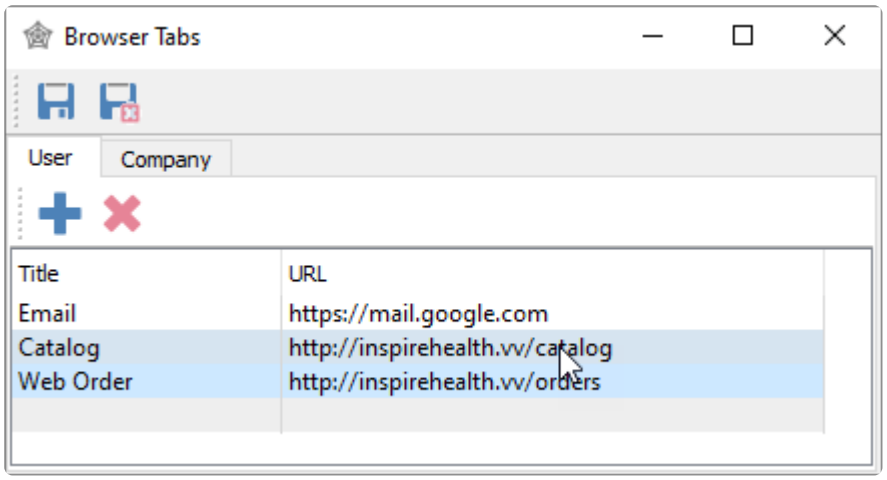
You can open the list of active jobs either from the Edit menu or the Module list on the left side.

[Read the full Job Costing Instructions here.]



Browser Tabs

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.



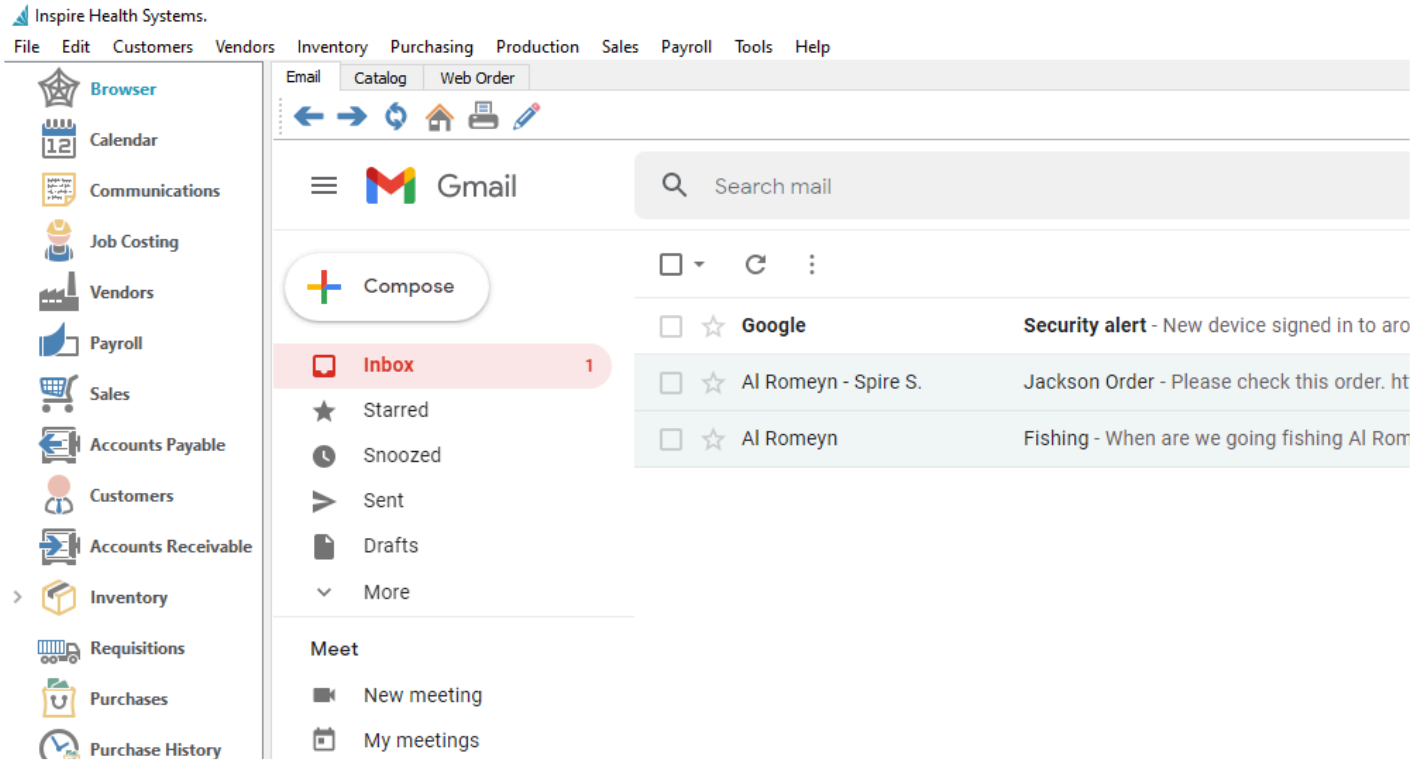
User tab – Web page URLs listed here will be for the specific User.

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

Company tab – Web page URLs listed here will be for all Users.

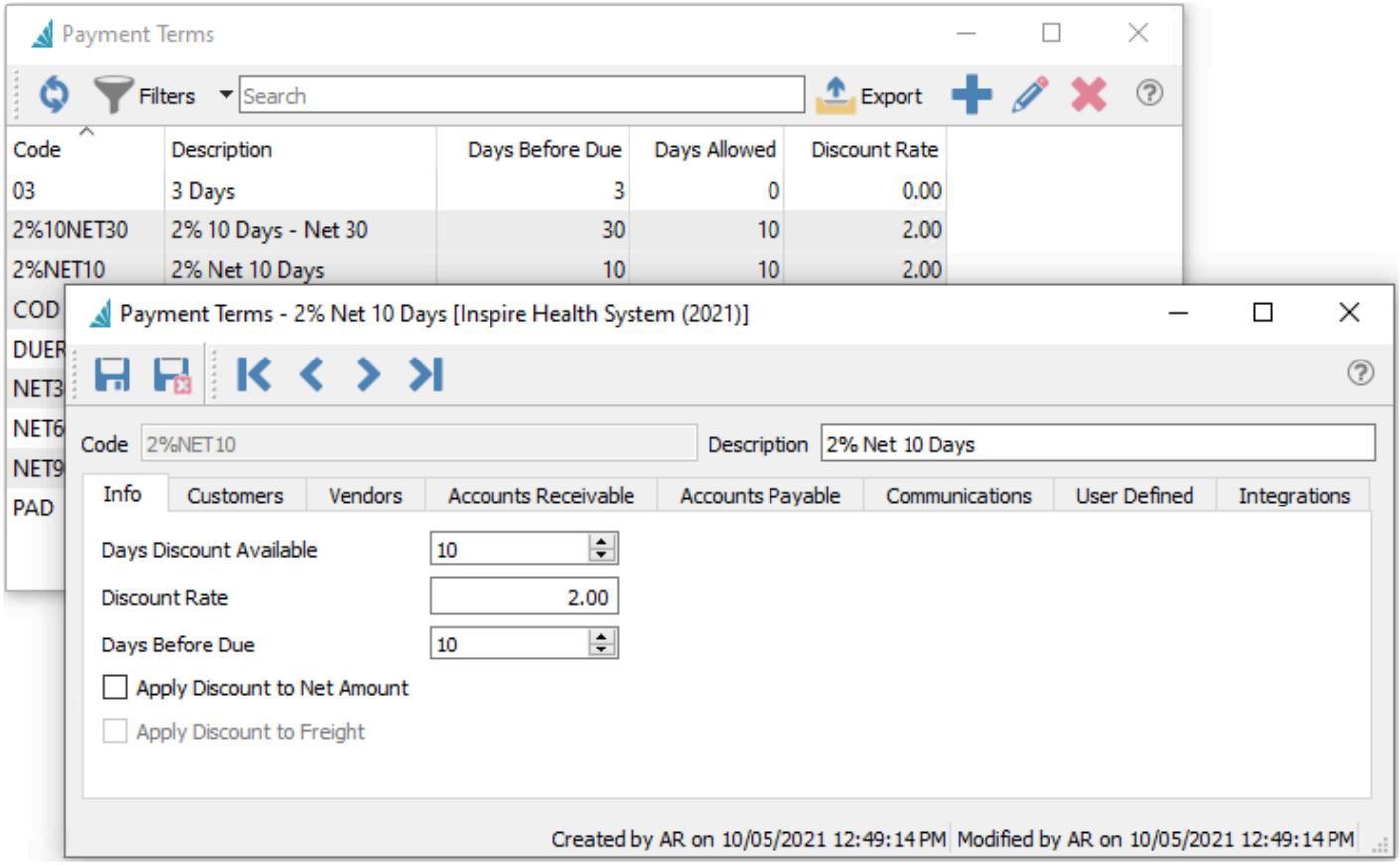
Using the Browser

When the Browser module is active, the defined web pages for both Company and User will be displayed as tab names at the top. Select a tab to load the respective website.


Inspire Health Systems.
File Edit Customers Vendors Inventory Purchasing Production Sales Payroll Tools Help
Browser
Calendar
Communications
Job Costing
Vendors
Payroll
Sales
Accounts Payable
Customers
Accounts Receivable
Inventory
Requisitions
Purchases
Purchase History
Email Catalog Web Order
Gmail
Search mail
Compose
Inbox 1
Starred
Snoozed
Sent
Drafts
More
Meet
New meeting
My meetings
Google Security alert - New device signed in to aro
Al Romeyn - Spire S. Jackson Order - Please check this order. ht
Al Romeyn Fishing - When are we going fishing Al Rom

Payment Terms

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



Code – An alphanumeric code of up to 10 characters.

Description – Description of the terms.

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

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

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

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

Apply Discount to Freight – Include freight in the discount calculation but not taxes.

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.

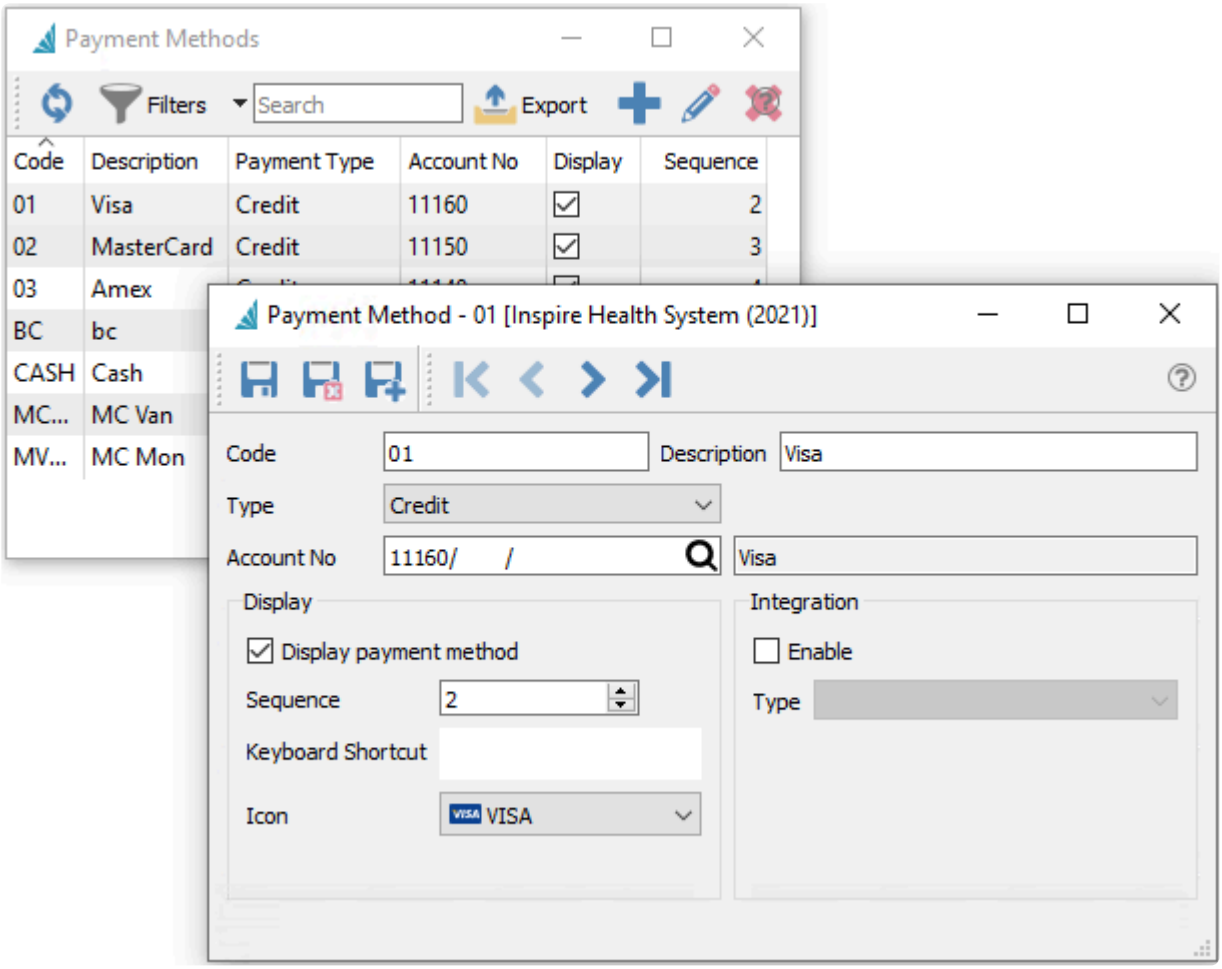
Communications – Any number of notes can be added to these terms.

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

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

Payment Methods

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



- **Code** – An alphanumeric code up to 10 characters.
- **Description** – Description of the payment method
- **Payment Type** – Choose from Cash, Check, Credit, Debit or Other. The choice will affect other visible information and features.
- **Account No** – The Ledger account posted to by the payment.

Display

- **Display** – When enabled, the payment method will be displayed to users within both Sales Orders and Accounts Receivable payments.
- **Sequence** – The order in which to display the methods, from 1 to 99. Smaller numbers are listed higher.
- **Keyboard Shortcut** – The key that invokes the payment method in sales order payments.
- **Icon** – An icon for the method to display on payment screens for sales orders.

Integration

- **Enable** – When the Payment Type is Credit, this payment method can use an integrated payment processor.
- **Type** – Choose from Integrated credit card processor or External terminal.

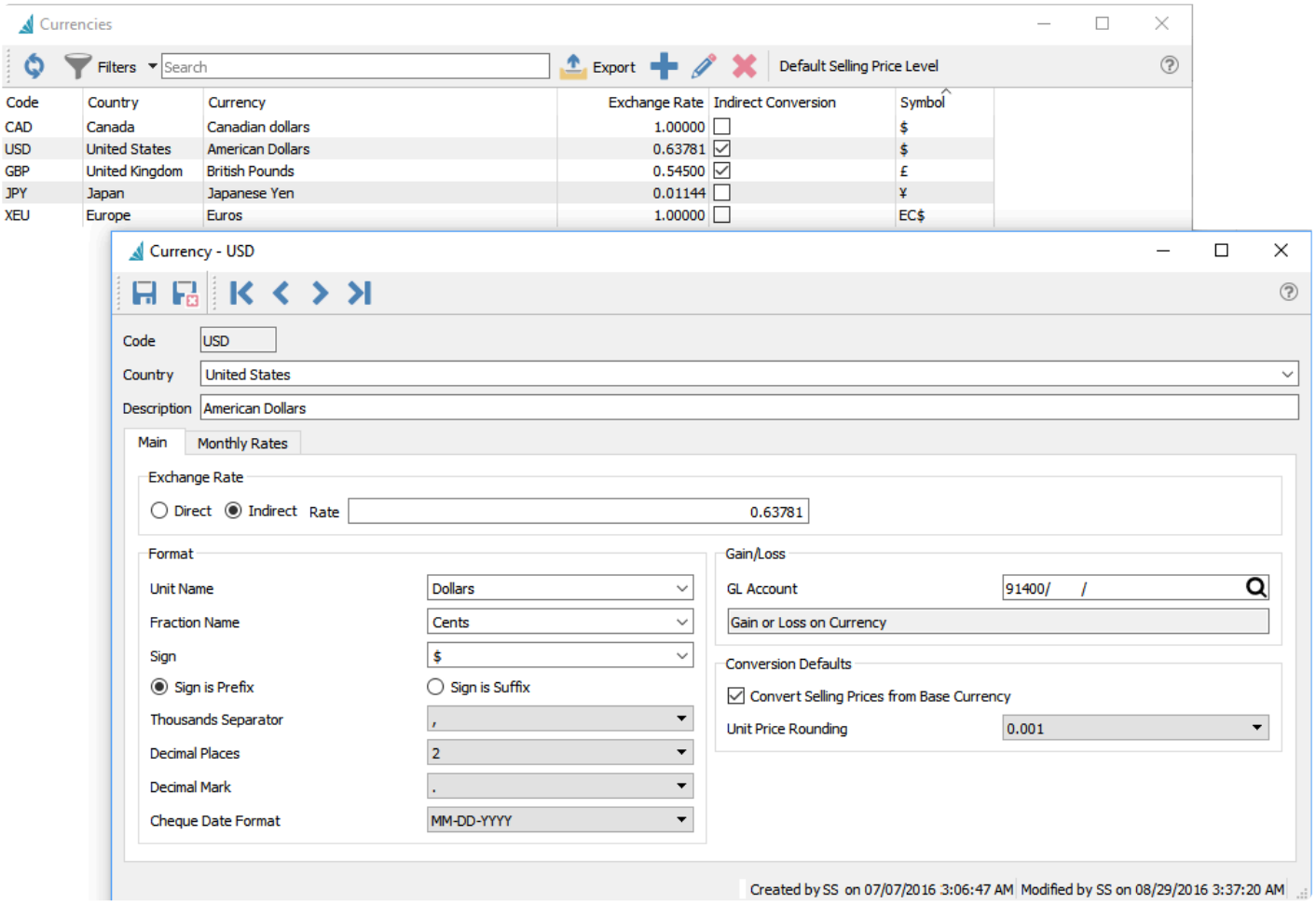
If payment type is set to ‘Cash’, payment amounts can be rounded to the nearest .05 on sales and POS orders. To activate this, edit Company Settings/Sales Orders/Misc and select “Enable penny rounding”. Also enter a variance GL account to post the difference.

Currencies

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

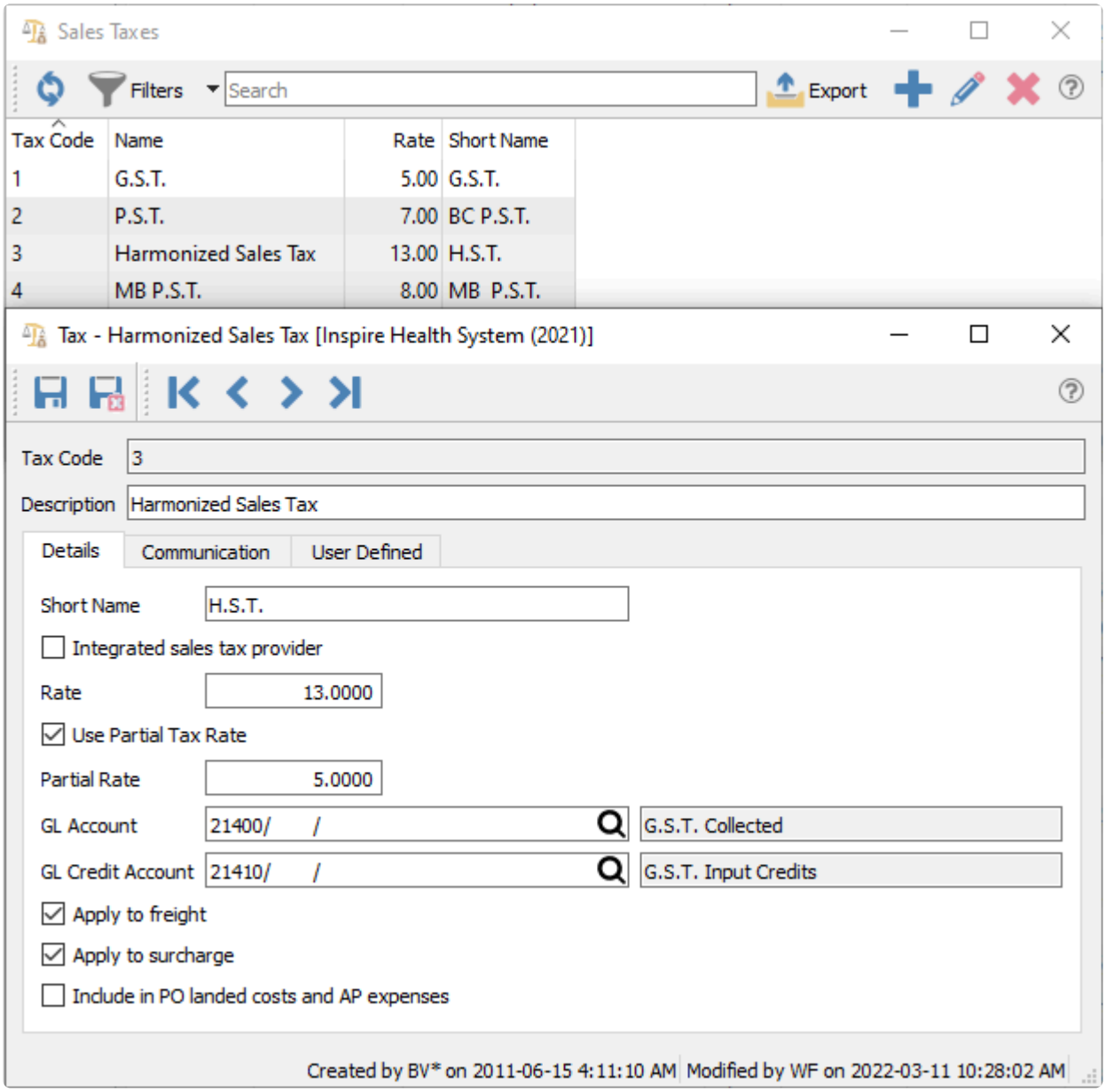
You can open the list of currencies from the Edit menu, to add new currencies or maintain formatting and monthly rates.

Read the full Multi-Currency Instructions here.



Sales Taxes

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



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

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

Short Name – Name that shows as the field label on sales orders, purchase orders, AR and AP.

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

Rate – The percentage rate to charge for this tax.

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

> **Note:** When using "Partial Tax Rate", any Inventory item 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 a partial rate is allowed here and determined to be required on the transaction.

GL Account – The Ledger account this tax is posted 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 – Include freight charges in the tax base used for calculating the tax amount for the transaction.

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

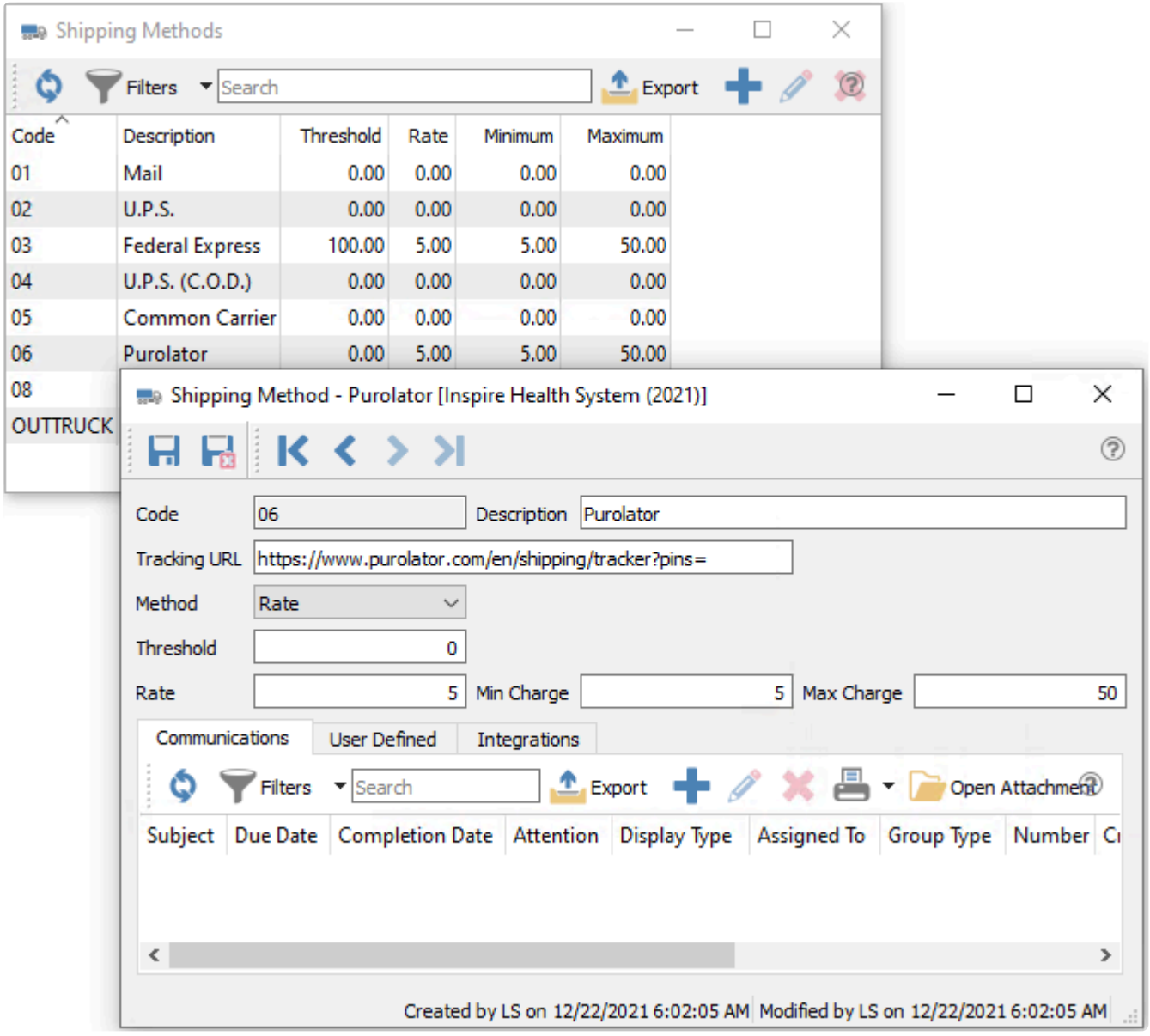
Include in PO landed costs and AP expenses – When this is checked and the tax is on a purchase order, this tax will be added to the cost of the items on the PO. If un-checked then the tax will be posted separately into the GL account selected as "GL Credit Account". When the tax is recoverable like VAT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

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)

Shipping Methods

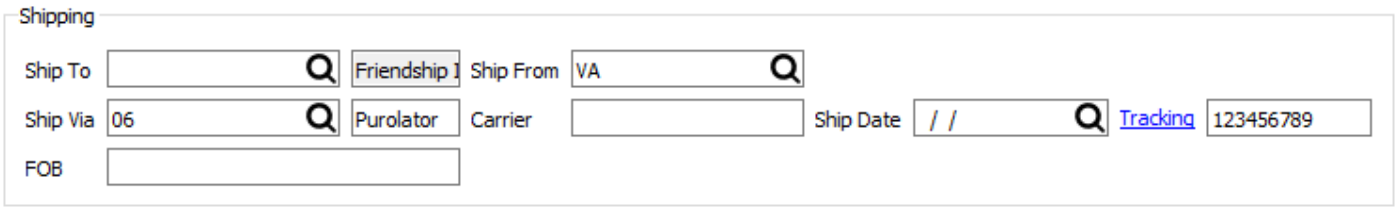
On Sales Orders and drop-ships to customers on Purchase Orders, a Shipping Method can be assigned for calculating Freight Charges and tracking the shipment online. You can open the list of shipping methods from the Edit menu.



Code – An alphanumeric code of up to 10 digits.

Description – Description of the shipping method.

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



Method – How to calculate the freight fee.

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

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

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

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

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

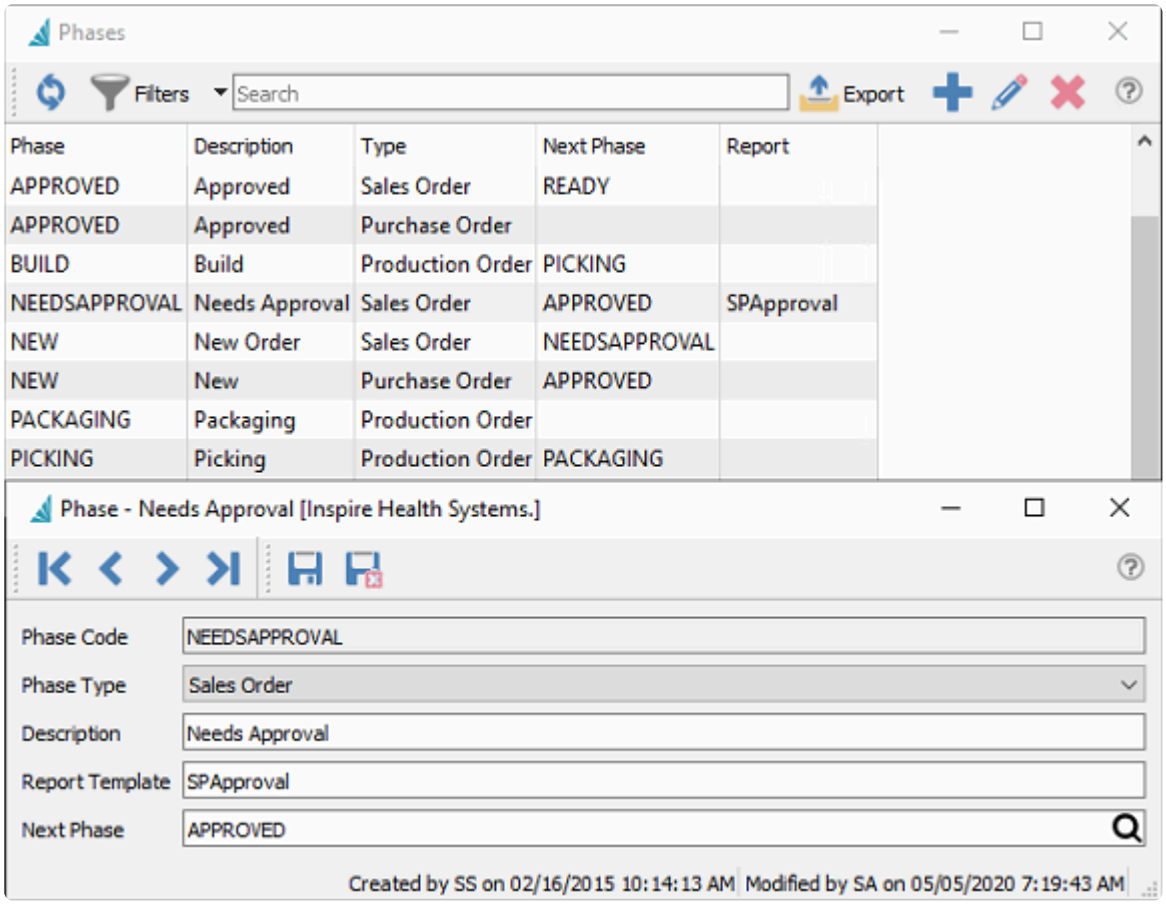
Communications – Any number of notes specific to the selected shipping method.

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

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

Phases

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



Phase Code – An alphanumeric code up to 20 characters.

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

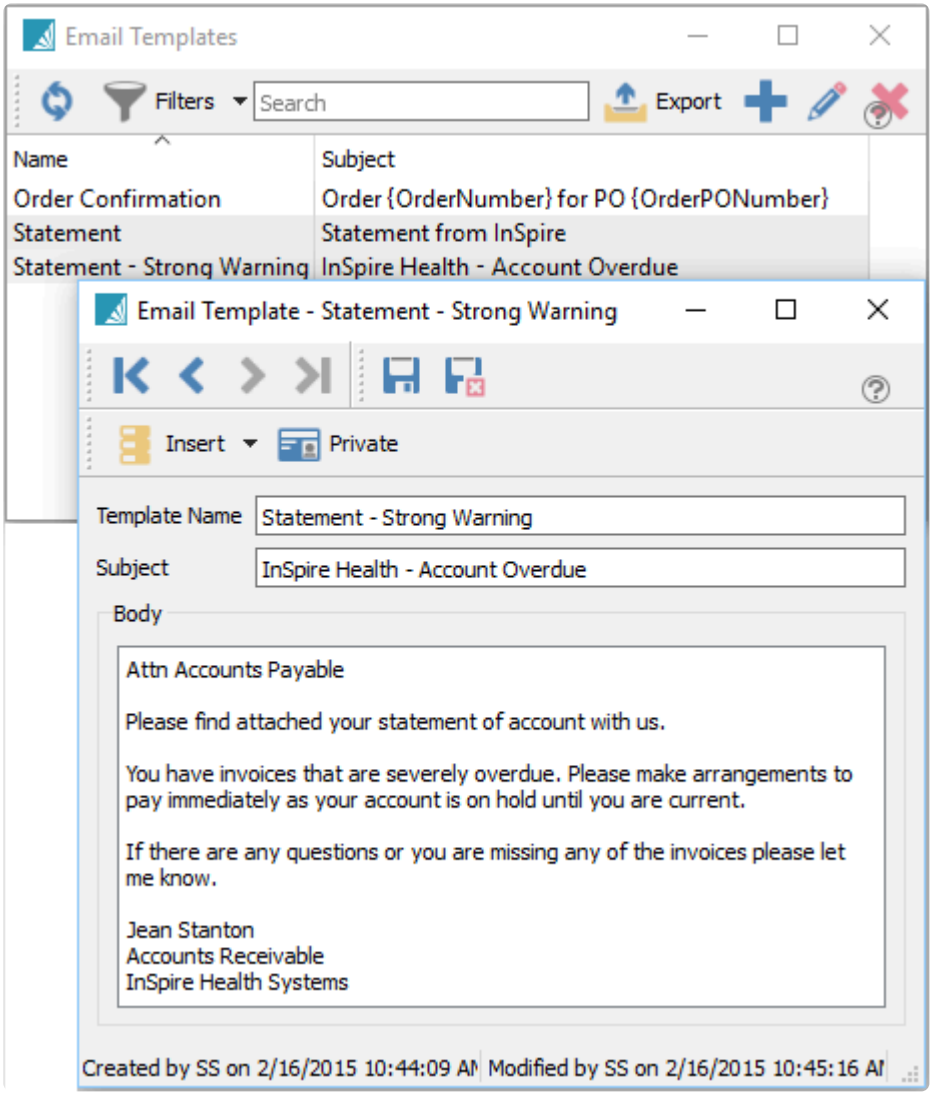
Description – A description for the phase.

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 from a pre-defined list into the template Subject or Body.

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

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

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

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

when emails are generated and sent.

> **Note:** Email Templates that use a document number merge field will not work when doing a bulk email. For example, if a Sales Order number, Invoice number, PO number, etc is used in a template and you highlight more than one record then the template will create a blank email body.

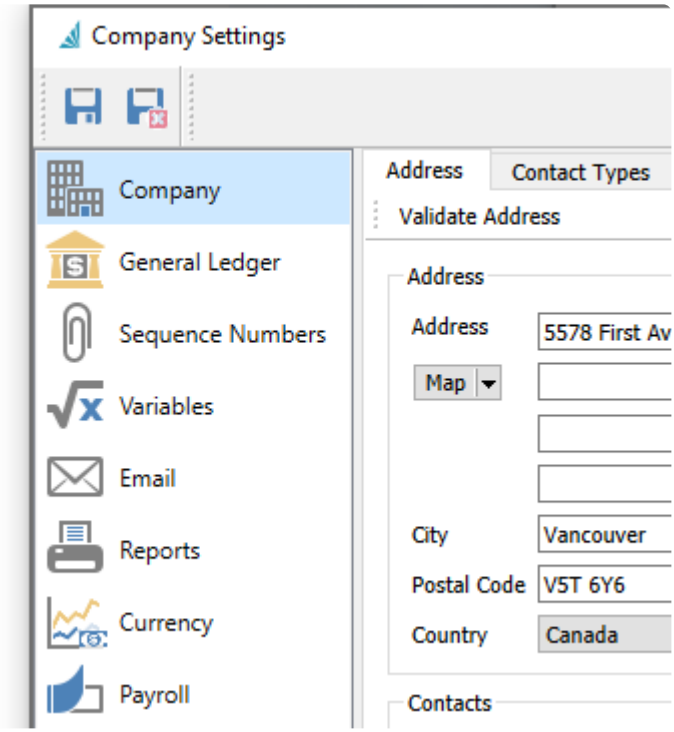
Video Instructions – Email Templates

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

Company Settings

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

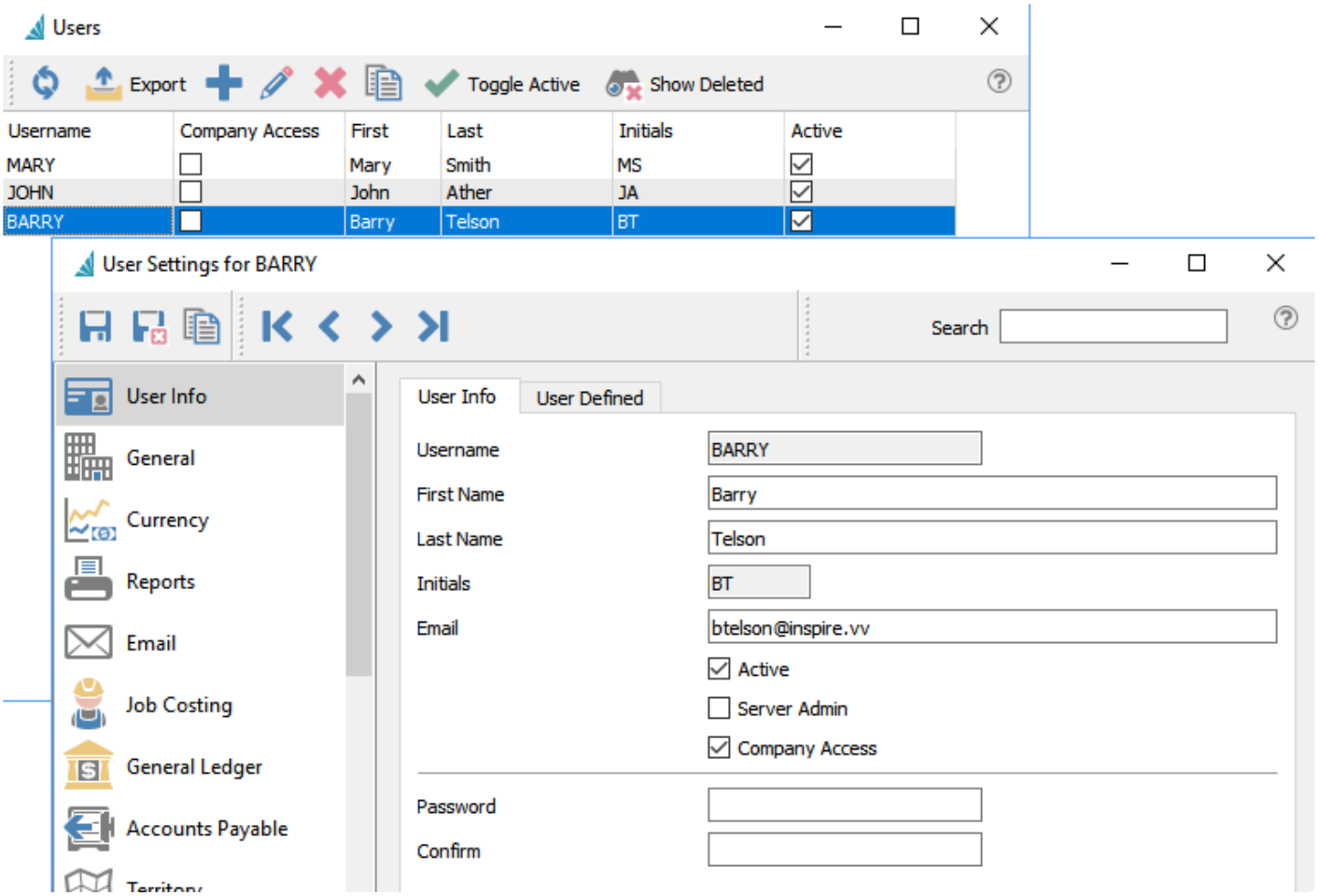
Read the full instructions here.



User Settings

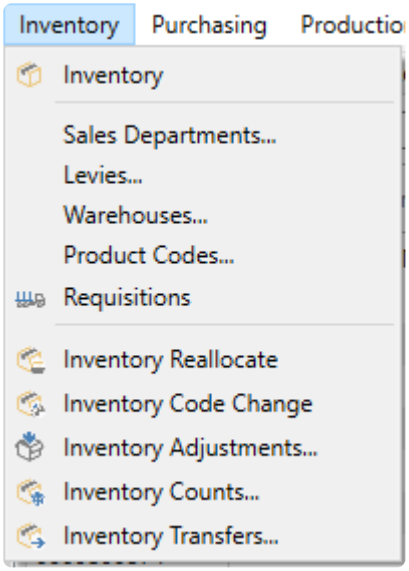
Multiple people may use Spire to perform required tasks, which may be different for each person. Some people might be restricted from doing particular tasks or from seeing certain information. Defining User Settings allows creating the various allowances and restrictions within the company and each module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

Read the full instructions here.



Inventory

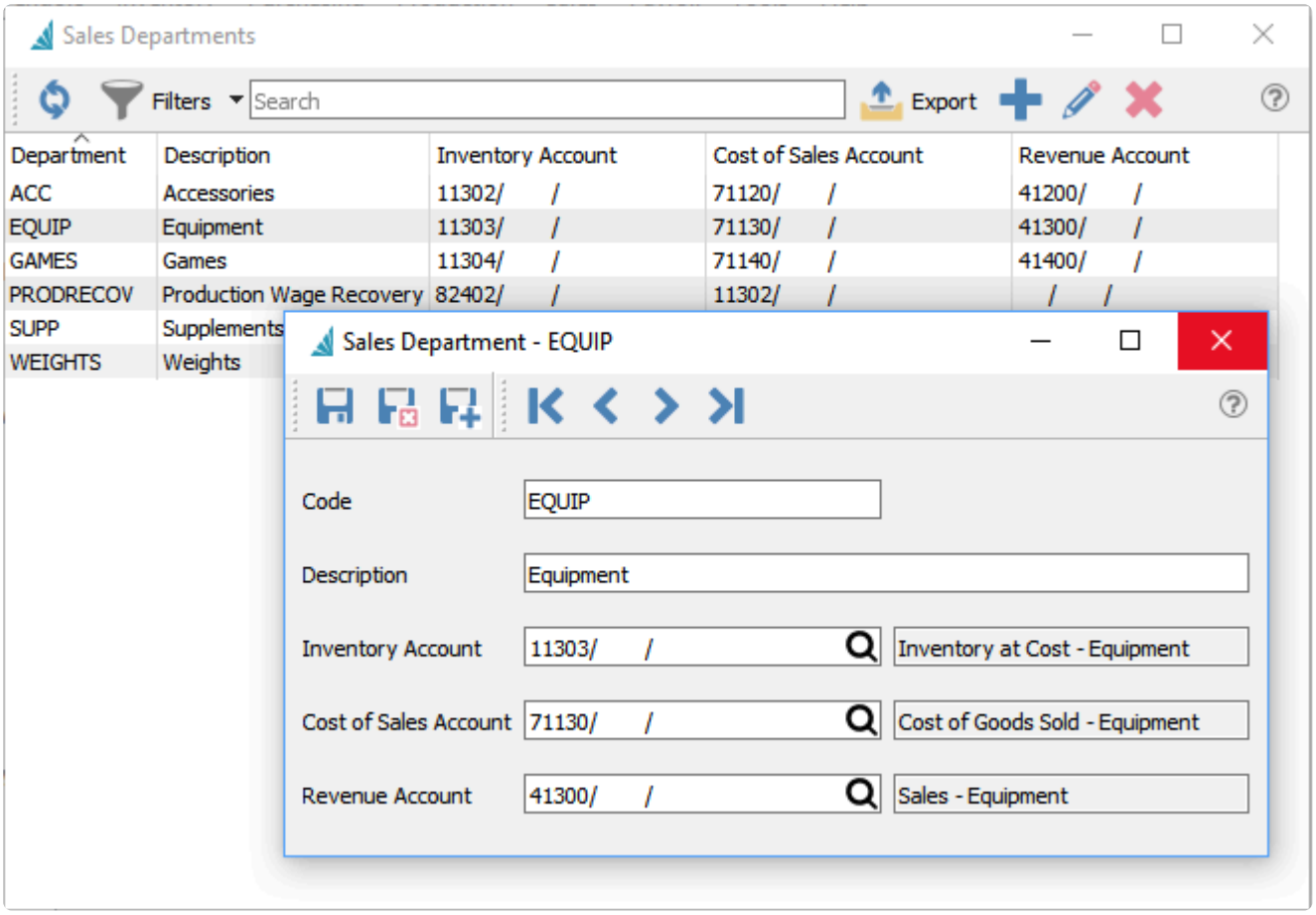
The Inventory top menu has some selections for the setup of records particular to inventory items and use.



Sales Departments

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

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



Code – An alphanumeric code up to 10 characters.

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

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

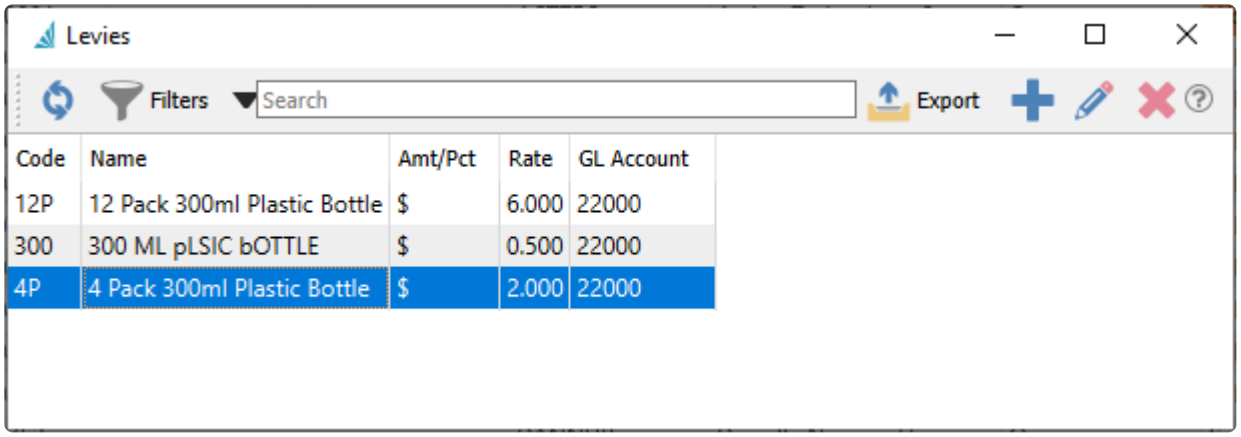
Cost of Sales Account – The Ledger account used for updating cost of sales when items are sold. User Security allows editing this account on sales order details, which is generally not recommended.

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

Levies

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

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



Code – An alphanumeric code up to 3 characters.

Description – The name of the levy.

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

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

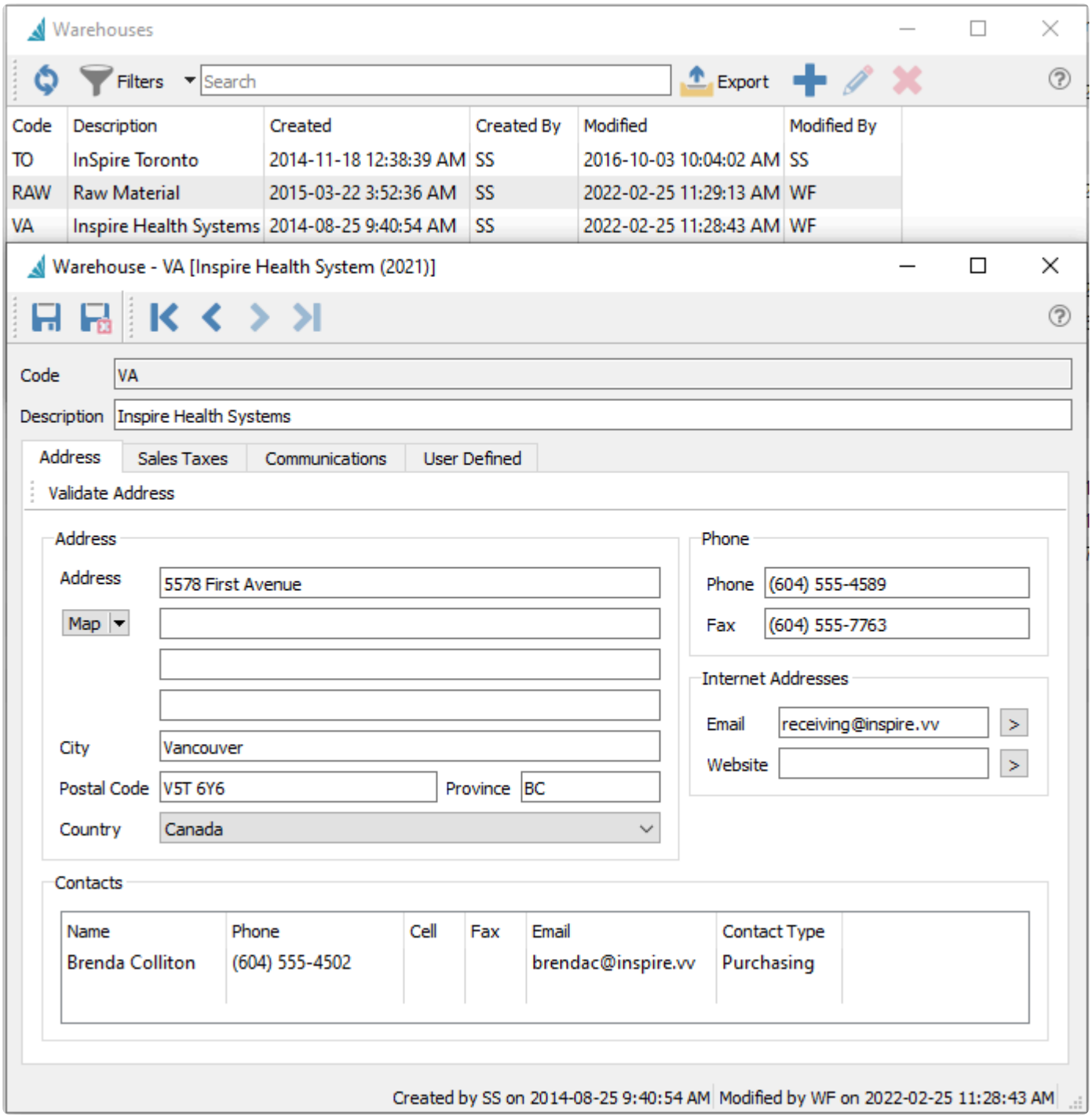
Taxes

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

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

Warehouses

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



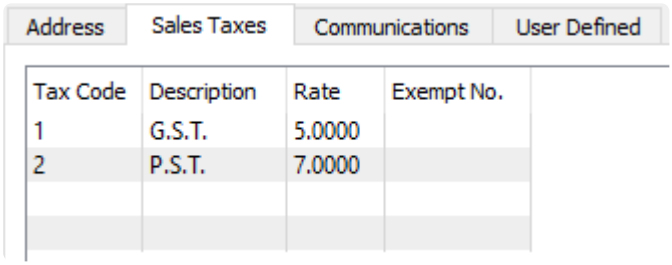
Code – An alphanumeric code up to 6 characters for this warehouse

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

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

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

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

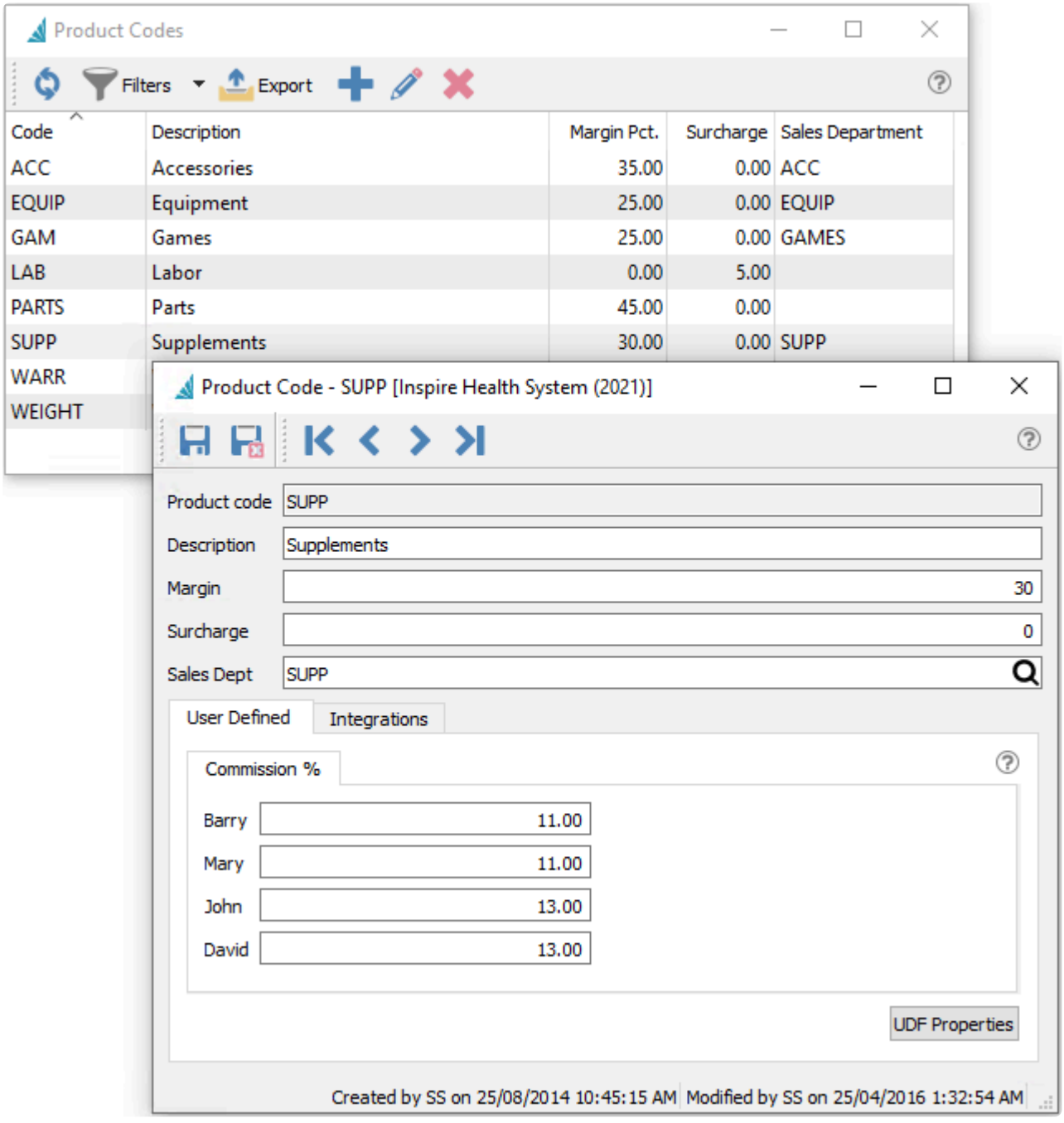


Communications – Any number of notes can be added to the warehouse.

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

Product Codes

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

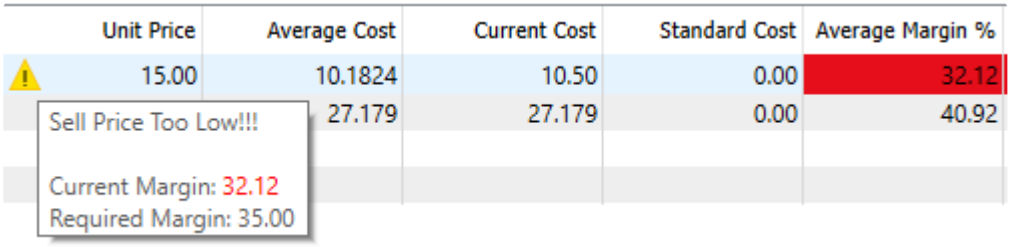


Product Code – An alphanumeric code up to 10 characters.

Description – The name of the product code.

Margin – The lowest margin that this product code should be sold for. If the user sells for less than this

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



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

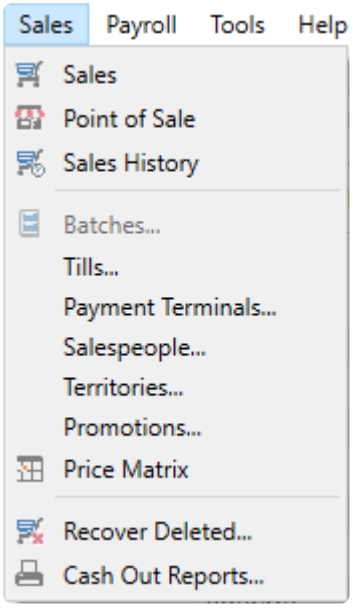
Sales Dept – The sales department that is usually connected with this product code. If there is a sales department selected here, and the user changes the product code of an item, they will be prompted if they want to change the sales department to match.

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

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

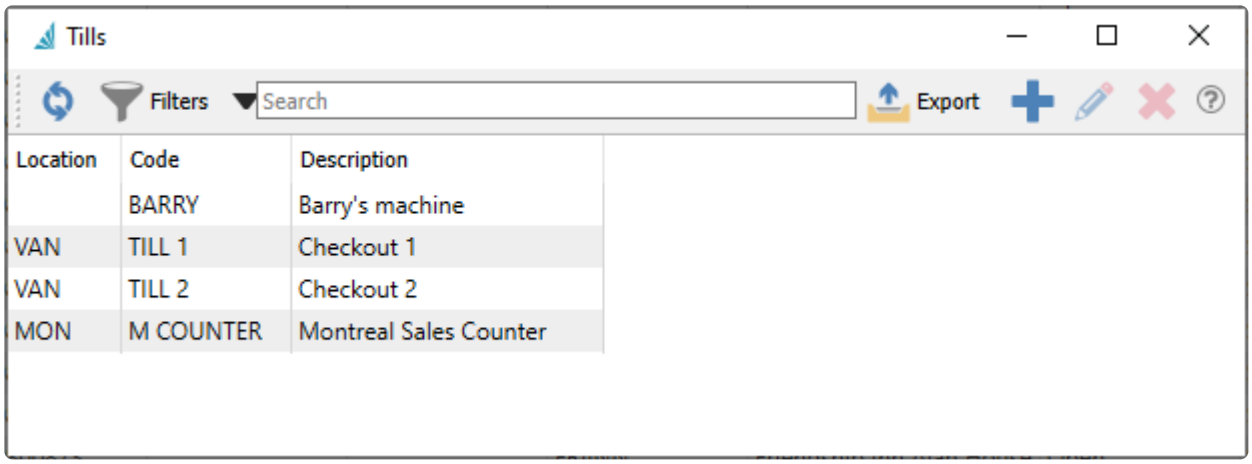
Sales

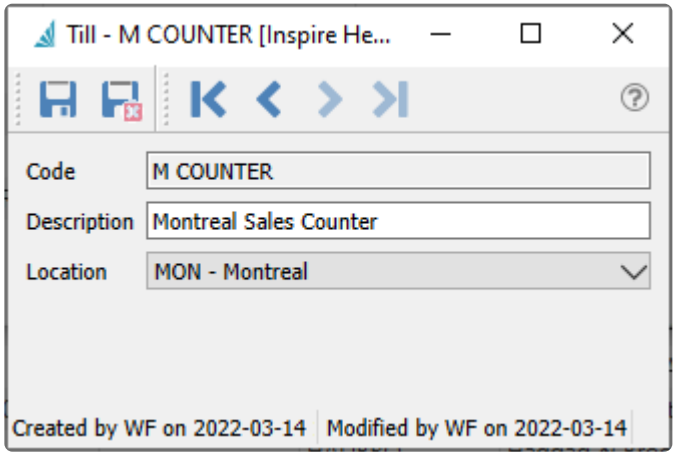
The Sales top menu has some selections for the setup of records particular to sales transactions and use.



Tills

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





Code – An alphanumeric code up to 20 characters.

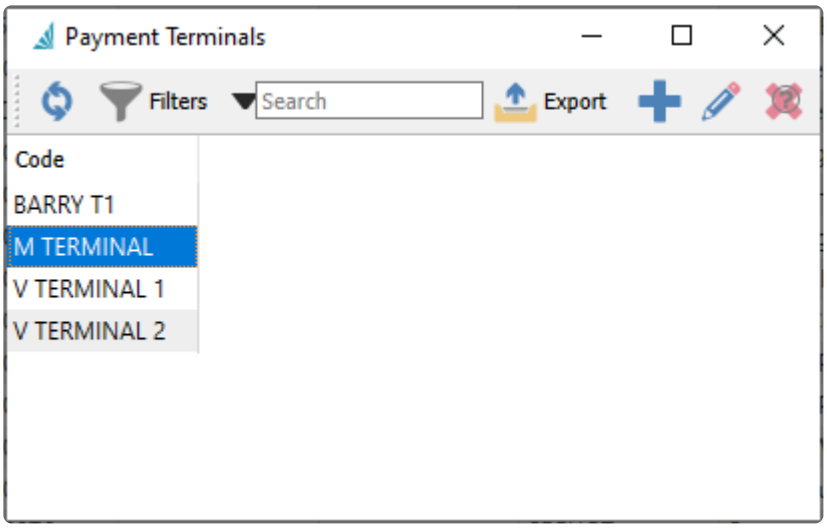
Description – The name of the till.

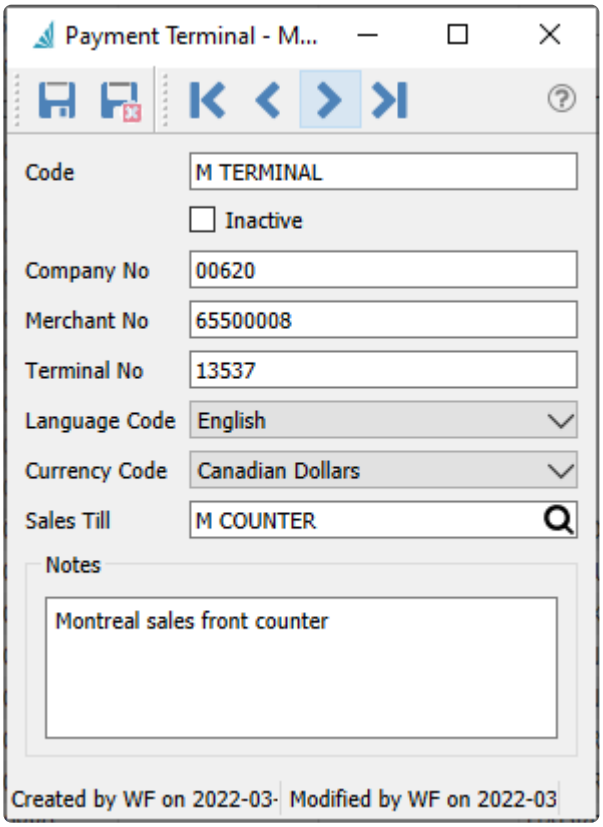
Location – If Locations are used, you may assign which location the till belongs to. When opening Spire and choosing a Location, all tills with this Location will be available to use. This location is included when printing the Cash Out report.

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

Payment Terminals

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





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

Code – An alphanumeric code up to 20 characters.

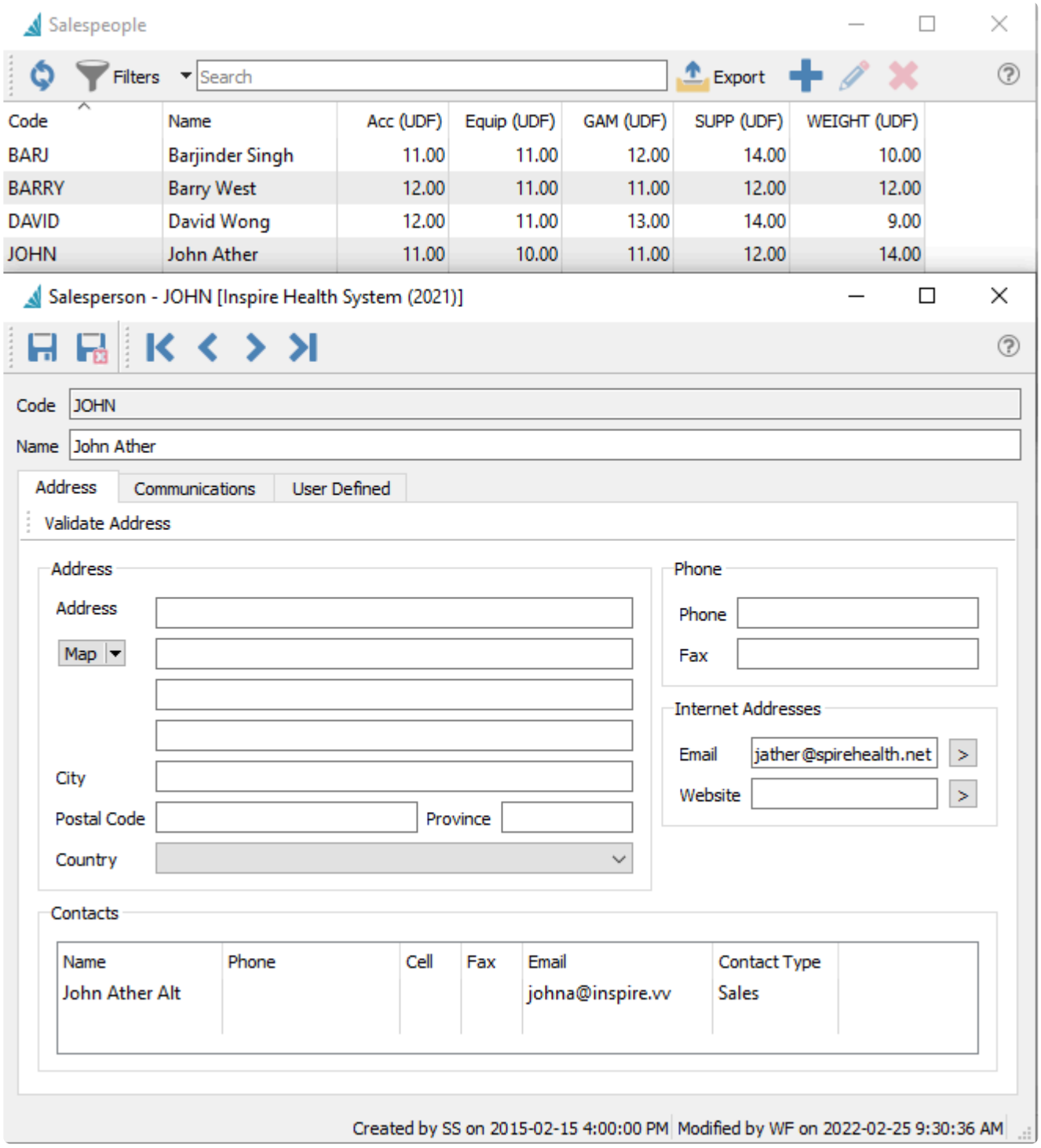
Inactive – Enable this option to allow this terminal to be visible for selection when accepting credit card payments.

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

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

Salespeople

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



Code – An alphanumeric code up to 10 characters.

Name – The name of the salesperson. This appears within customers and sales orders when selected.

Address – The salesperson's address, used for informational purposes.
When emailing sales orders and invoices, this email address will be available to select as a recipient and identified as Salesperson Main.

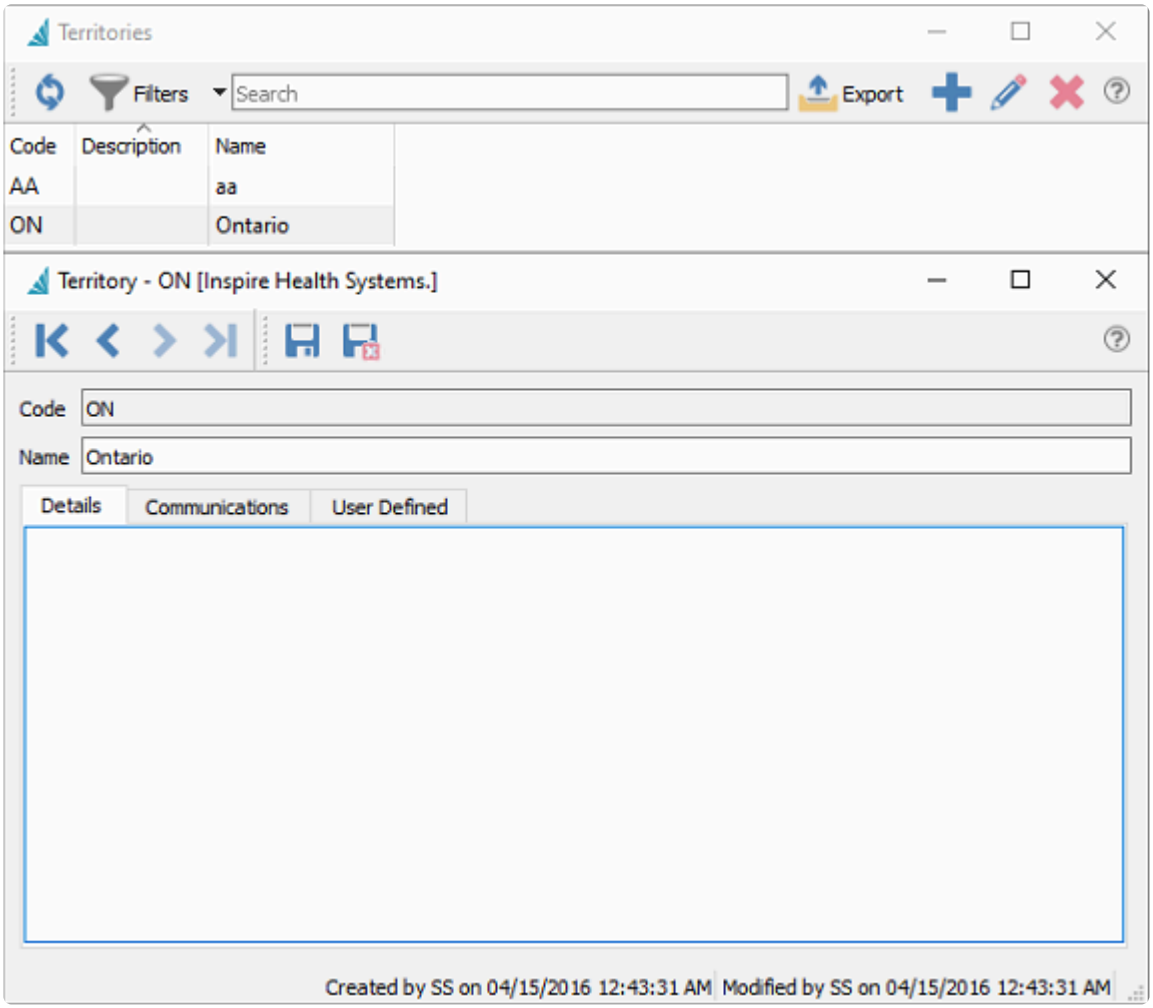
Contacts – Additional or alternate contact information for this salesperson.
When emailing sales orders and invoices, each address will be available to select as a recipient and identified from the defined Contact Type.

Communications – Any number of notes can be added to salespeople

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

Territories

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



Code – An alphanumeric code up to 10 characters.

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

Details – Detailed notes can be added to the territory.

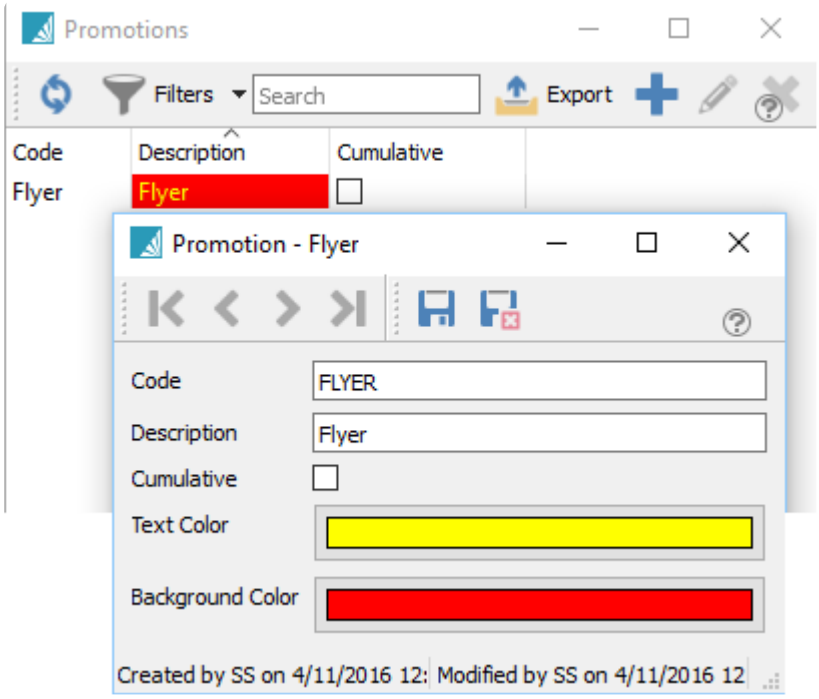
Communications – Any number of notes can be added to territories.

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

Promotions

Promotions are added to price matrix records, for grouping items together for quantity break pricing specials. Colour may be optionally applied to sales order lines to indicate a price matrix promotion is used.

You can open the list of promotions from the top Sales menu.



Code – An alphanumeric code up to 25 characters.

Description – The description of the promotion code

Cumulative – When enabled, and quantity break pricing is used, all item price matrix records that have the same promotion code will participate toward the quantity calculation of the price discount. This allows different items, each of which might not achieve a quantity price, to be grouped together so a quantity price is offered. If not enabled, the promotion relates to this order detail only and does not combine with other details.

> Example: We have a promotion code established called “WEIGHT” with “accumulate” enabled. Inventory items DMBELL-25 and DMBELL-30 are associated with this promotion and each item has a quantity break of 6 units, and a price of $19.99 if the quantity purchased meets or exceeds “6”. The items normally sell for $24.99. The use of cumulative promotions allows these items to qualify together for the quantity break price. A sale processed for 3 DMBELL-25 and 3 DMBELL-30 will result in a unit price of $19.99.

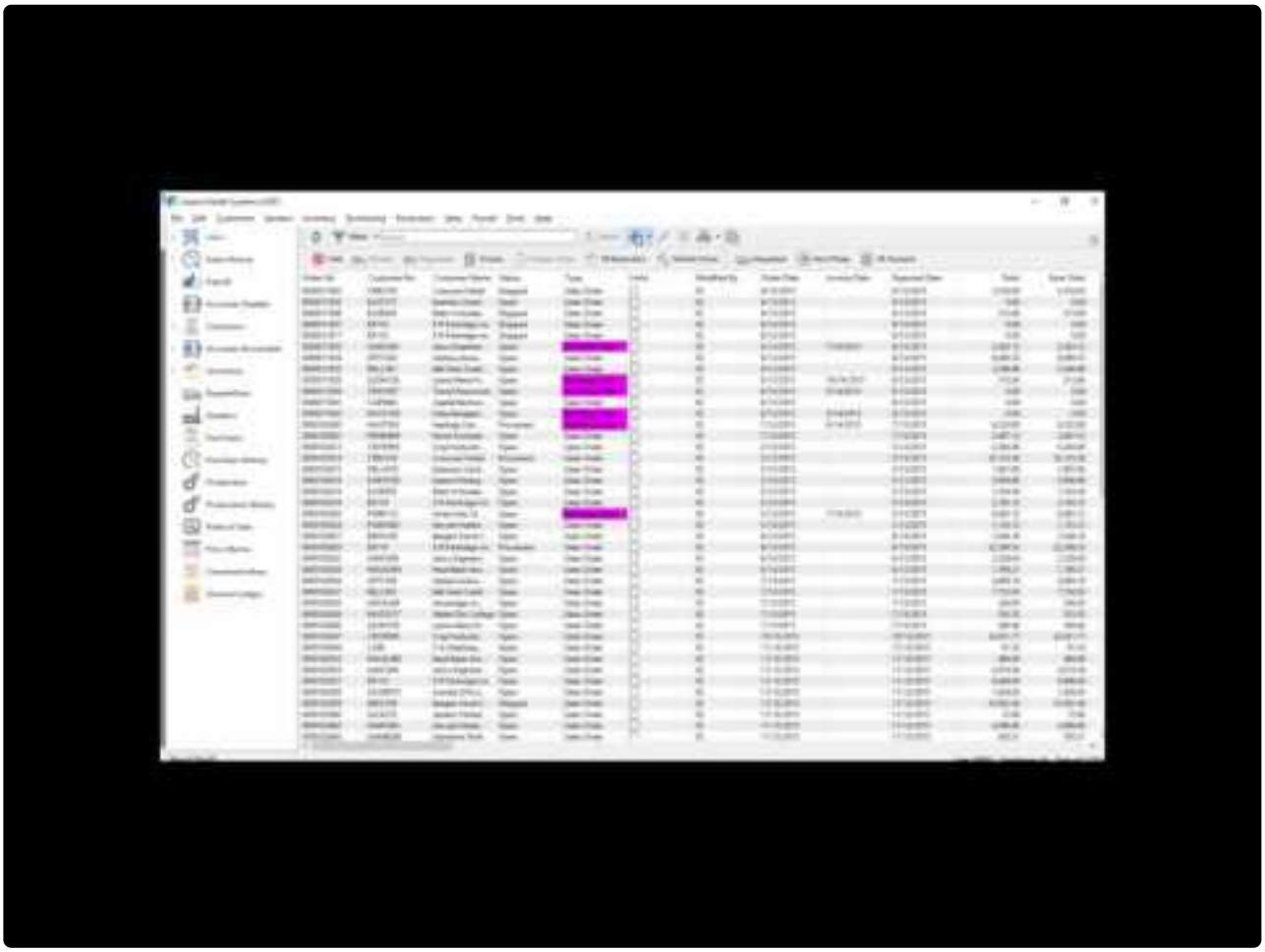
Text Colour – The colour of the text in the unit price cell on a sales order detail that meets the promotion

criteria.

Background Colour – The colour of the background in the unit price cell on a sales order detail that meets the promotion criteria.

Video Instruction

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

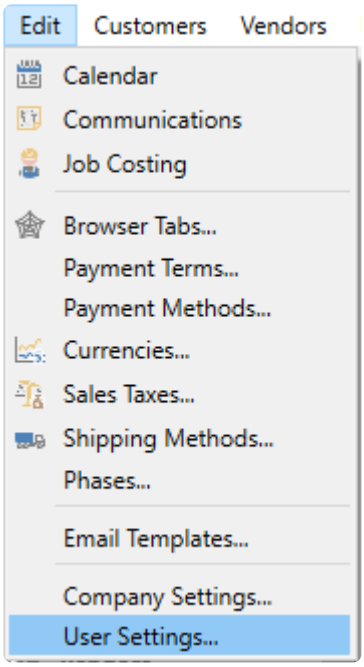


https://www.youtube.com/embed/Q3w3Le8_7Kc?rel=0

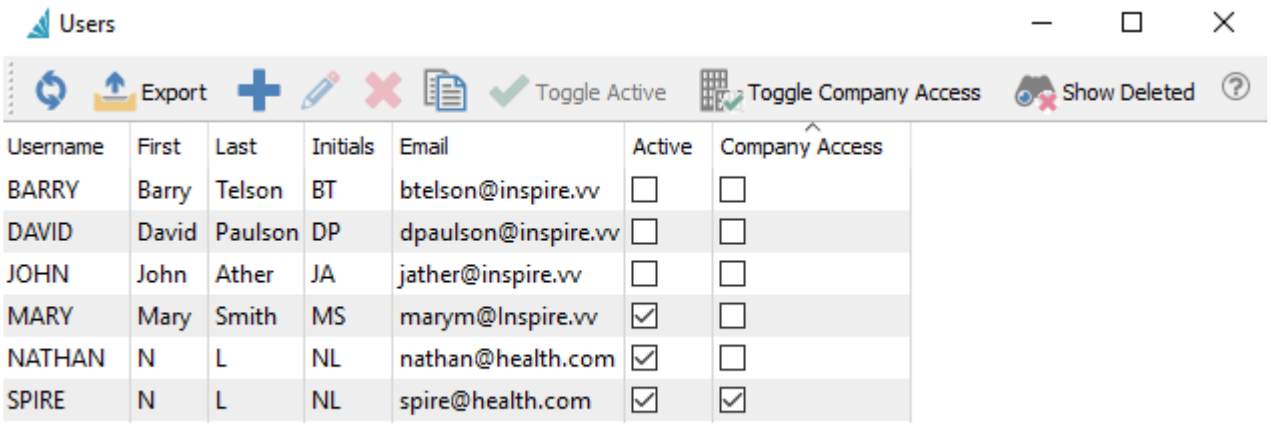
User Settings

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

To access the list of users, you will need to have security rights to the user settings area. Select User Settings from the top Edit menu.



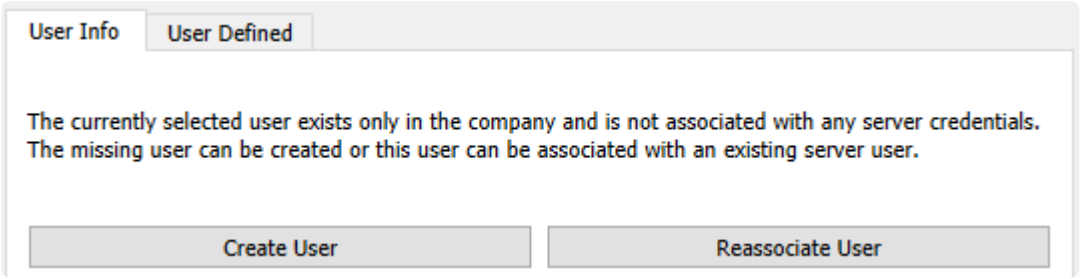
This list of users is not specific to this company, but instead are externally maintained outside company data.



In addition to individual user maintenance, this window has toolbar buttons available for use when

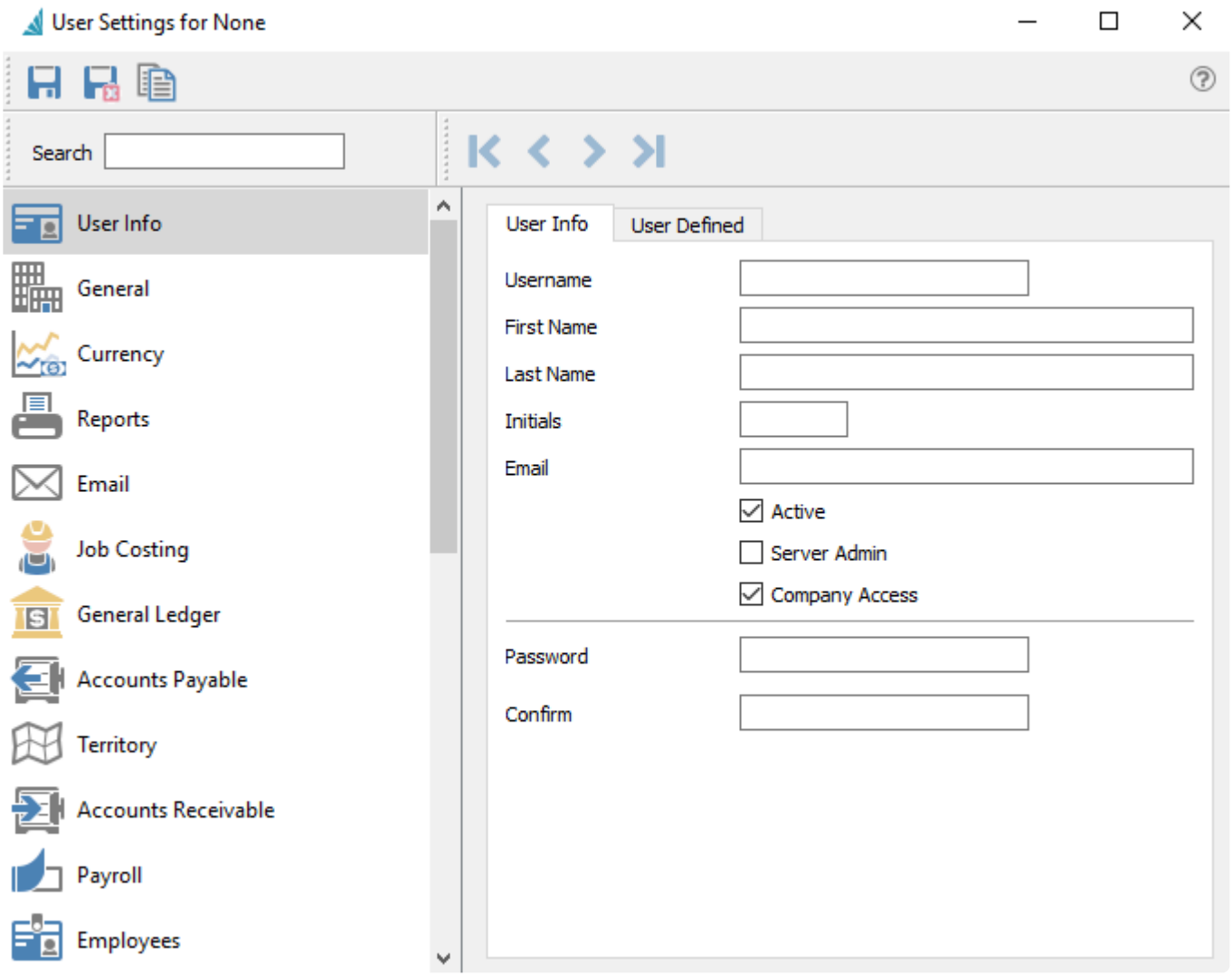
highlighting multiple users, unless the current user is part of the selection.

Toggle Active – Set all selected users with the Active status, which allows these users to open Spire.
Toggle Company Access – Set all selected users with the Company Access status, which allows these users to open Spire for this company data.
Show Deleted – If a User record is deleted, the security settings stored for this user in this company data are not actually removed but instead are not accessible. Showing these company user settings for deleted users allows you to either Create a new user and connect these settings, or Reassociate these user settings to an existing user record, replacing those already defined for this user and this company.



Creating a New User

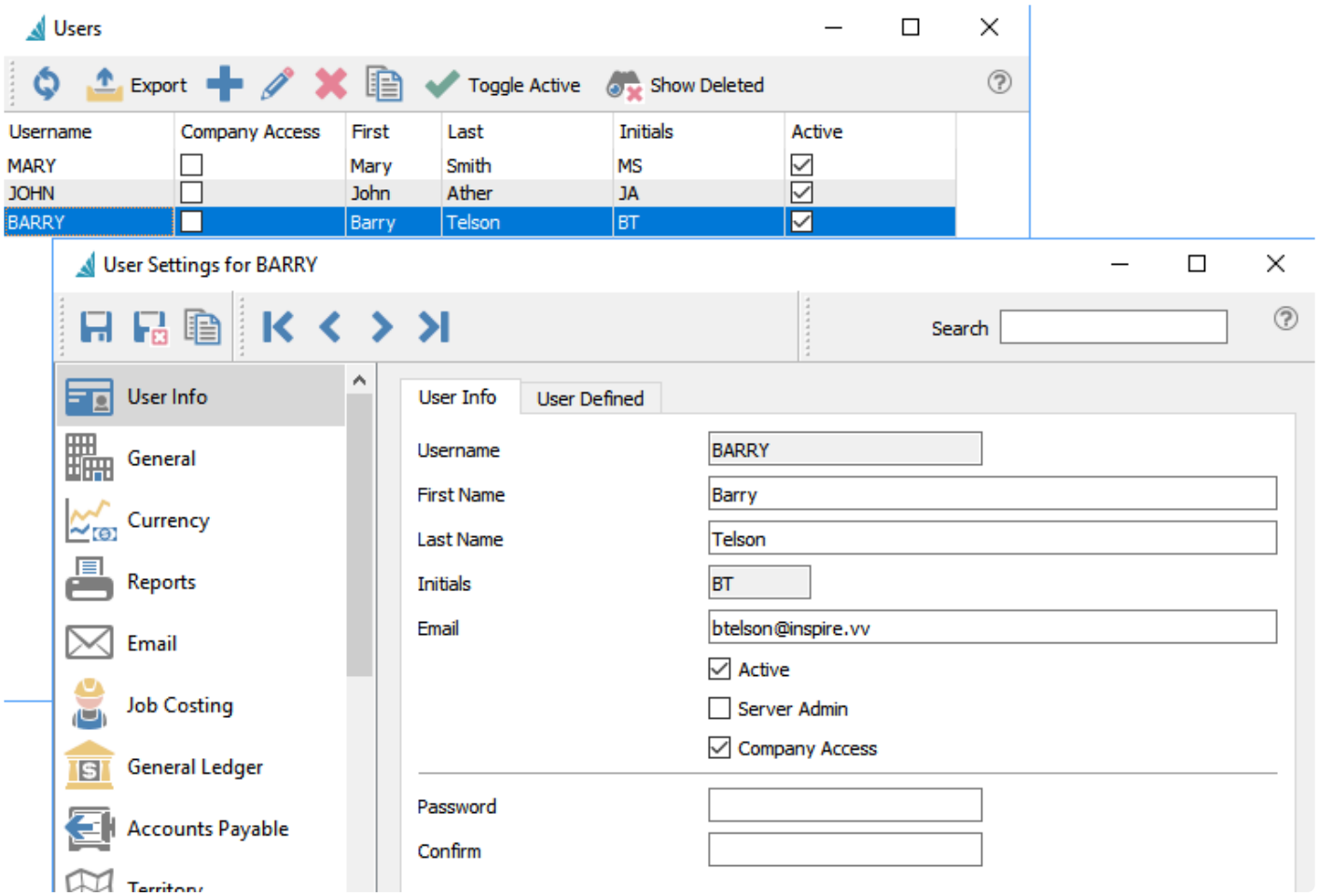
You will presented with a new window where you will add the new Username, the associated First and Last Name, Initials, and Email Address then create and confirm the password that user will have assigned to their login.



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

User Info

When creating a new user or editing an existing user, there are a number of screens with various options or settings to configure. The initial screen is the User Info screen that contains basic user credentials.

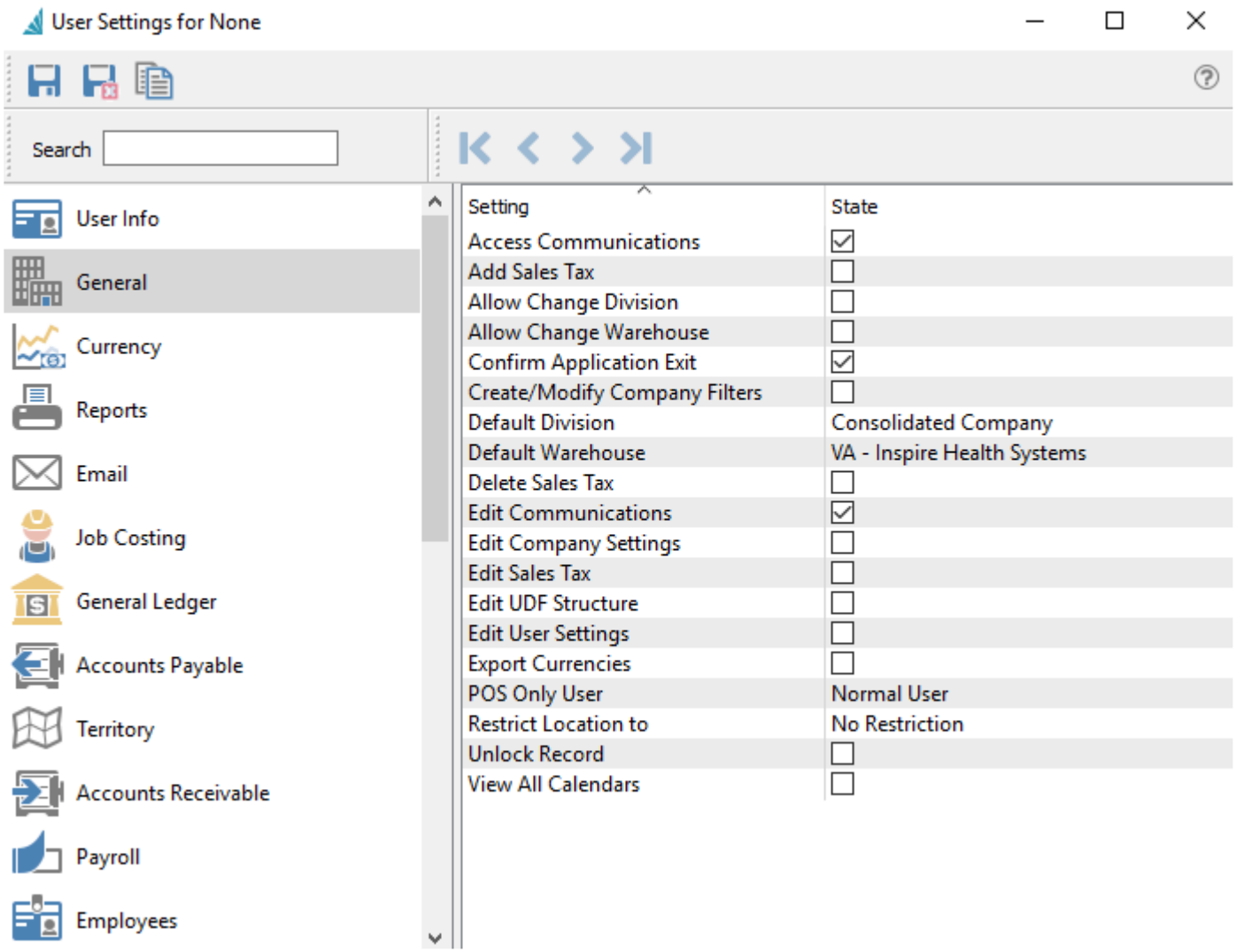


Username – The unique code that the user enters when logging into Spire. An alphanumeric code up to 12 characters.
First Name – The users first name.
Last Name – The users last name.
Initials – User initials are saved to every record or transaction either created or edited. Once a new user is saved, the initials are no longer editable.
Email – Users email address. This must be unique across all companies.
Active – This user can log into Spire. The number of active users cannot exceed the licenses owned.
Server Admin – Enable if the user is allowed access to the Server Administration area, to add or remove companies or determine backup schedules.
Company Access – This user can log into this company. If not enabled then this company will not be available for selection when logging into Spire, and another accessible company must be chosen.
Password – The users password. The strength of the password will be displayed during entry, with a warning if the value is too easy to guess.
Confirm – Reconfirm the users password.

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

The remaining left side navigation menu items are for modules or other general areas that have related options or defaults to configure.

General



Access Communications – Allows user to have access to the Communications module.
Add Sales Tax – Allows the user to add new sales tax records.
Allow Change Division – User can switch divisions if this feature is enabled.
Allows Change Warehouse – User can switch to another warehouse if multiple warehouses are configured.
Confirm Application Exit – When exiting program asks the user is they are sure they want to exit.
Create/Modify Company Filters – User can create company-wide filters instead of just their own.
Default Division – The user's default division, if multiple divisions ae configured.
Default Warehouse – The user's default warehouse, if multiple warehouses are configured.
Delete Sales Tax – Allows deleting of sales tax records.
Edit Communications – Allows user to edit communications.
Edit Company Settings – Allow user access to the Edit Company Settings top menu selection.
Edit Sales Tax – Allows editing of sales tax records.
Edit UDF Structure – Allows creation and editing of User Defined Fields.
Edit User Settings – Allow user access to the Edit User Settings top menu selection.

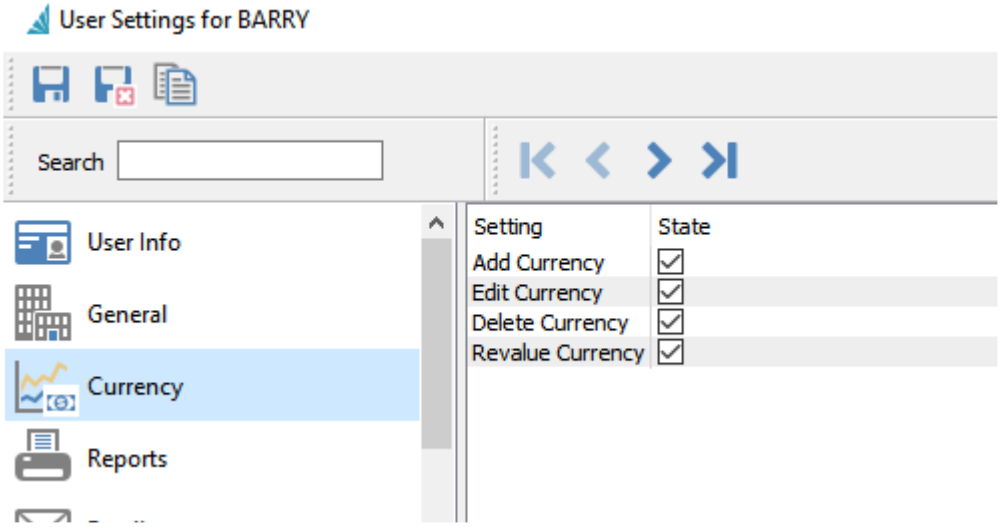
Export Currencies – Allows export of currencies.
POS User Only – The POS module will get launched automatically and the user cannot open other modules.
Restrict Location to – Sets user to a specific Location and not allow them to switch, if Locations are configured.
Unlock Record – Allows the user to take control of a record locked by another user. **(READ CAUTION BELOW)**
View All Calendars – Allows the user to view all calendars from all users.

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

> ! Enable the “Unlock Record” option only to users that understand the ramifications.

Currency

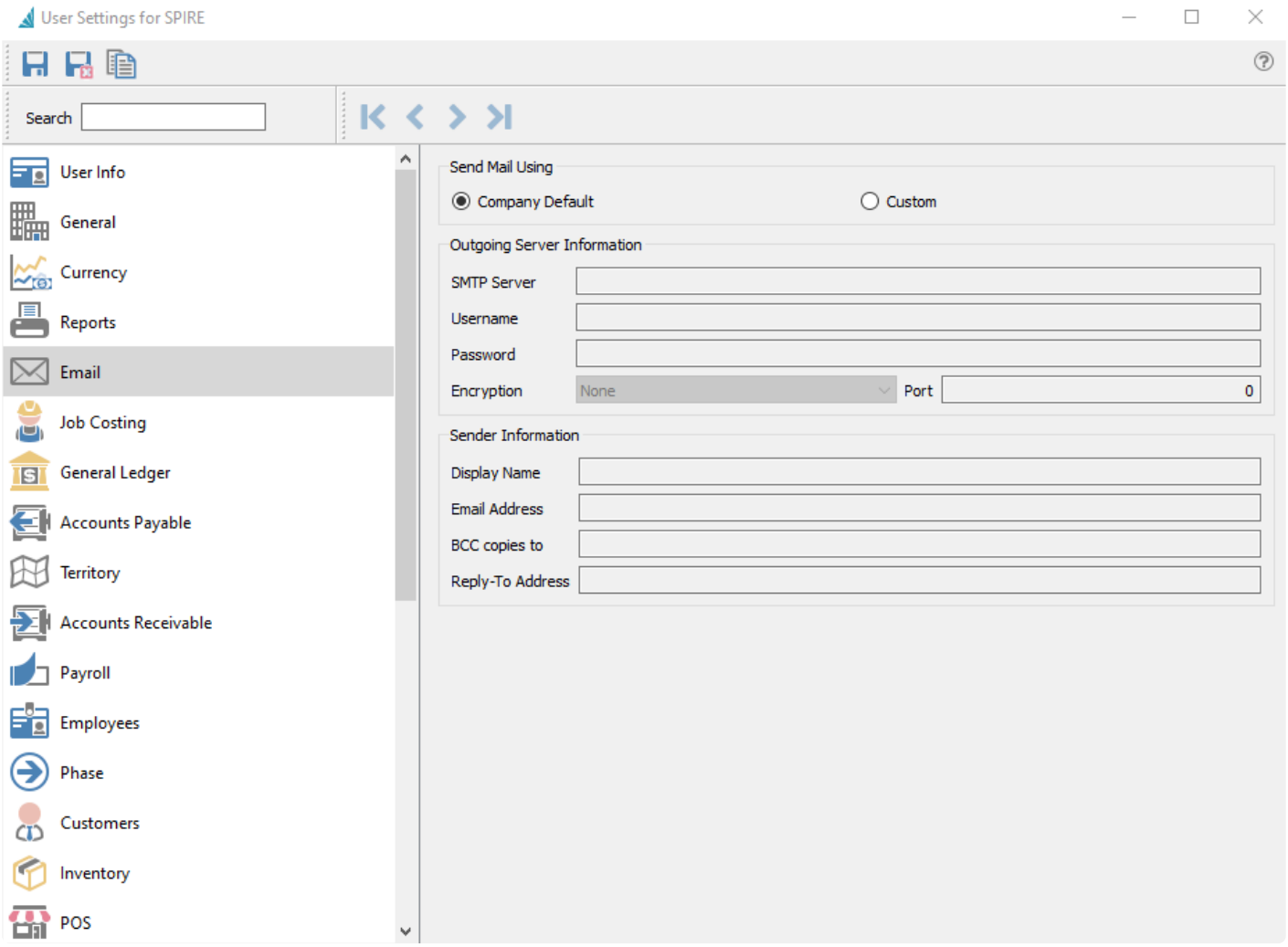
Security settings for the Currencies list, which is opened from the Edit top menu.



Add / Edit / Delete Currency – The respective toolbar button is accessible.
Revalue Currency – If enabled, the Revalue function is accessible from the toolbar of the General Ledger Accounts list screen.

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 email configuration in Company Settings.



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. Choose None or TLS.

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.

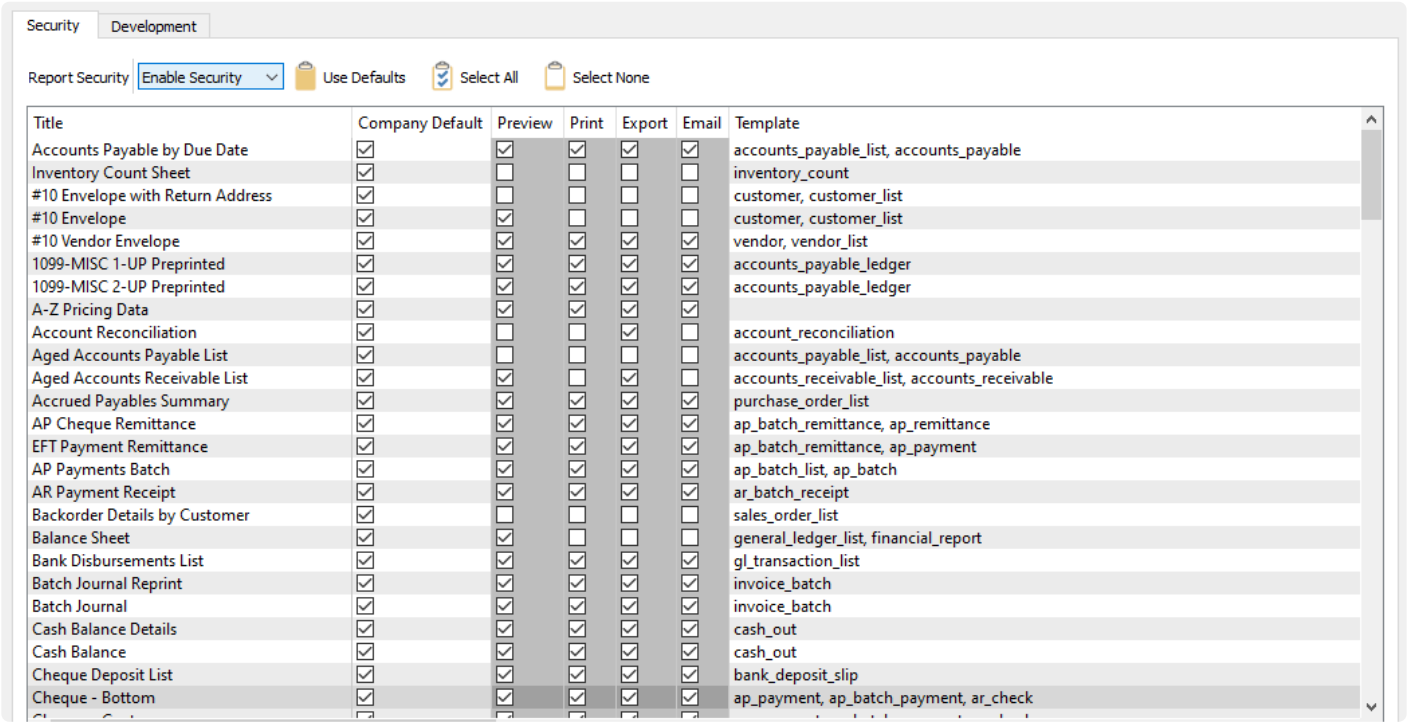
Reply-To Address – When the recipient replies, who will get the message?

> 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.

Reports

Once the company defaults are set for reports, each user can have defined which reports they are allowed to print. Each report can be set to Preview, Print, Export and Email. This screen also shows the Template, Description and Crystal Report file name of each report including custom ones.

Security



Title	Company Default	Preview	Print	Export	Email	Template
Accounts Payable by Due Date	☑	☑	☑	☑	☑	accounts_payable_list, accounts_payable
Inventory Count Sheet	☑	☐	☐	☐	☐	inventory_count
#10 Envelope with Return Address	☑	☐	☐	☐	☐	customer, customer_list
#10 Envelope	☑	☑	☐	☐	☐	customer, customer_list
#10 Vendor Envelope	☑	☑	☑	☑	☑	vendor, vendor_list
1099-MISC 1-UP Preprinted	☑	☑	☑	☑	☑	accounts_payable_ledger
1099-MISC 2-UP Preprinted	☑	☑	☑	☑	☑	accounts_payable_ledger
A-Z Pricing Data	☑	☑	☑	☑	☑	
Account Reconciliation	☑	☐	☐	☑	☐	account_reconciliation
Aged Accounts Payable List	☑	☐	☐	☐	☐	accounts_payable_list, accounts_payable
Aged Accounts Receivable List	☑	☑	☐	☑	☐	accounts_receivable_list, accounts_receivable
Accrued Payables Summary	☑	☑	☑	☑	☑	purchase_order_list
AP Cheque Remittance	☑	☑	☑	☑	☑	ap_batch_remittance, ap_remittance
EFT Payment Remittance	☑	☑	☑	☑	☑	ap_batch_remittance, ap_payment
AP Payments Batch	☑	☑	☑	☑	☑	ap_batch_list, ap_batch
AR Payment Receipt	☑	☑	☑	☑	☑	ar_batch_receipt
Backorder Details by Customer	☑	☐	☐	☐	☐	sales_order_list
Balance Sheet	☑	☑	☐	☐	☐	general_ledger_list, financial_report
Bank Disbursements List	☑	☑	☑	☑	☑	gl_transaction_list
Batch Journal Reprint	☑	☑	☑	☑	☑	invoice_batch
Batch Journal	☑	☑	☑	☑	☑	invoice_batch
Cash Balance Details	☑	☑	☑	☑	☑	cash_out
Cash Balance	☑	☑	☑	☑	☑	cash_out
Cheque Deposit List	☑	☑	☑	☑	☑	bank_deposit_slip
Cheque - Bottom	☑	☑	☑	☑	☑	ap_payment, ap_batch_payment, ar_check

Report Security – Each user can be set to:

- **Company Default** – Sets report access for this user the same as configured on the Security tab in Company Settings. Changing access to specific reports or generation methods is not available.
- **Disable Security** – The user gets full access to all reports. Changing access to specific reports or generation methods is not available.
- **Enable Security** – Each report and generation method that the user has access to is specifically enabled or disabled. Choose Company Default for any report to set the Preview, Print, Export and Email options in the same way as configured in Company Settings, and editing the generation methods is not allowed. You have to disable the Company Default option for any report in order to modify the methods.

Use Defaults – For every report, the Company Default checkbox is enabled, effectively resetting this user to the Company standard access.

Select All – For every report, all methods of report generation are enabled.

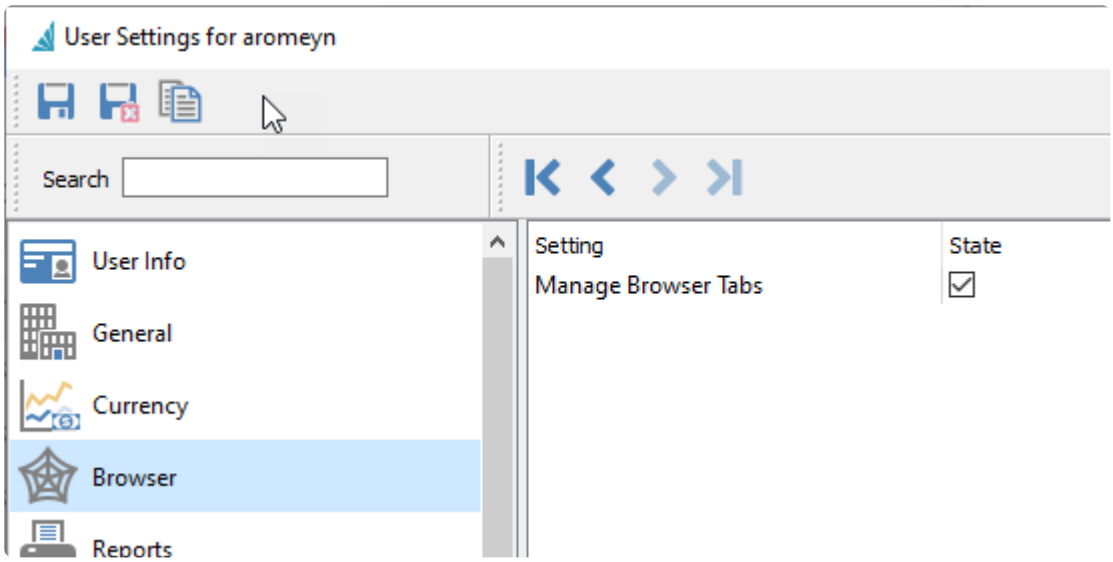
Select None – For every report, all methods of report generation are disabled.

Development

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

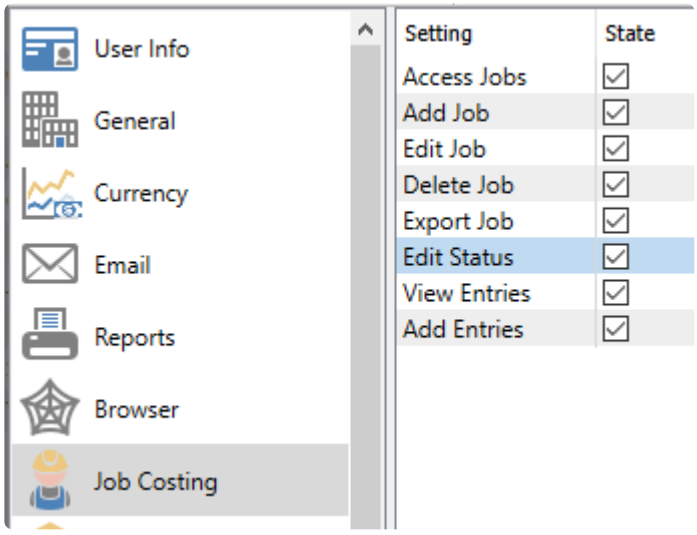
Browser

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



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

Job Costing



Access Jobs — Gives access to the Job Cost module

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

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

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

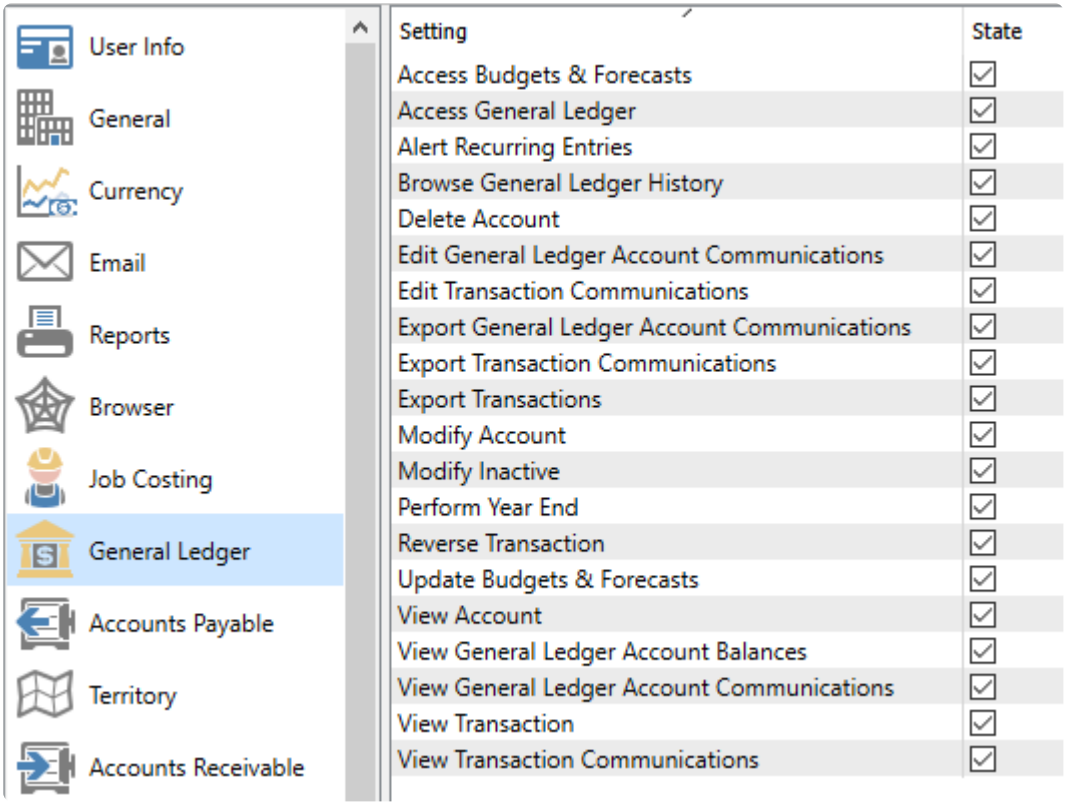
Export Job — Allows the user to export any selected job in the job costing module

Edit Status — Allows the user to change the Status of an edited job in the job costing module

View Entries — Allows user to view posted job entries

Add Entries – Allows user to add job entries

General Ledger



Access Budgets & Forecasts — Allows the user to access the Budgets and Forecasts module.

Access General Ledger — Allows the user to access the General Ledger module.

Alert Recurring Entries — If there are recurring entries defined and they are due to be posted, when the user opens this company they will be presented with the list and can review and post them.

Browse General Ledger History — Permits the user to drill down into transactions for historical fiscal years from the History tab when editing an account. When this option is disabled, the user can still access the History tab and drill down to the period net changes screen, but not the Transactions.

Delete Account — Sets the permission for the user to delete accounts. Even with security rights, you cannot delete an account that has posted transactions.

Edit General Ledger Account Communications — Allows the user to add or edit general ledger account notes.

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

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

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

Export Transactions — Allows the user to export journal entries in the general ledger.

Modify Account — Sets the permission for the user to modify accounts.

Modify Inactive — Allows the user to change the Inactive status when editing accounts.

Perform Year End — Provides permission for the user to access the Year End process from the Tools top menu.

Reverse Transaction — Sets the permission for the user to reverse journal entries.

Update Budgets and Forecasts – Give access to the Update process to change multiple Budget or Forecast amounts at once.

View Account — Sets the permission for the user to view accounts.

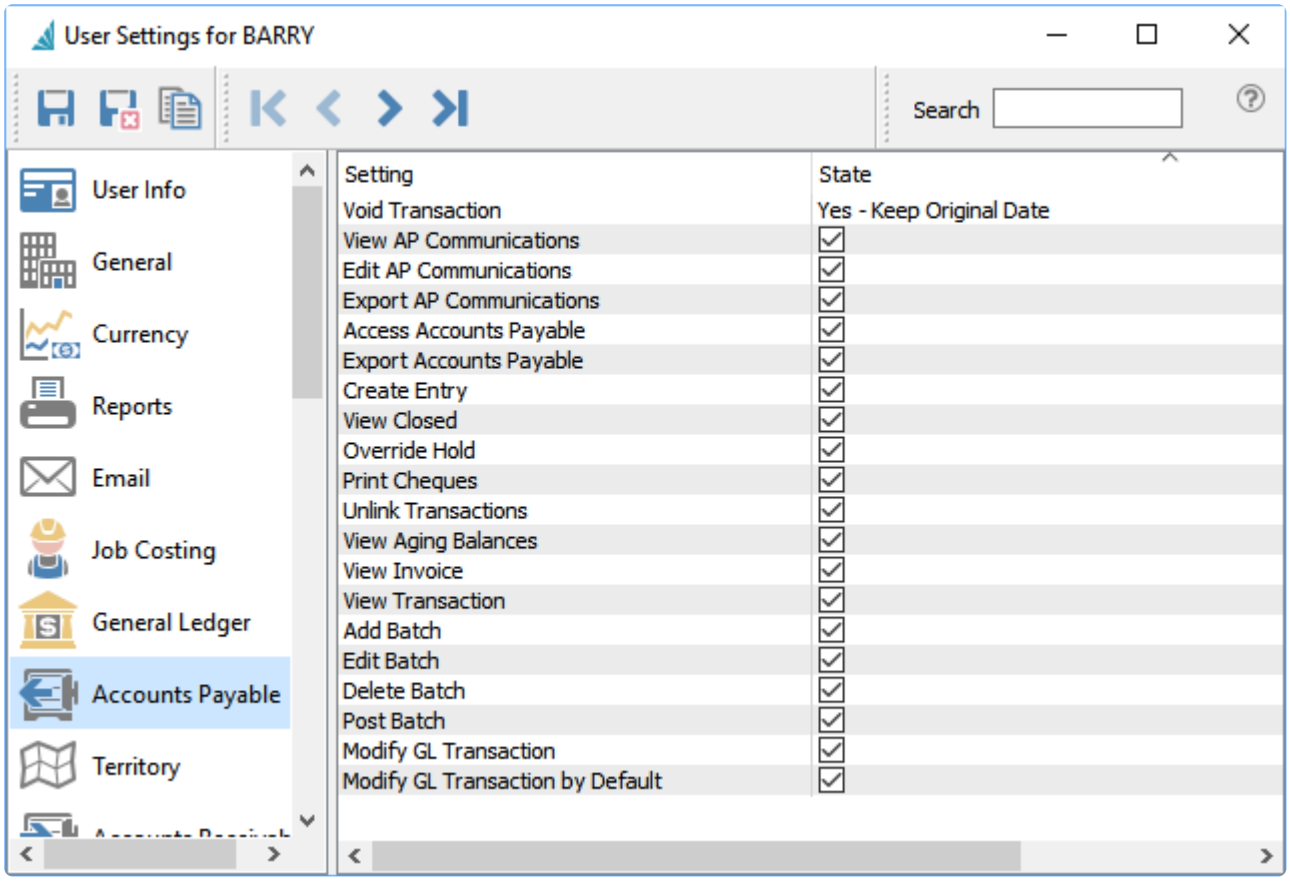
View General Ledger Account Balances — Permits the user to view general ledger account balances.

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

View transaction — Sets the permission for the user to view journal entries.

View Transaction Communications — Provides the user with the permission to view journal entry notes.

Accounts Payable



Void Transaction — Allows the user to void payments and reverse other accounts payable transactions. Purchases cannot be Voided regardless of this option selection. Choices are:

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

View A/P Communications — Allows the user to view records on the Communications grid for the vendor.

Edit A/P Communications — Allows the user to add or edit records on the Communications grid for the vendor.

Export A/P Communications — Allows the user to export the contents of the Communications grid for the vendor to an external file.

Access Accounts Payable — Allows the user to open the Accounts Payable module.

Export Accounts Payable — Allows the user to export the contents of the Accounts Payable module grid to an external file.

Create Entry — Allows the user to create new Accounts Payable transactions.

View Closed — Allows the user to include completed accounts payable transactions by clicking the Show All button. If not enabled then only Open transactions may be seen for processing.

Override Hold — Allows the user to assign or remove the Hold statuses of Accounts Payable transactions.

Print Cheques — When creating a payment transactions, the Print selection list will include the Check form type. If not enabled, only the Remittance form type is available.

Unlink Transactions — Allows the user to unlink transactions and remove their applied status, typically invoices and payments.

View Aging Balances — Allows the user to display the aging balance columns on the Accounts Payable module grid.

View Invoice — Allows the user to view the source purchase order associated with the selected invoice.

View Transaction — Allows the user to view the Ledger transaction created when the highlighted transaction was posted.

Add Batch — Allows the user to create a group of payments to apply to outstanding accounts payable transactions.

Edit Batch — Allows the user to edit the details in an Open batch of payments, otherwise the batch details are viewable only.

Delete Batch — Allows the user to delete an Open batch of payments. Closed batches cannot be deleted.

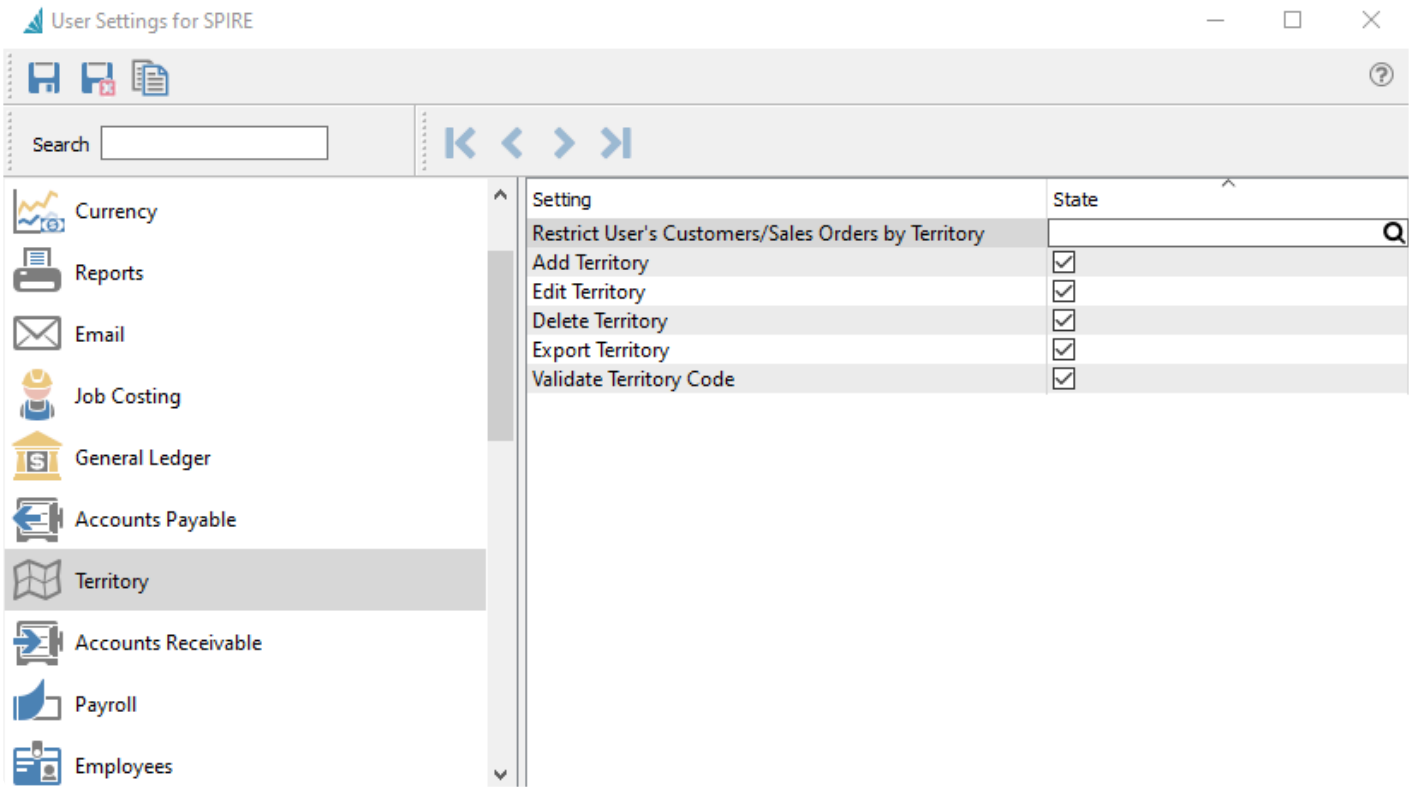
Post Batch — Allows the user to post an Open batch of payments.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL. Some information such as the Accounts Payable control account cannot be modified.

Modify GL Transaction by Default – The Post button is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

NOTE: Batch payables have their own settings.

Territory



Restrict User's Customers/Sales Order by Territory —This setting restricts the user from seeing customers, sales orders and sales history that belong to a different territory than the one selected here.

Add Territory — Allows the user to add new territories.

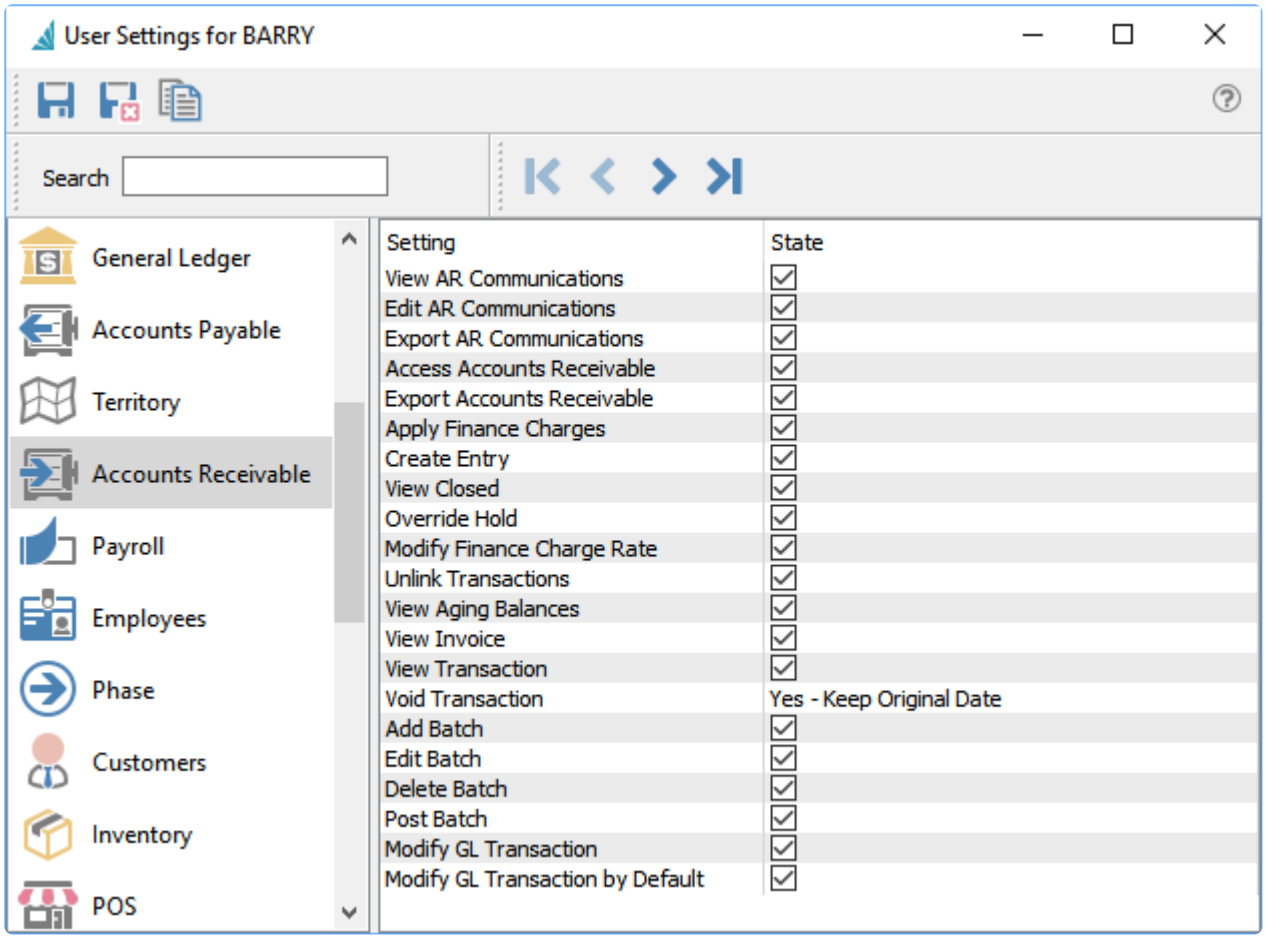
Edit Territory — Allows the user to edit existing territories.

Delete Territory — Allows the user to delete territories. You will be prevented from deleting territories that exist on open Sales orders.

Export Territory — Allows the user to export the contents of the Territory grid to an external file.

Validate Territory Code — When enabled the user can only use territory values for customers and sales orders that exist in the territory table.

Accounts Receivable



View A/R Communications — Allows the user to view records on the Communications grid for the customer.

Edit A/R Communications — Allows the user to add or edit records on the Communications grid for the customer.

Export A/R Communications — Allows the user to export the contents of the Communications grid for the customer to an external file.

Access Accounts Receivable — Allows the user to open the Accounts Receivable module.

Export Accounts Receivable – Allows the user to export the contents of the Accounts Receivable module grid to an external file

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

Create Entry — Allows the user to create new Accounts Receivable transactions.

View Closed — Allows the user to include completed Accounts Receivable transactions by clicking the Show All button. If not enabled then only Open transactions may be seen for processing.

Override Hold — Allows the user to assign or remove the Hold statuses of Accounts Receivable transactions.

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

Unlink Transactions — Allows the user to unlink transactions and remove their applied status, typically invoices and payments.

View Aging Balances — Allows the user to display the aging balance columns on the Accounts Receivable module grid.

View Invoice — Allows the user to view the source sales order associated with the selected invoice.

View Transaction — Allows the user to view the Ledger transaction created when the highlighted transaction was posted.

Void Transaction — Allows the user to void payments and reverse other accounts receivable transactions. Invoices from Sales Orders cannot be Voided regardless of this option selection. Choices are:

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

Add Batch — Allows the user to create a group of receipts to apply to outstanding accounts receivable transactions.

Edit Batch — Allows the user to edit the details in an Open batch of receipts, otherwise the batch details are viewable only.

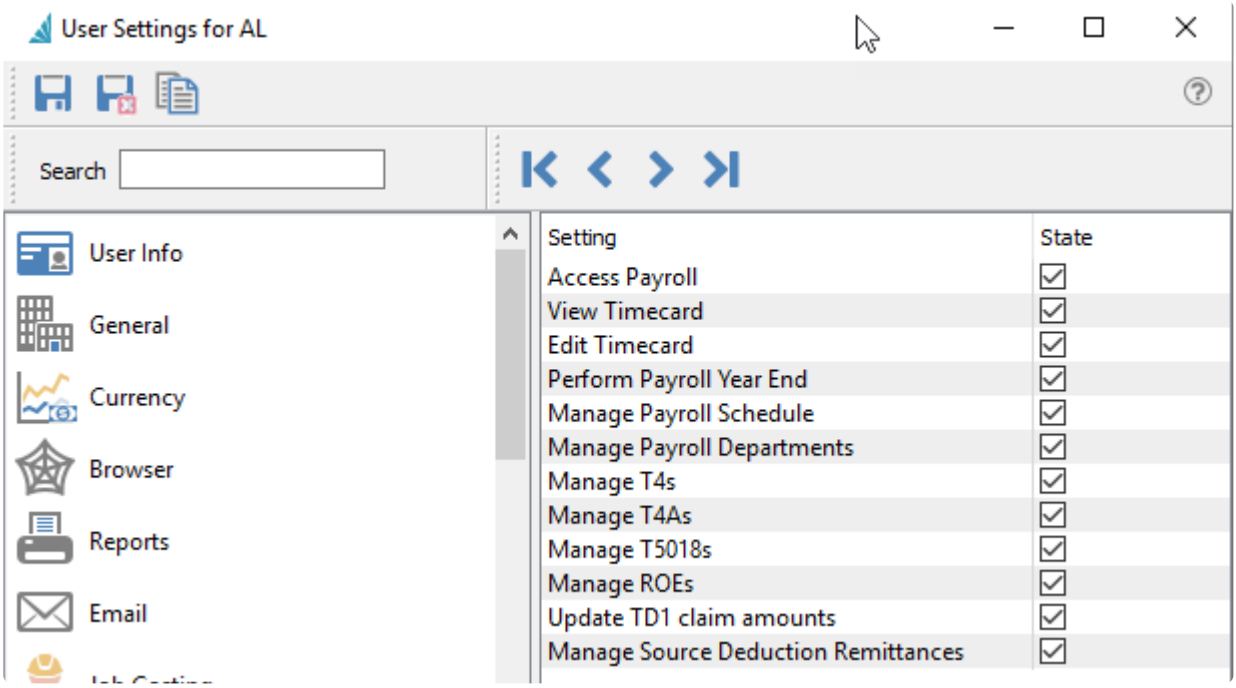
Delete Batch — Allows the user to delete an Open batch of receipts. Closed batches cannot be deleted.

Post Batch — Allows the user to post an Open batch of receipts.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL. Some information such as the Accounts Receivable control account cannot be modified.

Modify GL Transaction by Default – The Post button is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

Payroll



Access Payroll — Allows the user to open the Payroll module.

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

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

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

Manage Payroll Schedule — Allows the user to create and generate a payroll schedule.

Manage Payroll Departments — Allows the user to create and edit payroll departments.

Manage T4s — Can create, edit and export T4s.

Manage T4As — Can create, edit and export T4As.

Manage T5018s — Can create, edit and export T5018s.

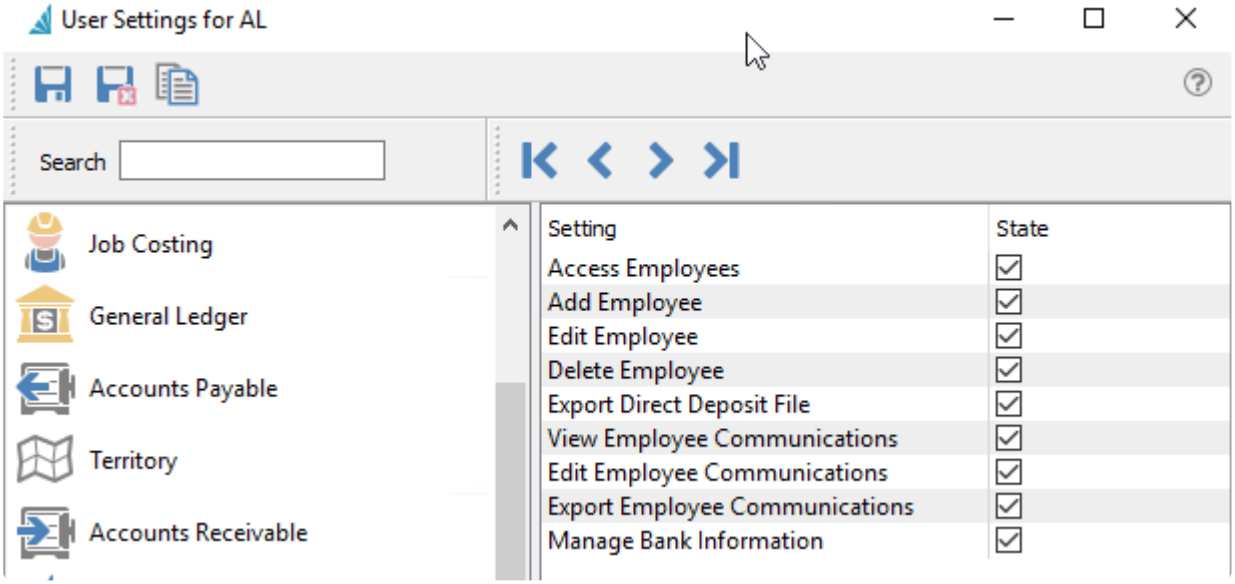
Manage ROEs — Can create, edit and export ROEs.

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

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

Employees

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



Access Employees – Allows opening the employee list tab within the Payroll module.

Add Employees – This setting allows the user to add new employees

Edit Employee – This setting allows the user to edit existing employees

Delete Employees – This setting allows the user to delete employees. You will be prevented from deleting employees if amounts such as vacation pay are still owed.

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

View Employee Communications – Allows the user to open the Communications tab when editing an employee record.

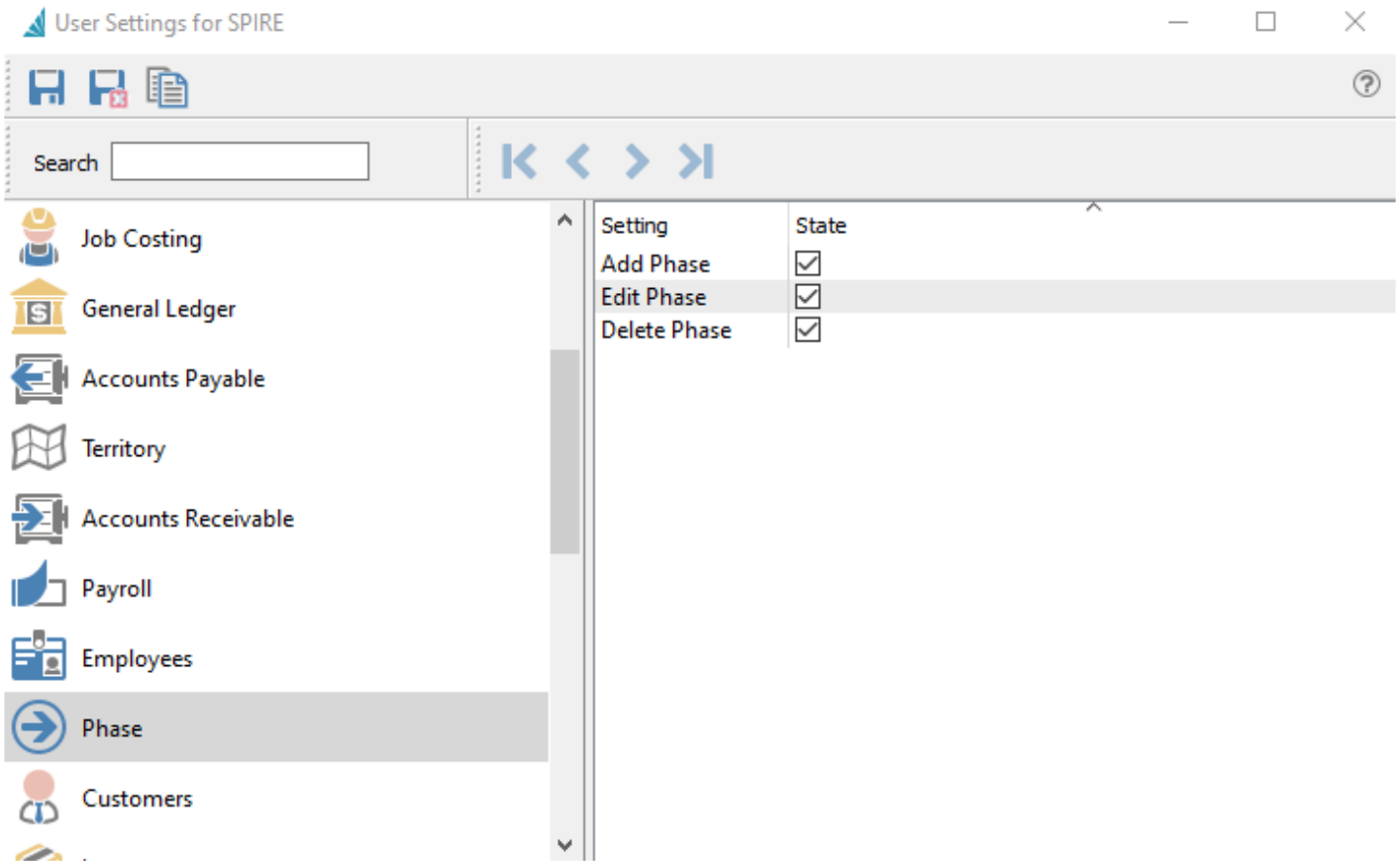
Edit Employee Communications – Allows the user to add or edit employee notes. If disabled then employee notes can only be viewed.

Export Employee Communications – Allows the user to export the contents of the Communications grid for the employee to an external file.

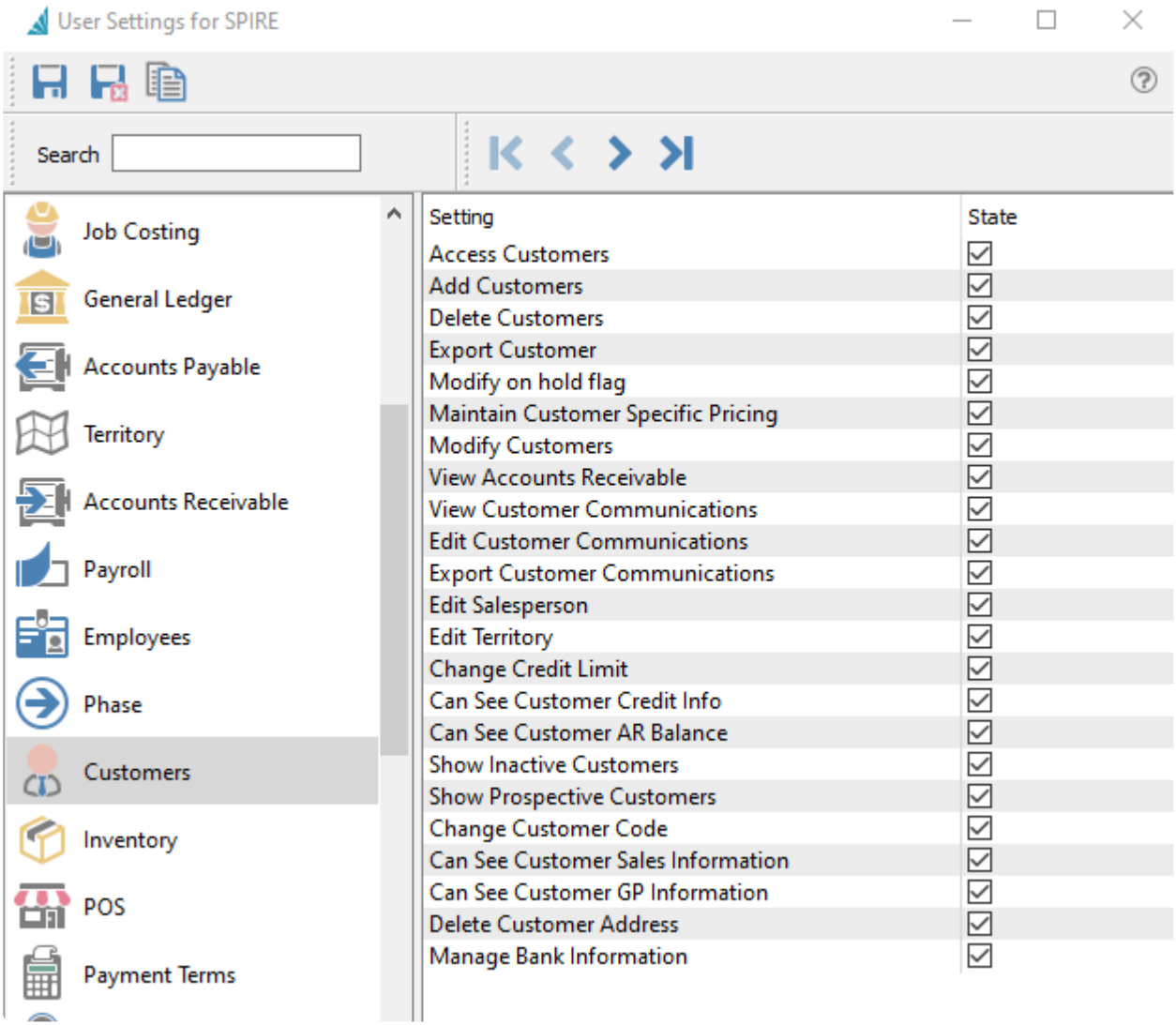
Manage Bank Account Information – Can access and edit employee direct deposit bank account on the Details tab.

Phases

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



Customers



Access Customers — Allows the user to open the Customers module.

Add Customers — Allows the user to create new customer records, either from the New button or from copying existing customers.

Delete Customers — Allows the user to delete customer records. Customers with an outstanding balance cannot be deleted.

Export Customer — Allows the user to export the contents of the Customer grid to an external file.

Modify on hold flag — Allows the user to put customers on hold or take off hold.

Maintain Customer Specific Pricing — This option enables the ability to Store Prices of selected items from sales orders into new Price Matrix records.

Modify Customers — Allows the user to make and save changes to customer records. Some specific changes to customers are controlled by other User Settings.

View Accounts Receivable — Allows the user to see the customer's outstanding transactions on the Accounts Receivable tab when editing the customer. The ability to create entries is controlled by another User Setting for Accounts Receivable.

View Customer Communications — Allows the user to view records on the Communications grid for the customer.

Edit Customer Communications — Allows the user to add or edit records on the Communications grid for the customer.

Export Customer Communications — Allows the user to export the contents of the Communications grid for the customer to an external file.

Edit Salesperson — Allows the user to change the salesperson value on the Order Defaults tab of the customer's record.

Edit Territory —Allows the user to change the territory value on the Order Defaults tab of the customer's record.

Change Credit Limit — Allows the user to change either the Credit Limit type or the limited credit value on the Billing tab of the customer's record.

Can See Customer Credit Info — When set, the user can see and edit all the fields in the Credit Limit area on the Billing tab of the customer's record, columns for the same fields on all customer record and accounts receivable grids, and the AR Balance and credit fields on the Main tab of sales orders.

Can See Customer AR Balance — When set, the user can see the Balance field value on the Billing tab of the customer's record, and as a column on all customer record grids. Generally if access is disabled for this field, then access to viewing and opening Accounts Receivable is also disabled.

Show Inactive Customers — Allows the user to see customer records that have an Inactive status on the main Customers grid and all customer lookup grids in all modules. Inactive customers will also be suppressed when using the Search box.

Show Prospective Customers — Allows the user to see customer records that have a Prospect status on the main Customers grid and all customer lookup grids in all modules. Prospective customers will also be suppressed when using the Search box.

Change Customer Code — Allows the user to access and use the Customer Code Change function from the Customers top menu. If this option is disabled, the Apply button is unavailable to click.

Can See Customer Sales Information — Allows the user to see This year, Last year and Next year sales

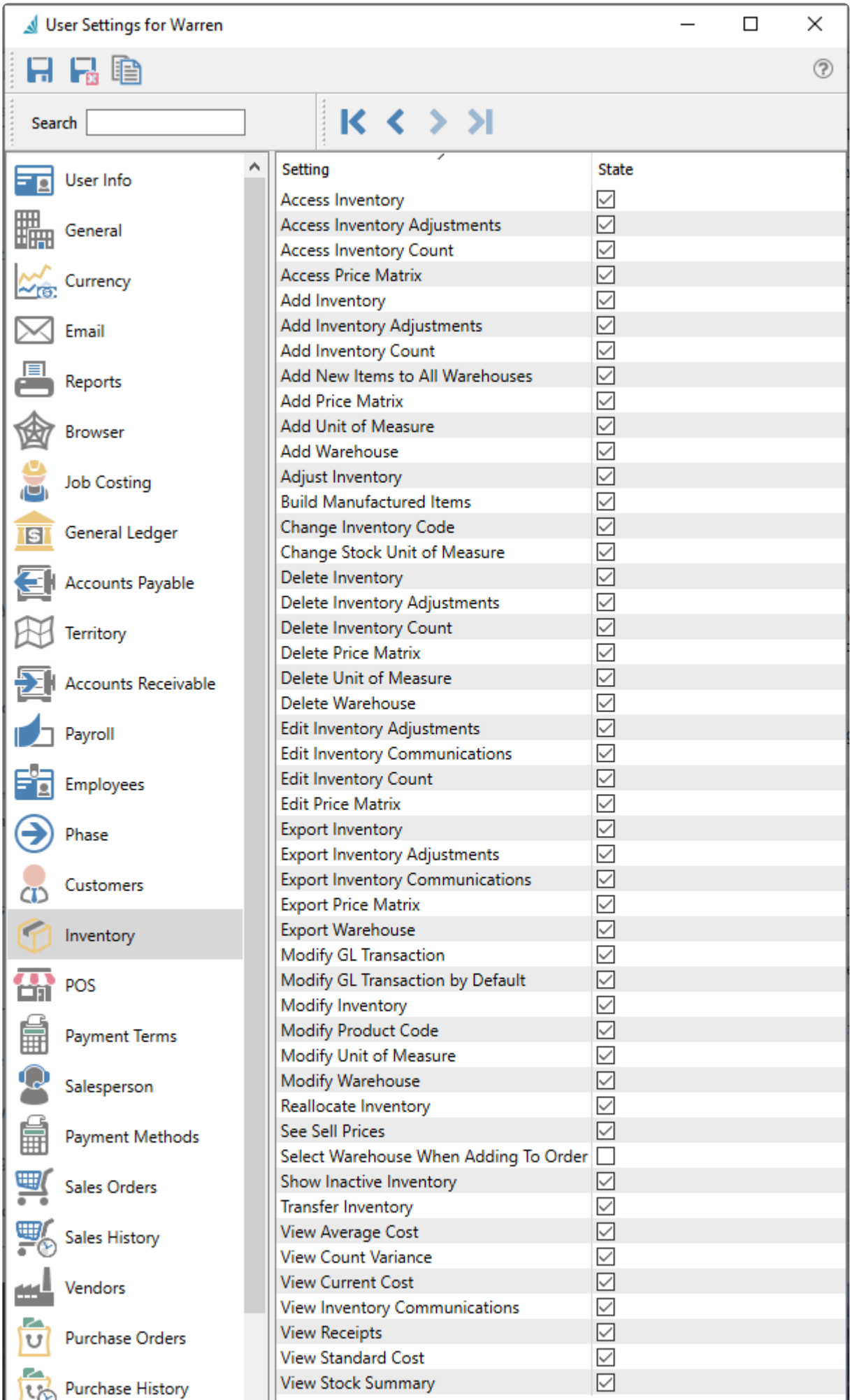
amount fields on the Statistics tab of the customer's record, and as columns on all customer record grids.

Can See Customers GP Information — Allows the user to see This year, Last year and Next year gross profit amount columns on all customer record grids.

Delete Customer Address — Allows the user to delete shipping addresses. Note that the Billing address can never be deleted.

Manage Bank Information — When set, the user can see and edit all the fields in the Bank Information area on the Billing tab of the customer's record, used for EFT receipts and other electronic banking.

Inventory


User Settings for Warren
Search
User Info
General
Currency
Email
Reports
Browser
Job Costing
General Ledger
Accounts Payable
Territory
Accounts Receivable
Payroll
Employees
Phase
Customers
Inventory
POS
Payment Terms
Salesperson
Payment Methods
Sales Orders
Sales History
Vendors
Purchase Orders
Purchase History
Setting
State
Access Inventory
Access Inventory Adjustments
Access Inventory Count
Access Price Matrix
Add Inventory
Add Inventory Adjustments
Add Inventory Count
Add New Items to All Warehouses
Add Price Matrix
Add Unit of Measure
Add Warehouse
Adjust Inventory
Build Manufactured Items
Change Inventory Code
Change Stock Unit of Measure
Delete Inventory
Delete Inventory Adjustments
Delete Inventory Count
Delete Price Matrix
Delete Unit of Measure
Delete Warehouse
Edit Inventory Adjustments
Edit Inventory Communications
Edit Inventory Count
Edit Price Matrix
Export Inventory
Export Inventory Adjustments
Export Inventory Communications
Export Price Matrix
Export Warehouse
Modify GL Transaction
Modify GL Transaction by Default
Modify Inventory
Modify Product Code
Modify Unit of Measure
Modify Warehouse
Reallocate Inventory
See Sell Prices
Select Warehouse When Adding To Order
Show Inactive Inventory
Transfer Inventory
View Average Cost
View Count Variance
View Current Cost
View Inventory Communications
View Receipts
View Standard Cost
View Stock Summary

Access Inventory — Allows the user to open the Inventory module.

Access Inventory Adjustments — Allows the user to see open and posted inventory adjustment transactions in the list screen. If the Add Inventory Adjustments user setting is also not selected, then the Adjust button in the Inventory module toolbar is also disabled.

Access Inventory Count — Allows the user to see open and posted inventory count batches in the list screen. If the Add Inventory Count user setting is also not selected, then the Count button in the Inventory module toolbar is also disabled.

Access Price Matrix — Allows the user to open the Price Matrix module.

Add Inventory — Allows the user to create new inventory items, either from the New button or from copying existing items.

Add Inventory Adjustments — Allows the user to create new inventory adjustment transactions, either from the Adjust toolbar button or from the New button on the Adjustment list screen.

Add Inventory Count — Allows the user to create new inventory count batches, either from the Count toolbar button or from the New button on the Count batch screen.

Add New Items to All Warehouse — When creating a new item, saving will display a window to select some or all warehouses, if multiple warehouses are configured, and create additional item records for those warehouses.

Add Price Matrix — Allows the user to create new Price Matrix items, either from the New button in the Price Matrix module or from the Price Matrix tab when editing a customer, or from the Store Prices process when editing a sales order.

Add Unit of Measure — Allows the user can add new unit of measure values from the Prices and Units tab when editing an inventory item.

Add Warehouse — Allows the user to create new warehouse records, from the New button on the Warehouse list screen.

Adjust Inventory — Allows the user to Post inventory adjustment transactions.

Build Manufactured Items — When editing a Manufactured type inventory item, the user can click the Build button on the Bill of Materials tab to add manufactured quantity for this item.

Change Inventory Code — Allows the user to access and use the Inventory Code Change function from the Inventory top menu. If this option is disabled, the Apply button is unavailable to click.

Change Stock Unit of Measure — When editing an inventory item that has multiple units of measure defined on the Units and Prices tab, the user is allowed to highlight any defined unit and have access to the

Set Inventory UOM button. Note that the stock unit of measure cannot be changed when there is any quantity on hand.

Delete Inventory — Allows the user to delete inventory item records. Items referenced on other transactions cannot be deleted. Generally it is better to mark unwanted items with an Inactive status rather than deleting them.

Delete Inventory Adjustments — Allows the user to delete Open inventory adjustment transactions from the Delete button on the Adjustment list screen. Posted adjustments cannot be deleted in this way.

Delete Inventory Count — Allows the user to delete Open inventory count batches from the Delete button on the Count batch screen. Posted Counts cannot be deleted in this way.

Delete Price Matrix — Allows the user to delete price matrix records from either the Price Matrix module or from the Price Matrix tab when editing a customer.

Delete Unit of Measure — Allows the user can remove unit of measure values from the Prices and Units tab when editing an inventory item. If this unit is used on a sales order detail, it cannot be deleted.

Delete Warehouse — Allows the user to delete warehouse records, from the Delete button on the Warehouse list screen. Warehouses cannot be deleted if Inventory items have been assigned to them.

Edit Inventory Adjustments — Allows the user to change and save values on non-posted inventory adjustment transactions. If this option is disabled, the adjustment can still be viewed.

Edit Inventory Communications — Allows the user to add or edit records on the Communications grid for the inventory item. If this option is disabled, the note can still be viewed.

Edit Inventory Count — Allows the user to change and save values on non-posted inventory count batches. If this option is disabled, the count can still be viewed.

Edit Price Matrix — Allows the user to save changes to Price Matrix records, either from Price Matrix module or from the Price Matrix tab when editing a customer, or from the Store Prices process when editing a sales order. If this option is disabled, the price matrix record can still be viewed.

Export Inventory — Allows the user to export the contents of the Inventory items grid to an external file.

Export Inventory Adjustments — Allows the user to export the contents of the Adjustments list grid to an external file.

Export Inventory Communications — Allows the user to export the contents of the Communications grid for the inventory to an external file.

Export Price Matrix — Allows the user to export the contents of the Price Matrix grid to an external file.

Export Warehouse — Allows the user to export the contents of the Warehouse list grid to an external file.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process for Inventory Counts. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL.

Modify GL Transaction by Default – The Post button within Inventory Counts is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

Modify Inventory — Allows the user to make changes to inventory item records. Some specific changes to items are controlled by other User Settings.

Modify Product Code — Allows the user to add, edit or delete Product Code records, accessible from the Inventory top menu. If this option is disabled, product code records can still be viewed.

Modify Unit of Measure — Allows the user can change unit of measure values from the Prices and Units tab when editing an inventory item.

Modify Warehouse — Allows the user to change warehouse records, from the Edit button on the Warehouse list screen. If this option is disabled, warehouse records can still be viewed.

Reallocate Inventory — Allows the user to recalculate the committed, back ordered and on order quantities for items that are not correct. Mainly this is only required after a new migration from other software or if a database error occurred.

See Sell Prices — Allows the user to see the Price per unit field on the Details tab of the item record, the Sell Price column of values on the Prices and Units tab, the 20 Sell Price columns on inventory item grids, and the Unit and Extended Price columns on the sales order detail grid.

Select Warehouse When Adding To Order — When warehouses are enabled in the company, enabling this option will highlight the warehouse portion of the Part No value on sales order details. This is useful if items are not all shipped from the same warehouse and they need to be edited. Disabling this option will highlight the item number portion of the Part No value for entry, which is most useful when all items are shipped from the warehouse selected in the Ship From field.

Show Inactive Inventory — Allows the user to see inventory item records that have an Inactive status on the main Inventory grid and all item lookup grids in all modules. Inactive items will also be suppressed when using the Search box.

Transfer Inventory — Allows the user to access the Transfer button on the toolbar to process stock Transfer transactions.

View Average Cost — Allows the user to see the Average cost field on the Details tab of the item record, and the average cost and margin columns on all inventory item grids and the sales order detail grid.

View Count Variance — Allows the user to see the Expected Qty and Variance values when entering Inventory Count transactions.

View Current Cost — Allows the user to see the Current cost field on the Details tab of the item record, and the current cost and margin columns on all inventory item grids and the sales order detail grid.

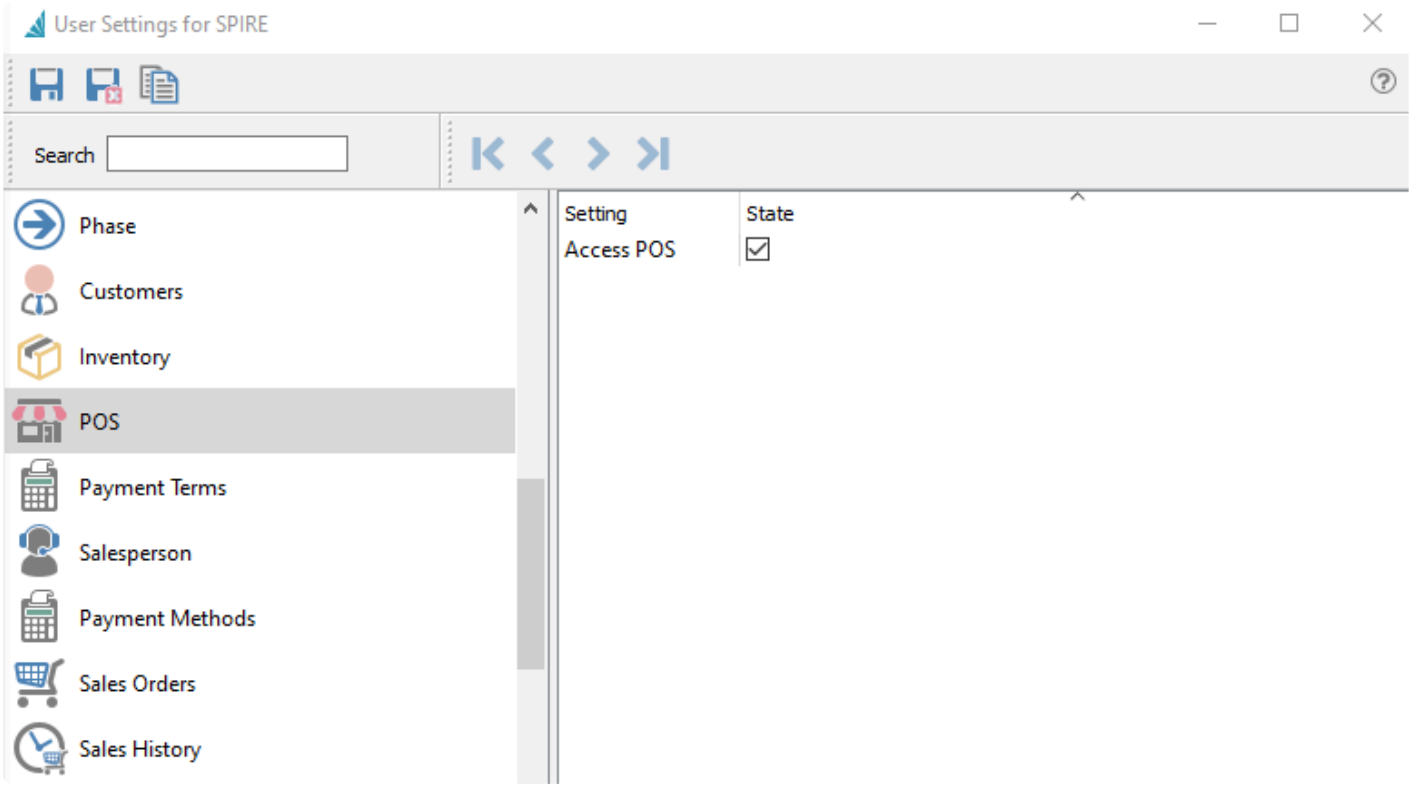
View Inventory Communications — Allows the user to view records on the Communications grid for the inventory item.

View Receipts — Allows the user to view the Receipts tab when editing an inventory item, which lists all purchase order Receipts, Adjustments, Transfers and Count changes.

View Standard Cost — Allows the user to see the Standard cost field on the Details tab of the item record, and the standard cost and margin columns on all inventory item grids and the sales order detail grid.

View Stock Summary — Allows the user to access the Show Stock button when editing a sales order, to display the quantities on hand, committed, available, backordered and on order for the highlighted item for every warehouse.

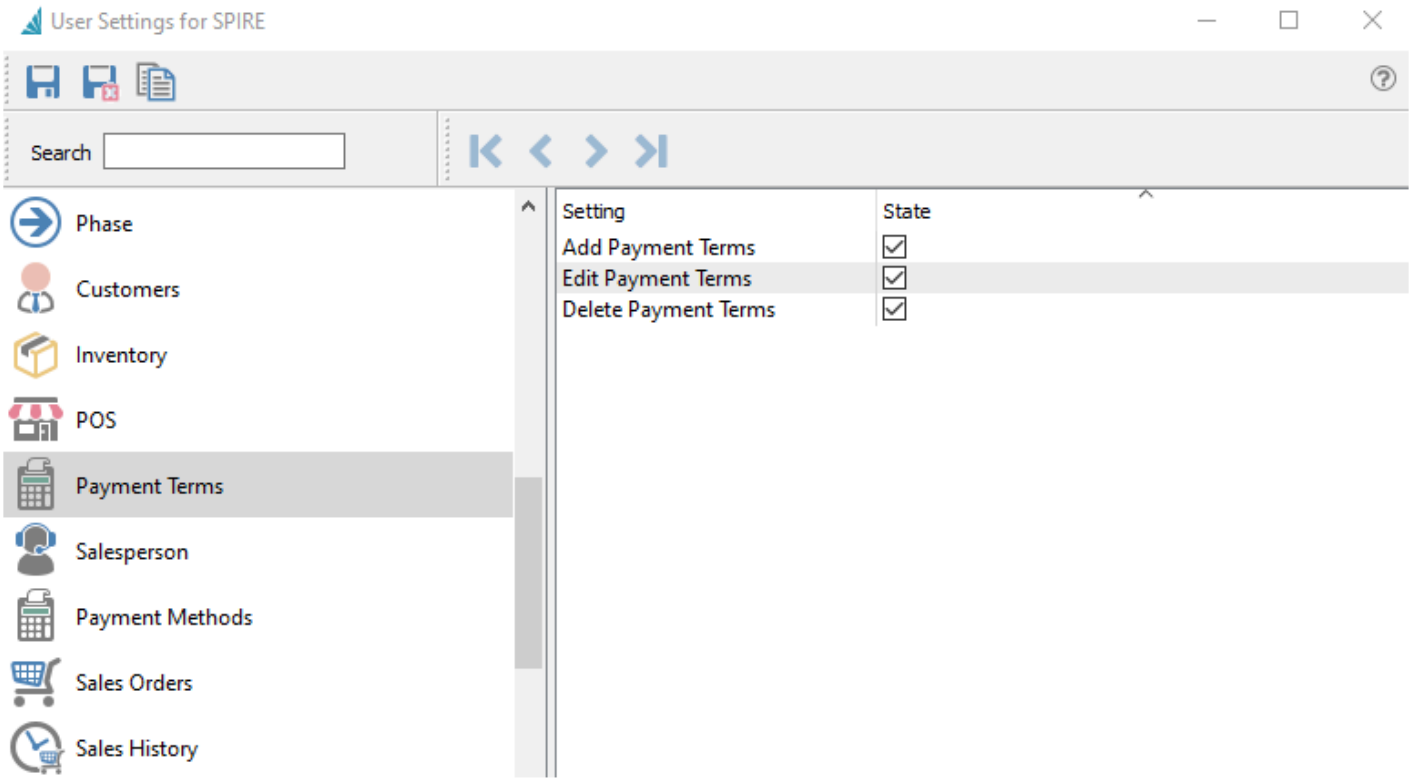
Point of Sale (POS)



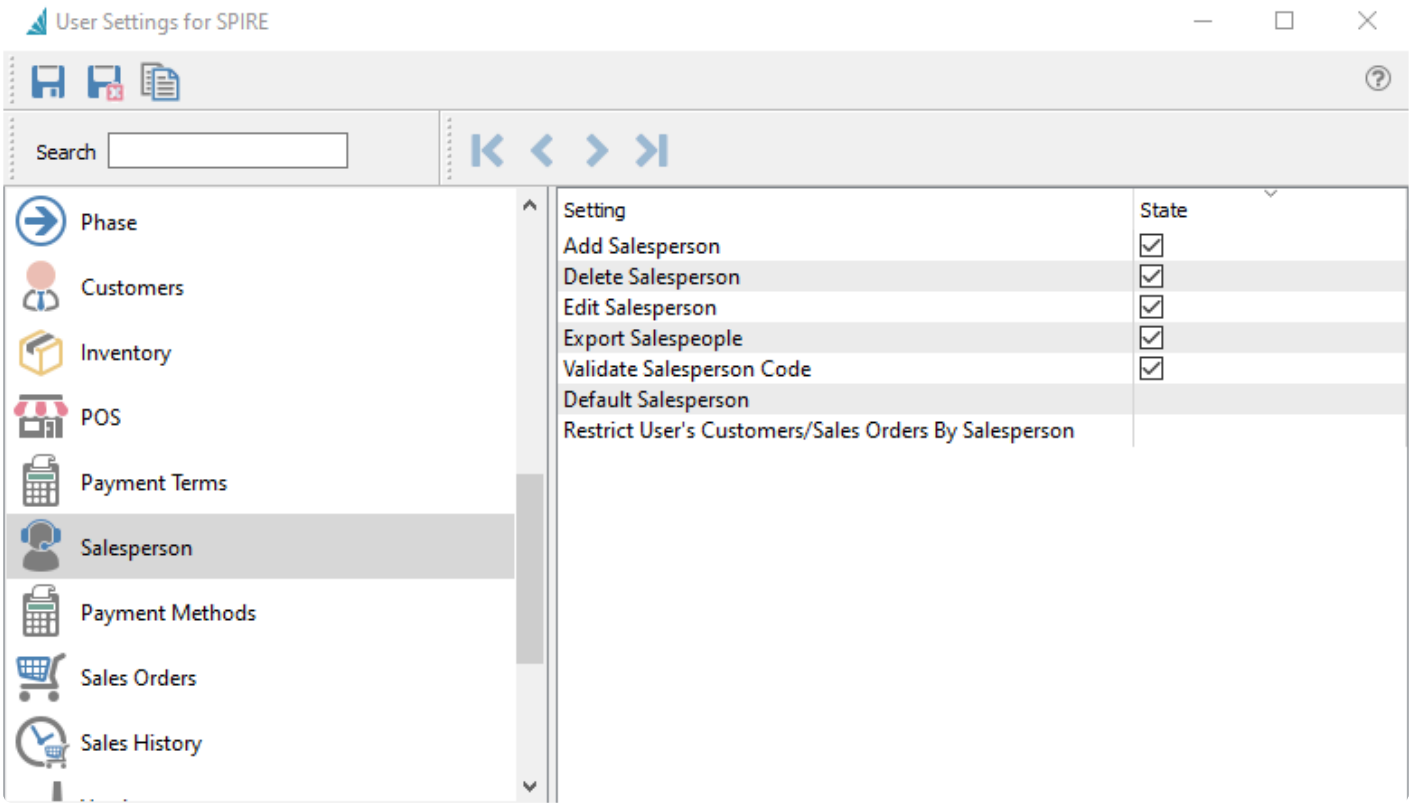
Access POS – Gives user access to the point of sale module

Payment Terms

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



Salesperson



Add Salesperson — Allow the user to create a new salesperson.

Edit Salesperson — Allow the user to make changes to existing salesperson records. If this option is disabled, the user can still view salesperson records.

Delete Salesperson — Allow the user to delete salesperson records.

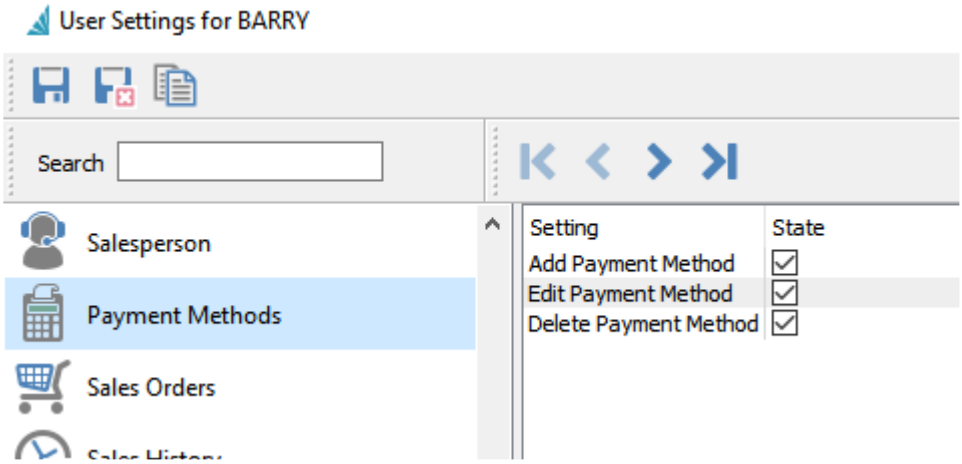
Export Salespeople — Allows the user to export the contents of the Salespeople grid to an external file.

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

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

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

Payment Methods

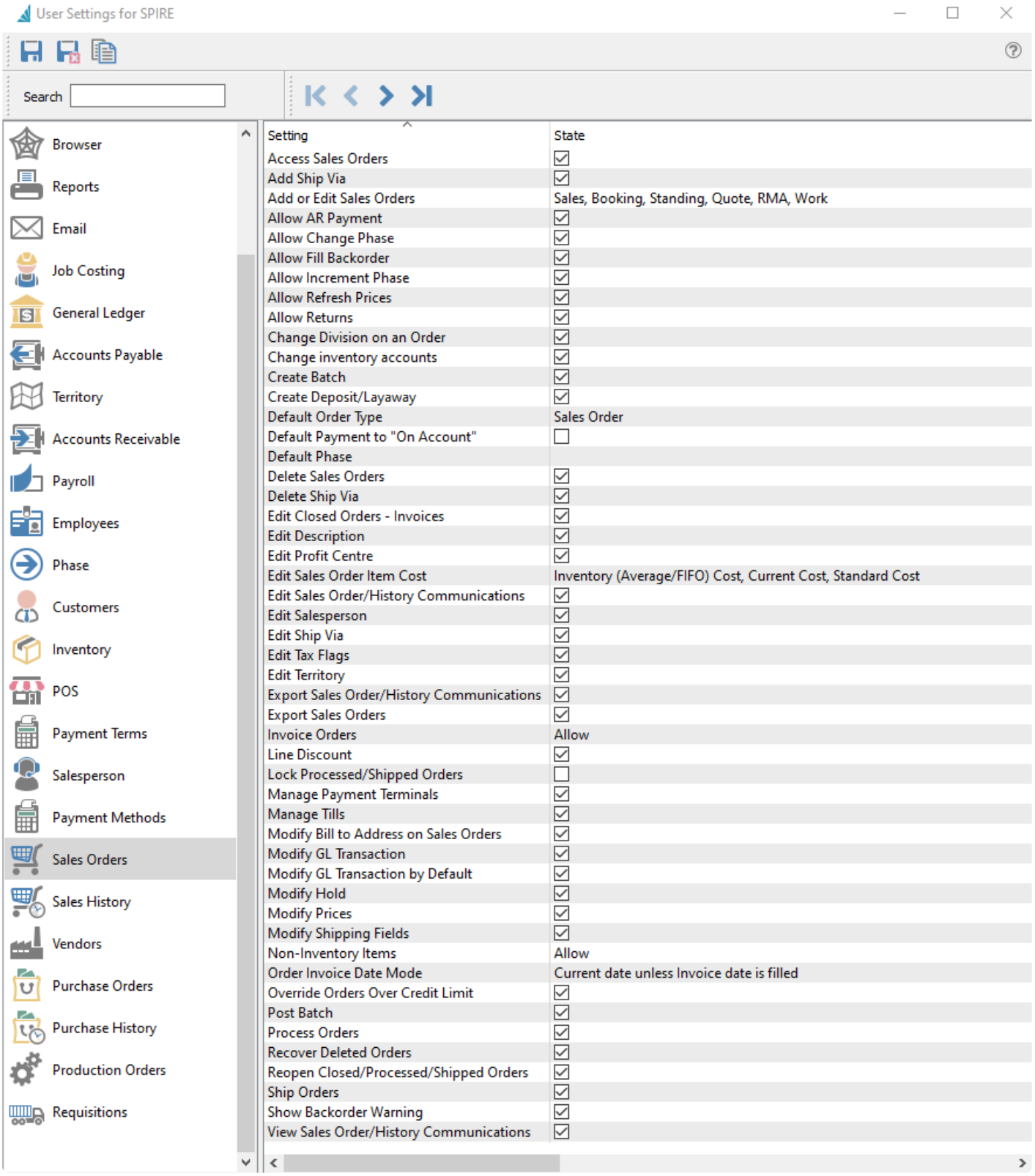


Add Payment Methods – User can add payment methods

Edit Payment Methods – User can edit payment methods

Delete Payment Methods – User can delete payment methods

Sales Order



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

Access Sales Orders – Allows the user to open the Sales Order module.

Add Ship Via – Allows the user to create new Shipping Method records.

Add or Edit Sales Orders – Allows the user to create or modify Sales orders with selected types. Editing an order with a disallowed type will open the order in read-only mode. The choices for order types are:

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

Allow AR Payment – Allows the user to make a payment on account from the AR Payment button. Disabling this option does not prevent the user from assigning Deposits or Payments on specific sales orders.

Allow Change Phase – Allows the user to edit the phase field in the Order Details section of the Main tab. Disabling this option does not prevent the user from changing the phase with the Next Phase button, as that is controlled with a different user setting.

Allow Fill Backorder – Allows the user to click the 'Fill Backorders' button for all selected orders from the order list, or any of the Fill Backorders processes when editing a sales order. Disabling this option does not prevent the user from manually editing the Ship Qty on individual sales order details.

Allow Increment Phase – Allows the user to update the phase field to the next phase in sequence by clicking the Next Phase button, either from the Sales Order list or when editing a sales order. Disabling this option does not prevent the user from changing the phase directly, as that is controlled with a different user setting.

Allow Refresh Prices – Allows the user access to the refresh price function, from the Prices button when editing a sales order.

Allow Returns – Allows the user to enter a negative Order Quantity value on sales order details, for the purpose of creating an item return.

Change Division on an Order – If multiple Divisions are enabled, the user is allowed to edit the Division field in the Order Details section of the Main tab.

Change Inventory Accounts – Allows the user to see the Ledger account columns on the sales order detail grid and edit values. When this option is disabled, the account columns are hidden.

Create Batch – If Batch Invoicing is enabled, the user is allowed to access to the Create Batch selection from the Batch button on the sales order list.

Create Deposit / Layaway – Allows the user to add a Deposit payment from the Deposit button when

editing a sales order. Disabling this option does not prevent the user from including a payment with an invoice or processing an order with a deposit already assigned.

Default order type – When creating a new sales order, the initial order type is set as the selection from:

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

Default payment to 'On Account' – When creating an invoice for a sales order, the user will not be prompted for the payment method, unless there is a credit limit condition that requires a payment to be included.

Default Phase – The initial phase field value when creating a new sales order.

Delete Sales Order – Allows a user to delete sales orders. Note that when Processed or Shipped orders are locked, deleting these orders is not possible.

Delete Ship Via – Allows the user to delete shipping method records. Shipping methods assigned as defaults to customers cannot be deleted.

Edit Closed Orders/Invoices – When batch invoicing is enabled, the user is allowed to edit and saved values on Closed orders where an invoice number has been assigned.

Edit Description – Allows the user to change the default inventory description on a sales order line.

Edit Profit Center – Allows the user to edit the profit center field in the Order Details section of the Main tab when editing a sales order.

Edit sales order item cost – Allows the user to edit the cost values on sales order details. CAUTION – Allowing this setting overrides the cost from inventory, therefore putting the GL out of balance with the inventory. Select any or all cost columns:

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

Edit Sales order/History Communications – Allows the user to add or edit records on the Communications grid for Sales Orders or Sales History invoices.

Edit Salesperson – Allows the user to change the salesperson field value on the Main tab when editing an order.

Edit Ship Via – Allows the user to modify shipping method records.

Edit Tax Flags – Allows the user to change the tax and partial tax statuses on sales order details.

Edit Territory – Allows the user to change the territory field value on the Main tab when editing an order.

Export Sales order/History Communication – Allows the user to export the contents of the Communications grid for Sales Orders or Sales History invoices to an external file.

Export Sales Orders – Allows the user to export the contents of the Sales Orders grid to an external file.

Invoice Orders – Allow the user to create an invoice for an order. Choose from:

- Allow Invoicing – The Invoice toolbar button is active and invoicing is always allowed.
- Disallow – The Invoice toolbar button is disabled on the Sales Order List and within editing a sales order.
- Disallow Over Limit – The Invoice toolbar button is active, but can only post an invoice without a payment if the customer is under their credit limit. Otherwise a user security setting must be configured to allow overriding the credit check failure.

Line Discount – Allows the user to edit the Discount % value on sales order details. Disabling this option does not prevent changing the discount percentage in the sales order footer.

Lock processed/Shipped orders – Prevents the user from editing an order with either a Processed or Shipped status. This setting will take precedence over the same option defined in Company Settings.

Manage Payment Terminals – Allows the user to create, modify and delete Payment Terminal records. When this option is disabled, the Payment Terminals section from the Sales top menu will be inactive.

Manage Tills – Allows the user to create, modify and delete Till records. When this option is disabled, the Tills section from the Sales top menu will be inactive.

Modify Bill to address on a sales order – Allows the user to change any of the information on the Bill To address tab when editing a sales order.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL. Some information such as the Accounts Receivable control account cannot be modified.

Modify GL Transaction by Default – The Post button is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

Modify Hold – Allows the user to click the Hold button for all selected orders from the order list, or when editing a sales order.

Modify Prices – Allows the user to edit the Unit price and Extended price values on sales order details. In addition, changes to values for Average, Current and Standard Margins cannot be saved as this would indirectly change the price amounts.

Modify Shipping Fields – Allows the user to modify fields in the Shipping area of the Main tab when editing a sales order. (Ship Via, FOB, Carrier, Ship Date, Tracking number, Ship to, Ship quantity) when Sales orders are not not selected as available for editing..

Non-Inventory items – When entering item codes onto sales orders that do not exist in the Inventory item list, the user can be set to:

- Disallow – The entered value will immediately be cleared.
- Prompt – Presented with a screen asking to continue with non-inventory item or Browse the Inventory item list, in case of an accidental entry error.
- Allow – The entered value will be accepted, and the next information for this non-inventory item can be entered.

Order Invoice Date mode – When creating an invoice for an order, determine the invoice date by:

- Always Current Date – The system date is used as the invoice date, which is not changeable while editing a sales order.
- Current Date Unless Invoice Date is Filled – The system date is used unless an invoice date was already entered into the field.
- Ask for the Date Unless Invoice Date is Filled – A warning message will appear if the Invoice Date field is blank, and continuing will put the focus on the invoice date field for entry.

Override orders over credit limit – Allows the user to authorize a credit override if the customer is over their credit limit. A credit override is required when saving, processing and/or invoicing an order, depending on Company Settings. Enabling this option also allows changing the customer's credit limit value from the Payment screen, and entering user initials for authorization if another user without this security requires a credit override.

Post Batch – If Batch Invoicing is enabled, the user is allowed to post Open batches on the batch list screen, accessible from the Batch button on the sales order list.

Process Orders – Allows the user to assign the Processed status to Open Orders, using the Process toolbar button either with the Sales Order list or when editing a sales order, if this status is configured as available in Company Settings. Often this status is used for printing the picking slip.

Recover Deleted Orders – Allows the user to access the Recover Deleted function from the Sales top menu, that brings up a list of deleted sales orders to restore from.

Reopen Closed/Processed/Shipped Orders – Allows the user to re-assign the Open status to Orders from either the Processed, Shipped or Closed statuses, using the Reopen Order toolbar button either with the Sales Order list or when editing a sales order. Usually this status reset is to allow making changes and re-

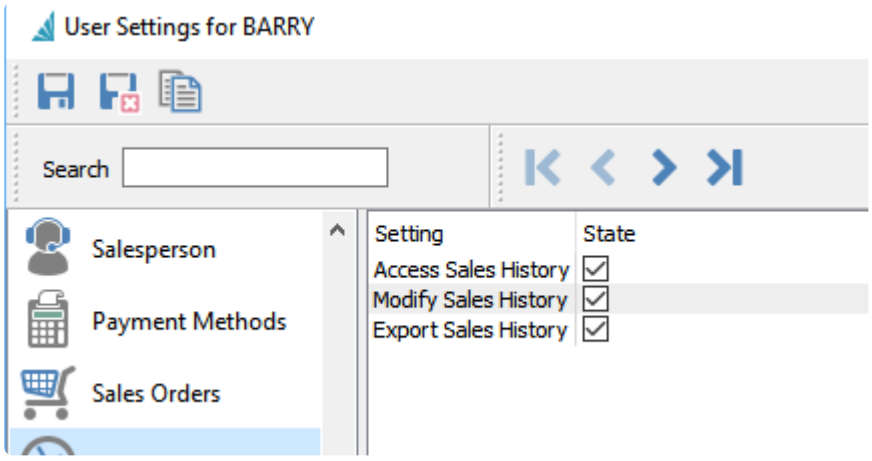
processing the order before it is invoiced.

Ship Orders – Allows the user to assign the Shipped status to Open or Processed Orders, using the Ship toolbar button either with the Sales Order list or when editing a sales order, if this status is configured as available in Company Settings. Often this status is used for printing the packing slip.

Show Back Order Warning – Warns the user when a new item item is added to a sales order that insufficient quantity is on and and the remainder is back ordered. When this option is disabled, no prompt is presented and the item is silently backordered with the same value.

View Sales order/History communications – Allows the user to view records on the Communications grid for Sales Orders or Sales History invoices.

Sales History

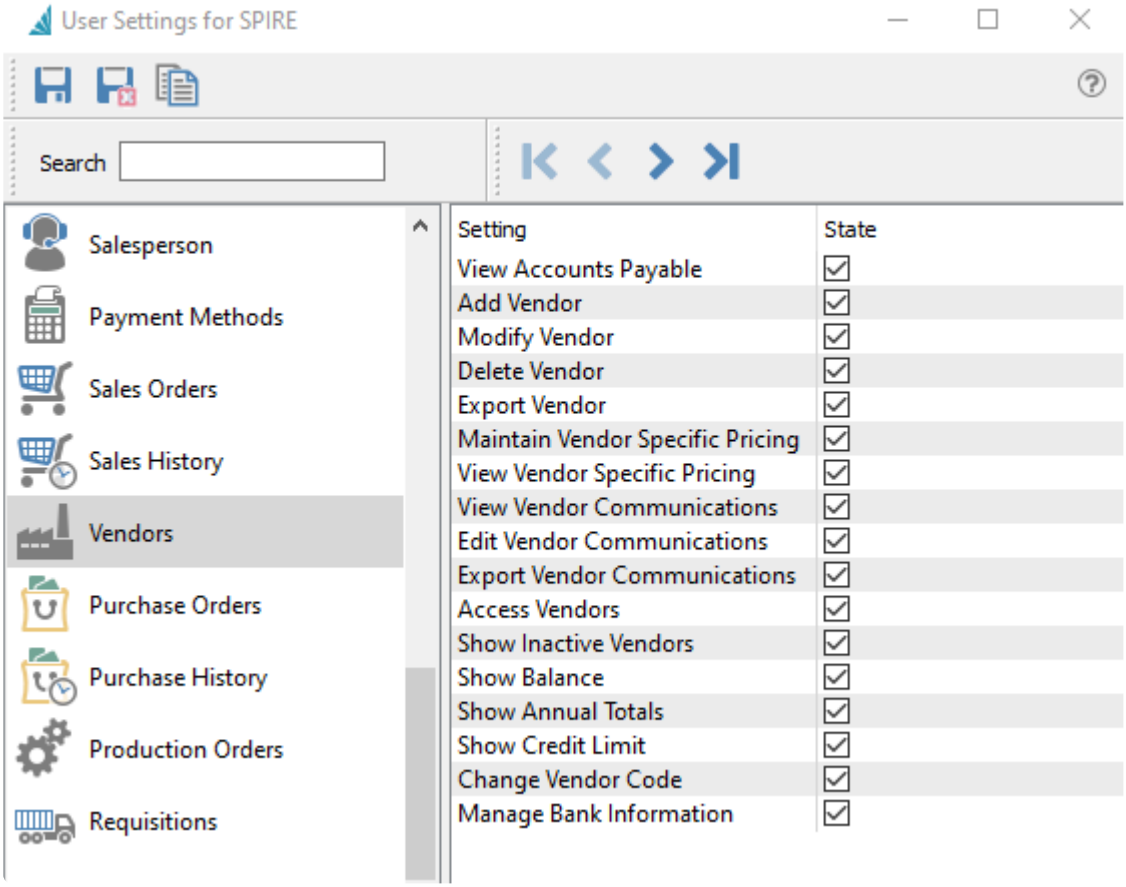


Access – Allows the user to open the Sales History module. In addition, records on the Sales History tab when editing a sales order or the Sales / Invoices tab when editing a customer will be hidden from display.

Modify – Can change non-financial information on a posted invoice, by viewing the transaction and clicking the Edit button on the toolbar.

Export – Allows the user to export the contents of the Sales History grid to an external file.

Vendors



View Accounts Payable — Allows the user to see the customer's outstanding transactions on the Accounts Payable tab when editing the customer. The ability to create entries is controlled by another User Setting for Accounts Payable.

Add Vendor — Allows the user to create new vendor records, either from the New button or from copying existing vendors.

Modify Vendor – Allows the user to make and save changes to vendor records. Some specific changes to vendors are controlled by other User Settings.

Delete Vendor — Allows the user to delete customer records. Vendors with an outstanding balance cannot be deleted.

Export Vendor — Allows the user to export the contents of the Vendor grid to an external file.

Maintain Vendor Specific Pricing — Allows the user to add, modify or delete special prices on the Vendor Prices tab when editing a vendor.

View Vendor Specific Pricing — Allows the user to access the Vendor Prices tab when editing a vendor,

to add, modify or delete special prices. Disabling this option hides the Vendor Prices tab.

View Vendor Communications — Allows the user to view records on the Communications grid for the vendor.

Edit Vendor Communications — Allows the user to add or edit records on the Communications grid for the vendor.

Export Vendor Communications — Allows the user to export the contents of the Communications grid for the vendor to an external file.

Access Vendors — Allows the user to open the Vendors module.

Show Inactive Vendors — Allows the user to see vendor records that have an Inactive status on the main Vendors grid and all vendor lookup grids in all modules. Inactive vendors will also be suppressed when using the Search box.

Show Balance — When set, the user can see the Balance field value on the Statistics tab of the vendor's record, and as a column on all vendor record grids. Generally if access is disabled for this field, then access to viewing and opening Accounts Payable is also disabled.

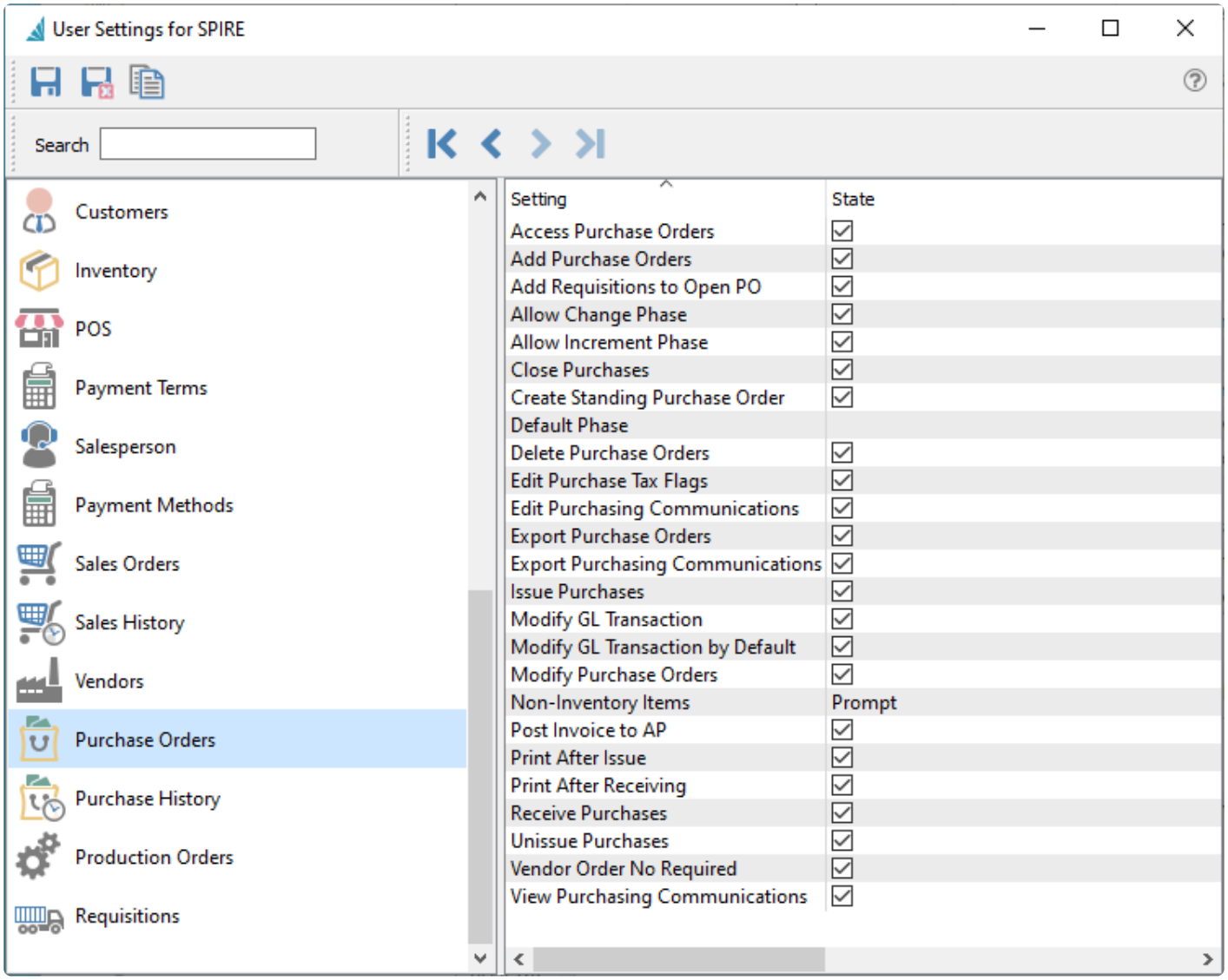
Show Annual Totals — When set, the user can see the yearly purchase field value on the Statistics tab of the vendor's record, and as columns on all vendor record grids.

Show Credit Limit — When set, the user can see both the Credit Limit type and the limited credit value on the Billing tab of the vendor's record.

Change Vendor Code — Allows the user to access and use the Vendor Code Change function from the Vendors top menu. If this option is disabled, the Apply button is unavailable to click.

Manage Bank Information – When set, the user can see and edit all the fields in the Bank Information area on the Billing tab of the vendor's record, used for EFT payments and other electronic banking.

Purchase Orders



Access Purchase Orders – Allows the user to open the Purchases module.

Add Purchase Orders – Allows the user to create new purchase orders, either from the New button or from copying existing POs.

Add Requisitions to Open PO – Processed Requisitions are added to the oldest open purchase order for each vendor, instead of creating a new PO.

Allow Change Phase – Allows the user to edit the phase field in the Order Details section of the Main tab. Disabling this option does not prevent the user from changing the phase with the Next Phase button, as that is controlled with a different user setting.

Allow Increment Phase – Allows the user to update the phase field to the next phase in sequence by clicking the Next Phase button, either from the Purchases list or when editing a purchase order. Disabling

this option does not prevent the user from changing the phase directly, as that is controlled with a different user setting.

Close Purchases – Allows the user to close invoiced purchase orders to Purchase History.

Create Standing Purchase Order – Allows the user choose the Standing status when creating or editing a purchase order.

Default Phase – The initial phase field value when creating a new purchase order.

Delete Purchase Order – Allows a user to delete sales orders. Note that when POs are Issued or Received orders, deleting is not possible.

Edit Purchase Tax Flags – Allows the user to change the tax and partial tax statuses on purchase order details.

Edit Purchasing Communications – Allows the user to add or edit records on the Communications grid for Purchases or Purchase History receipts.

Export Purchase Orders – Allows the user to export the contents of the Purchases grid to an external file.

Export Purchasing Communications – Allows the user to export the contents of the Communications grid for Purchases or Purchase History receipts to an external file.

Issue Purchases – Allows the user to assign the Issued status to purchase orders, using the Issued toolbar button when editing a purchase order. Often this status is used for sending the PO to the vendor.

Modify GL Transaction – Allows the user to modify the GL transaction account or amounts as part of the posting process. If amounts are changed, the entry still requires debits to equal credits. An arrow appears next to the Post button to select Post and Review GL. Some information such as the Accounts Receivable control account cannot be modified.

Modify GL Transaction by Default – The Post button is changed to Post and Review GL. An arrow appears next to this button to select Post, without the ability to change Ledger accounts or amounts.

Modify Purchase Orders – Allows the user to make and save changes to purchase orders. Some specific changes to POs are controlled by other User Settings.

Non-Inventory items – When entering item codes onto sales orders that do not exist in the Inventory item list, the user can be set to:

- Not Allowed – The entered value will immediately be cleared.
- Prompt – Presented with a screen asking to continue with non-inventory item or Browse the Inventory item list, in case of an accidental entry error.
- Okay – The entered value will be accepted, and the next information for this non-inventory item can

be entered.

Post Invoice to AP – After receiving quantity, the user will automatically be prompted to create a vendor invoice.

Print After Issue – Allows the user to print or email purchase orders immediately after the PO status is set to Issued.

Print After Receiving –Allows the user to print the receiving report immediately after the PO status is set to Received.

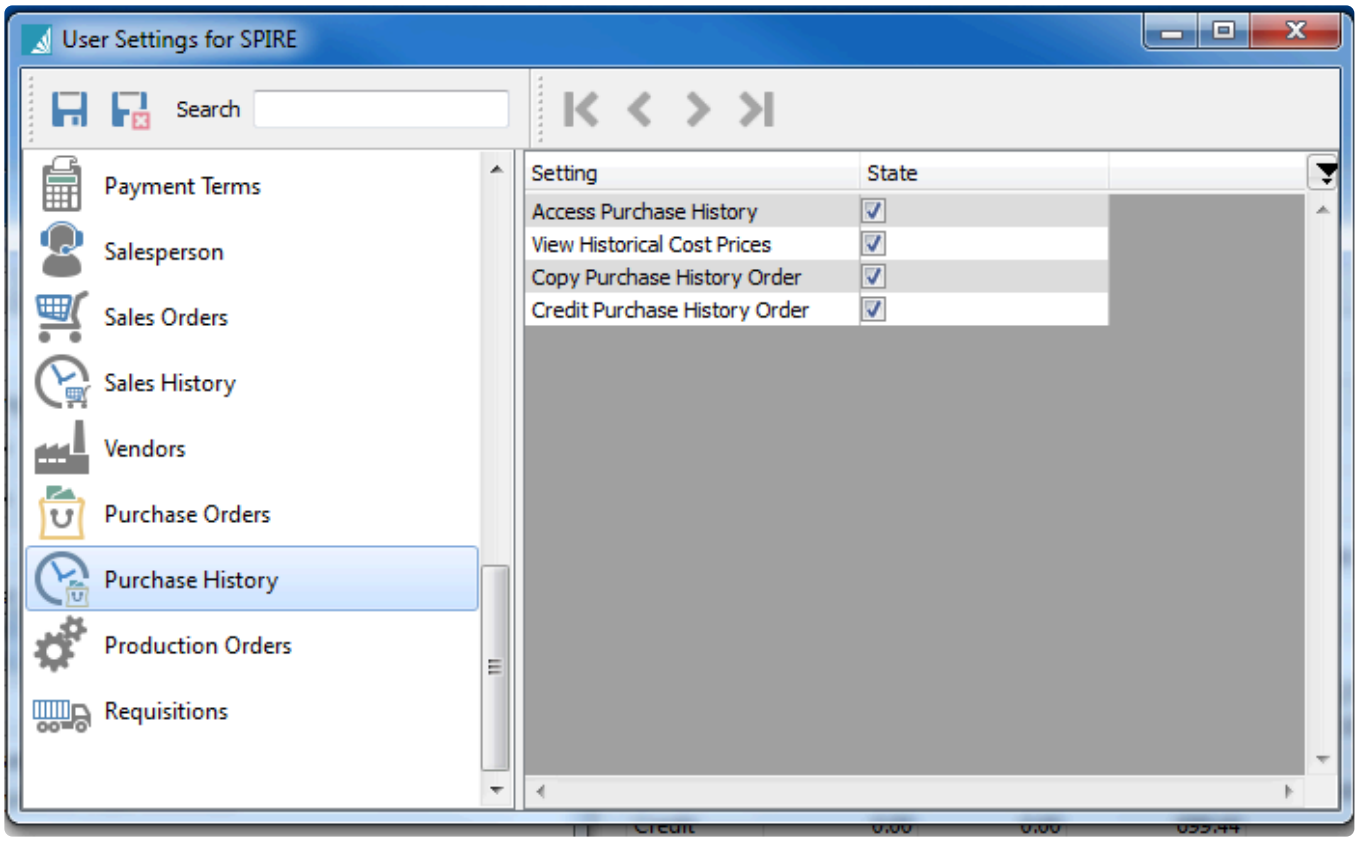
Receive Purchases – Allows the user to assign the Received status to purchase orders after Receive Quantities have been entered, using the Receive toolbar button while editing a purchase order.

Unissue Purchases – Allows the user to re-assign the Open status to Purchases from either the Issues or Received statuses, using the Unissue toolbar button when editing a purchase order. Usually this status reset is to allow making changes and re-processing the PO before it is invoiced and closed.

Vendor Order No Required – Purchase orders will not be able to be saved without a vendor order number.

View Purchasing Communications – Allows the user to view records on the Communications grid for Purchases or Purchase History receipts.

Purchase History



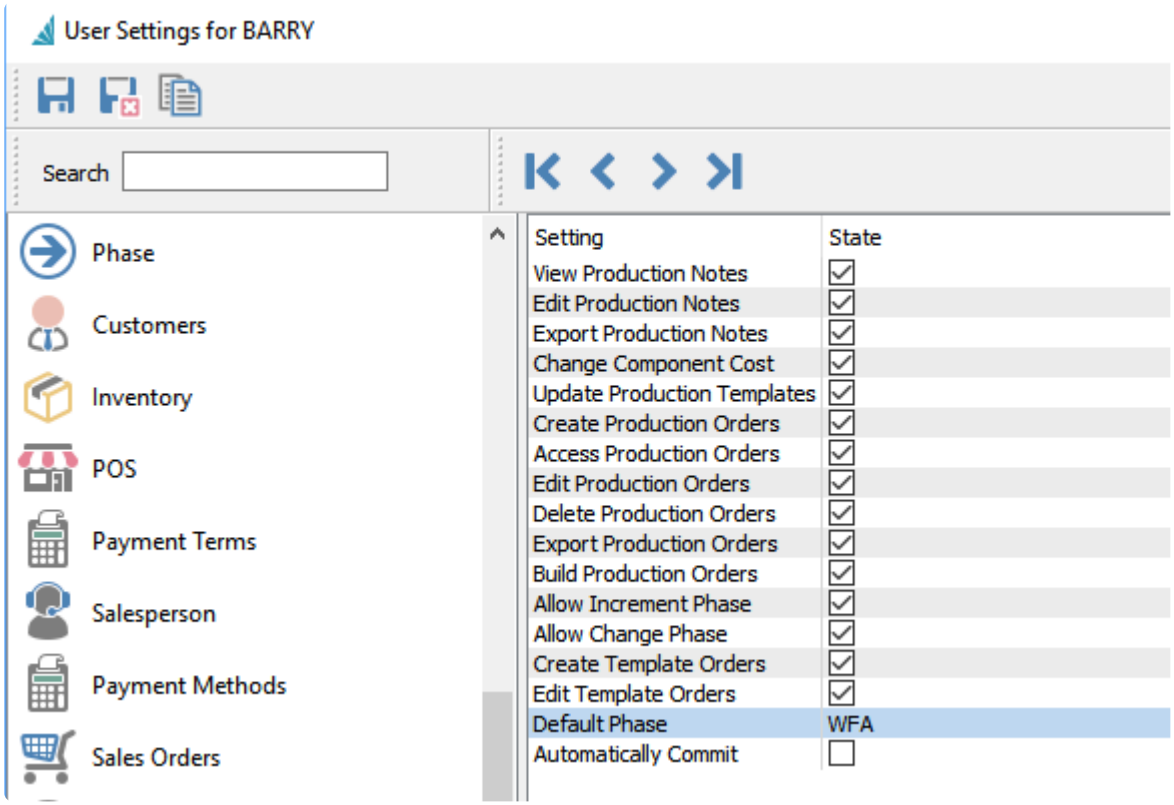
Access Purchase History – Allows the user to open the Purchase History module. In addition, records on the Purchasing / History tab when editing a vendor will be hidden from display.

View Historical Cost Prices – Allow the user to see the Unit Price and Extended Price columns on purchase details grid when viewing a historical purchase order. Note that the subtotal and total cost amounts are not suppressed, only the detail cost amounts are.

Copy Purchase History Order – Allows the user to click the Copy button when viewing a historical purchase order to create a new purchase order.

Credit Purchase History Order – Allows the user to click the Credit button when viewing a historical purchase order to create a new purchase order with negative order quantities.

Production Orders



View Production Notes – Allows the user to view records on the Communications grid for Production Orders or Production History invoices.

Edit Production Notes – Allows the user to add or edit records on the Communications grid for Production Orders or Production History invoices.

Export Production Notes – Allows the user to export the contents of the Communications grid for Production Orders or Production History invoices to an external file.

Change Component Cost – Allows the user to edit the unit cost of component items in the grid.

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

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

Create Production Orders – Allows the user to create new Production orders from the Orders tab.

Access Production Orders – Allows the user to open the Production Order module.

Edit Production Orders – Allows the user to edit and save Production orders from the Orders tab.

Delete Production Orders – Allows a user to delete Production orders from the Orders tab.

Export Production Orders – Allows the user to export the contents of the Production Orders grid to an external file.

Build Production Orders – Allows the user to build production orders by clicking the Build button, either from the Production Order list or when editing a production order.

Allow Increment Phases – Allows the user to update the phase field to the next phase in sequence by clicking the Next Phase button, either from the Production Order list or when editing a production order. Disabling this option does not prevent the user from changing the phase directly, as that is controlled with a different user setting.

Allow Change Phase – Allows the user to edit the phase field in the Order Information section of the Main tab. Disabling this option does not prevent the user from changing the phase with the Next Phase button, as that is controlled with a different user setting.

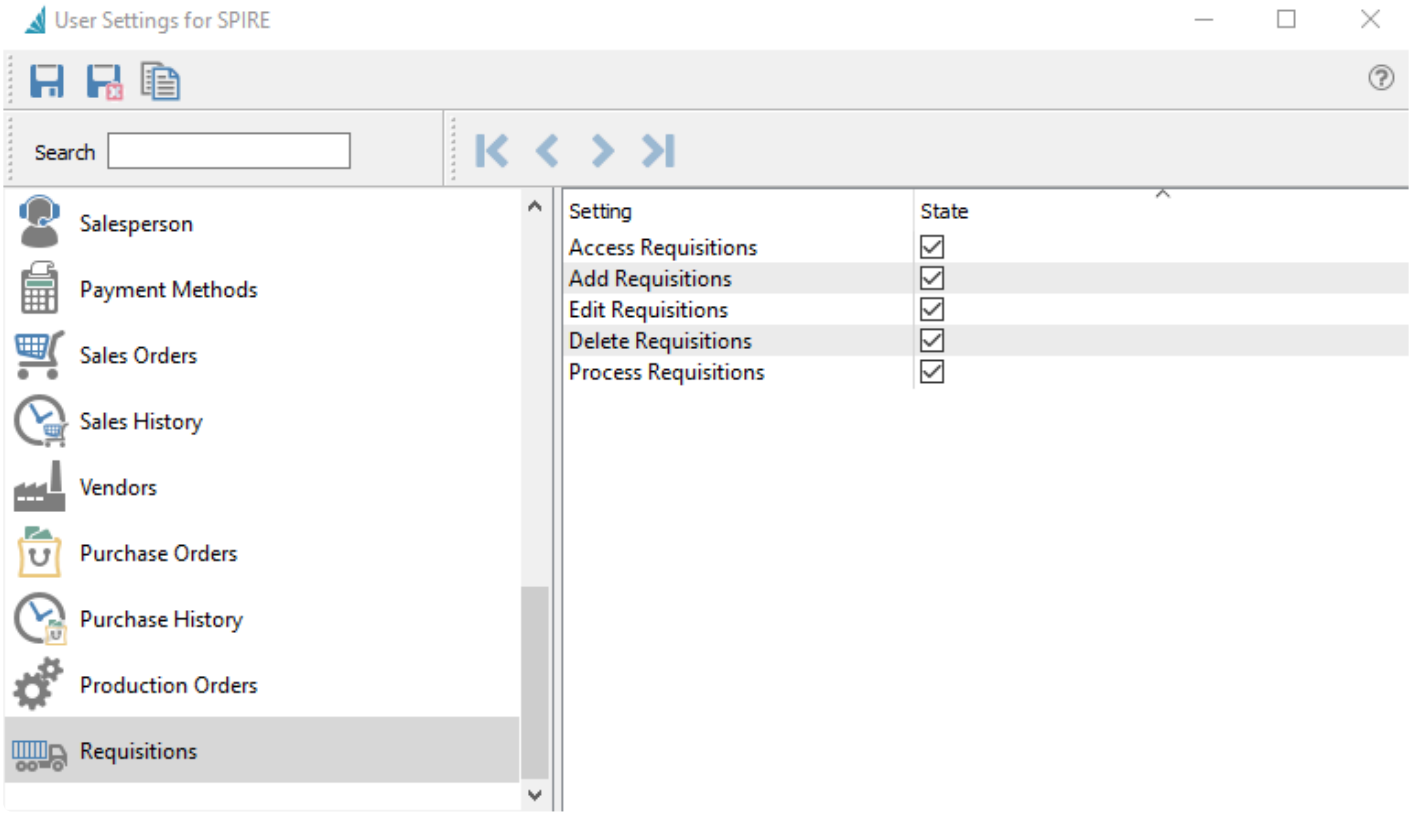
Create Template Orders – Allows the user to create new Production orders from the Templates tab.

Edit Template Orders – Allows the user to edit and save Production orders from the Templates tab.

Default Phase – The initial phase field value when creating a new production order.

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

Requisitions



Access Requisitions – Allows the user to open the Requisitions module.

Add Requisitions – Allows the user to create requisitions from the Inventory item list or from editing a Sales order or Production order.

Edit Requisitions – Allows the user to change values on the Requisitions list and save them.

Delete Requisitions – Allows a user to delete requisitions.

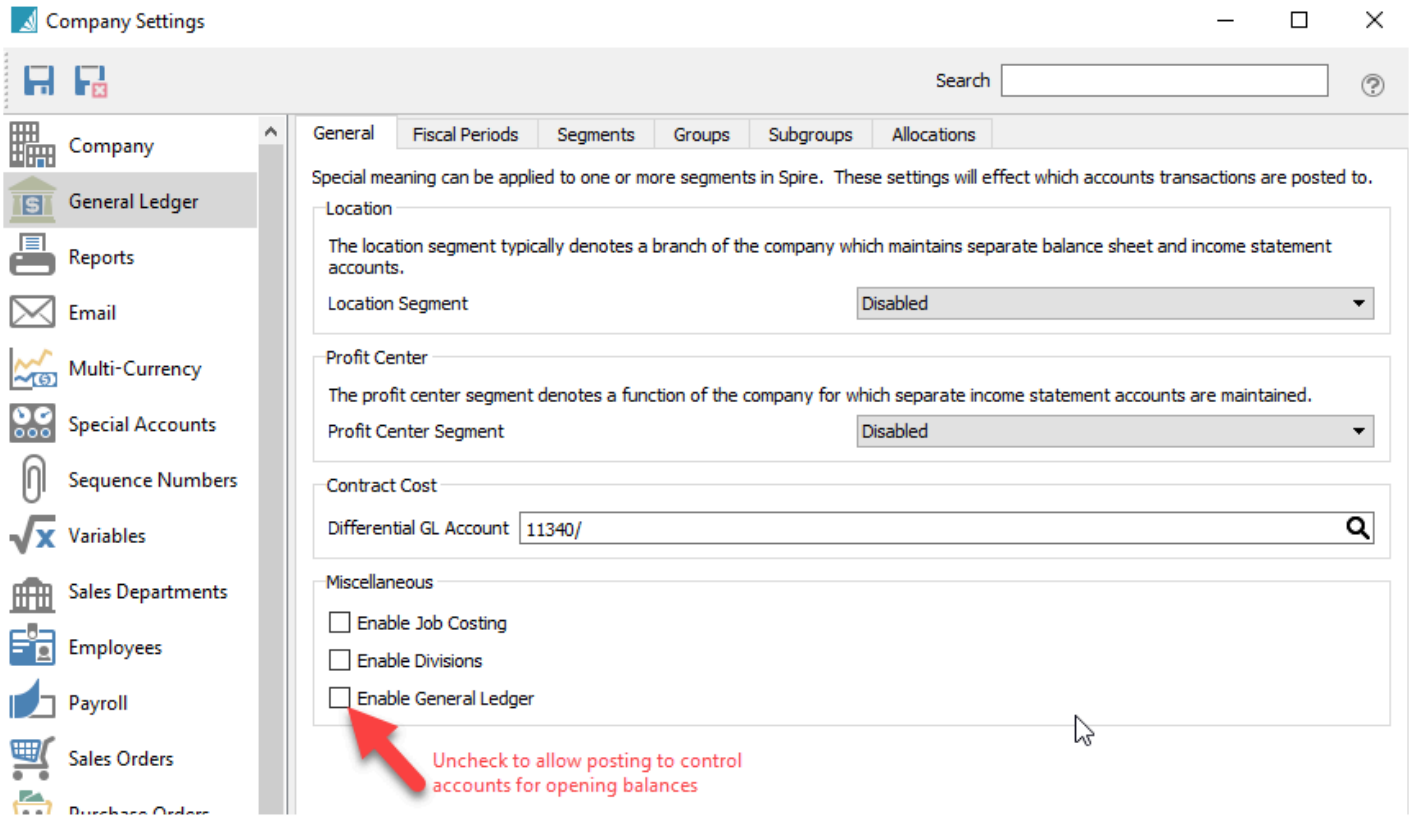
Process Requisitions – Allows a user to click the Process button on the toolbar, to create new purchase orders from highlighted requisitions.

Opening Balances

When you first start using Spire and the company data is not being migrated from another product, the GL and sub ledgers require opening balances to initialize the data. Each of the sub ledgers need to balance to the General Ledger, and all account debits and credits must net to zero.

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

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



The following topics contain instruction on entering opening balances for various specific modules.

General Ledger

The easiest way to enter the general ledger opening balance is to enter it as one large journal entry. You may wish to include a memo such as “Starting Open Balance” to identify this. In order to be able to post opening balances to control accounts, Company Settings must have the GL disabled.

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

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

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

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

Accounts Payable

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

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

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

Opening Balance entries should include at least the following, which is the minimum required to make sure that the data is aged properly.

- Invoice Number
- Date
- Amount

The date cannot be earlier than the first fiscal period available for posting. Usually when starting new company data, that date is at least one year prior. If the date of the invoice is older than that, just use the earliest date possible so that the aging will be at the maximum value from Company Settings / Accounts Payable / Aging Periods.

Optionally you should also include:

- PO number
- Terms
- Due Date
- Memo

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

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

Accounts Receivable

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

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

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

Opening Balance entries should include at least the following, which is the minimum required to make sure that the data is aged properly.

- Invoice Number
- Date
- Amount

The date cannot be before that first fiscal period available for posting. Usually when starting new company data, that date is at least one year prior. If the date of the invoice is older than that, just use the earliest date possible so that the aging will be at the maximum value from Company Settings / Accounts Receivable / Aging periods.

Optionally it should also include:

- PO number
- Terms
- Memo

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

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

Inventory

For inventory opening balances, they could be imported as part of the initial company setup. However this is not a desirable method because there is no way to see what the opening balance was at the start.

The best way to get the opening balance for inventory is to start by importing the Inventory part numbers from a spreadsheet, without the quantities and cost balances. Then on the go live date, and before posting anything that involves inventory, import the inventory count as an “Inventory Adjustment” to populate item quantities and costs.

Include the following in the spreadsheet:

- Warehouse
- Part number
- Count
- Memo

The memo should contain text such as “Opening Balance” to identify these transactions.

Once imported the results can be reviewed, and when verified as correct they can be posted.

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

Lot/Serial Number Opening Balances

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

- Use inventory adjustments to bring the balance of these items to zero.
- Edit each item and change the type to be Lot Numbered or Serialized as required.
- Receive the items to restore items back to the original and correct balance.

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

Payroll

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

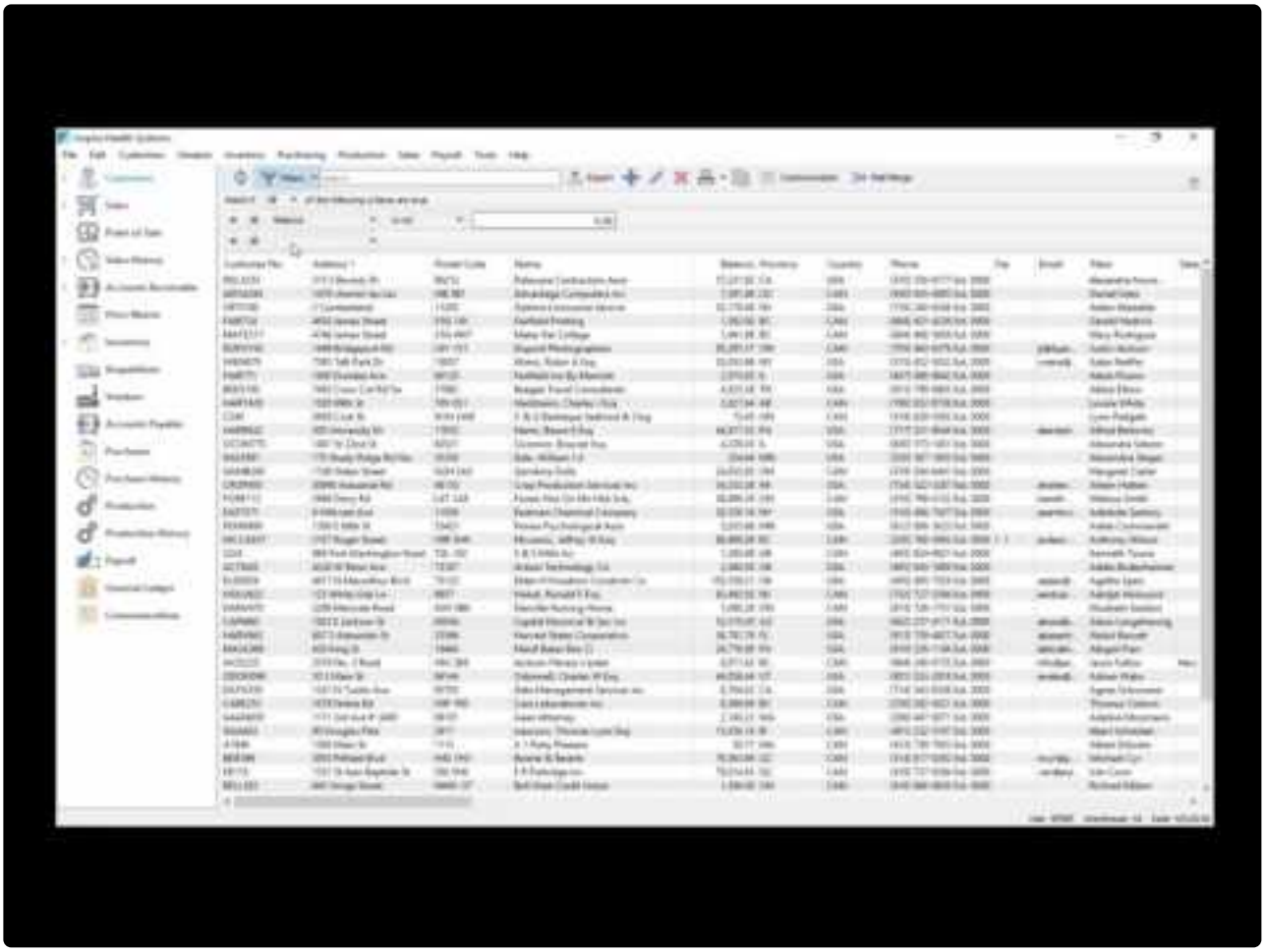
If the company is going live in any month except January first then they must also post a timecard to each employee for the total year to date from their old system. Before posting be sure to edit the taxes, deductions and benefits to match what was historically posted.

Optionally each timecard can be posted separately.

Filters/Searches/Exports

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

Video instruction – Filters & Searches



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

Filters

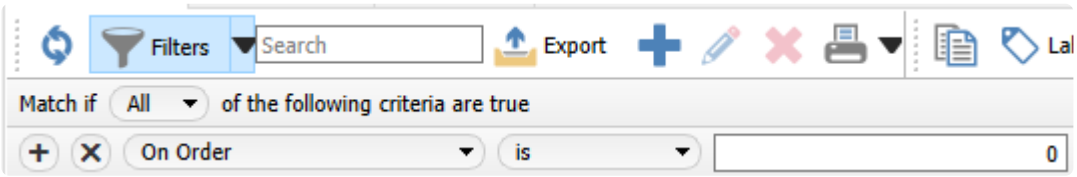
Filters are used to display only those records on the grid that match data values you determine. Filters can be saved for future use, including the columns selected, the column position and the sort order.

Useful Filter Examples

- **Inventory requires ordering** – *Filter* = “Suggested Qty” is not 0
- **Inventory not sold in 2 years** – *Filter* = “This Years Units” is 0 + “Last Years Units” is 0. Then set the “Match if” to All
- **AR over 120 days** – *Filter* = “Over 120” is not 0
- **Sales Order with margin less than 30%** – *Filter* = “GP %(Average) is less than 30
- **Purchase orders received in full** – *Filter* = “Remaining Amount” is 0

Creating a New Filter

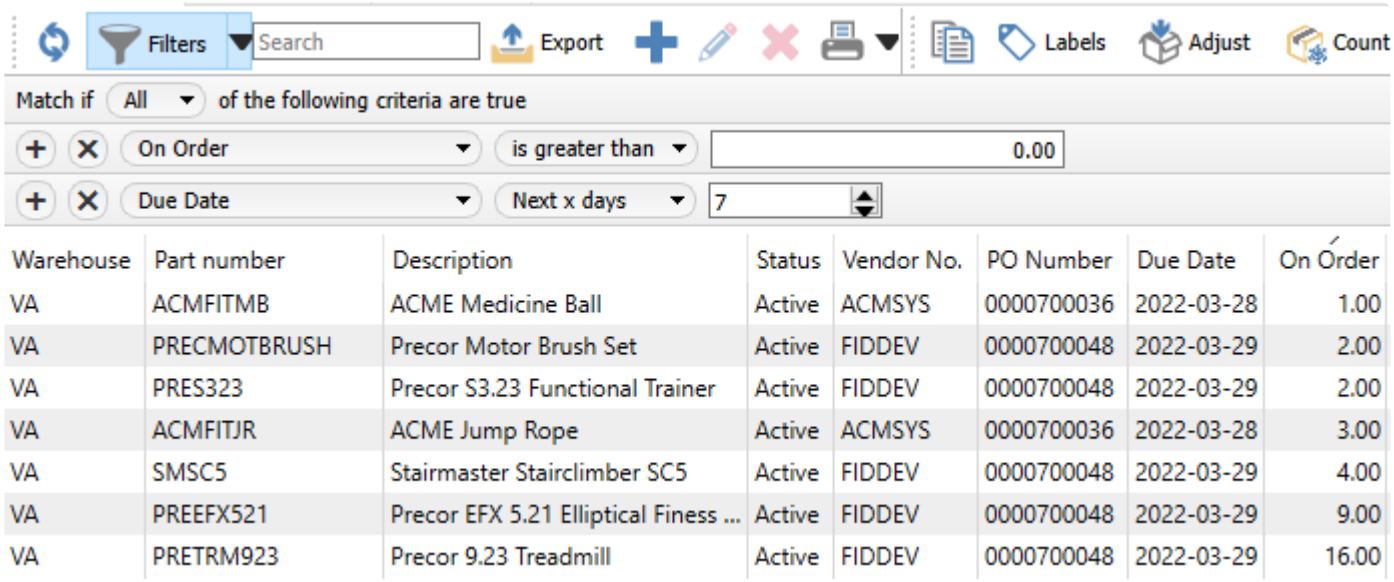
Click the Filter button on the toolbar to start the process of defining selection criteria.



Match if Any/All of the following criteria are true – When multiple selection criteria are set, choose Any for records to display when at least one criterion is met. Choose All for records to display only if every criteria is met.

Choose the field name you want to search on, the comparison type, and the value for comparison. All records that match this will be displayed in the grid.

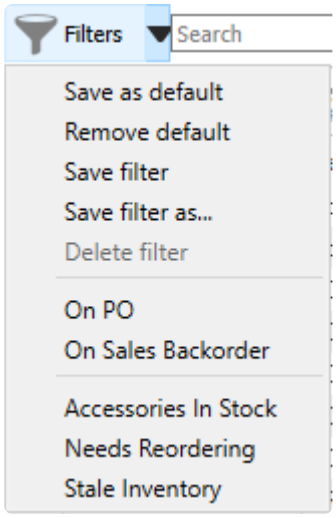
Click the + button to add another search criterion below. Click the X button to remove this search criterion.



Warehouse	Part number	Description	Status	Vendor No.	PO Number	Due Date	On Order
VA	ACMFITMB	ACME Medicine Ball	Active	ACMSYS	0000700036	2022-03-28	1.00
VA	PRECMOTBRUSH	Precor Motor Brush Set	Active	FIDDEV	0000700048	2022-03-29	2.00
VA	PRES323	Precor S3.23 Functional Trainer	Active	FIDDEV	0000700048	2022-03-29	2.00
VA	ACMFITJR	ACME Jump Rope	Active	ACMSYS	0000700036	2022-03-28	3.00
VA	SMSC5	Stairmaster Stairclimber SC5	Active	FIDDEV	0000700048	2022-03-29	4.00
VA	PREEFX521	Precor EFX 5.21 Elliptical Finess ...	Active	FIDDEV	0000700048	2022-03-29	9.00
VA	PRETRM923	Precor 9.23 Treadmill	Active	FIDDEV	0000700048	2022-03-29	16.00

Filter Save Options

When something is ready to save, the menu options accessible from the black arrow drop-down can be used.



Save as default – Once a filter and/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.

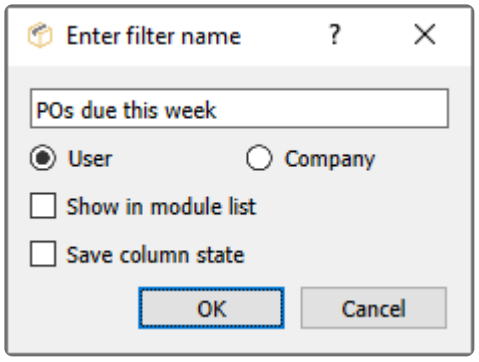
Save filter – When an existing filter is active and changes are made, the filter is updated with no additional prompts.

Save filter as – Save the filter criteria under a new name. A screen will appear to enter this name and other related options.

Delete Filter – This is only available when a saved filter is active. Deleting will remove this filter.

Filter List – Shows available saved filters, where choosing one will reload the grid with records that match the filter criteria. The first group are Filters defined for this user only, followed by the group of filters available for all users in the company.

When saving a new filter, the following screen appears. Enter a unique name to identify it, which will appear not only in the places in can be selected from, but also in the Filters button when active.



User – The filter name will be private for the current user and not be available for other users in the company.

Company – The filter name will be available for all users in the company.

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

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

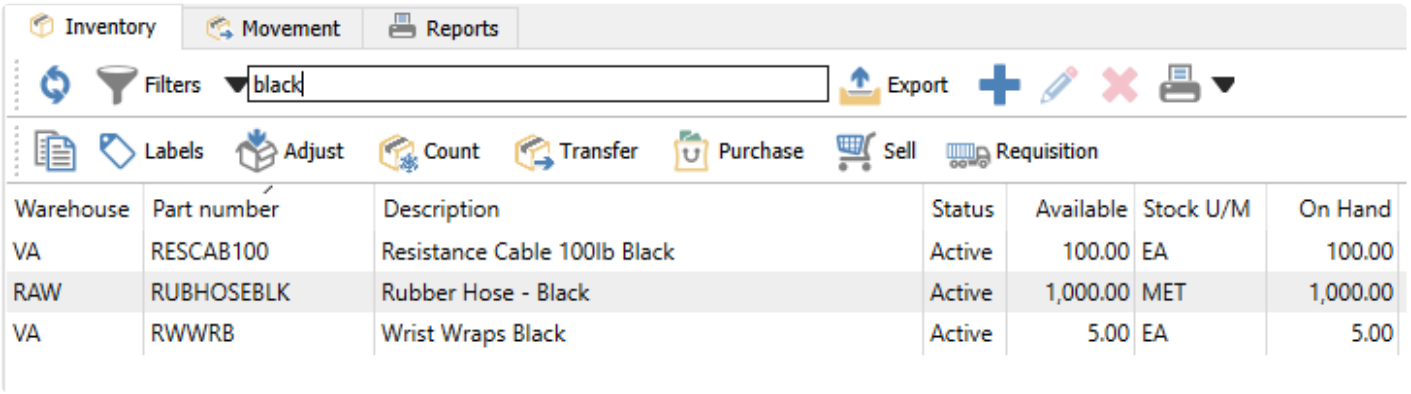
Save column state – The selected column position and size will be saved.

Searches

There are multiple ways that Spire allows you to locate the desired record of choice, either from grids or entry.

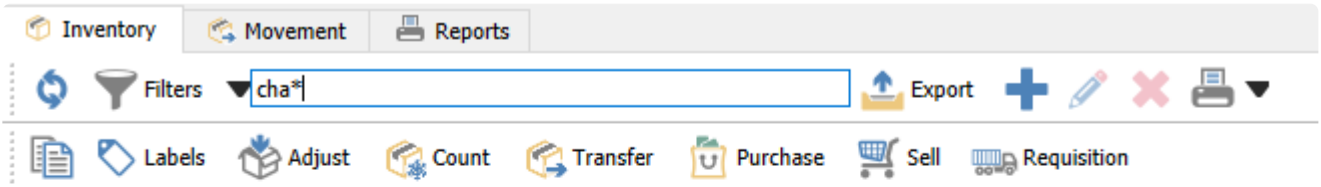
Search Box

Each module of Spire includes a search box at the top of the list. This search feature looks into most of the text fields in the database records, including any communications or notes entered.



Warehouse	Part number	Description	Status	Available	Stock U/M	On Hand
VA	RESCAB100	Resistance Cable 100lb Black	Active	100.00	EA	100.00
RAW	RUBHOSEBLK	Rubber Hose - Black	Active	1,000.00	MET	1,000.00
VA	RWWRB	Wrist Wraps Black	Active	5.00	EA	5.00

Word(s) can be entered and the list will be filtered to the records that include all word(s) searched for, and you need to type at least three characters to initiate this search. Partial searches are allowed for key fields such as Customer number or Inventory Part number, but full word searches on other text informational fields are required to find desired records. You can use the * wildcard after the entered search text to locate all records that have complete words starting with this text.



Warehouse	Part number	Description	Status	Available	Stock U/M
VA	CCFPKG	Charlie CrossFit Package	Active	1.00	EA
VA	CHALK	Gym Chalk	Active	223.00	EA
VA	PCBALL	Primo Chalk Balls	Active	3.00	EA
VA	PRCH32	Primo Chalk Loose 32oz	Active	5.00	EA
VA	PRCH32-1	Primo Chalk Loose 32oz	Active	0.00	EA
VA	PRCH32-3	Primo Chalk Loose 32oz	Active	0.00	EA
VA	VIECCHAIR	Vicore Elite Core Chair	Active	12.00	EA

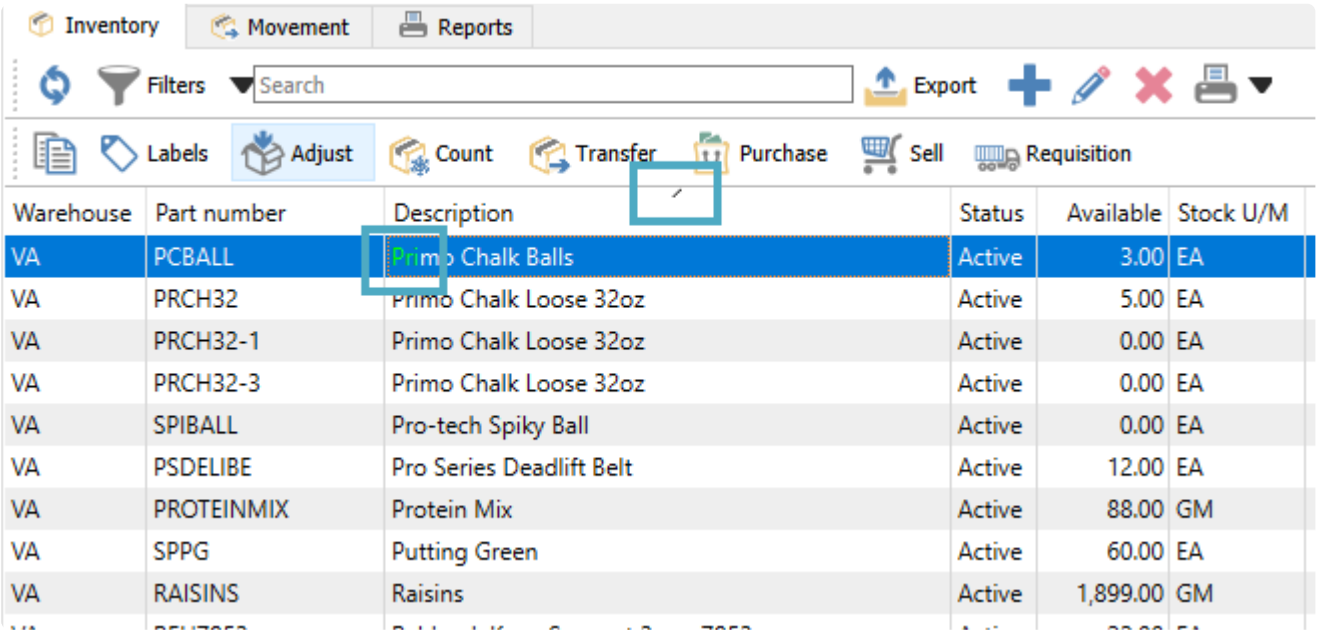
The user can also put an ‘or’ between words and then results with either words will show in the search results. Another option to use in searching is a minus symbol (-) which produces an exclusion for the search. As an example, if in the inventory list the user types ‘bar -caramel’ then all items with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

record will show up with the exception of the ones with caramel in them.

This method of restricting displayed rows is not only useful for locating a desired record, but also useful for exporting a list of records to an Excel or CSV file based on your search.

Highlight in Sorted Column

Another way to locate a desired record within a grid is to typing into a cell, searching within the column with the assigned sort.

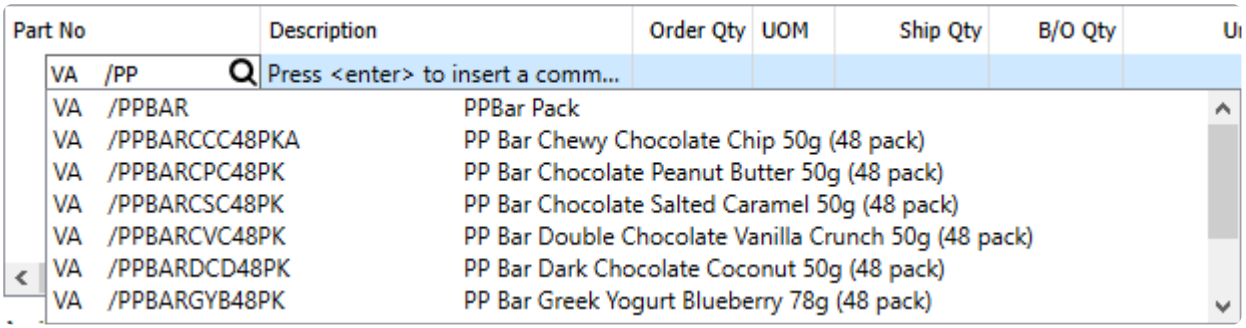


Warehouse	Part number	Description	Status	Available	Stock U/M
VA	PCBALL	Primo Chalk Balls	Active	3.00	EA
VA	PRCH32	Primo Chalk Loose 32oz	Active	5.00	EA
VA	PRCH32-1	Primo Chalk Loose 32oz	Active	0.00	EA
VA	PRCH32-3	Primo Chalk Loose 32oz	Active	0.00	EA
VA	SPIBALL	Pro-tech Spiky Ball	Active	0.00	EA
VA	PSDELIBE	Pro Series Deadlift Belt	Active	12.00	EA
VA	PROTEINMIX	Protein Mix	Active	88.00	GM
VA	SPPG	Putting Green	Active	60.00	EA
VA	RAISINS	Raisins	Active	1,899.00	GM

When you type a character, the grid focus will immediately be taken to the first row where the value in the sorted column starts with this character. Type a second character to display the row with the value starting with these two characters, and so on.

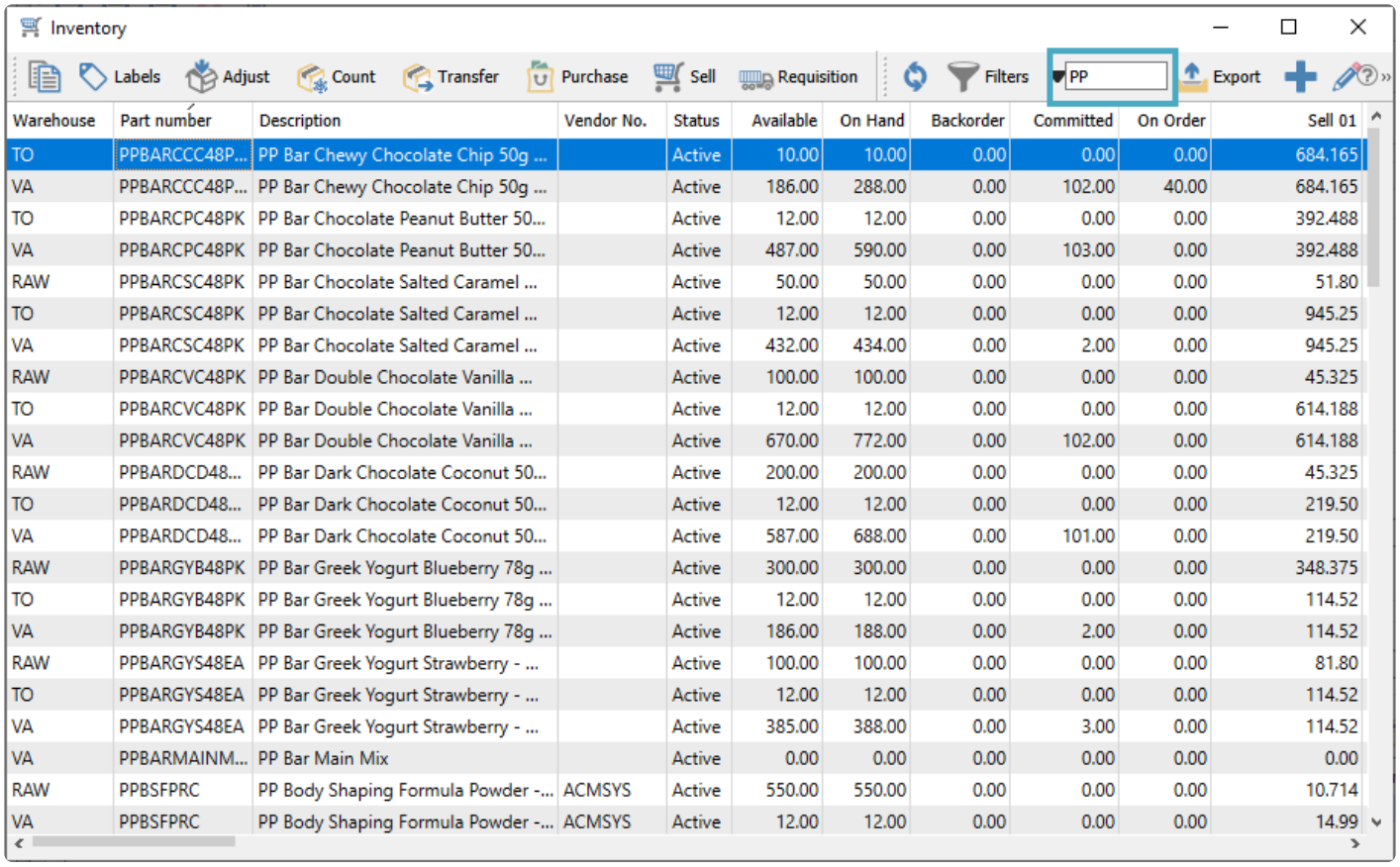
Field Entry Search

When typing into any field in Spire that has a magnifying glass icon, the first ten relevant results are automatically determined with each character entered, with results appearing in a pop-up below the field.



If you require to see more than the first 10, you can press the F9 key to display the entire list of records in a

new window, determined in the same way as if you had used the Search box on the module list grid.

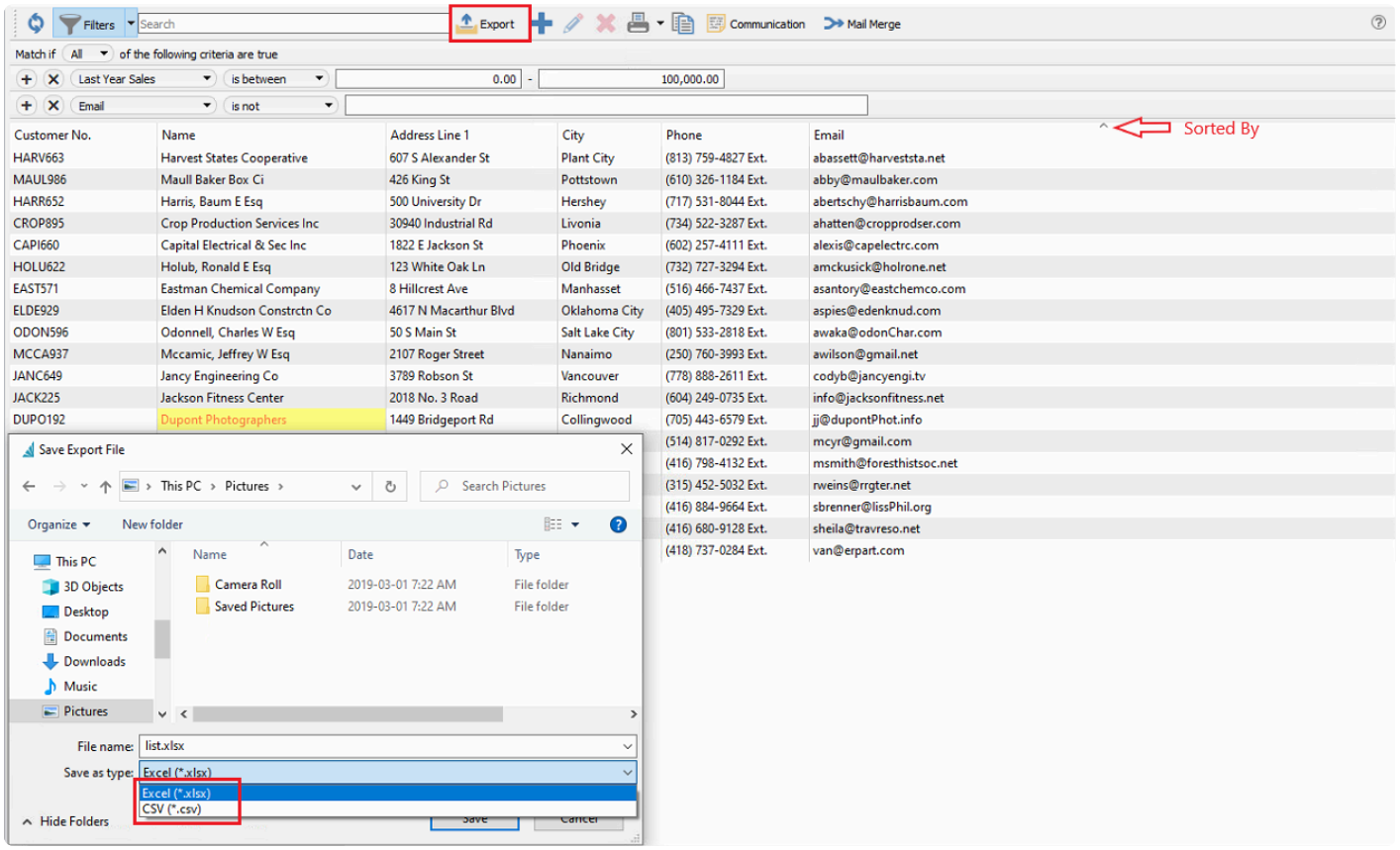


Warehouse	Part number	Description	Vendor No.	Status	Available	On Hand	Backorder	Committed	On Order	Sell 01
TO	PPBARCCC48P...	PP Bar Chewy Chocolate Chip 50g ...		Active	10.00	10.00	0.00	0.00	0.00	684.165
VA	PPBARCCC48P...	PP Bar Chewy Chocolate Chip 50g ...		Active	186.00	288.00	0.00	102.00	40.00	684.165
TO	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50...		Active	12.00	12.00	0.00	0.00	0.00	392.488
VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50...		Active	487.00	590.00	0.00	103.00	0.00	392.488
RAW	PPBARCSC48PK	PP Bar Chocolate Salted Caramel ...		Active	50.00	50.00	0.00	0.00	0.00	51.80
TO	PPBARCSC48PK	PP Bar Chocolate Salted Caramel ...		Active	12.00	12.00	0.00	0.00	0.00	945.25
VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel ...		Active	432.00	434.00	0.00	2.00	0.00	945.25
RAW	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...		Active	100.00	100.00	0.00	0.00	0.00	45.325
TO	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...		Active	12.00	12.00	0.00	0.00	0.00	614.188
VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...		Active	670.00	772.00	0.00	102.00	0.00	614.188
RAW	PPBARDCD48...	PP Bar Dark Chocolate Coconut 50...		Active	200.00	200.00	0.00	0.00	0.00	45.325
TO	PPBARDCD48...	PP Bar Dark Chocolate Coconut 50...		Active	12.00	12.00	0.00	0.00	0.00	219.50
VA	PPBARDCD48...	PP Bar Dark Chocolate Coconut 50...		Active	587.00	688.00	0.00	101.00	0.00	219.50
RAW	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...		Active	300.00	300.00	0.00	0.00	0.00	348.375
TO	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...		Active	12.00	12.00	0.00	0.00	0.00	114.52
VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...		Active	186.00	188.00	0.00	2.00	0.00	114.52
RAW	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - ...		Active	100.00	100.00	0.00	0.00	0.00	81.80
TO	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - ...		Active	12.00	12.00	0.00	0.00	0.00	114.52
VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - ...		Active	385.00	388.00	0.00	3.00	0.00	114.52
VA	PPBARMAINM...	PP Bar Main Mix		Active	0.00	0.00	0.00	0.00	0.00	0.00
RAW	PPBSFPRC	PP Body Shaping Formula Powder -...	ACMSYS	Active	550.00	550.00	0.00	0.00	0.00	10.714
VA	PPBSFPRC	PP Body Shaping Formula Powder -...	ACMSYS	Active	12.00	12.00	0.00	0.00	0.00	14.99

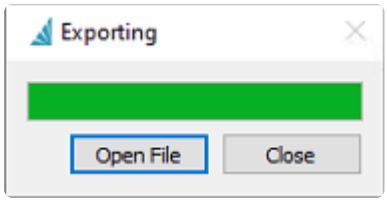
Exports

The Export feature gives the user the ability to create an externally accessible file that contains all visible information on the grid. Along with Filters or other Search results, this means that Spire users can create custom inquiry results that each user can design themselves, for analysis or as a Mail Merge source file.

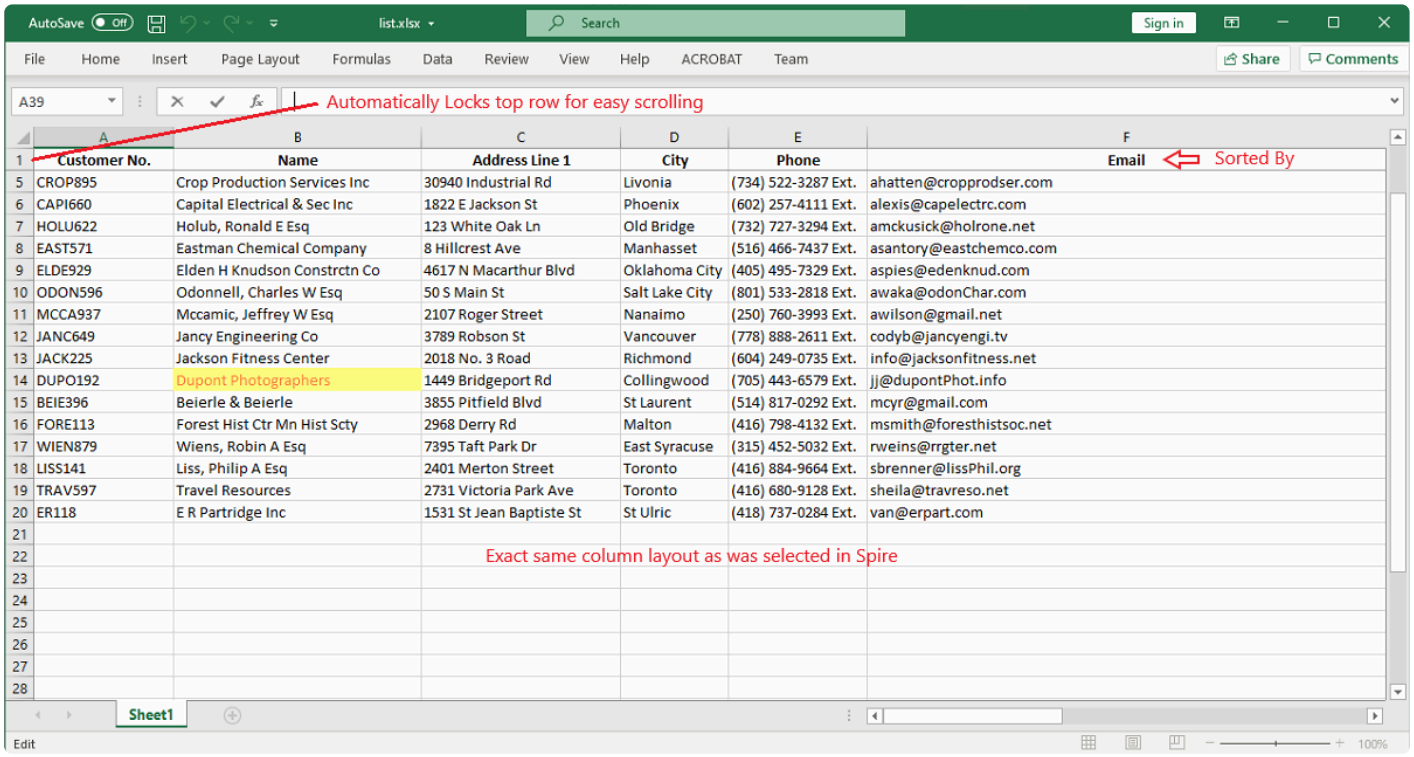
When the grid has the list of desired records and the required columns displayed, click on the “Export” button and then choose Excel (**.xlsx) or CSV (**.csv.)



The user will be asked if they want to open the file for viewing or editing, using the default Windows application that opens the XLSX or CSV file type.



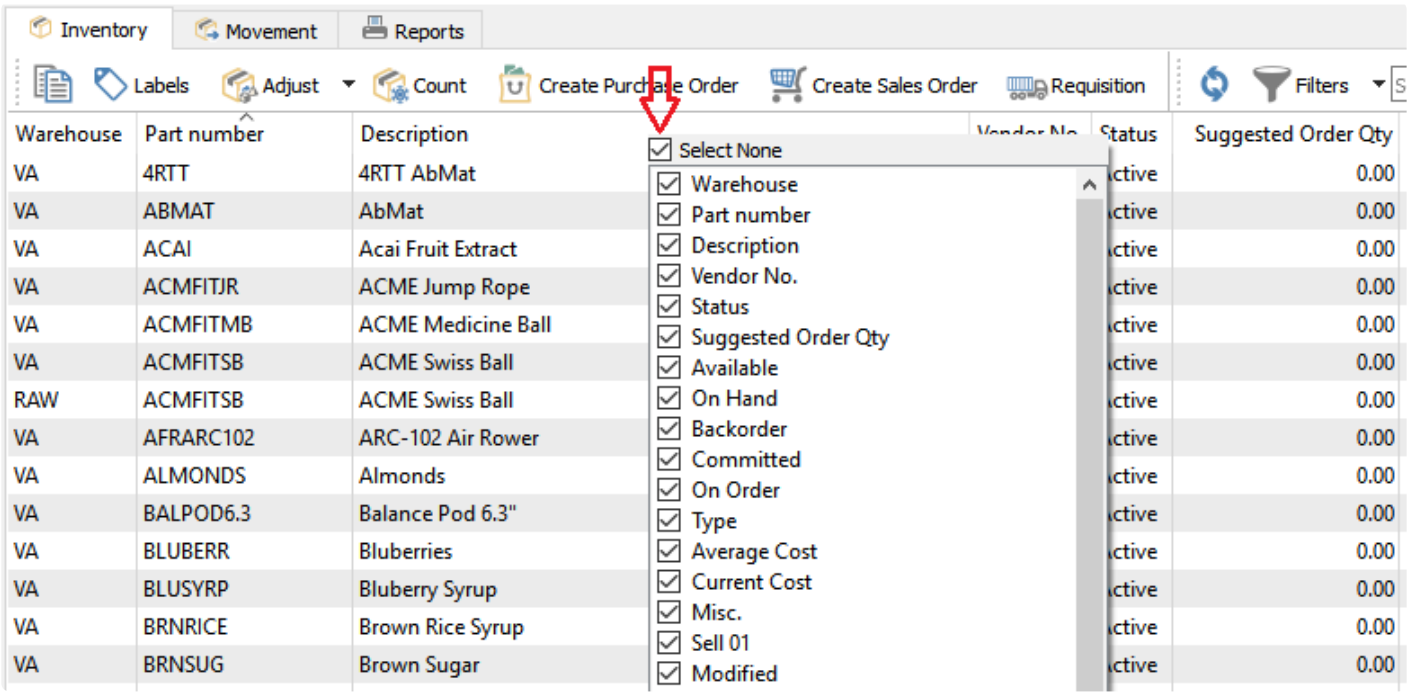
Click open and note that the spreadsheet maintains the list layout and sort order that was selected in Spire. Excel files are exported as tables, which has the top row locked for easy scrolling through large lists.



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

Column Layout

Columns on all lists can be setup exactly how each user wants, and changes are automatically remembered each time the user open the module or window with this grid.



Columns can be moved to any position by dragging a single column from the original to the new location, and they can be added or removed as required, by right-clicking on the grid title row to bring up the available field list. Fields may be individually enabled for display, or the “Select All” or “Select None” checkbox may be used to select or remove all fields.

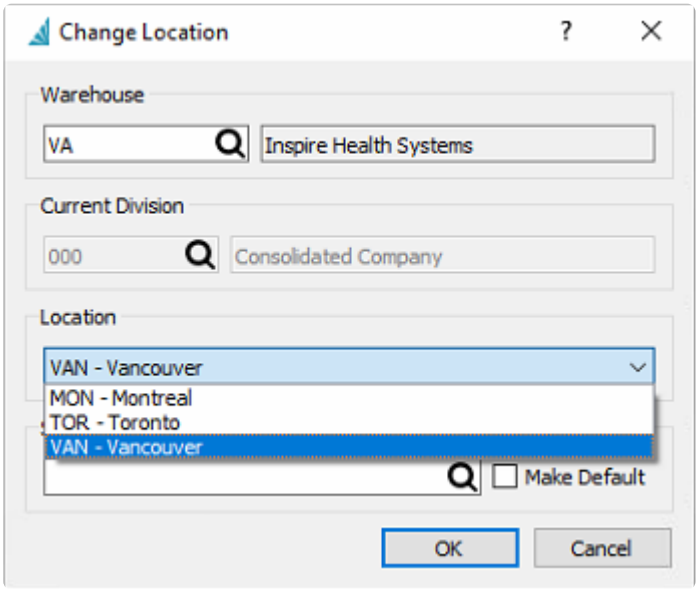
NOTE: User Settings may be disabled and thus prevent access to specific fields in particular modules to include as displayed columns.

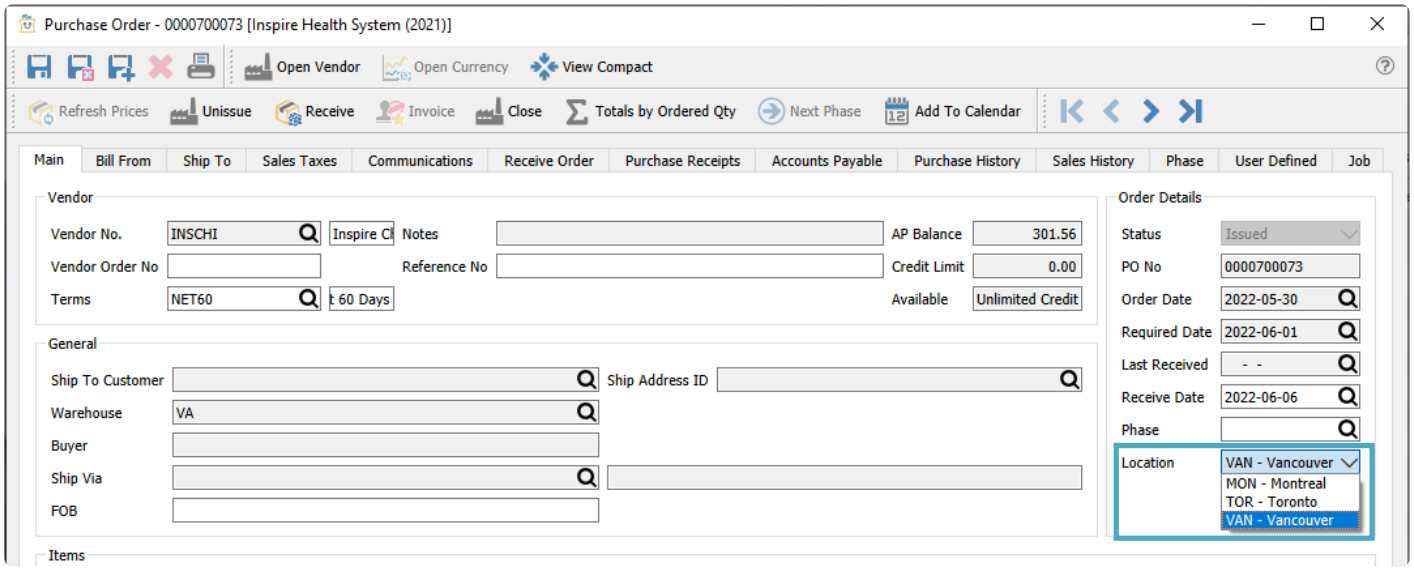
Locations & Profit Centers

The location and profit center feature allows a company to assign GL account segment values, so that posting supported transactions will redirect a GL account amount to another account based on the location or profit center set on the transaction.

Location

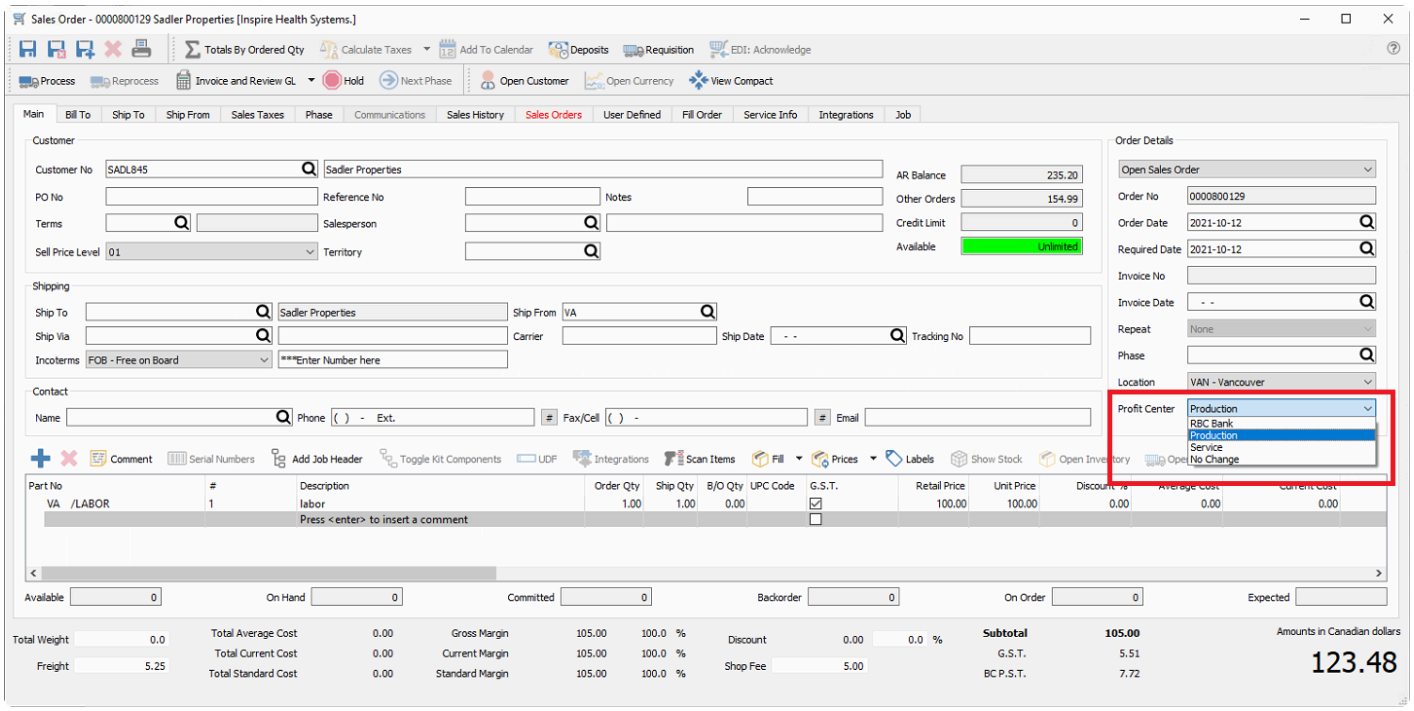
Locations can be set on many different transaction types, such as Sales orders, Purchase Orders and Adjustments, among others. The default location is assigned as the user logs into Spire, and this location initially appear on each new supported transaction. If a User security setting in the General area is configured, you can change the default location on sign-on to a different one, or change the default after logging into Spire from the File top menu or with the F10 shortcut key, or change the location field value on transactions. Otherwise all supported transactions will be posted to the specific location value assigned in User Settings and cannot be changed.





Profit Center

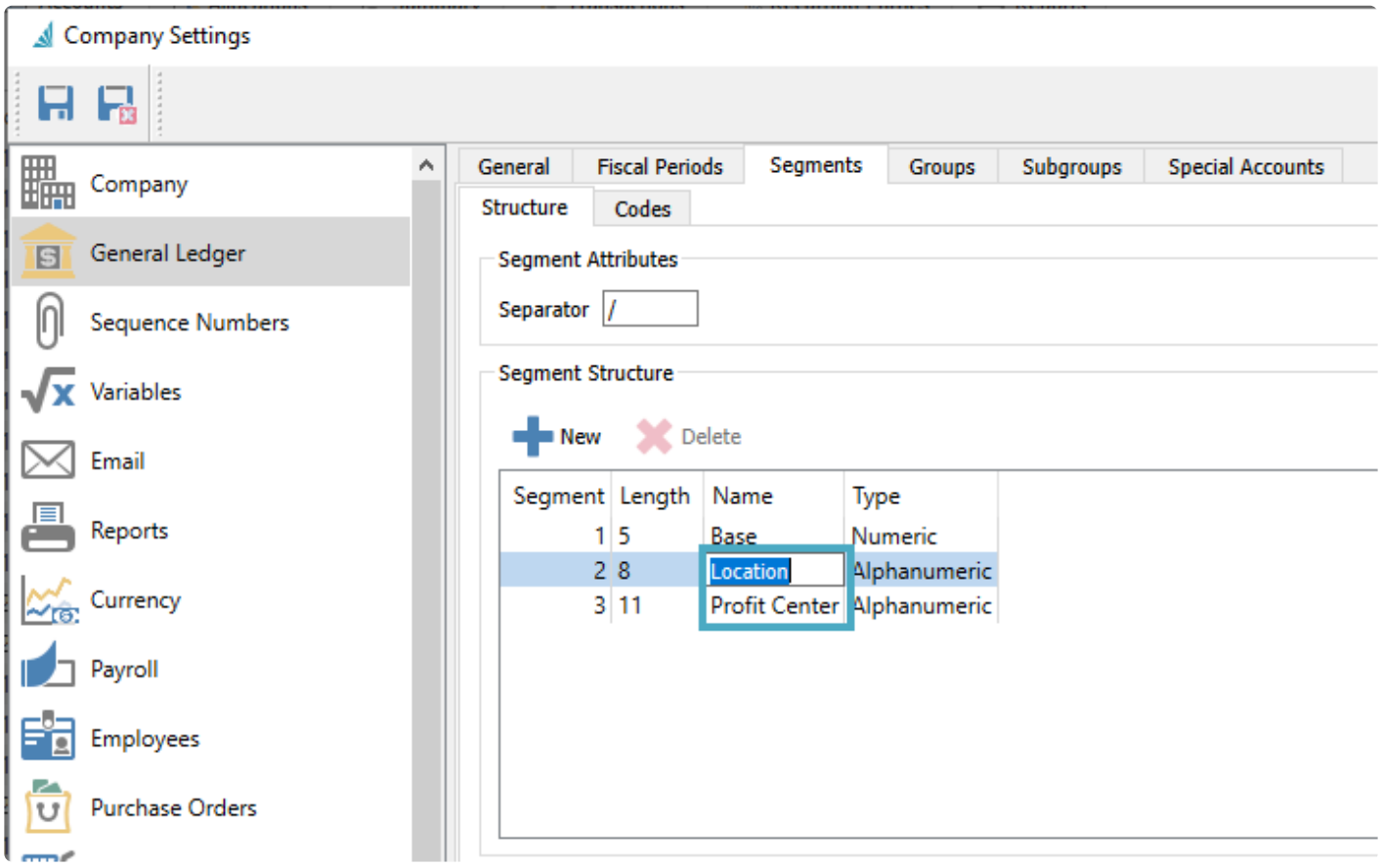
A Profit center can be assigned on Sales orders, and changed if User security settings allow. If an invoice is posted with a profit center selected, then affected GL accounts will be posted to a different account based on the profit center segment. If a profit center is not selected, then GL accounts will be assigned from the inventory item configuration with no redirection.



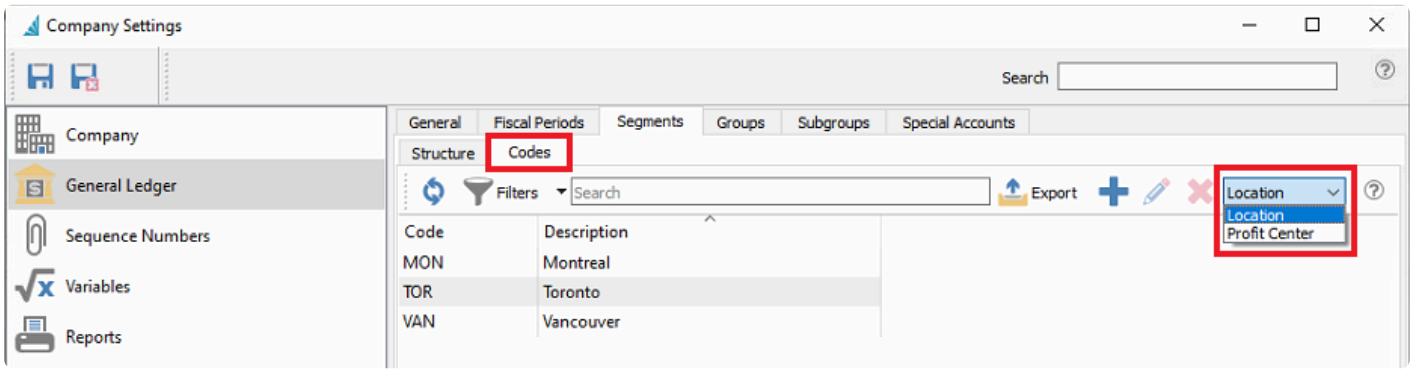
Setup

Company Settings

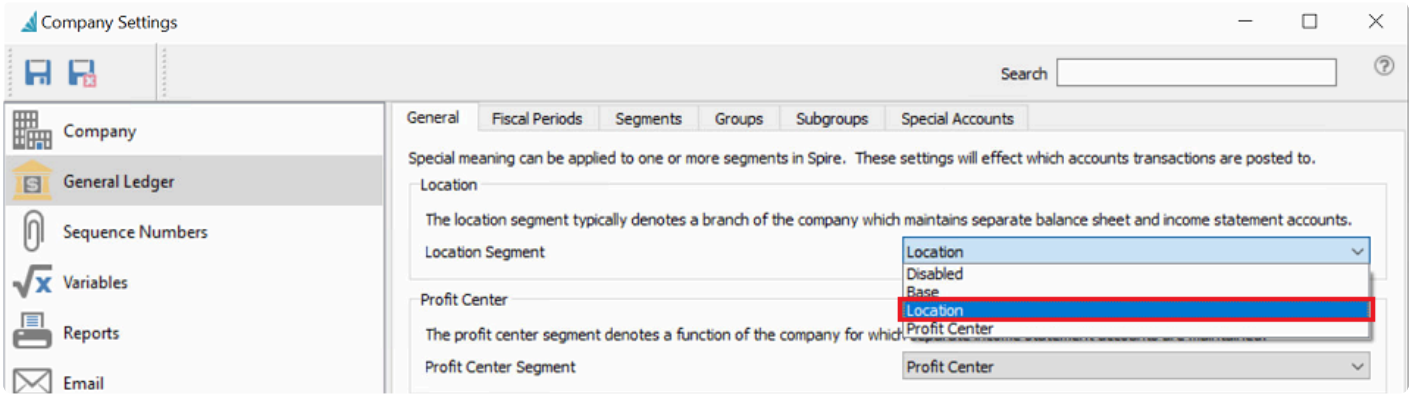
In the Company Settings for General Ledger, from the Segments tab and the Structure sub-tab, create or designate a GL segment either for locations or profit centers, or one for each, and label each segment as such. Click on the label name cell to modify the value. The example below shows Location set as the second segment and Profit Center set as the third segment.



Once the account segment layout is saved, open the Codes sub-tab and add values for each of the locations and/or profit centers you want to use, by selecting the segment type from the drop-down field to show the desired list to maintain. Below is an example of a list of possible Locations.



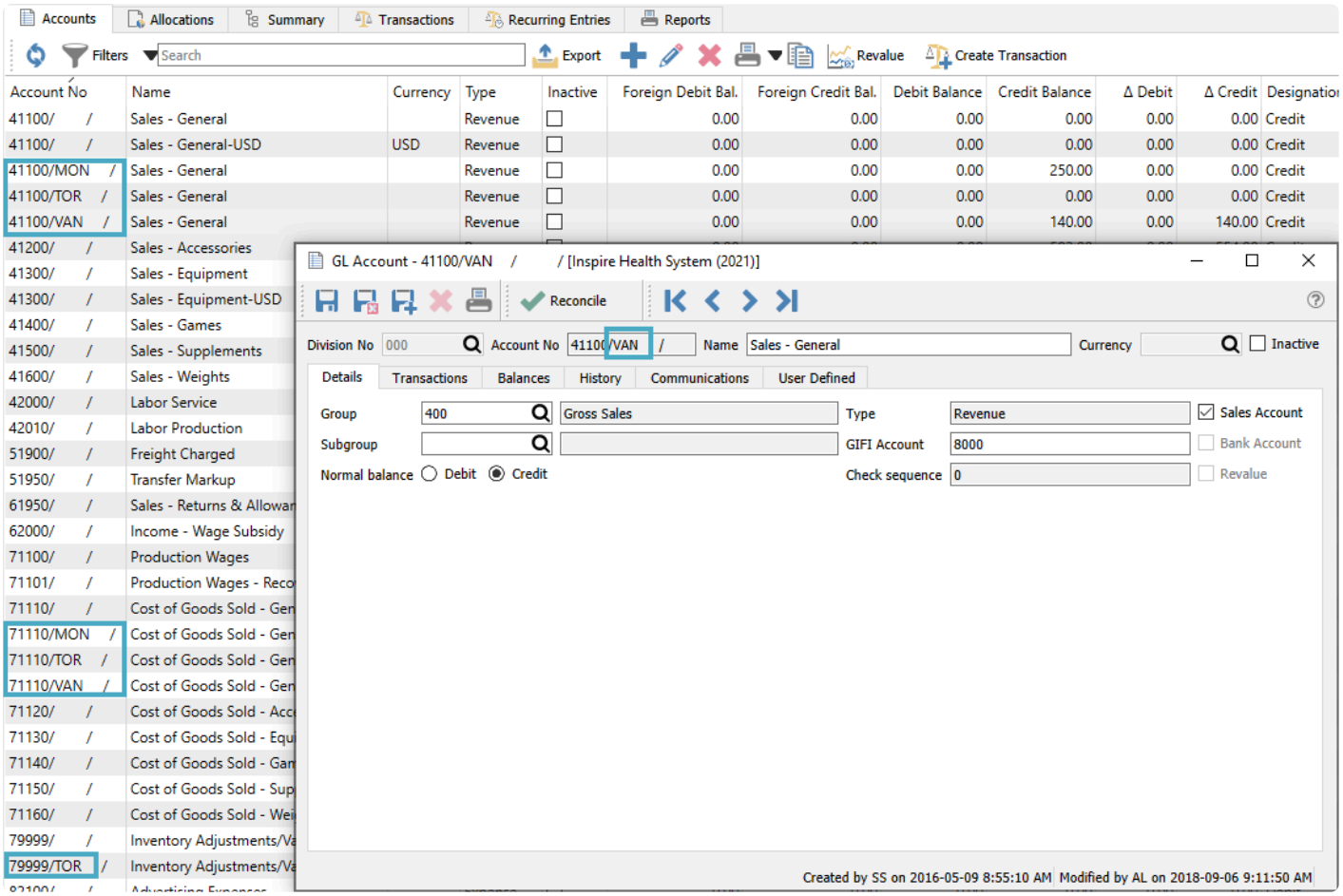
From the General tab in the Location area, if a Location segment is to be used, select the account segment label that you want to associate to Location values used on various transactions. In this example, the second account segment label was named Location.



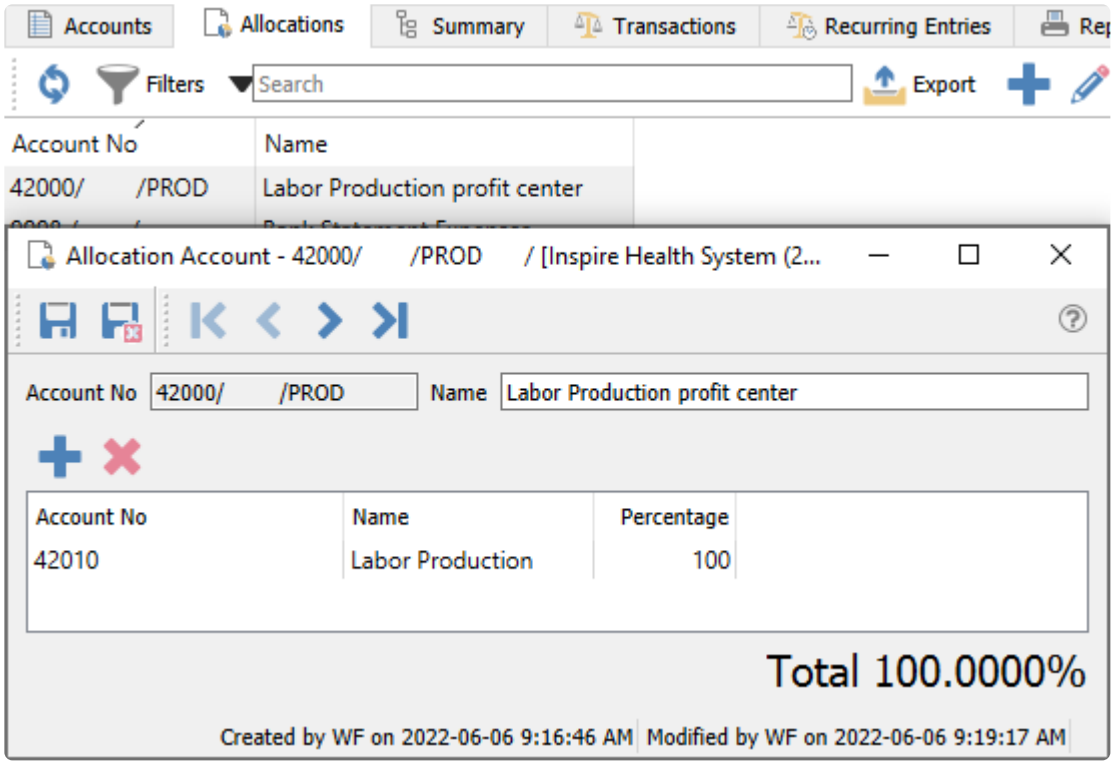
From the General tab in the Profit Center area, if a Profit Center segment is to be used, select the account segment label that you want to associate to profit center values used on sales orders. Otherwise choose Disabled for this settings. In this example, the third account segment label was named Profit Center.

General Ledger

In the General Ledger module, you then need to create a separate account for each location or profit center that are used for transaction processing, such as for revenue, cost of sales or inventory control. You may want to start with an account that does not use any additional segments, then copy it to create a new account for each location or profit center, assigning a unique account segment value for each. Below is an example of setting up revenue and cost of sales accounts with location segment values.

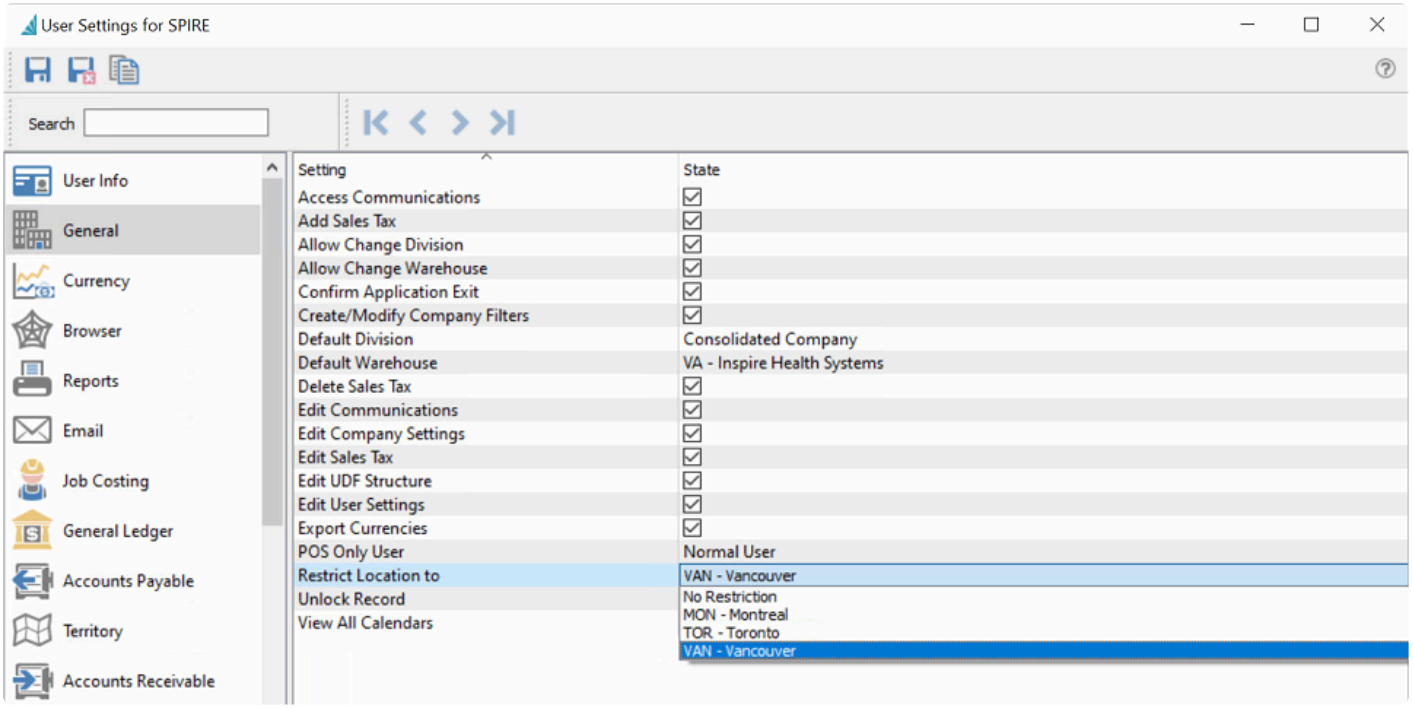


Alternatively, if you don't want to create new accounts with the same number and different segments, but instead use separate account numbers, you can use account allocations to redirect posted amounts. Below is an example of redirecting a profit center posting to a different account number. Note that the account with the PROD value as the third segment doesn't actually exist, but the posting process knows how to handle this for allocations.

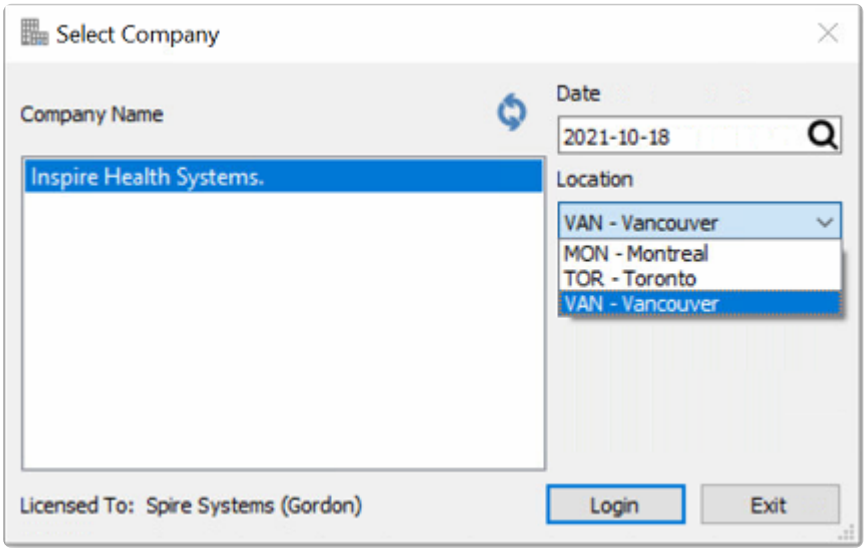

Accounts
Allocations
Summary
Transactions
Recurring Entries
Filters
Search
Export
Account No
Name
42000/ /PROD
Labor Production profit center
Allocation Account - 42000/ /PROD / [Inspire Health System (2...
Account No
42000/ /PROD
Name
Labor Production profit center
Account No
Name
Percentage
42010
Labor Production
100
Total 100.0000%
Created by WF on 2022-06-06 9:16:46 AM
Modified by WF on 2022-06-06 9:19:17 AM

Locations

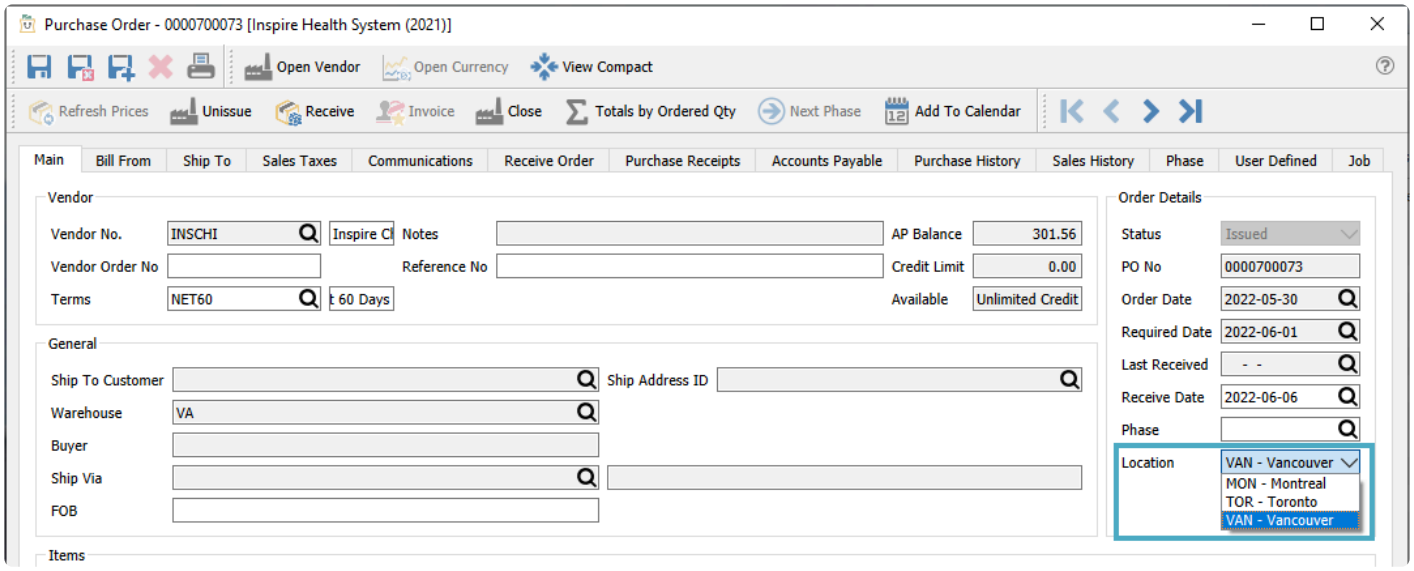
Each user can be restricted to a specific location, or allowed to choose any location without restriction. This is configured in User Settings in the General area.



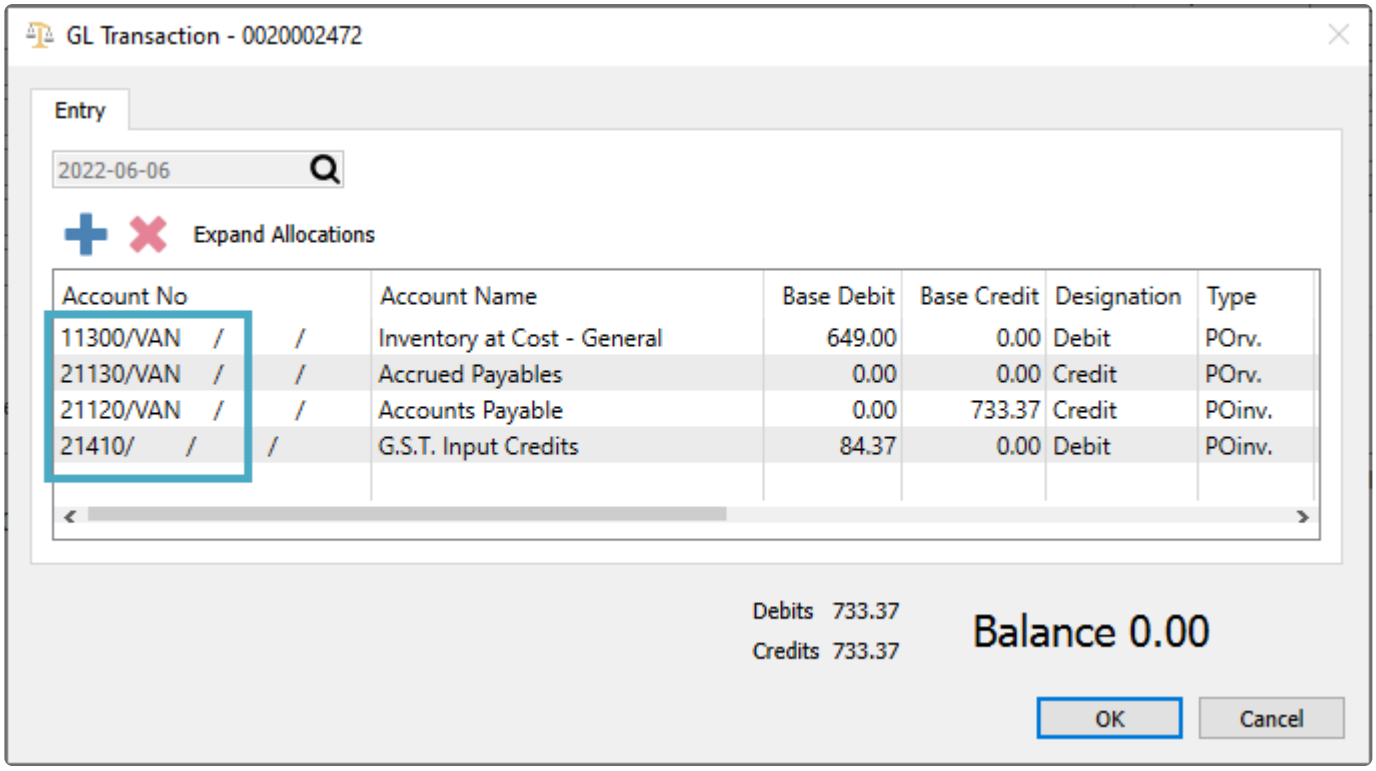
When you log into Spire or use the Change Location menu selection, the screen has a place to see the location used, and change it to a different default if allowed.



When a transaction is entered, the location will be assigned based on this configuration, and can be changed if allowed.



When a transaction is posted that creates a GL transaction, the location segment of the account will be populated if the GL account exists, otherwise the standard GL account is updated without any location redirection. Therefore you can choose which GL accounts have amounts separately maintained by Location, and which GL accounts are always posted to regardless of the selected location.

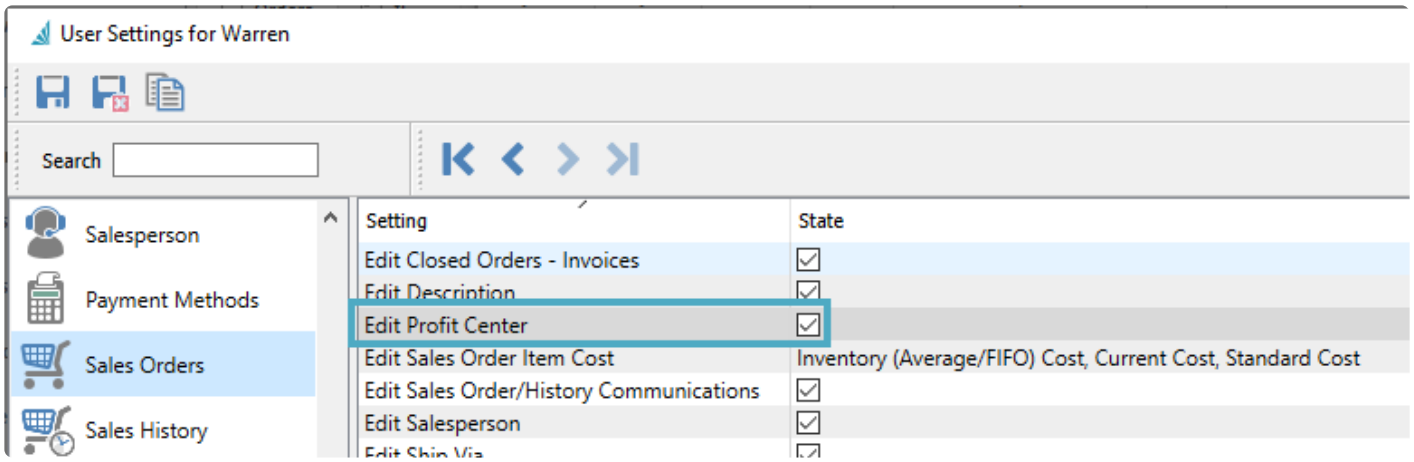


Video Instruction – Location Accounting

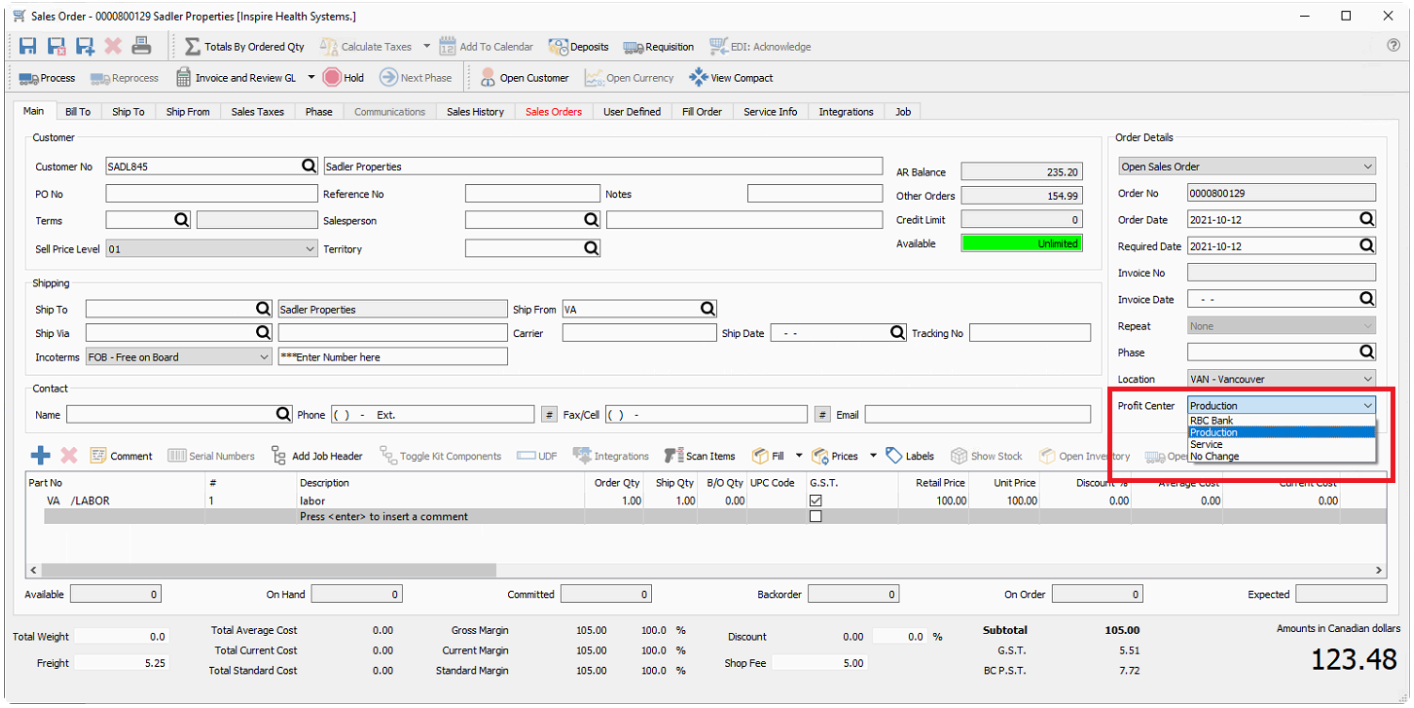
https://www.youtube.com/embed/DnQklfCbOYI?rel=0

Profit Centers

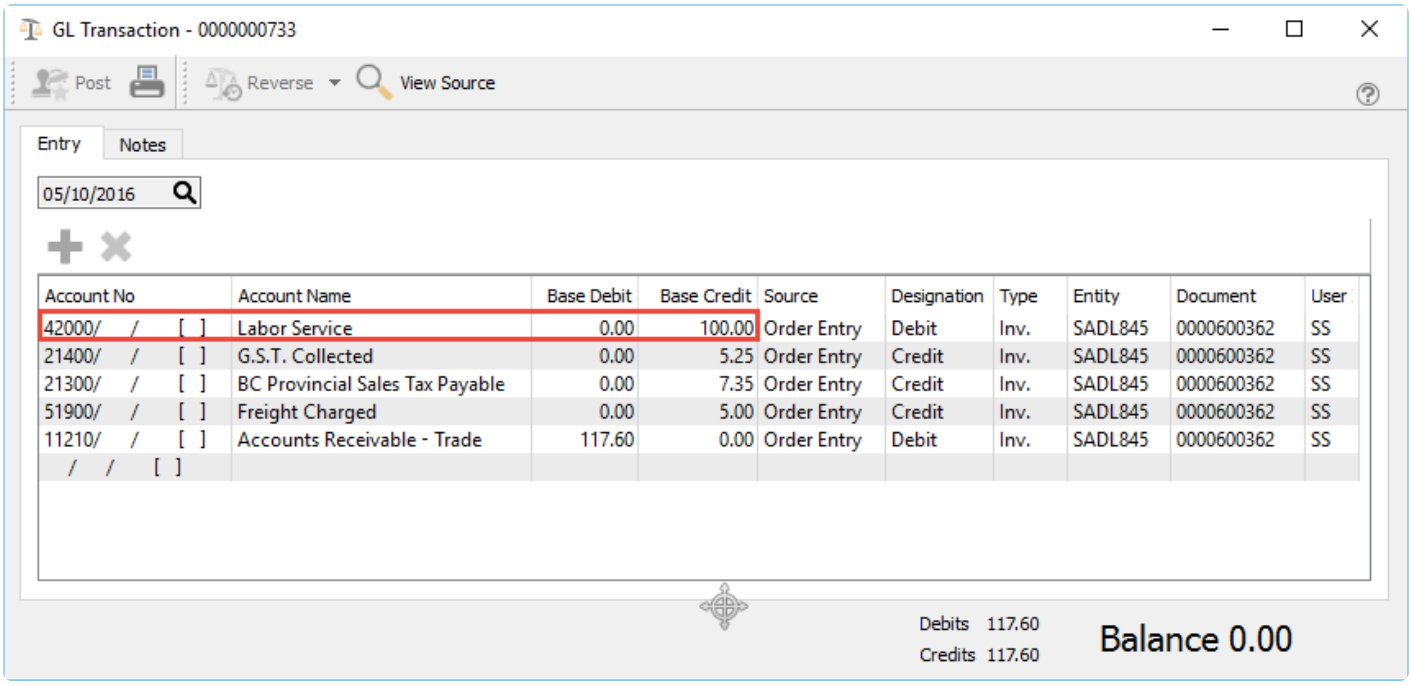
To be able to use the profit center feature for redirecting the posted revenue account, you have to be allowed access from a User Setting in the Sales Order area.



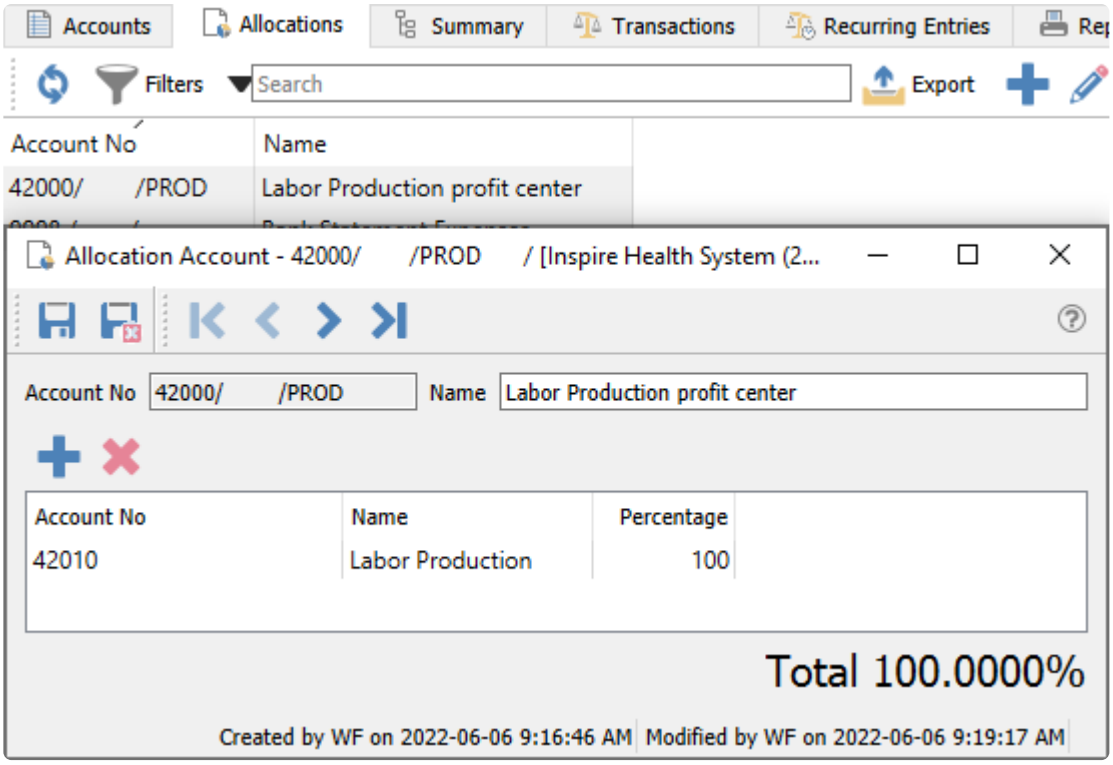
When editing a sales order, you can select the profit center in the Order Details section of the Main tab if desired.

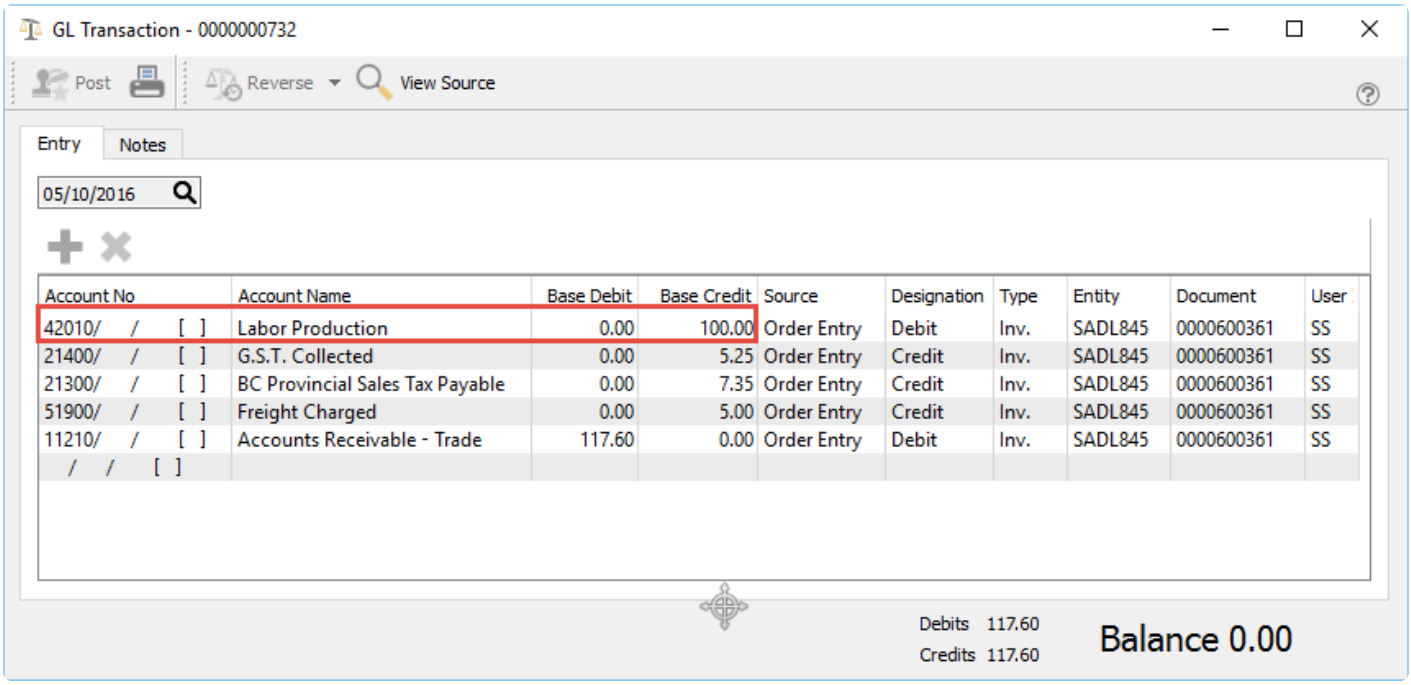


If an invoice is posted without using a profit center value, the posted GL transaction includes the usual GL account set in Sales Department for the item.

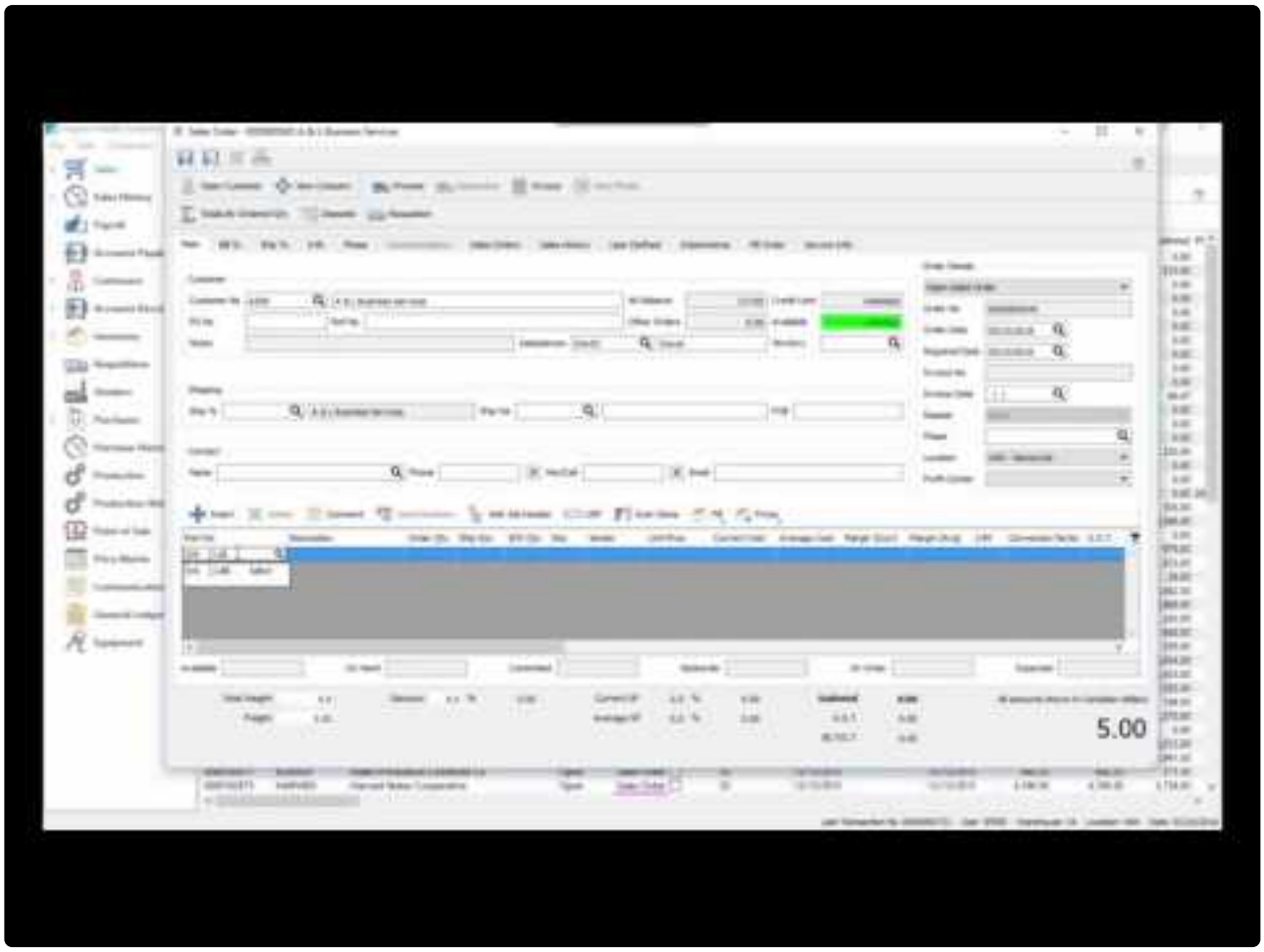


If an invoice is posted where a profit center value was selected, the posted GL transaction will have the revenue account assigned with a profit center segment value if this account exists. Or if an account allocation is defined, the posted GL transaction will have the revenue account assigned from the allocation account as in this example.





Video Instruction – Invoicing using Profit Centers

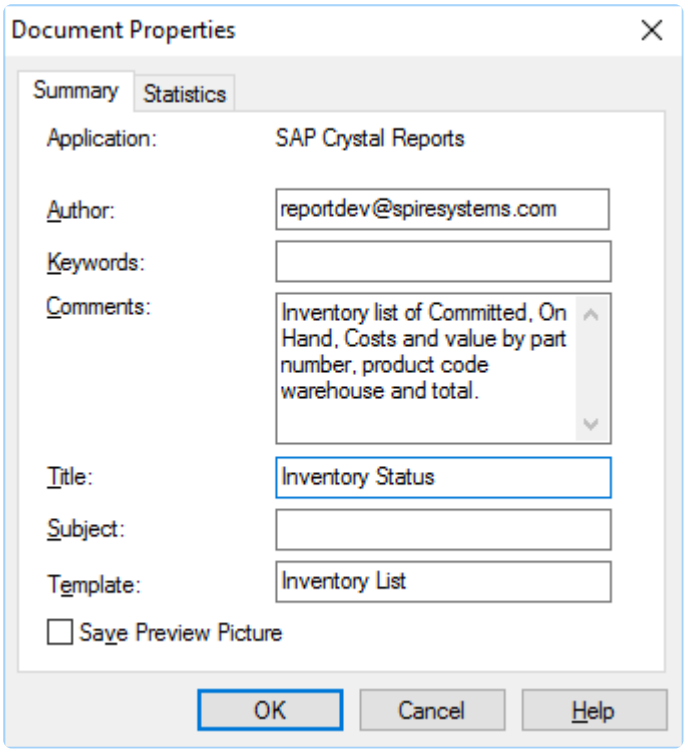


https://www.youtube.com/embed/G_bpcSyzjRA?rel=0

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 SAP with this link. If you have a previous version of Crystal Reports then you may qualify for an upgrade price.

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



Author – The person that developed this report.

Keywords – Not used.

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

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

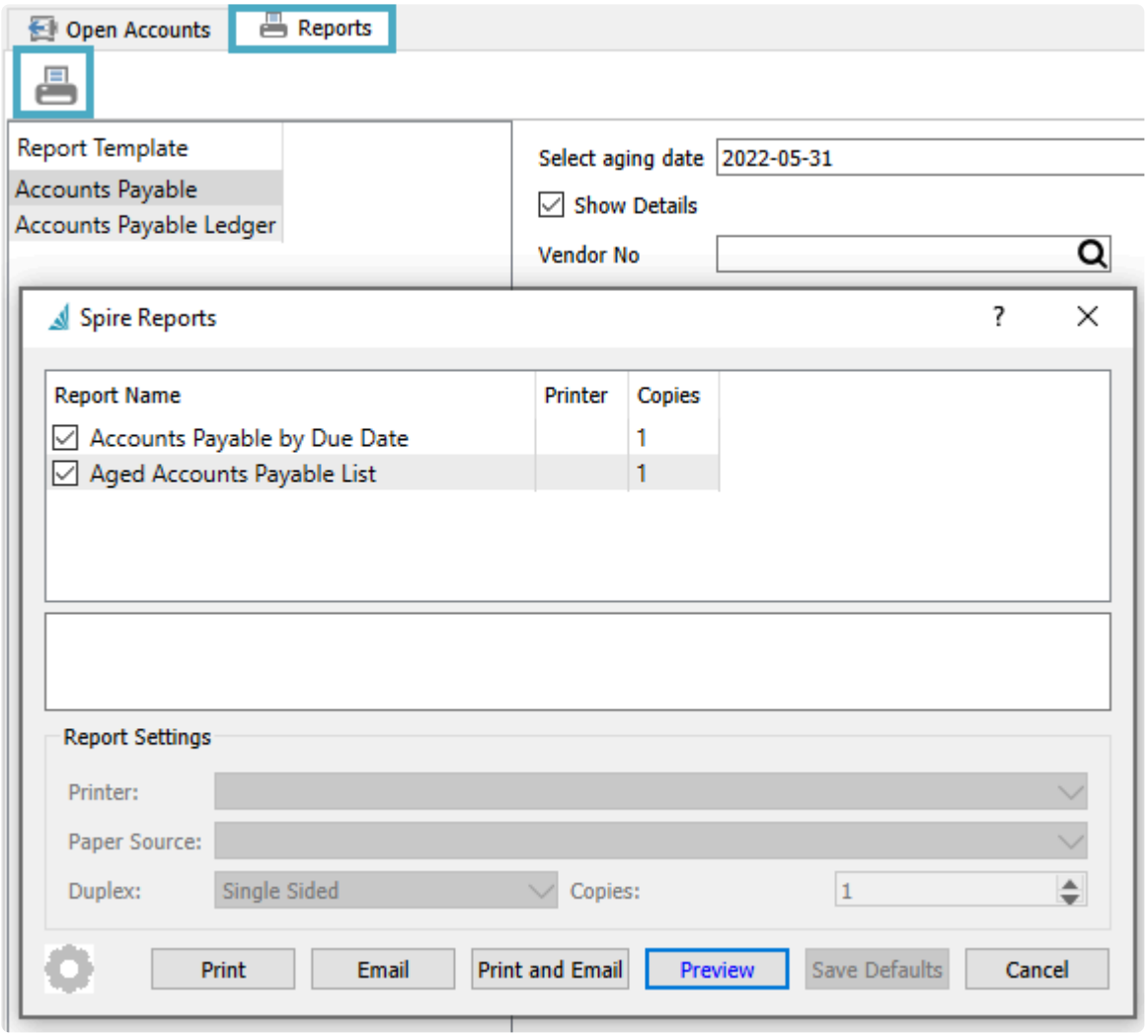
Subject – Not Used

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

Reports Tab in Modules

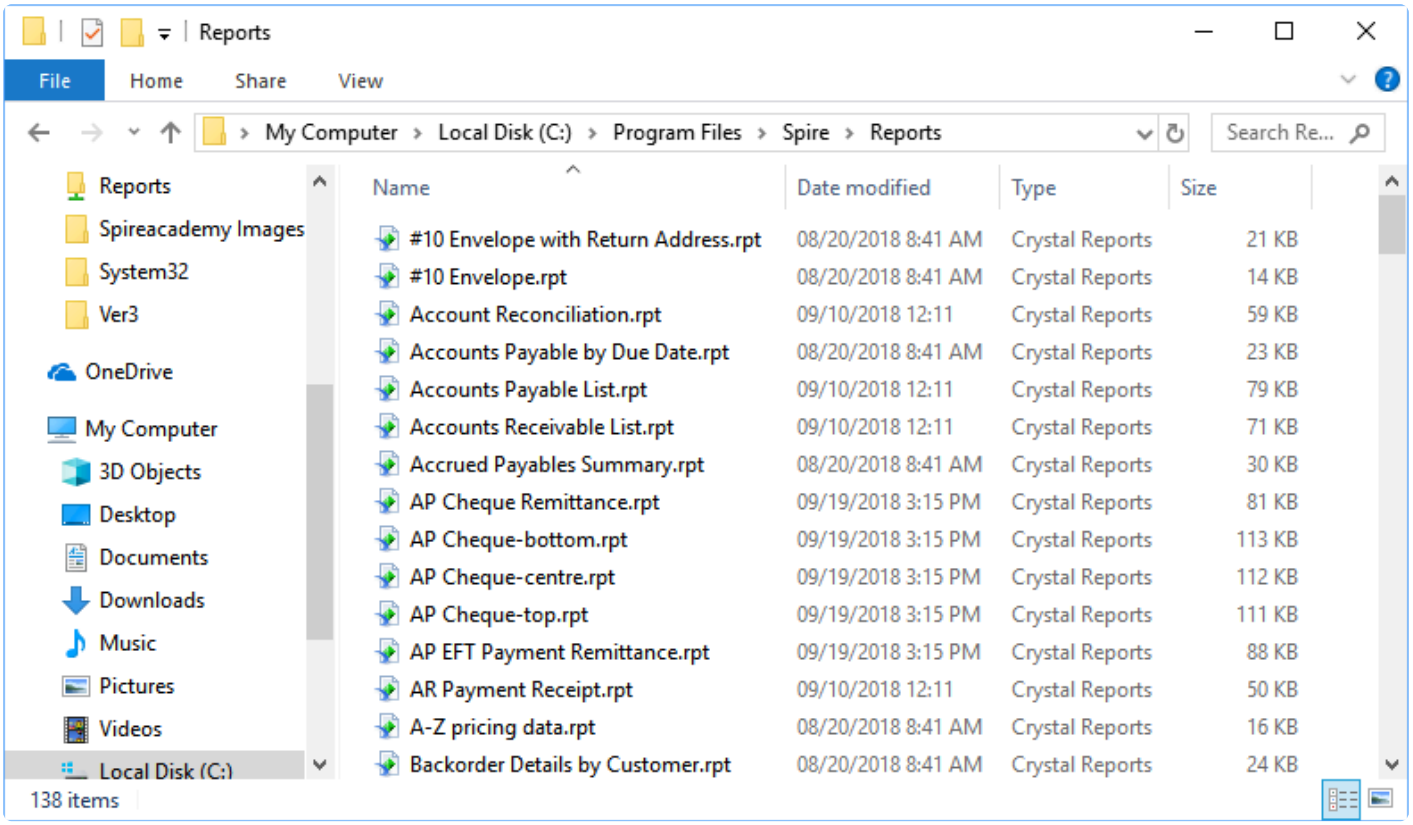
Most of Spire's reports are run from the printer button in the toolbar above a grid. The user selects one or more rows to print reports for 'Selected' records, or reports can be printed for 'All' records.

In some circumstances other criterion is required to be passed to a report. In these cases Spire has added a 'Reports' tab in the module. See below for an example of the reports tab in Accounts Payable, where there may be more than one template type to print from. Highlight the template of choice and click the printer icon button to bring up the list of reports to choose from for either printing or emailing.



Stock Reports

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



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

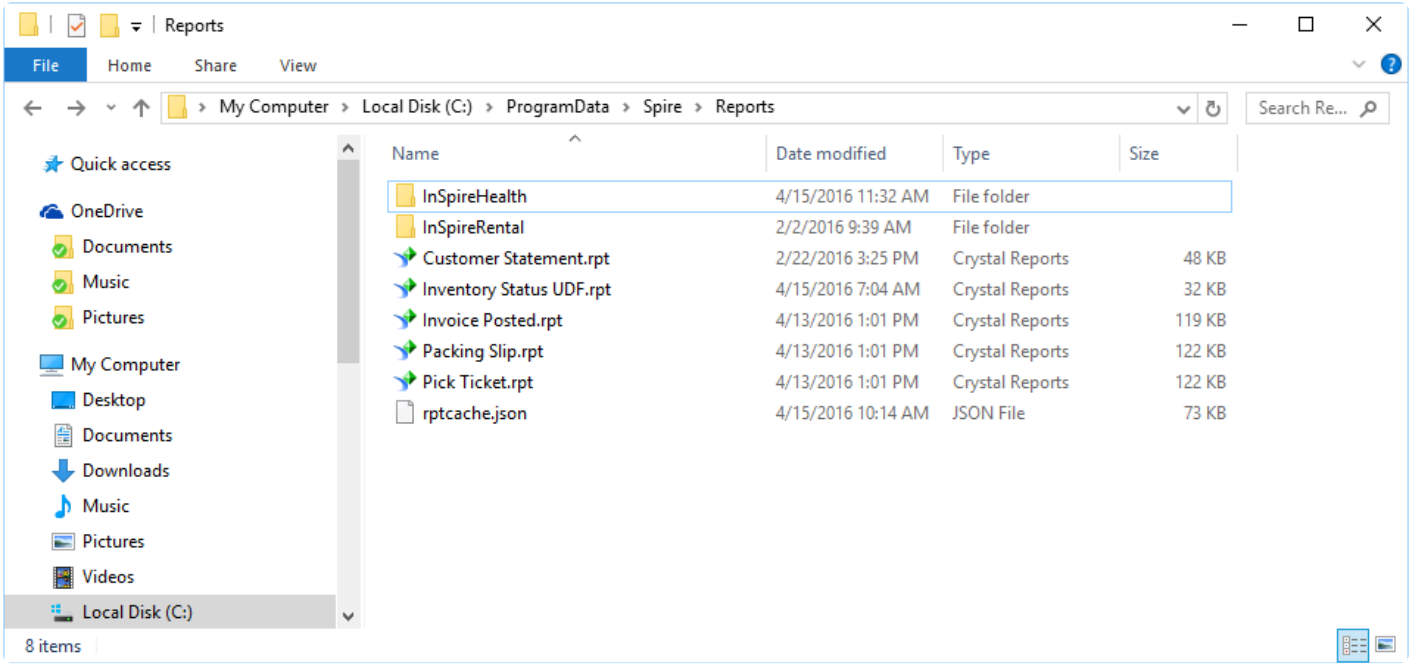
Included Stock Reports

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

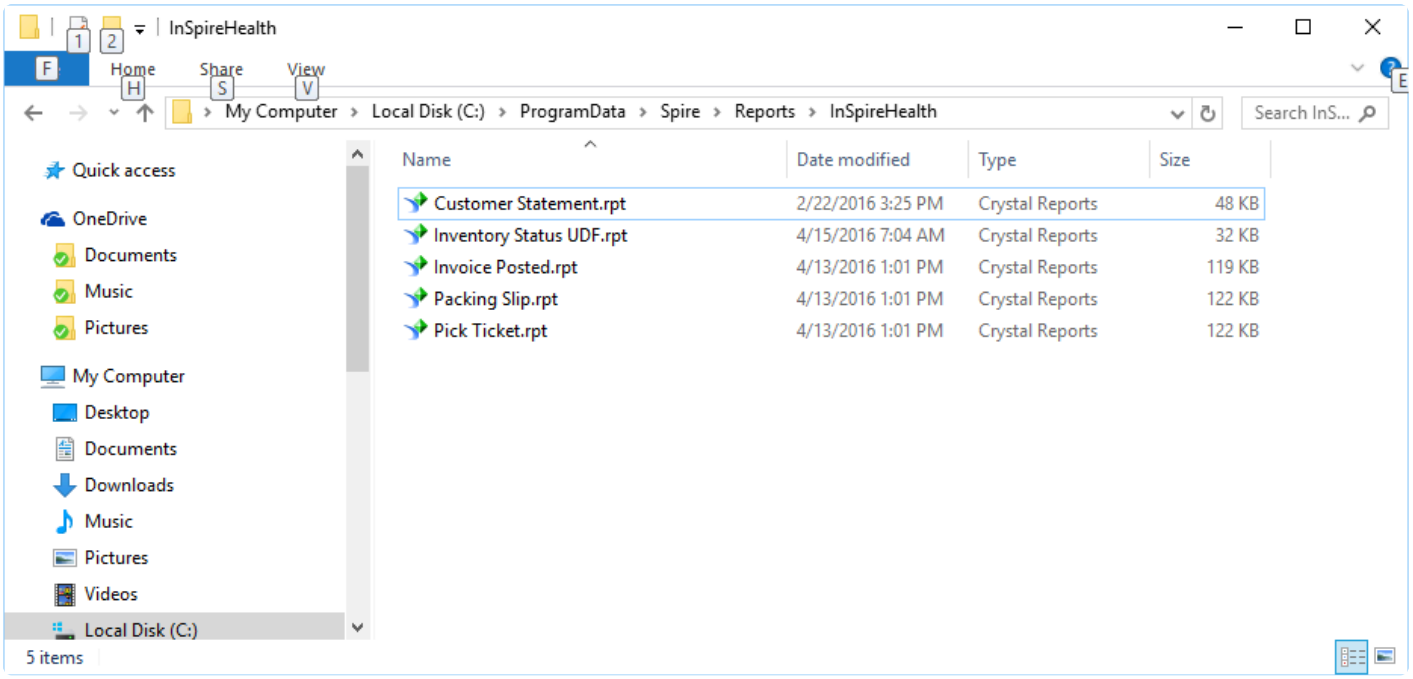
Spire Reports

Custom Reports

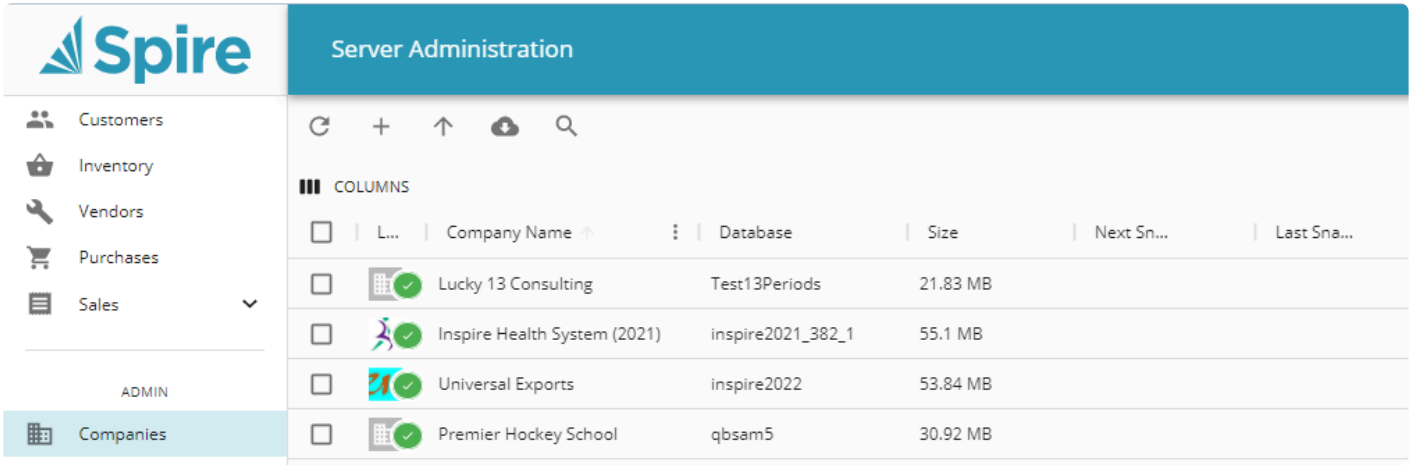
Custom Reports can be either brand new reports or edited versions of stock reports. They are uploaded through the server administrator or directly on the server. Either way they are saved on the server in one of 2 places. If the report is required for all companies then save it on the server in C:\ProgramData\Spire\Reports



If the report is just for one of the companies then it is saved on the server in C:\ProgramData\Spire\Reports\{Database Name}.

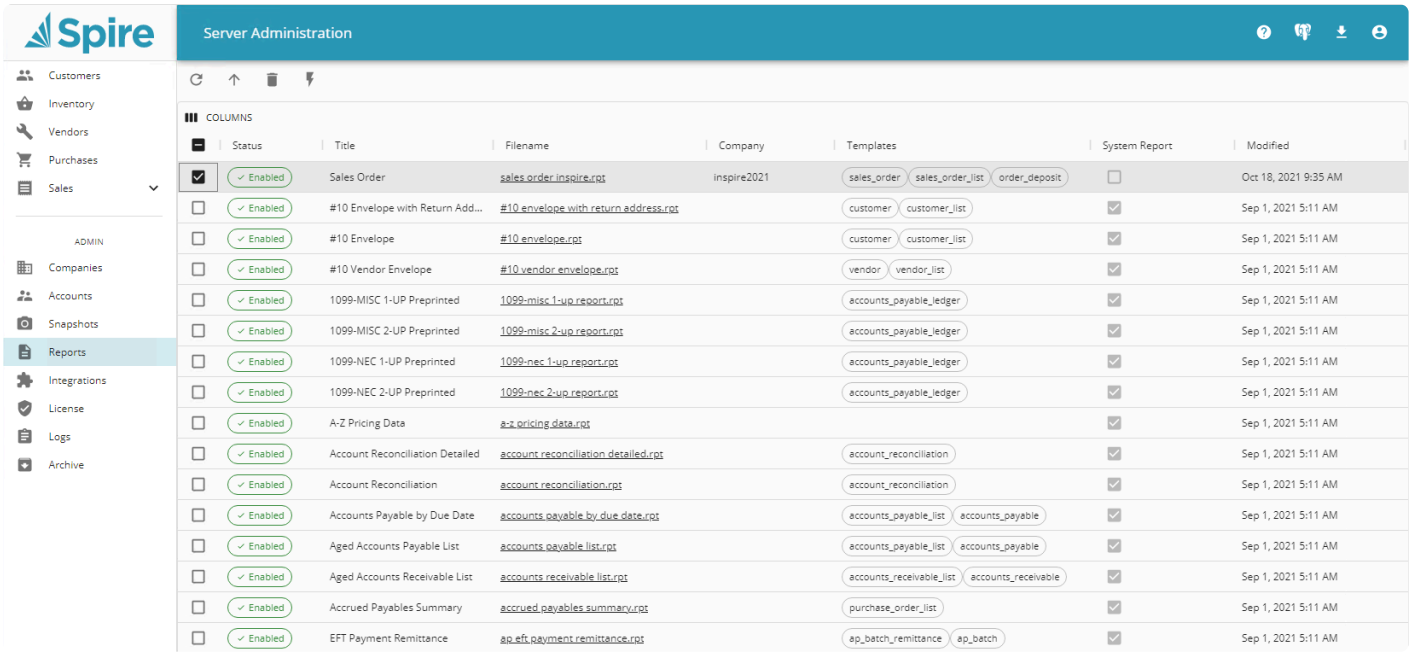


The database name can be found by looking at the Spire Administration company list.



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

Uploading Reports through Spire Admin



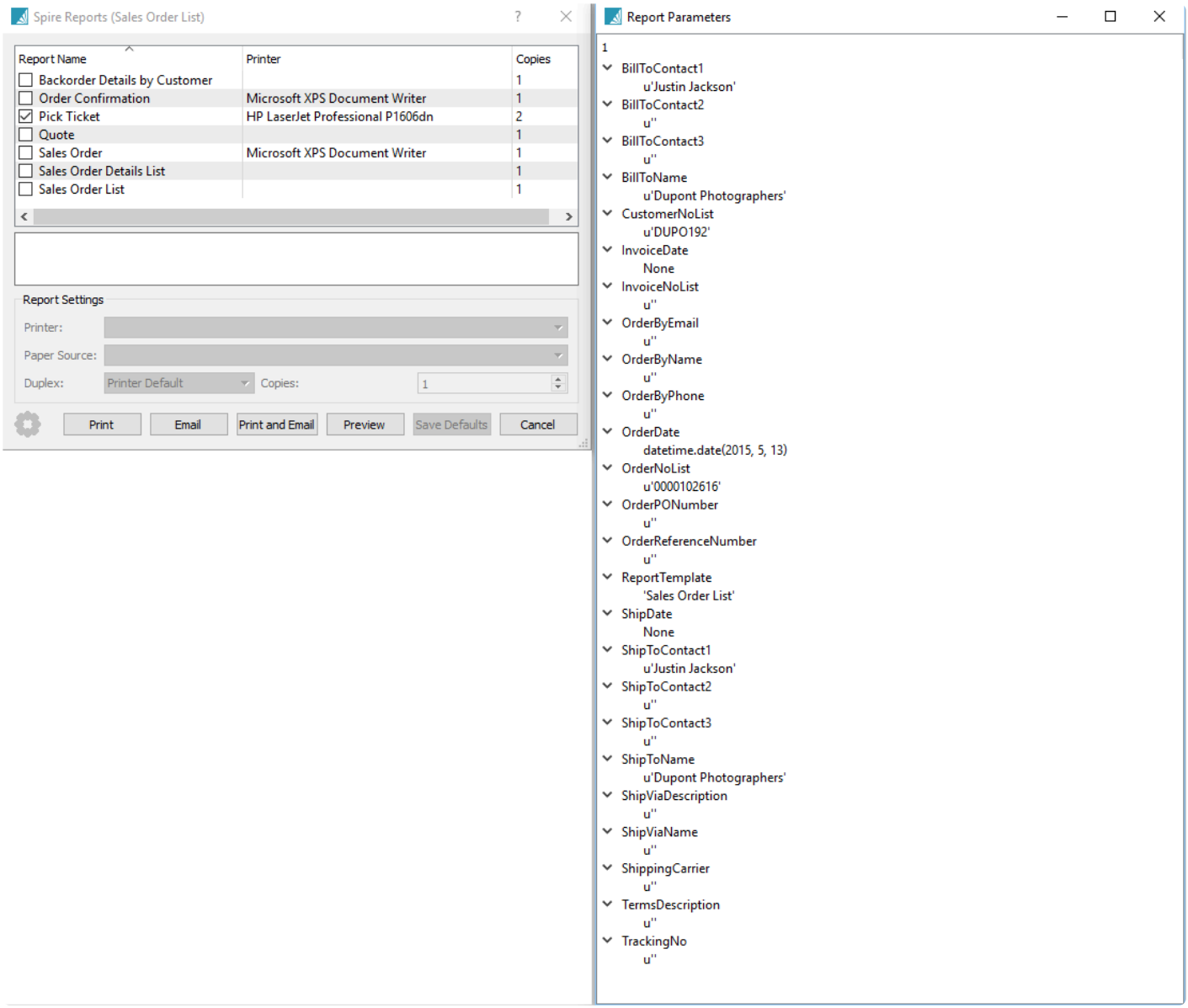
- **Upload** – Browse to upload a custom report
- **Delete** – Delete a custom report (System reports will disable, not delete)
- **Toggle Report Status** – Toggle report from being available in Spire

- **Title** – Title of report as presented to user on print
- **Filename** – Crystal Report File name on physical storage
- **Company** – Company this report is exclusive for

- **Templates** – Template(s) embedded in the report. Designates where the report will appear in Spire
- **System Report** – Indicates if report is a system stock report
- **Modified** – When the report was last modified

Templates & Parameters

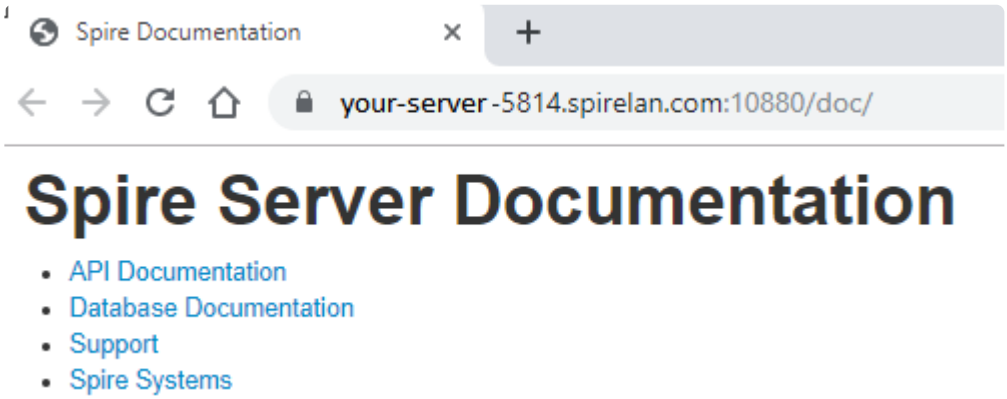
To find out what report templates and parameters are available when printing, turn on the user setting Reports / Development / 'Enable report development tools'. Then whenever the print button is clicked this dialog will appear beside the reports list and the available report fields will be displayed.



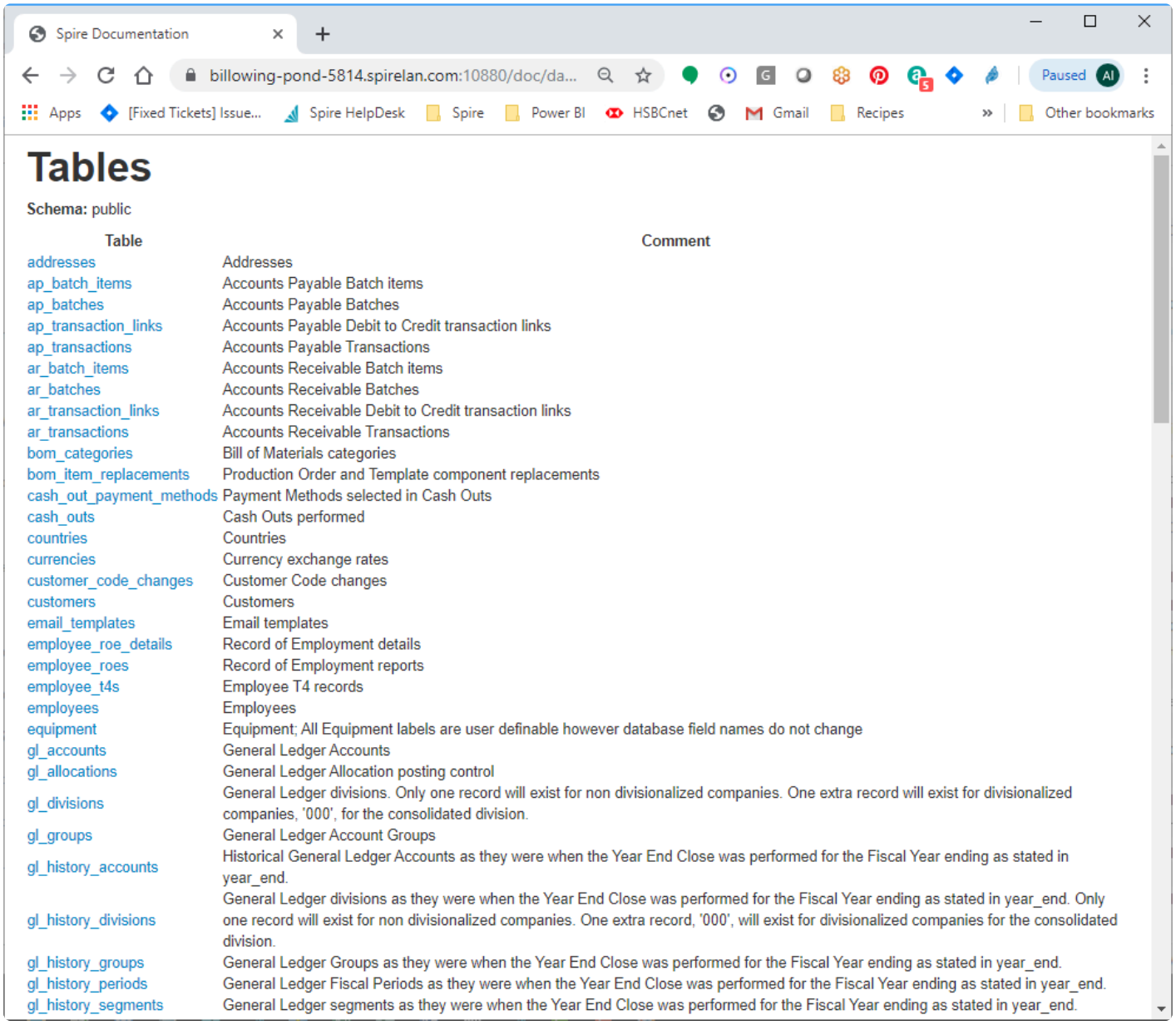
Data Dictionary

Data Dictionary

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



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



Tables

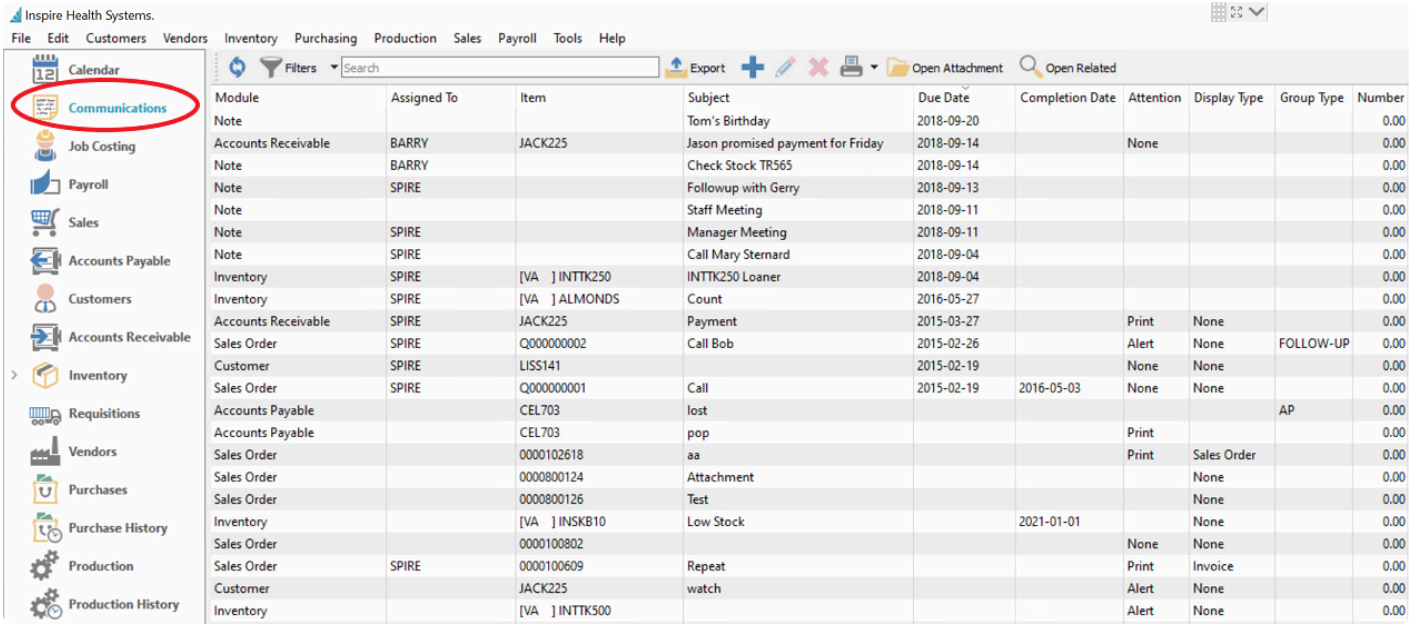
Schema: public

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

Communications- (CRM)

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

The list of Communications can be opened from either the module list at the left or the top Edit menu.



Module	Assigned To	Item	Subject	Due Date	Completion Date	Attention	Display Type	Group Type	Number
Note			Tom's Birthday	2018-09-20					0.00
Accounts Receivable	BARRY	JACK225	Jason promised payment for Friday	2018-09-14		None			0.00
Note	BARRY		Check Stock TR565	2018-09-14					0.00
Note	SPIRE		Followup with Gerry	2018-09-13					0.00
Note			Staff Meeting	2018-09-11					0.00
Note	SPIRE		Manager Meeting	2018-09-11					0.00
Note	SPIRE		Call Mary Sternard	2018-09-04					0.00
Inventory	SPIRE	[VA] INTTK250	INTTK250 Loaner	2018-09-04					0.00
Inventory	SPIRE	[VA] ALMONDS	Count	2016-05-27					0.00
Accounts Receivable	SPIRE	JACK225	Payment	2015-03-27		Print	None		0.00
Sales Order	SPIRE	Q000000002	Call Bob	2015-02-26		Alert	None	FOLLOW-UP	0.00
Customer	SPIRE	LISS141		2015-02-19		None	None		0.00
Sales Order	SPIRE	Q000000001	Call	2015-02-19	2016-05-03	None	None		0.00
Accounts Payable		CEL703	lost					AP	0.00
Accounts Payable		CEL703	pop			Print			0.00
Sales Order		0000102618	aa			Print	Sales Order		0.00
Sales Order		0000800124	Attachment				None		0.00
Sales Order		0000800126	Test				None		0.00
Inventory		[VA] INSKB10	Low Stock		2021-01-01		None		0.00
Sales Order		0000100802				None	None		0.00
Sales Order	SPIRE	0000100609	Repeat			Print	Invoice		0.00
Customer		JACK225	watch			Alert	None		0.00
Inventory		[VA] INTTK500				Alert	None		0.00

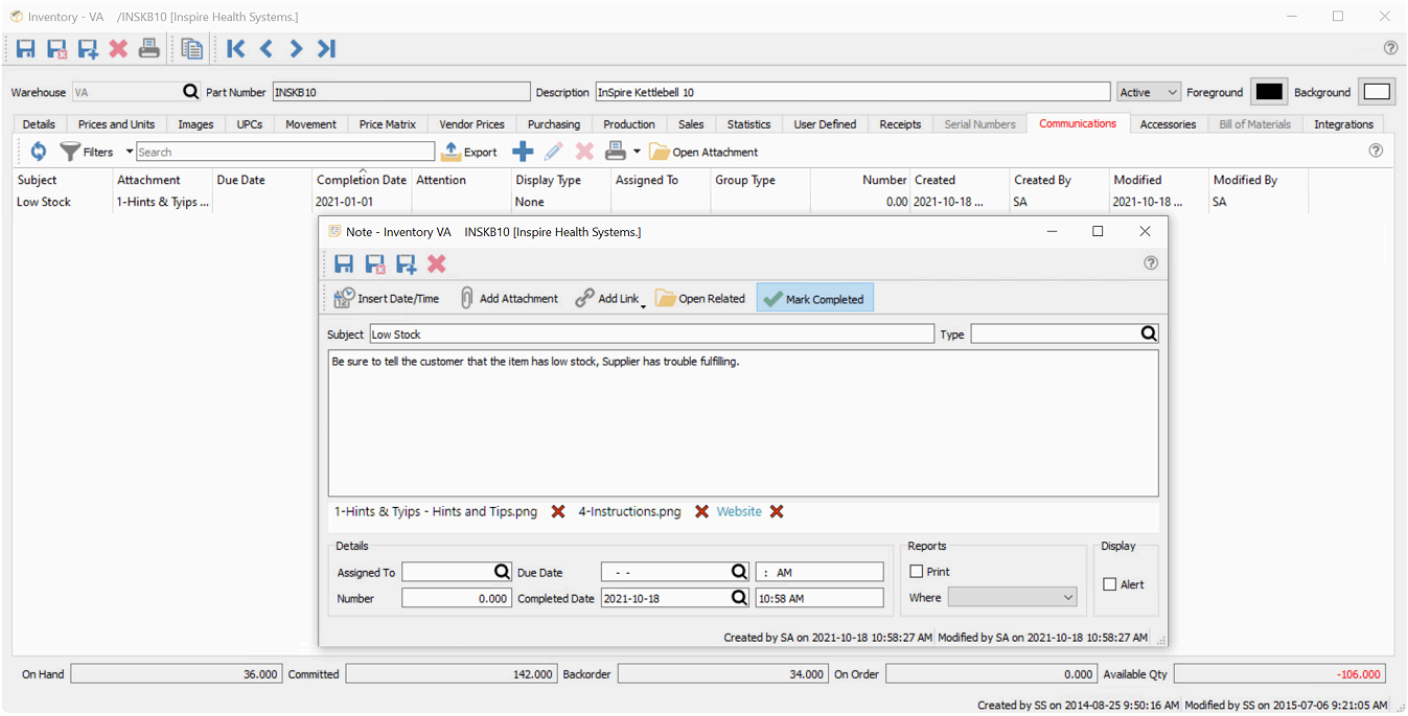
Filters – Set a filter to display only the communications that the user wants to see. The most common one is an “Assigned To” filter so the user to only see their own communications.
Export – Exports the list of communications to Excel or .csv based on column and position selection.
Add – Adds a communication.
Edit – Edits a communication.
Delete – Deletes a communication.
Print – Any report that has ‘Communications’ as a Crystal Reports template will be presented.
Open Attachment – Opens the first attachment, such as a file, web link etc, assigned to the communication. This attachment is displayed on the grid.
Open Related – Opens the module and record for the source of the message.

Some information is included on the communications grid that cannot be edited by users:

Module – The module where the communication was created.
Item – The record for where the communication was created. For example the customer number, sales order number or inventory item.
Created Date – The date it was created.
Created By – The initials of the user that created the communication.
Modified Date – Date this communication was last edited.

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

New communication Notes can be added from here, or existing notes or any other module communications may be edited.



Insert Date/Time – The system date and time will be added to the text memo box at the end of the entered text.
Add Attachment – Include a link to a saved file such as an Excel spreadsheet or an image.
Add Link – Include a link to a Web URL or a saved file. A linked-to file should ideally be a location available to all users.
Open Related – Opens the module and record for the source of the message.
Mark Completed – Click this to set the Completed Date and Time values from the system.

Subject – The subject the user put on the communication.
Group Type – Choose from a list of company-specified Note types to categorize the note. For example, “Follow-Up” or “Important”.

The text memo box is where the note information is entered, and under this is listed all attachments which can be opened by clicking the one desired to access.

Details

Assigned To – The user’s name that the communication is assigned to.
Number – Extra numeric field, used for reporting purposes.
Due Date – Fields for the date and time when the assigned communication is due for completion.
Completed Date – Fields for the date and time when the communication was marked as completed.

Reports

Print – Enabling this option will printed the note text on whichever form was selected for Display Type.
Display Type – The form that this communication should print on. For example on Invoices or Purchase Orders.

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

Display

Alert – Enabling this option will pop up the note text in an alert window when editing a transaction like a sales or purchase order, or when the item, customer or vendor is added to a transaction.

The Print and Alert statuses will display in the Attention column of the communications grid if either are selected, or Both displays when both settings are enabled.

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

Communications Examples

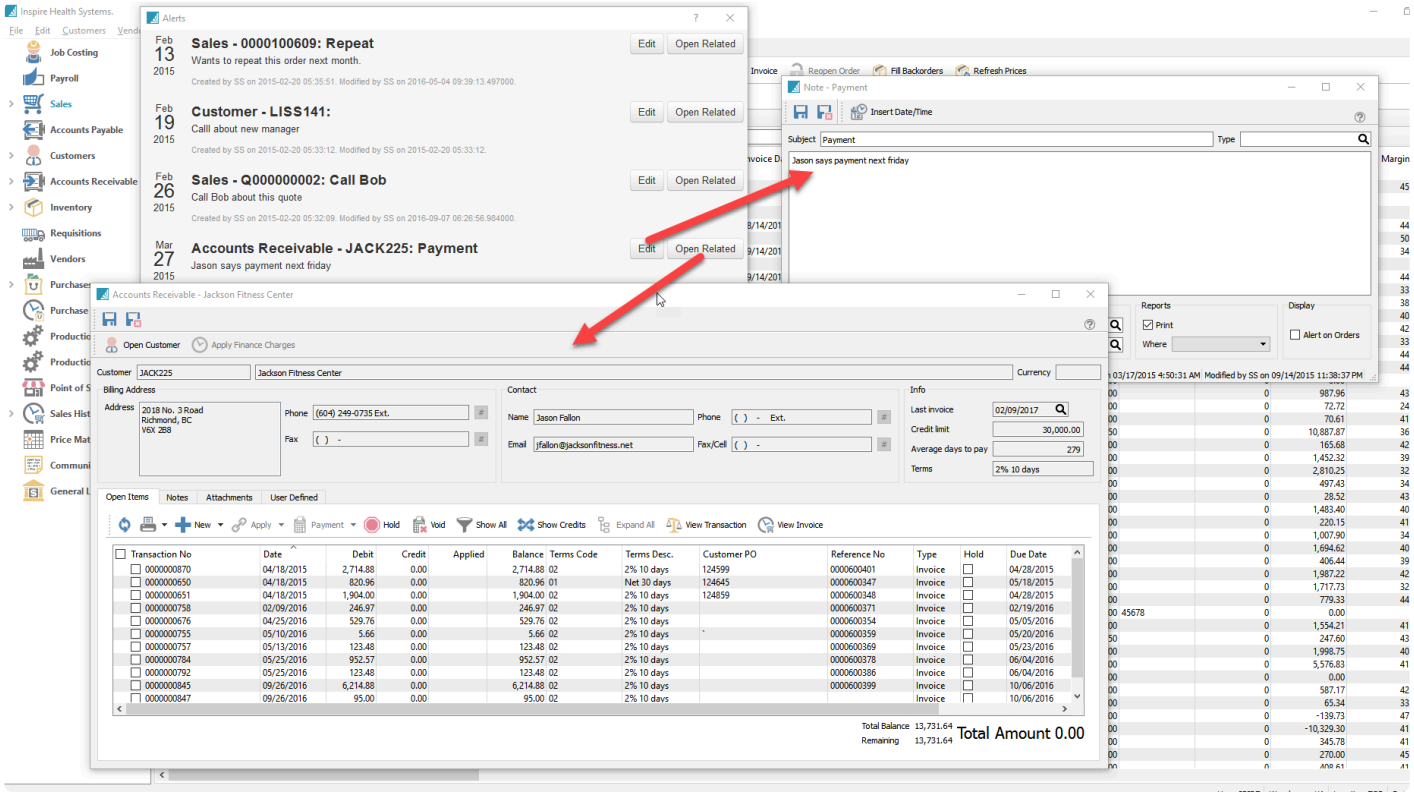
Example communications

- 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.

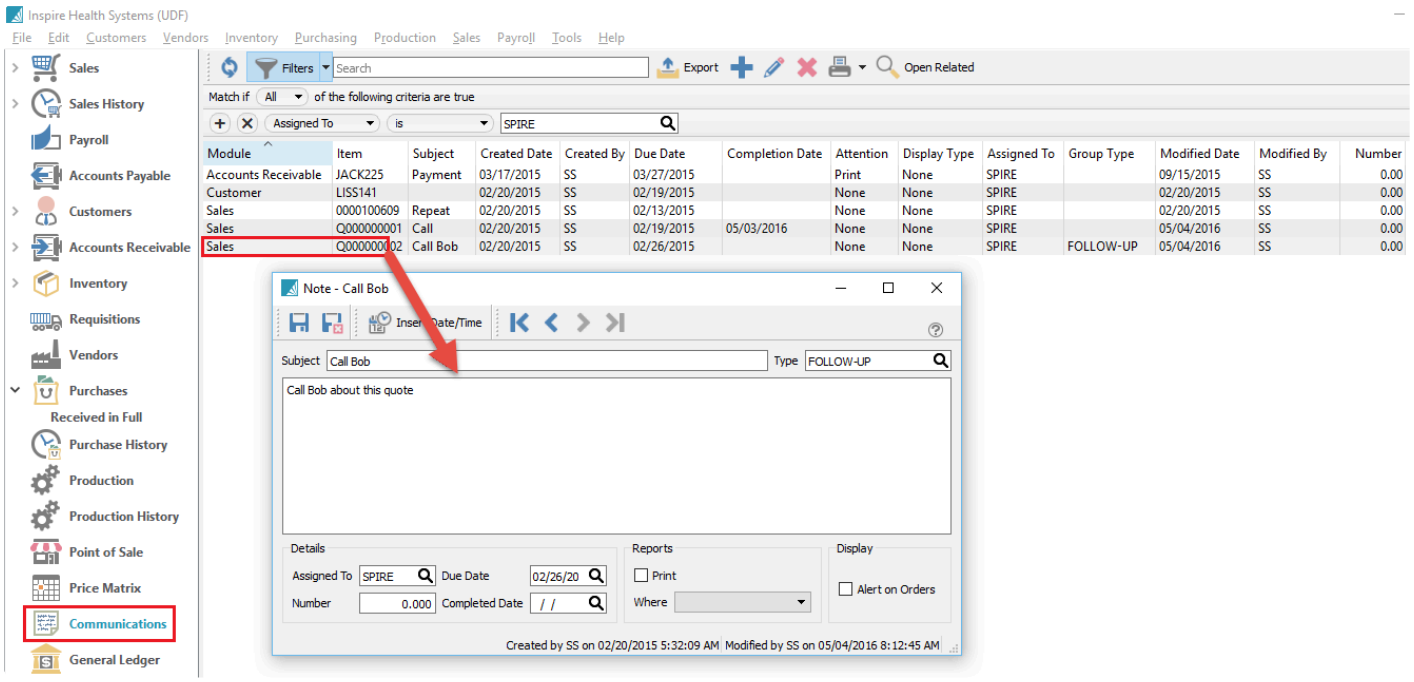
To-Do List on Login

When User Logs In

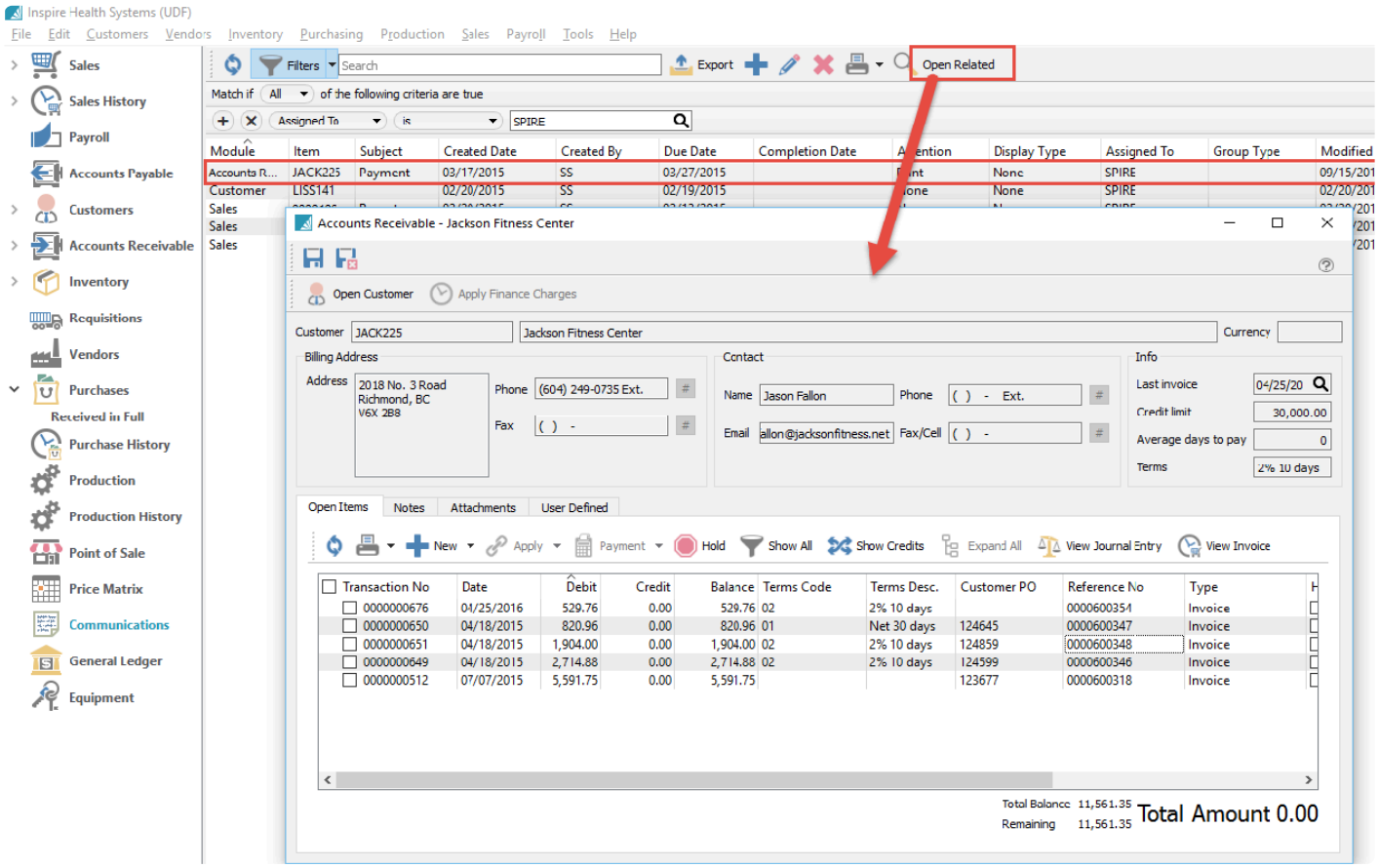
When the user logs in and there are communication notes that are due or overdue, a “To-Do” list will be presented. By clicking the edit button the user can see the details of the communication.



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.

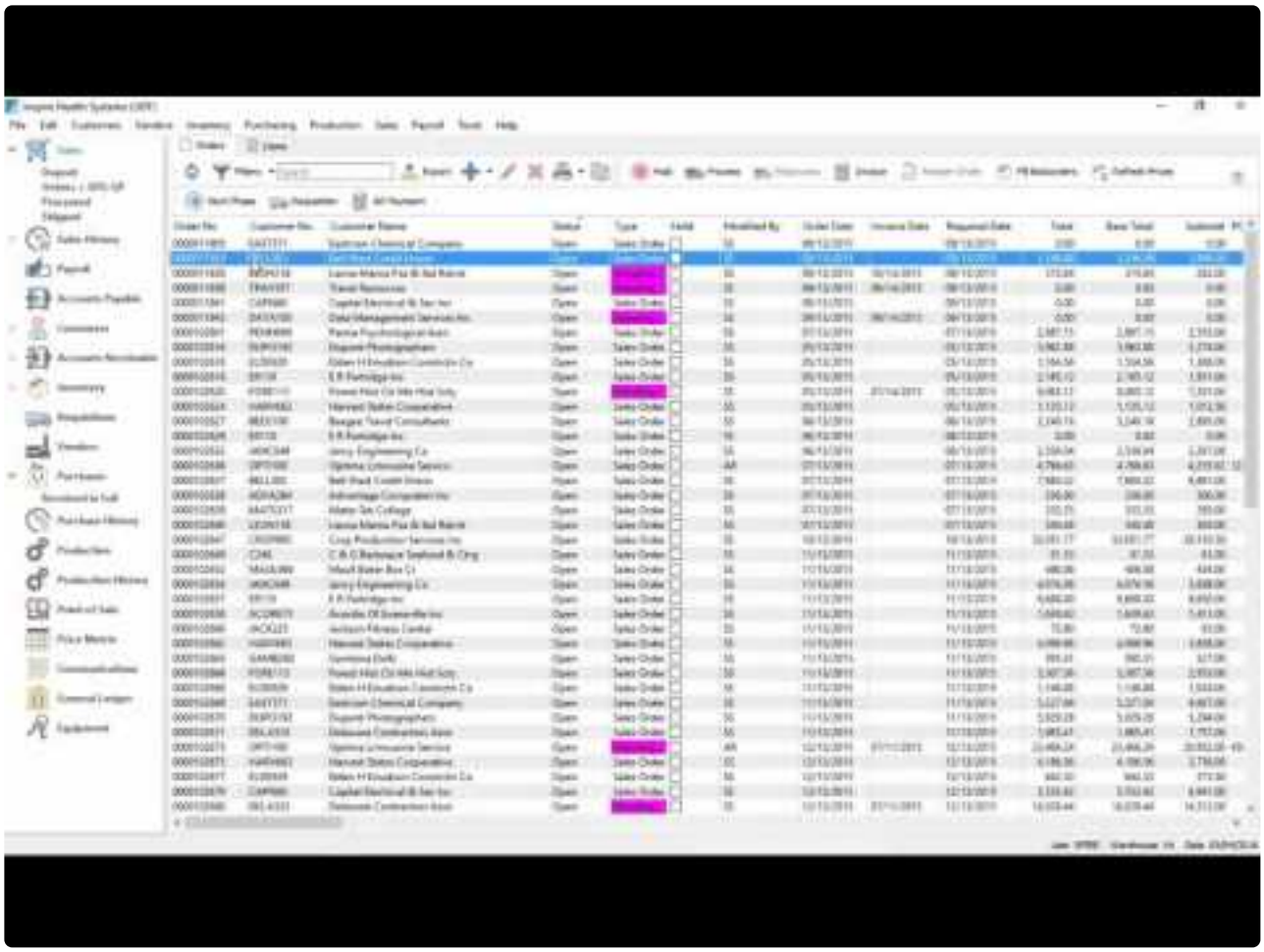


Clicking on the “Open Related” button will bring up the record where that communication was created. For instance if it was an accounts receivable message it will open to that customers AR record.



Communications Video Demo

Video Instructions – Communications



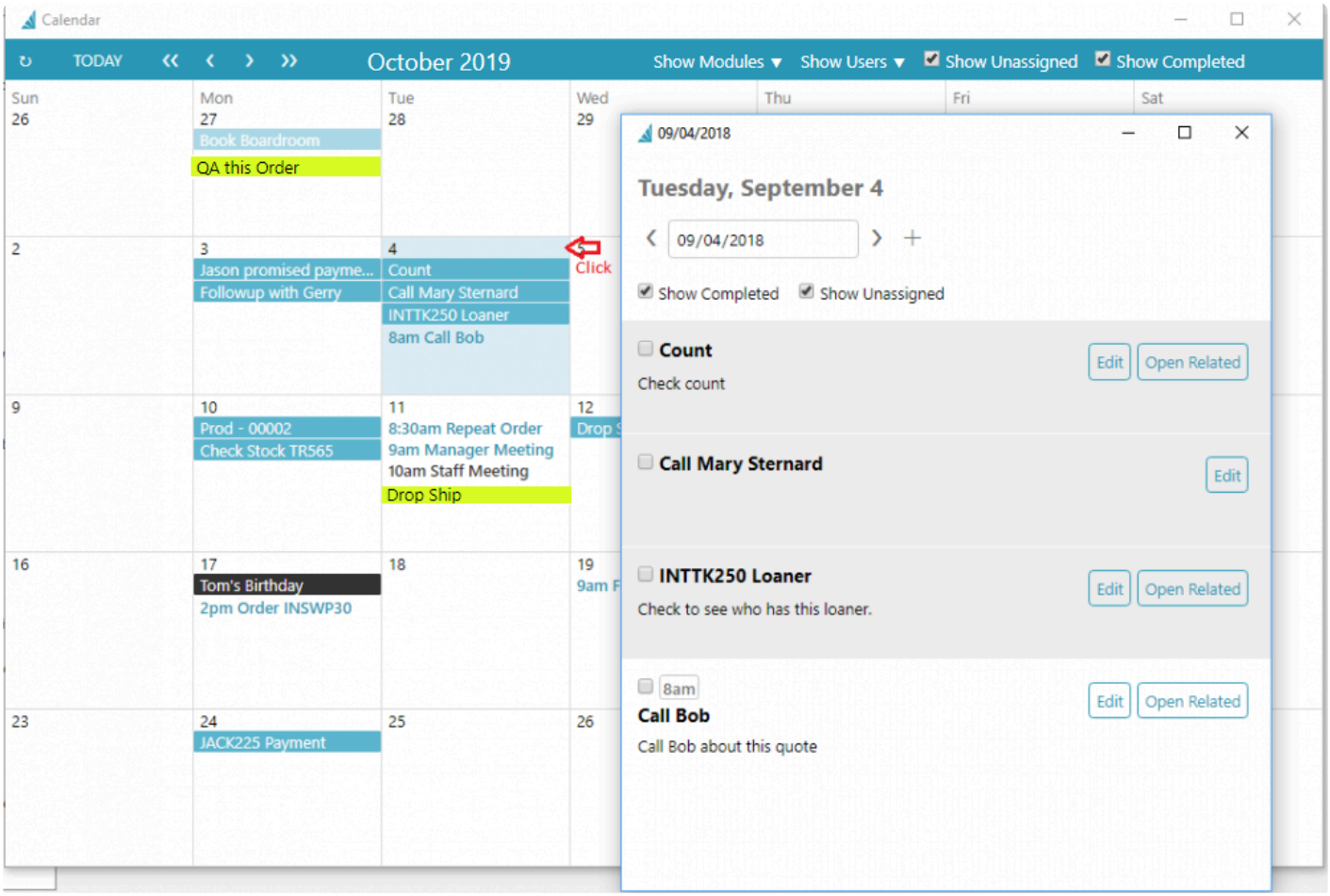
https://www.youtube.com/embed/PaENwDKCgL8?rel=0

Calendar

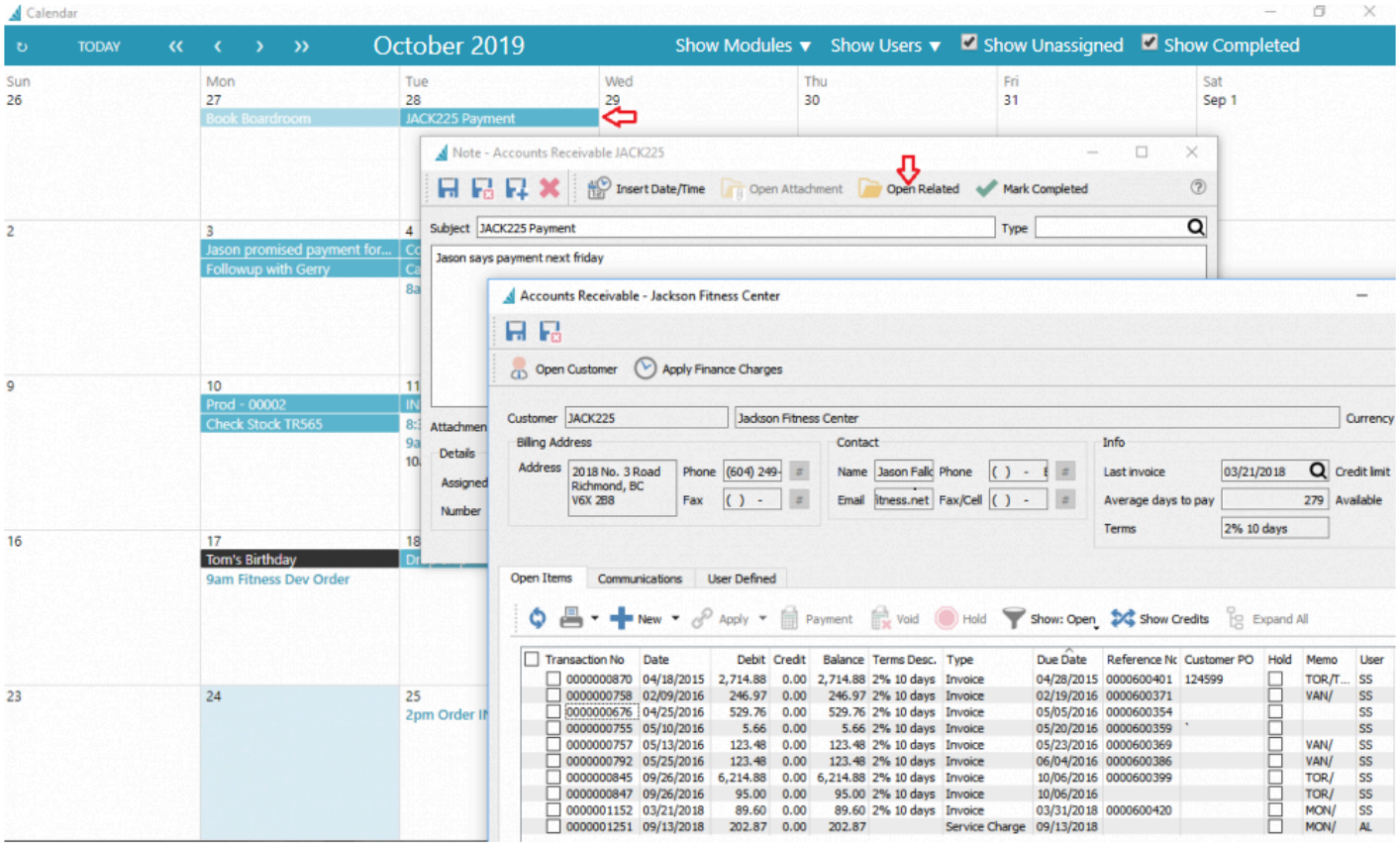
The calendar is related to the communications module. Select ‘Calendar’ from the main menu and all of the users communications will be show on each respective day that they are due. Communication notes that have a due date automatically get added to the calendar.

The user can decide if they want to see completed or unassigned tasks, and also choose the modules for which related communications display. If they have the security setting, they can also view any other users calendar. Each user shows on the calendar as a different colour.

Clicking on the date number in the top-left corner of the day box brings up the list of communications due that day. From this list, you can edit any communication or open the transaction window related to the note. Clicking the checkbox to the right of the communication title means that the noted task is completed. Or create a new communication note due on this day by clicking the ‘plus’ button to the right of the date.



Clicking on a specific note within a calendar day opens that communication, which can then be either modified or used to access the source transaction from the ‘Open Related’ button.

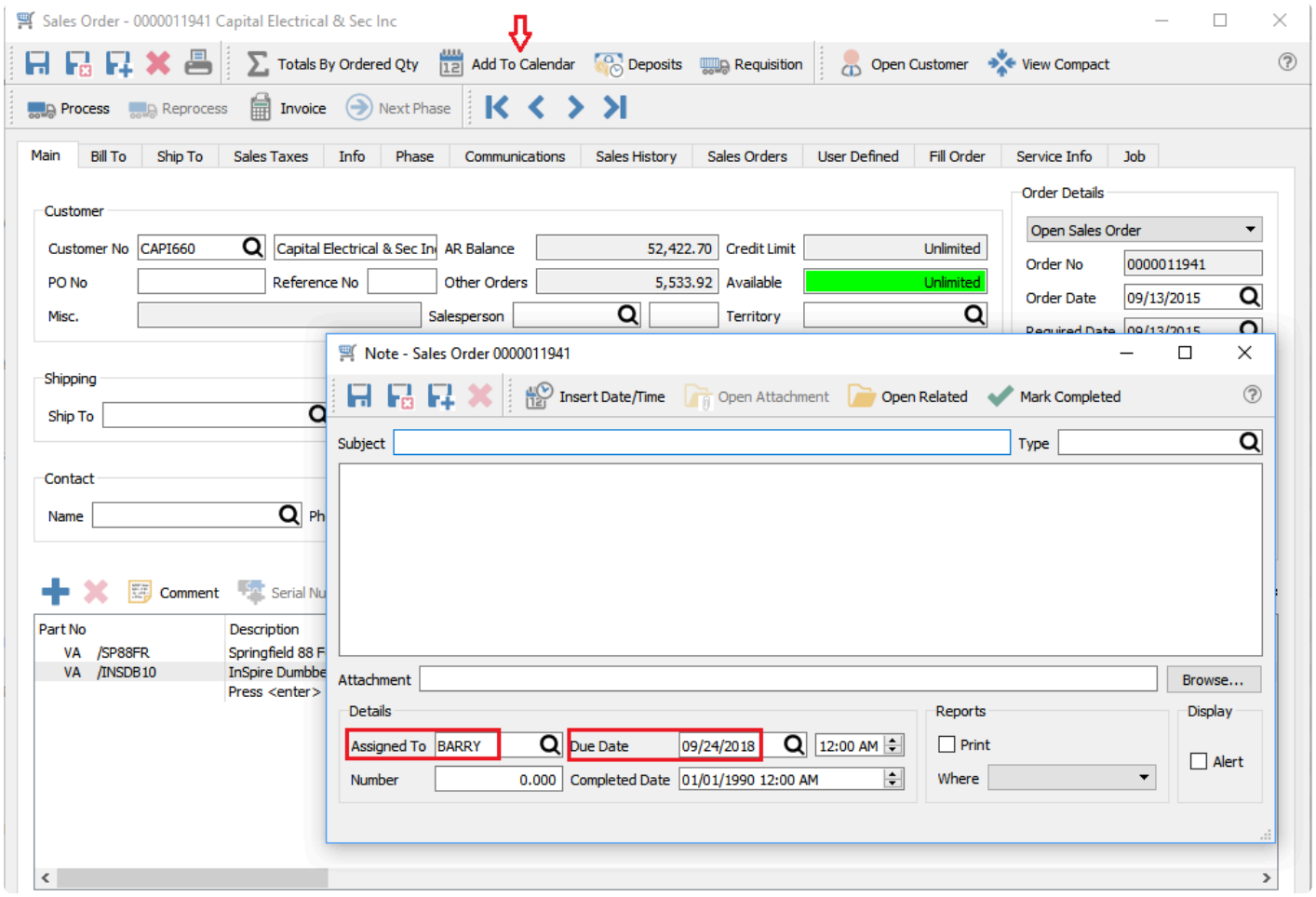


> Note that the user can act on the related item that was opened. In the case above, they can take the payment on the customers account while staying in the calendar module.

Other features include being able to drag items on the calendar to another date, and edit the communication and assign it to another user so it appears on their calendar.

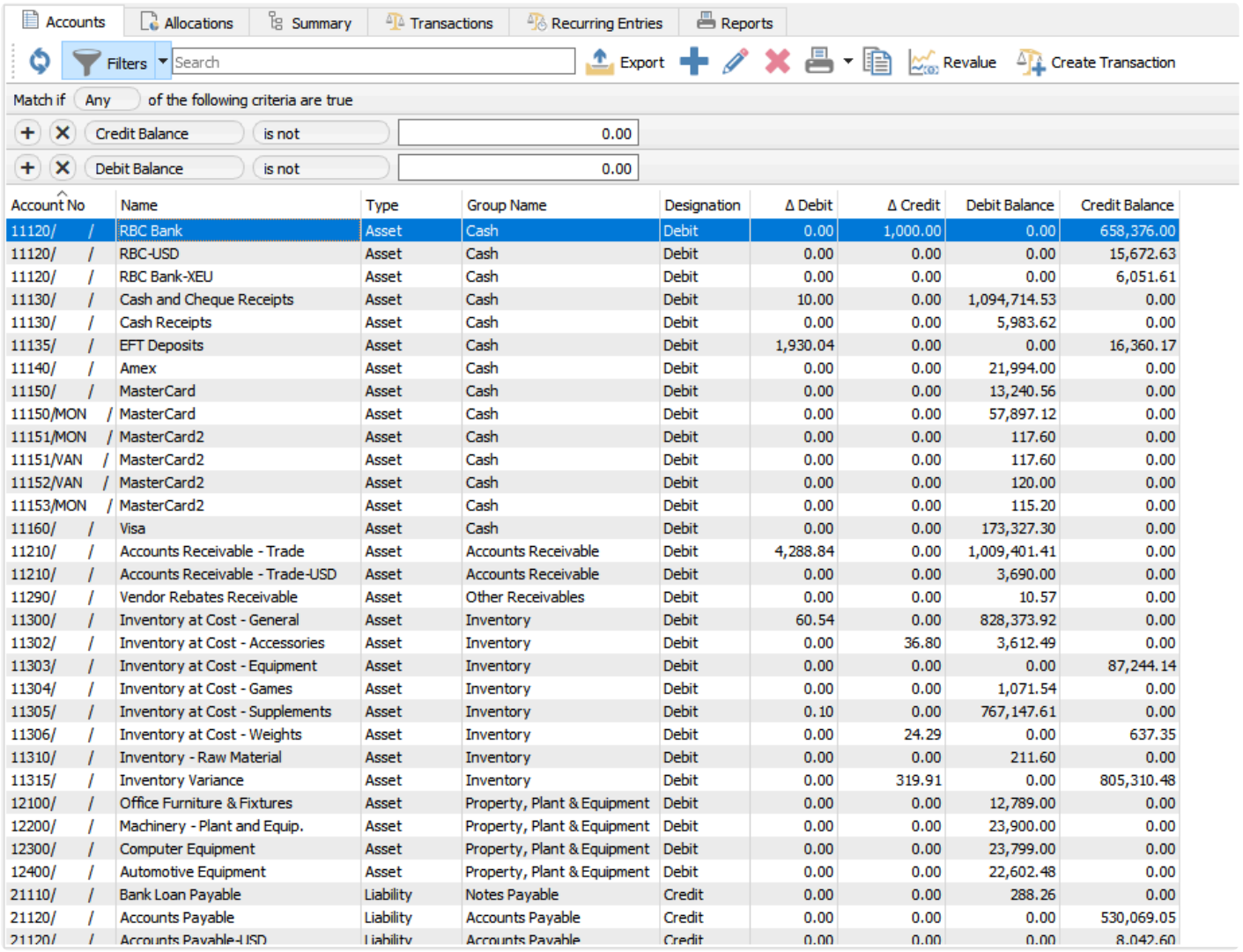
Quickly Add to Calendar

When editing a Sales, Purchase or Production order, a button labeled “Add To Calendar” can be clicked to create a communications record assigned to the user and a due date equal to today. Then additional information or options can be included, or the user or dates or times can be modified as required


Sales Order - 0000011941 Capital Electrical & Sec Inc
Totals By Ordered Qty
Add To Calendar
Deposits
Requisition
Open Customer
View Compact
Process
Reprocess
Invoice
Next Phase
Main
Bill To
Ship To
Sales Taxes
Info
Phase
Communications
Sales History
Sales Orders
User Defined
Fill Order
Service Info
Job
Customer
Customer No
CAPI660
Capital Electrical & Sec In
AR Balance
52,422.70
Credit Limit
Unlimited
PO No
Reference No
Other Orders
5,533.92
Available
Unlimited
Misc.
Salesperson
Territory
Order Details
Open Sales Order
Order No
0000011941
Order Date
09/13/2015
Shipping
Ship To
Contact
Name
Comment
Part No
Description
VA /SP88FR
Springfield 88 F
VA /INSDB10
InSpire Dumbbe
Press <enter>
Note - Sales Order 0000011941
Insert Date/Time
Open Attachment
Open Related
Mark Completed
Subject
Type
Attachment
Browse...
Details
Assigned To
BARRY
Due Date
09/24/2018
12:00 AM
Number
0.000
Completed Date
01/01/1990 12:00 AM
Reports
Print
Where
Display
Alert

General Ledger

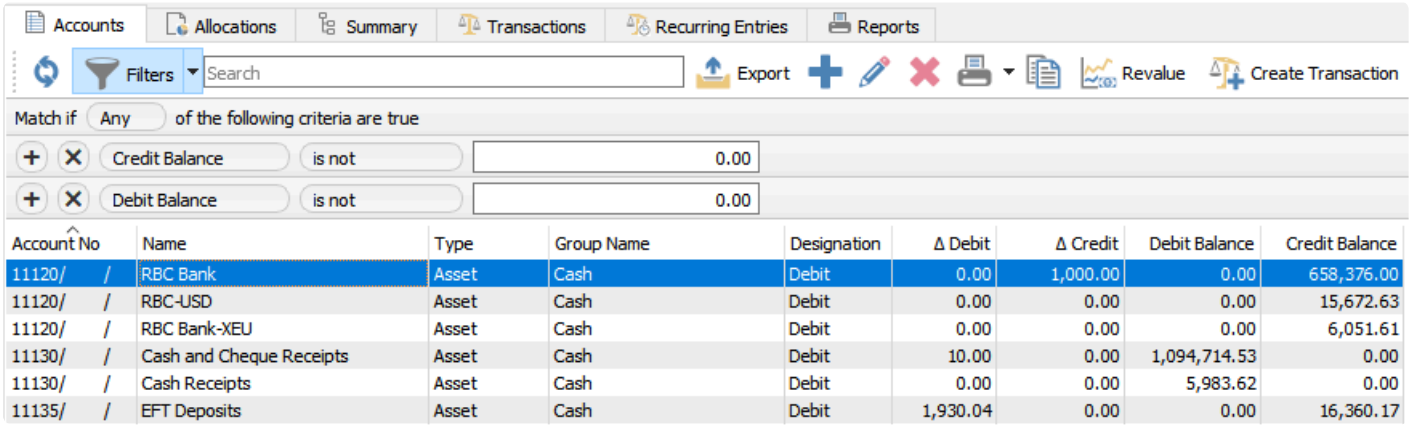
As the foundation for Spire's accounting system, the General Ledger module stores accounting data from all subledgers and modules, not only for reporting and budgeting but also for investigating specific transaction entries. When opening the General Ledger module, the initial screen is the account list grid.



Account No	Name	Type	Group Name	Designation	Δ Debit	Δ Credit	Debit Balance	Credit Balance
11120/ /	RBC Bank	Asset	Cash	Debit	0.00	1,000.00	0.00	658,376.00
11120/ /	RBC-USD	Asset	Cash	Debit	0.00	0.00	0.00	15,672.63
11120/ /	RBC Bank-XEU	Asset	Cash	Debit	0.00	0.00	0.00	6,051.61
11130/ /	Cash and Cheque Receipts	Asset	Cash	Debit	10.00	0.00	1,094,714.53	0.00
11130/ /	Cash Receipts	Asset	Cash	Debit	0.00	0.00	5,983.62	0.00
11135/ /	EFT Deposits	Asset	Cash	Debit	1,930.04	0.00	0.00	16,360.17
11140/ /	Amex	Asset	Cash	Debit	0.00	0.00	21,994.00	0.00
11150/ /	MasterCard	Asset	Cash	Debit	0.00	0.00	13,240.56	0.00
11150/MON /	MasterCard	Asset	Cash	Debit	0.00	0.00	57,897.12	0.00
11151/MON /	MasterCard2	Asset	Cash	Debit	0.00	0.00	117.60	0.00
11151/VAN /	MasterCard2	Asset	Cash	Debit	0.00	0.00	117.60	0.00
11152/VAN /	MasterCard2	Asset	Cash	Debit	0.00	0.00	120.00	0.00
11153/MON /	MasterCard2	Asset	Cash	Debit	0.00	0.00	115.20	0.00
11160/ /	Visa	Asset	Cash	Debit	0.00	0.00	173,327.30	0.00
11210/ /	Accounts Receivable - Trade	Asset	Accounts Receivable	Debit	4,288.84	0.00	1,009,401.41	0.00
11210/ /	Accounts Receivable - Trade-USD	Asset	Accounts Receivable	Debit	0.00	0.00	3,690.00	0.00
11290/ /	Vendor Rebates Receivable	Asset	Other Receivables	Debit	0.00	0.00	10.57	0.00
11300/ /	Inventory at Cost - General	Asset	Inventory	Debit	60.54	0.00	828,373.92	0.00
11302/ /	Inventory at Cost - Accessories	Asset	Inventory	Debit	0.00	36.80	3,612.49	0.00
11303/ /	Inventory at Cost - Equipment	Asset	Inventory	Debit	0.00	0.00	0.00	87,244.14
11304/ /	Inventory at Cost - Games	Asset	Inventory	Debit	0.00	0.00	1,071.54	0.00
11305/ /	Inventory at Cost - Supplements	Asset	Inventory	Debit	0.10	0.00	767,147.61	0.00
11306/ /	Inventory at Cost - Weights	Asset	Inventory	Debit	0.00	24.29	0.00	637.35
11310/ /	Inventory - Raw Material	Asset	Inventory	Debit	0.00	0.00	211.60	0.00
11315/ /	Inventory Variance	Asset	Inventory	Debit	0.00	319.91	0.00	805,310.48
12100/ /	Office Furniture & Fixtures	Asset	Property, Plant & Equipment	Debit	0.00	0.00	12,789.00	0.00
12200/ /	Machinery - Plant and Equip.	Asset	Property, Plant & Equipment	Debit	0.00	0.00	23,900.00	0.00
12300/ /	Computer Equipment	Asset	Property, Plant & Equipment	Debit	0.00	0.00	23,799.00	0.00
12400/ /	Automotive Equipment	Asset	Property, Plant & Equipment	Debit	0.00	0.00	22,602.48	0.00
21110/ /	Bank Loan Payable	Liability	Notes Payable	Credit	0.00	0.00	288.26	0.00
21120/ /	Accounts Payable	Liability	Accounts Payable	Credit	0.00	0.00	0.00	530,069.05
21120/ /	Accounts Payable-USD	Liability	Accounts Payable	Credit	0.00	0.00	0.00	8,042.60

Accounts

A list of accounts is displayed in a grid, which can be filtered or searched within.



Account No	Name	Type	Group Name	Designation	Δ Debit	Δ Credit	Debit Balance	Credit Balance
11120/ /	RBC Bank	Asset	Cash	Debit	0.00	1,000.00	0.00	658,376.00
11120/ /	RBC-USD	Asset	Cash	Debit	0.00	0.00	0.00	15,672.63
11120/ /	RBC Bank-XEU	Asset	Cash	Debit	0.00	0.00	0.00	6,051.61
11130/ /	Cash and Cheque Receipts	Asset	Cash	Debit	10.00	0.00	1,094,714.53	0.00
11130/ /	Cash Receipts	Asset	Cash	Debit	0.00	0.00	5,983.62	0.00
11135/ /	EFT Deposits	Asset	Cash	Debit	1,930.04	0.00	0.00	16,360.17

Export – Used to create an Excel file from the contents of the grid, either the entire list of accounts or only those displayed through a Filter or a Search.

Add – Adds a new GL account.

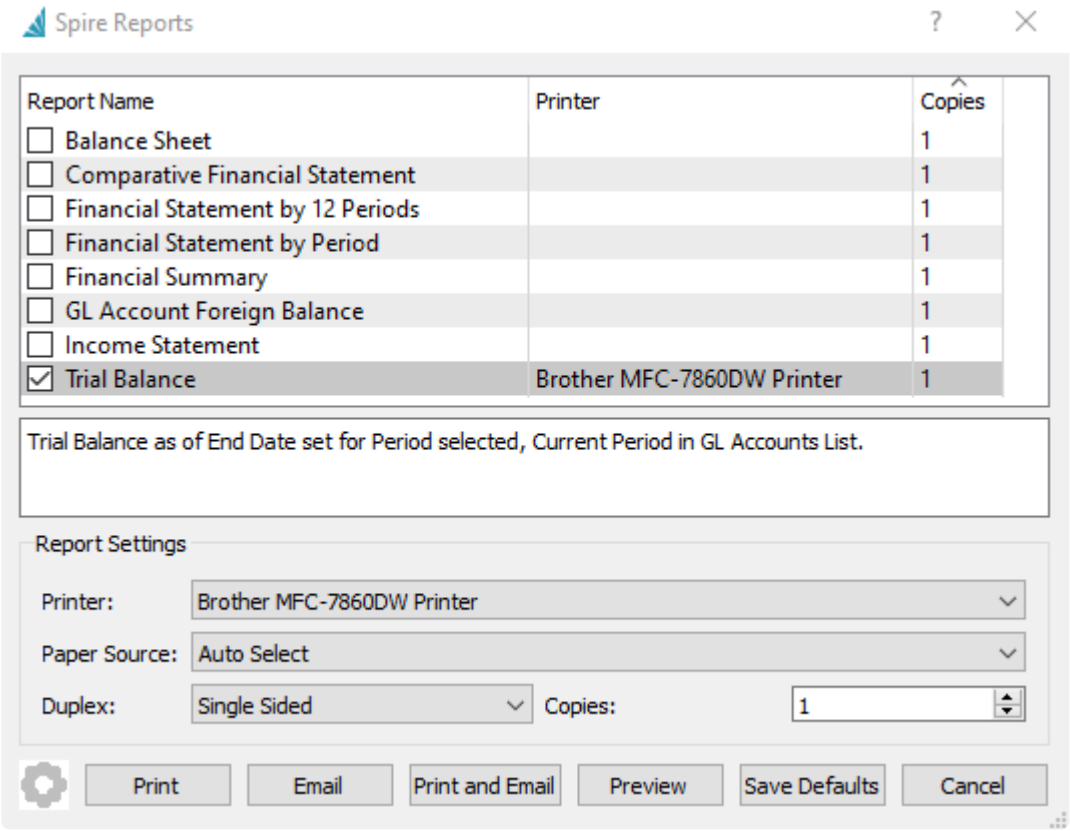
Edit – Edits the highlighted GL account.

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

Print – Print GL account reports and financial statements such as:

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

When printing reports, a screen displays all Spire stock and custom reports with a Crystal Report template of ‘General Ledger List’, where you can select one or more to print or email.

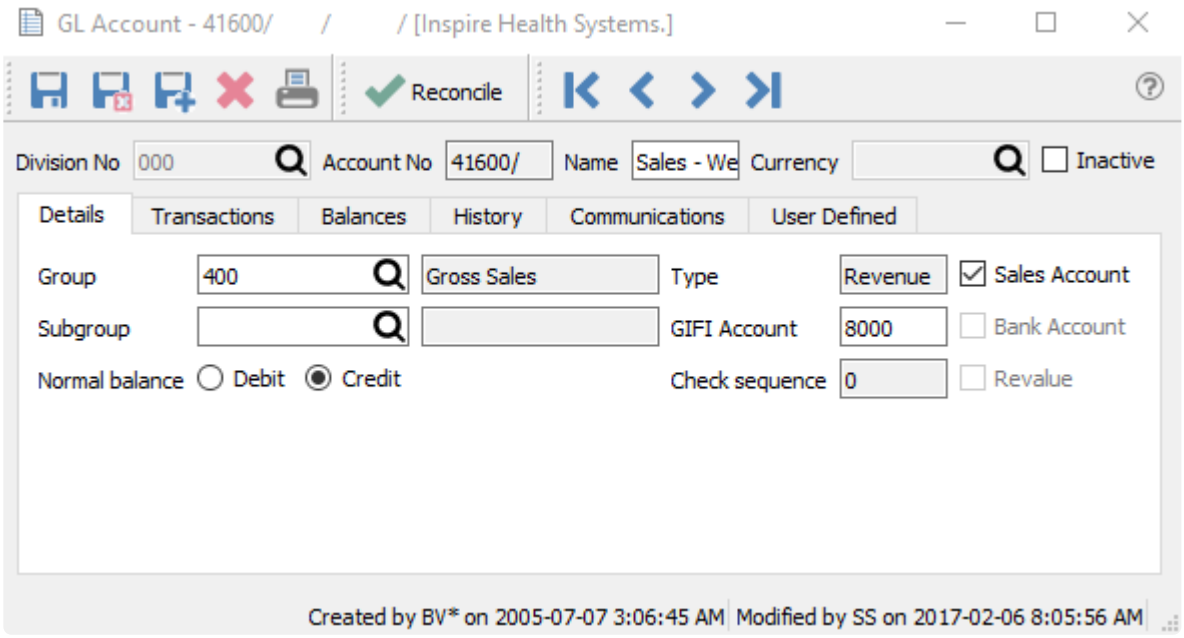


Copy – Create a new account based on the information from the highlighted account.

Revalue – Recalculate the base amount for the accounts set up with another currency, from the current exchange rate and the foreign currency balance. The difference will be posted to the Gain/Loss setup for that specific currency. See the manual for Multi-Currency for more details.

Create Transaction – Start a new journal entry transaction.

Edit and Add Accounts



Save – Save changes to the account and leave the screen open.

Save Close – Save changes to the account and close the screen.

Delete – Deletes a GL account. This is only allowed if there are no transactions posted to the account.

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

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

Division No – If Divisions are turned on in Company Settings/General Ledger, then each account will have a division, for the purpose of maintaining separate charts of accounts. Each account will also have a consolidated division of ‘000’ maintained by Spire when transactions are posted, for the purpose of consolidated company reporting.

Account No – The General Ledger Account number, which can have up to 4 separate segment codes and 24 characters. Two segments may be reserved for Locations and Profit Centers.

Name – A descriptive name for the GL account, which will appear on other transaction screens when this account is selected.

Currency – The currency assigned to this account. It can be set only when the account is first created, otherwise this field is not editable.

Inactive – When enabled, this GL account cannot be posted to.

Details

Group – The pre-defined account group code that the account belongs to, used for reporting organization and assigning the account Type. Groups can be modified in Company Settings/General Ledger

Subgroup – The subgroup that the account belongs to, used for reporting organization and consolidated vs detailed results. The selected subgroup should below within the defined account group, as configured in Company Settings/General Ledger.

Normal Balance – Select Debit if the account balance will typically have a debit value, and Credit if the account balance typically will have a credit value.

Type – The account type from the selected group is displayed here and cannot be changed.

GIFI Account – An acronym for 'General Index of Financial Information', enter the associated code as set out by CRA (Canada Revenue Agency' for specialized financial reporting. See this link for more information.

Check Sequence – The next check number that will be assigned by default when a payment using this account as the Bank Account is created. If the account does not have the Bank Account setting enabled, this field will not be editable.

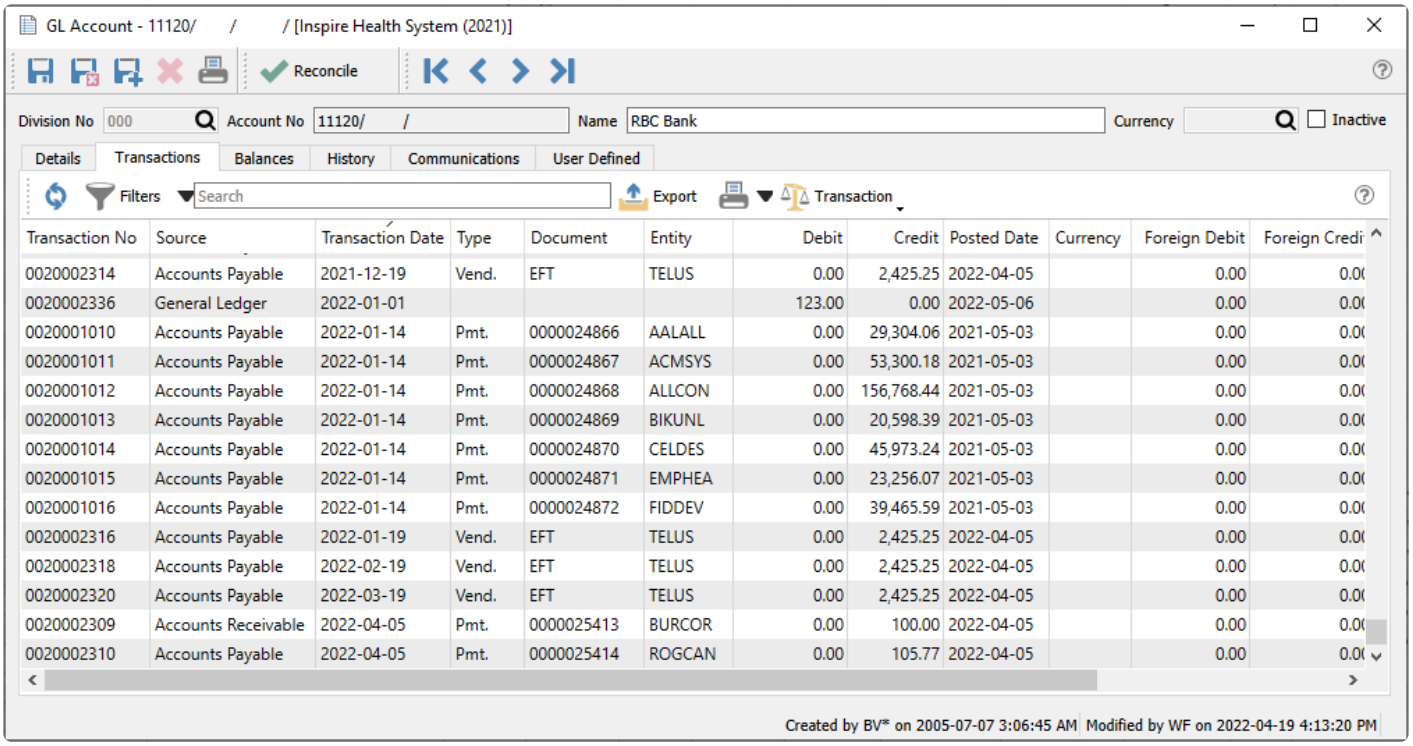
Sales Account – Define that this account is a sales account, to use for Filters or custom reporting.

Bank Account – Define that this account is a bank account, which enables the Check Sequence field and allows it to be selected as the Bank Account on payment transactions or the Vendor Payment field.

Revalue – Enable this option for accounts using a currency different than the base currency, to allow this account base currency balance to be recalculated from the current exchange rate by the revaluation process.

Account Transactions

This tab displays all posted transactions that include the edited account.



Refresh – Re-read the grid results to display all posted transactions to this account, including any Filter criteria if used.

Filters – Use search criteria to display only particular transactions of interest.

Search Box – List account transactions that contain the entered word(s) in searchable text fields.

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

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

Transaction – Choose to either **View** the complete journal entry, or **View Source** for the source transaction that produced this journal entry, from particular module posting. Source transactions from Sales Orders, Purchase Orders and Payroll can be opened, but not from Accounts Receivable, Accounts Payable, Inventory or General Ledger.

Grid Columns

Transaction No – The GL transaction number that was generated during posting, from the next transaction number in Company Settings/Sequence Numbers.

Source – The module / transaction type where this transactions was posted.

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

Type – The type of transaction that was posted.

Document – The document number passed from the subledger posting, such as the invoice or check number.

Entity – The customer, vendor or employee code of the posted transaction. Some transaction type will leave this field blank.

Debit – The amount of the debit transaction. If it was a credit amount, this column will display zero.

Credit – The amount of the credit transaction. If it was a debit amount, this column will display zero.

Posted Date – The computer system date when the transaction was posted.

Currency – The currency code for the transaction, which will be blank for base currency transactions.

Foreign Debit – The source currency amount of the debit transaction. If it was a credit amount or a base currency transaction, this column will display zero.

Foreign Credit – The source currency amount of the credit transaction. If it was a debit amount or a base currency transaction, this column will display zero.

Memo – A text comment that may have been added to the account line entry.

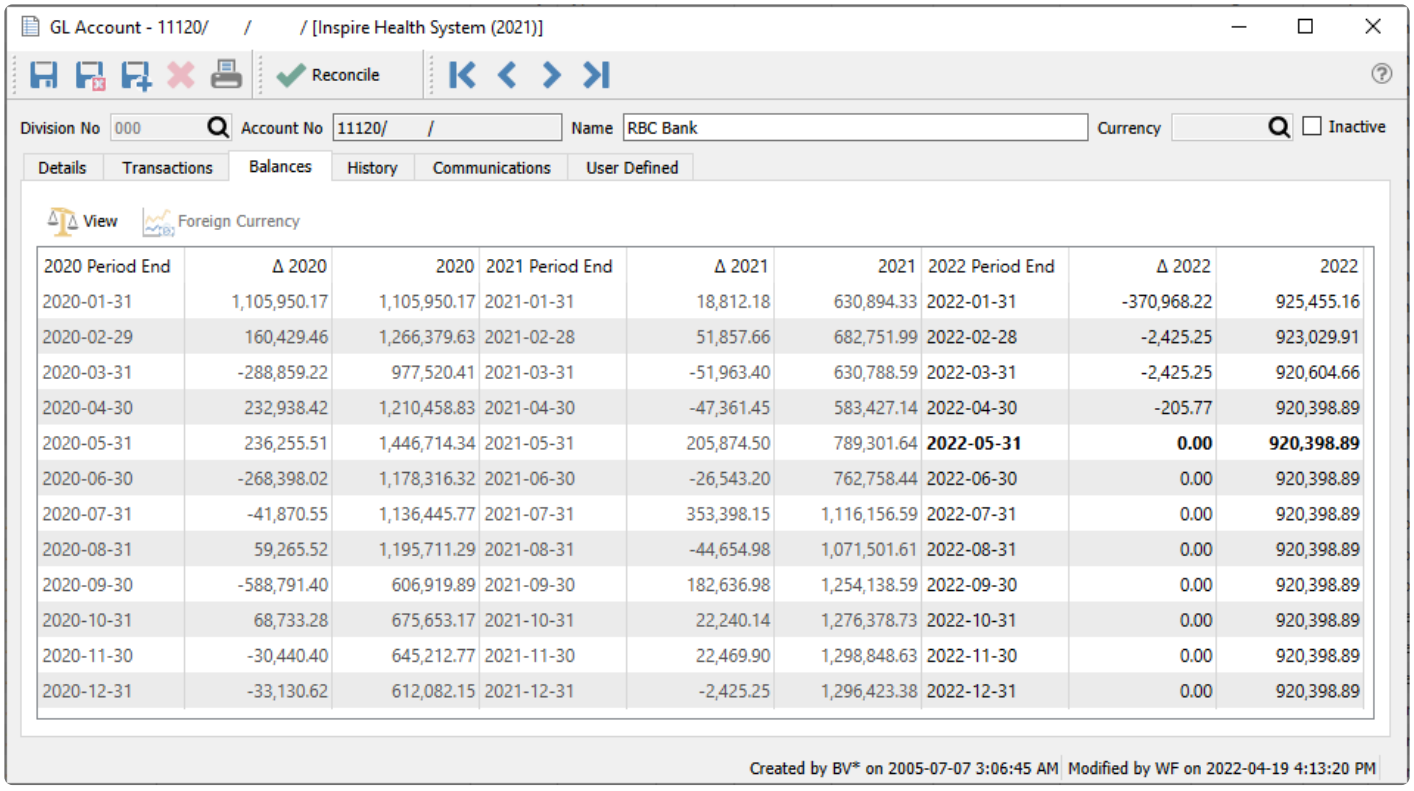
Reconciled – The checkbox will display as selected if the entry has been reconciled.

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

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

Account Balances

Period end dates and respective period net changes and ending balances are displayed for the 3 years open for posting. Columns with a triangle in the title are for the period net changes for that fiscal year, and columns with just the fiscal year are for ending balances. The period that contains the Spire login date will be highlighted in bold font as a reminder. When a year end procedure is done, the balances from the oldest of these years get moved to history, the other years are shifted to the left, and a new year is created at the right side.



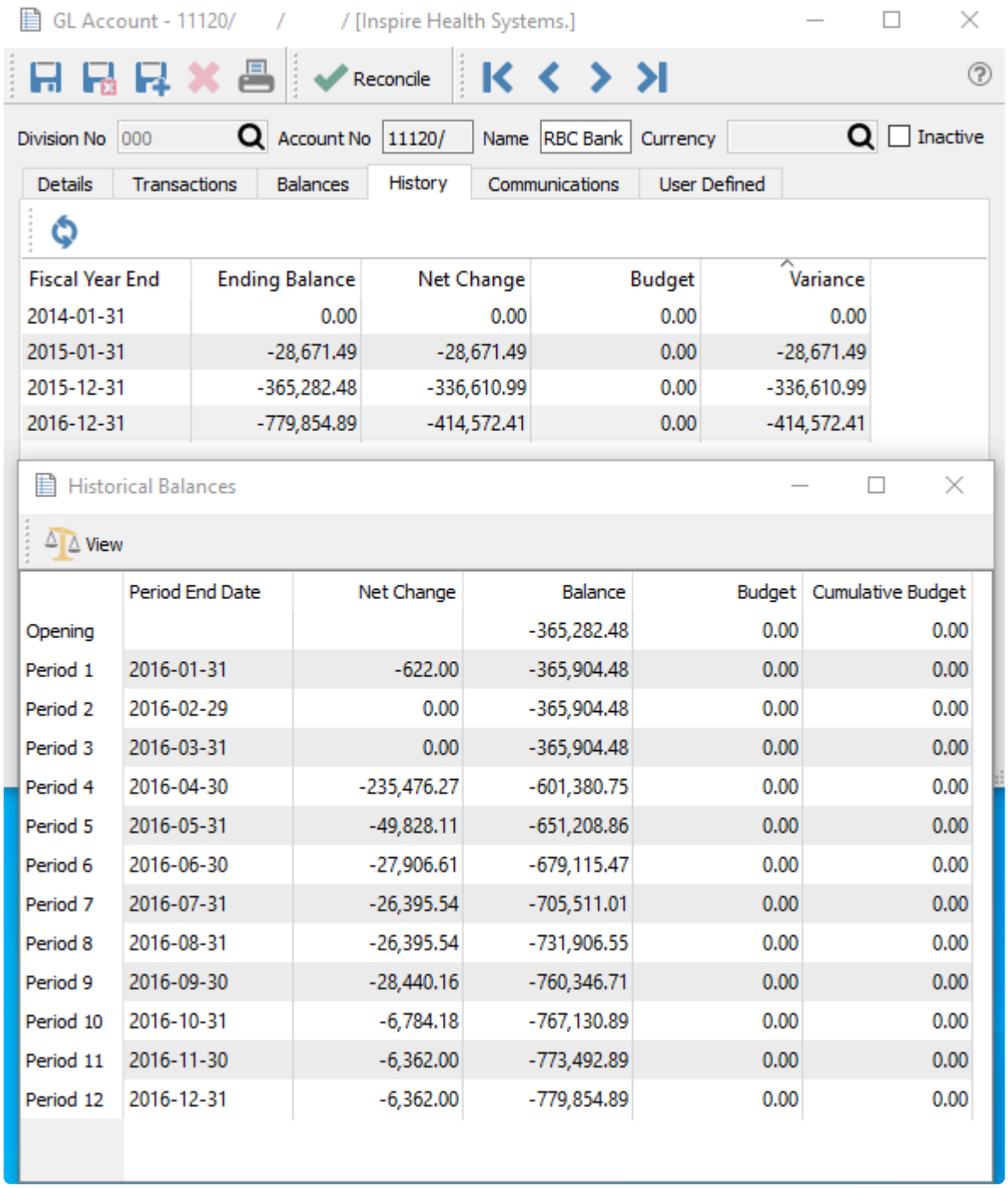
2020 Period End	Δ 2020	2020	2021 Period End	Δ 2021	2021	2022 Period End	Δ 2022	2022
2020-01-31	1,105,950.17	1,105,950.17	2021-01-31	18,812.18	630,894.33	2022-01-31	-370,968.22	925,455.16
2020-02-29	160,429.46	1,266,379.63	2021-02-28	51,857.66	682,751.99	2022-02-28	-2,425.25	923,029.91
2020-03-31	-288,859.22	977,520.41	2021-03-31	-51,963.40	630,788.59	2022-03-31	-2,425.25	920,604.66
2020-04-30	232,938.42	1,210,458.83	2021-04-30	-47,361.45	583,427.14	2022-04-30	-205.77	920,398.89
2020-05-31	236,255.51	1,446,714.34	2021-05-31	205,874.50	789,301.64	**2022-05-31**	**0.00**	**920,398.89**
2020-06-30	-268,398.02	1,178,316.32	2021-06-30	-26,543.20	762,758.44	2022-06-30	0.00	920,398.89
2020-07-31	-41,870.55	1,136,445.77	2021-07-31	353,398.15	1,116,156.59	2022-07-31	0.00	920,398.89
2020-08-31	59,265.52	1,195,711.29	2021-08-31	-44,654.98	1,071,501.61	2022-08-31	0.00	920,398.89
2020-09-30	-588,791.40	606,919.89	2021-09-30	182,636.98	1,254,138.59	2022-09-30	0.00	920,398.89
2020-10-31	68,733.28	675,653.17	2021-10-31	22,240.14	1,276,378.73	2022-10-31	0.00	920,398.89
2020-11-30	-30,440.40	645,212.77	2021-11-30	22,469.90	1,298,848.63	2022-11-30	0.00	920,398.89
2020-12-31	-33,130.62	612,082.15	2021-12-31	-2,425.25	1,296,423.38	2022-12-31	0.00	920,398.89

View – For the highlighted fiscal period/year, the posted transactions are displayed in a new window.

Foreign Currency – Toggle to see the base and foreign currency values, available only for accounts defined with a different currency than base.

Account History

Fiscal years older than the three years available for posting will be displayed for inquiry on the History tab. Historical years are only available for viewing and reporting, and can no longer be posted to. Double-click on any year to see the amounts broken out in separate fiscal periods.



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

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

Fiscal Year End – Year end date of the historical year.

Ending Balance – The closing balance of this account as of the fiscal year end date.

Net Change – The net posted amount for the fiscal year, with the amount displaying negative if the balance decreased.

Budget – The total year budget amount for this fiscal year.

Variance – The difference between the Net Change and Budget amount for this fiscal year.

Historical Balances

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

Net Change – The net posted amount for the fiscal period, with the amount displaying negative if the balance decreased.

Balance – The closing balance of this account as of the fiscal period.

Budget – The fiscal period budget amount.

Cumulative Budget – A running total of the fiscal year budget amounts, with the total year budget displaying in the last fiscal period. This is best used to compare with the account Balance as of any fiscal period for income statement accounts.

Communications

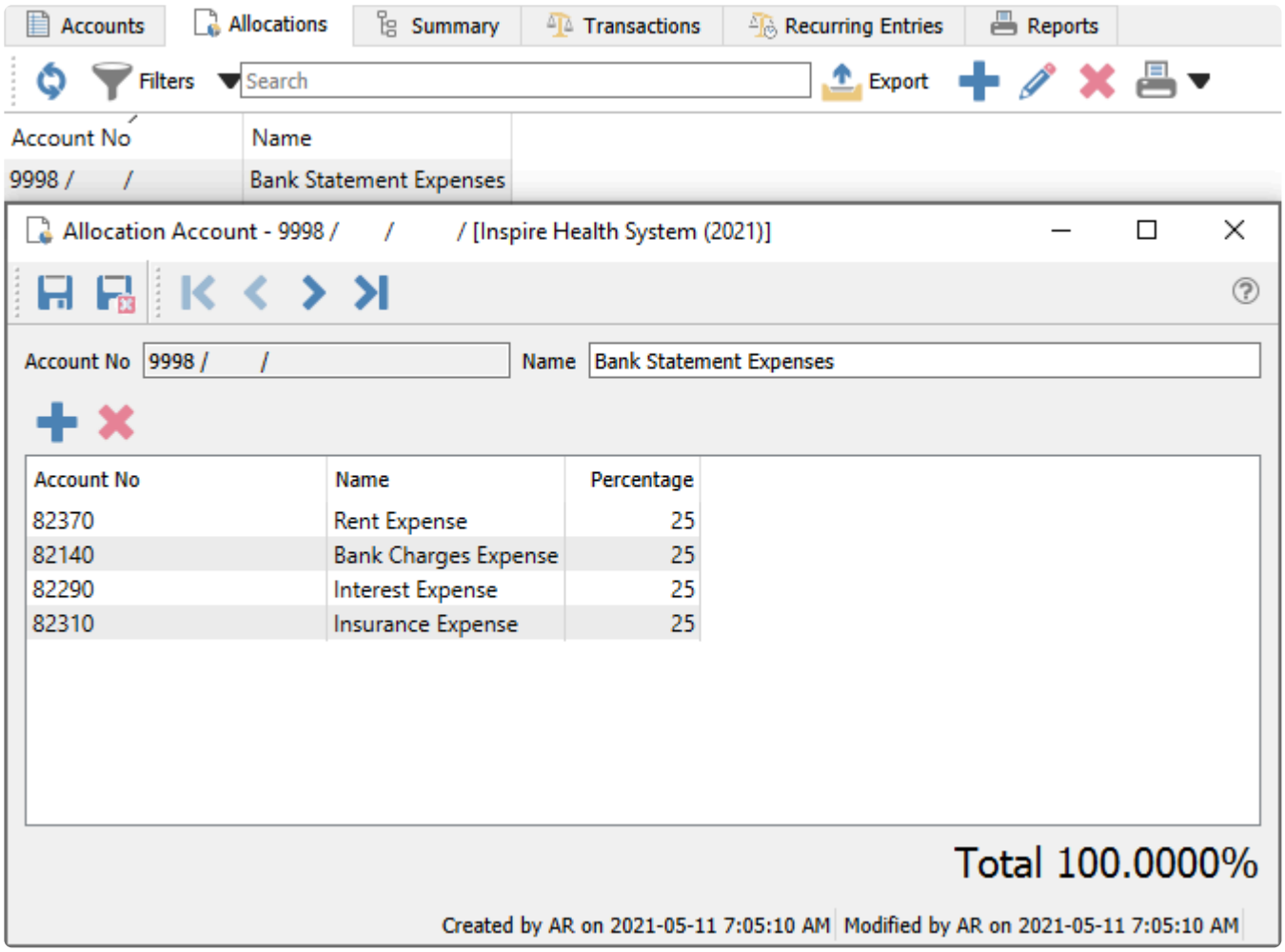
Any number of notes can be added for this GL account, following the usual rules for adding communications, including attachments or assigning to users.

User Defined Fields

User defined fields can be added to track and/or print information not already available on other screens. (Spire UDF license required).

Allocations

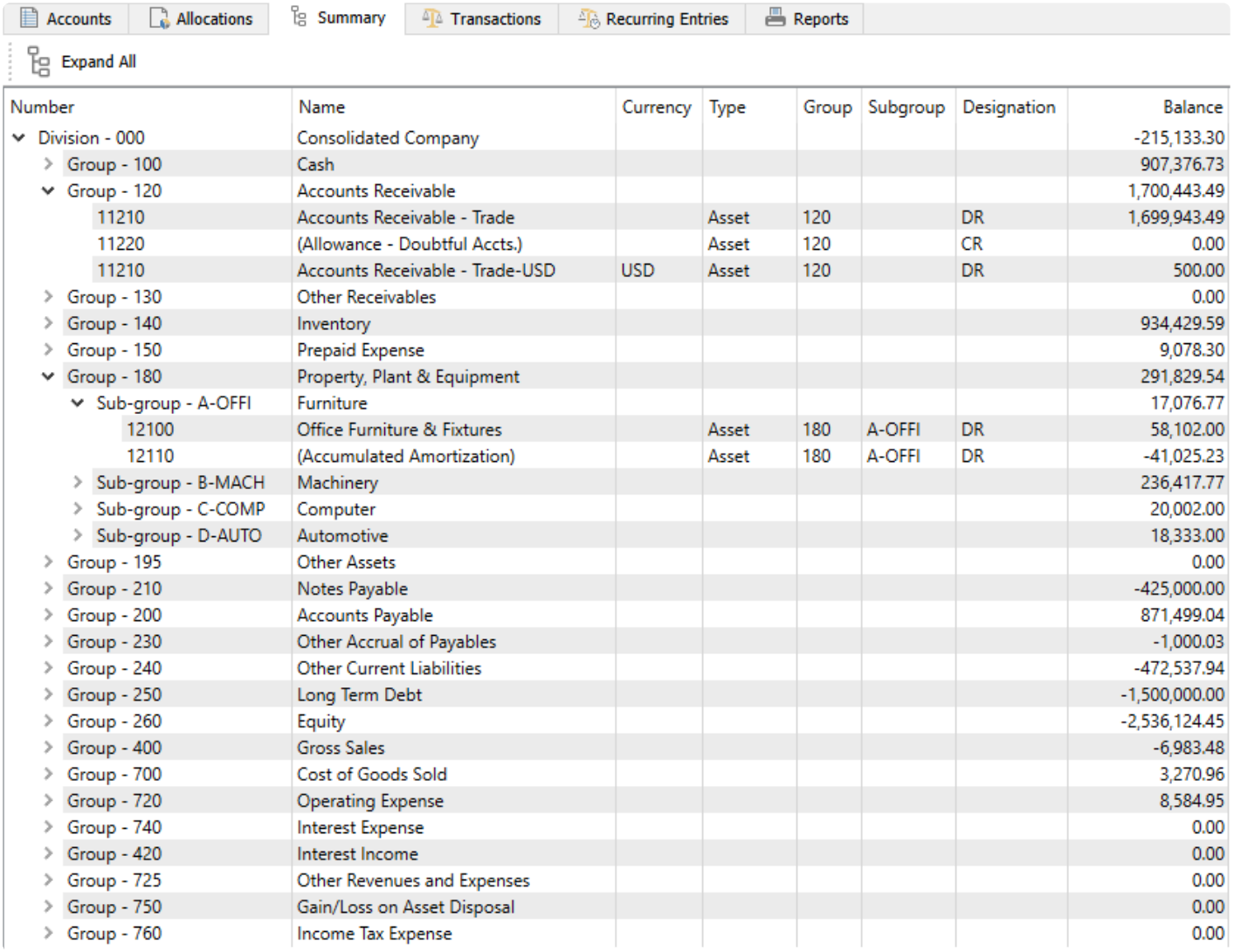
Allocation accounts are not actual accounts, but rather codes that can be used to redirect posted amounts to multiple accounts. For each allocation, you specify all the actual accounts and the respective percentages of the allocation total that are updated when posting.



The total of all allocated amount percentages must equal 100.0%, otherwise an error will appear and you will be unable to save the allocation account.

Summary

The GL Summary screen allows you to see totals for each account group and company division if used, and expand groups to see individual accounts and balances.



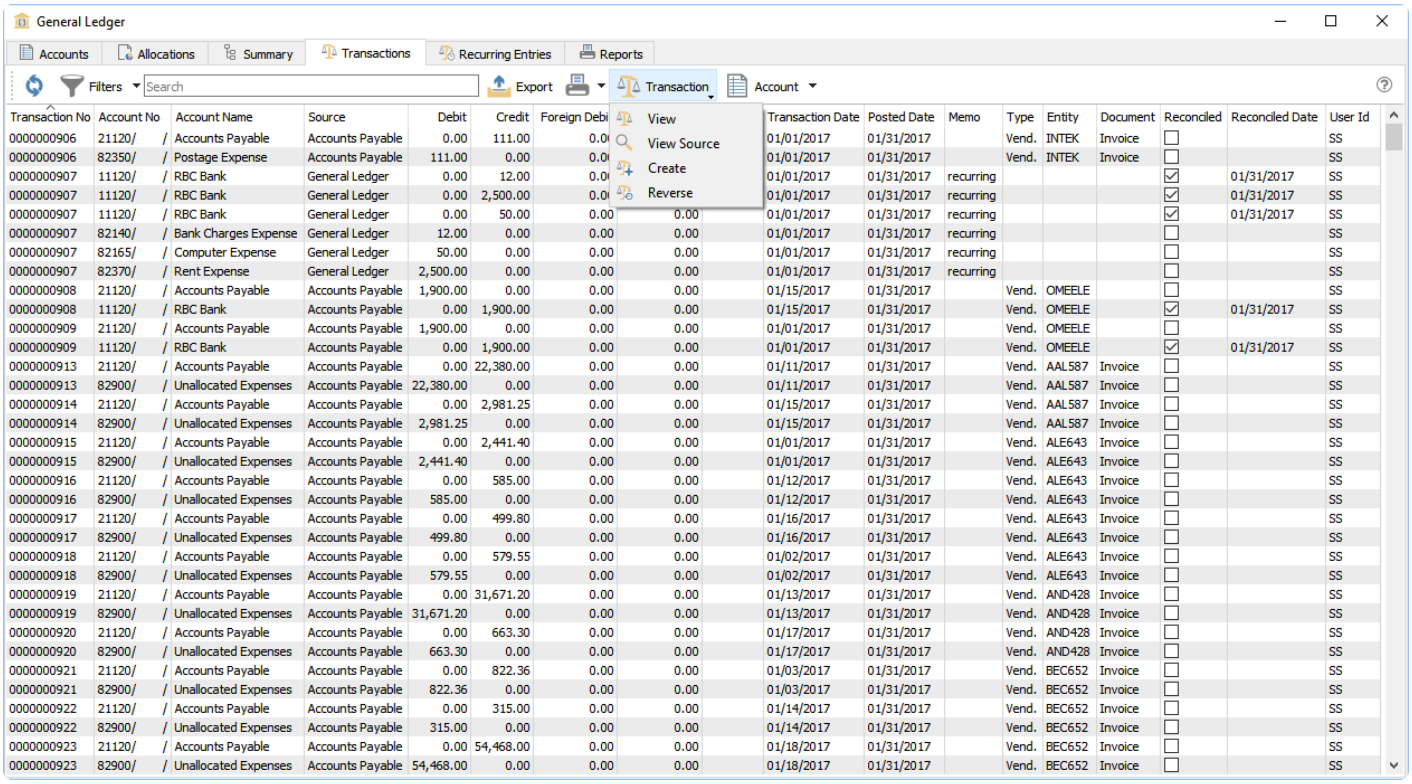
Number	Name	Currency	Type	Group	Subgroup	Designation	Balance
Division - 000	Consolidated Company						-215,133.30
Group - 100	Cash						907,376.73
Group - 120	Accounts Receivable						1,700,443.49
11210	Accounts Receivable - Trade		Asset	120		DR	1,699,943.49
11220	(Allowance - Doubtful Accts.)		Asset	120		CR	0.00
11210	Accounts Receivable - Trade-USD	USD	Asset	120		DR	500.00
Group - 130	Other Receivables						0.00
Group - 140	Inventory						934,429.59
Group - 150	Prepaid Expense						9,078.30
Group - 180	Property, Plant & Equipment						291,829.54
Sub-group - A-OFFI	Furniture						17,076.77
12100	Office Furniture & Fixtures		Asset	180	A-OFFI	DR	58,102.00
12110	(Accumulated Amortization)		Asset	180	A-OFFI	DR	-41,025.23
Sub-group - B-MACH	Machinery						236,417.77
Sub-group - C-COMP	Computer						20,002.00
Sub-group - D-AUTO	Automotive						18,333.00
Group - 195	Other Assets						0.00
Group - 210	Notes Payable						-425,000.00
Group - 200	Accounts Payable						871,499.04
Group - 230	Other Accrual of Payables						-1,000.03
Group - 240	Other Current Liabilities						-472,537.94
Group - 250	Long Term Debt						-1,500,000.00
Group - 260	Equity						-2,536,124.45
Group - 400	Gross Sales						-6,983.48
Group - 700	Cost of Goods Sold						3,270.96
Group - 720	Operating Expense						8,584.95
Group - 740	Interest Expense						0.00
Group - 420	Interest Income						0.00
Group - 725	Other Revenues and Expenses						0.00
Group - 750	Gain/Loss on Asset Disposal						0.00
Group - 760	Income Tax Expense						0.00

The highest level grouping is by Division, which will only display the Consolidated Company division 000 if you do not use this feature. Within each division you can list accounts summarized by Group code and total account balances by group. Within each group you can expand to the accounts or subgroups as defined. And finally you can expand subgroups to display the associated accounts within.

Transactions

In this screen you can see all transactions posted from the three fiscal years available for posting. Filters can be set to view less transactions and either reported on or exported. When printing any report with the Crystal Report Template of GL Transaction List will be listed.

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



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

Refresh – Re-read the grid results to display all posted transactions, including any Filter criteria if used.

Filters – Use search criteria to display only particular transactions of interest.

Search Box – List account transactions that contain the entered word(s) in searchable text fields.

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

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

Transaction – Choose from:

- **View** the complete journal entry
- **View Source** for the source transaction that produced this journal entry, from particular module

posting. Source transactions from Sales Orders, Purchase Orders and Payroll can be opened, but not from Accounts Receivable, Accounts Payable, Inventory or General Ledger.
- **Create** a new journal entry transaction
- **Reverse** a previously posted GL journal entry by creating a new transaction for the same accounts but with debits and credits reversed.

Account – Choose from:

- **View** the account record of the highlighted transaction, and also make and save changes to the account.
- **Reconcile** the highlighted account in the same way as if opened from within Edit Account.

Grid Columns

Transaction No – The GL transaction number that was generated during posting, from the next transaction number in Company Settings/Sequence Numbers.

Source – The module / transaction type where this transaction was posted.

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

Type – The type of transaction that was posted.

Document – The document number passed from the subledger posting, such as the invoice or check number.

Entity – The customer, vendor or employee code of the posted transaction. Some transaction type will leave this field blank.

Debit – The amount of the debit transaction. If it was a credit amount, this column will display zero.

Credit – The amount of the credit transaction. If it was a debit amount, this column will display zero.

Posted Date – The computer system date when the transaction was posted.

Currency – The currency code for the transaction, which will be blank for base currency transactions.

Foreign Debit – The source currency amount of the debit transaction. If it was a credit amount or a base currency transaction, this column will display zero.

Foreign Credit – The source currency amount of the credit transaction. If it was a debit amount or a base currency transaction, this column will display zero.

Memo – A text comment that may have been added to the account line entry.

Reconciled – The checkbox will display as selected if the entry has been reconciled.

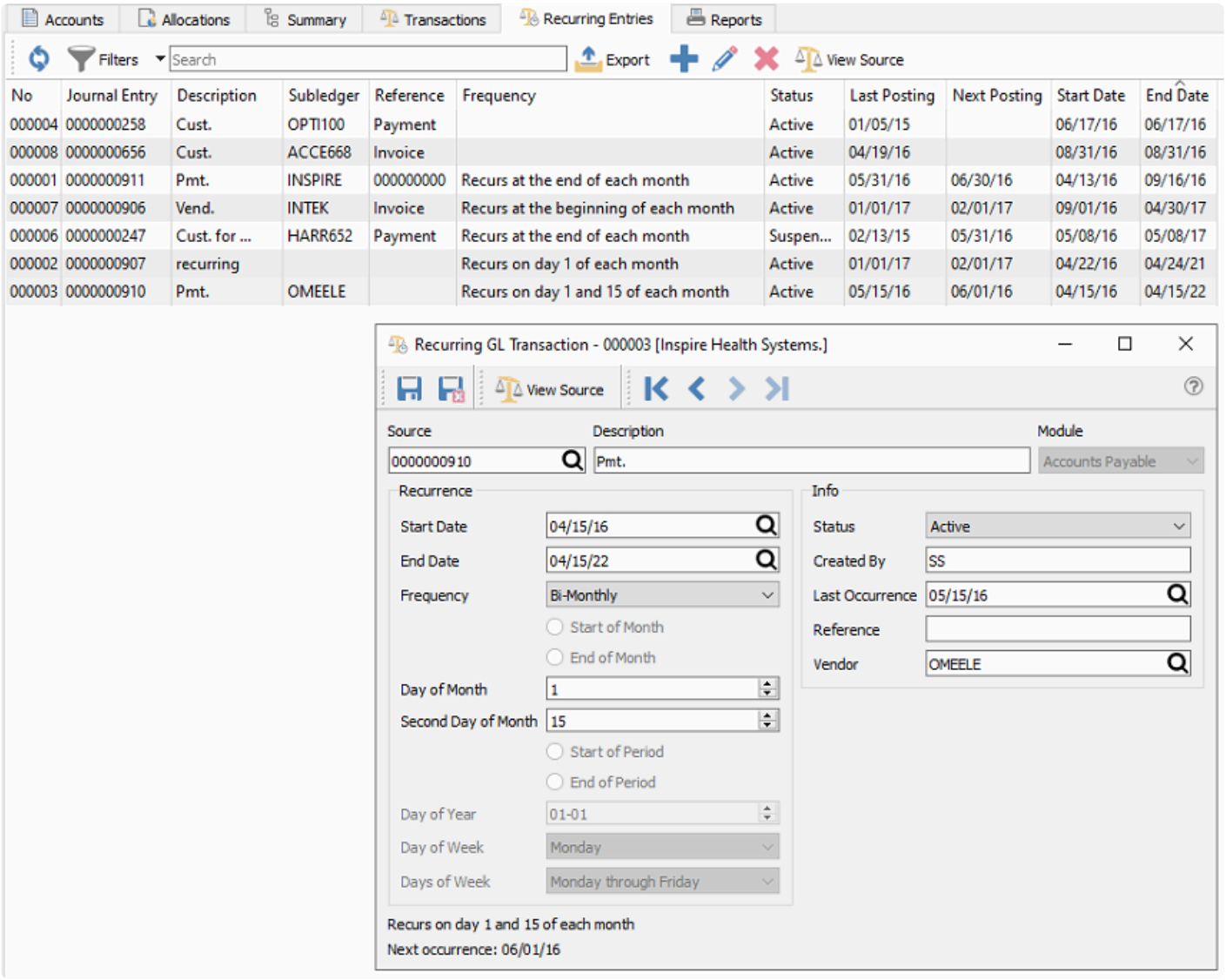
Reconciled Date – The date that the entry was reconciled. If blank then it has not been reconciled.

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

Recurring Entries

Recurring transactions allows past transactions to be duplicated on a schedule. They are created by copying entries previously posted in Accounts Payable, Accounts Receivable or Ledger Journal Entries. Recurring entries can be edited before posting to change GL accounts or amounts. The list of recurring charges includes columns for the last time the charge was posted and the due date for the next posting.

Recurring Setup



Save – Save the recurring entry and leave the screen open.

Save and Close – Save the recurring entry and close the screen.

View Source – View the GL transaction details from where the recurring charge was created. The GL entry will appear as the source for AP and AR recurring charges.

Source – Select the GL Transaction that you wish to copy for recurring.

Description – A meaningful label for describing the purpose of the transaction. This will appear on the alert screen where charges are processed.

Module – The original source module is displayed and cannot be edited.

Start Date – The beginning of the date range when the recurring transaction can be charged, in conjunction with the Frequency settings.

End Date – The end of the date range when the recurring transaction can be charged, in conjunction with the Frequency settings.

Frequency – Select a repeat cycle for the transaction, which controls access to the remaining Recurrence settings. The choices are:

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

Start of Month – For a ‘Monthly’ frequency, recurring transaction dates are the first of every month.

End of Month – For a ‘Monthly’ frequency, recurring transaction dates are the last day of every month.

Day of Month – For ‘Specific Date’ or ‘Bi-Monthly’ frequencies, recurring transactions are on this day of every month.

Second Day of Month – For a ‘Bi-Monthly’ frequency, recurring transactions are on this day of every month in addition to the Day of Month above.

Start of Period – For a ‘Fiscal’ frequency, recurring transaction dates are the first of every period.

End of Period – For a ‘Fiscal’ frequency, recurring transaction dates are the last day of every period.

Day of Year – For an ‘Annual’ frequency, recurring transaction dates are on this day every year.

Day of Week – For ‘Weekly’ or ‘Bi-Weekly’ frequencies, recurring transactions are on this day of the week, every one or two weeks respectively.

Days of Week – For a ‘Daily’ frequency, recurring transaction dates are every day, from Monday to either Friday, Saturday or Sunday.

Quarterly transactions occur exactly every three months, based on the Last Occurrence date.

Status – ‘Active’ recurring transactions are available to process on their next occurrence date, and ‘Suspended’ transactions will be skipped.

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

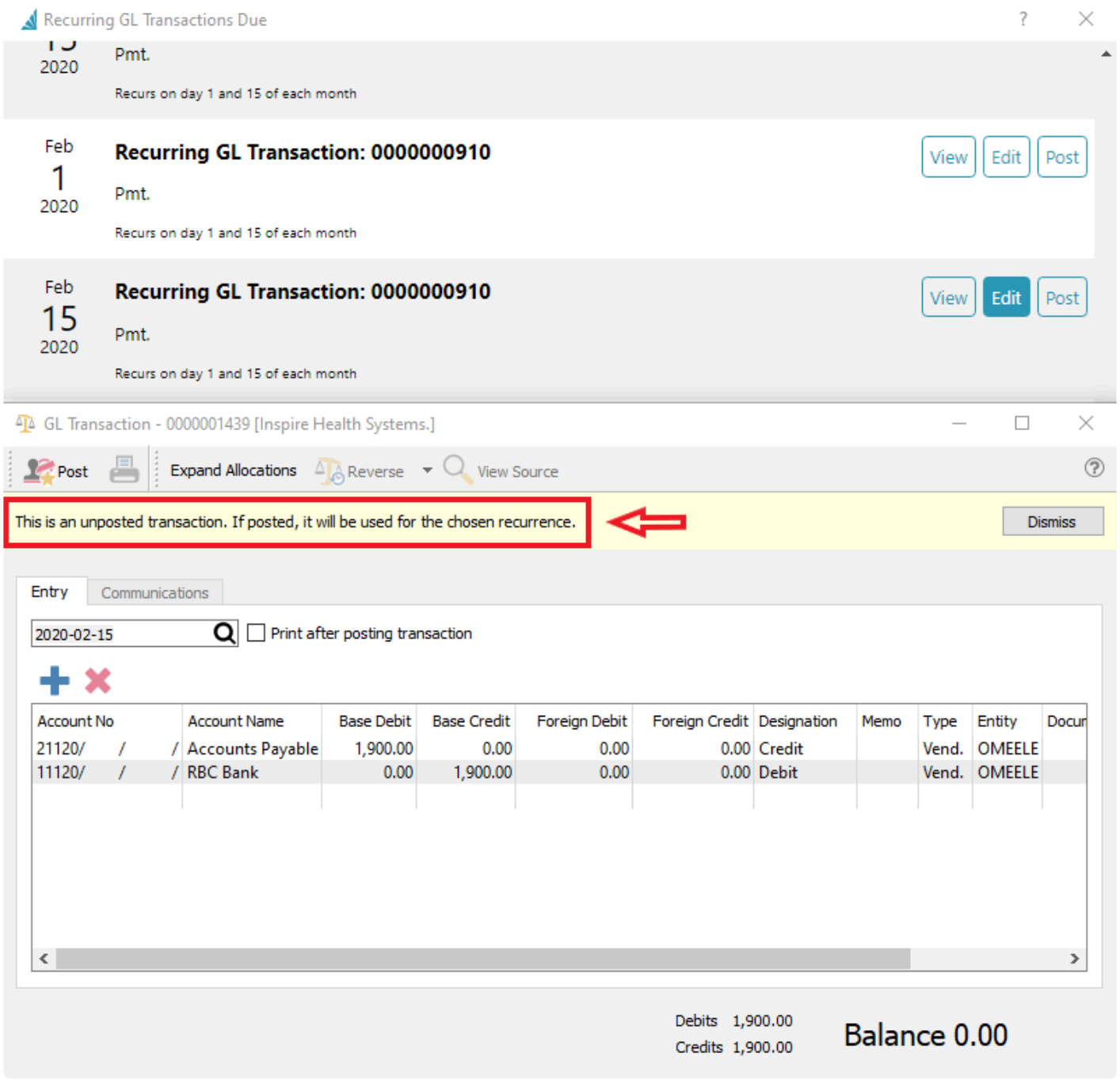
Last Occurrence – The last date that this recurring transaction was posted.

Reference – A reference can be defaulted for new posted transactions created from this.

Vendor/Customer – The vendor or customer that the entry will be posted to, depending on whether the module source is AP or AR.

Recurring Alerts

If the user security setting General Ledger/Alert Recurring Entries is enabled. then when this user logs in they will be presented with the list of recurring entries that are due or overdue to be posted. They can choose to post, view or edit each recurring transaction, or ignore them.

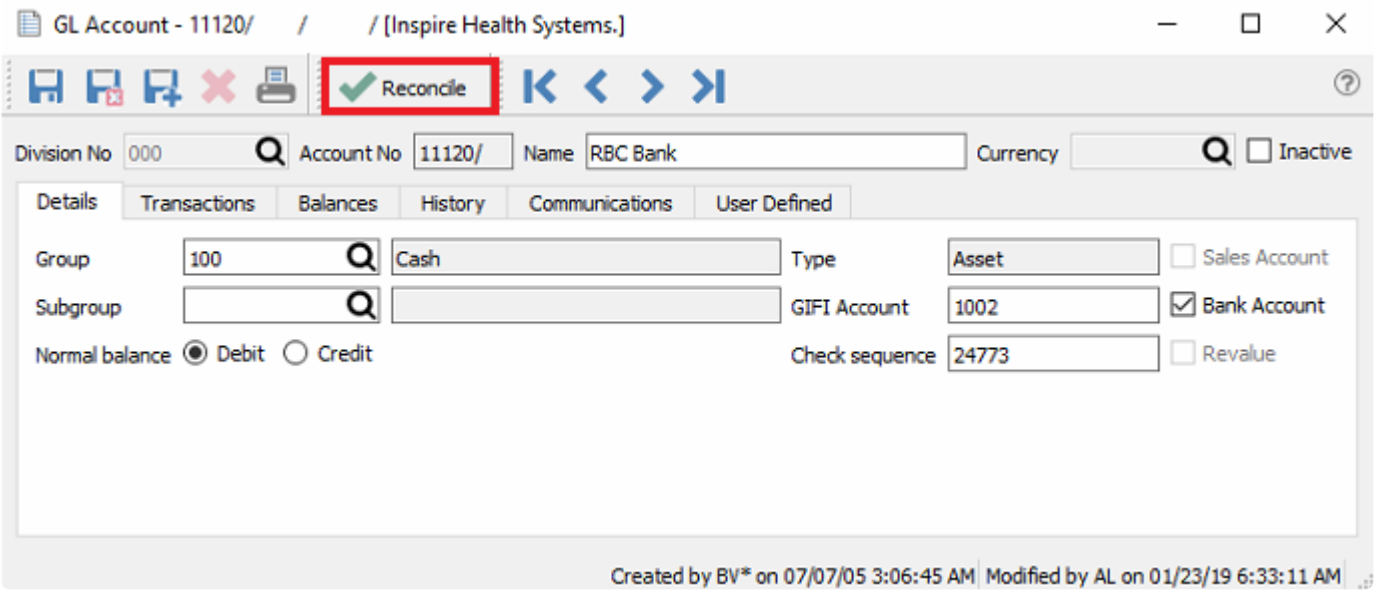


Note-The user can edit the recurring entry before posting it and then the next time the entry comes up on the schedule it will use the latest version of the posting.

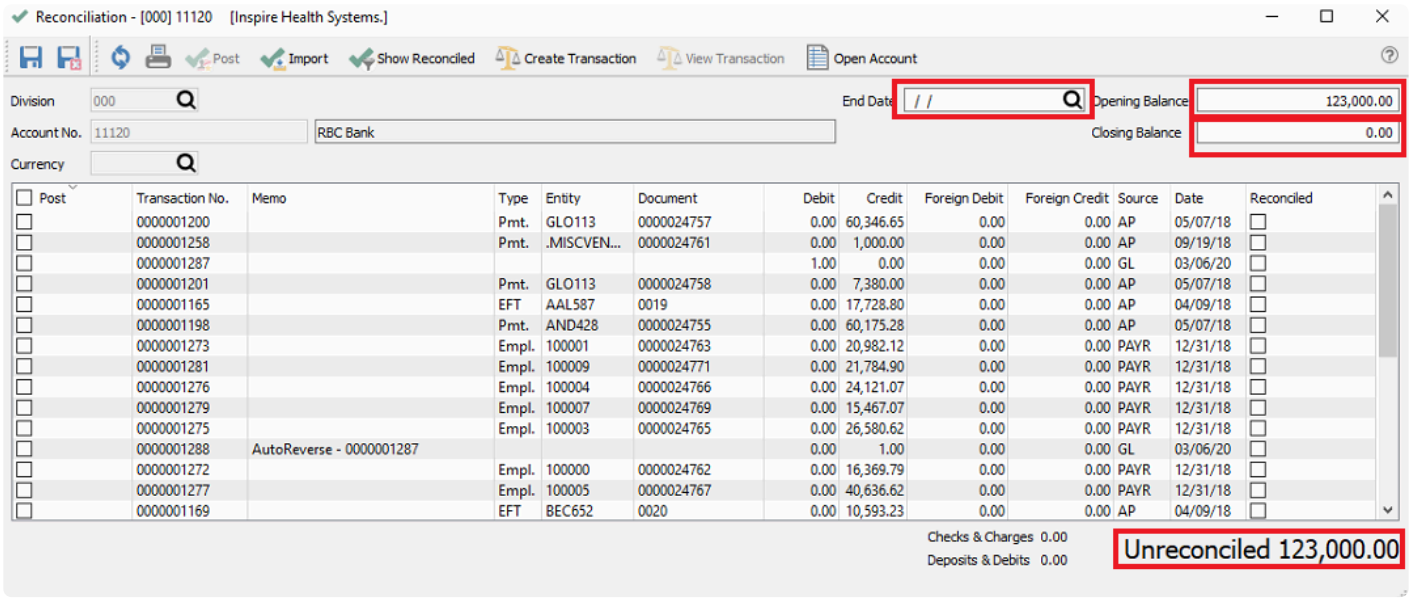
Account Reconciliation

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, from the General Ledger module, edit the account to be reconciled and click the ‘Reconcile’ button. If divisions are turned on the reconciliation should be done on the ‘000’ (consolidated) division. This is because if postings are done to multiple divisions then not all transactions will show up except in the consolidated division.



The Reconciliation screen will open for processing, and the Opening Balance amount will be carried over from the previous reconciliation closing balance. From the statement being reconciled, enter the end date and the closing balance. If any transactions have been posted with a date later than this statement end date, they will be suppressed from display so that only those transactions that can be cleared are visible. The Unreconciled total at the bottom of the screen is the difference between the Opening and Closing Balances, and recalculated every time a transaction is marked as Reconciled.



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

Save – Save your work in progress.

Save & Close – Save your work in progress and close the reconciliation screen.

Refresh – Refresh transactions posted elsewhere. You can complete and posts transactions that include this account while the reconciliation screen is open, and then refresh the list.

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

Post – Post the reconciliation. You will be prompted to print the report first.

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

Show Reconciled – Shows all transactions for this account, including those that were previously reconciled. Either for locating an old transaction or to reverse the reconciled status of transactions incorrectly marked.

Create Transaction – Starts a GL transaction entry that automatically inserts the account being reconciled on the first line.

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

Open Account – Opens the GL account for viewing, though it likely is already open in order to access reconciliation.

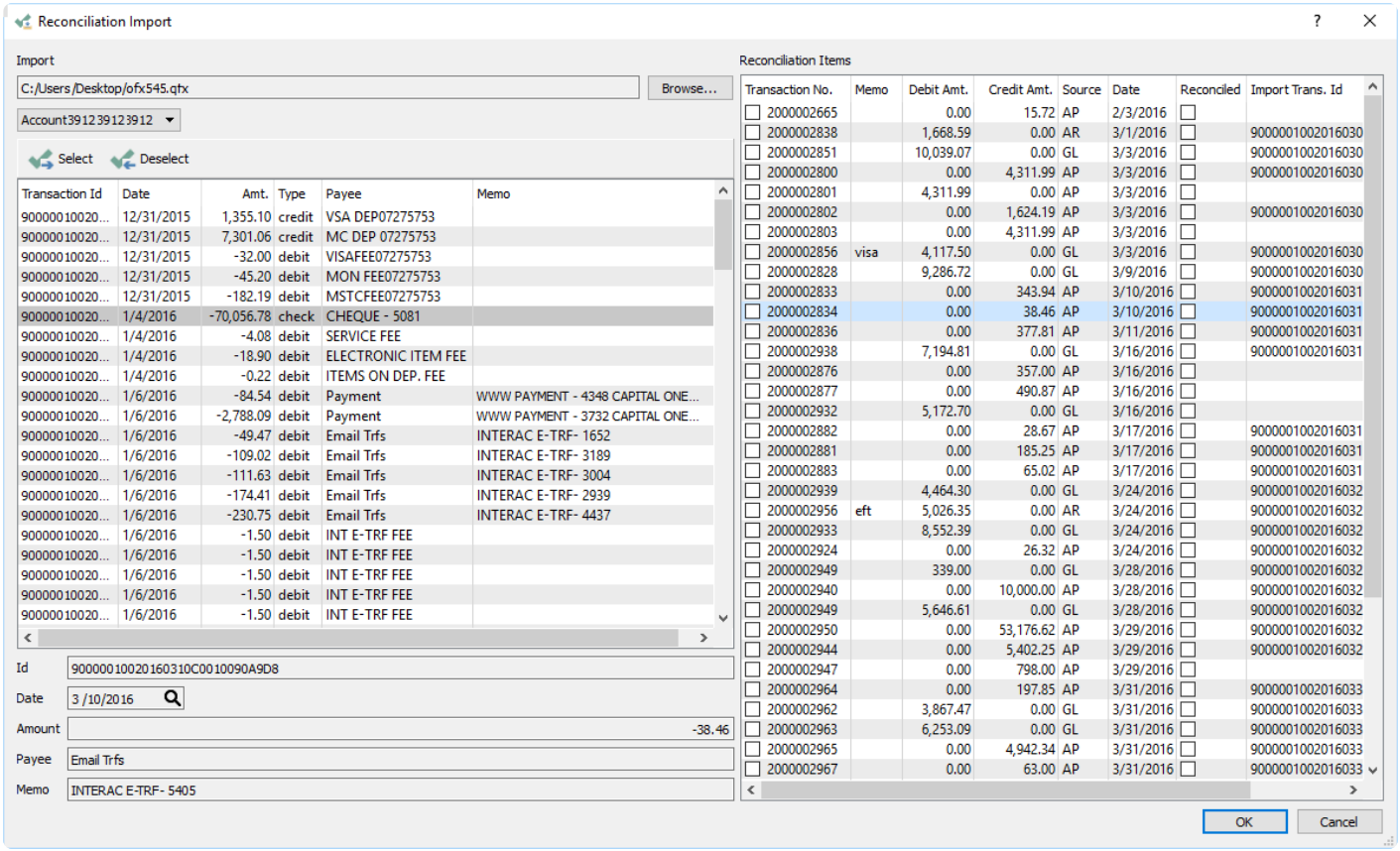
End Date – The statement close date, which also suppresses all transactions later than this date.

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

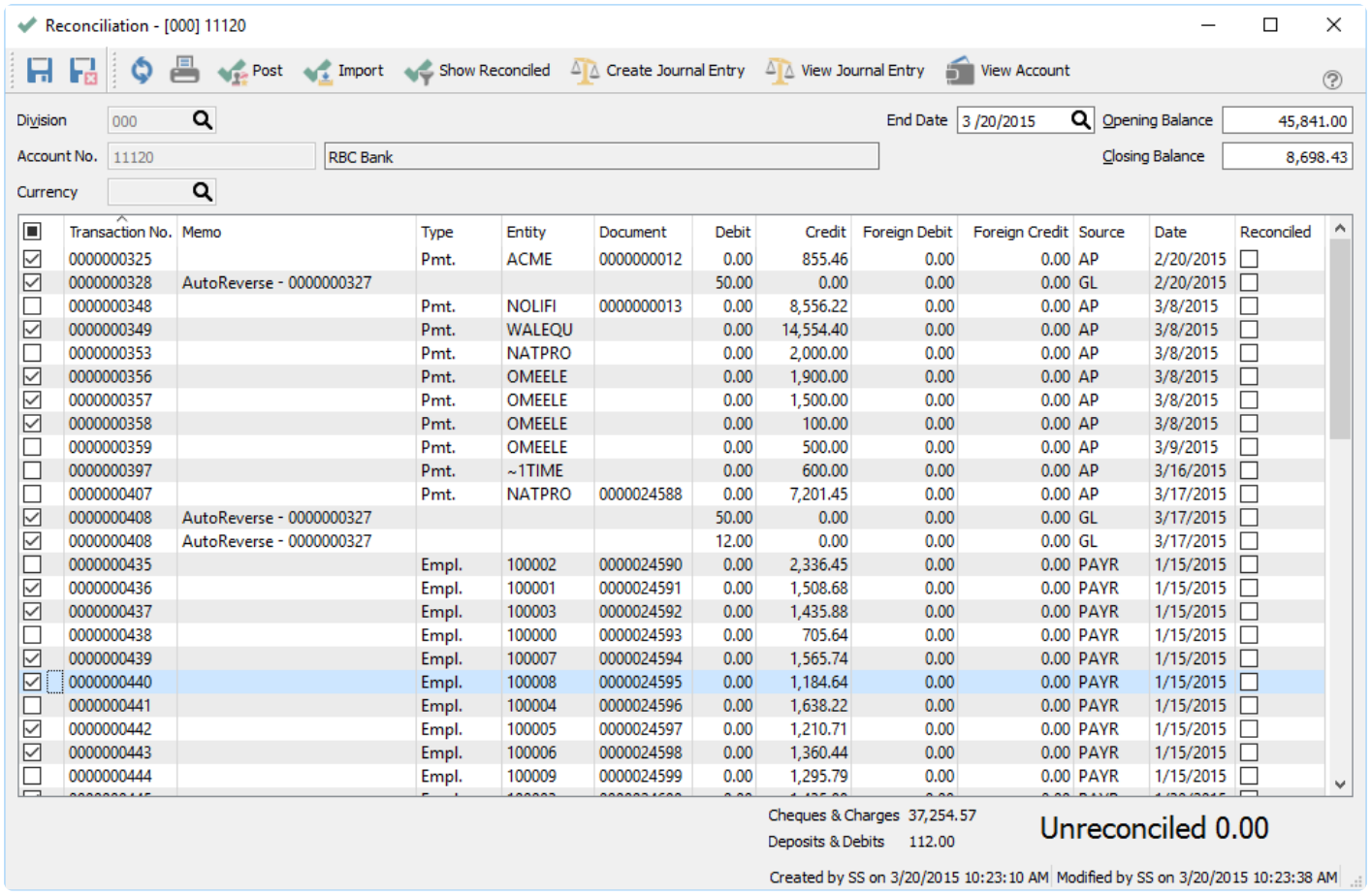
Opening Balance – The amount that gets carried forward from the previous reconciliation closing balance.

Closing Balance – The closing balance of the statement being reconciled.

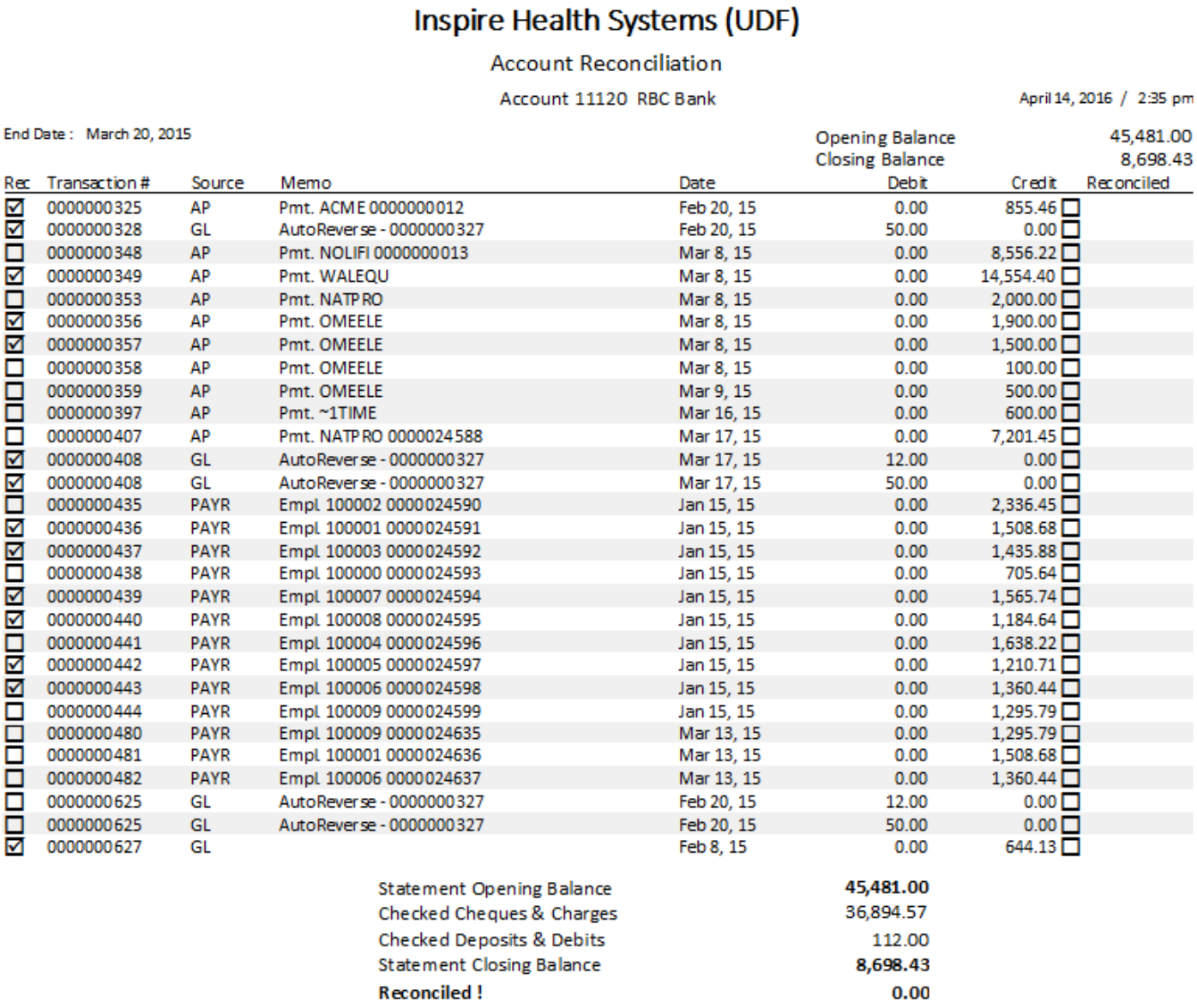
The 'Import' button can be clicked and the user can browse for an .ofx or .qfx file that was previously downloaded from web banking. It will then automatically reconcile the transactions that match dates and amounts. Those that don't match will appear in the grid on the left side.



Whether the statement transactions are selected manually or matched through importing, when the reconciliation is balanced, the bottom right field will indicate **"Unreconciled 0.00"**.



You can then click the ‘Post’ button to start committing the changes, and get the opportunity to print the account reconciliation reports. Then the reconciliation posting can be completed.



Inspire Health Systems (UDF)

Account Reconciliation

Account 11120 RBC Bank

April 14, 2016 / 2:35 pm

End Date : March 20, 2015

Opening Balance 45,481.00
Closing Balance 8,698.43

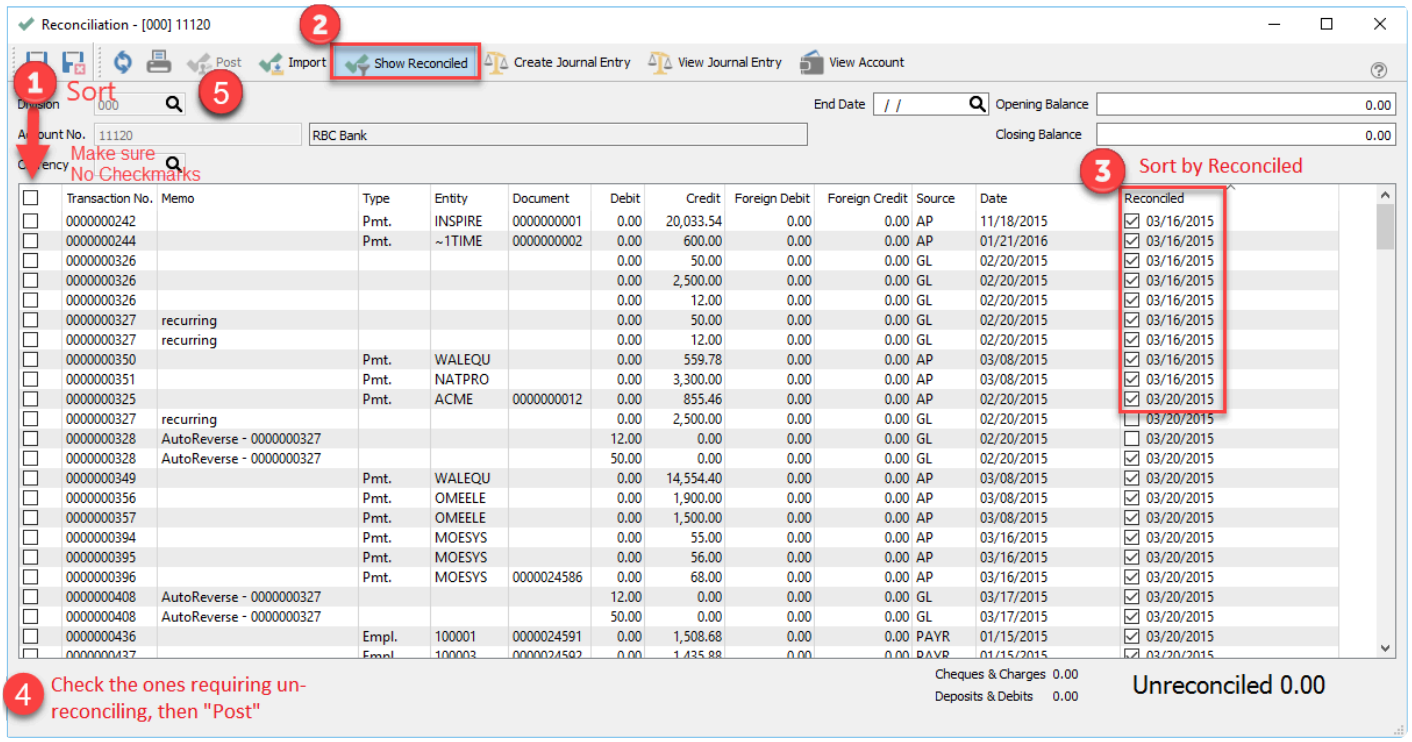
Rec	Transaction #	Source	Memo	Date	Debit	Credit	Reconciled
☑	0000000325	AP	Pmt. ACME 0000000012	Feb 20, 15	0.00	855.46	☐
☑	0000000328	GL	AutoReverse - 0000000327	Feb 20, 15	50.00	0.00	☐
☐	0000000348	AP	Pmt. NOLIFI 0000000013	Mar 8, 15	0.00	8,556.22	☐
☑	0000000349	AP	Pmt. WALEQU	Mar 8, 15	0.00	14,554.40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

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

Reversing a Reconciliation

Sometimes an error is made after the account reconciliation has been posted, that needs to be reversed and reselected.

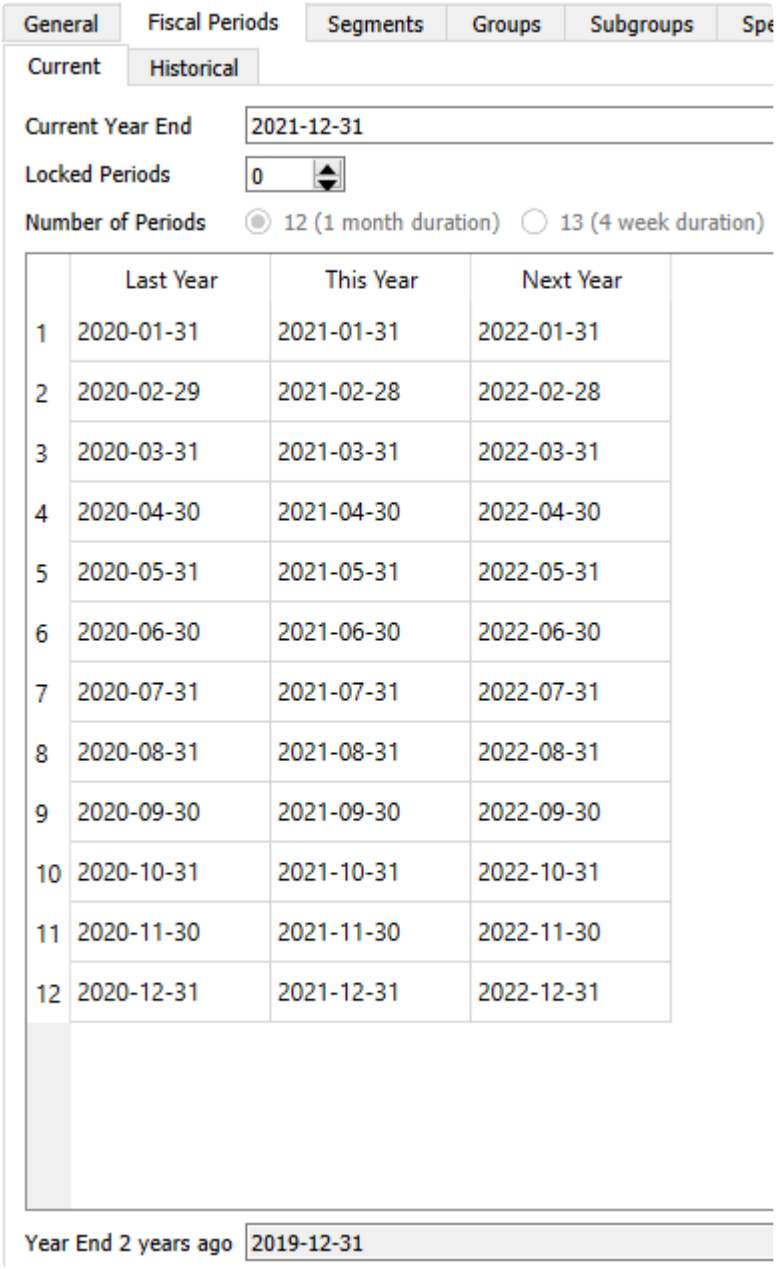
First of all make sure there are no check marks in the reconciliation screen because reversing should not be done at the same time as clearing other transactions. Then click the “Show Reconciled” button to display all transactions previously reconciled including those in error.



- If you wish to reverse all transactions for a particular reconciliation, sort the list by the reconciled column to group them. Then in the Post column, select all transactions for the reconciled date that needs to be reversed.
- You may also select only individual transactions to reverse, rather than all transactions from an entire reconciliation posting.
- To maintain the integrity of the opening balance, you should calculate a new closing balance from the opening balance and the transaction amounts being reversed, so that the Unreconciled calculated amount at the bottom is 0.00.
- Once completed, click the ‘Post’ button to start the reversal process and choose to print the account reconciliation reports if desired.
- Click OK to post and the reconciliation status for all selected transactions will now be reverted as Open, and any corrections can now be made as required.

General Ledger Year End

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



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

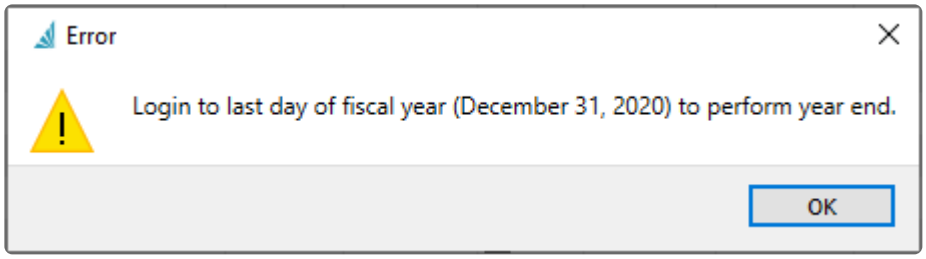
Once the company has finished all of its transactions for Last year, that year can be closed. Many companies actually wait until close to the end of “Next Year” to close Last Year, to be able to inquire on more of the past years transactions, effectively treating “Next Year” as “This Year” with two years of historical inquiry available.

It is not possible to post transactions with dates after the year end date of Next Year. When these

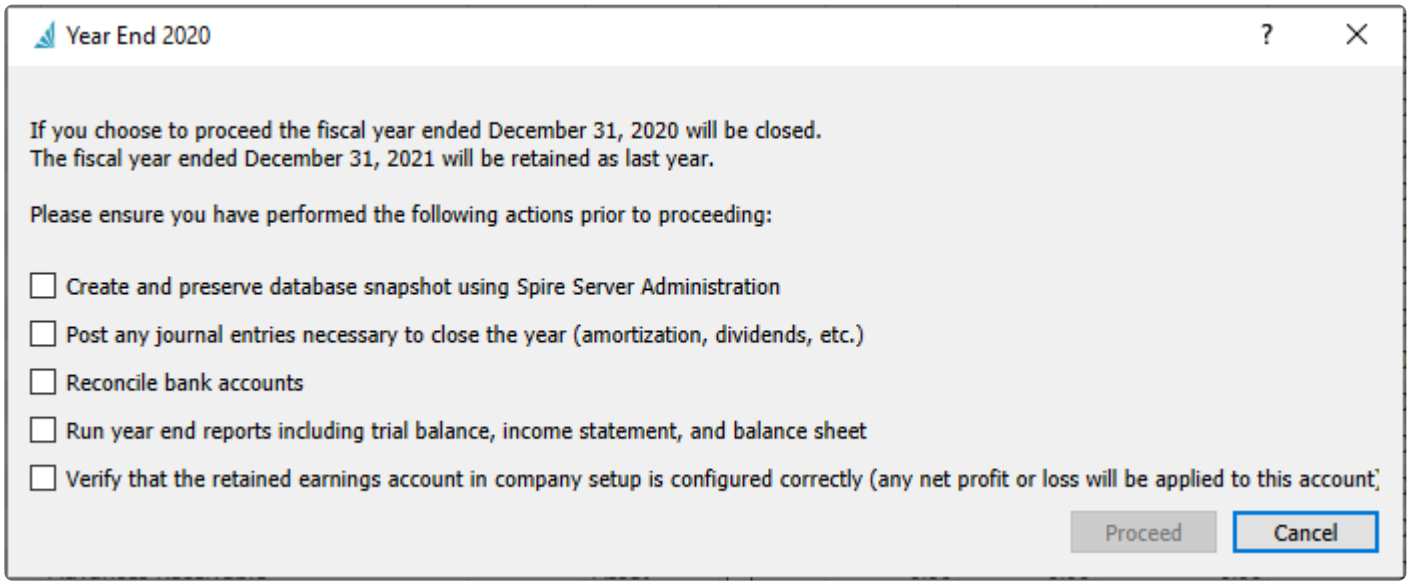
transactions need to be posted, you need to process Year End for Last Year. Closing this year moves all GL transactions to the historical GL tables, the other two fiscal years shift to new positions, and a new fiscal year is created as Next Year. All other tables like sales history, AR, AP etc are not closed but continue to refer to the Ledger fiscal calendars by date. During the year end closing, the sales and purchase history year to date statistics are updated in customers, vendors and inventory.

To close the year, from the top Tools menu, choose Year End. The user must have permission to run this.

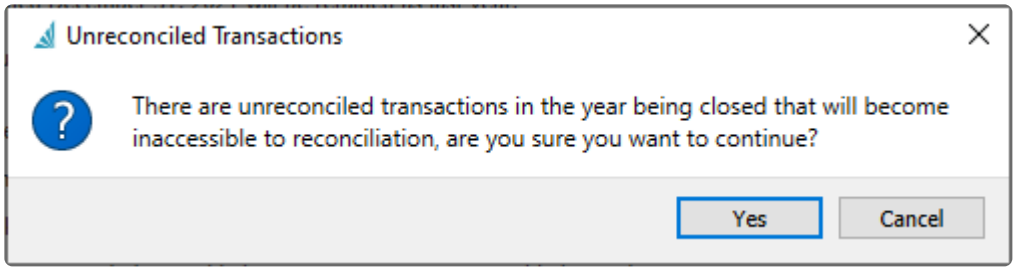
To be able to perform the year end, the user must be logged into Spire with the last day of the “Last Year” fiscal calendar. If they use a different date they will see this message.



When the correct date is entered for logging into Spire, the user will receive this warning checklist message when starting Year End to make sure everything required to been done before closing the year in fact has been.



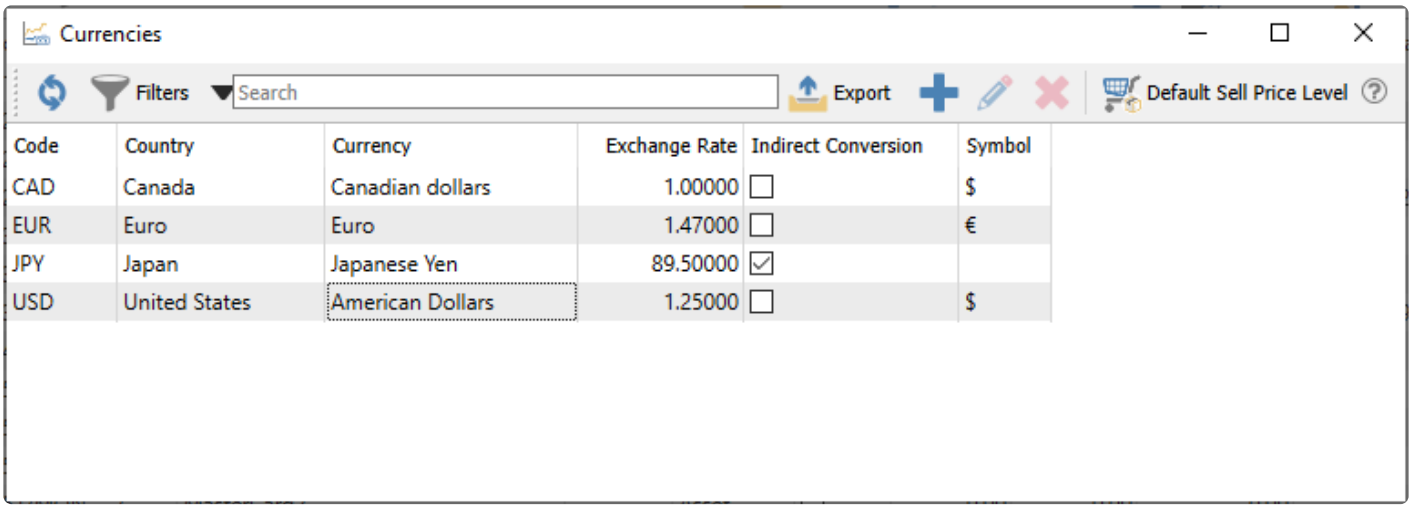
The ‘Proceed’ button will be grayed out unless the user checks all warning messages. When you are able to Proceed from this screen, Spire still checks for unreconciled transactions in all bank accounts and if any are found, a warning message appears to indicate this.



The final step of the Year End procedure is that Spire will automatically log out of the company, so that when you sign back in the fiscal calendars have been adjusted and the new year is active.

Multi-Currency

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



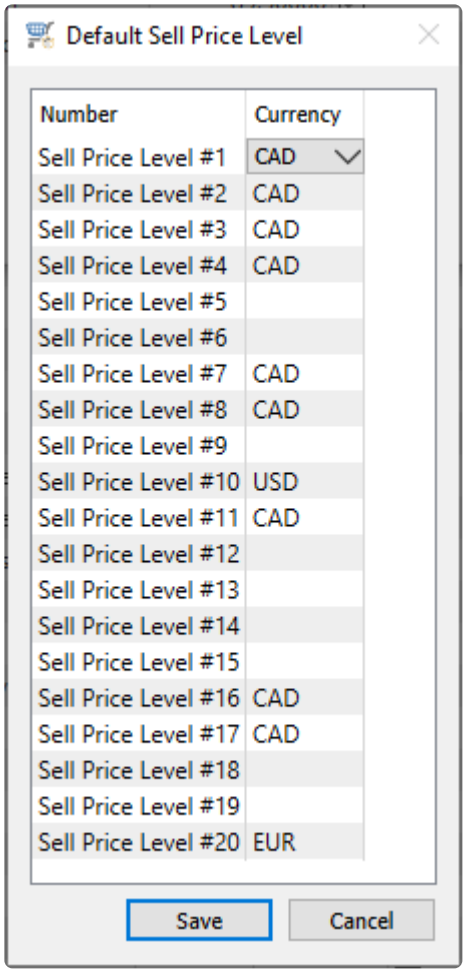
Code	Country	Currency	Exchange Rate	Indirect Conversion	Symbol
CAD	Canada	Canadian dollars	1.00000	☐	$
EUR	Euro	Euro	1.47000	☐	€
JPY	Japan	Japanese Yen	89.50000	☑	
USD	United States	American Dollars	1.25000	☐	$

Invoices can therefore be sent to customers and payments can be accepted in their own currency, and Purchase orders can be sent to vendors and be paid in their currency. When they get posted to the GL, the base currency debit or credit amounts are calculated from the exchange rate and maintained along with the foreign amounts.

When transactions that support another currency are posted, the current exchange rate is assigned. If a payment is also saved in that currency and applied to a transaction where the exchange rate is different, Spire will automatically post the base currency difference to the Gain/Loss GL account defined for that currency code.

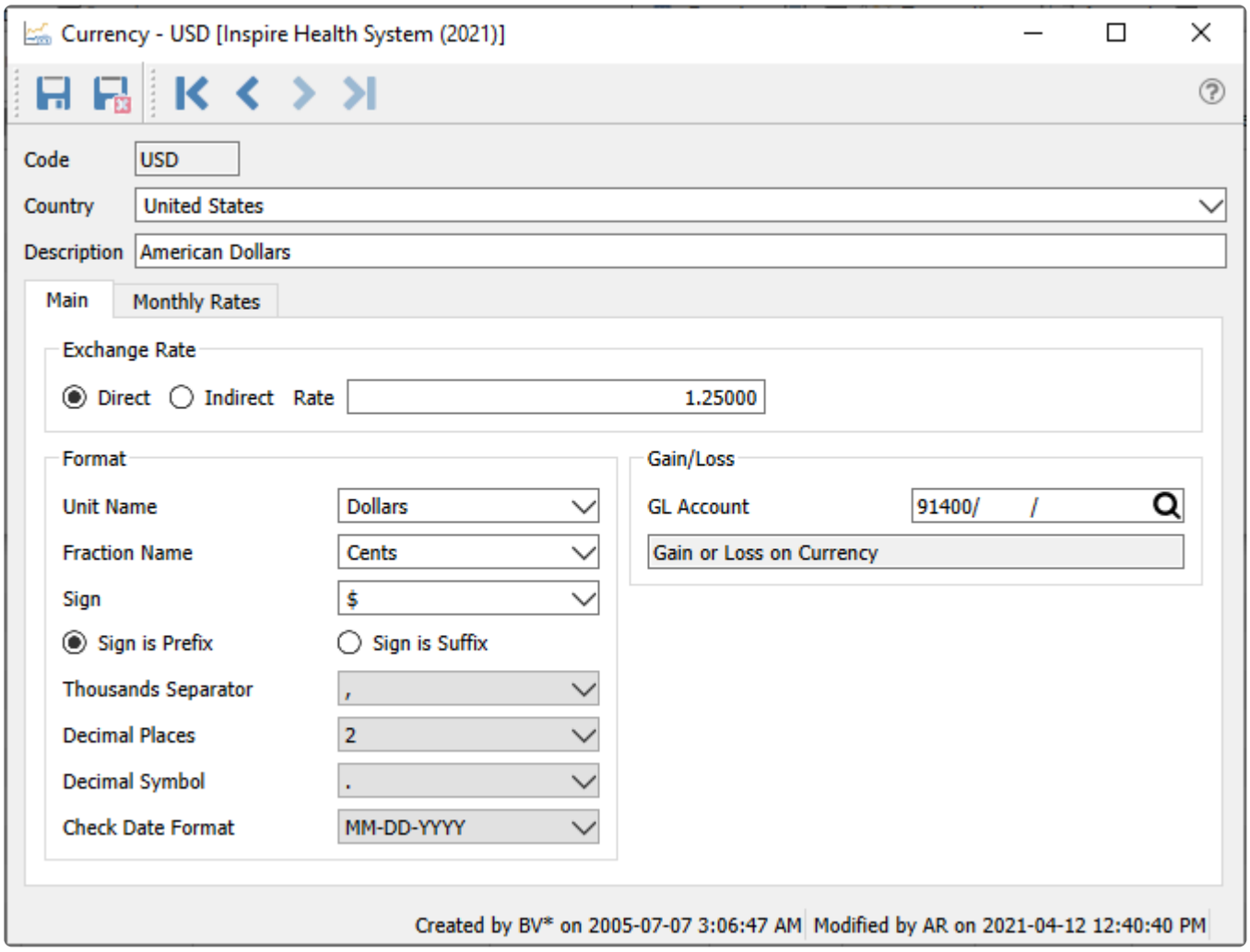
Inventory costs are always stored in the base currency, even if purchased and received from a vendor that uses a foreign currency.

Default Sell Price Level – Opens the list of 20 inventory item price levels, where any can be assigned a specific currency. When a customer of that currency buys an item, the selling price from that currency level is available to use.


Default Sell Price Level
Number
Currency
Sell Price Level #1
CAD
Sell Price Level #2
CAD
Sell Price Level #3
CAD
Sell Price Level #4
CAD
Sell Price Level #5
Sell Price Level #6
Sell Price Level #7
CAD
Sell Price Level #8
CAD
Sell Price Level #9
Sell Price Level #10
USD
Sell Price Level #11
CAD
Sell Price Level #12
Sell Price Level #13
Sell Price Level #14
Sell Price Level #15
Sell Price Level #16
CAD
Sell Price Level #17
CAD
Sell Price Level #18
Sell Price Level #19
Sell Price Level #20
EUR
Save
Cancel

Setting Currency Rates

Currency records maintain not only the current exchange rate but also historical rates and formatting for reports and forms.



Code – The international three-character short code for the currency.
Country – The country that uses this currency,
Description – The name of the currency as you want to see it appear on reports.

Exchange Rate

These values cannot be entered if you are editing the base currency record.
Direct – Select if you wish to calculate the base currency by multiplying the exchange rate by the foreign currency amount.
Indirect – Select if you wish to calculate the base currency by dividing the foreign currency amount by the exchange rate.
Rate – The current exchange rate used for all foreign currency transactions.

Format

Unit Name – The unit name that the currency is traded in, such as dollars.
Fraction Name – The name for the portion of a unit, such as cents.
Sign – The sign or symbol for the name such as $.
For any of these fields, if you don't see the value you want on the drop-down list, you can type in the required value and it will get added to the list.

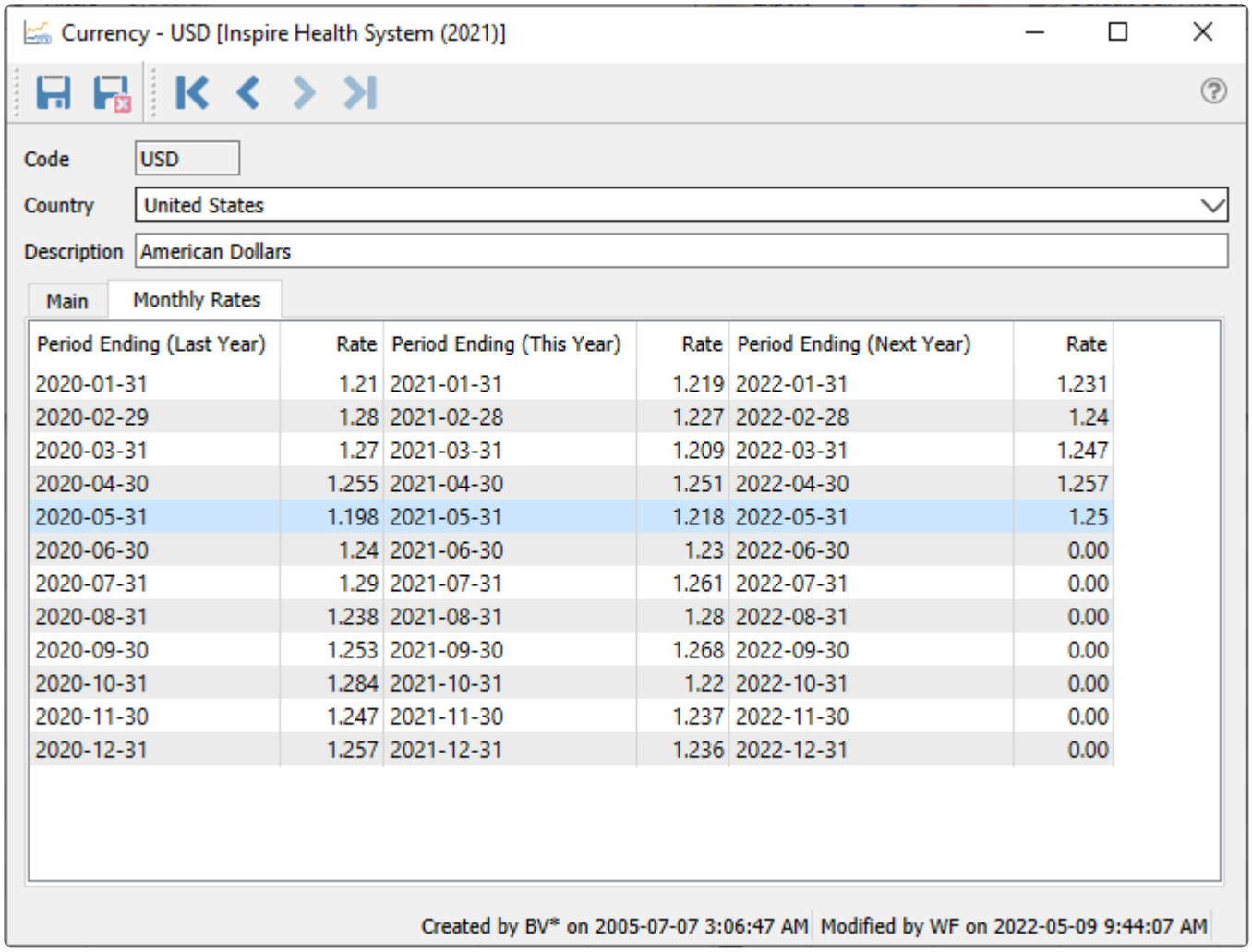
Sign is – Choose for the sign to print on forms either as a prefix or a suffix to the currency amount.
Thousands Separator – Select the character used separating each 3-digit group of the currency amount, such as 1,345,366. Blank is an option.
Decimal Places – Select the number of decimal places supported by the currency for the fractional portion, from 0 to 2.
Decimal Symbol – Select the character used separating the fractional portion of a currency amount from the rest.
Check Date Format – Select how date values are formatted when printing checks for this currency.

Gains/Losses

GL Account – When a payment is applied to an invoice, where both use the same foreign currency and their exchange rates are different, the base currency equivalents will also be different and not net to zero. This GL account will be used for storing these gain or loss differences for this currency.

Monthly Rates

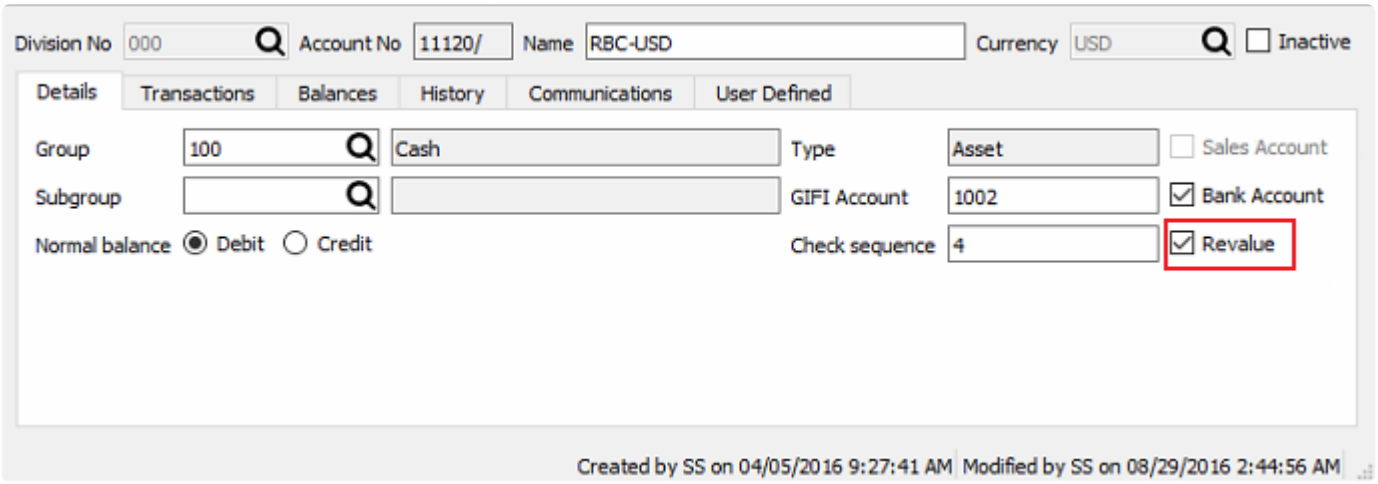
A separate tab that stores an exchange rate values for each month of the three fiscal years that you can post to. These are not used when posting transactions, but only when using the Currency Revaluation function on GL accounts for this currency.


Currency - USD [Inspire Health System (2021)]
Code
USD
Country
United States
Description
American Dollars
Main
Monthly Rates
Period Ending (Last Year) Rate Period Ending (This Year) Rate Period Ending (Next Year) Rate
2020-01-31 1.21 2021-01-31 1.219 2022-01-31 1.231
2020-02-29 1.28 2021-02-28 1.227 2022-02-28 1.24
2020-03-31 1.27 2021-03-31 1.209 2022-03-31 1.247
2020-04-30 1.255 2021-04-30 1.251 2022-04-30 1.257
2020-05-31 1.198 2021-05-31 1.218 2022-05-31 1.25
2020-06-30 1.24 2021-06-30 1.23 2022-06-30 0.00
2020-07-31 1.29 2021-07-31 1.261 2022-07-31 0.00
2020-08-31 1.238 2021-08-31 1.28 2022-08-31 0.00
2020-09-30 1.253 2021-09-30 1.268 2022-09-30 0.00
2020-10-31 1.284 2021-10-31 1.22 2022-10-31 0.00
2020-11-30 1.247 2021-11-30 1.237 2022-11-30 0.00
2020-12-31 1.257 2021-12-31 1.236 2022-12-31 0.00
Created by BV* on 2005-07-07 3:06:47 AM
Modified by WF on 2022-05-09 9:44:07 AM

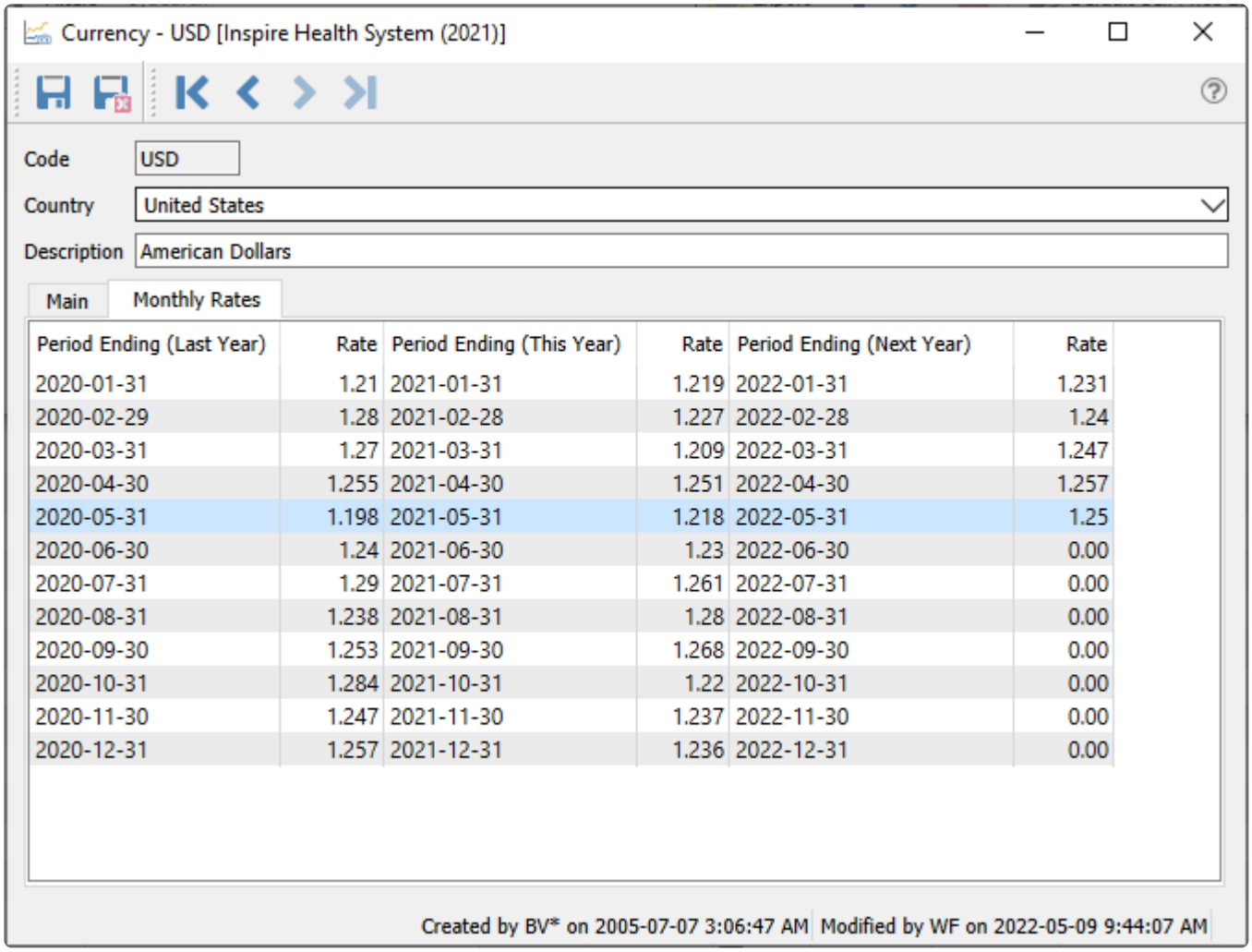
Currency Revaluation

Revaluation is a process of recalculating the base currency equivalent of GL account balances from the foreign currency amounts because the current exchange rate has changed. This is useful to more accurately report on the base currency value of foreign accounts, generally for assets and liabilities but could be for any account.

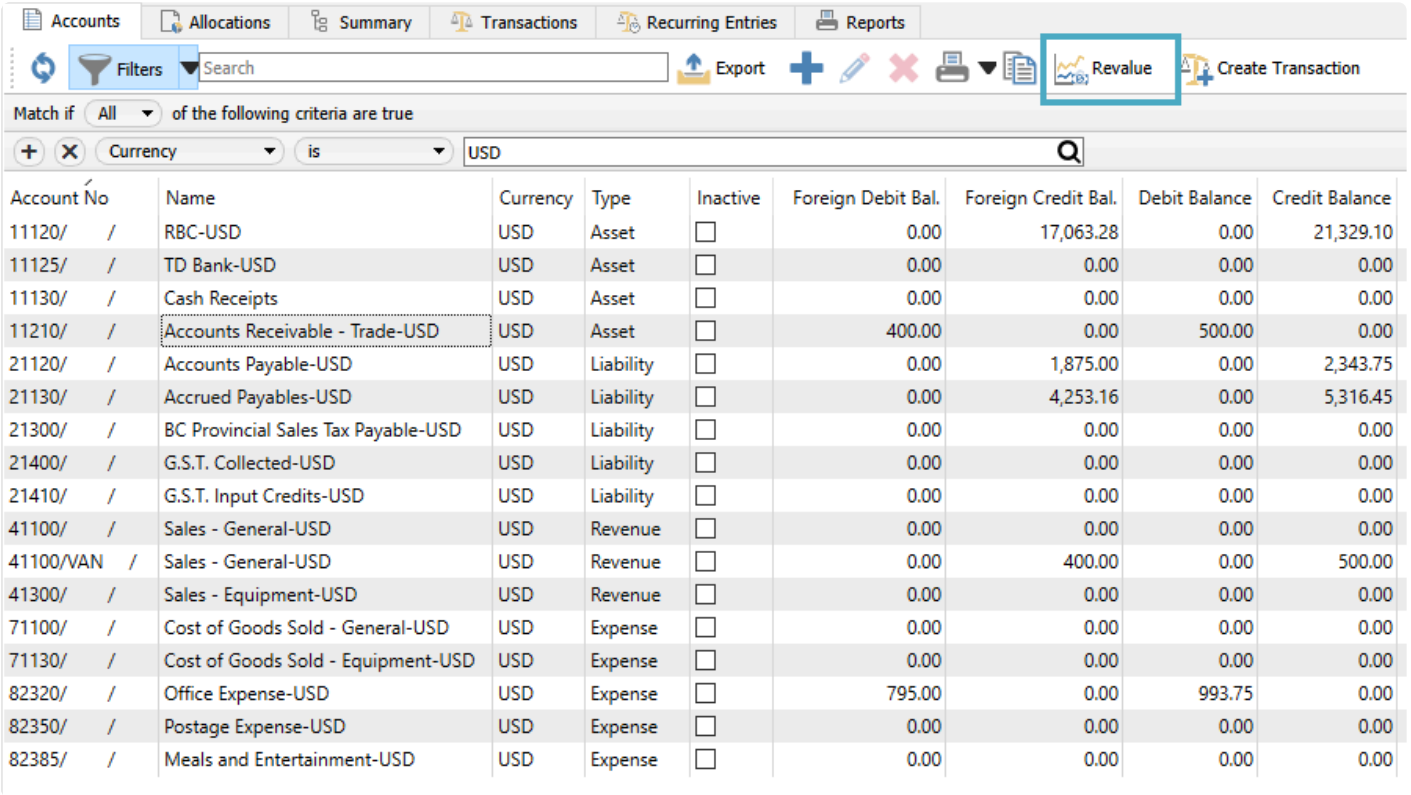
Revaluation can only be performed on GL accounts that have the ‘Revalue’ flag enabled.



Before running the revaluation process be sure to set the exchange rate for each currency, not only for today but also for any month that you wish to revalue currencies as of.

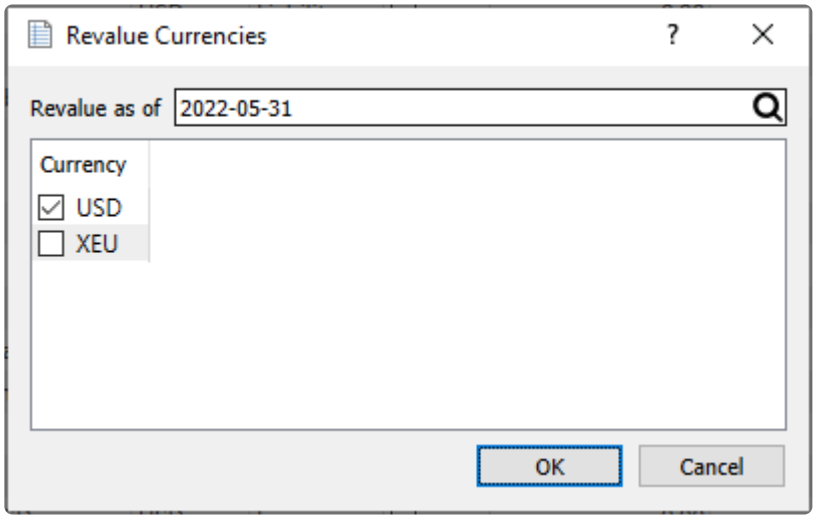


To run the revaluation, open the GL accounts view and click the ‘Revalue’ button on the toolbar. The revaluation will be run for allowed accounts with that currency. The user must have the security setting Users / Currency / Revalue Currency enabled to be able to run this function.

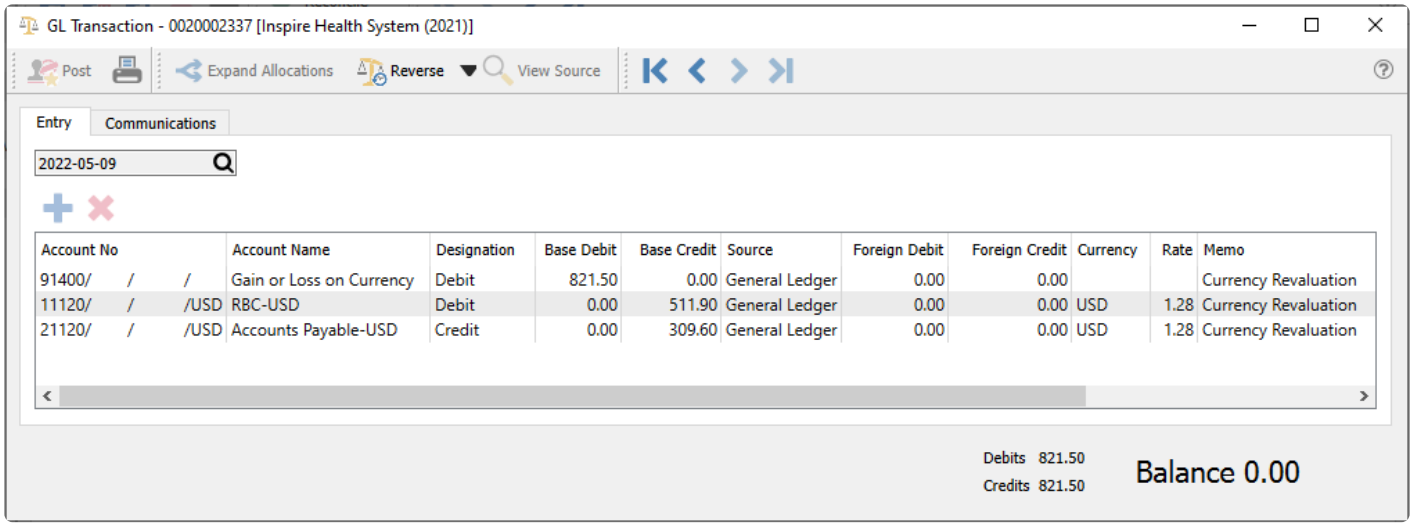


Account No	Name	Currency	Type	Inactive	Foreign Debit Bal.	Foreign Credit Bal.	Debit Balance	Credit Balance
11120/ /	RBC-USD	USD	Asset	☐	0.00	17,063.28	0.00	21,329.10
11125/ /	TD Bank-USD	USD	Asset	☐	0.00	0.00	0.00	0.00
11130/ /	Cash Receipts	USD	Asset	☐	0.00	0.00	0.00	0.00
11210/ /	Accounts Receivable - Trade-USD	USD	Asset	☐	400.00	0.00	500.00	0.00
21120/ /	Accounts Payable-USD	USD	Liability	☐	0.00	1,875.00	0.00	2,343.75
21130/ /	Accrued Payables-USD	USD	Liability	☐	0.00	4,253.16	0.00	5,316.45
21300/ /	BC Provincial Sales Tax Payable-USD	USD	Liability	☐	0.00	0.00	0.00	0.00
21400/ /	G.S.T. Collected-USD	USD	Liability	☐	0.00	0.00	0.00	0.00
21410/ /	G.S.T. Input Credits-USD	USD	Liability	☐	0.00	0.00	0.00	0.00
41100/ /	Sales - General-USD	USD	Revenue	☐	0.00	0.00	0.00	0.00
41100/VAN /	Sales - General-USD	USD	Revenue	☐	0.00	400.00	0.00	500.00
41300/ /	Sales - Equipment-USD	USD	Revenue	☐	0.00	0.00	0.00	0.00
71100/ /	Cost of Goods Sold - General-USD	USD	Expense	☐	0.00	0.00	0.00	0.00
71130/ /	Cost of Goods Sold - Equipment-USD	USD	Expense	☐	0.00	0.00	0.00	0.00
82320/ /	Office Expense-USD	USD	Expense	☐	795.00	0.00	993.75	0.00
82350/ /	Postage Expense-USD	USD	Expense	☐	0.00	0.00	0.00	0.00
82385/ /	Meals and Entertainment-USD	USD	Expense	☐	0.00	0.00	0.00	0.00

The revaluation process can be run for Today's date by default, or a past month can be chosen to run revaluation retroactively. If there is a rate set for that month it will be used in the calculation for revaluation. If there is no rate set then it will use the main rate.



When Revaluation processing is complete, the values in the base currency balance columns for each selected foreign GL account are recalculated from the exchange rate of each of the transactions that were posted to it. The foreign currency balances for accounts do not change. For accounts that have base currency balances changed, the difference gets posted to the GL account that was configured for gain or loss on currency.



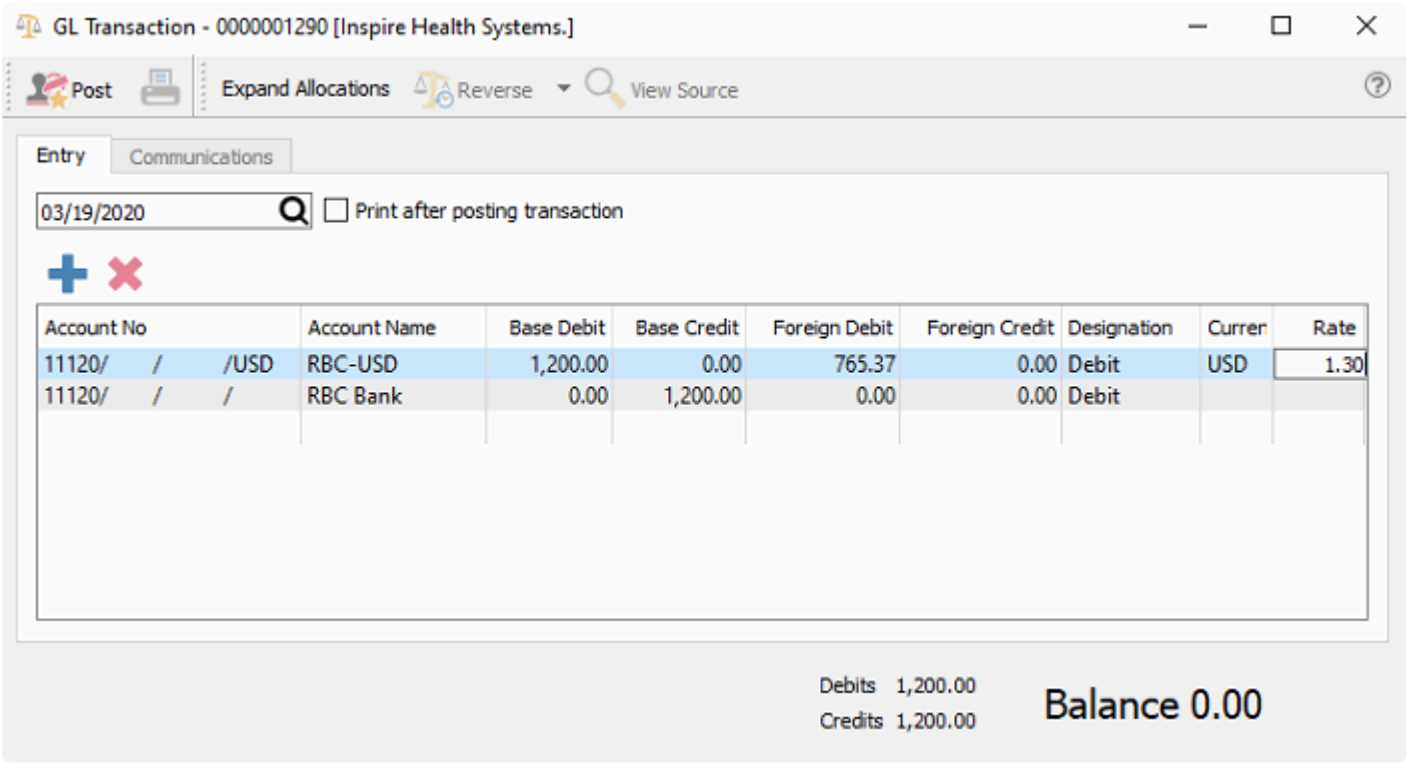
If an error is made, the revaluation can easily be repeated, such as for an incorrect the exchange rate.

Modules using Multi-Currency

Multi-Currency is used in various places in Spire.

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

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



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

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

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

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

Sales / Sales History – When creating a sales order for a customer that is set with a foreign currency the

prices are either converted using the currency rate unless the customer is set to a sell level that has a currency assigned to it. The exception of this is if there is a ‘Price Matrix’ record for this customer. It will then use that price in their currency.

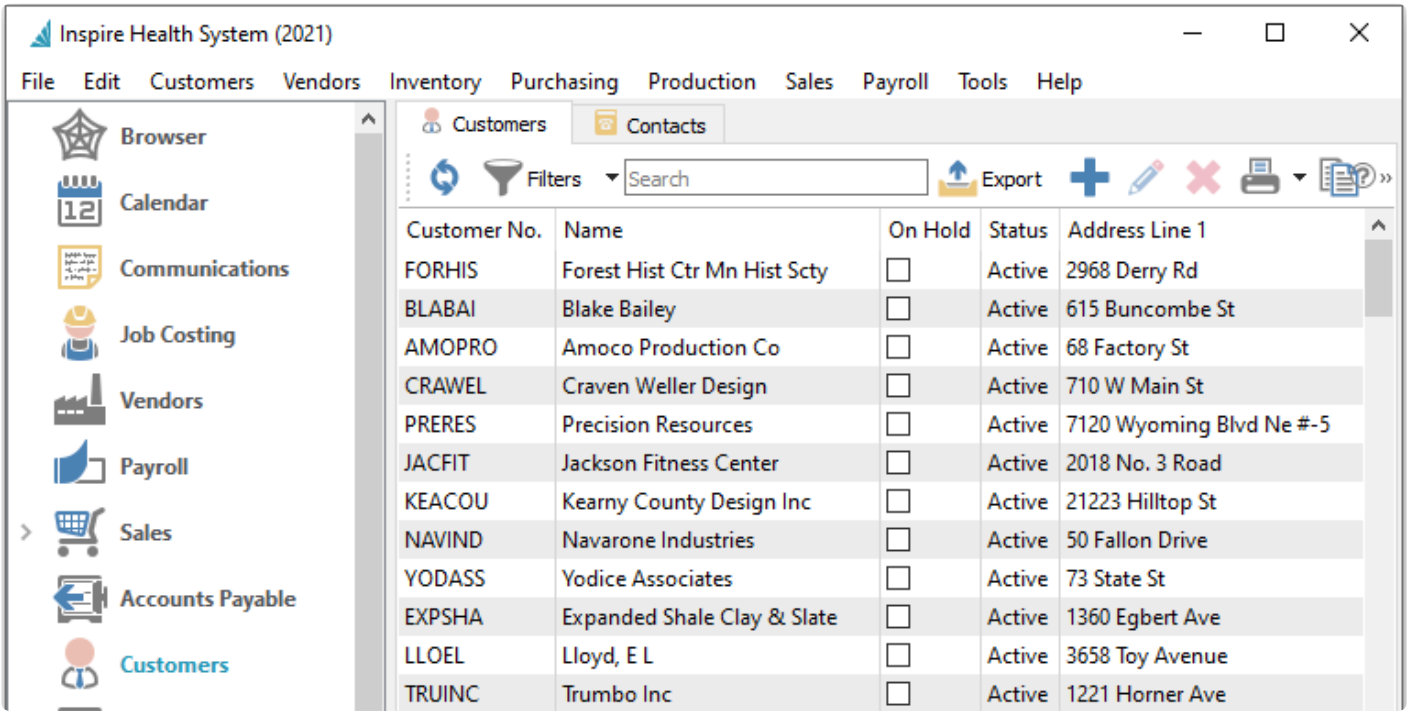
The customer’s currency is shown on the bottom of the sales order. Once items are added to an order the customer cannot be changed to a one with a different currency.

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

Customers

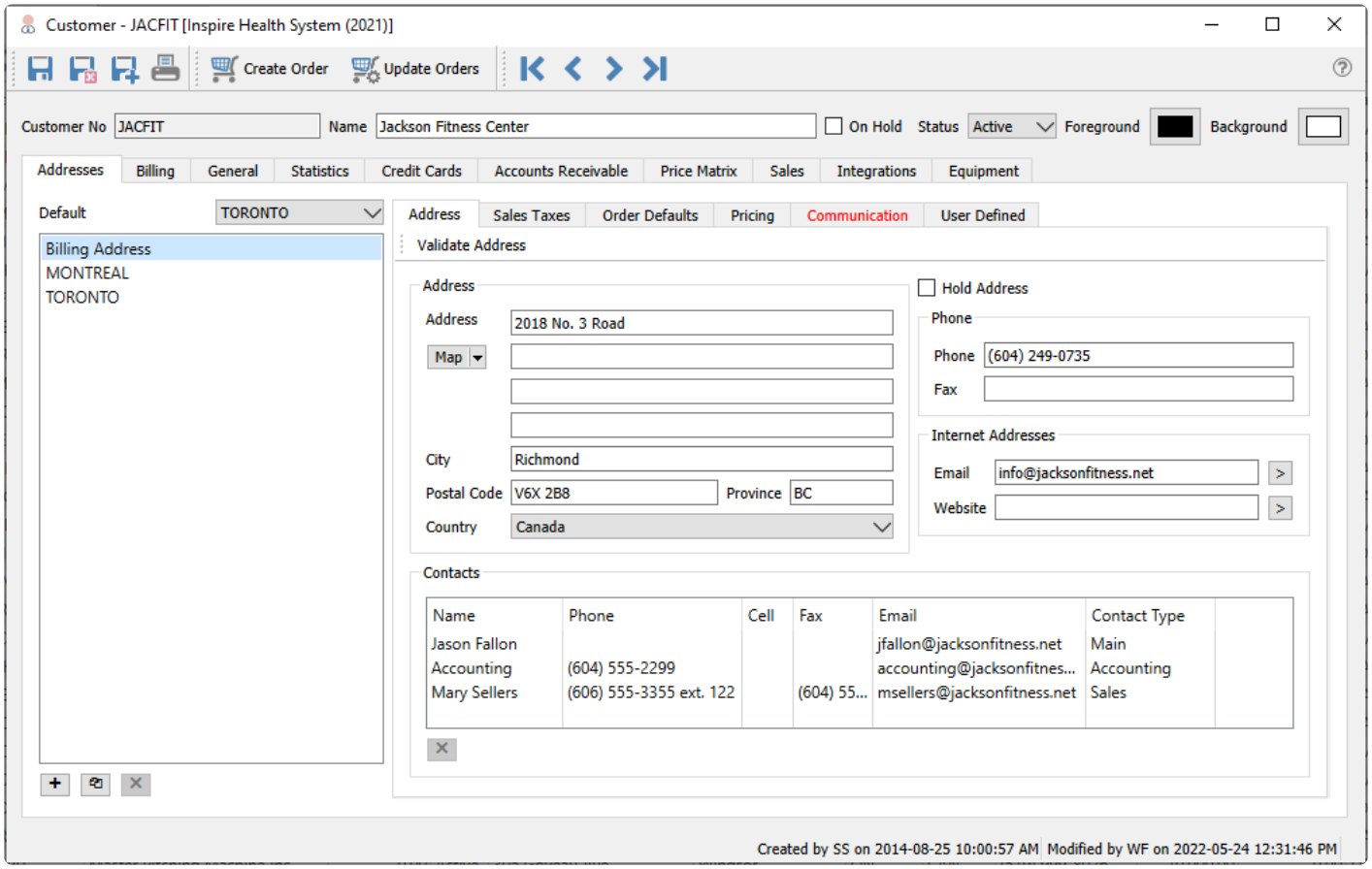
Creating or Editing a Customer

Select ‘Customer’ from either the main menu or the top Customers menu to see the list of customers. Click the plus button to create a new customer, or highlight an existing customer and click the pencil button to edit.



The Contacts tab displays each customer contact from either Billing or Shipping addresses. Creating or Editing customers is not possible from this screen.

The initial screen that opens is the customers billing address screen. When creating a new customer the minimum data entry required to save is the customer code and customer name, to reserve the code and then come back when more changes are necessary.



Customer Header

Save – Saves a customer and leaves the customer window open
Save/Close – Saves a customer and closes the customer window
Delete – Deletes a customer, which will be prevented if any outstanding or historical transactions exist.
Create Order – Start a new open sales order for this customer if user security settings allow it.
Update Orders – This button will search for open sales orders and update any address changes including email addresses.
Navigation buttons – Allows the user to navigate the customer list. The navigation order will respect the filters and sort that was set before editing the customer.

Code – A 20-character customer number that must be unique.
Name – The customer name that will appear on reports and forms.
On Hold – If this check box is selected then Sales Orders cannot be entered or shipped for this customer.
Status – The customer can be set to one of 3 statuses, Active, Inactive or Prospect. Filters can be created to display customers of that status.

- **Active** – The normal status where all transactions are allowed.
- **Inactive** – A customer can only be made Inactive if they have no balance in Accounts Receivable. If historical transactions exist but the customer no longer does business with you, mark the record as Inactive rather than deleting it, as Inactive customers cannot have transactions posted to their account.

- **Prospect** – This setting is normally used when you are still trying to earn a company's business.

- **NOTE:** A user needs to have the security setting of "Customers/Show Inactive Customers" enabled be able to see inactive customers.

Colours – Each customer can be formatted with a background and foreground colour. For example a company may want their foreign customers to stand out on their customer list and would therefore assign a particular colour.

Customer Addresses

Addresses – Customers have a Billing Address and any number of named shipping or alternate addresses. Click the [+] button to add a new address from scratch, or the copy button to create a new address based on the one highlighted. Delete a ship-to address by highlighting it and clicking the [X] button – the Billing address cannot be deleted. The email address entered here will be identified as the Billing (Shipping) 'Main' address when selecting an email recipient.

The Default address selection determines the Ship To address on Sales Orders, either the Billing Address or any other. Select a shipping address for drop ship purposes or if shipments do not go to the billing address.

The information on the Address, Sales Taxes, Order Defaults, Pricing, Communication and User Defined sub-tabs are all specific to the highlighted billing or shipping address. Separate information can be stored by address, and used on Sales Orders when that address is selected.

Address Tab

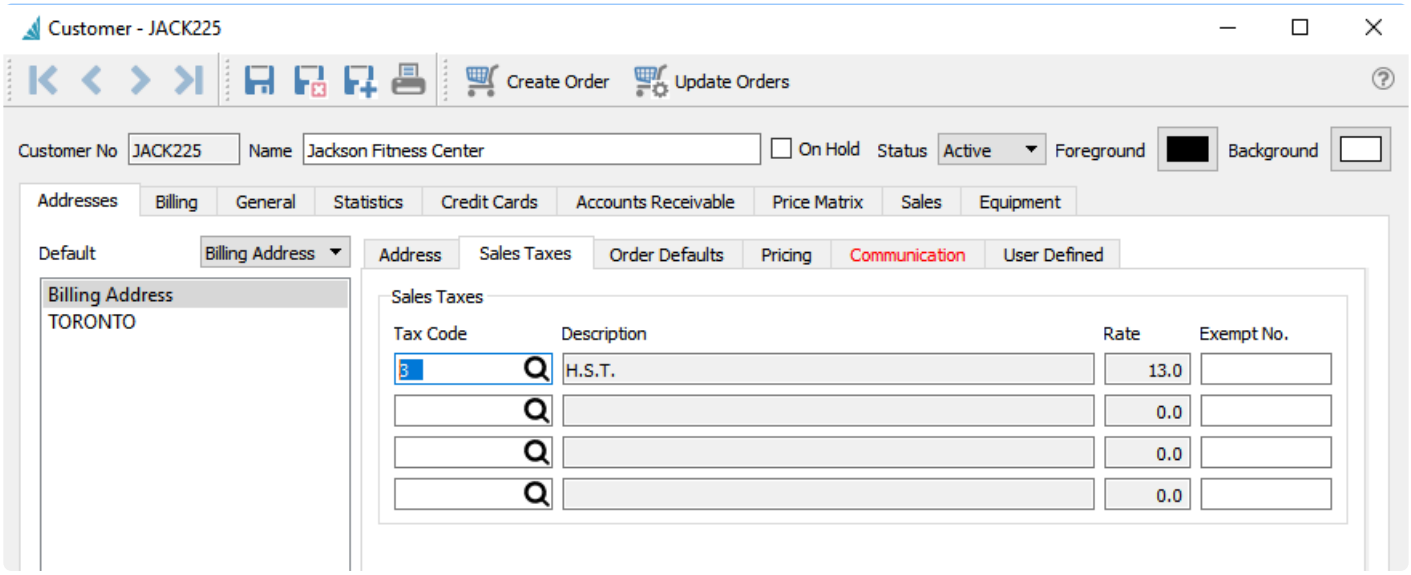
Map – This button opens the address in either Google Maps, OpenStreetMap or Bing.

Contacts – Add as many Contacts as you like. Contact Types are created in Company Settings / Company / Contact Types. Separate Contact lists are maintained for each address.

Hold Address – This puts a ship-to address on hold so orders cannot be shipped there.

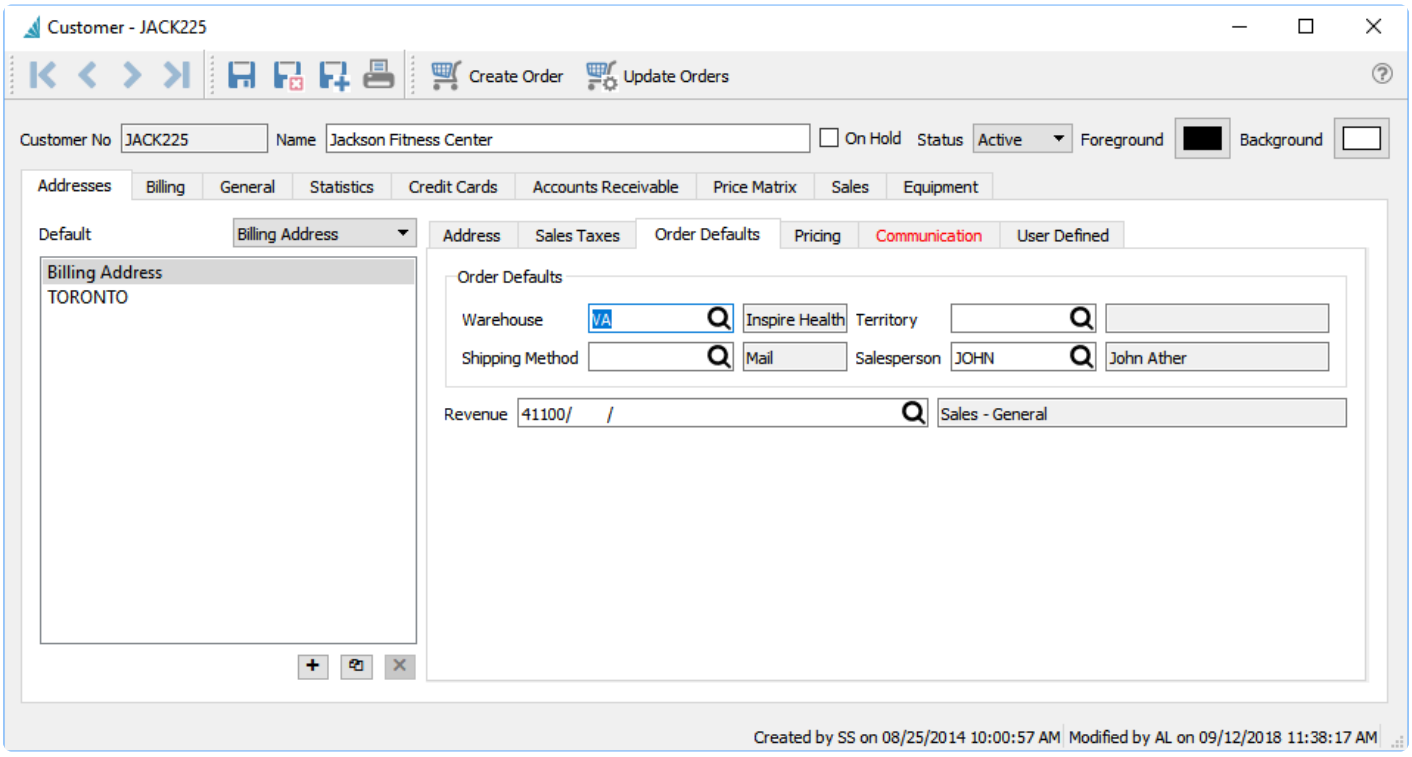
Email Addresses – All of the email addresses including those in the ship-to's are available when emailing reports or forms to a customer.

Sales Taxes Tab



Up to four sales tax codes can be selected from the list define in Edit / Sales Taxes, for use in Sales Orders and Accounts Receivable invoices. When selected the code, description and the tax rate are displayed. An exemption number can also be added if the customer is exempt for a tax. This exemption number will then be added to a sales order when it is created.

Order Default Tab



Warehouse – If the Company Setting within Sales Orders for 'Use customer's default warehouse' is enabled then this warehouse value is used by default on a sales order. A User Setting for the Default

Warehouse will override this customer default value, if defined.

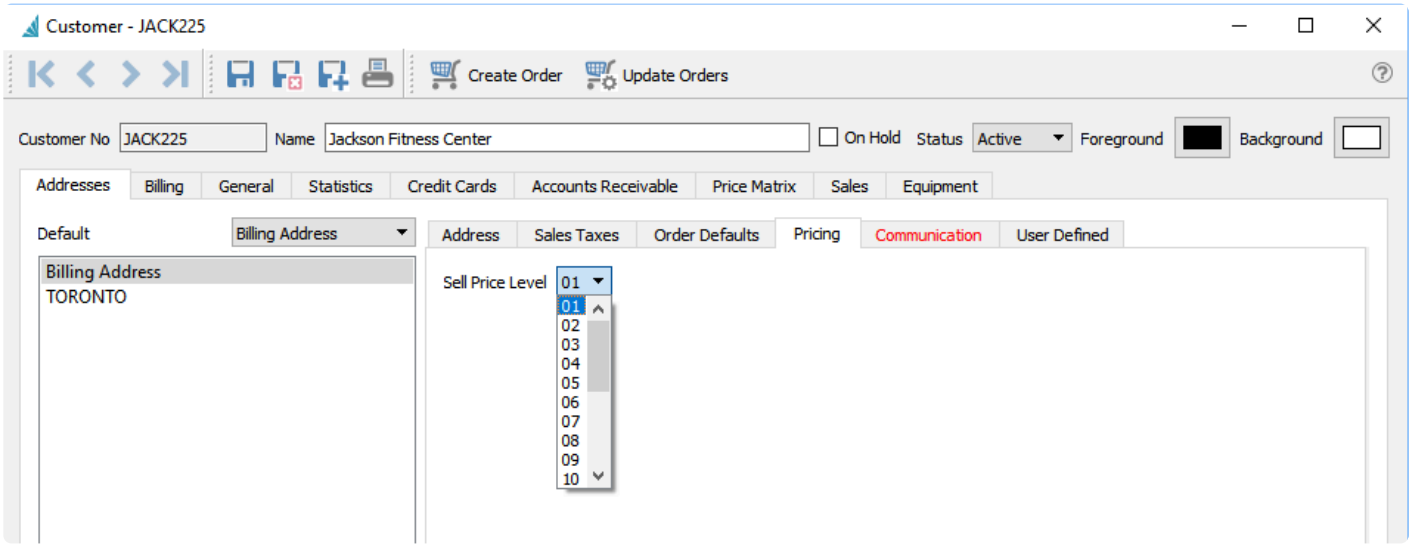
Shipping Method – This is the customers default shipping method, and is used on sales orders. It is selected from a list that is created under Edit / Ship Via.

Territory – This is the customers default territory, and is used on sales orders for reporting and filtering. It is selected from a list that is created under Edit / Territory.

Salesperson – This is the customers default salesperson, and is used on sales orders. It is selected from a list that is created under Edit / Salespeople

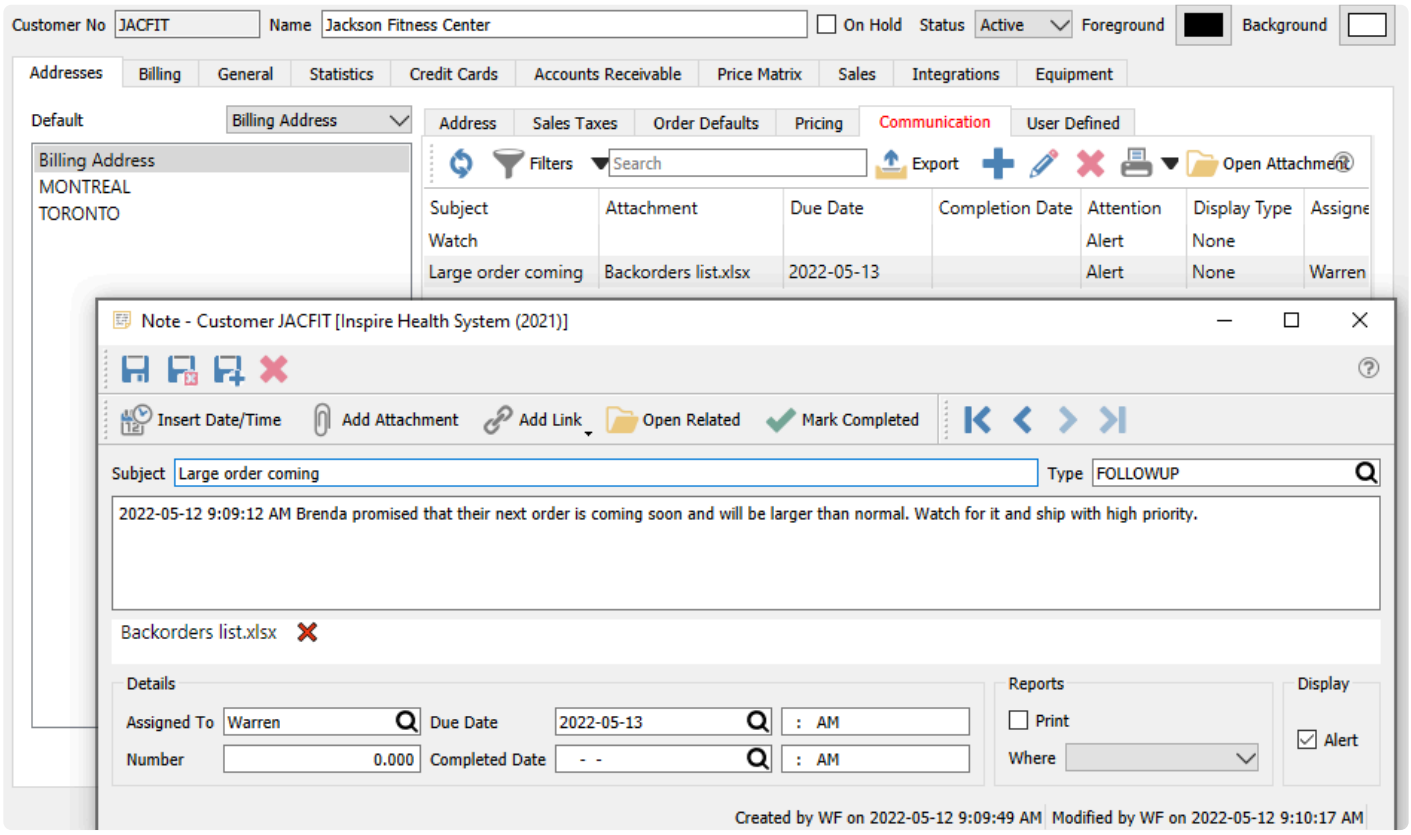
Revenue – The default GL account used on Accounts Receivable invoices that revenue will be posted to, if "Company Setting->Customer->Override Sales Account" is enabled. Otherwise the default revenue account is read from the Special Sales account in Company Settings.

Pricing Tab



Sell Price Level – A customer can be set for 1 of 20 different sell prices, connected to the 20 price levels on each inventory item. This will then load the item price from the corresponding level defined in inventory. From the Edit Currencies screen, you can assign a currency code to any of these 20 levels through the Default Sell Price Levels screen. Then when a customer with that currency orders an item, it will use that currency price level automatically.

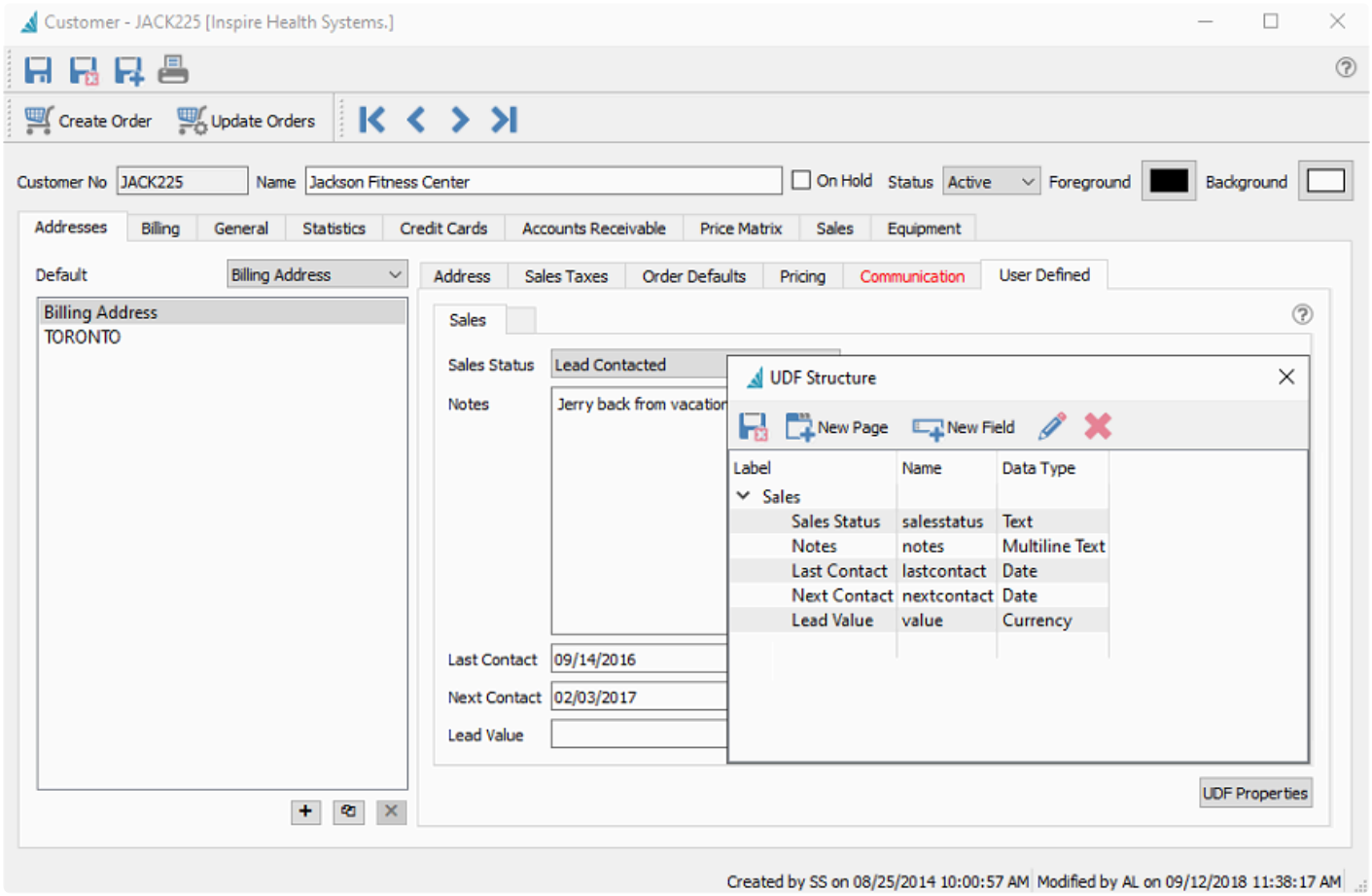
Communication Tab



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.

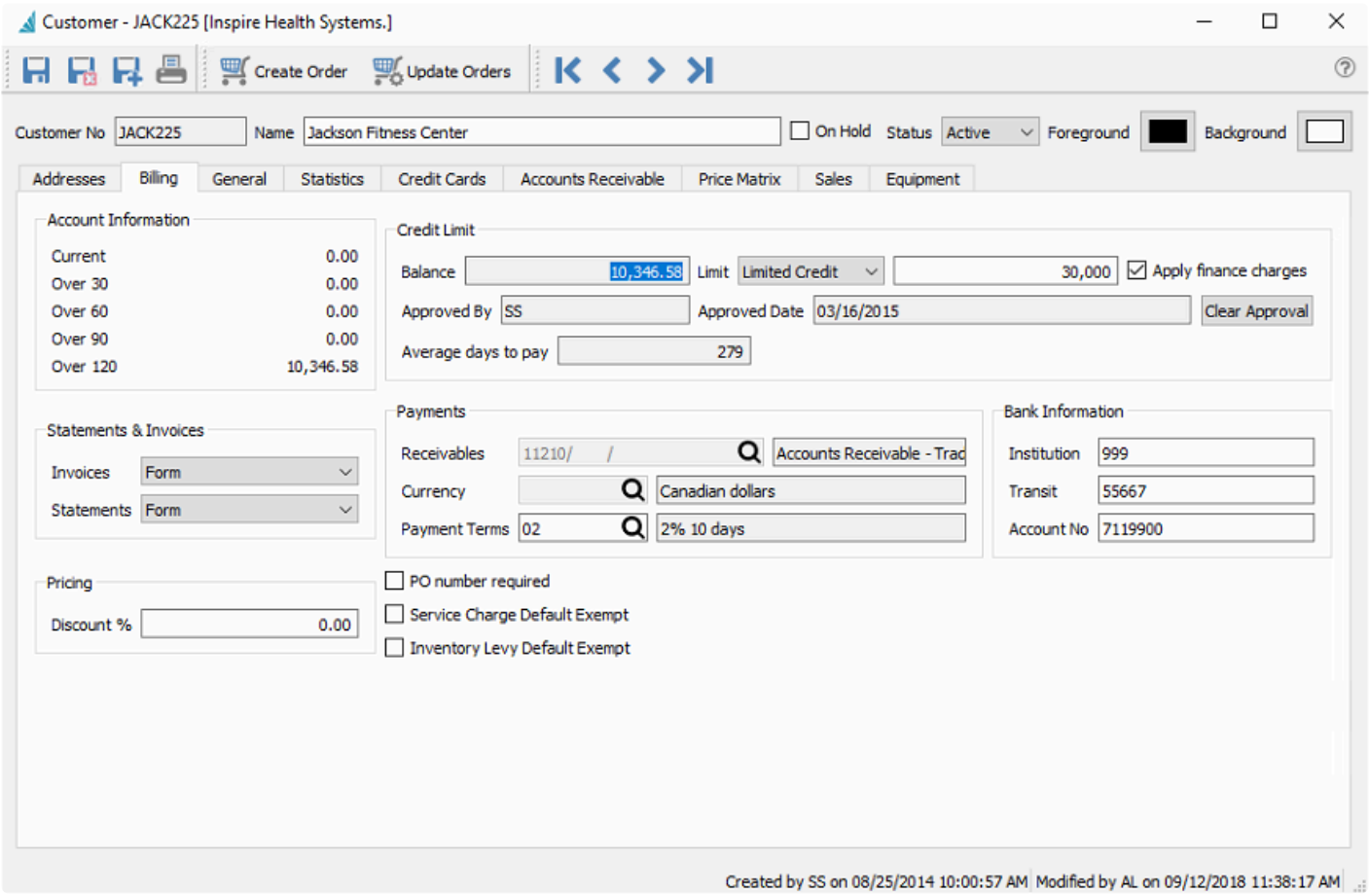
Any number of notes can be added to a customer. See the Communications manual topic for more information.

User Defined Tab



User Defined Fields (UDFs) can be added to a customer to track extra information that Spire does not keep by default. The user can add additional tabs and define the fields and field types to store this data. The UDF structure for the billing and shipping addresses can be different, in addition to the information stored for each.

Billing Tab



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

Statements & Invoices – Set how the customer wants to receive invoice and statement forms; the choices are Form, Email, Form and Email or Not Required. Include this field as a column on the customer grid to visually indicate this preference, so that when printing either form type, you can see how you should print or email it. Or sort or filter by this field to be able to select all customers that wants the form sent by a particular method.

Pricing – Discount % – The default discount that is applied to the total sales order amount, after any line discounts are determined.

Balance – The customers accounts receivable balance, which does not include any outstanding sales orders.

Limit – Choose from No Credit, Unlimited Credit or Limited Credit. When Limited credit is selected, also enter the limit amount you are giving the customer. Default values for both fields are defined in Company Settings / Customers.

Apply Finance Charges – When checked, interest charges are allowed to be calculated for this customer

based on the AR balance. Creating finance charges is done either from the Accounts Receivable module list or inside a customer AR screen as a Service Charge.

Approved By – The initials of the user that most recently edited the customer credit limit type and/or amount.

Approved date – The date of the most recently edit to the customer credit limit type and/or amount.

Clear Approval – Resets the credit limit type to No Credit and the amount to zero.

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

Receivables – The GL control account that this customers AR is posted to. Only accounts of type Accounts Receivable can be chosen, and if any outstanding transactions exist then this field is not editable.

Currency – The currency that the customer is billed and pays in. A blank value represents the base currency.

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

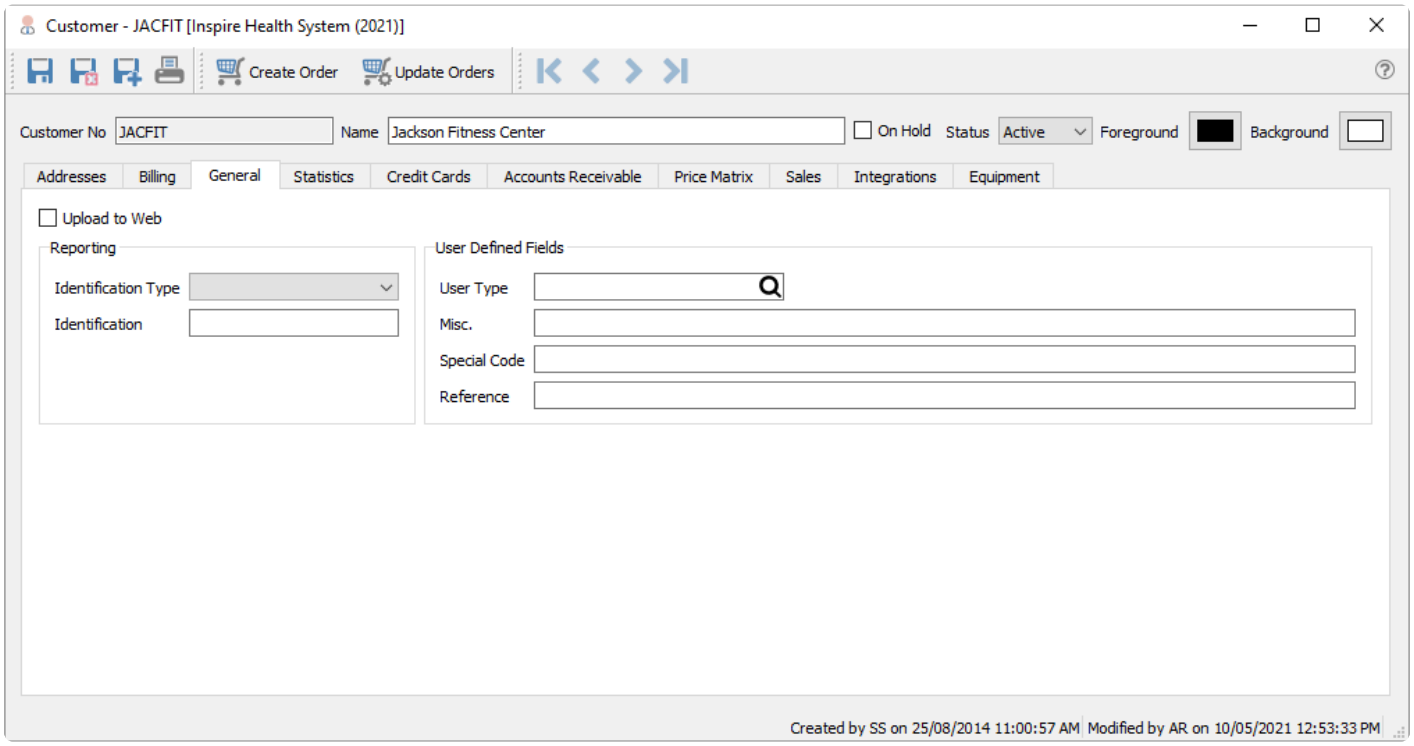
Bank Information – For Canadian banks, this is used for electronic fund transfer to create a file from all accounts receivable transactions that have payment terms of ‘PAD’ (pre-authorized debit). All fields Institution, Transit and Account No must be entered in order for payment processing to recognize that PAD bank information is configured.

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

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

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

Customer General Tab



Upload to Web – This is solely for 3rd Party Software integration for Spire to a web store.

Identification Type – This is for Alavara integration, where VAT Identification Number is the only choice to indicate a connection.

Identification – This field is to enter the VAT Identification Number when the Identification Type is set.

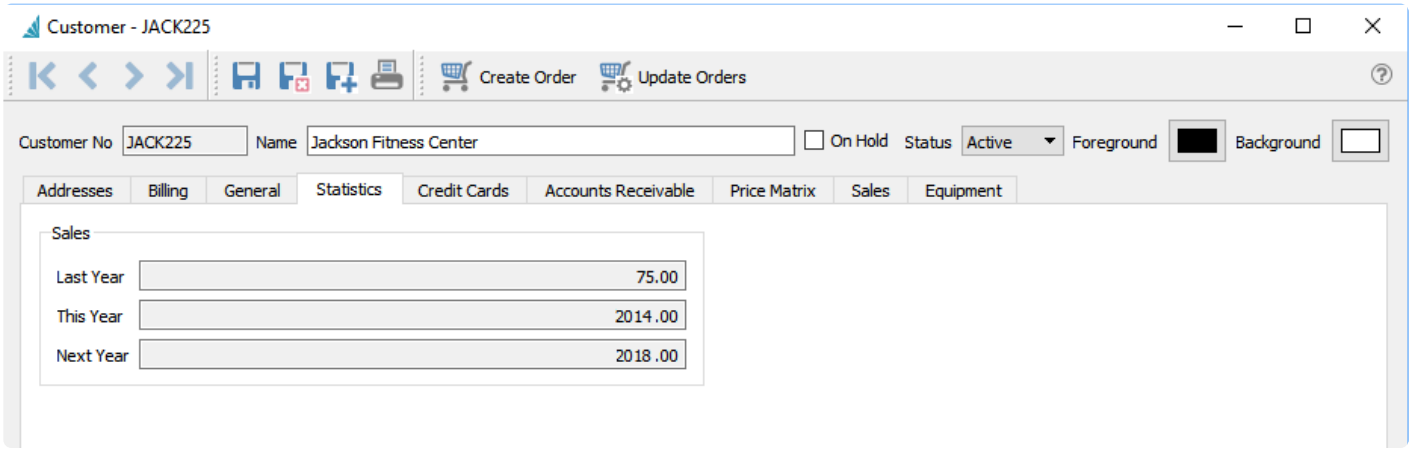
Customer User Type – This is an alphanumeric field with the label defined in Company Settings / Variables, which by default is 'Customer Type'. Price Matrix records can use this field to define pricing for groups of customers having this value. This field also has an associated table where values can be selected from.

Misc. – This is an alphanumeric field with label defined in Company Settings / Variables. This value displays in the Notes field on sales orders, highlighted in yellow, thus it would typically be used for important information to present to sales entry staff.

Special Code – A one character uppercase code for the customer, not functionally used in the program but simply provides another way to sort or filter customers.

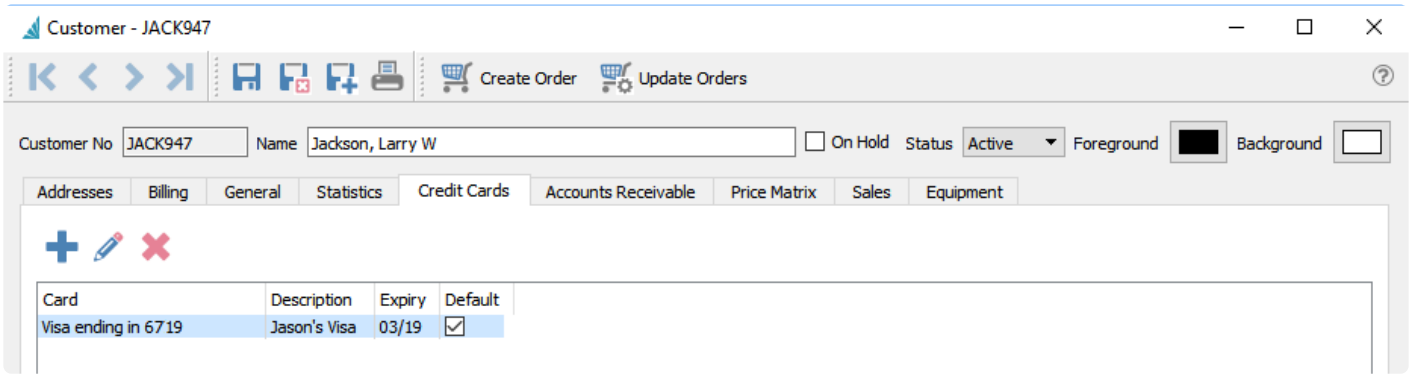
Reference – A text field for any information about the customer.

Customer Statistics Tab



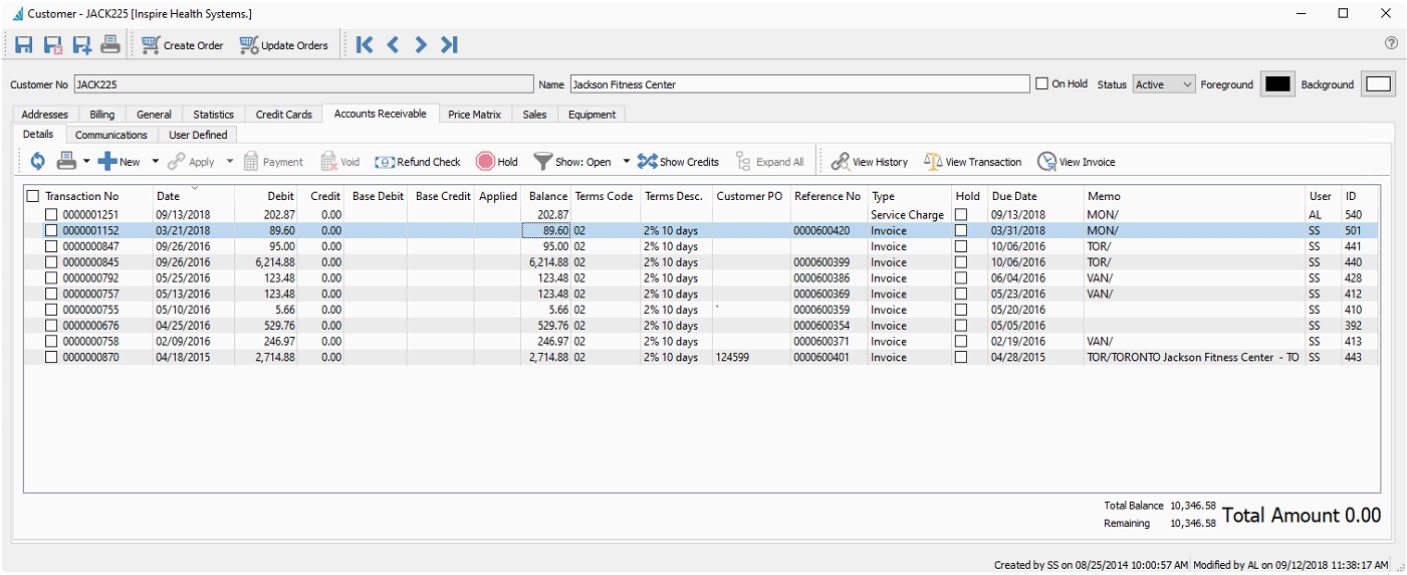
Amount of sales shipped last year, this year and next year. These values are also adjusted when Year End processing is performed.

Credit Cards



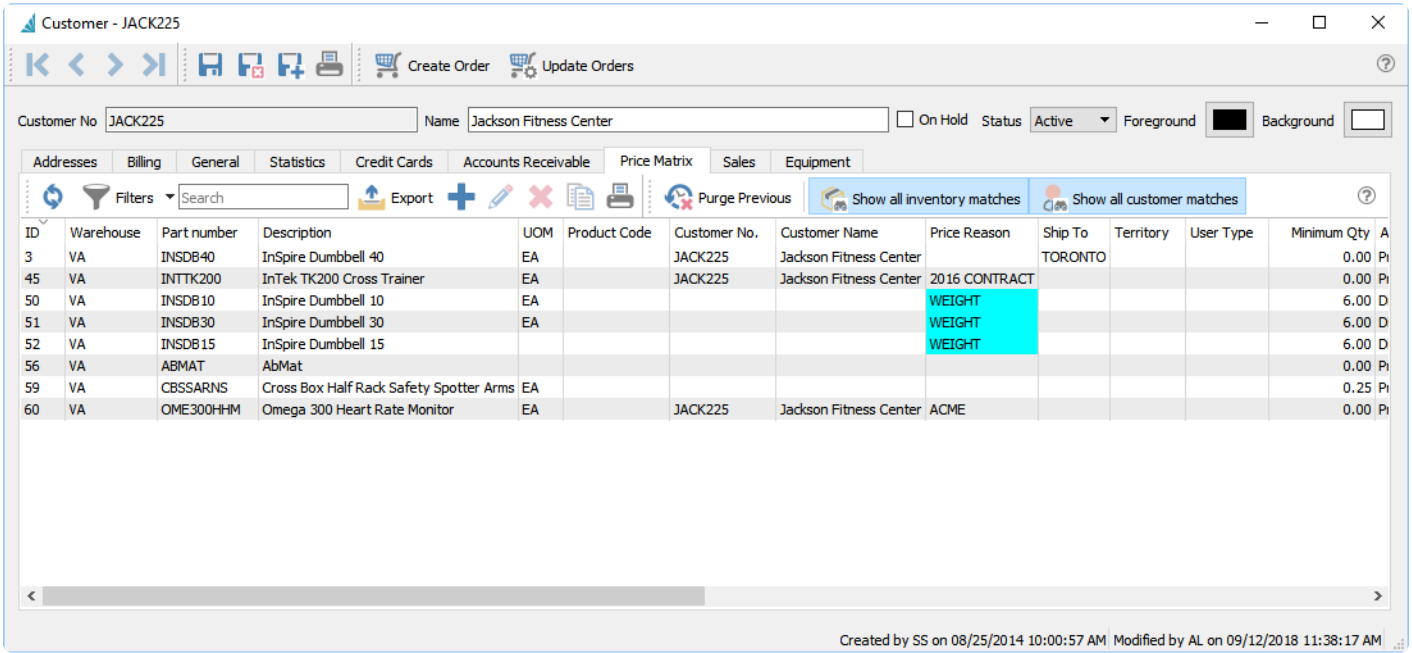
If the company has a subscription with a credit card processor then credit card numbers can be entered here. Only the last 4 digits and expiry are show, The rest is stored outside the spire company data in the processors secure vault online.

Accounts Receivable Tab



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

Price Matrix Tab



On this tab you can add / edit / delete and report on this customers special pricing. See the 'Price Matrix' manual topic for more information.

Purge Previous – Deletes all price matrix records with an end date older than a date you specify.

Show all inventory matches – Toggle on to show all records regardless of the inventory criteria, and toggle off to display only price matrix records specifically assigned to this item or product code.

Show all customer matches – Toggle on to show all records regardless of the customer criteria, and toggle off to display only price matrix records specifically assigned to this customer or customer type.

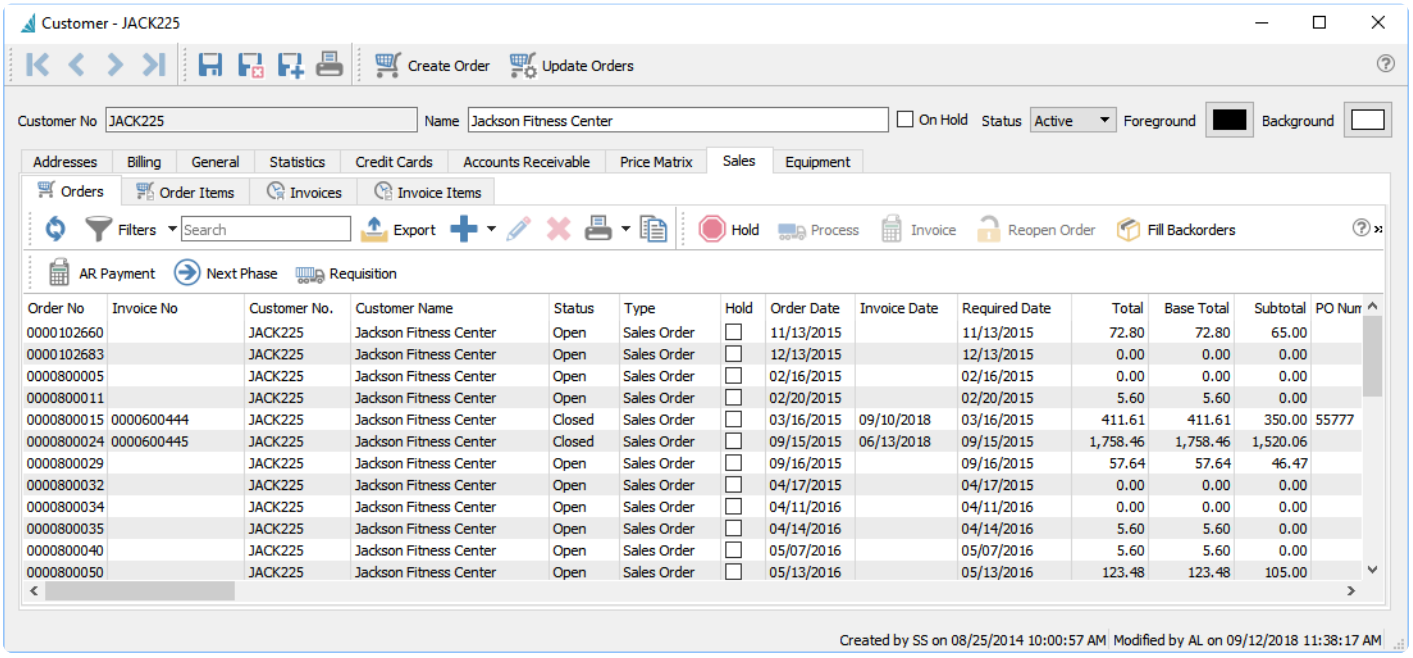
Customer Sales Tab

There are four sub-tabs that display different Sales records for this customer:

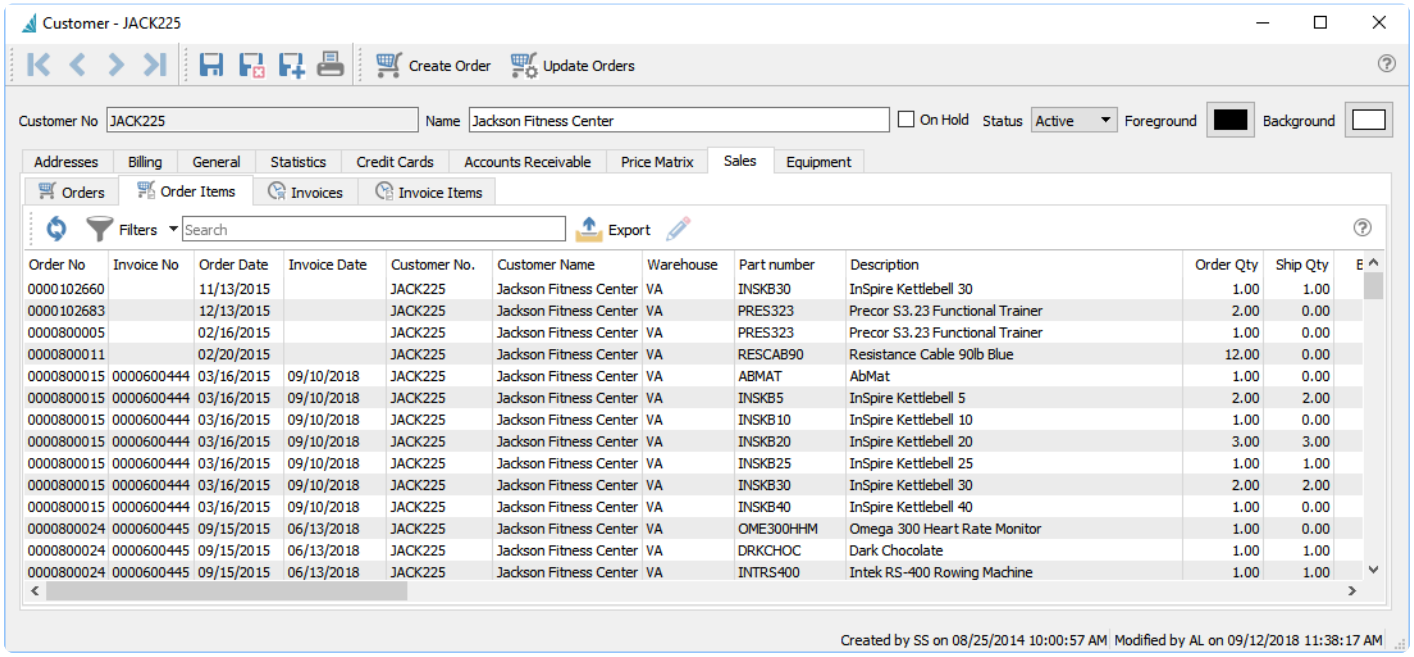
- Orders – Open orders at the header level, with information such as total amount, status or phase. You can process or edit these orders from here.
- Order Items – Open orders at the detail level, with information such as item number, quantity, unit price or cost. You edit the order that the selected item belongs to.
- Invoices – Sales History invoices at the header level. You can view invoices, copy to create a new order, create a credit note for this invoice, and with user security rights edit non-financial information.
- Invoice Items – Sales History invoices at the detail level. You can view the invoice that the selected item belongs to.

For more detailed information, read the Sales Orders manual topic.

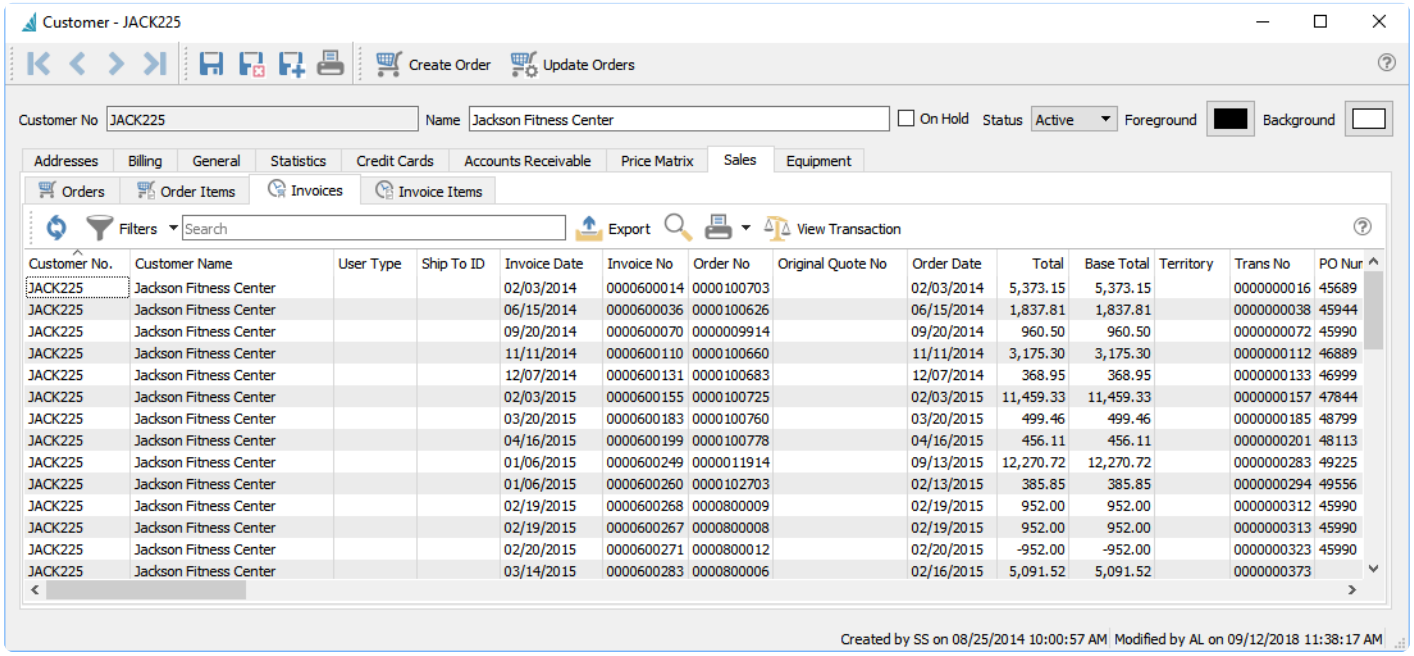
Orders



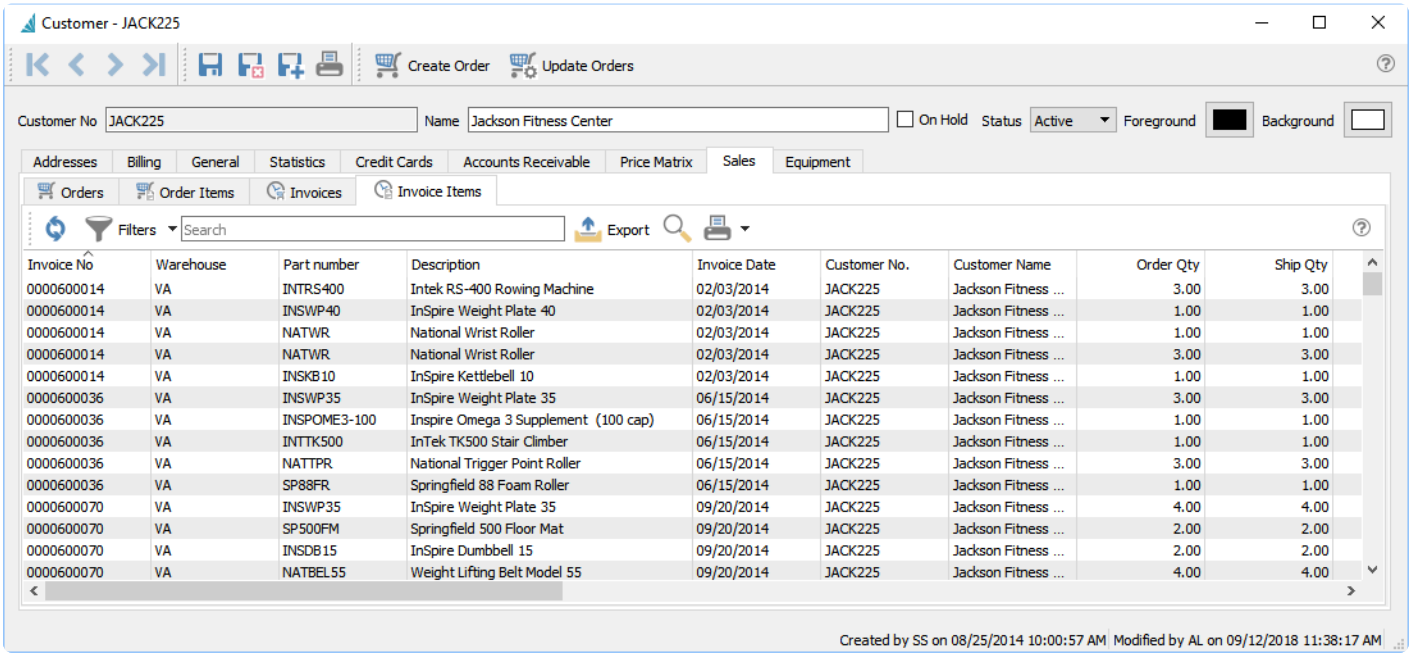
Order Items



Invoices

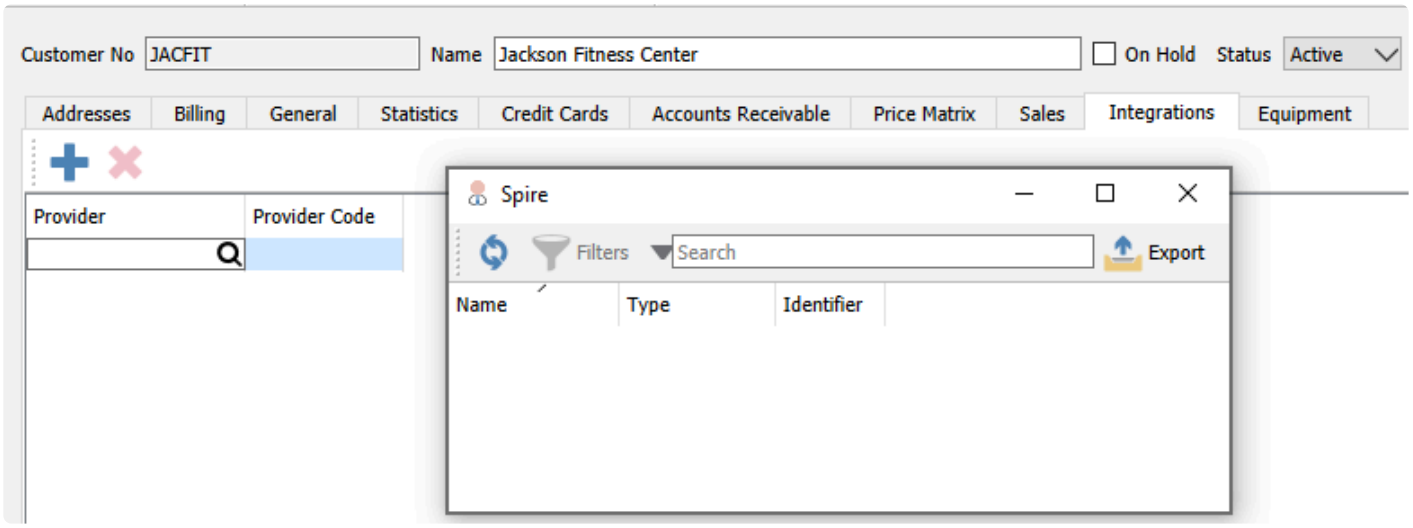


Invoice Items



Integrations Tab

This screen is only used if 3rd party software access requires a connection to customer records for identification, or saving information for the integration that Spire does not already maintain. After configuring the Integration in the Spire Administrator, select the provider name and assign the code that should go with the customer.

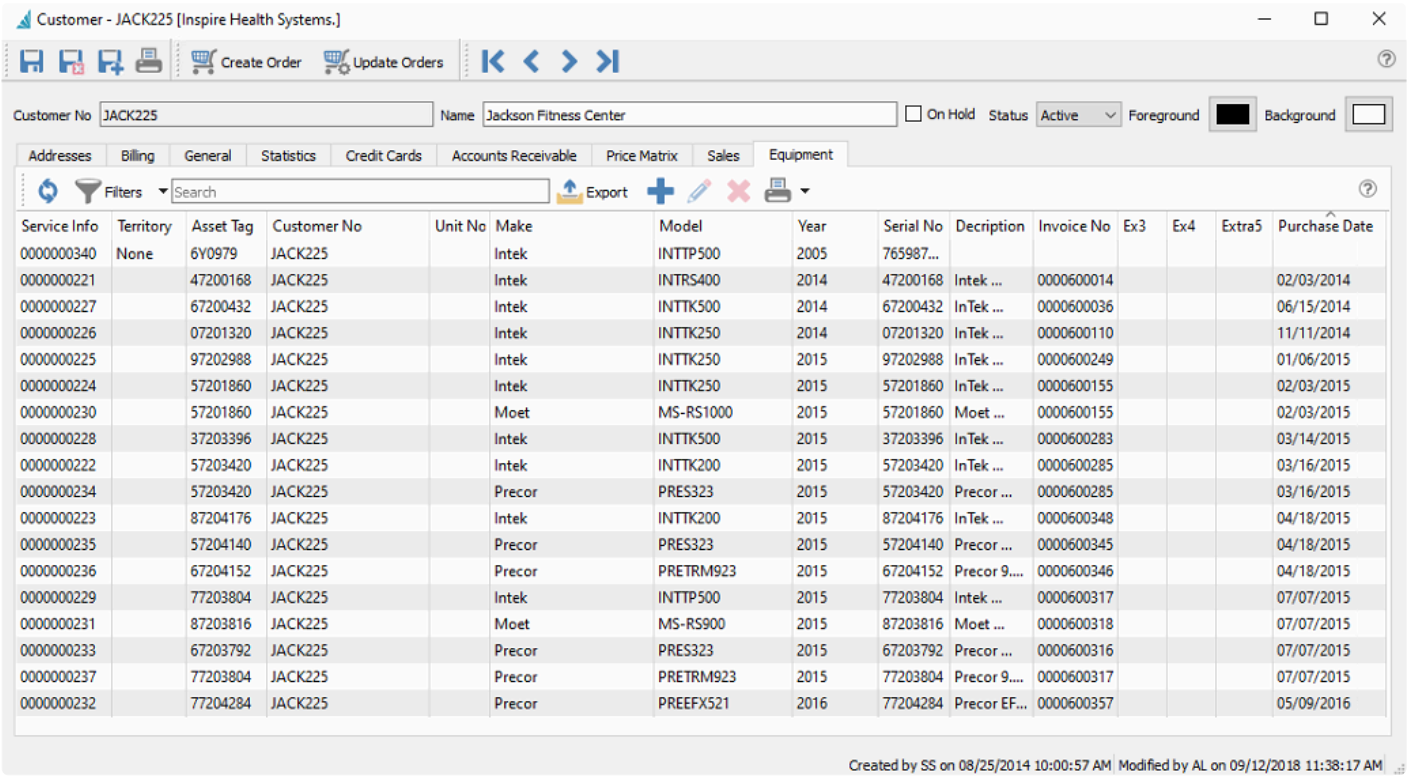


Equipment Tab

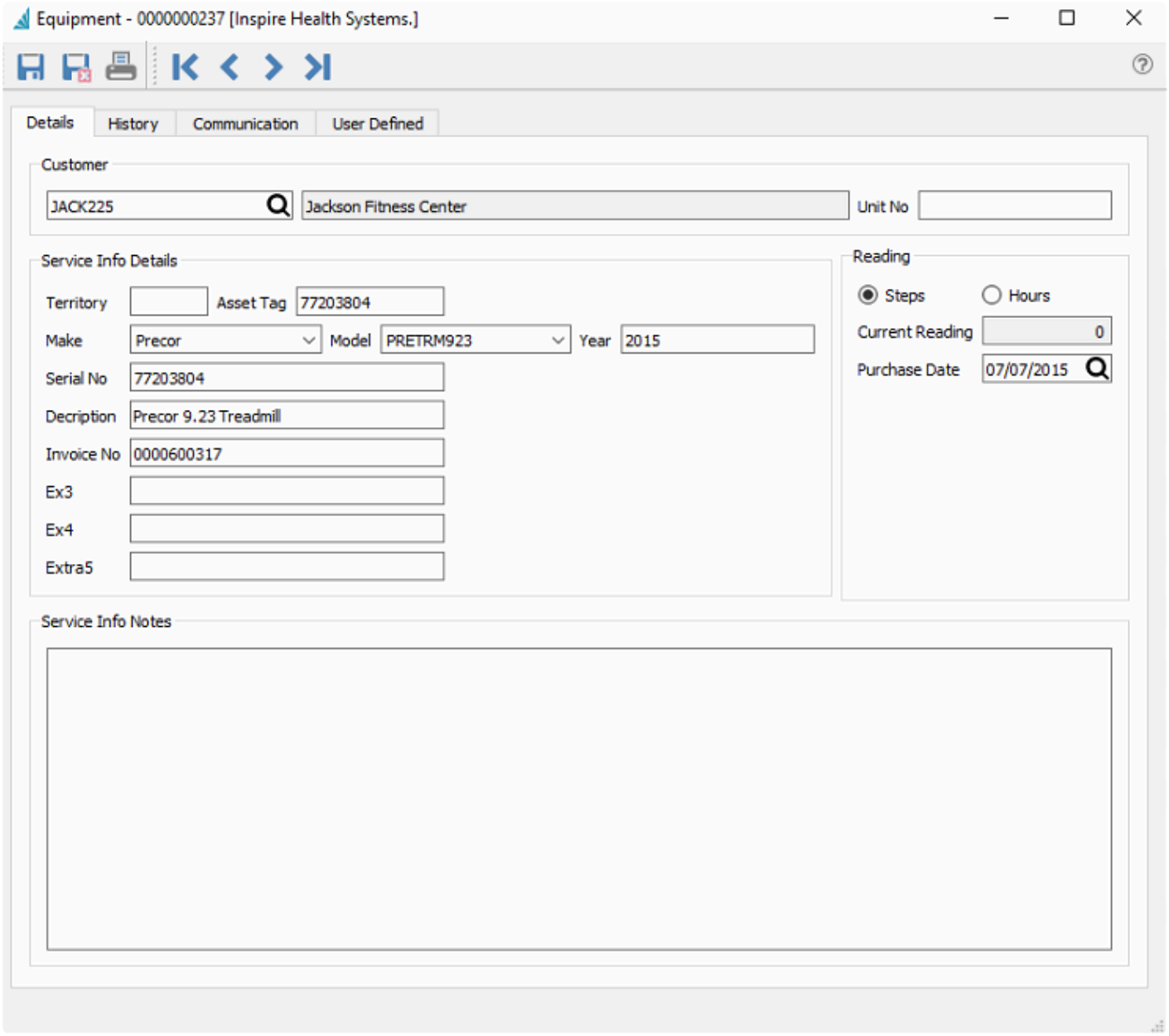
The Equipment tab is used in conjunction with the Service Manager add-on, display the customer equipment and service records, making it easy to track the history of each piece of equipment. This will help improve customer satisfaction and increase the efficiency of your service business.

Service Manager features:

- Track equipment by customer
- View/print equipment service history
- Set follow-up dates
- Flexible sorting of parts and labour information
- Link purchase orders to service orders
- Multiple word search of all records



Edit an equipment record to view or edit the contents. All field labels are customizable to your company needs. These are the system default labels.



Equipment Details

Territory – The service area this customer resides in, which can be entered however you need. A Company Setting allows defaulting the customer billing province.

Tag No – Information to identify the equipment, perhaps an internal asset number.

Make – The Manufacturer of the equipment. Whenever a new value is entered, it is saved in the drop-down field for future entries.

Model – The type of the equipment. Whenever a new value is entered, it is saved in the drop-down field for future entries, related to the value of the Make field.

Year – When the equipment was made.

Serial No – If required for tracking for warranty or verification of ownership.

Five extra text fields of any purpose for tracking or identification can be labelled and configured here.

Reading

Reading Type 1 / 2 – If usage statistics are required to track, such as meter reading steps or hours used, choose the unit for this usage.

Current Reading – How much use has the equipment had, in the specified unit above.

Followup Date – Enter a date of interest such as Purchase Date or Next Service Date.

The History tab lists all sales order invoices issued with this equipment assigned on the Service Info tab. Only one piece of equipment can be indicated on an order or invoice.

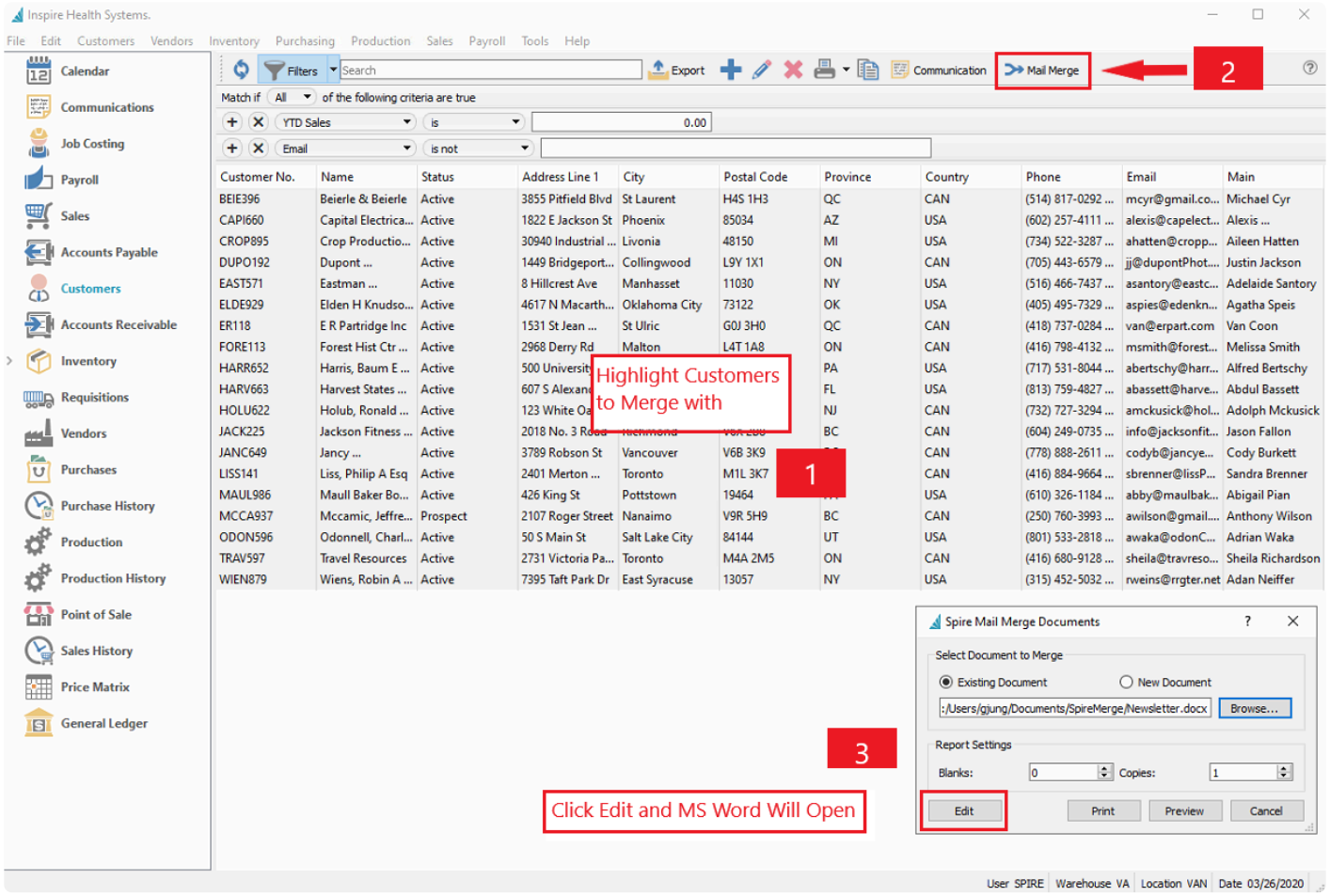
The Communication tab allows entering notes about this specific piece of equipment.

The User Defined Tab allows entering additional information not available to be entered on the Details tab.

Additional information can be found in the Service Manager manual topic

Mail Merge

Spire integrates with Microsoft Word to create a Mail Merge database based on selected customers, to print or email documents such as mailing labels or communications for all of them, containing personalized customer database information. In the Customers module, either choose the entire customer list, a specific selection of highlighted customers, or use Filters or the Search box to restrict the list of customers to those of interest. When all required customers are highlighted in the customer list grid, click the Mail Merge button to select or create the Word document used for generating the merge documents.

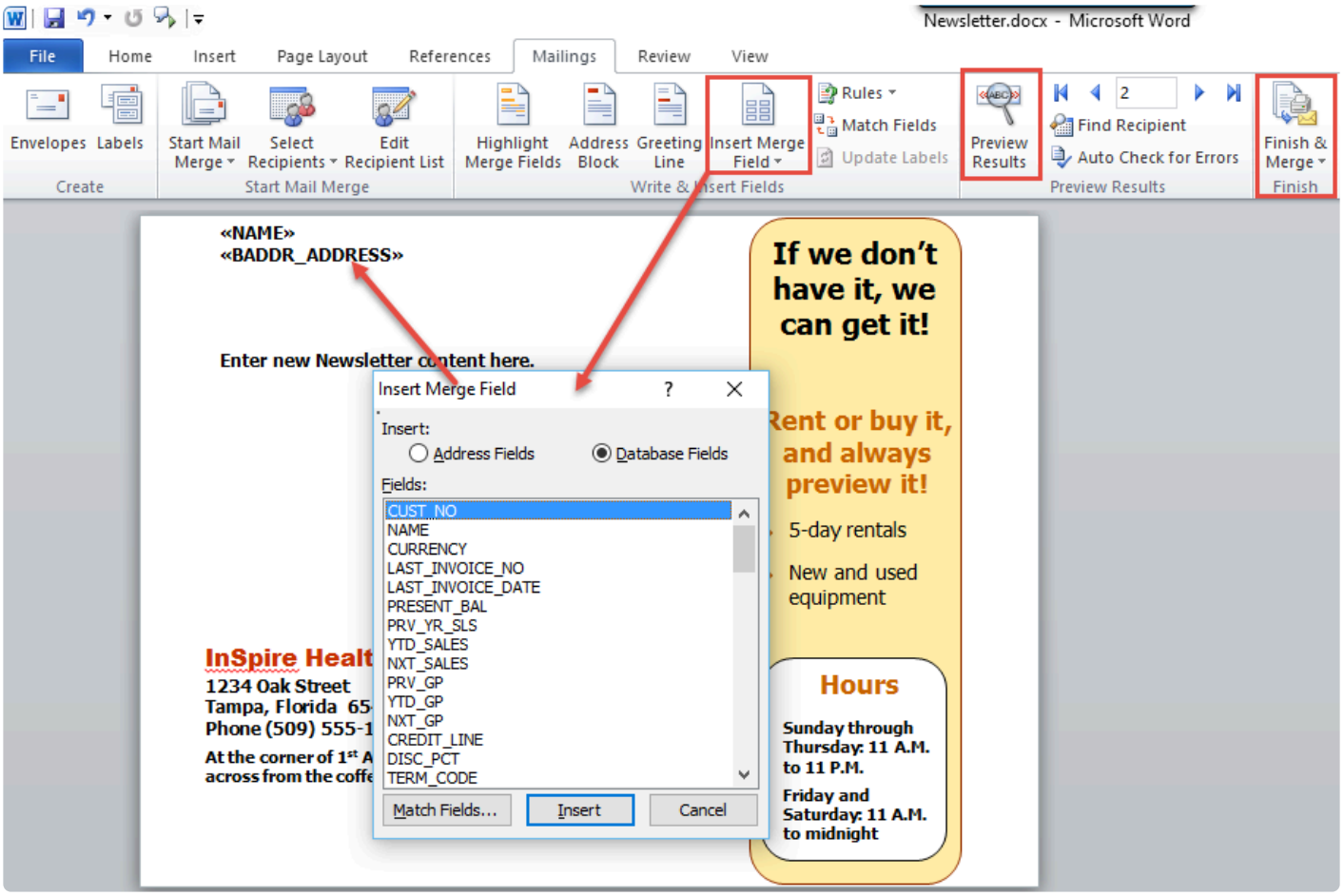


Set the number of blank forms to generate before the merged documents, generally only used when printing labels on dot matrix rolls. And specify if you want more than one copy of each document to print.

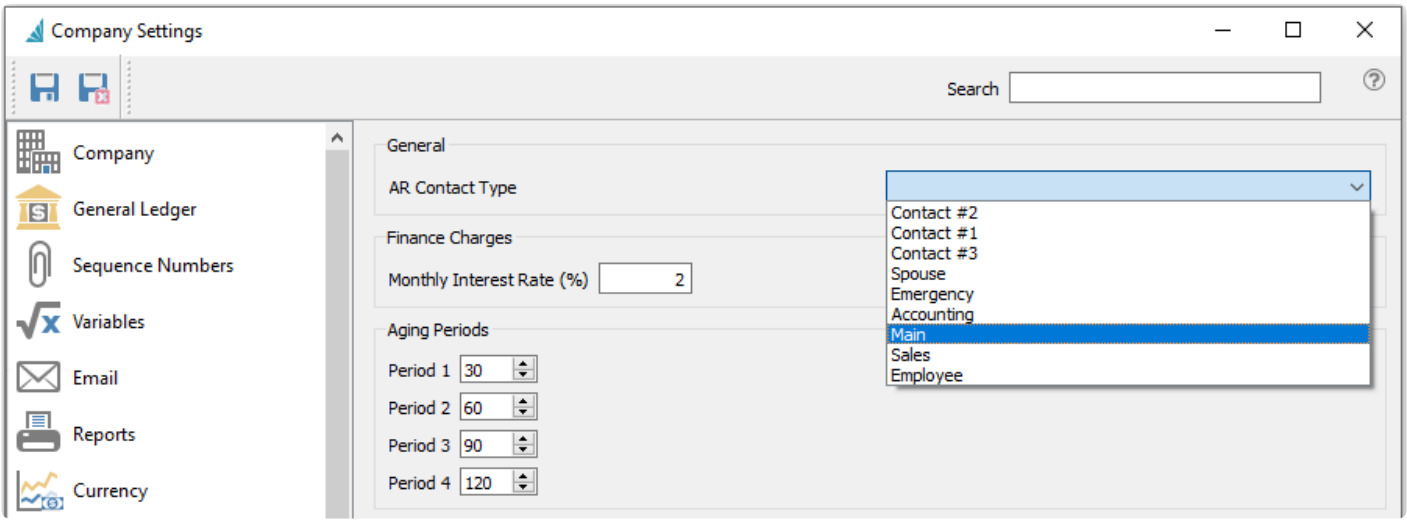
If the selected document is already complete and ready for printing to paper, you can click the Print button to immediately send all customer documents to the printer, or the Preview button to load all merged documents either for investigation, saving or printing. Otherwise you can click the Edit button to open the document in Word for further updating or for emailing the merged documents to each customer. All choices create the customer selection as a database source file in CSV format for Word to use.

In order to include information from the customer database into your document, you need to add fields to represent the data. From the Mailings tab, choose Insert Merge Field to see a list of the available fields you

can include from the recipient source data file.

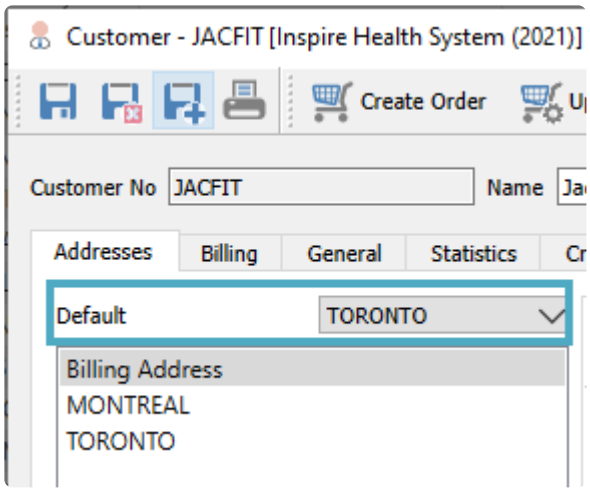


Because customers support multiple contacts, to specify which contact information will print on mail merged documents, you must open Company Settings and the Accounts Receivable area to set the AR Contact Type. The information for the contact assigned this type will be used.

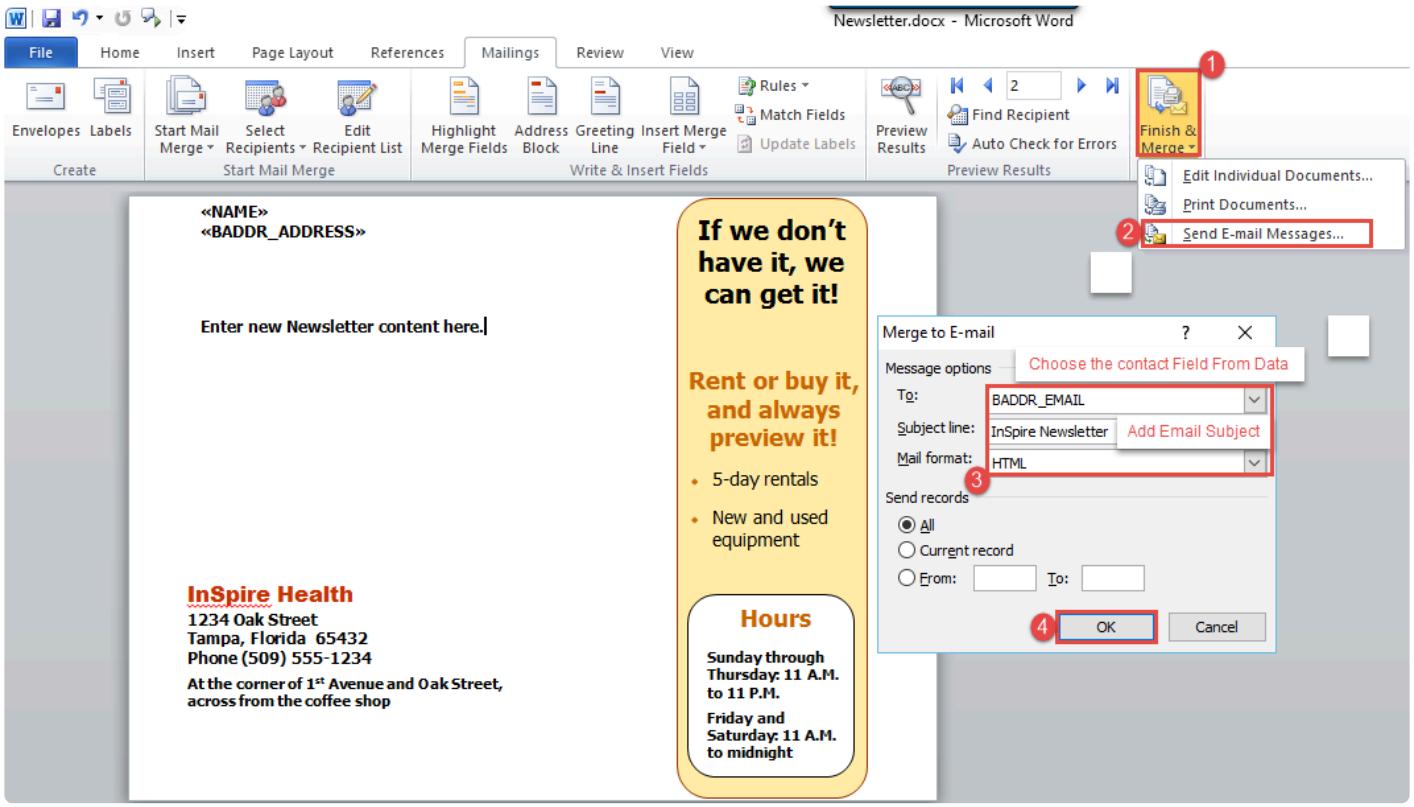


Because customers support multiple shipping addresses, if you wish to use mail merge fields from a shipping address, you must specify a shipping address code as the Default instead Billing. Then contact and

address information from the shipping address will populate the respective mail merge source fields, in conjunction with the AR Contact setting above.

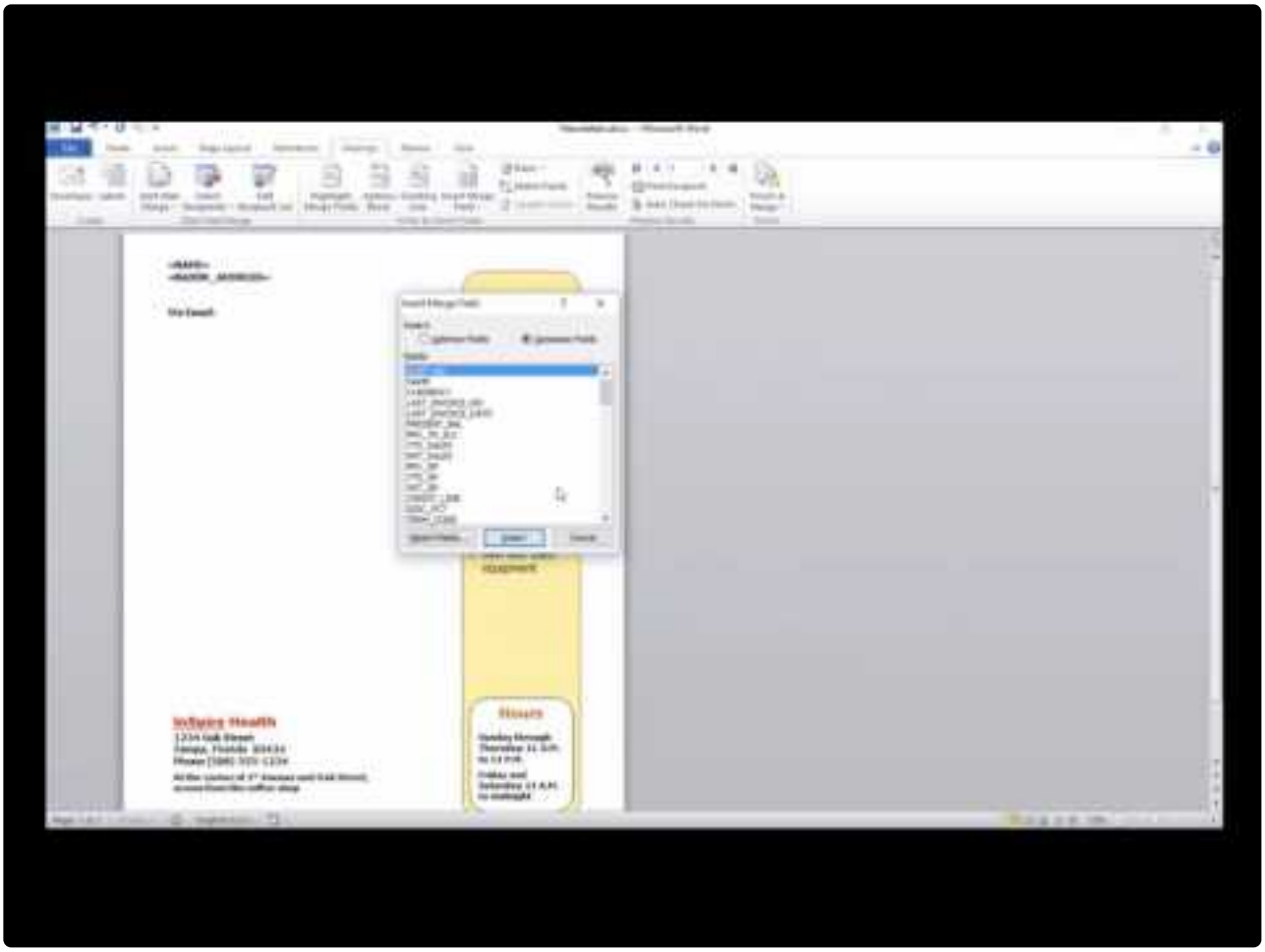


Other standard Word mail merge procedures you can perform while editing the document include editing the recipient list to exclude any customers previously selected that you no longer want to generate forms for, or Preview Results to ensure the merge information is correct and complete. From the “Finish & Merge” button you can also print the documents to paper or email them to customers directly.



If you choose to email, you need to select the email address in the ‘To’ field from the mail merge field list, which should be either billing address ‘BADDR_EMAIL’ or ‘BADDR_CONTACT_EMAIL’ field. Also include an email subject and format – either plain text, as an attachment or the recommended HTML with embedded formatting. Click ‘OK’ to have Word start generating and emailing the documents to the customer list.

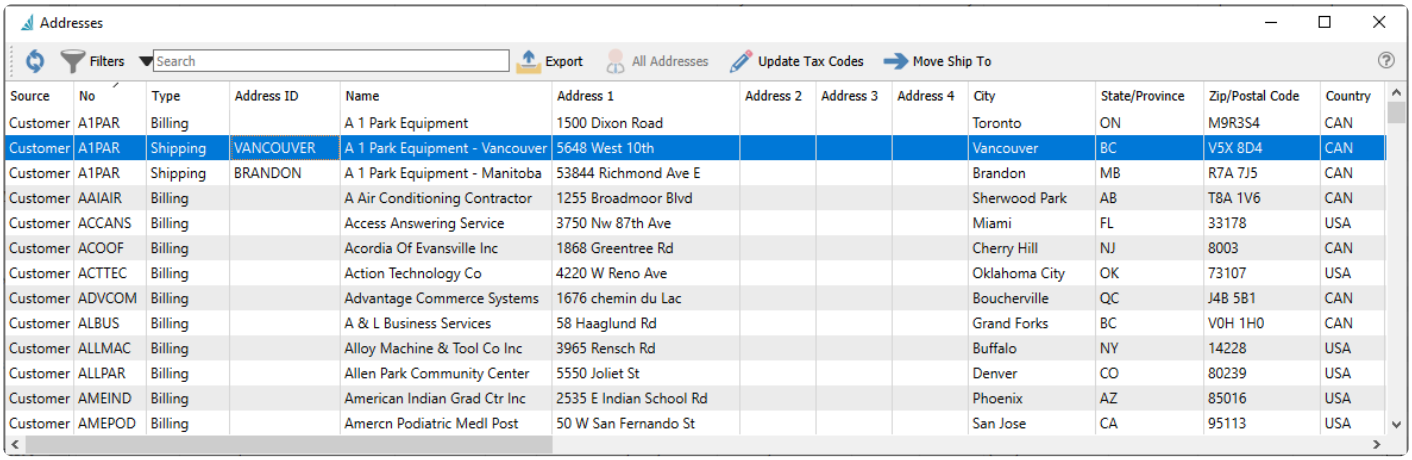
Video Instruction – Customer Mail/Email Merge



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

Customer Addresses

All Customer billing and shipping addresses can be opened in a separate window from the top Customers menu and selecting Customers Addresses.



Source	No	Type	Address ID	Name	Address 1	Address 2	Address 3	Address 4	City	State/Province	Zip/Postal Code	Country
Customer	A1PAR	Billing		A 1 Park Equipment	1500 Dixon Road				Toronto	ON	M9R3S4	CAN
Customer	A1PAR	Shipping	VANCOUVER	A 1 Park Equipment - Vancouver	5648 West 10th				Vancouver	BC	V5X 8D4	CAN
Customer	A1PAR	Shipping	BRANDON	A 1 Park Equipment - Manitoba	53844 Richmond Ave E				Brandon	MB	R7A 7J5	CAN
Customer	AAIAIR	Billing		A Air Conditioning Contractor	1255 Broadmoor Blvd				Sherwood Park	AB	T8A 1V6	CAN
Customer	ACCANS	Billing		Access Answering Service	3750 Nw 87th Ave				Miami	FL	33178	USA
Customer	ACOOF	Billing		Acordia Of Evansville Inc	1868 Greentree Rd				Cherry Hill	NJ	8003	CAN
Customer	ACTTEC	Billing		Action Technology Co	4220 W Reno Ave				Oklahoma City	OK	73107	USA
Customer	ADVCOM	Billing		Advantage Commerce Systems	1676 chemin du Lac				Boucherville	QC	J4B 5B1	CAN
Customer	ALBUS	Billing		A & L Business Services	58 Haaglund Rd				Grand Forks	BC	V0H 1H0	CAN
Customer	ALLMAC	Billing		Alloy Machine & Tool Co Inc	3965 Rensch Rd				Buffalo	NY	14228	USA
Customer	ALLPAR	Billing		Allen Park Community Center	5550 Joliet St				Denver	CO	80239	USA
Customer	AMEIND	Billing		American Indian Grad Ctr Inc	2535 E Indian School Rd				Phoenix	AZ	85016	USA
Customer	AMEPOD	Billing		Amercn Podiatric Medl Post	50 W San Fernando St				San Jose	CA	95113	USA

The contents of this grid cannot be edited, but only is for displaying information. You can search for specific addresses either by using the Search box or Filters. A common reason to access the Addresses screen is to create a group of billing and shipping addresses within one grid, and Export them to an Excel or CSV file to use as an external data source for a mailing list Mail Merge.

Update Tax Codes – Another use of interest is when a change is required for updating sales tax codes on all addresses. From this screen, it is easy to see all addresses in one place, perhaps sorted or filtered by province or state or whichever group of customers requires this update. The Update Tax Codes button opens a Sales Taxes window, and when one or more codes are selected here, these will replace whatever the tax code configuration previously was on all selected addresses.

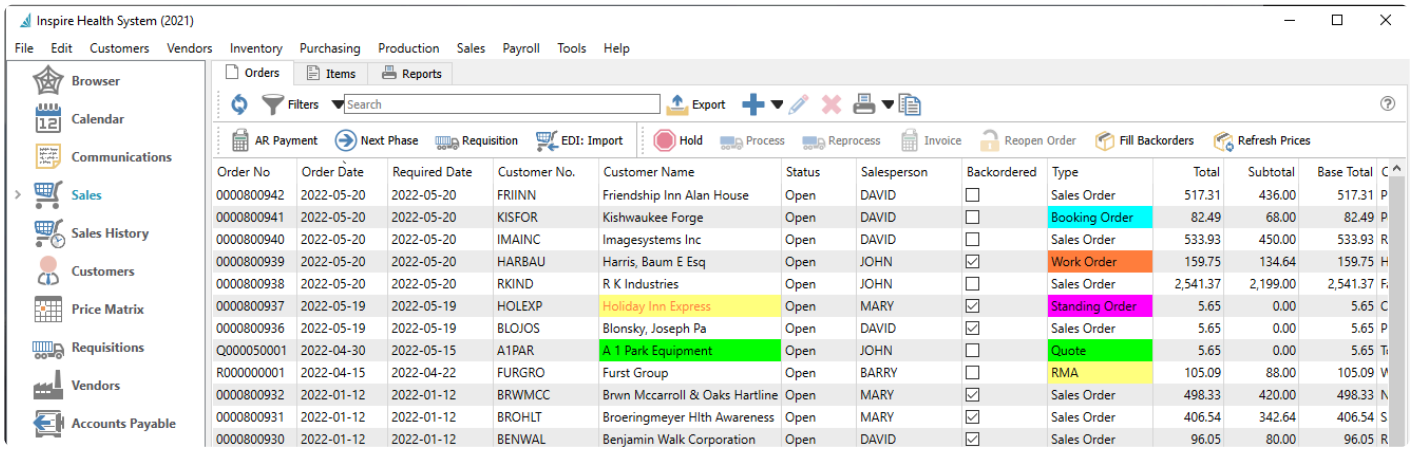
Move Ship To – If one or more Shipping addresses are highlighted on the grid, the Move Ship To button becomes active, and clicking it will open the Customer List window. Selecting another customer will remove the shipping address(es) from the original customer and create for the new customer.

Sales Orders

The Sales Order module is the place to maintain outstanding customer orders and invoicing. There are different types of orders you can enter, including customer quotes and recurring orders, all listed in a grid that you can sort, filter or search within. Some columns on this grid such as cost amounts have security settings that must be enabled in order for them to be visible.

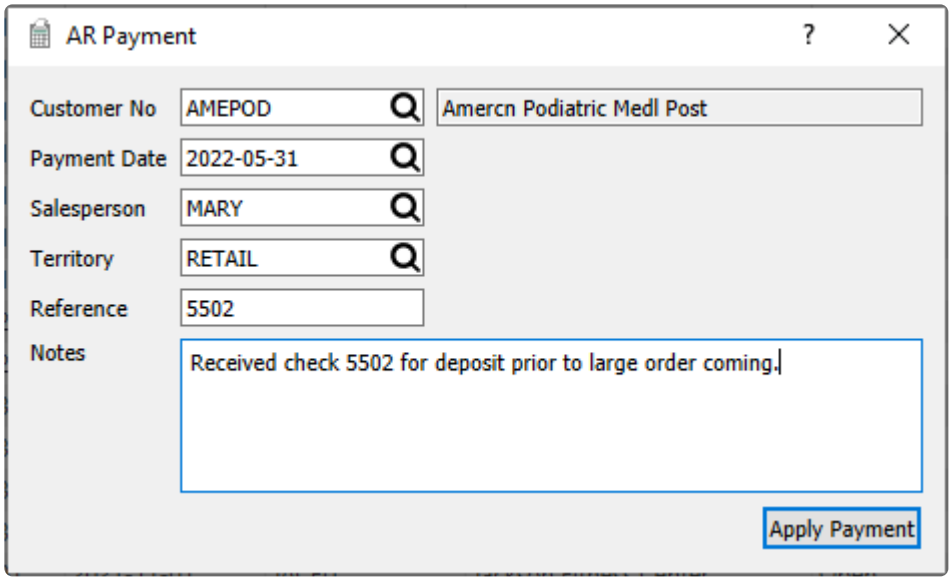
Sales Order List – Processes

There are many order processes that can be done to multiple orders at once, rather than having to edit each order individually, which can make processing more efficient.



- **Refresh** – Update the order list grid with changes that have been made by other users.
- **Filters** – Display only those orders that meet selection criteria of interest. Filters can be pre-defined for selection or created on the fly.
- **Export** – Export all orders in the grid to an Excel or .csv file, including column positioning.
- **Add** – Create a new sales order. Click the Plus button for a new Open Order, or the arrowhead next to this to choose from all available order types.
- **Edit** – Edit the highlighted sales order in the grid.
- **Delete** – Delete all highlighted sales orders in the grid. Deleted Sales orders can be restored if you have the user security setting enabled to allow this.
- **Print** – Prints one or more sales order reports or forms, either for all orders in the grid or just for those selected.
- **Copy** – Copies the highlighted sales order in the grid and creates a new order that you can modify prior to saving.

AR Payment – Opens a screen where you can select a customer and create and post an un-applied payment to the customers account, not linked to any order or invoice.



Next Phase – If one or more orders are highlighted in the grid and all have a non-blank Phase value, you can increment each sales order to the next phase in the user-specified sequence, if you have user security rights to do so. Orders do not require to be at the same phase level to use this.

Requisition – For orders that have at least one item with quantity on backorder, you can create a request to purchase more stock for all backordered items from selected orders. Read the Requisitions from Sales Order List manual topic for more information.

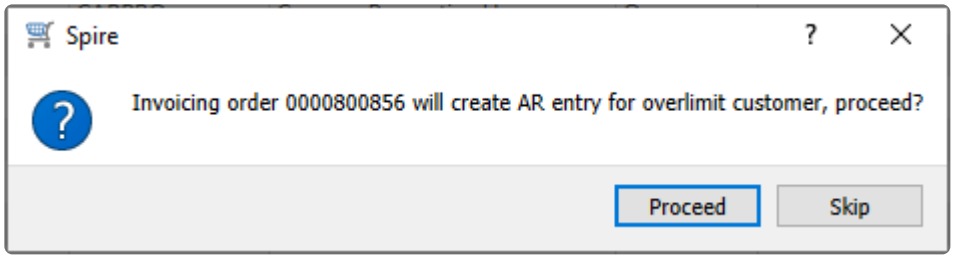
EDI: Import – A function used with 3rd party EDI applications.

Hold – The Hold status prevents a sales order from having backorders filled or from being shipped. You can only take an order off hold if you have user security rights to do so.

Process – For all highlighted Open sales orders, you can assign the Processed status, which prompts you to print pick ticket forms for each of them. A Company Setting allows you to lock Processed orders from being edited.

Reprocess – If user security allows, for all highlighted Processed sales orders to re-print the pick ticket forms. Care is needed to ensure an order is not picked multiple times.

Invoice – For all highlighted orders except Quotes, create invoices for items that have Shipped Qty available and post them On Account to the respective customers. If the customer is over their credit limit, you cannot create an invoice for them unless user security allows, in which case a question appears to prompt to proceed or skip invoicing this order.



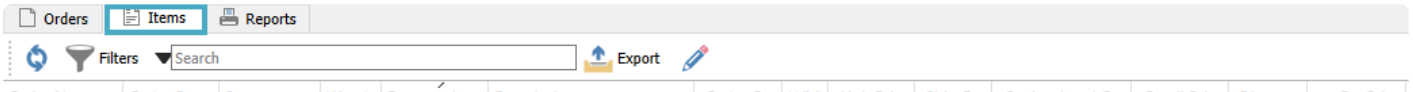
Reopen Order – For all highlighted orders, reset the Process or Shipped or Closed status back to Open, if User security settings allow. This allows changes to the order that are only possible on Open orders, though care is needed to ensure an order is not picked and shipped multiple times.

Fill Backorders – For all highlighted orders with a Backordered status, if there is any quantity on hand for items on backorder, the B/O Qty will be set as Ship Qty. When multiple orders are selected, quantity is assigned from the oldest to newest orders, until quantity on hand stock is depleted.

Refresh Prices – For all highlighted orders, unit and extended prices for all items are re-read from the respective inventory item and price matrix records, replacing all prices previously saved on these orders.

Order Items List

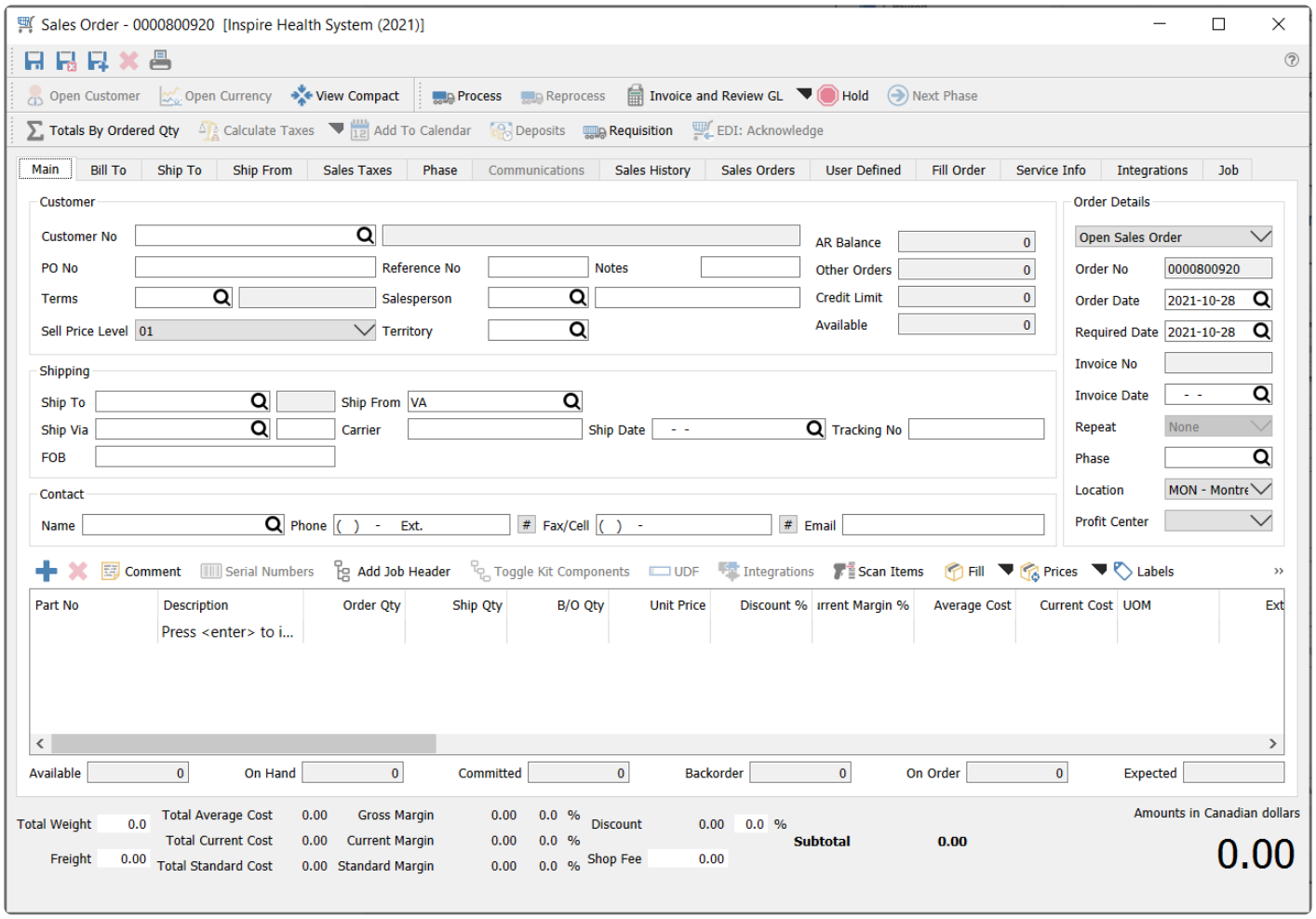
You can also display sales orders at the item detail level from the Items tab, listing all ordered items on the same screen that can be sorted, searched or filtered. This is a useful place to note that items exist on multiple orders with backorder quantity and special pricing.



Order No	Order Date	Status	Wareh	Part number	Description	Order Qty	U/M	Unit Price	Ship Qty	Backordered Qty	Retail Price	Discount	Ext Price
0000800893	2021-10-16	Open	VA	ABMAT	AbMat	1.00	EA	38.00	0.00	1.00	38.00	0.00	38.00
0000800923	2022-01-12	Open	VA	ACMFITJR	ACME Jump Rope	1.00	EA	15.00	1.00	0.00	15.00	0.00	15.00
0000800746	2021-10-31	Open	VA	ACMFITJR	ACME Jump Rope	3.00	EA	15.00	3.00	0.00	15.00	0.00	45.00
0000800750	2021-11-06	Open	VA	ACMFITJR	ACME Jump Rope	1.00	EA	15.00	1.00	0.00	15.00	0.00	15.00
0000800927	2022-01-12	Open	VA	ACMFITJR	ACME Jump Rope	1.00	EA	15.00	1.00	0.00	15.00	0.00	15.00
0000800923	2022-01-12	Open	VA	ACMFITJR2	ACME Jump Rope	1.00	EA	15.00	1.00	0.00	15.00	0.00	15.00
0000800746	2021-10-31	Open	VA	ACMFITMB	ACME Medicine Ball	1.00	EA	55.00	1.00	0.00	55.00	0.00	55.00
0000800856	2021-10-14	Open	VA	ACMFITMB	ACME Medicine Ball	1.00	EA	55.00	1.00	0.00	55.00	0.00	55.00
0000800892	2021-10-16	Open	VA	ACMFITMB	ACME Medicine Ball	1.00	EA	55.00	1.00	0.00	55.00	0.00	55.00
0000800893	2021-10-16	Open	VA	ACMFITMB	ACME Medicine Ball	1.00	EA	55.00	0.00	1.00	55.00	0.00	55.00
0000800889	2021-10-15	Open	VA	ACMFITSB	ACME Swiss Ball	1.00	EA	22.00	1.00	0.00	22.00	0.00	22.00
0000800899	2021-11-05	Open	VA	ACMFITSB	ACME Swiss Ball	1.00	EA	22.00	1.00	0.00	22.00	0.00	22.00
0000800750	2021-11-06	Open	VA	AFRARC102	ARC-102 Air Rower	2.00	EA	1,499.00	0.00	0.00	1,499.00	0.00	2,998.00
0000800752	2021-11-06	Open	VA	BALPOD6.3	Balance Pod 6.3"	9.00	EA	39.00	9.00	0.00	39.00	0.00	351.00
0000800882	2021-10-14	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800888	2021-10-14	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800892	2021-10-16	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800892	2021-10-16	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800893	2021-10-16	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800897	2021-10-30	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800899	2021-11-05	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800900	2021-11-05	Open	VA	BALPOD6.3	Balance Pod 6.3"	1.00	EA	39.00	1.00	0.00	39.00	0.00	39.00
0000800920	2021-12-15	Open	VA	BALPOD6.3	Balance Pod 6.3"	2.00	EA	39.00	2.00	0.00	39.00	0.00	78.00
0000800931	2022-01-12	Open	VA	BALPOD6.3	Balance Pod 6.3"	2.00	EA	39.00	2.00	0.00	39.00	0.00	78.00
0000800856	2021-10-14	Open	VA	CBSS092SB	Cross Box Squat Stand wi...	1.00	EA	549.00	1.00	0.00	549.00	0.00	549.00
0000800725	2021-11-20	Open	VA	CCFPKG	Charlie CrossFit Package	2.00	EA	1,437.44	1.00	1.00	1,437.44	0.00	2,874.88
0000800750	2021-11-06	Open	VA	INSBLE100	InSpire 100 Max Blender	1.00	EA	389.00	1.00	0.00	389.00	0.00	389.00
0000800930	2022-01-12	Open	VA	INSCW300	Inspire Coconut Water ...	9.00	EA	2.50	0.00	9.00	2.50	0.00	22.50
0000800927	2022-01-12	Open	VA	INSDB10	InSpire Dumbbell 10	1.00	EA	22.00	1.00	0.00	22.00	0.00	22.00
0000800942	2022-05-20	Open	VA	INSDB100	InSpire Dumbbell 100	2.00	EA	218.00	0.00	2.00	218.00	0.00	436.00

Sales Order Header

To create a new Sales Order in Spire, you typically would start from the Sales module, clicking the '+' button in the toolbar. You can also create new sales orders from the Inventory List or within editing a customer. A new Sales Order window will open, with the Main tab open.



The toolbars at the top are displayed regardless of which sales order tab is open.

Save – Saves the order information and leave the window open. This is useful if you are creating a sales order and the customer wants the order number right away, or if you are working on a large order and want to save the entry progress.

Save Close – Saves the order information and closes the window.

Save and Create New – Saves the order information, closes the window and starts a new order.

Delete – Deletes the order from the list, where a reason for deleting needs to be entered. Deleting an order still maintains the information in a hidden archive file, so that it could potentially be restored if you have user security rights to restore deleted orders.

Print – Opens the print dialog with all reports that have a template of 'Sales Order' in the Crystal Report 'Summary Info'. These reports can be printed, emailed or both. If emailed, the user will be presented with all of the email addresses available on that sales order.

Open Customer – Opens the customer for viewing or editing customer information.

Open Currency – When the customer on this order has a billing currency other than the base currency, this button is active and the currency code is opened for viewing or editing information, such as the exchange rate.

View Compact – When the Main tab is open, this function suppresses most of the customer, shipping and contact fields so that the item grid can be expanded to display more details at a time. When the view is compacted, the button becomes View Expanded to restore the screen to it's original display.

Process – If enabled in Company Settings, you can assign the Processed status, which also prompts you to print a pick ticket form. A Company Setting allows you to lock Processed orders from being edited.

Ship – If enabled in Company Settings, you can assign the Shipped status, which also prompts you to print a packing slip form. If you use both Processed and Shipped statuses, you must first Process an order, and then the Ship button will replace the Process button. A Company Setting allows you to lock Shipped orders from being edited.

Reprocess – If user security allows, for all highlighted Processed sales orders to re-print the pick ticket forms. Care is needed to ensure an order is not picked multiple times.

Invoice – Create a customer invoice for items that have Shipped Qty available and post it to the customers. A Payment screen appears to either post the invoice to the customer account or to assign a payment with the invoice. If the customer is over their credit limit, you cannot create an invoice for them unless user security allows or you take payment for it.
Invoice and Review GL – In addition to the above, when invoice posting is complete, you can modify amounts and accounts on the GL entry if user security settings allows it, except the accounts receivable control.

> ! Note: Editing the journal entry before posting can result in unbalanced inventory if the user is not careful.

Hold – The Hold status prevents a sales order from having backorders filled or from being shipped. You can only take an order off hold if you have user security rights to do so.

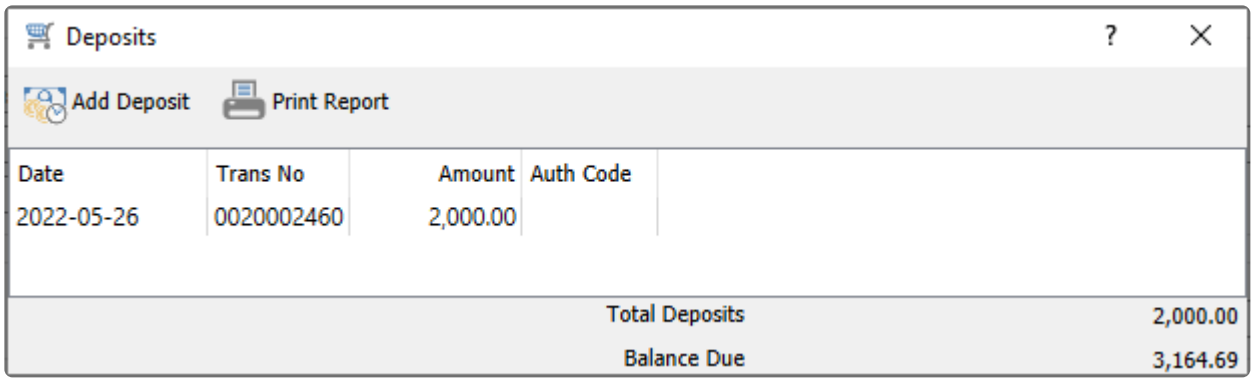
Next Phase – If the order has a non-blank Phase value, you can increment the phase to the next one in the user-specified sequence, if you have user security rights to do so.

Totals By Order Qty – When this button is toggled on, the transaction total amount in the bottom-right corner of the order screen is calculated from the sum of item Extended Prices based on the Order Qty.

When this button is toggled off, the transaction total amount is calculated from the item Ship Qty. The difference in the total amount comes from items on backorder.

Add To Calendar – Creates a new Communication note for this order, and assigned to the entry user with a due date of today by default. When the note is saved, it will create a calendar entry for the specified user and due date. Read the Communications or Calendar manual topics for more information.

Deposits – If the customer gives you a pre-payment for a sales order before it has been shipped and invoiced, you can assign this payment to the order as a Deposit. The first deposit for an order opens the standard payment screen to enter the details and save. The status of the order is changed from Open to Deposit. If another deposit is to be entered on the same order, a screen appears listing all previous deposit information.



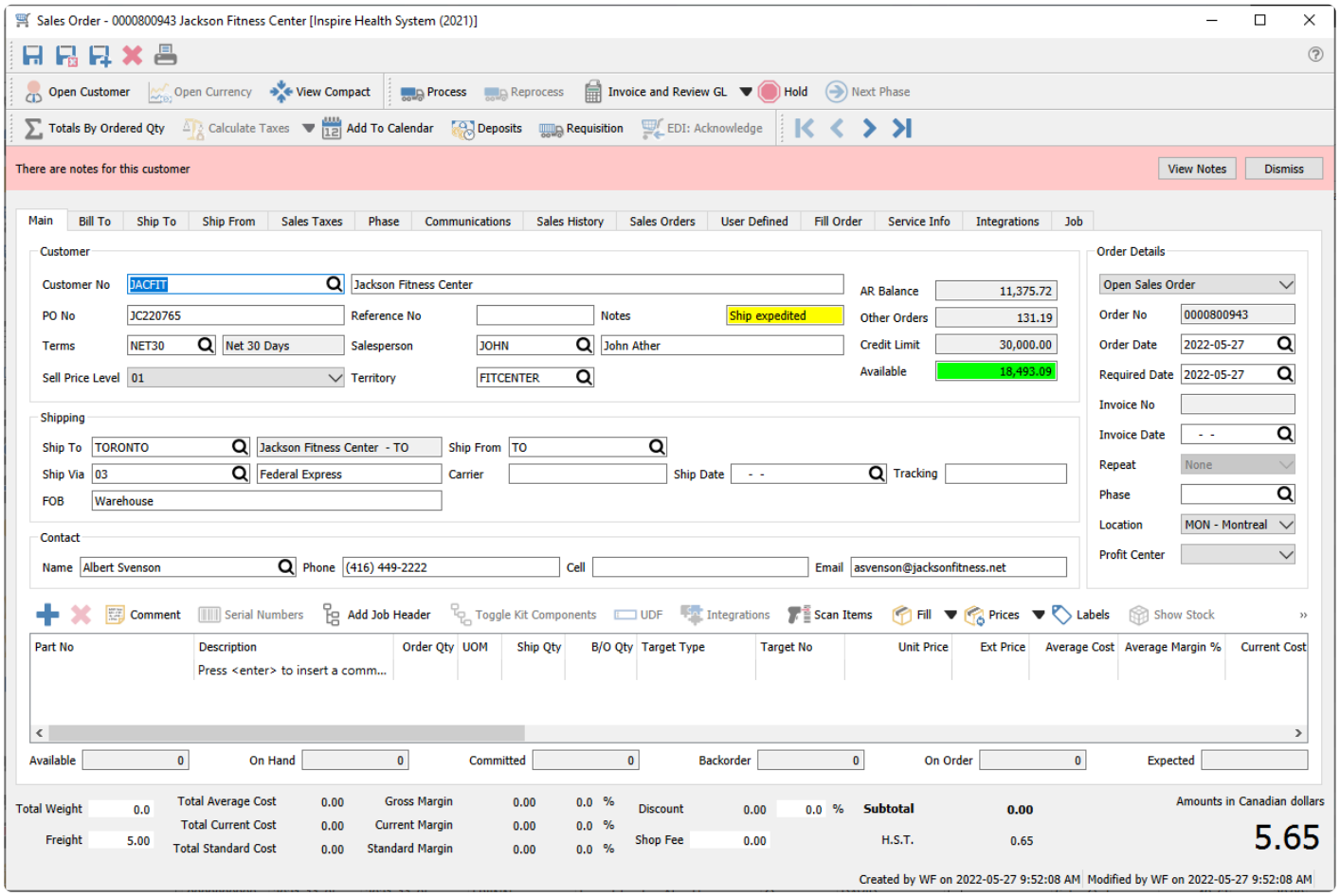
Requisition – If the order has at least one item with quantity on backorder, you can create a request to purchase more stock for all backordered items. Read the Requisitions from Sales Order List manual topic for more information.

EDI: Acknowledge – A function used with 3rd party EDI applications.

Main Tab

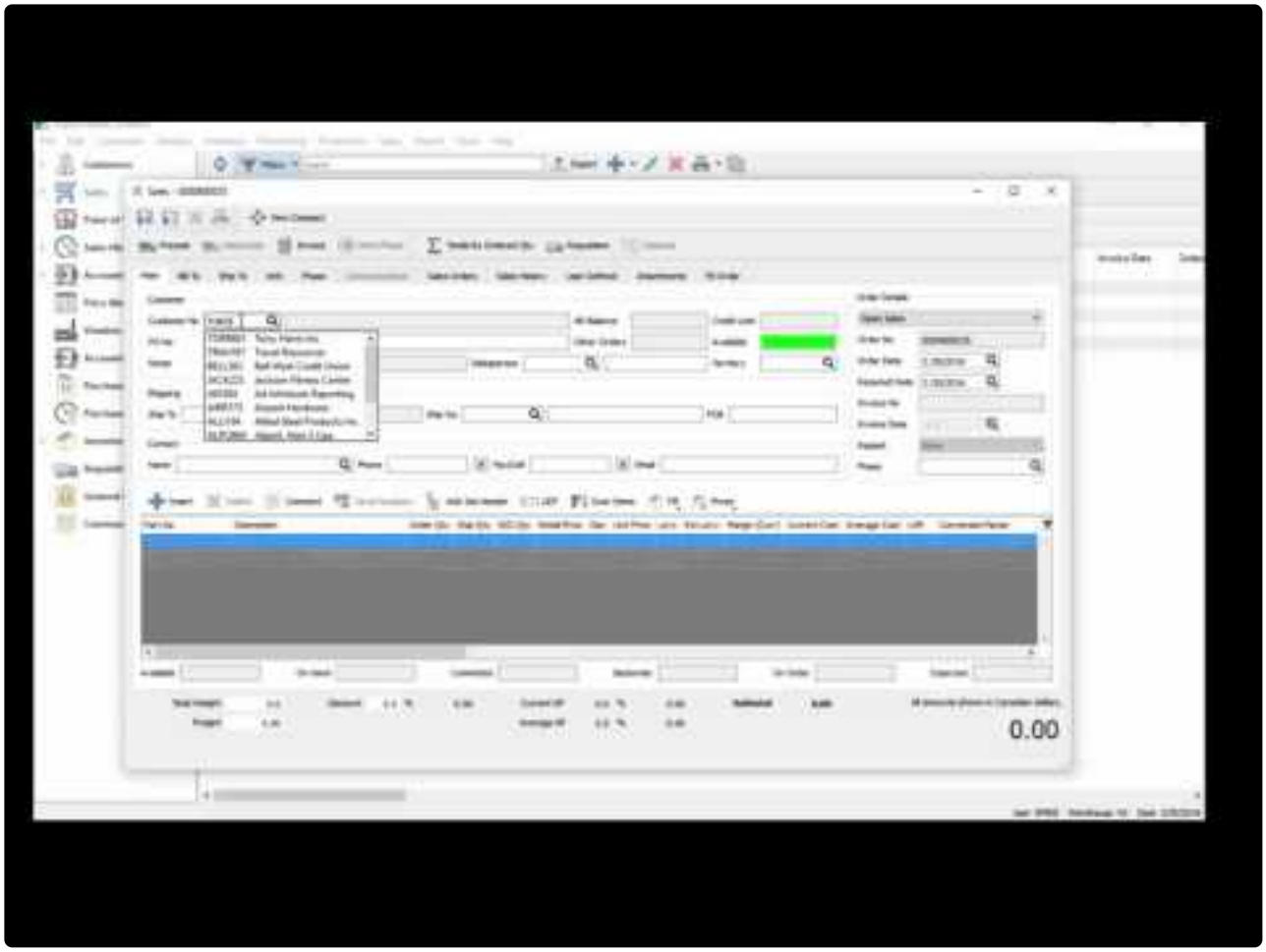
Selecting the Customer

From the Customer No field, you can use the lookup icon to navigate and locate the intended customer for this sales order.



You can also enter search criteria to locate the customer based on that search results. For example, type the city and customers within that city will be presented in the drop down list. If more customers meet the search criteria than are displayed, press the ‘F9’ key to open a window with the complete list of customers that match criteria, from which you can select. You can also use a combination of words to search such as the contact name and the city and the list presented will be restricted to the results that contain both words.

Video Instruction for Order Searches



https://www.youtube.com/embed/4NfIx32KVcA?rel=0

Main Tab Information

Once the customer is selected, information from the customer record is loaded into the order, such as name, addresses, contact, and credit information. Some information may be uneditable or suppressed, depending on user security settings for Sales Orders, Customers or Inventory.

> Note: If a message appears in the red ribbon at the top when editing a saved order, this means that the customer has Communication notes that should be read.

Customer

PO Number – The customers purchase order number. If the customer option 'Require PO' is enabled in their profile, then a warning message will appear that a Purchase Order number is required, and this field label will appear in bold font. The sales order can still be saved without a PO number, but Processing, Shipped and Invoicing will all be prevented until a PO number has been entered.

Terms – Payment terms that determine the invoice due date and if an early payment discount can be taken. It defaults from the customer payment terms but can be changed on the order.

Sell Price Level – A customer pricing level used as part of the determination of item unit prices. It defaults from the customer pricing tab for the address but can be changed on the order.

Ref No – A text field you can enter information into as required by your company, such as cross-referencing to another document.

Notes – This field has information from the Customer Misc field on the customer. Information in this field is displayed with a yellow background to stand out. It can be changed on the order.

Salesperson – The salesperson can be entered if the sale is to be tracked, perhaps for commission calculations. The value can be defaulted from the customer address, or from the default salesperson code in User Settings is selected. You can prevent sales orders from being saved with a blank salesperson, if a Company Setting is enabled, and prevent editing the salesperson value with a User security setting. And another User security setting can restrict displaying sales orders to only those for a specified salesperson.

Territory – The salesperson can be entered if the sale is to be tracked, perhaps for reporting by area. The value can be defaulted from the customer address. You can prevent sales orders from being saved with a blank territory, if a Company Setting is enabled, and prevent editing the territory value with a User security setting. And another User security setting can restrict displaying sales orders to only those for a specified territory.

A/R Balance – The customer current balance owing.

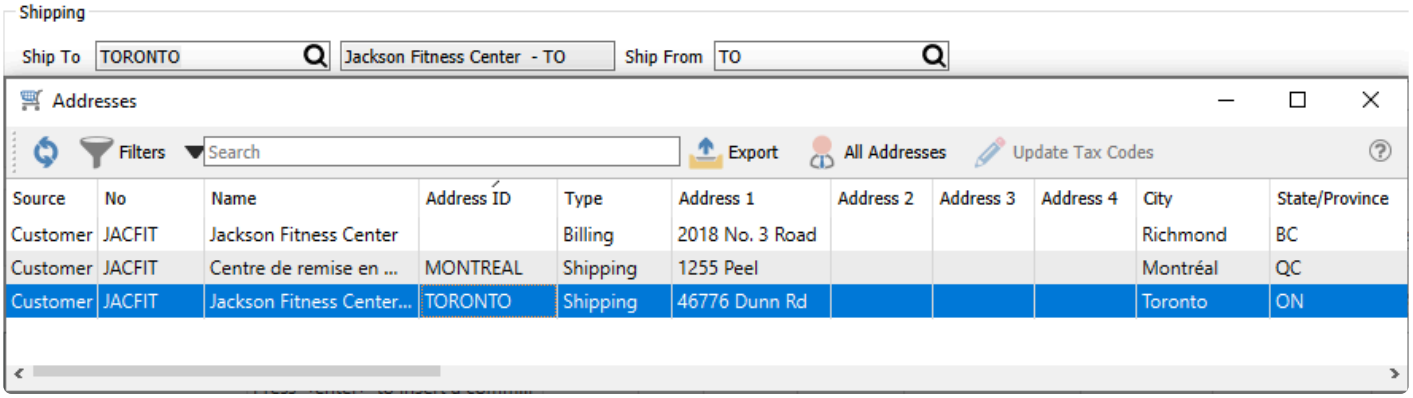
Other Orders – Value of outstanding orders not yet invoiced, not including back orders or quotes.

Credit Limit – Customers credit limit, either 0.00, a specific amount, or Unlimited.

Available – Customers available credit, calculated from the Credit Limit, A/R Balance and Other Orders amounts. It will display with a red highlight if not enough credit is available for this order to invoice without payment, and green if enough credit is available.

Shipping

Ship to – If any shipping addresses have been created for this customer, you can select any of them to include on a sales order. Not only does this load the shipping address into the Ship To address tab, but there may also be different information such as Salesperson or Tax Codes loaded onto the order and replacing was was specified from the customer billing address.
If you need to drop ship the ordered goods to an address for a different customer, the Ship To Addresses lookup window has an ‘All Addresses’ button that reveals every customer address to select from. This also replaces information from the customer such as salesperson or tax codes, so if you do this, ensure the required values are on the sales order.



Ship Via – The code for the shipping carrier used for sending the goods to the customer. It defaults from the customer Order Defaults tab for the address but can be changed on the order. When selected, the name and the automatic method for calculating freight will be loaded from the Shipping Method record. If this carrier does not have a Ship via code, you can still enter the name manually, but freight will need to be entered in the order footer.

FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Sometimes this field is used for other data desired for the order, as FOB information isn't required.

Ship From – The default warehouse code from where items are selected from the details grid in entry. It defaults from the customer Order Defaults tab for the address but can be changed on the order, which does not affect existing items but only newly added items. The warehouse address and contact information is loaded into the Ship From tab.

Carrier – The name of the carrier that shipped this order, which could be the same as the Ship Via description.

Ship Date – The actual ship date of the order.

Tracking – The carriers tracking or waybill number. If the Ship Via code was assigned with a URL link to the carrier's website, the Tracking label converts into a hyperlink that can load the shipping progress for this specific shipment, based on the tracking number.

Contact

Name – A search field used for selecting a customer contact defined on the customer, or enter another name not already saved. When selecting an existing contact name, the phone, cell and email field values will also be loaded where applicable. You can also use the Name lookup to select the contact information for any main or shipto contact for this customer, even if the shipto was not selected for this order.

Order Details

Order Type – There are six different types of sales orders. Each can be assigned a unique numbering sequence and display colour in Company Settings to differentiate each order type. The order type displayed

here also includes the status of the sales order: Open, Deposit, Processed, Shipped or Closed.

- **Sales** – A regular sales order that will have stock immediately committed when the ship quantity values are entered.
- **Booking** – A future order that does not commit inventory until the Required date has been reached.
- **Standing** – An order that typically will be repeated for the customer, perhaps on a regular schedule that you can assign. When a Standing order is shipped and invoiced, the order is not cleared from the list so that it is available for shipping at the next repeat cycle.
- **Quote** – A document for a customer or prospect used to suggest product or service pricing. It does not commit inventory until you change it into a sales order.
- **RMA** – A 'Return Material Authorization' transaction is a customer request to return stock and receive a refund or credit.
- **Work** – You can use for service type orders if you want to have a separate order number sequence than sales orders for merchandise sales.

Order No – An automatically assigned document number from Company Settings, that can be changed if you have another Company Setting enabled.

Order date – The date that the order was taken and first saved, which defaults to today but can be changed to any date. A warning message will appear if you choose a date older than today.

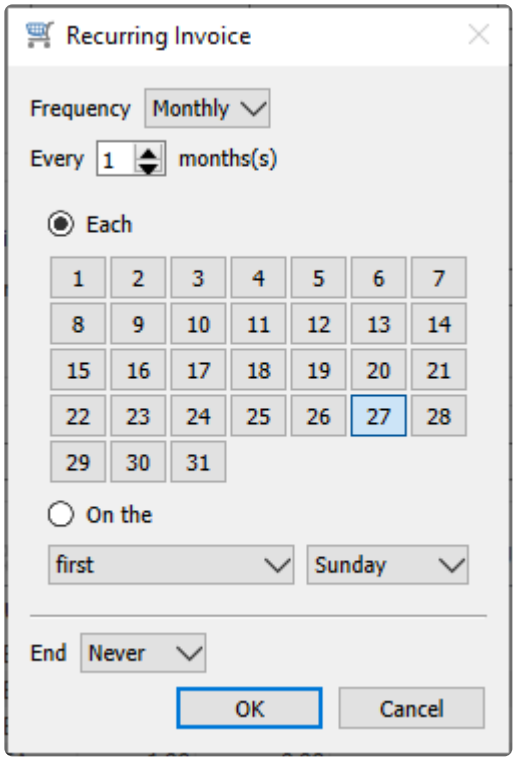
Required Date – The date that the customer want the goods delivered by. The value defaults to today but can be changed to any date, and if edited then a prompt appears to update the required date for all items entered on the order. Booking orders become active when this date is reached. Required Dates are useful you can sort by this date column on the sales order list grid to see what needs to be shipped today.

Invoice Number – An automatically assigned document number from Company Settings when the order is invoiced, that can be changed if another Company Setting is enabled.

Invoice date – The date assigned when the order is invoiced. There is a User Setting that determines the default value and field access:

- **Always Current Date** – The system date is used as the invoice date, which is not changeable while editing a sales order.
- **Current Date Unless Invoice Date is Filled** – The system date is used unless an invoice date was already entered into the field.
- **Ask for the Date Unless Invoice Date is Filled** – A warning message will appear if the Invoice Date field is blank, and continuing will put the focus on the invoice date field for entry.

Repeat – This field is only available for Standing orders, if you want to assign a regular schedule for shipping and invoicing the order. You can select from daily, weekly, monthly, yearly or custom, or none if there is no schedule to repeat. When custom is chosen, you can define the repeat cycle with a few different options that depend on the selected Frequency. Read the Standing Orders manual topic for more information.



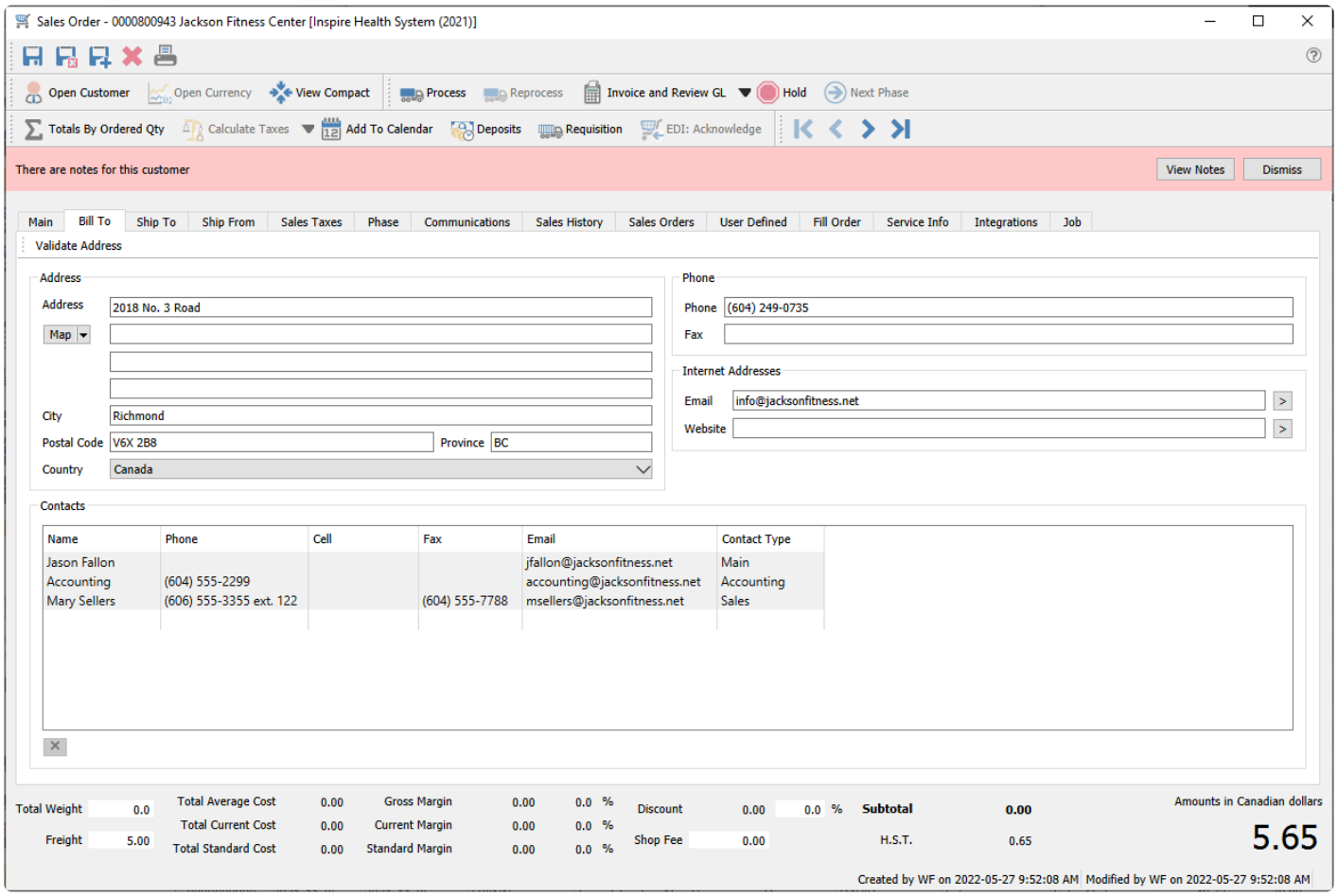
Phase – Select from the list of company-specific statuses, perhaps to indicate the progress of the order before it is shipped. If a report template is included with the selected phase, any report that has that template name will be presented for printing. You can ‘increment’ the phase value to the next one in the sales order phase sequence if one is assigned by using the Next Phase button in the toolbar, which useful when orders must go through a particular sequence of procedures in turn.

Location – If you have Locations enabled in Company Settings, and any of the Revenue, Cost of Sales or Accounts Receivable control accounts are configured with a Location segment, the posted GL transaction will update the accounts with the respective location segment.

Profit Center – If you have Profit Centers enabled in Company Settings, you can choose a code that will be assigned as a GL account segment for Revenue or Cost of Sales when invoices are posted.

Bill To:

This tab displays the customers bill-to information and contacts, added to the order from the customer billing address when it is first created.

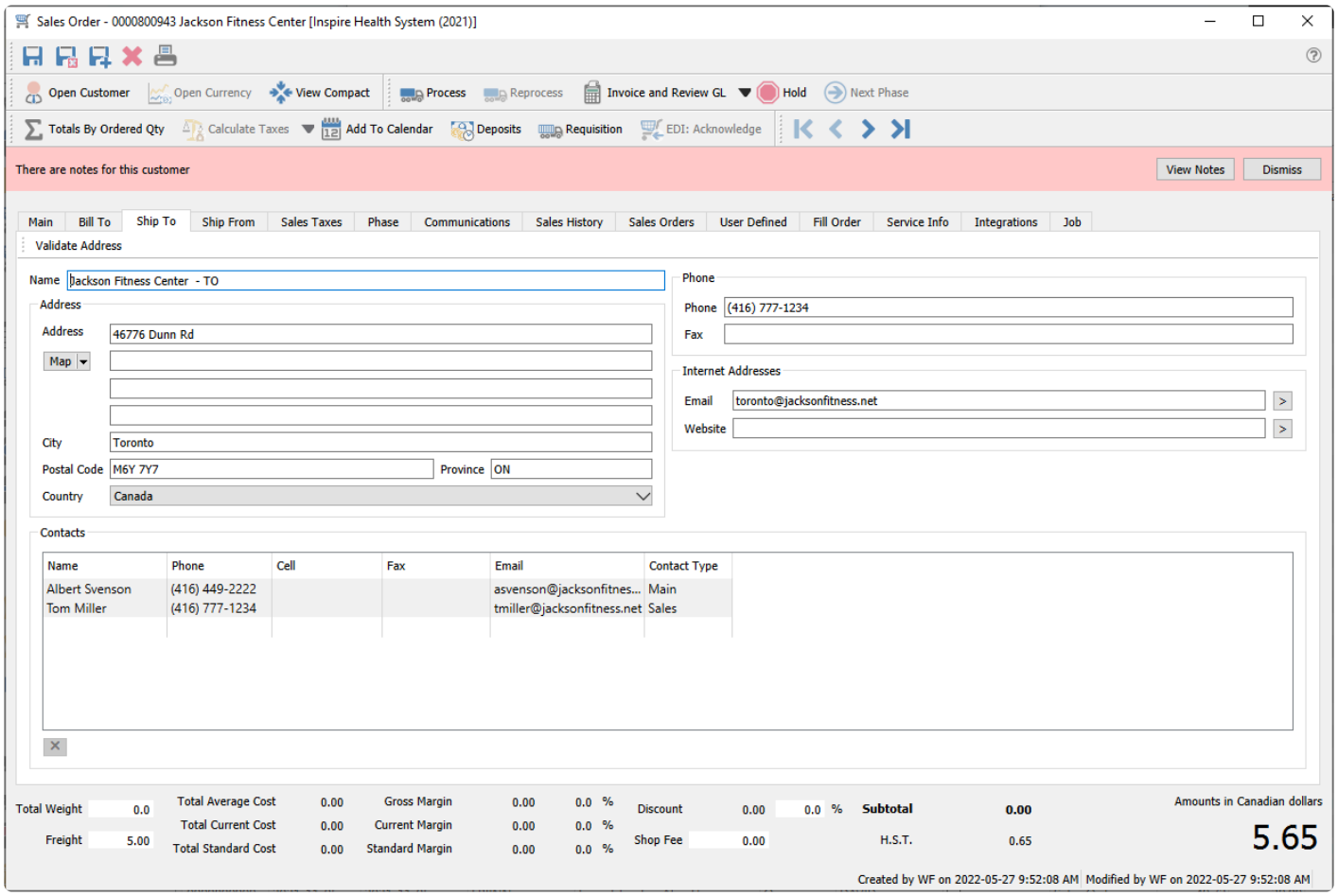


If the customers address or contact information changes, existing orders will no longer match what is in the customer record, including customers email addresses used for order confirmations or invoices. When editing a customer, you can use the Update Orders button to update any open sales orders with the customers new information.

This information can be edited if user security allows.

Ship To:

This tab displays the customers ship-to information and contacts, added to the order from the selected customer shipping address if one was selected on the Main tab, or the customer billing address if no shipping address is selected.

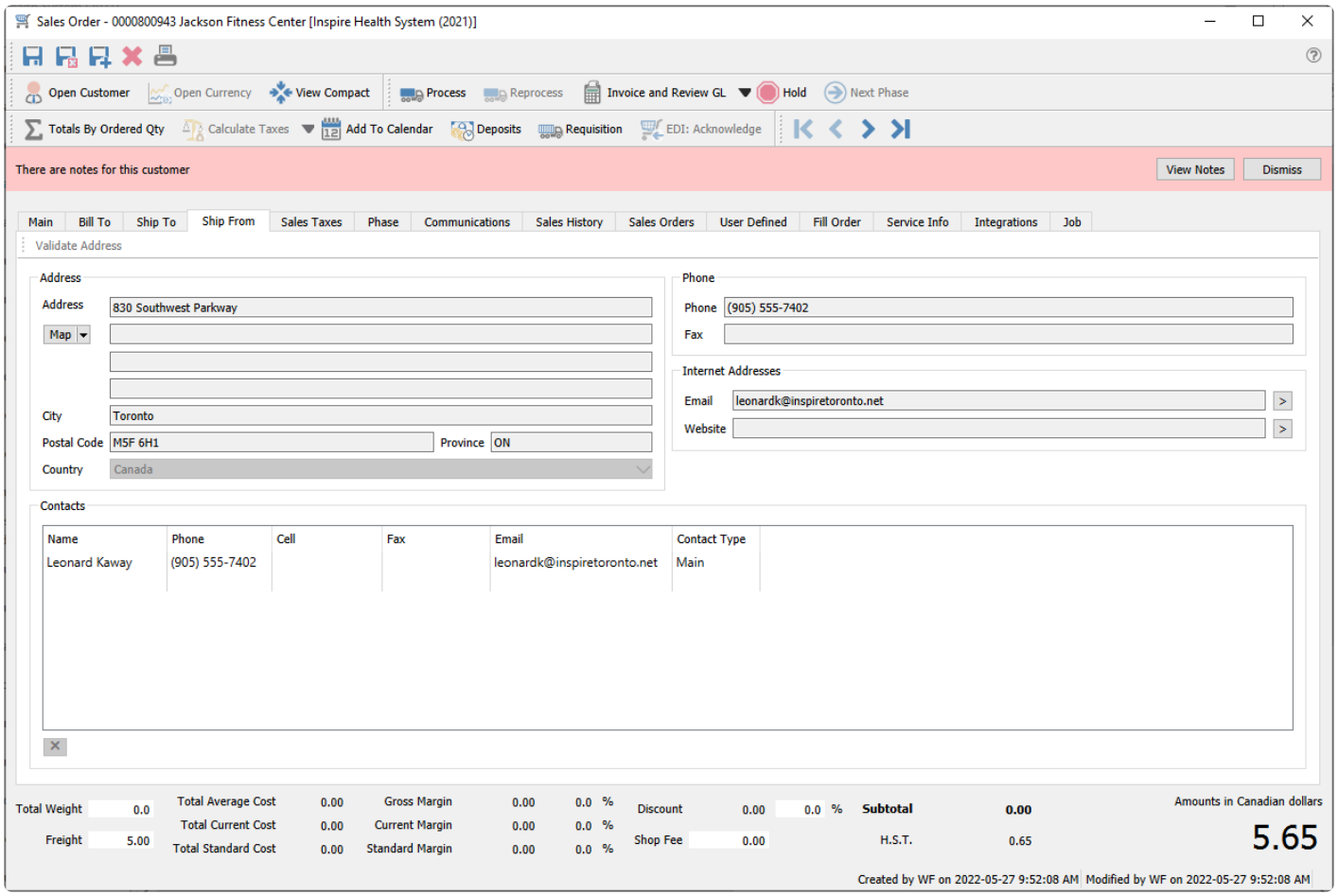


If the customers address or contact information changes, existing orders will no longer match what is in the customer record, including customers email addresses used for order confirmations or invoices. When editing a customer, you can use the Update Orders button to update any open sales orders with the customers new information.

This information can be changed as required, perhaps for a one-time drop-ship address that does not need to be maintained on the customer record.

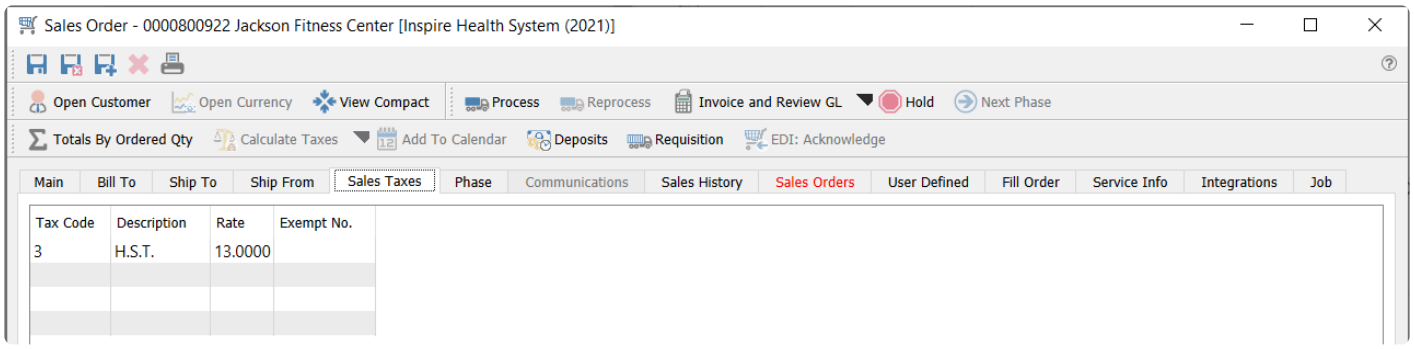
Ship From:

The Ship From tab information is populated by the company address if your company does not maintain separate warehouses, otherwise the information comes from the Warehouse record selected in the Ship From field on the Main tab.



Sales Taxes

This tab displays the customers sales tax jurisdictions, defaulted from the Sales Taxes setting from the customer address when the order is first created. They can be changed for a specific sales order if required.



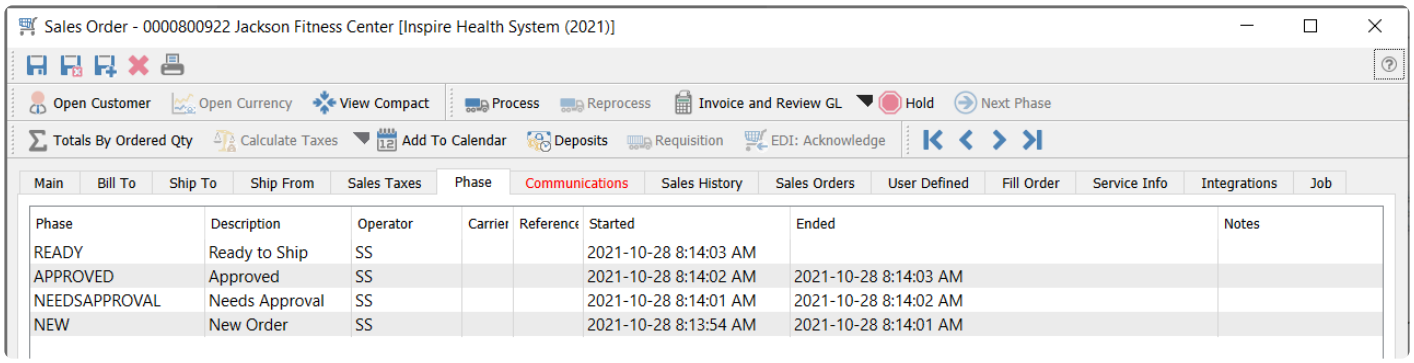
Because default Sales Tax codes can be assigned to customer addresses, changing the shipping address could potentially change the tax codes and thus the tax calculated for the order.

Info

Note: The Info tab was removed from Sales Orders in Spire 3.7. All the Info details above have been moved to the Main tab of the Sales Order.

Phase

This tab displays each phase that an order has gone through, including the starting and ending dates and times of each phase.

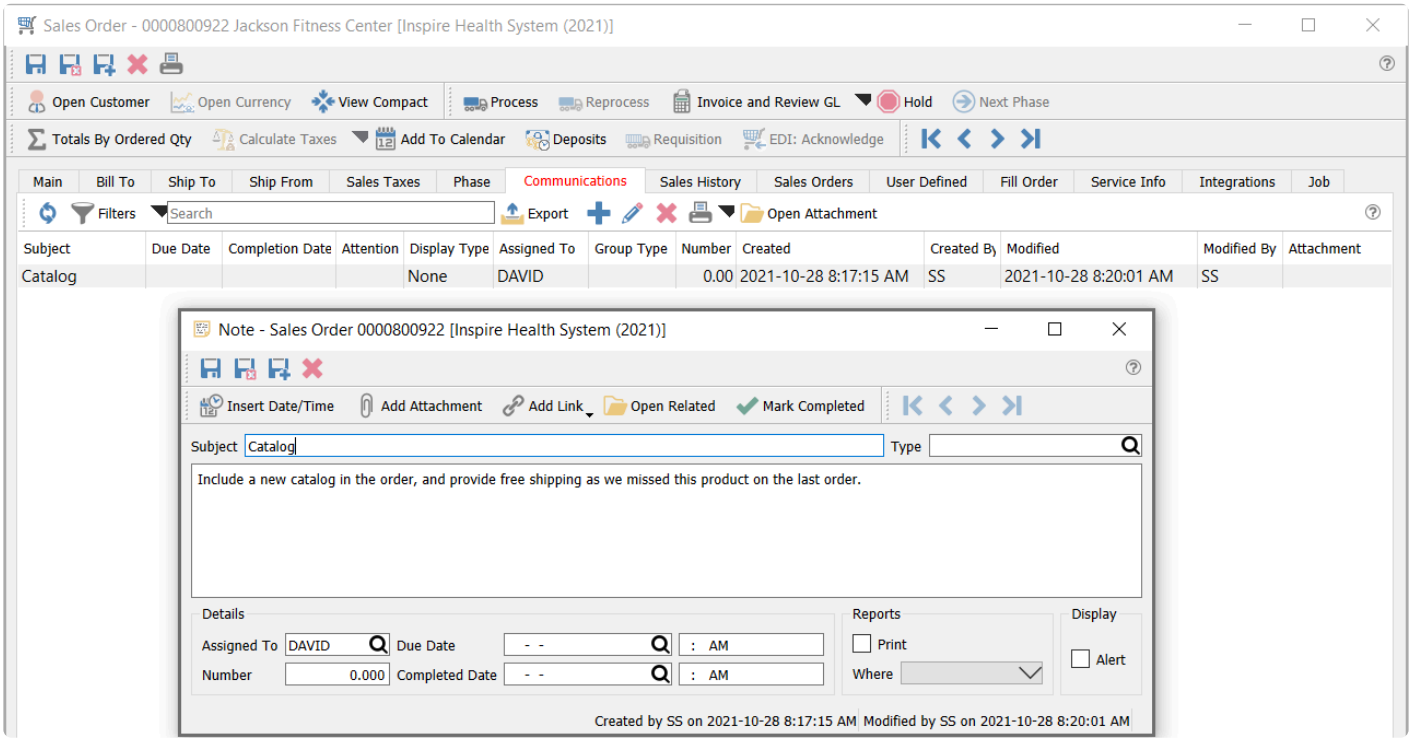


You can edit the start and end time if necessary, to make corrections. You can also include a reference or notes for any phase, and the Carrier if the phase required shipping. This information can be included on customized reports for tracking purposes.

When this order is invoiced, all phase information is maintained on the Sales History invoice.

Communications

Any number of communication notes or alerts can be added to an order, to track customer conversations or anything important to be remembered. Read the Communications manual topic for additional information.



Insert Date/Time – The system date and time will be added to the text memo box at the end of the entered text.
Add Attachment – Include a link to a saved file such as an Excel spreadsheet or an image.
Add Link – Include a link to a Web URL or a saved file. A linked-to file should ideally be a location available to all users.
Open Related – Opens the module and record for the source of the message.
Mark Completed – Click this to set the Completed Date and Time values from the system.

Subject – The subject the user put on the communication.
Group Type – Choose from a list of company-specified Note types to categorize the note. For example, “Follow-Up” or “Important”.

The text memo box is where the note information is entered, and under this is listed all attachments which can be opened by clicking the one desired to access.

Details

Assigned To – The user’s name that the communication is assigned to.
Number – Extra numeric field, used for reporting purposes.
Due Date – Fields for the date and time when the assigned communication is due for completion.

Completed Date – Fields for the date and time when the communication was marked as completed.

Reports

Print – Enabling this option will printed the note text on whichever form was selected for Display Type.
Display Type – The form that this communication should print on. For example on Invoices or Purchase Orders.

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

Display

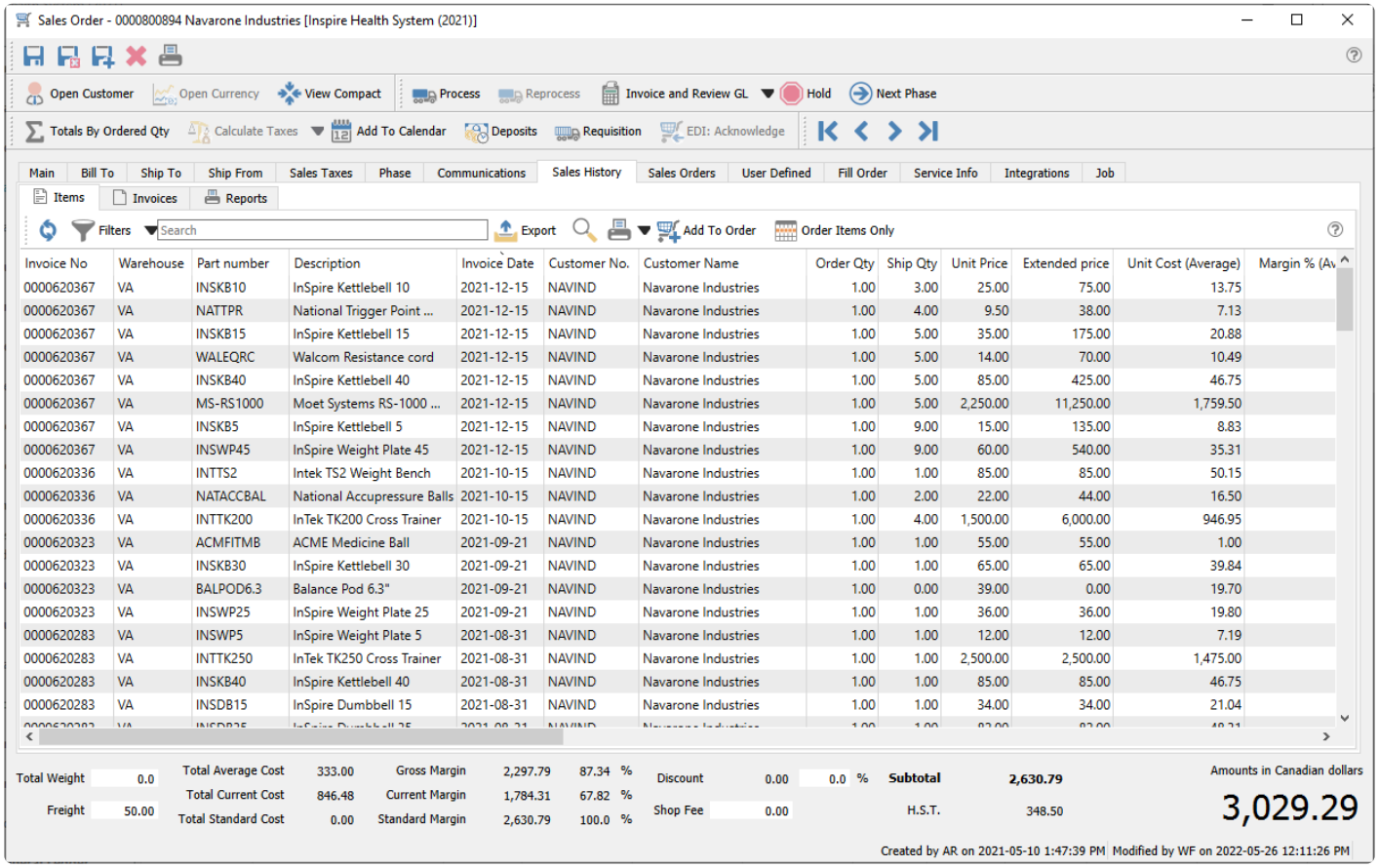
Alert – Enabling this option will pop up the note text in an alert window when editing the sales order.

Sales History

This tab allows you to see all historical sales invoices for this customer, not yet completed and closed to history. There are two sub-tabs, one for the list of invoices and the other for the list of items from those invoices. On either sub-tab you can search for, filter or export records of interest, and double-click a row to open the Sales History invoice in a new window.

F7 is a shortcut / Hotkey to move between the Sales History tab and the Main order tab.

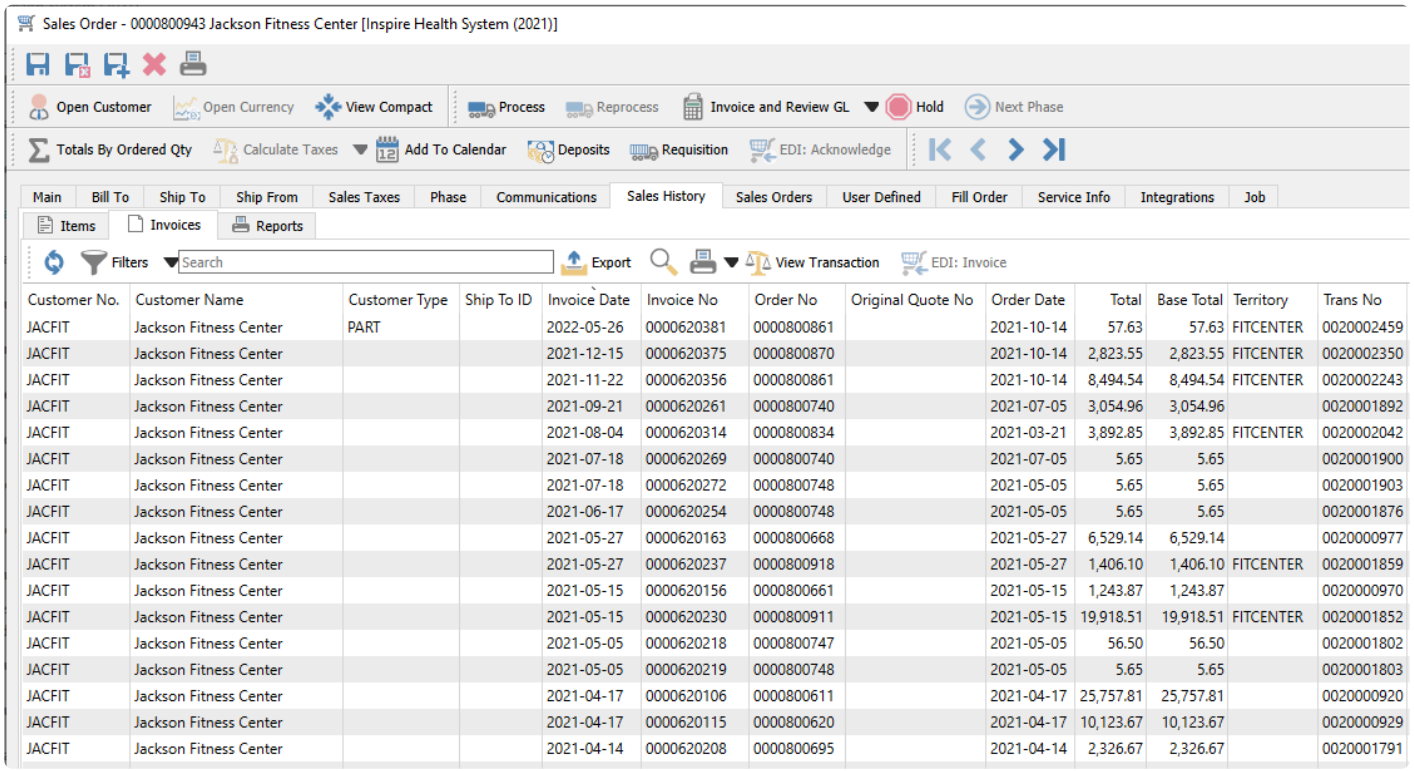
Sales History Items



Add to Order – Multi-select items from this grid and click add the selected items to this order.

Order Items Only – Toggle this button on to display only those items that appear on previous invoices for this customer, typically to compare item prices and costs. Toggle this button off to see all items from all history invoices, whether or not they are on this order. The selection will be remembered for the next order you create or edit.

Sales History Invoices



Customer No.	Customer Name	Customer Type	Ship To ID	Invoice Date	Invoice No	Order No	Original Quote No	Order Date	Total	Base Total	Territory	Trans No
JACFIT	Jackson Fitness Center	PART		2022-05-26	0000620381	0000800861		2021-10-14	57.63	57.63	FITCENTER	0020002459
JACFIT	Jackson Fitness Center			2021-12-15	0000620375	0000800870		2021-10-14	2,823.55	2,823.55	FITCENTER	0020002350
JACFIT	Jackson Fitness Center			2021-11-22	0000620356	0000800861		2021-10-14	8,494.54	8,494.54	FITCENTER	0020002243
JACFIT	Jackson Fitness Center			2021-09-21	0000620261	0000800740		2021-07-05	3,054.96	3,054.96		0020001892
JACFIT	Jackson Fitness Center			2021-08-04	0000620314	0000800834		2021-03-21	3,892.85	3,892.85	FITCENTER	0020002042
JACFIT	Jackson Fitness Center			2021-07-18	0000620269	0000800740		2021-07-05	5.65	5.65		0020001900
JACFIT	Jackson Fitness Center			2021-07-18	0000620272	0000800748		2021-05-05	5.65	5.65		0020001903
JACFIT	Jackson Fitness Center			2021-06-17	0000620254	0000800748		2021-05-05	5.65	5.65		0020001876
JACFIT	Jackson Fitness Center			2021-05-27	0000620163	0000800668		2021-05-27	6,529.14	6,529.14		0020000977
JACFIT	Jackson Fitness Center			2021-05-27	0000620237	0000800918		2021-05-27	1,406.10	1,406.10	FITCENTER	0020001859
JACFIT	Jackson Fitness Center			2021-05-15	0000620156	0000800661		2021-05-15	1,243.87	1,243.87		0020000970
JACFIT	Jackson Fitness Center			2021-05-15	0000620230	0000800911		2021-05-15	19,918.51	19,918.51	FITCENTER	0020001852
JACFIT	Jackson Fitness Center			2021-05-05	0000620218	0000800747		2021-05-05	56.50	56.50		0020001802
JACFIT	Jackson Fitness Center			2021-05-05	0000620219	0000800748		2021-05-05	5.65	5.65		0020001803
JACFIT	Jackson Fitness Center			2021-04-17	0000620106	0000800611		2021-04-17	25,757.81	25,757.81		0020000920
JACFIT	Jackson Fitness Center			2021-04-17	0000620115	0000800620		2021-04-17	10,123.67	10,123.67		0020000929
JACFIT	Jackson Fitness Center			2021-04-14	0000620208	0000800695		2021-04-14	2,326.67	2,326.67		0020001791

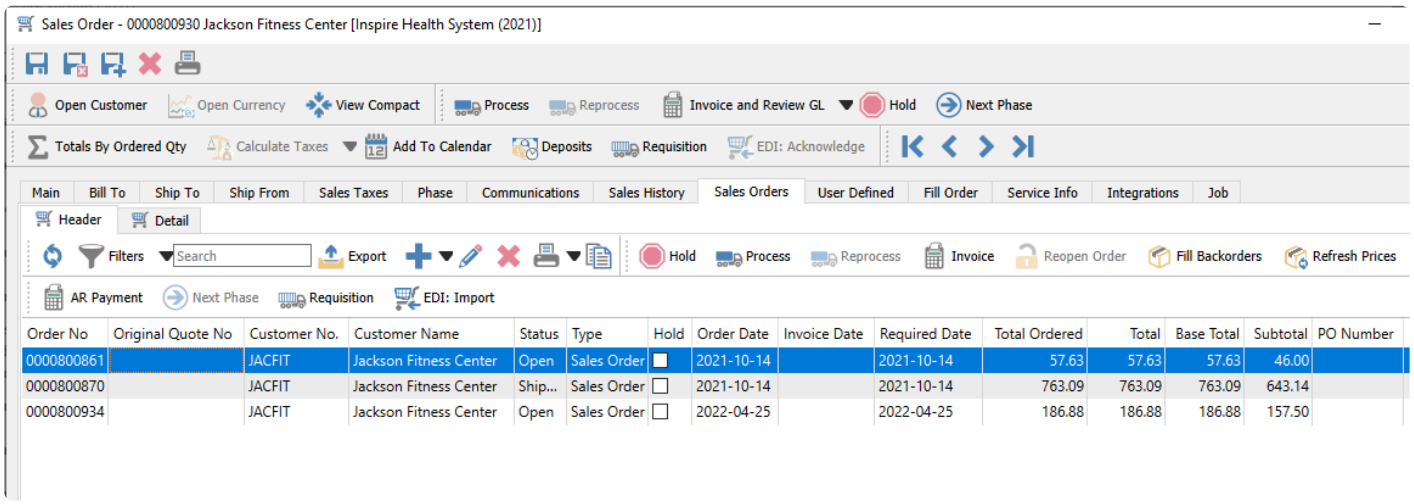
View Transaction – Open a new window with the General Ledger entry created when this invoice was posted.

EDI: Invoice – A function used with 3rd party EDI applications.

Sales Orders

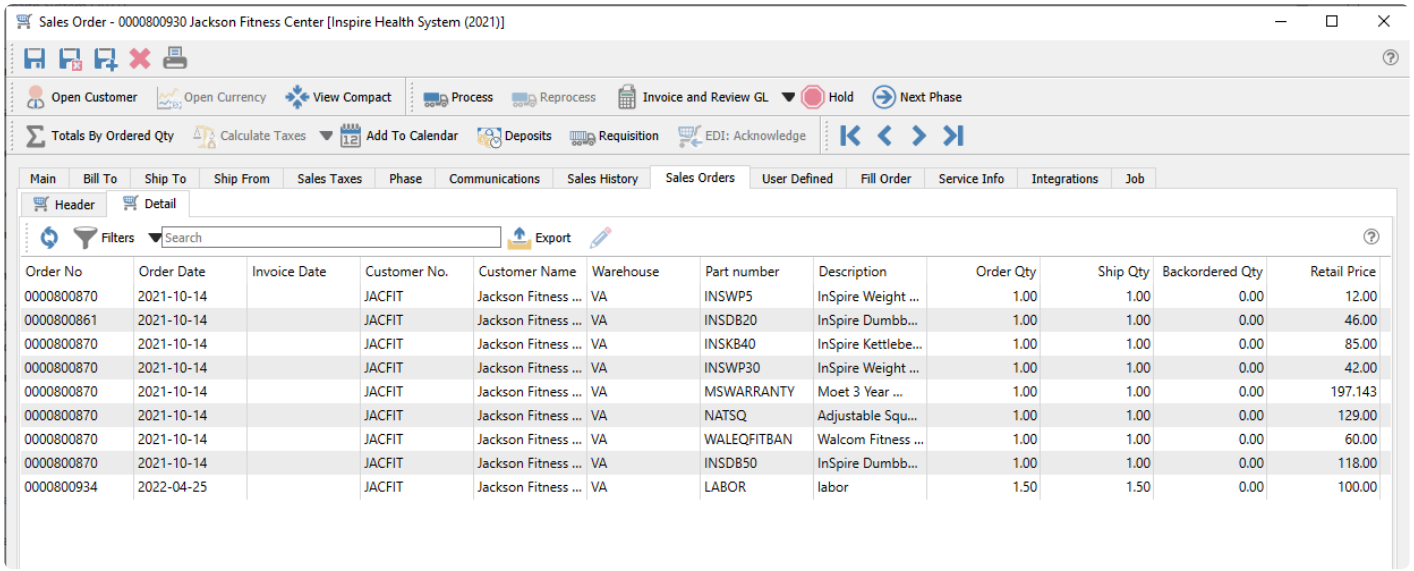
This tab allows you to see all outstanding sales orders for this customer, not yet completed and closed to history. There are two sub-tabs, one for the list of orders and the other for the list of items on all of these orders. This is helpful to make sure you are not duplicating an order that someone else has already entered for this customer. On either sub-tab you can search for, filter or export records of interest, and double-click a row to open the Sales Order in a new window.

Sales Order Header



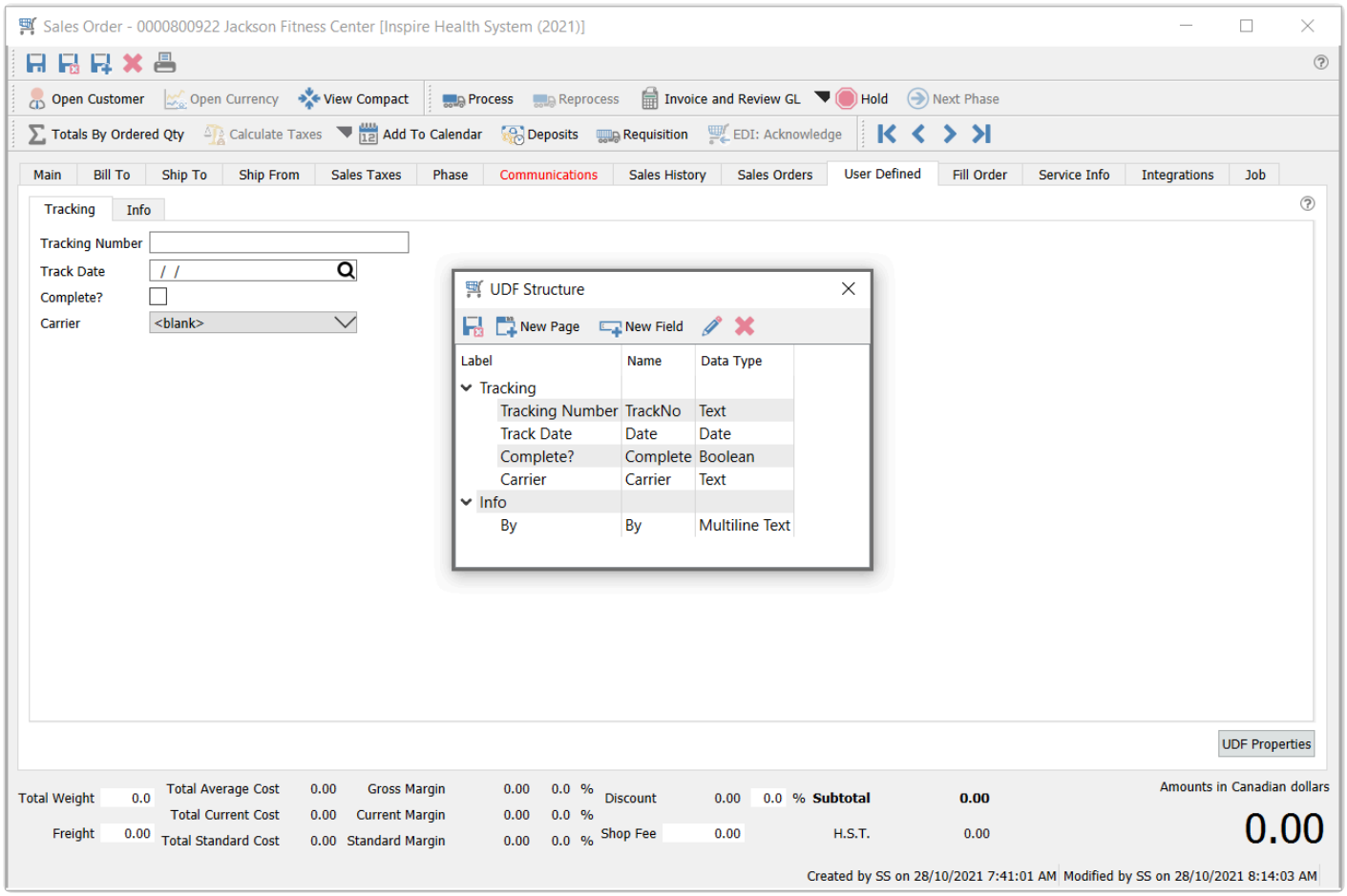
You can also highlight an order and process it similarly to what is possible from the main order list. This can be helpful if a customer has multiple outstanding sales orders that you plan on combining into a single shipment, or if you need to update all orders for this customer in some similar fashion, making it easy to locate them all and ensure none are missed.

Sales Order Details



User Defined

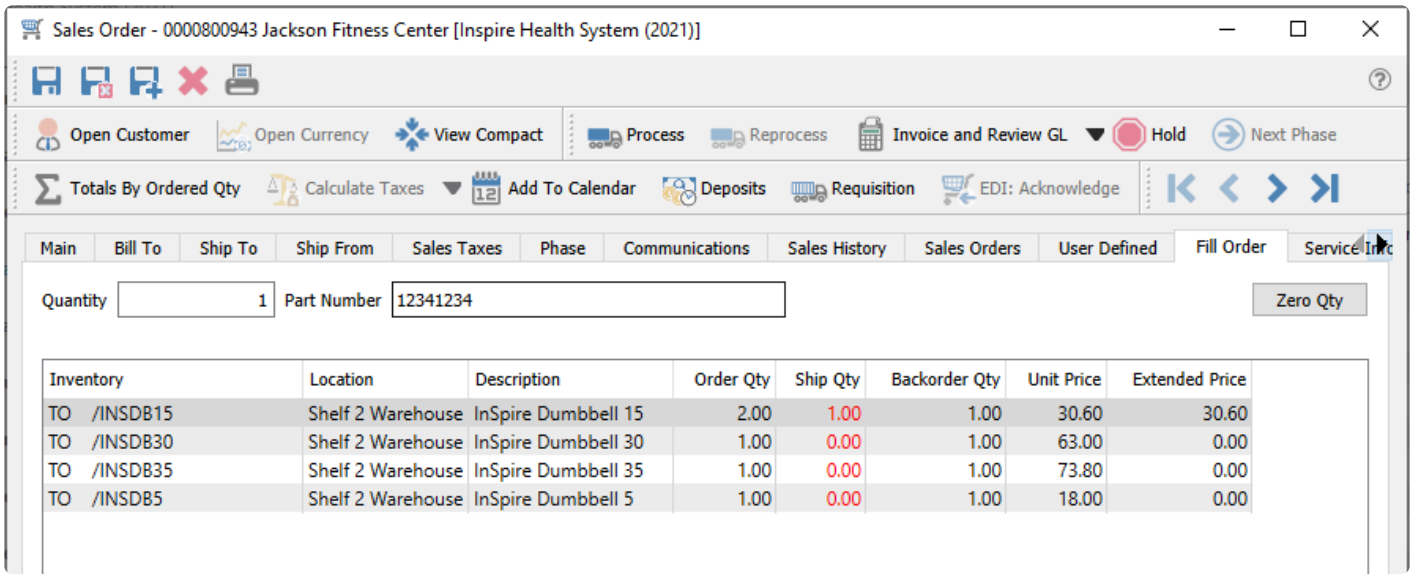
If you use the User Defined Fields optional add-on module, this allows you to add any number of extra fields to a sales order that pertain to your sales orders for your business.



User Defined fields allows you to add any number of extra fields to a sales order that pertain to your sales orders for your business. To be able to edit the design of the UDF (User Defined Fields) the user needs to have the correct security access. Read the User Defined Fields manual topic for more information.

Fill Order

This screen allows the user to scan item barcodes as they are being selected for shipping, incrementing the Ship Qty for each scan.



From here you can scan in the items as they are being shipped. To initialize the shipped quantities, click the Zero Qty button, setting them all to zero and displaying them in red font colour. Then scan the item barcode to increment the Ship Qty of any existing item by the value in the Quantity field. You will not be able to scan a new item that is not already on the order, nor scan it item to result in a Ship Qty greater than the Order Qty – an alert sound will occur with the error message in both cases.

When an item scan has been done to make the Ship Qty equal to the Order Qty, the font colour will become blank instead of red, indicating that this line is complete.

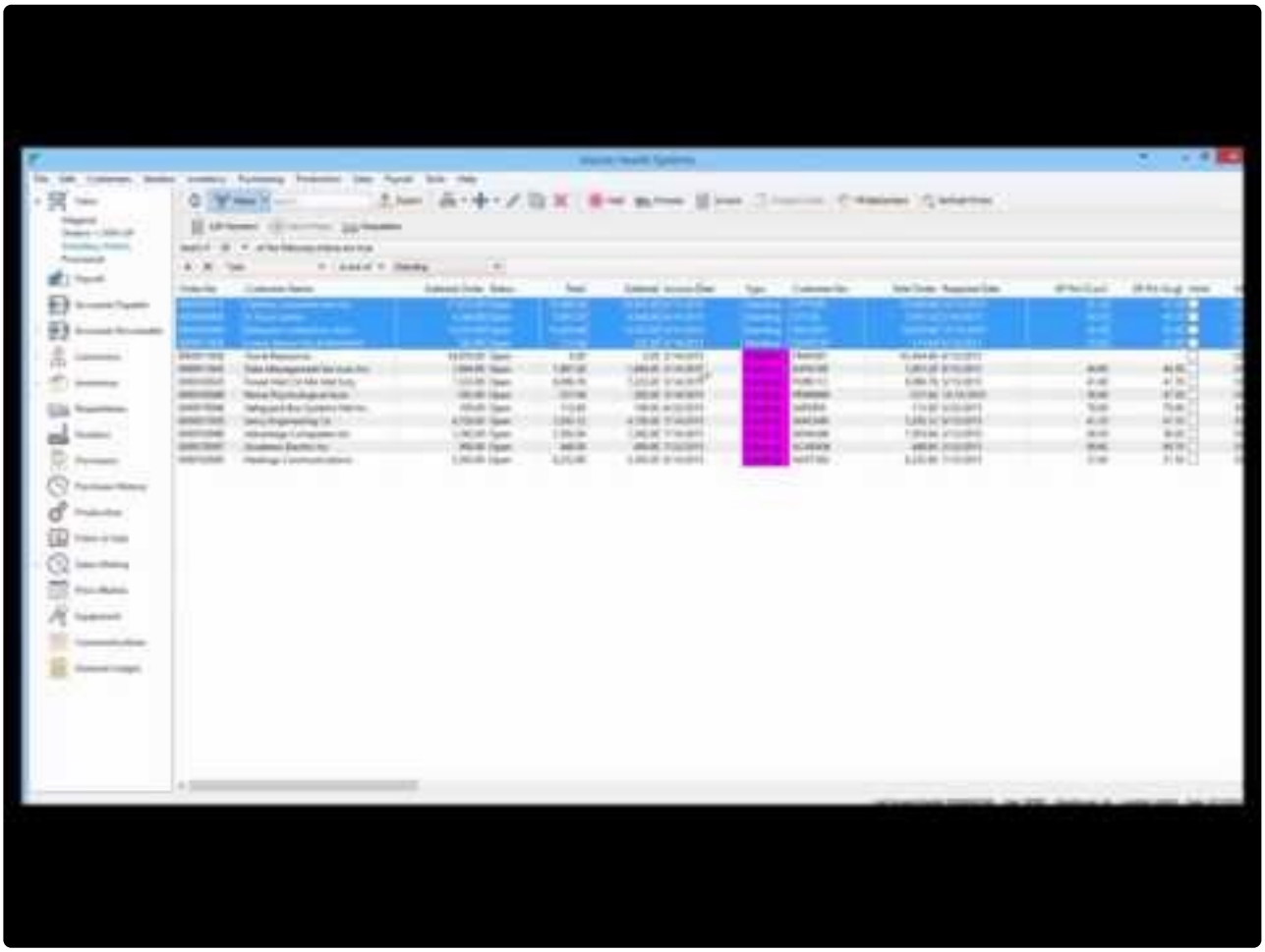
Standing Orders

Repeat Cycles

Standing orders will typically will be repeated for the customer, perhaps on a regular schedule that you can assign using the Repeat field on the order. When a Standing order is shipped and invoiced, the order is not cleared from the list so that it is available for re-use at the next required invoice date, calculated from the repeat interval.

This can be most efficiently processed by listing standing orders on the order list, and sorting or filtering by the Invoice Date column to see which invoices need to be created today or this week.

Video Instruction – How to use standing orders to create regular recurring sales invoices.



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

Committing and Shipping Items on Standing Orders

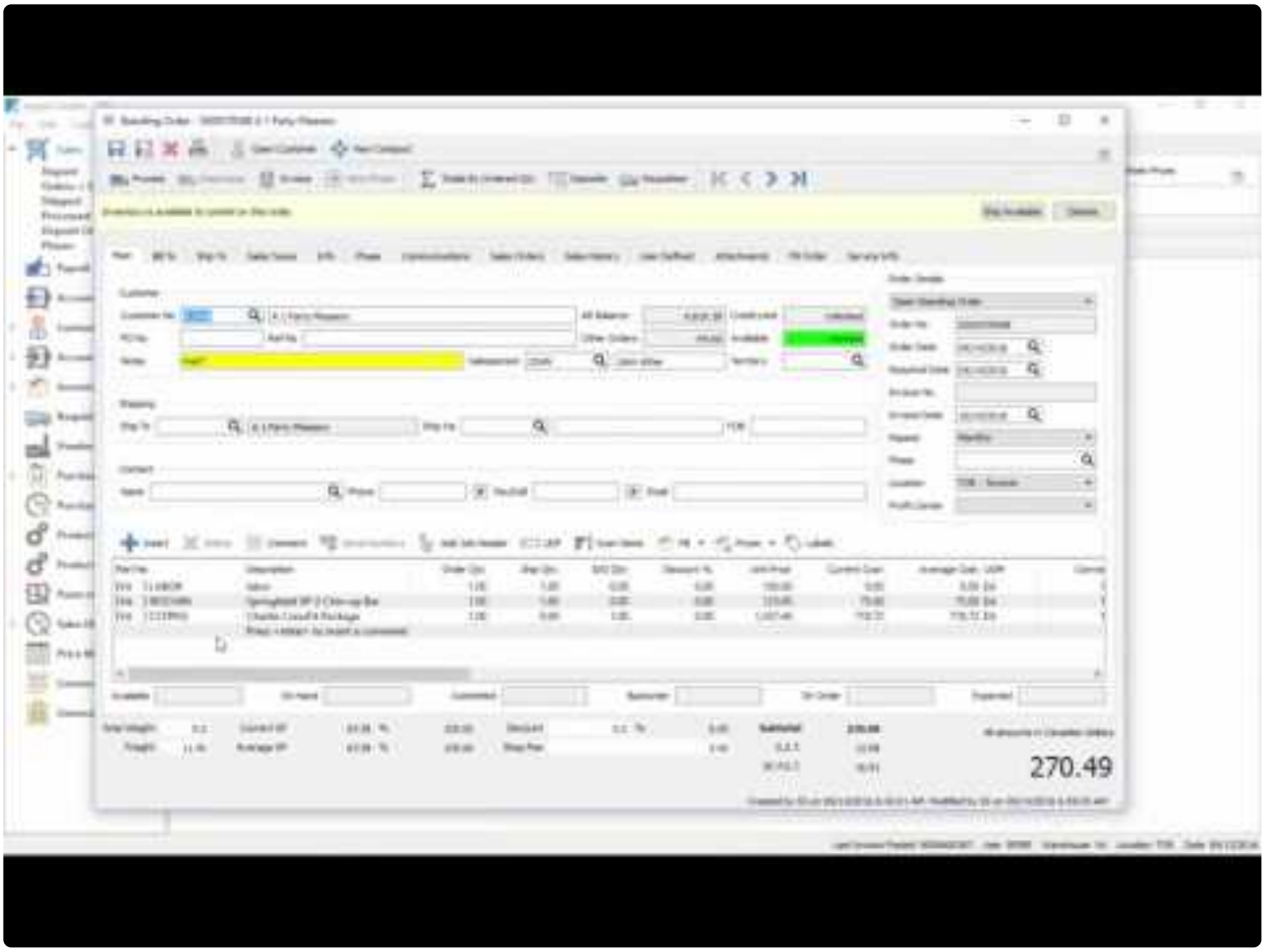
Often, standing orders are created with non-physical items that do not require inventory quantity on hand for invoice processing, but it may be that a customer requires regular shipping of particular goods. You need to

have a proper process in place to ensure you have enough stock on hand to fulfill these recurring orders. After invoicing a standing order, both the shipped and backordered quantities for all order details are zero, so that item quantity is not committed earlier than it needs to be. In order to process the next invoice correctly, you need to assign quantity shipped to all details that you want to include on the next invoice.

You can work from the sales order list to manage a group of standing orders, setting the shipped quantity for each and invoicing them together rather than individually.

- Create a filter that just shows the standing orders, so that you more easily locate those that require invoicing.
- It is helpful to have the Backordered column visible, to see which items cannot currently be shipped. Note that a standing order that does not display a backorder checkmark simply means there is nothing on backorder. It does not mean that there is quantity to ship and ready to invoice.
- To set quantity shipped on all orders for which you want to generate invoices, highlight these orders and click the Fill Backorders button on the toolbar. This will check for availability of all items and assign quantity shipped or backordered as determined. Because the Backordered column on the order displays a checkmark when at least one detail has quantity backordered, it is easy to see which standing orders cannot be completely fulfilled.
- If any of your standing orders has been marked with the Backordered status, you need to be set shipped quantity so that you can ship and invoice items. Perhaps you need to purchase and receive or produce more stock so that backordered quantities can be removed. Perhaps you need to assign an alternate item number if appropriate to do so. Or as a last resort, assign shipped quantity even though there is no enough on hand, if you have user security rights to do this, though this is not generally an advisable procedure to follow as it could cause item costing problems.
- Highlight all orders to be invoiced and click the Invoice button on the toolbar. All details with shipped quantities will be included on each invoice, and details on backorder or with zero shipped quantity will be skipped.
- After invoicing, all physical items on standing orders will have shipped and backordered quantities reset to zero. Non-physical items will have the shipped quantity retained as they do not require to be checked for available quantity on hand.

Video instruction – How Spire handles quantities on standing orders.

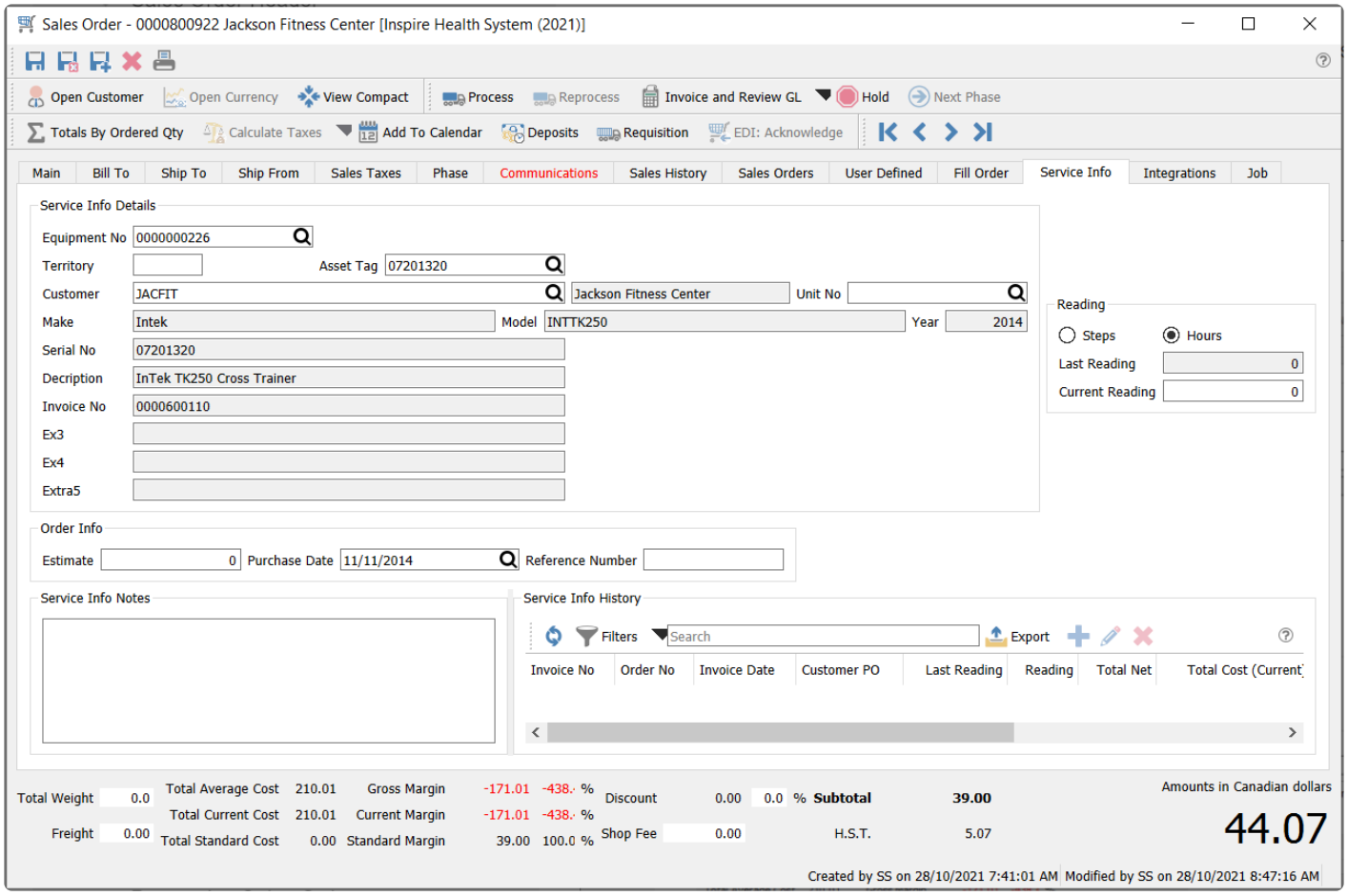


https://www.youtube.com/embed/ZyrbgSRI28E?rel=0

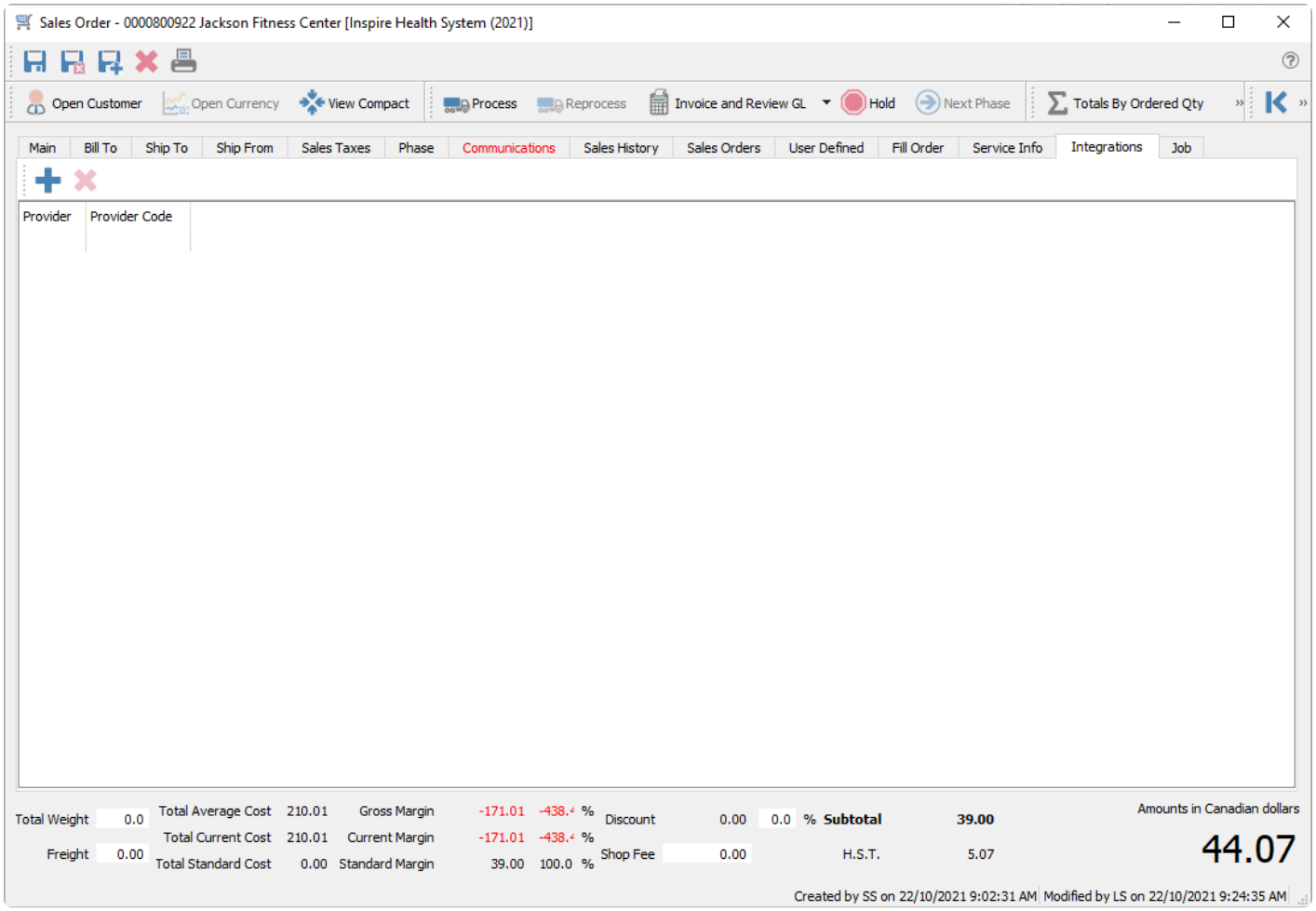
Service Info

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



Integrations Tab

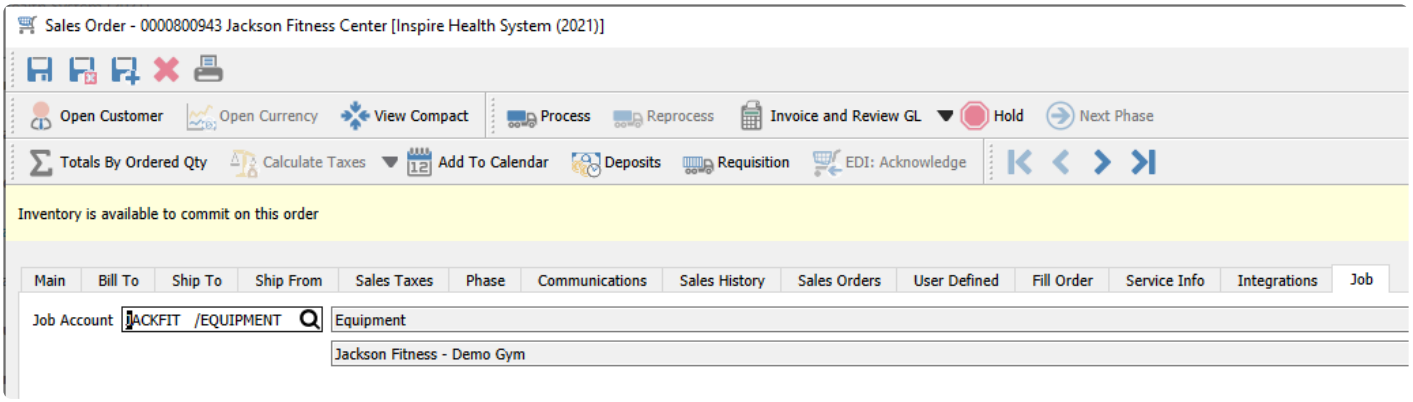


For more details please refer to the topic Integrations of the manual.

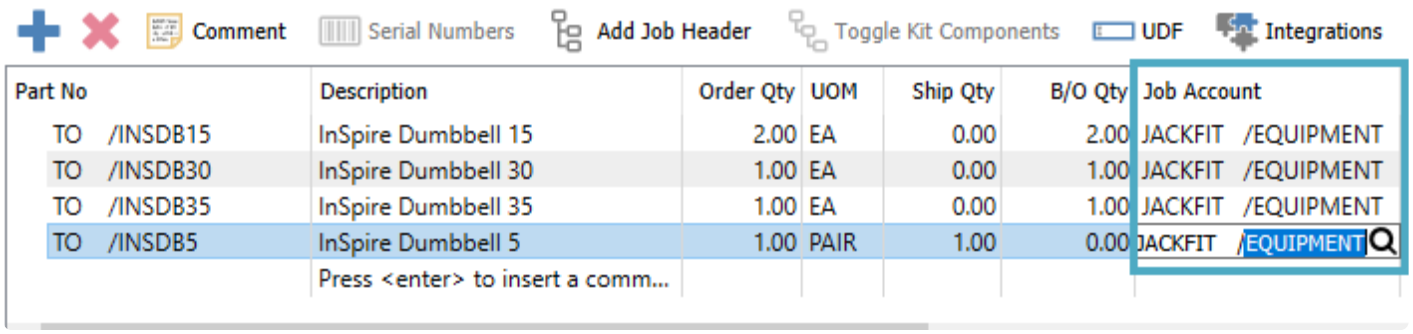
Job

Sales orders can be associated with a customer job, with posted invoices updating the recognized revenue and expenses for the job and account sub-category.

To select a job for a sales order, you can select the job and account from the Job tab. When selected, each line of the order will be populated with the selected job and account.



You can assign different jobs or accounts on order details, if items will be assigned to different jobs.

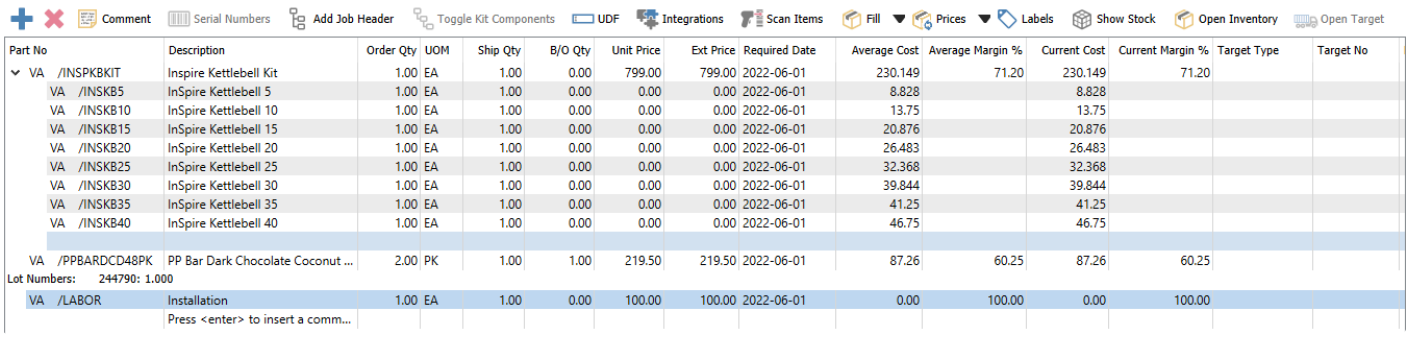


When an invoice with job information on items is posted, this will update the respective jobs and accounts for Income amounts from sales and Expense amounts from cost of sales.

For more details about Job and Account setup, read the manual topic for more information.

Sales Order Details

On the Main tab of sales orders is the grid where you enter and maintained the items and other details for the order. Above the grid is a toolbar specific to the details grid where you can inquire on information about these inventory items or perform functions on the details.

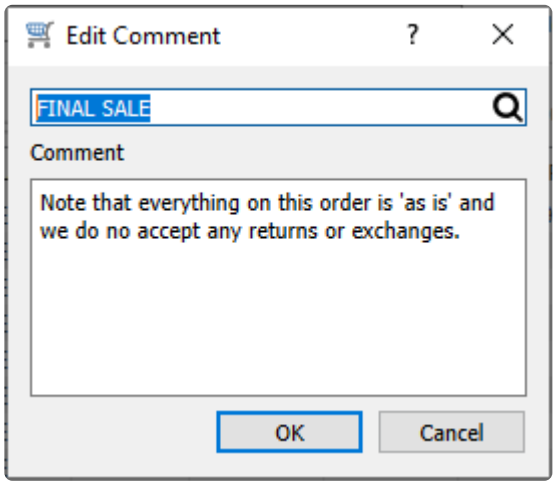


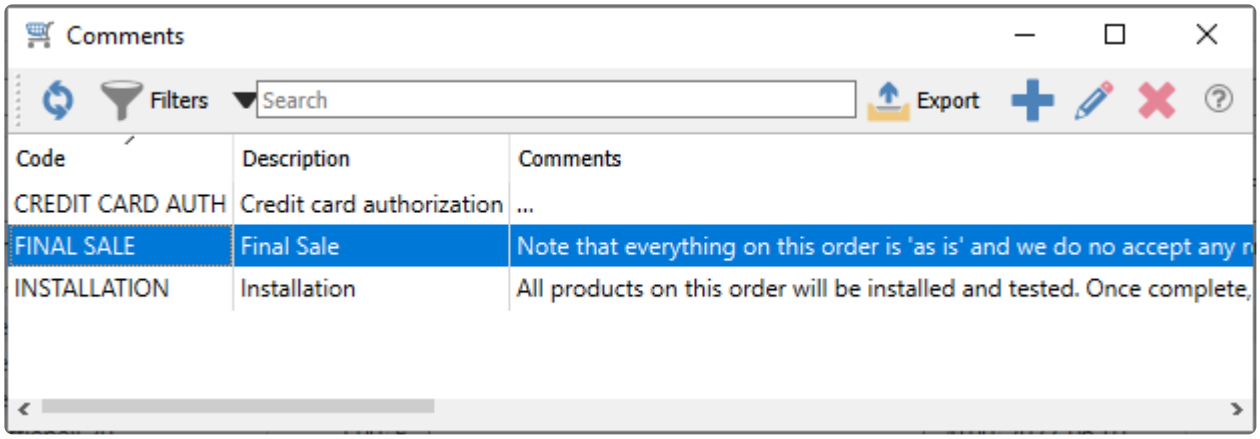
Part No	Description	Order Qty	UOM	Ship Qty	B/O Qty	Unit Price	Ext Price	Required Date	Average Cost	Average Margin %	Current Cost	Current Margin %	Target Type	Target No
VA /INSPKBKIT	Inspire Kettlebell Kit	1.00	EA	1.00	0.00	799.00	799.00	2022-06-01	230.149	71.20	230.149	71.20		
VA /INSKB5	InSpire Kettlebell 5	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	8.828		8.828			
VA /INSKB10	InSpire Kettlebell 10	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	13.75		13.75			
VA /INSKB15	InSpire Kettlebell 15	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	20.876		20.876			
VA /INSKB20	InSpire Kettlebell 20	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	26.483		26.483			
VA /INSKB25	InSpire Kettlebell 25	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	32.368		32.368			
VA /INSKB30	InSpire Kettlebell 30	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	39.844		39.844			
VA /INSKB35	InSpire Kettlebell 35	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	41.25		41.25			
VA /INSKB40	InSpire Kettlebell 40	1.00	EA	1.00	0.00	0.00	0.00	2022-06-01	46.75		46.75			
VA /PPBARDCD48PK	PP Bar Dark Chocolate Coconut ...	2.00	PK	1.00	1.00	219.50	219.50	2022-06-01	87.26	60.25	87.26	60.25		
Lot Numbers: 244790: 1.000														
VA /LABOR	Installation	1.00	EA	1.00	0.00	100.00	100.00	2022-06-01	0.00	100.00	0.00	100.00		
	Press <enter> to insert a comm...													

Add / Insert – Create a new line for adding a new item, with the new line inserted immediately above the highlighted line in the grid. If you do not select an item code, you can do this to insert a blank line that can be visually helpful for organizing entry or printing on report forms. You can also add new items at the end of the list either by clicking in the cell under the last part number, or by pressing the Enter key when the last item row is highlighted.

Delete – Deletes the highlighted line. Only one row can be deleted at a time.

Comment – Add or insert text to the detail section of the order, either for customer instructions or when more text is needed than fits in the memo column. Click to open a window for entering as much text as you want. If you have information that you regularly include as comments, select a pre-defined record that has this text to include, for either sales or purchase orders. You can also create new comment records from here.

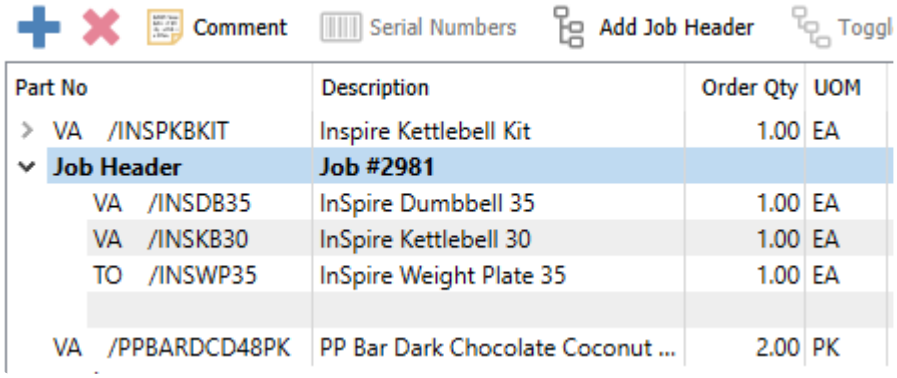




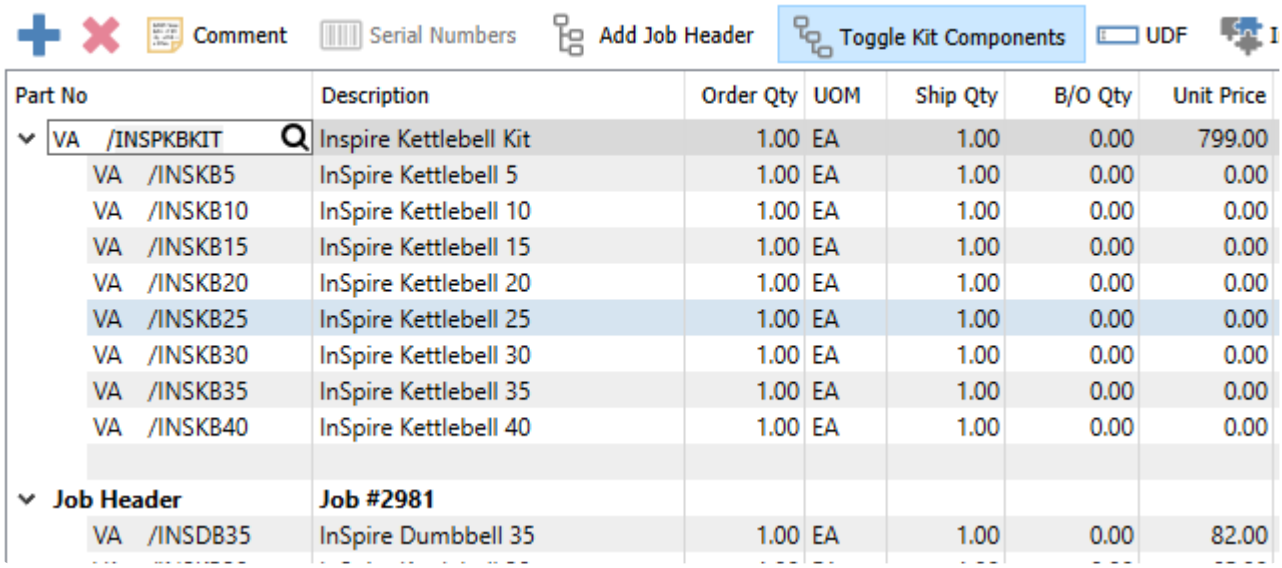
Serial Numbers – When an item that supports serial numbers or lot numbers is highlighted, this button will be active for use. Serial or lot numbers must be assigned for every quantity shipped, and this may have automatically happened based on the inventory item configuration. Click this button to choose the required serial or lot numbers, even if they were automatically determined.

> ! Note: If a serial / lot number is not selected after the quantity shipped is entered, the inventory item will still get committed. However, the serial / lot must be selected prior invoicing or the item will be backordered and no longer committed. .

Add Job Header – A Job Header can be inserted to contain a group of items for organization, with sub-header text and a subtotal amount on printed forms. After inserting a job header, you need to add new item details directly underneath in order to assign them to the group. These items can be expanded or suppressed from display by toggling the arrowhead next to the job header.



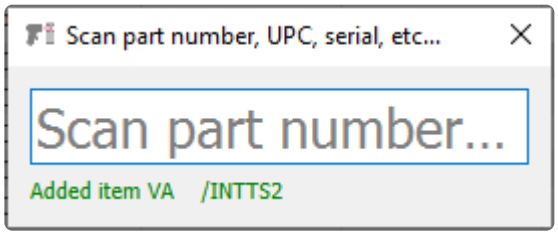
Toggle Kit Components – When a Kitted-type item is highlighted, this button will be active for use. When selected, the kitted item components are available for display and printing on reports and forms. New components can be added, and existing components can be modified or removed. Also, an arrowhead is available to the left of the kit item number, which allows you to suppress the components in the details grid but still be able to print them on reports. When the Kit Components button is untoggled, all components are suppressed from display, editing or printing – only the kitted item itself is visible.



Part No	Description	Order Qty	UOM	Ship Qty	B/O Qty	Unit Price
VA /INSPKBKIT	Inspire Kettlebell Kit	1.00	EA	1.00	0.00	799.00
VA /INSKB5	InSpire Kettlebell 5	1.00	EA	1.00	0.00	0.00
VA /INSKB10	InSpire Kettlebell 10	1.00	EA	1.00	0.00	0.00
VA /INSKB15	InSpire Kettlebell 15	1.00	EA	1.00	0.00	0.00
VA /INSKB20	InSpire Kettlebell 20	1.00	EA	1.00	0.00	0.00
VA /INSKB25	InSpire Kettlebell 25	1.00	EA	1.00	0.00	0.00
VA /INSKB30	InSpire Kettlebell 30	1.00	EA	1.00	0.00	0.00
VA /INSKB35	InSpire Kettlebell 35	1.00	EA	1.00	0.00	0.00
VA /INSKB40	InSpire Kettlebell 40	1.00	EA	1.00	0.00	0.00
Job Header	**Job #2981**					
VA /INSDB35	InSpire Dumbbell 35	1.00	EA	1.00	0.00	82.00

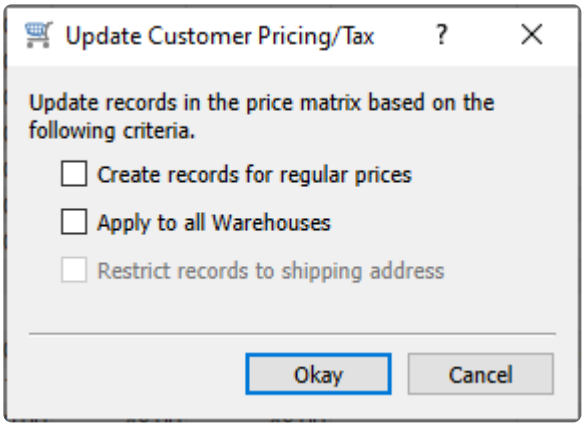
UDF – Include User Defined Field information for order details, where each line of the sales order can have unique information. The UDF structure can also be edited from here if user security settings allow this.

Scan Items – Activate scanning item barcodes for adding new items to the order. When this screen is open, scan an item and it will be added to the order with quantity 1, and the dialog will remain open to continue scanning. If you first type a quantity value and the multiplier character in Company Settings (usually *), scanning adds the item with that quantity to the order. You can also directly scan a serial or lot number and the item with that number is added to the order.



Fill – Assign quantity shipped to any items that currently have quantity on backorder and has available stock. The arrow to the right of this button allows you to choose from the entire sales order, just the highlighted item, or items on the order that support serial / lot numbers.

Prices – Refresh all prices from the inventory items or the price matrix for this customer. The arrow to the right of this button allows you to choose from refreshing prices for all items on the order or just the one highlighted, or storing the selected item or all item prices on new or updated customer price matrix records. There is also the option to store either the selected or all prices on the order to the customers price file (price matrix). When you choose to store prices, you will be asked if you want to store pricing for the customer even for regular prices, and if this price applies to all warehouses or just the one currently on this order. And if a shipping address was selected for this order, another option becomes active, to only store prices for this ship-to address and no other addresses.



Labels – Opens the Print Labels screen to select quantities of labels to print for each item. Read the Print Labels manual topic for more information.

Show Stock – Opens a window that displays the Available, On Hand and other quantities for the highlighted item for every warehouse it has been created.

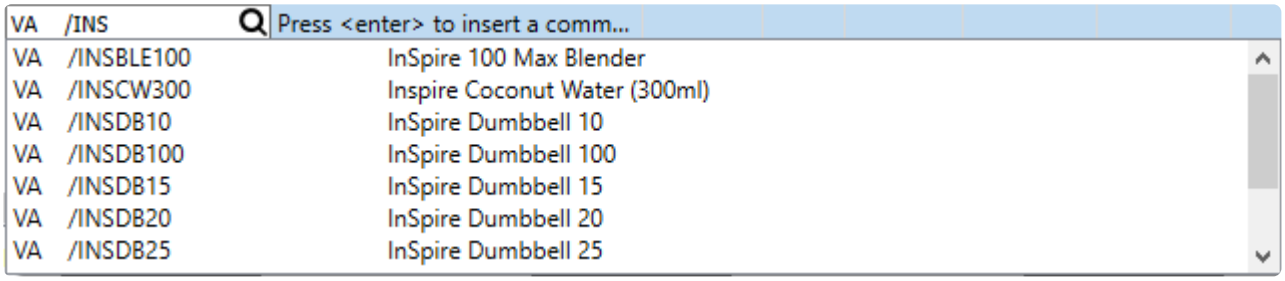
Open Inventory – Opens the inventory item for viewing or editing item information.

Open Target – When an item that has a requisition and processed Purchase Order is highlighted, this button will be active for use. The Purchase Order transaction for this item will be opened in a new window.

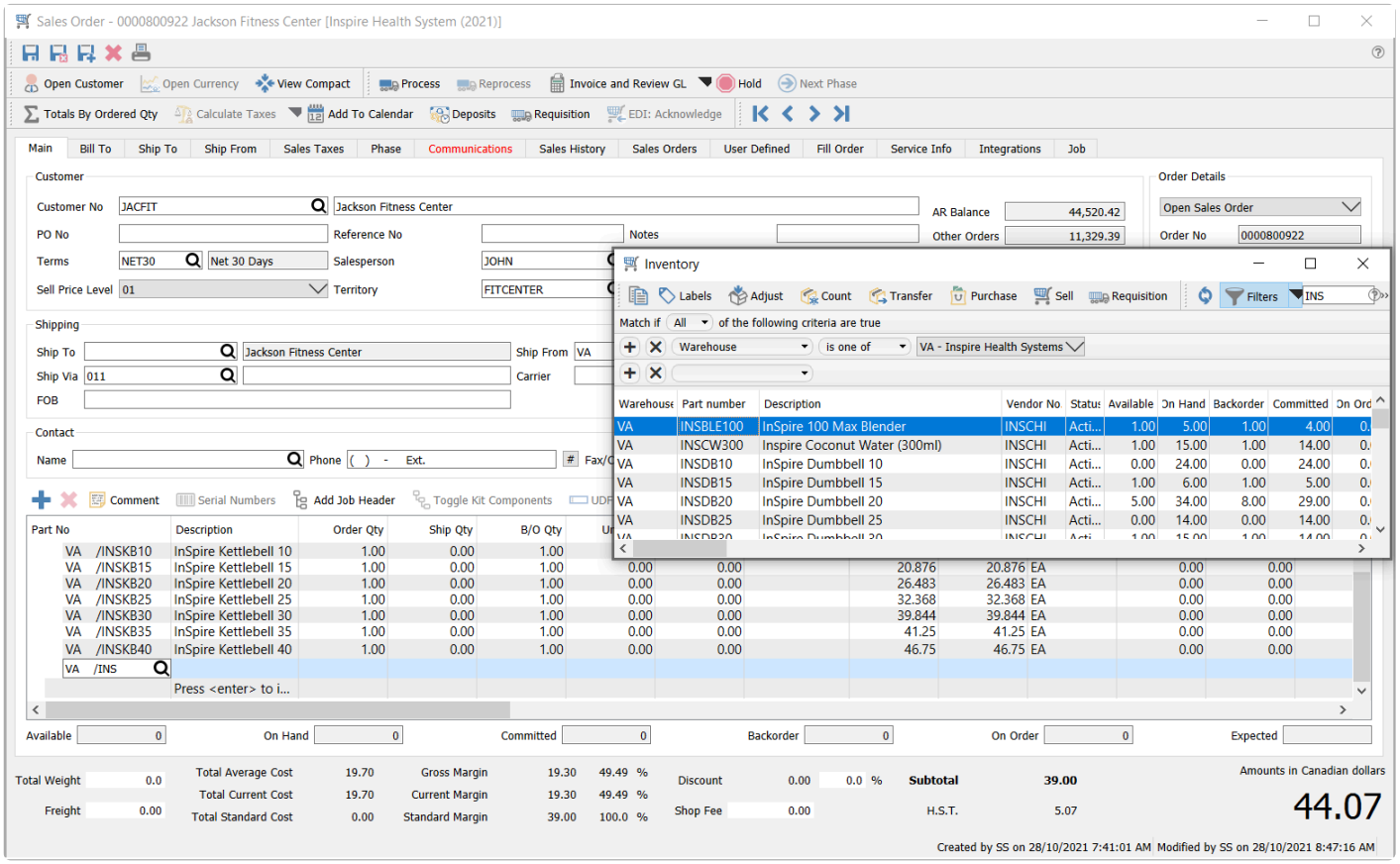
Adding Items to an Order

There are multiple ways you can search for and locate item codes for adding to a sales order.

The easiest way to add an item to a sales order is to create a new detail line in the grid, either from the Add button or by clicking in the last blank row, and type the part number into the cell if it is known. If you are allowed to enter non-inventory items, this is the only way to enter that kind of item. While typing, a pop-up window will appear with up to 10 closest matches that you can select from, so you don't have to type the entire part number.



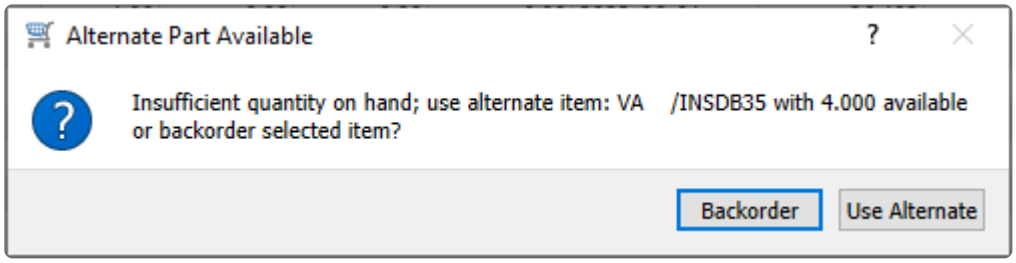
If you don't see the item you wish to add, you can press the F9 shortcut key while the cursor is in the Part No field to open the inventory items list window.



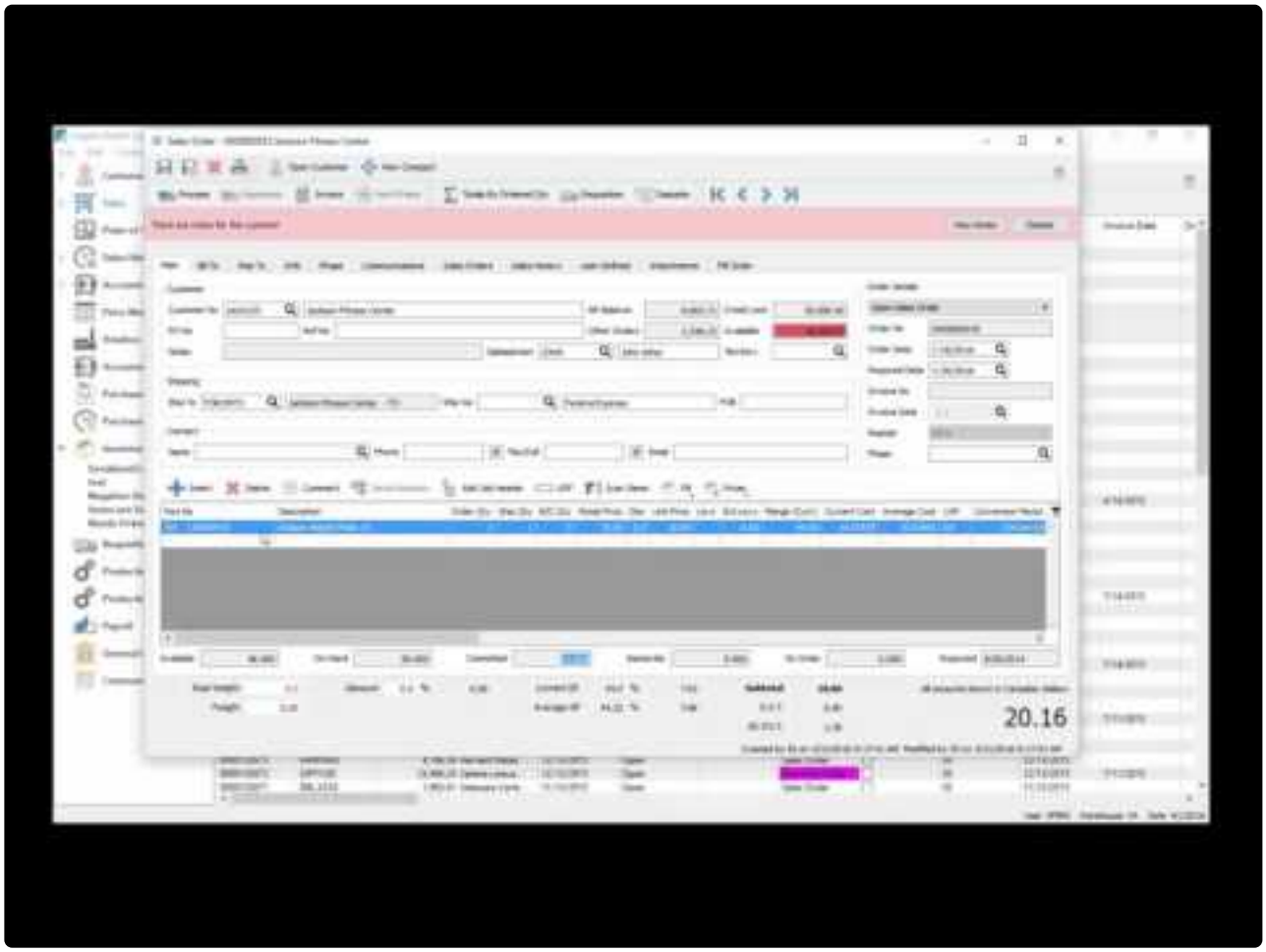
Any text previously entered will be used in the item search box, to restrict the list to items that match based

on code, description, notes, product codes, vendors and much more. This means you can type information other than the item code into this field in order to locate the item. Filters may also be used to restrict item display. And this inventory window also editing or adding items on the fly if you have the user security settings to do so. If you edit an item on lookup, you can see everything about that item, including who has it on another sales order or what purchase orders the item is coming in on and when, even before this item is added to the order.

Once selected, the item is added to the order. If this item has no available stock on hand, and an 'alternate' part number is assigned to it and quantity is available, you have the choice to backorder the original item or select the alternate item instead.



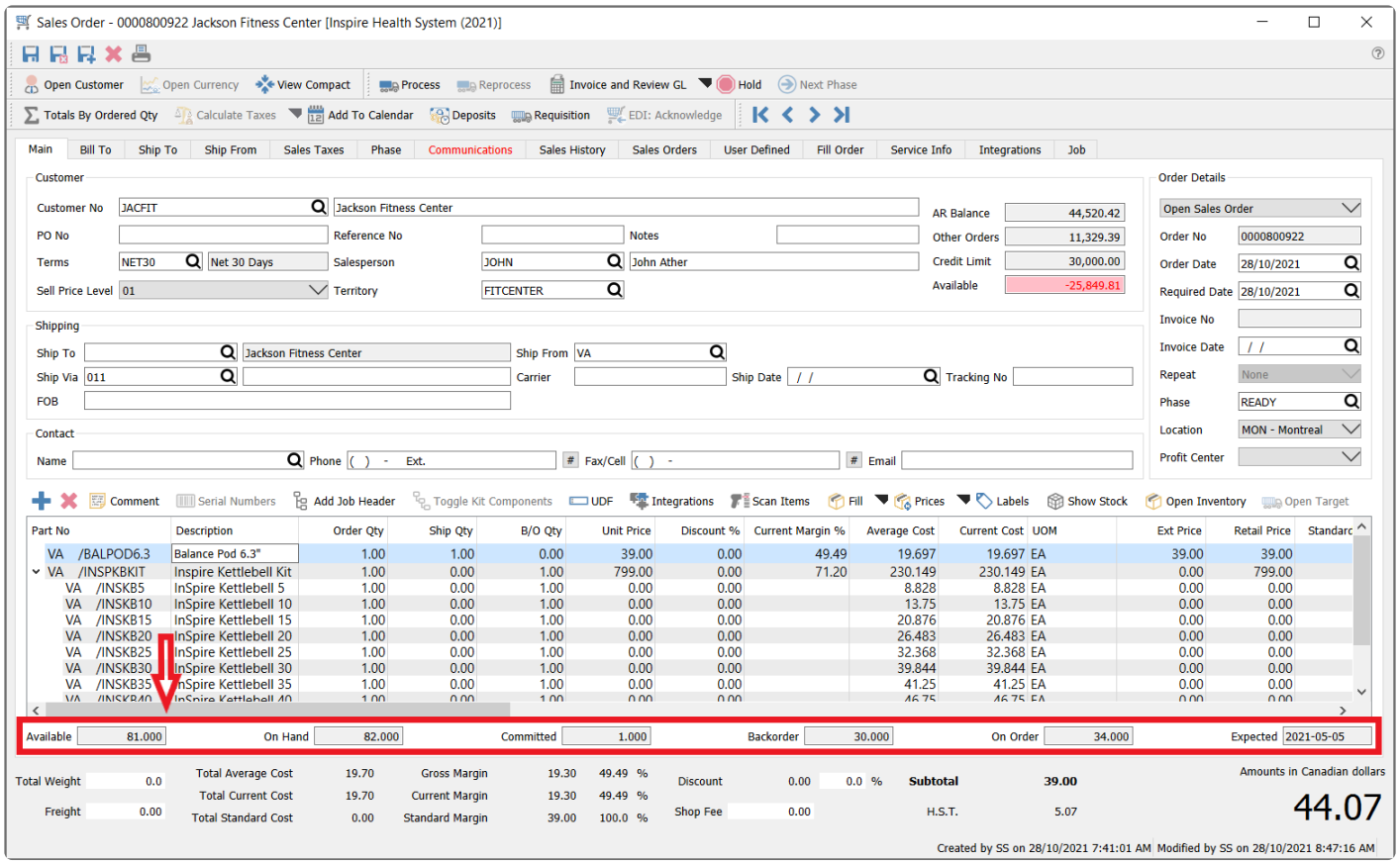
Video Instruction – Inventory Searches in a Sales Order



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

Sales Item Status

When an item in the order detail grid is highlighted, the quantity status of the item is displayed below the grid.



Available – Calculated from the On Hand quantity minus the Committed quantity.

On Hand – The physical quantity of this item in the warehouse.

Committed – The sum of all Shipped quantities for this item on open Sales orders, Committed quantities on Production orders and quantities in transit for inventory Transfers.

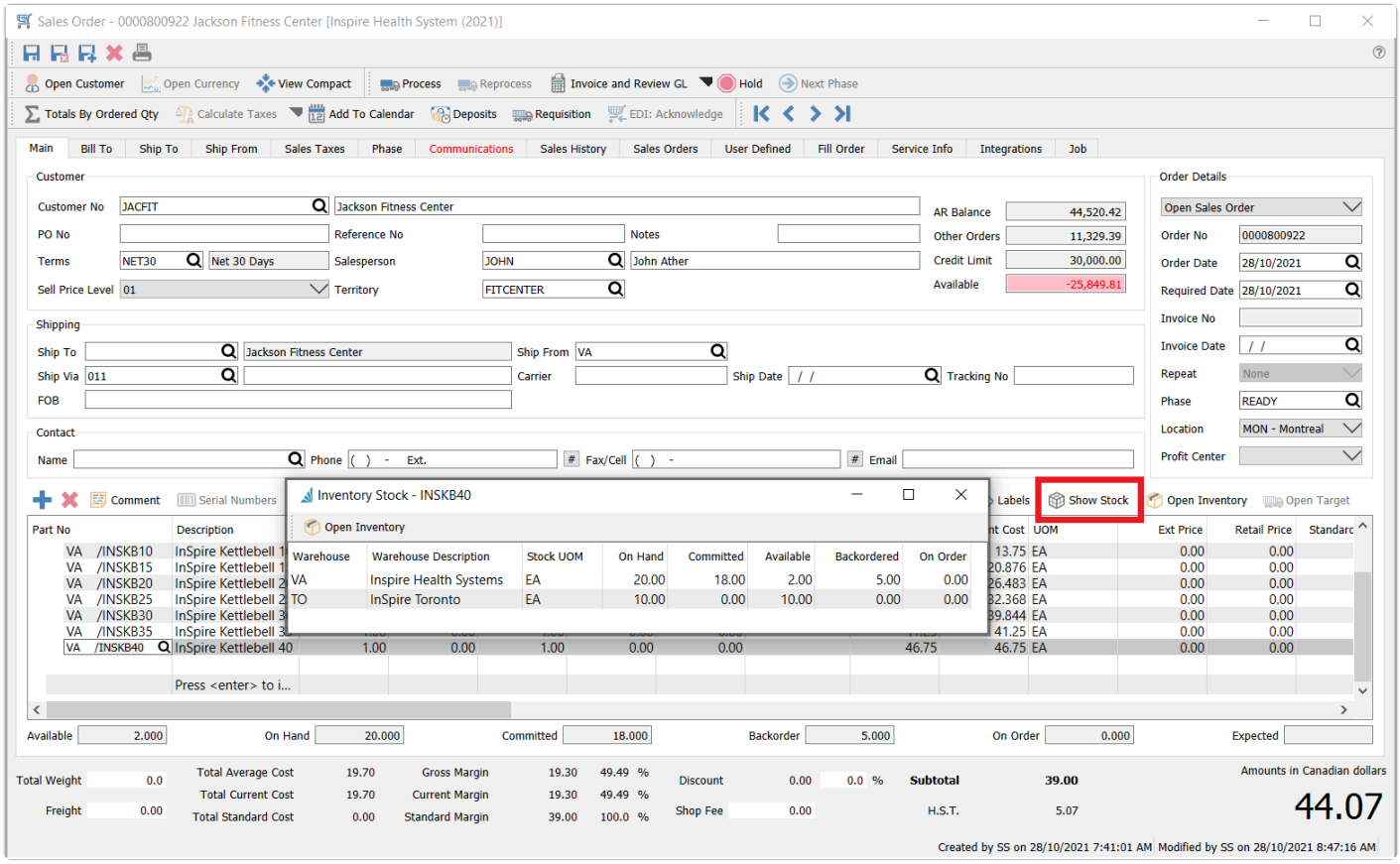
Backorder – The sum of all Backordered quantities for this item on open Sales orders

On Order – The sum of all ordered quantities for this item on issued Purchase orders.

Expected – The due date of the last PO issued for this item, found in the Purchasing area of the Details tab of the item.

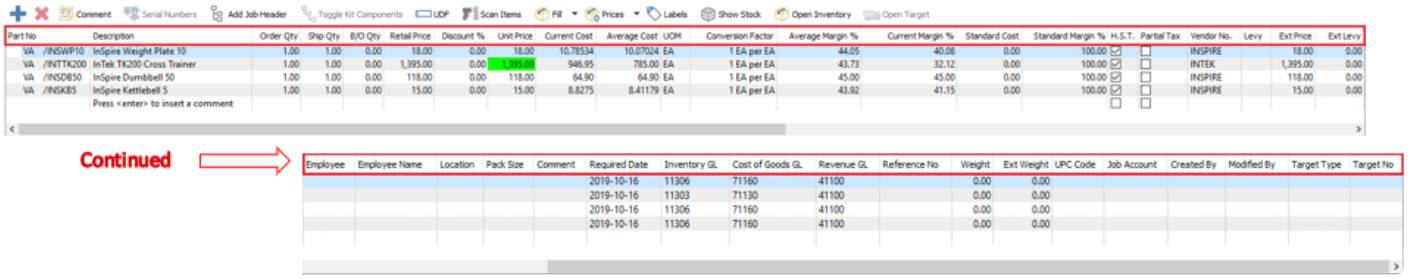
Show Stock

On each line of a sales order the user can click the “Show Stock” button to see the status of the item in other warehouses. The user does not need to have all warehouse access to see this.



Sales Line Details

The order details grid has many field columns to display, and most of them are editable for ordered items. Some columns may not be visible to users that do not have the security permissions to see them, and other columns require user security access to edit.



Part No – The item number entered or selected from inventory. You may be able to enter a miscellaneous non-inventory item value if user security settings are allowed.

Description – The description of the part number from the inventory item record, which can be edited if user security allows. For non-inventory items, you should enter a description value.

Order Qty – The quantity of the item that the customer orders, which defaults to 1 when the item is first added. This field is disabled if the Company Setting to Always Ship is enabled. For customer returns, use a negative value.

Ship Qty – The quantity of the item you are able to ship. When first adding an item, this value will default from the Order Qty unless there is not enough available. You can modify and reduce this value, and the remainder will be calculated as backordered. Non-zero values get added to the total Committed amount for this item. The ship amount cannot be increased to be more that the item Available quantity, unless the Company Setting for Inventory / Prohibit Overshipping is disabled. For customer returns, use a negative value.

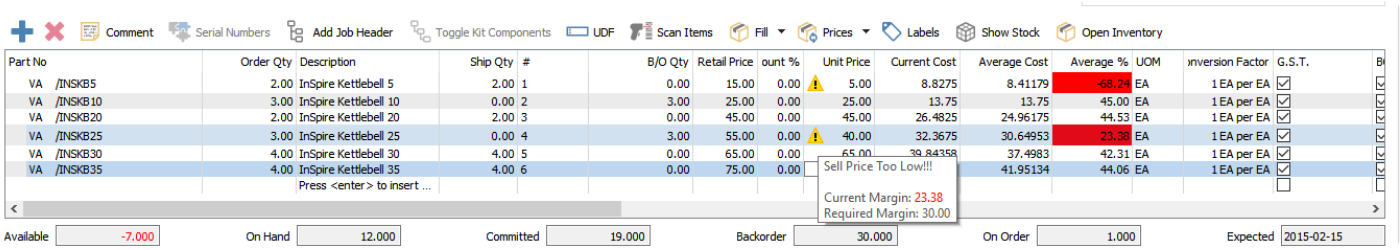
B/O Qty – The quantity not able to be shipped due to unavailable stock. By default it is calculated from the difference between the Order and Ship quantities, but you can edit this value to be less than this difference. Non-zero values get added to the total Backorder amount for this item, and the Backordered flag gets set on the order in the list. This value is disabled if the Company Setting to Always Ship is enabled.

Retail Price – The typical price of the item for this customer, before any discounts. This could come either from the inventory item, price level or a price matrix record.

Discount % – An optional discount percentage applied to the Retail Price of this item. This is separate from the order discount percent you can apply from the order footer section.

Unit Price – The price of the item after the line discount is applied, which displays highlighted in green or another colour if a price matrix record was used to determine this price. If you see a warning symbol beside

the unit price, the item is being sold below the expected margin from the item product code. If you hover the mouse over the triangle, the full warning screen shows the average and expected margin values.



Current Cost – The cost for one unit of this item, the last time it was received, which is stored on the item record.

Average Cost – A calculation of the total cost of all item stock, divided by the quantity on hand, which is stored on the item record. This average cost will change if the item is received at a different unit cost. If serial or lot numbering is assigned to this item, this average cost is read from the unit cost(s) from the selected serial / lot number(s).

UOM – The selling Unit of Measure, which defaults from the item Sales UOM when added to an order, but if any other units are defined on the item that are configured to be allowed as a selling unit, then they can be selected here. The Retail and Unit prices are recalculated based on the UOM conversion factor of the new unit, and the Weight from the UOM is used.

Conversion Factor – The multiple of stocking units that comprises the selected selling unit of measure. It will be 1 if the stocking unit is also the selling unit, and can be fractional if configured this way on the unit of measure setup.

Average Margin % – The margin of this item, calculated from the Average Cost and the Unit Price. It will be highlighted in red if the value is smaller than the minimum margin defined on the item's product code.

Current Margin % – The margin of this item, calculated from the Current Cost and the Unit Price. It will be highlighted in red if the value is smaller than the minimum margin defined on the item's product code.

Standard Cost – An additional inquiry cost not used for invoice or other item costing. This is commonly used as the expected target cost of the item, for comparison to the actual cost, and includes overhead as well as material cost.

Standard Margin % – The margin of this item, calculated from the Standard Cost and the Unit Price. It will be highlighted in red if the value is smaller than the minimum margin defined on the item's product code.

Tax 1-4 – These tax flag columns display based on the tax codes selected on the Sales Taxes tab. These checkboxes are editable if user security allows, and if so these can be disabled if this item is tax exempt for this customer.

Vendor – The primary vendor for purchasing, set on this item, is used by default, but can be edited to

another vendor. This vendor will be used if a requisition for this item is made from this sales order.

Levy – An additional charge code such as for an environmental fee or container deposit, which defaults from what is set on the item but can be changed, added or removed.

Ext Levy – An amount calculated from the levy unit or percentage charge, and the quantity shipped or extended price of this item.

Ext Price -The total discounted price for this item, calculated from the Ship Qty and the Unit Price.

Employee – The employee code assigned to the line, perhaps for labour charges, commission or other tracking purposes

Employee Name – The name of this employee selected on this line.

Price Reason – If a price matrix record was used to determine the item price, the Promotion Code will be displayed in this field. An alternate use of this field could be for customer specific part numbers. Promotion codes can be defined with colour to apply to the Unit Price field, so that it is prominent on the order.

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

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

Location – The warehouse location description for this item or Unit of Measure for reference, different than the Location in Order Details which affects accounting. This can be edited and the new value will update inventory.

Pack Size – A value representing how much quantity is in a package, perhaps related to a unit of measure or sales target. It appears on the sales order detail line to encourage the salesperson to sell full packs, but it is informational only and does not affect sales order functionality.

Memo – A place to enter many lines of text, associated with this line of the order for notes or any other purpose. Memo text does not print on any reports or forms.

Inv. Committed – The quantity shipped of this item based on the stocking unit of measure, calculated from the UOM conversion factor. Committed item quantity affects the Available quantity of this item for other sales orders.

Required Date – When the customer expects to receive this item. The value defaults from the ‘Required Date’ in the Order Details, and if the Order Details date is changed, you will be prompted to update all Required Date values to the same value.

Product Code – The product code of the inventory item on this order line, which affects the expected margin percent display and any item surcharges.

Inventory GL – The Inventory control GL account for this inventory item, based on the item Sales Department, which can be edited if user security allows. **(see warning below)**

Cost of Goods GL – The Cost of Goods GL account for this inventory item, based on the item Sales Department, which can be edited if user security allows. **(see warning below)**

Revenue GL – The default revenue GL account for this inventory item, based on the item Sales Department, which can be edited if user security allows. **(see warning below)**

> ! If user security has General Ledger / Edit Journal Entry While Posting enabled, you can modify GL account values. Use caution when doing this, because you are manipulating the default posting setup and if done without the correct knowledge, it can produce undesirable GL results.

Reference No – A text field to use in any way you need, such as to cross reference to another document like a supplier item warranty, where the suppliers invoice number is entered here. By default this field does not print on any reports or forms.

Weight – The weight of an item multiplied or divided by its unit of measure conversion factor. You can override this value on an order, but if the weight has changed then you should also update the weight on the inventory item as well.

Ext Weight – The total weight for this item, calculated from the Ship Qty and the Unit Weight.

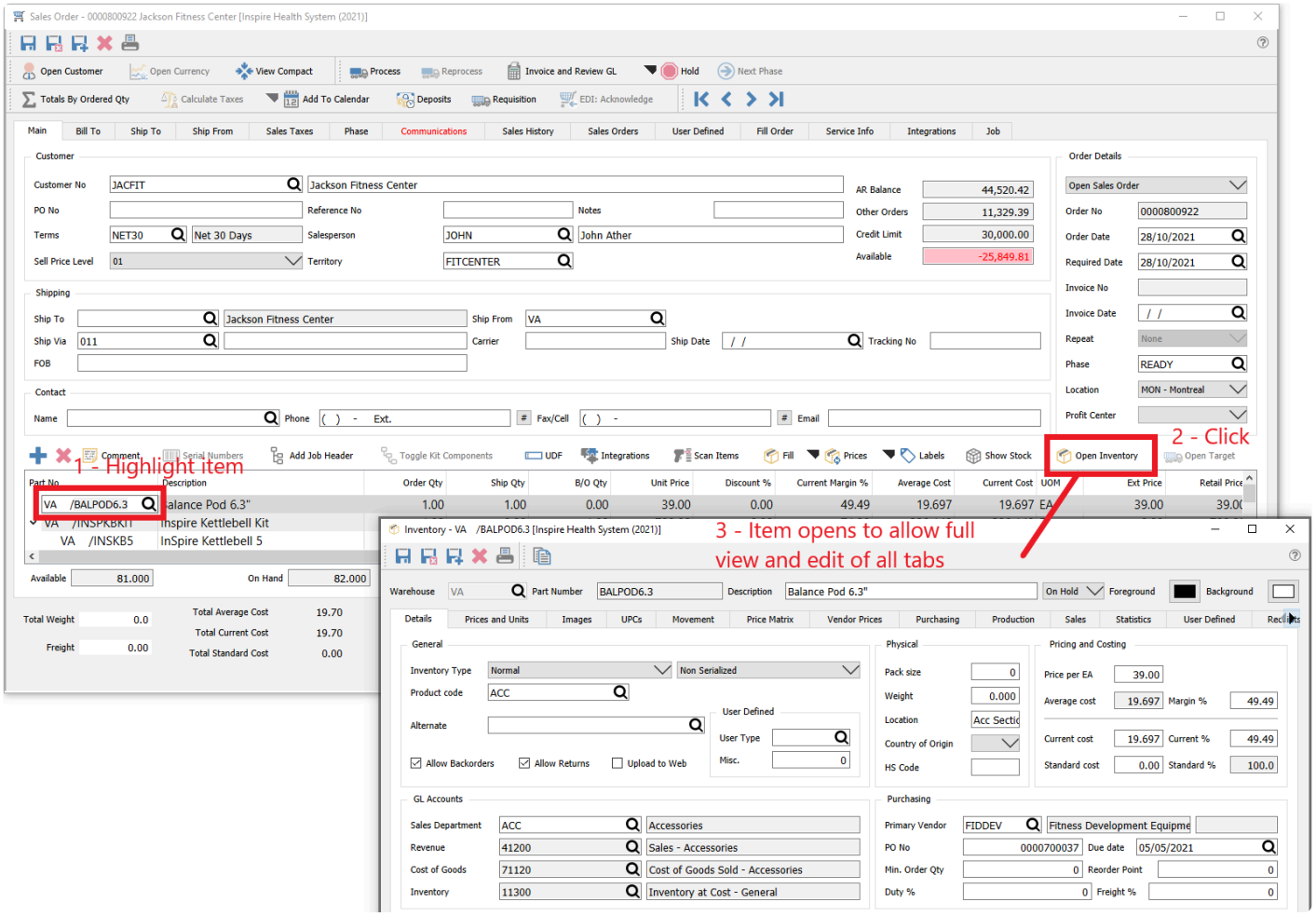
UPC Code – If the item was added to the order by using the Scan Items process, the UPC code that was scanned for this line of the order is saved here. This helps to indicate that scanning was used instead of regular entry, and which code was used in the case that multiple codes are assigned to the item with different units of measure.

Target Type – If this item had a requisition and order created for backordered quantity, this field will contain either Production Order for manufactured items, or Production Order for other item types.

Target No – The Purchase Order number or Production Order number that this item was added to from the processed requisition.

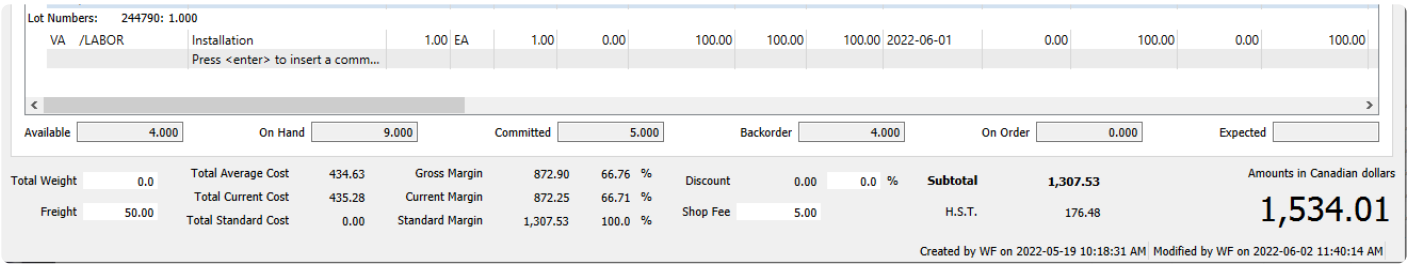
Open Inventory

You can highlight an item in the sales order grid and access information about this inventory item from the toolbar button. You have full view and edit access of this item as user security allows, and are able to see open or historical transactions for this item, alternate pricing, communications or other information, and update the item when required.

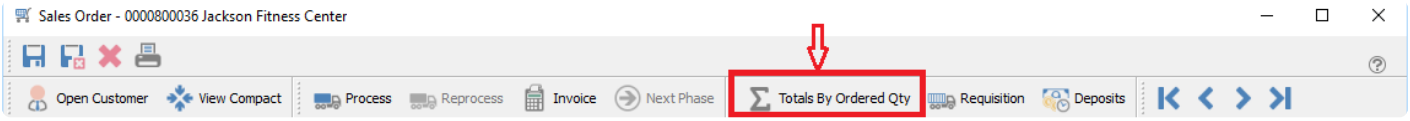


Sales Order Footer

Below the order detail grid and item statuses is the order footer, which displays order totals for amounts, costs, margins and taxes. By default these amounts are based on the shipped quantity, except for Quote and Booking order types which are always based on the order quantity. Some fields are editable, that apply to the entire order.



It is possible to force calculation of all footer amounts for all order types from the order quantity, which is useful to determine costs and margins for the whole order when not everything is available to ship. The Totals By Ordered Qty toolbar button can be toggled on or off to change this calculation method. Note that how this button is toggled is remembered when editing other orders, not just for this order.



Total Weight – The total weight of all items on the sales order, typically required for shipping. You can override this value if the order shipment weight differs from the total of individual items, perhaps to accommodate packaging.

Freight – The additional freight charge for this order, which can be automatically calculated from setup in either the selected Ship Via method or Company Settings. The freight value can be changed if necessary.

Total Average Cost – The total of the extended average costs for all order details. This will be the total Cost of Sales GL amount when the order is fully invoiced, if the company Cost Method is configured as Average.

Total Current Cost – The total of the extended current costs for all order details.

Total Standard Cost – The total of the extended standard costs for all order details.

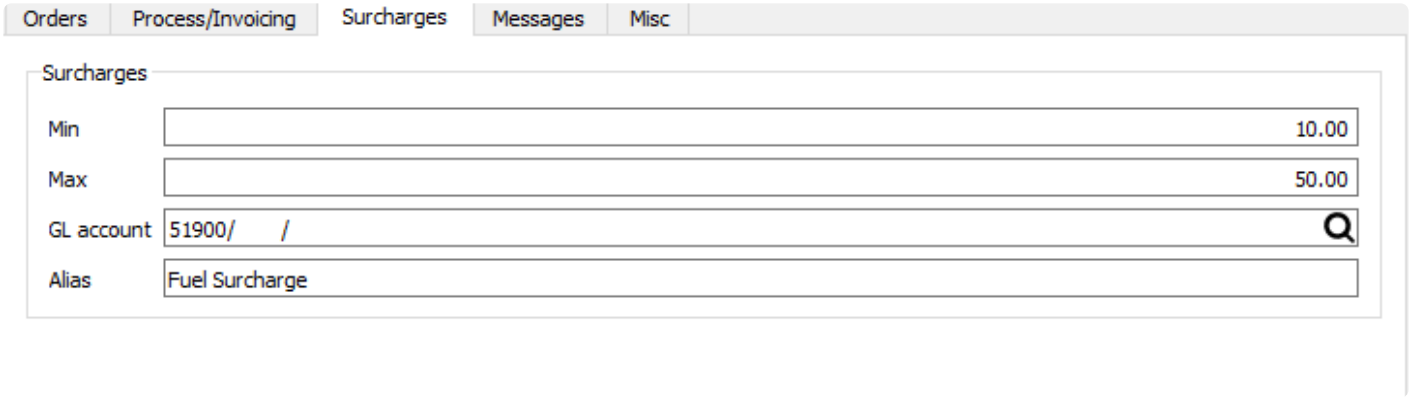
Gross Margin – The gross profit amount and margin percentage for this sales order, based on the Total Average Cost.

Current Margin – The gross profit amount and margin percentage for this sales order, based on the Total Current Cost.

Standard Margin – The gross profit amount and margin percentage for this sales order, based on the Total Standard cost.

Discount – An overall order discount amount and percentage, where the default value is read from the customer and the percent can be modified if required. This discount is separate and independent from the line detail discounts, applied on top of any item discount amounts.

Surcharge – The total of all additional charges calculated from all order details, based on the surcharge percentage defined on the item Product Code. This total surcharge amount can be edited, but note that once you do so, the automatic calculation from the items will no longer happen, if more items are added or edited. The field label is defined in Company Settings, as is the revenue GL account and the minimum and maximum surcharge that can be calculated for an order.



Subtotal – The sum of all items, surcharges and freight, less discounts and before tax.

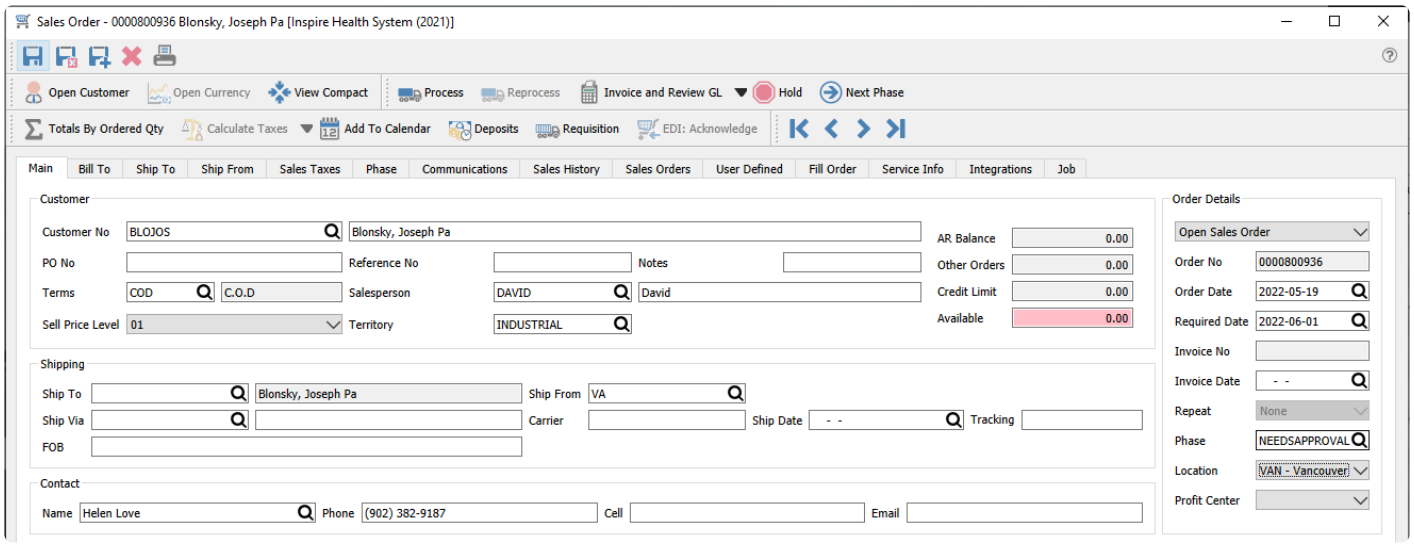
Tax 1 – 4 – Total tax for each of up to 4 jurisdictions assigned to the order from the Sales Taxes tab.

Total – Grand total of the order, in the currency of the customer. If the currency is something other than base currency, the exchange rate is also displayed here.

The sales order creation date, time and user initials, and the last modified date, time and user initials are also displayed for reference.

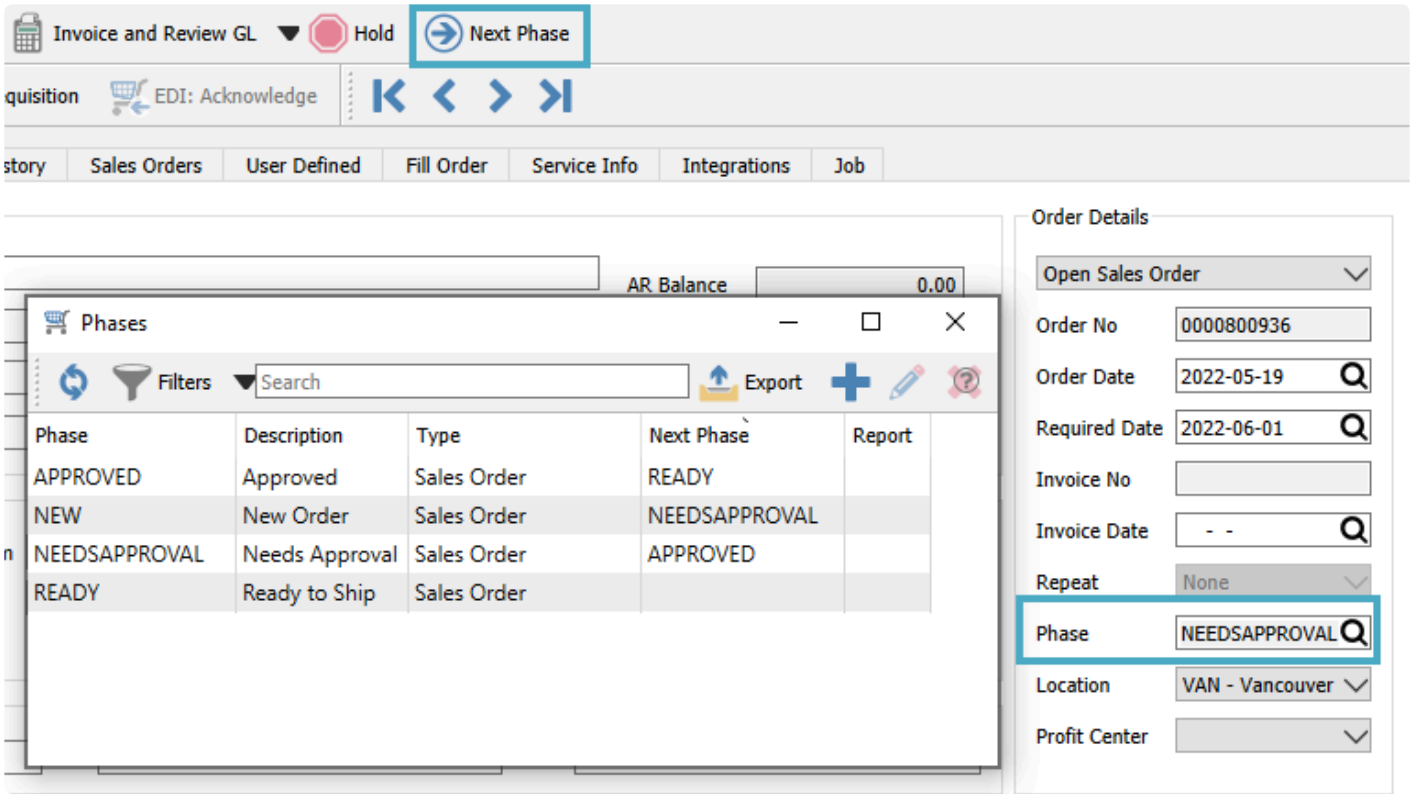
Processing Sales Orders

After all items and quantities have been added to the order, you can configure Spire to determine procedures to follow for determining the stage of order completion, assigning an order status, and generating internal and customer forms until the order is shipped, invoiced and posted.



Phases

Your company may have different stages that an order must go through before it is shipped and invoices. Phases may be part of an approval procedure entirely before the order is Processed, or they may be intermingled with various Processing statuses.



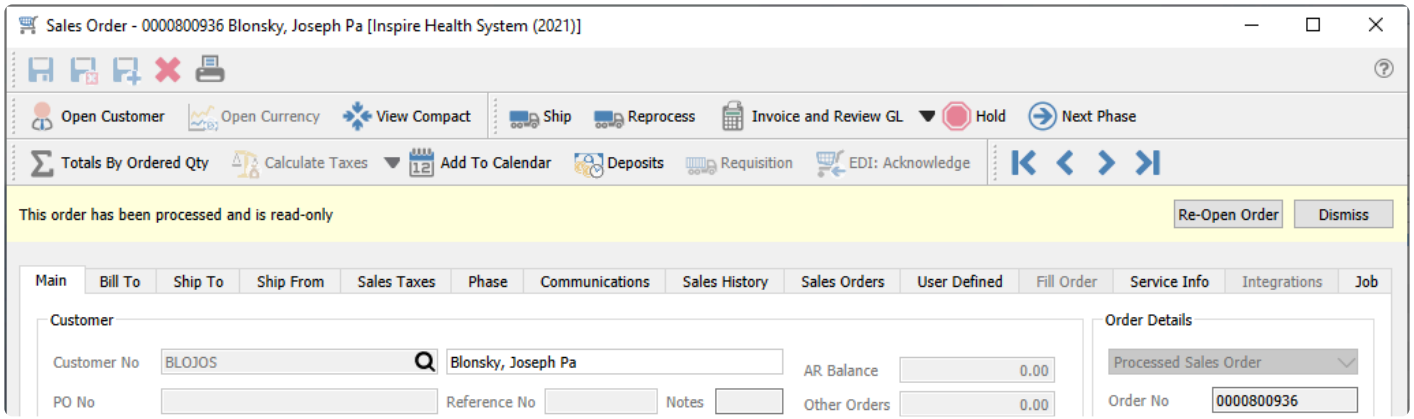
Select from the list of company-specific statuses, perhaps to indicate the progress of the order before it is shipped. If a report template is included with the selected phase, any report that has that template name will be presented for printing. You can 'increment' the phase value to the next one in the sales order phase sequence if one is assigned by using the **Next Phase** button in the toolbar, which is useful when orders must go through a particular sequence of procedures in turn.

Processing

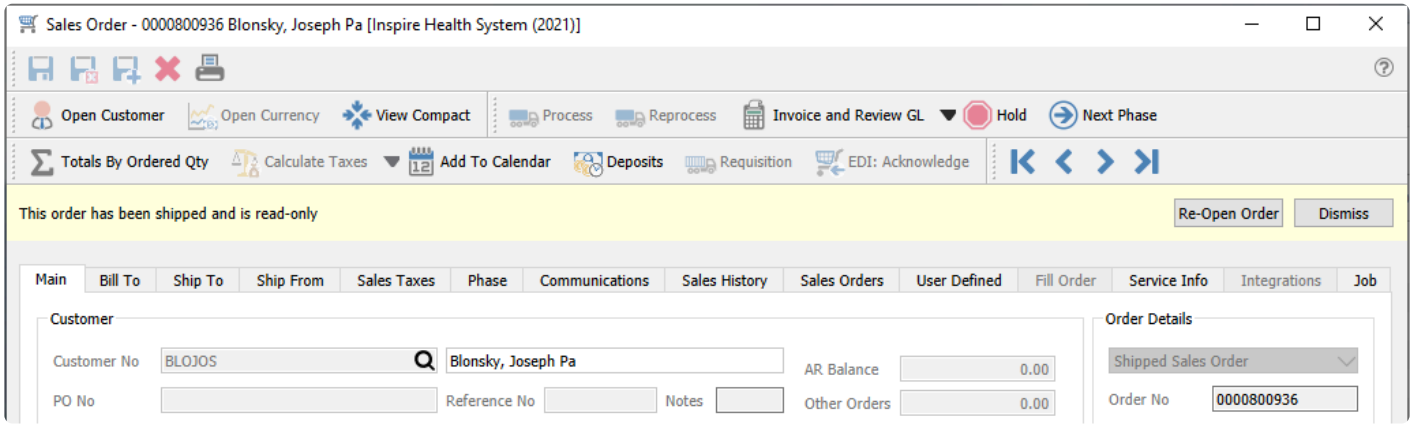
Deposits – If the customer gives you a pre-payment for a sales order before it has been shipped and invoiced, you can assign this payment to the order as a Deposit. The first deposit for an order opens the standard payment screen to enter the details and save. The status of the order is changed from Open to Deposit. If another deposit is to be entered on the same order, a screen appears listing all previous deposit information.

Print – You may need to print reports or forms for this order, such as for internal authorization or customer communication. The Print button opens the list of all reports that have a template of 'Sales Order' in the Crystal Report 'Summary Info' to print or email. If emailed, the user will be presented with all of the email addresses available on that sales order.

Process – The 'Process' button only appears if the process status is enabled in Company Settings. Processing an order assigns a Processed status and opens the report dialog with all reports that have the word 'Process' in the Crystal Report 'Summary Info'. Usually picking slip forms are printed at this time, and also a customer packing slip if the Ship status is not used. A Company Setting allows you to lock Processed orders from being edited.



Ship – The 'Ship' button only appears if the ship status is turned on in company settings. If the Process status is also used, the Ship button replaces the Process button after an order is processed. Shipping an order assigns a shipped status and opens the report dialog with all reports that have the words 'Ship Order' in the Crystal Report 'Summary Info'. Usually the customer packing slip is printed here. A Company Setting allows you to lock Shipped orders from being edited.



Reprocess – If the user has the security setting then they can process an order again. Caution should be taken to make sure that the picking report that was previously printed is replaced and not duplicated to prevent an order from being picked twice.

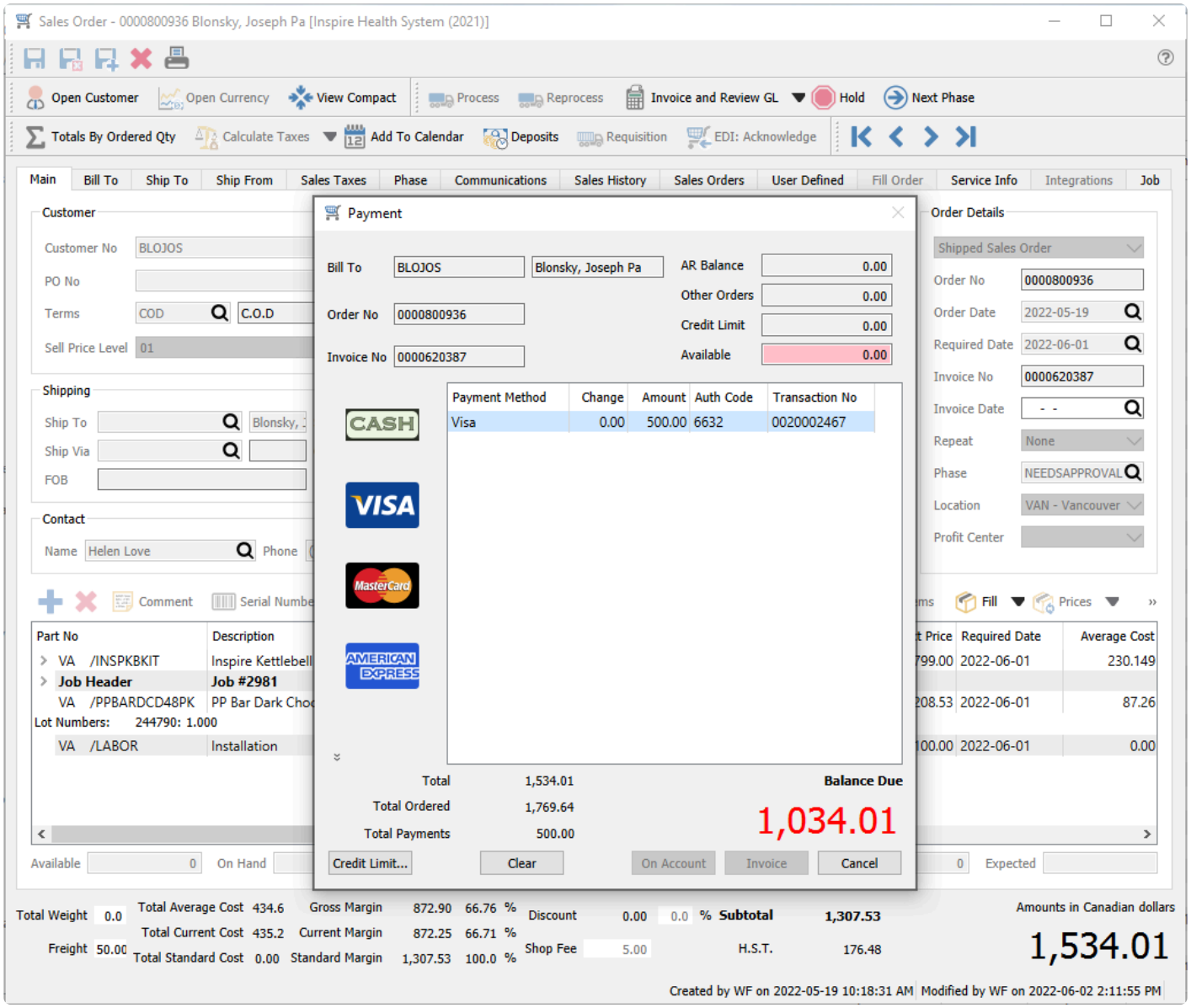
Add to Calendar – If the order will not be fully shipped and invoiced, you may want to add a communication as a reminder to follow-up with the customer or the warehouse. Read the Calendar manual topic for more information.

Invoicing and Posting

Invoice – When Company Settings is configured for Live invoice posting, this creates a customer invoice for items that have Shipped Qty available, and posts it to customer and GL transactions. A Payment screen appears to either post the invoice to the customer account or to assign a payment with the invoice. If the customer is over their credit limit, you cannot create an invoice for them unless user security allows, or you take payment for it.

If the company is set to use Batch invoicing, then the order is marked with a Closed status, and an invoice number and date is assigned for later posting with other invoices.

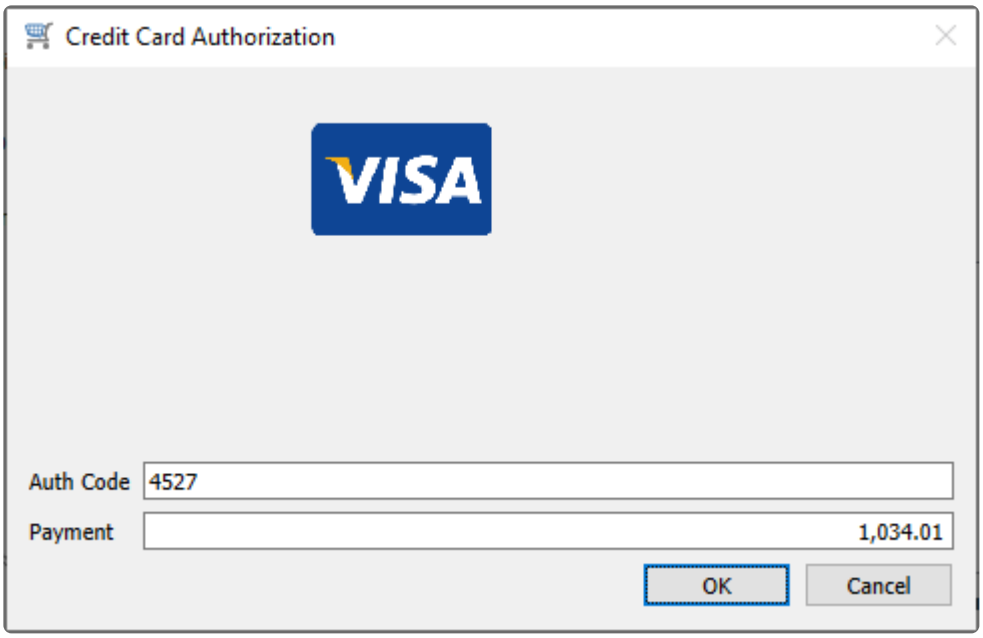
Invoice and Review GL – In addition to the above, when invoice posting is complete, you can modify amounts and accounts on the GL entry if user security settings allows it, except the accounts receivable control.



This payment screen gives you the financial detail of the sales order including the customers credit situation. If the customer has enough credit to cover this invoice, the On Account button will be available for posting the invoice to the customer as an account receivable, to be paid later as per their terms.

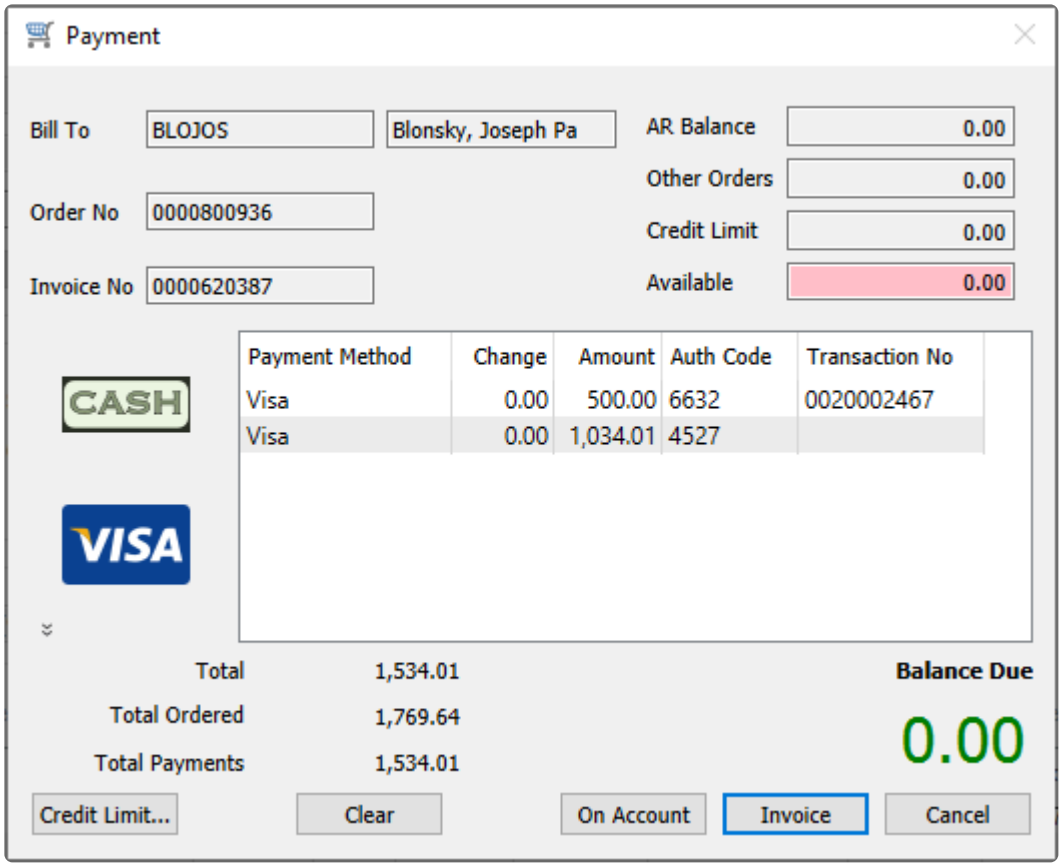
If the customer does not have enough credit limit available, then you either need to take full payment for the invoice, give the customer a credit limit increase, or request an override to post the invoice on account – which might require a different user with user security access to enter their credentials for authorization, if you do not have these security rights to do so.

If the customer is including payment, regardless of credit available, select the payment method – either by clicking the icon on the left or typing the shortcut assigned within Payment Method setup – and open the payment screen. By default, the payment amount equals the invoice amount, but this can be modified.

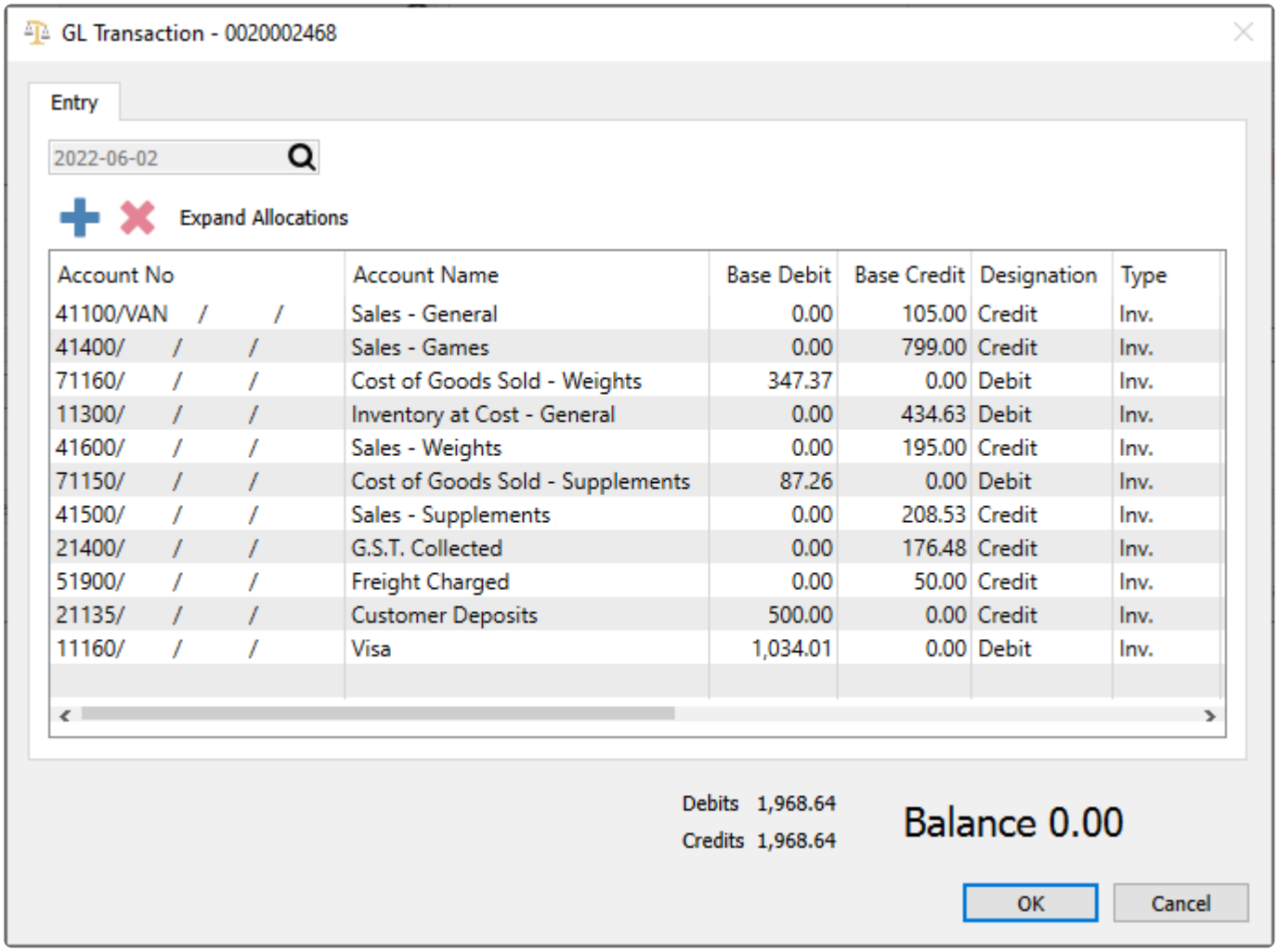


If cash is selected as the payment method, when you enter the amount tendered, if it is more that the amount owing then the change amount will be displayed.

In order to post the invoice as an account receivable to be paid later, when no payment is included at this time, click the On Account button. In order to post the invoice with the payment entered here, click the Invoice button.



Whichever posting method you choose, the GL Transaction entry will be displayed, and if you have user security rights then accounts or amounts could be modified if it is necessary to do so.



After the invoice is posted, all invoice reports with the word ‘Invoice’ in the in the Crystal Report ‘Summary Info’ will be available to print. Usually the customer invoice form is printed or emailed at this time.

> ! CAUTION – If you are emailing multiple invoices at once, do not enter an email address manually. This will cause all invoices to be sent to that one address instead of separately to each customer.

Sales Order Salesperson Settings – What Happens

Default salesperson for a sales order.

There are a number of places in Spire for options and settings related to creating new orders and determining the Salesperson code initially present on the order.

- On each customer address, either for billing or shipping, the Order Defaults tab has a place to set a default salesperson value if desired. When a Salesperson code is saved here, creating a new order for the respective address will populate the sales order with that salesperson code.

- Within User Settings, in the Salesperson area, there is a place to select a Default Salesperson code. When a Salesperson code is saved here, and the customer address does not have an assigned salesperson, creating a new order for the respective address will populate the sales order with the salesperson code from User Settings. But if both User Settings and the customer address have default salesperson codes assigned and they are different, the code from the customer address takes precedence and is used on new orders.

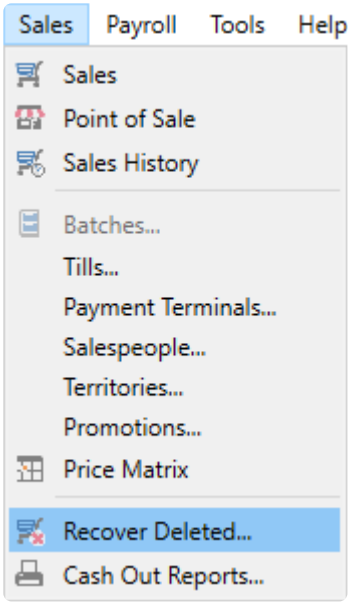
- Within User Settings, in the Sales Order area, there is an option to allow Edit Salesperson. When this is enabled, the Salesperson field can be edited. For users that do not have this option enabled, it is highly recommended for there to be a default salesperson code assigned in User Settings as above, otherwise there is a potential to leave the Salesperson code blank on sales orders.

- Within Company Settings, in the Sales Orders area and the Orders tab, there is an option to Require Salesperson on order. When this is enabled, it is not possible to save a sales order when the Salesperson field is blank. In conjunction with the other settings above, it is important to tailor the settings so that orders cannot be created with no default salesperson value, the field is not editable, and the order requires a non-blank value.

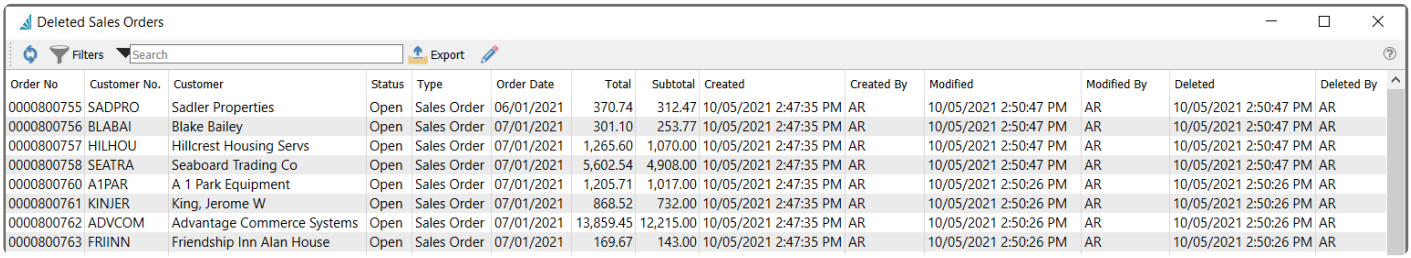
Additionally, within User Settings, in the Salesperson area, there is a place to select a salesperson code to Restrict User’s Customers/Sales Orders by Salesperson. When a Salesperson code is saved here, only sales orders with this salesperson value will be displayed and accessible on the order list.

Recover Deleted Sales Orders

One in a while, orders are deleted inadvertently. It is possible to restore deleted orders, if you have user security permission enabled in the Sales Orders area, from the top menu and the Recover Deleted process.

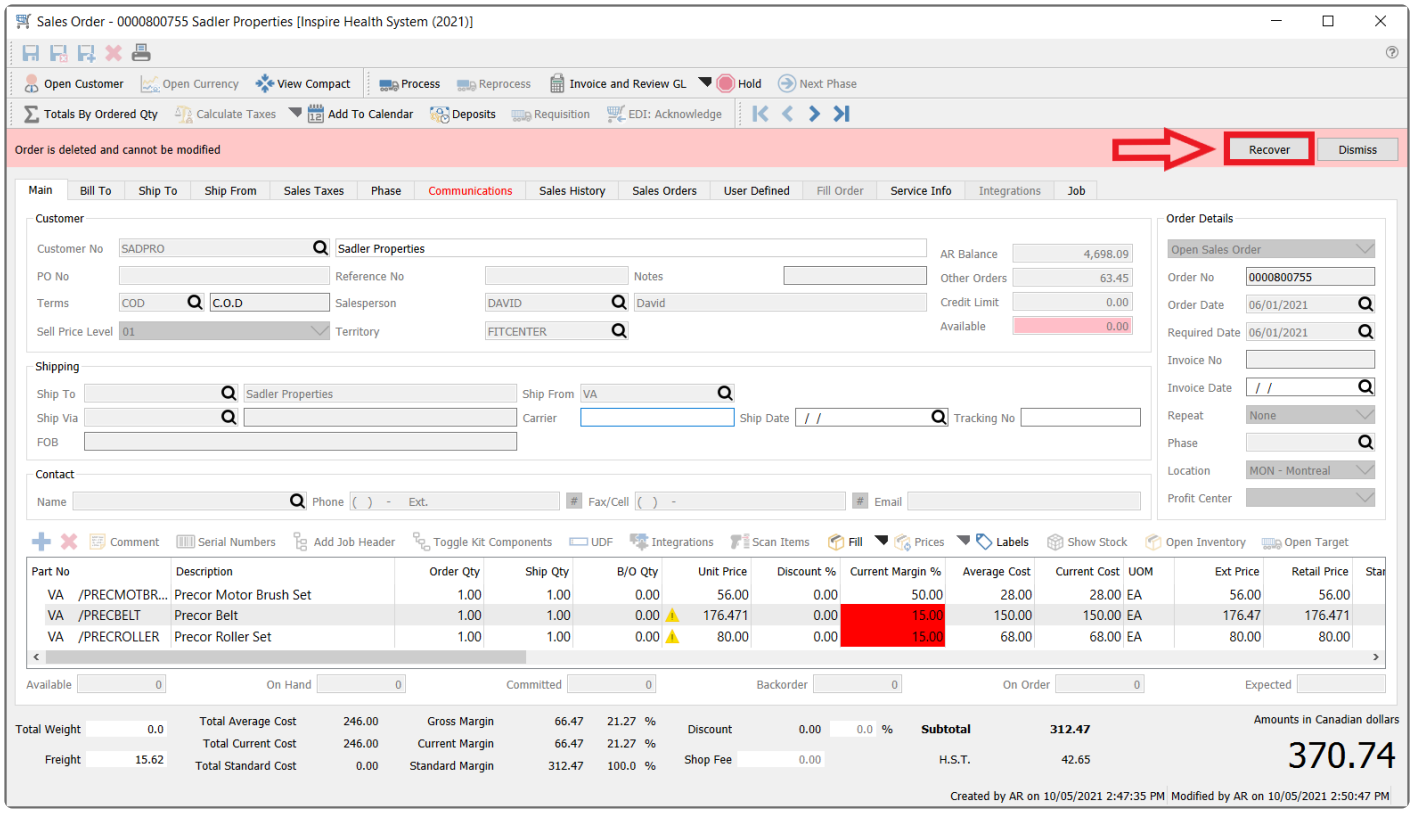


A list of deleted orders will be displayed. Locate the one that needs to be recovered, and Filters and the Search box can assist in this, and double-click or use the Edit button to open it.



Order No	Customer No.	Customer	Status	Type	Order Date	Total	Subtotal	Created	Created By	Modified	Modified By	Deleted	Deleted By
0000800755	SADPRO	Sadler Properties	Open	Sales Order	06/01/2021	370.74	312.47	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:47 PM	AR	10/05/2021 2:50:47 PM	AR
0000800756	BLABAI	Blake Bailey	Open	Sales Order	07/01/2021	301.10	253.77	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:47 PM	AR	10/05/2021 2:50:47 PM	AR
0000800757	HILHOU	Hillcrest Housing Servs	Open	Sales Order	07/01/2021	1,265.60	1,070.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:47 PM	AR	10/05/2021 2:50:47 PM	AR
0000800758	SEATRA	Seaboard Trading Co	Open	Sales Order	07/01/2021	5,602.54	4,908.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:47 PM	AR	10/05/2021 2:50:47 PM	AR
0000800760	A1PAR	A 1 Park Equipment	Open	Sales Order	07/01/2021	1,205.71	1,017.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:26 PM	AR	10/05/2021 2:50:26 PM	AR
0000800761	KINJER	King, Jerome W	Open	Sales Order	07/01/2021	868.52	732.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:26 PM	AR	10/05/2021 2:50:26 PM	AR
0000800762	ADVCOM	Advantage Commerce Systems	Open	Sales Order	07/01/2021	13,859.45	12,215.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:26 PM	AR	10/05/2021 2:50:26 PM	AR
0000800763	FRIINN	Friendship Inn Alan House	Open	Sales Order	07/01/2021	169.67	143.00	10/05/2021 2:47:35 PM	AR	10/05/2021 2:50:26 PM	AR	10/05/2021 2:50:26 PM	AR

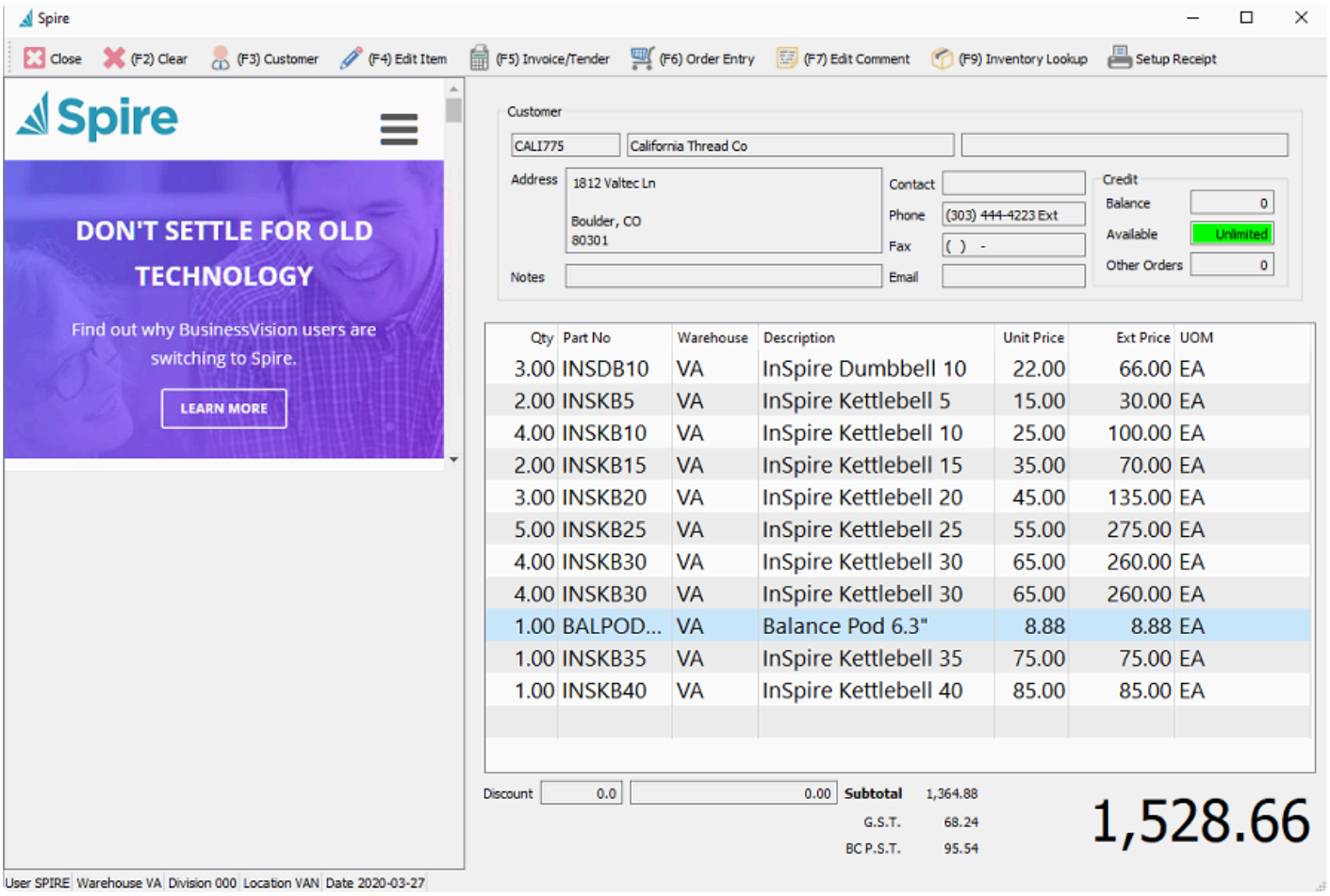
At the top is a red ribbon reminding you of the deleted status. At the right is a Recover button you can use to move this order to the active order list, with all of the previous information and statuses maintained.


Sales Order - 0000800755 Sadler Properties [Inspire Health System (2021)]
Open Customer
Open Currency
View Compact
Process
Reprocess
Invoice and Review GL
Hold
Next Phase
Totals By Ordered Qty
Calculate Taxes
Add To Calendar
Deposits
Requisition
EDI: Acknowledge
Order is deleted and cannot be modified
Recover
Dismiss
Main
Bill To
Ship To
Ship From
Sales Taxes
Phase
Communications
Sales History
Sales Orders
User Defined
Fill Order
Service Info
Integrations
Job
Customer
Customer No
SADPRO
Sadler Properties
PO No
Reference No
Notes
Terms
COD
C.O.D
Salesperson
DAVID
David
Sell Price Level
01
Territory
FITCENTER
AR Balance
4,698.09
Other Orders
63.45
Credit Limit
0.00
Available
0.00
Order Details
Open Sales Order
Order No
0000800755
Order Date
06/01/2021
Required Date
06/01/2021
Invoice No
Invoice Date
Repeat
None
Phase
Location
MON - Montreal
Profit Center
Shipping
Ship To
Sadler Properties
Ship From
VA
Ship Via
Carrier
Ship Date
Tracking No
FOB
Contact
Name
Phone
Fax/Cell
Email
Comment
Serial Numbers
Add Job Header
Toggle Kit Components
UDF
Integrations
Scan Items
Fill
Prices
Labels
Show Stock
Open Inventory
Open Target
Part No
Description
Order Qty
Ship Qty
B/O Qty
Unit Price
Discount %
Current Margin %
Average Cost
Current Cost
UOM
Ext Price
Retail Price
VA /PRECMOTBR... Precor Motor Brush Set 1.00 1.00 0.00 56.00 0.00 50.00 28.00 28.00 EA 56.00 56.00
VA /PRECBELT Precor Belt 1.00 1.00 0.00 176.471 0.00 15.00 150.00 150.00 EA 176.47 176.471
VA /PRECROLLER Precor Roller Set 1.00 1.00 0.00 80.00 0.00 15.00 68.00 68.00 EA 80.00 80.00
Available
On Hand
Committed
Backorder
On Order
Expected
Total Weight 0.0
Freight 15.62
Total Average Cost 246.00
Total Current Cost 246.00
Total Standard Cost 0.00
Gross Margin 66.47 21.27 %
Current Margin 66.47 21.27 %
Standard Margin 312.47 100.0 %
Discount 0.00 0.0 %
Shop Fee 0.00
Subtotal 312.47
H.S.T. 42.65
Amounts in Canadian dollars
370.74
Created by AR on 10/05/2021 2:47:35 PM Modified by AR on 10/05/2021 2:50:47 PM

Point of Sale

The Point-of-Sale (POS) module is a quick way to enter sales that can be quickly and easily processed, even without the use of a mouse. The keyboard shortcuts are always visible at the top of the screen in the toolbar, which can be used instead of using the mouse to click the the respective toolbar button.

If there is a URL set for a Home Page in Company Settings, in the Sales Orders area and the Misc tab, then the website will be displayed on the POS left pane. The html document (webpage) it points to can be on the local computer network or on the internet. The example below shows a webpage that is a signup for the companies newsletter. In this view you can interact with the website, such as filling out and submitting required information.

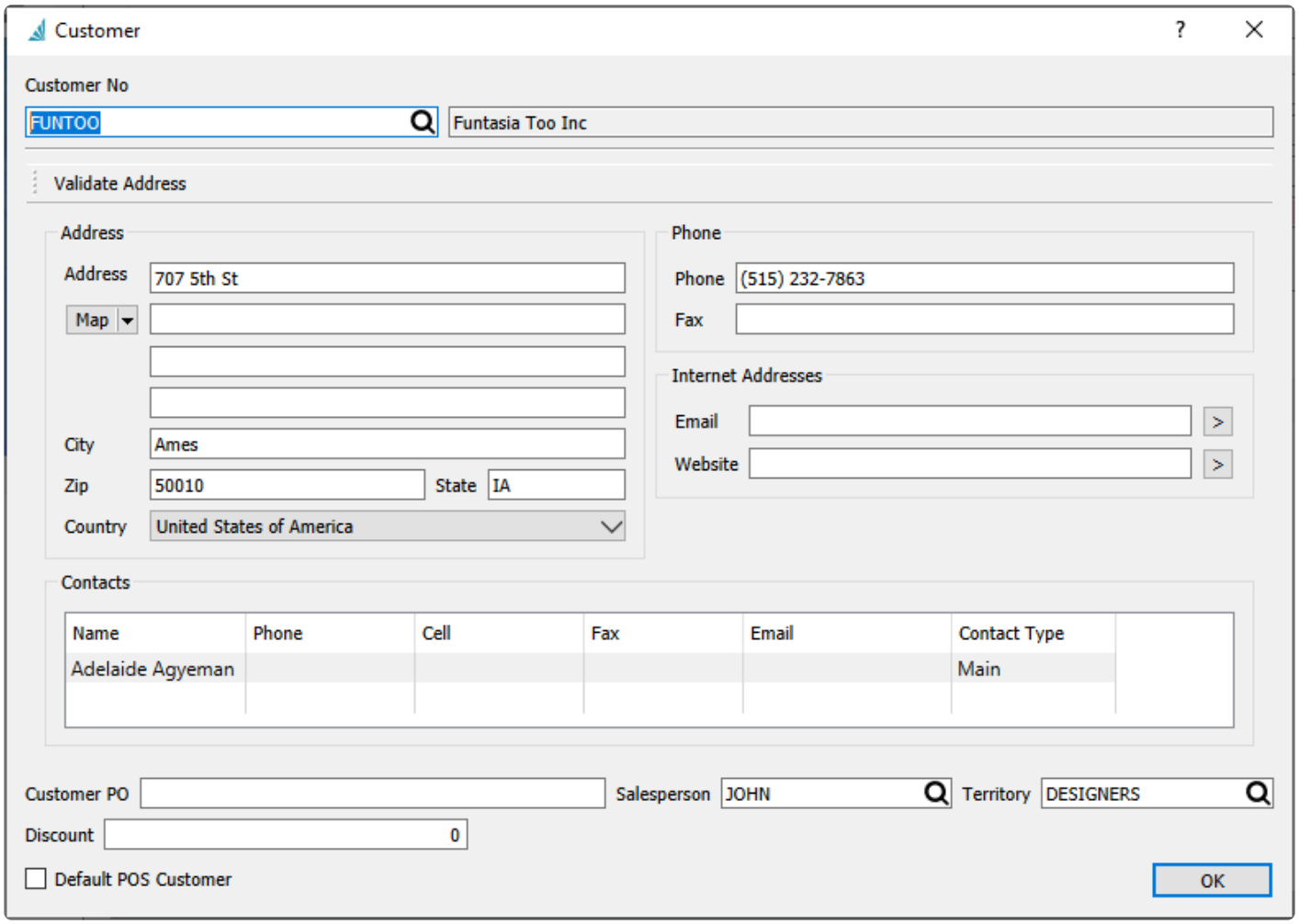


Close – Closes the order and the point of sale window, cancelling any entry in progress. A Close Order screen appears to confirm that you really do want to cancel the order and close the screen.

F2-Clear – Clears the items off the order but leaves the window open. A Clear Order screen appears to confirm that you really do want to cancel the order.

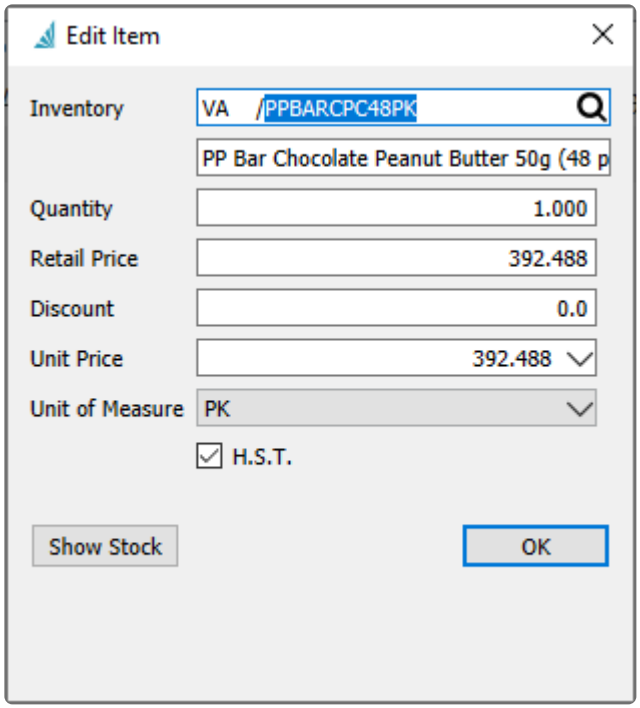
F3-Customer – Brings up the customer selection screen, and the address, contact and other information about this customer is loaded. An existing customer record must be chosen – you cannot simply enter

information on this screen – but you may have a miscellaneous cash sale record created for the purpose of entering one-time customer sales.



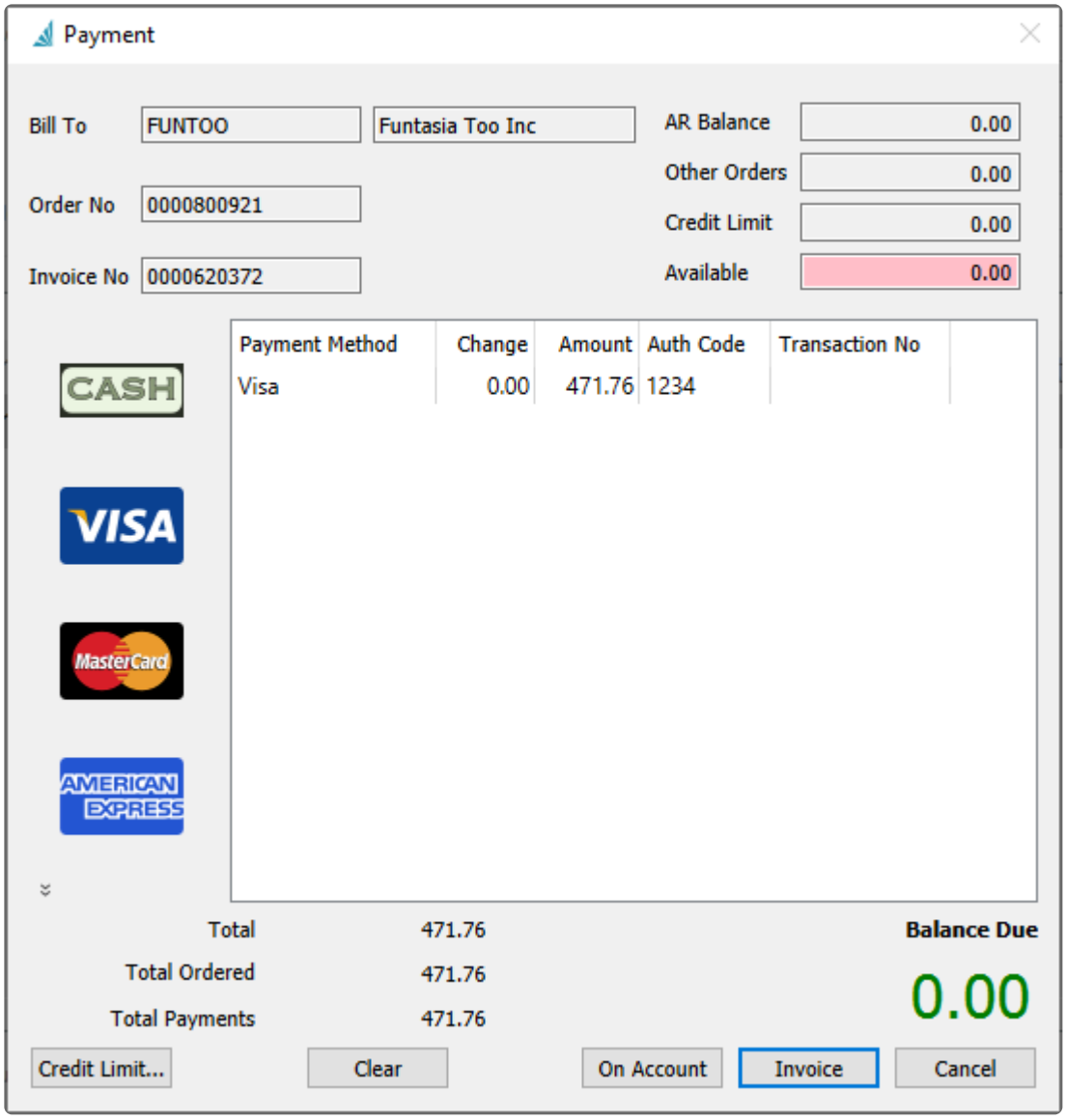
If you want to use the selected customer as the default for future POS orders for this user, enable the “Default POS Customer” option.

F4-Edit Items – Brings up the inventory item selection screen, which can also be opened by double-clicking on the last blank line.



After the item information is loaded, enter the quantity purchased and any other necessary changes. The Show Stock button will display a screen listing the quantity availability of this item at all locations.

F5-Invoice/Tender – Brings up the payment screen, followed by the ability to post the invoice either on account or with a payment applied.



Choose a payment method by clicking on the appropriate icon at the left, or by typing the first character. ie – if selecting Visa enter a 'V'. The payment can be split over more than one method. The Invoice button would be used to post the invoice and payment for the customer. If the customer has available credit then the invoice can be posted On Account without requiring a payment.

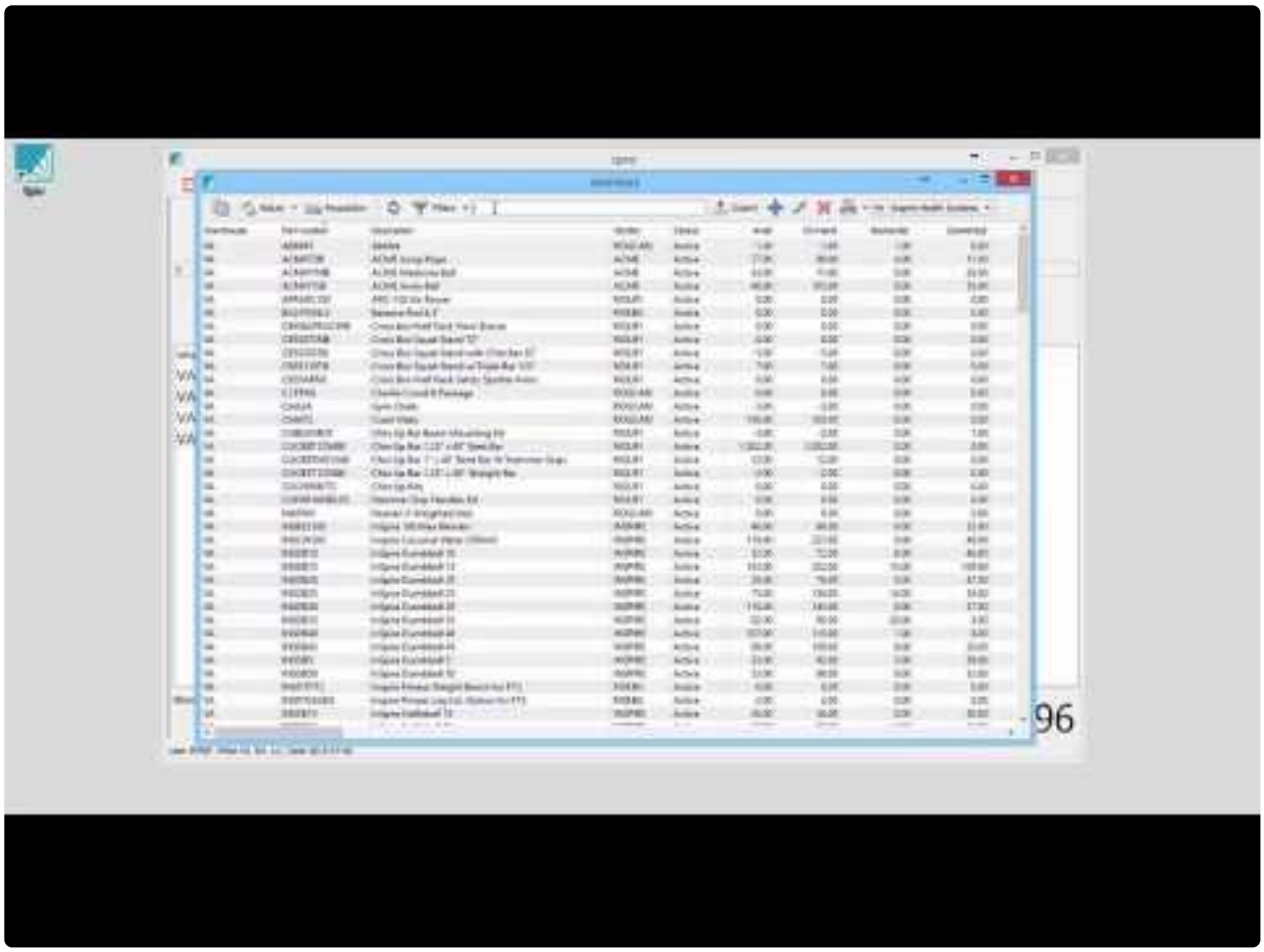
F6-Order Entry – Transfers the POS order into a full sales order window. This gives access to everything you can do when in a sales order. This includes seeing the customers sales history and therefore pricing. If the order is invoiced from the full sales order screen, the invoice form prints on a full sized page, instead of the typical small POS ticket report printed from POS. Pressing F6 in the sales order closes that screen and returns to the POS window.

F7-Edit Comment – Adds a comment text line to the POS order, which can be loaded from a list of pre-defined comments.

F9-Inventory Lookup – Opens the complete list of inventory items, from where you can select an item record that is being sold. The item is added to the POS order with the default price and quantity 1.

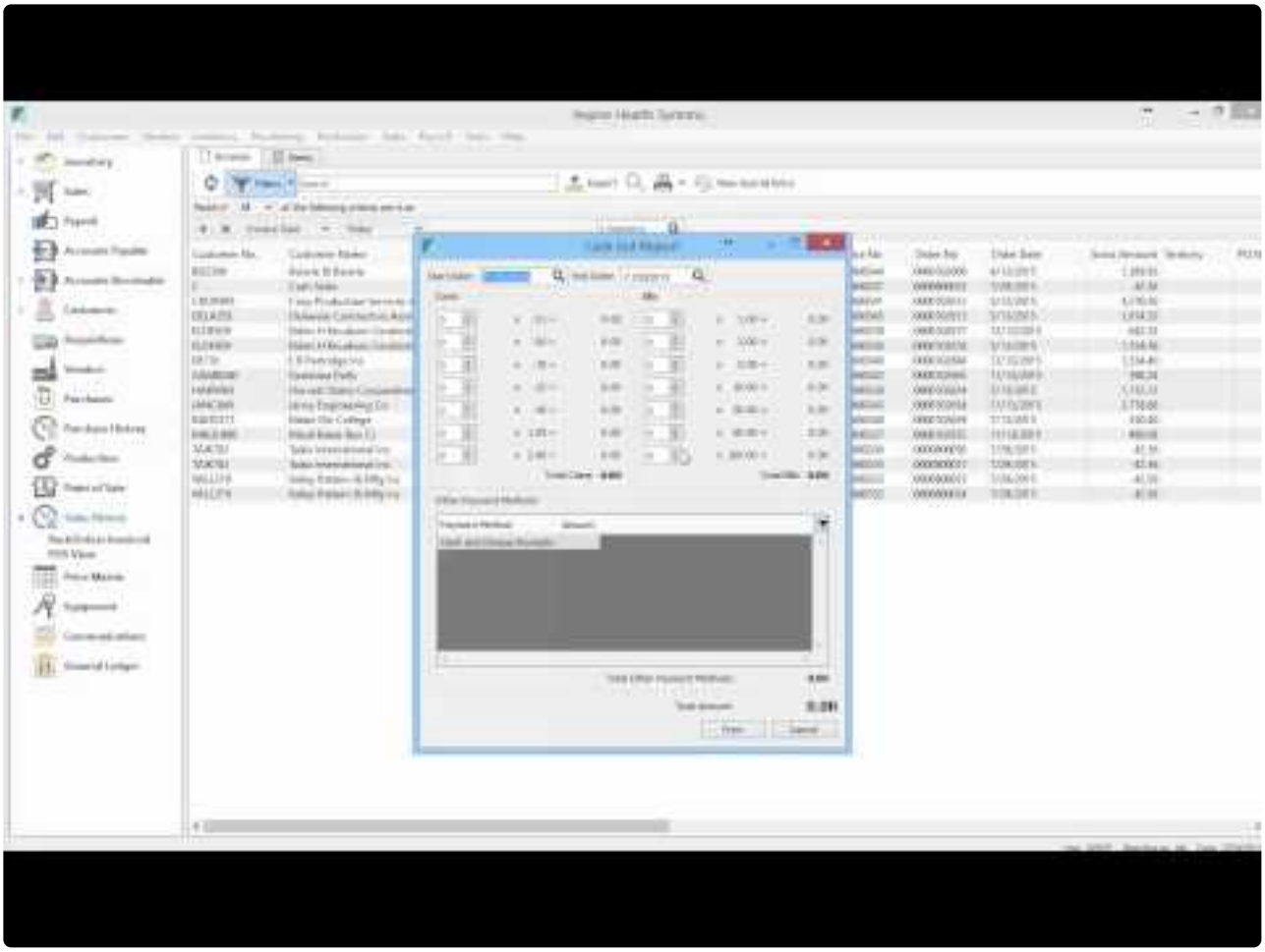
Setup Receipt – Opens the POS Receipt report window to see which report is selected to print after a sale is posted. The receipt cannot be printed from here, prior to posting.

Video Instruction of POS



https://www.youtube.com/embed/T38hzuAS4wE?rel=0

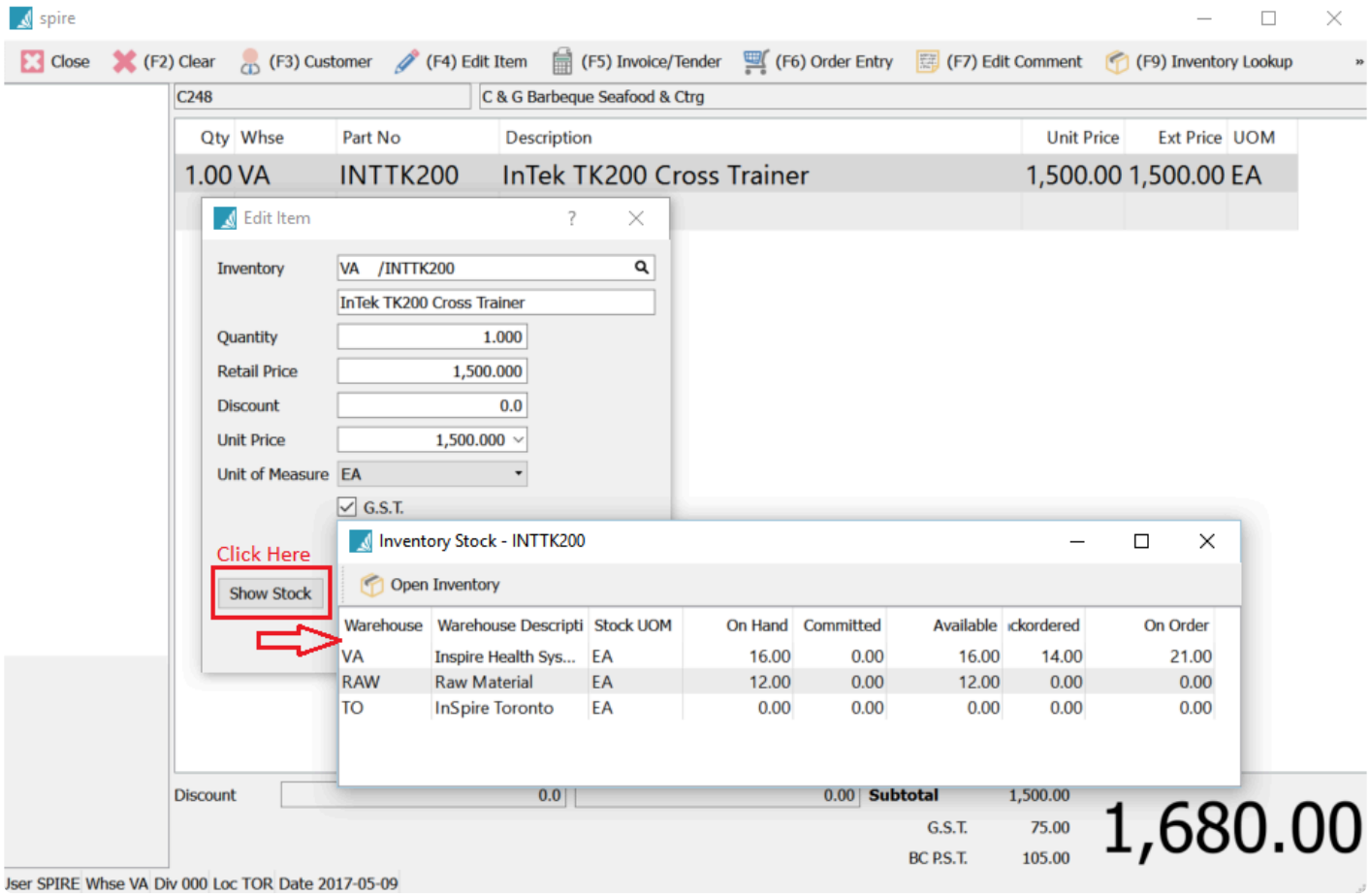
Sales Cash out



https://www.youtube.com/embed/HotjpkNHp9I?rel=0

Show Stock

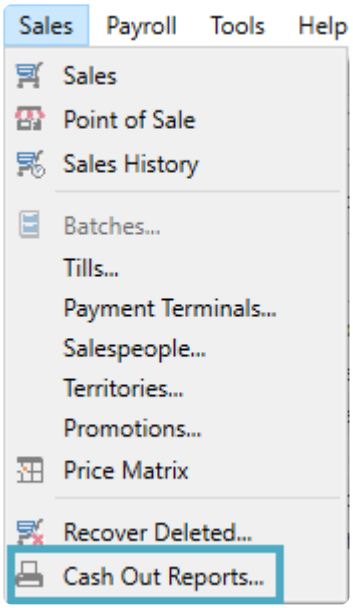
When editing an item line in POS, you can click the “Show Stock” button to see the quantity status of the item in other warehouses. You do not need to have access to all warehouses to see this information.



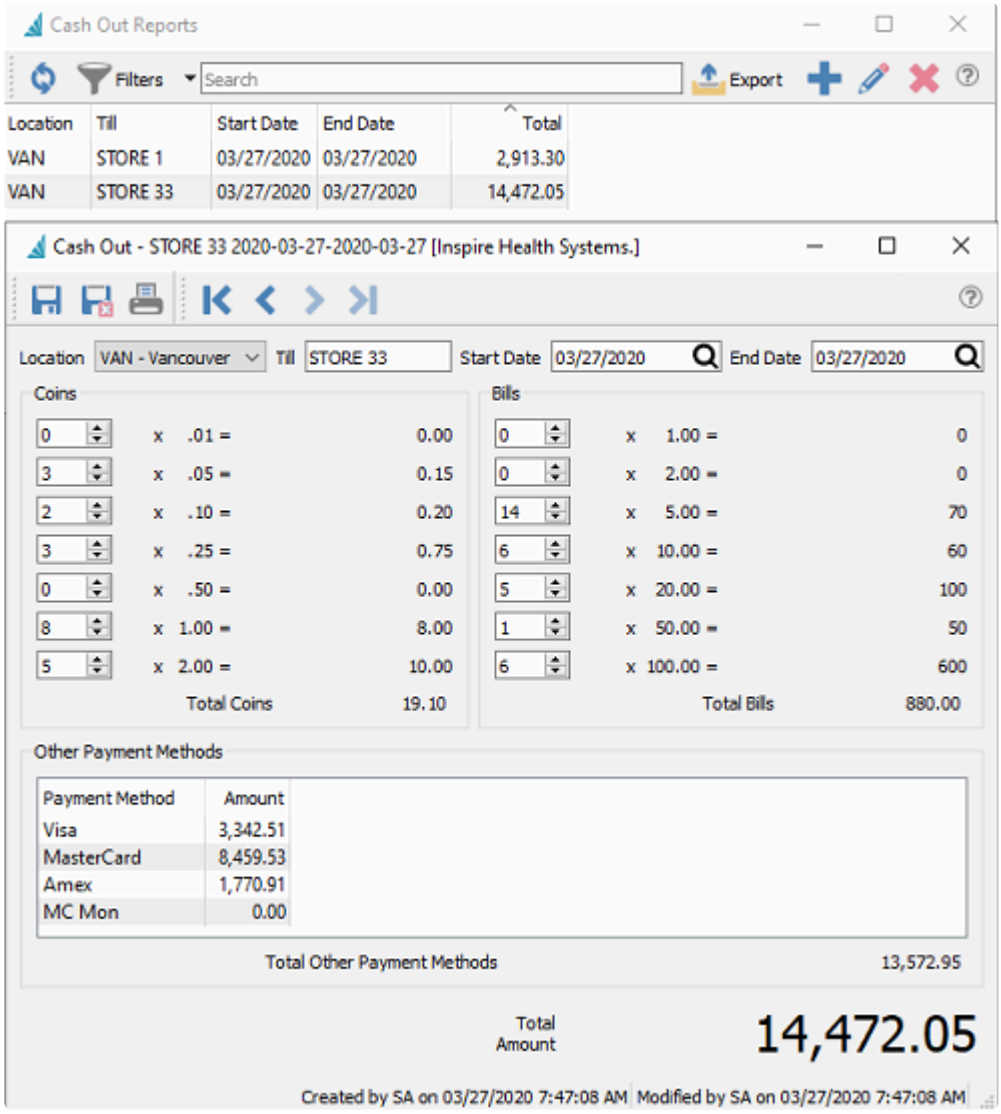
Sales Payment Balancing

If the company takes several forms of payment, then the following is the procedure to balance the payments against the invoices and Point of Sales processed.

On the top Sales menu, select Cash Out Reports.



Add a new Cash Out batch for the period to be balanced and give it a name to identify the Till location. If Till codes have been defined, you can select one here.



Count the cash and enter each denomination. Then enter the Other Payment Method totals from the payment processors terminal report.

Location – Select the Location if these are defined for your company, created in Company Settings, General Ledger, Segments, Codes.

Print the “Cash Balance” report to verify that the payments balance to the invoice amounts.

Inspire Health Systems.

Cash Balance Details May 16, 2017 / 8:26 am

TOR May 16,2017 STORE 33

Cash Drawer

Coin Count		Amount	Bill Count		Amount
1 Cent	3	0.03	1 Dollar	0	0.00
5 Cents	0	0.00	2 Dollars	7	14.00
10 Cents	2	0.20	5 Dollars	11	55.00
25 Cents	3	0.75	10 Dollars	6	60.00
50 Cents	0	0.00	20 Dollars	5	100.00
1 Dollar	8	8.00	50 Dollars	1	50.00
2 Dollars	5	10.00	100 Dollars	6	600.00
Total coin		18.98	Total bills		879.00

Card Terminal

Cards	Amount
Gift Card	967.85
Visa	3,342.51
MasterCard	8,459.53
Amex	1,770.91
Bit Coin	0.00
Discover	0.00
Pay Pal	0.00
Debit	0.00
Oasis	0.00
Total cards	14,540.80
Total cash	897.98
Total *	**15,438.78**

Posted Invoice Payments

Gift Card	967.85
Cash	897.98
Visa	3,342.51
MasterCard	8,459.53
Amex	1,770.91
	15,438.78
Total *	15,438.78
Over/Under *	**0.00**

If they are not balanced, print the “Cash Balance Details” report and proceed with checking off invoices until the error is found.

Inspire Health Systems.

Cash Balance Details

May 16, 2017 / 8:26 am

TOR

May 16,2017

Cash Drawer | **STORE 33** | **Card Terminal**

Coin Count		Amount	Bill Count		Amount	Cards	Amount
1 Cent	3	0.03	1 Dollar	0	0.00	Gift Card	967.85
5 Cents	0	0.00	2 Dollars	7	14.00	Visa	3,342.51
10 Cents	2	0.20	5 Dollars	11	55.00	MasterCard	8,459.53
25 Cents	3	0.75	10 Dollars	6	60.00	Amex	1,770.91
50 Cents	0	0.00	20 Dollars	5	100.00	Bit Coin	0.00
1 Dollar	8	8.00	50 Dollars	1	50.00	Discover	0.00
2 Dollars	5	10.00	100 Dollars	6	600.00	Pay Pal	0.00
						Debit	0.00
Total coin		18.98	Total bills		879.00	Oasis	0.00
						Total cards	14,540.80
						Total cash	897.98
						Total *	**15,438.78**

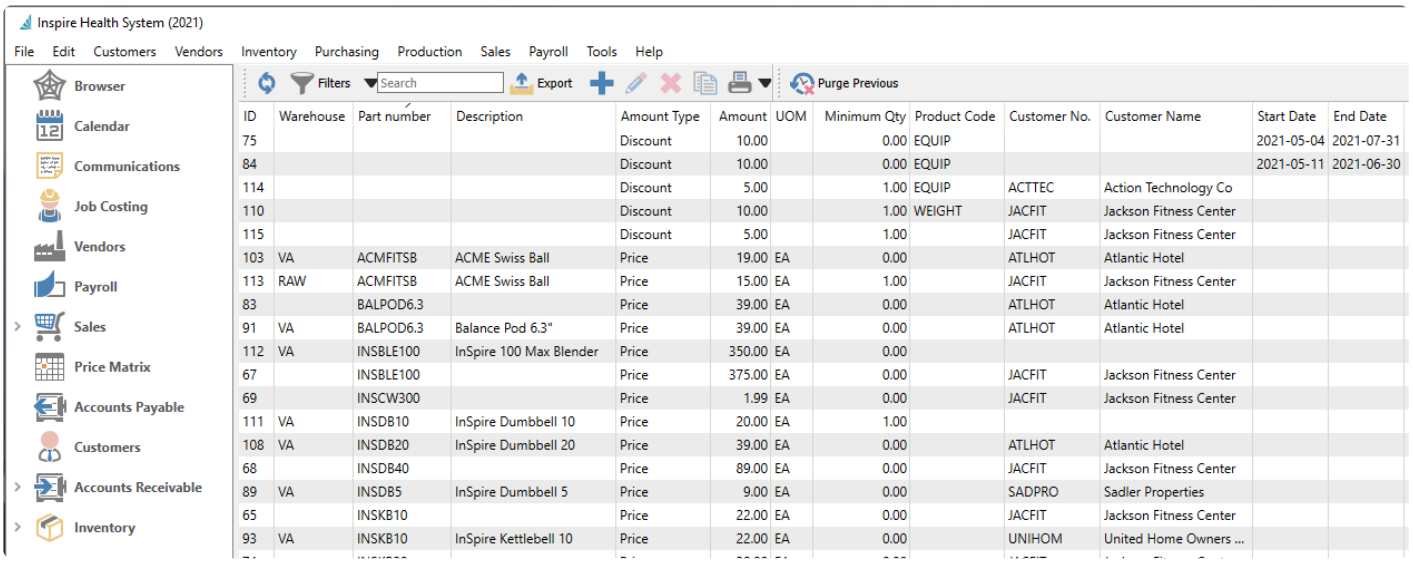
Posted Invoice Payments

Date	Number	Name		Amount
May 16, 17	0000600418	Dales Automotive		510.39
May 16, 17	0000600428	Maull Baker Box Ci		457.46
			Gift Card	**967.85**
May 16, 17	0000600412	Cash Sale		156.80
May 16, 17	0000600413	Elden H Knudson Constrctn Co		409.85
May 16, 17	0000600419	Jackson Fitness Center		5.60
May 16, 17	0000600420	Jackson Fitness Center		123.48
May 16, 17	0000600426	Cash Sale		117.60
May 16, 17	0000600427	Jackson Fitness Center		84.65
			Cash	**897.98**
May 16, 17	0000600414	Bell West Credit Union		705.60
May 16, 17	0000600416	Elden H Knudson Constrctn Co		1,202.88
May 16, 17	0000600421	Cash Sale		590.24
May 16, 17	0000600422	Fairfield Printing		843.79
			Visa	**3,342.51**
May 16, 17	0000600415	Jackson Fitness Center		429.24
May 16, 17	0000600423	E R Partridge Inc		6,903.68
May 16, 17	0000600425	Beierle & Beierle		1,126.61
			MasterCard	**8,459.53**
May 16, 17	0000600417	Jackson Fitness Center		635.04
May 16, 17	0000600424	Jackson Fitness Center		1,135.87
			Amex	**1,770.91**
				15,438.78

Total *	15,438.78
Over/Under *	**0.00**

Price Matrix

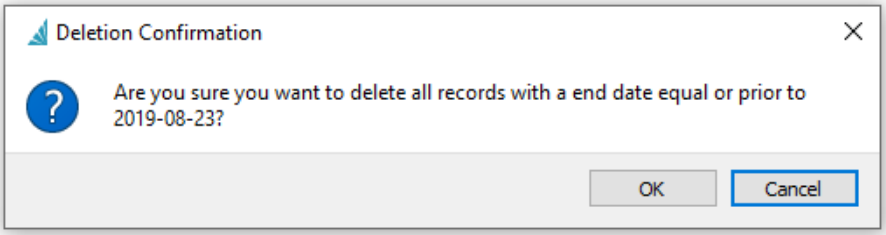
Spire's Price Matrix allows the user to set special pricing of inventory items or product groups for individual or groups of customers when entering Sales Orders in many different ways.

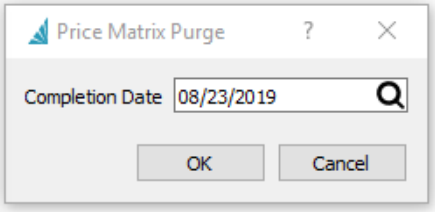


ID	Warehouse	Part number	Description	Amount Type	Amount	UOM	Minimum Qty	Product Code	Customer No.	Customer Name	Start Date	End Date
75				Discount	10.00		0.00	EQUIP			2021-05-04	2021-07-31
84				Discount	10.00		0.00	EQUIP			2021-05-11	2021-06-30
114				Discount	5.00		1.00	EQUIP	ACTTEC	Action Technology Co		
110				Discount	10.00		1.00	WEIGHT	JACFIT	Jackson Fitness Center		
115				Discount	5.00		1.00		JACFIT	Jackson Fitness Center		
103	VA	ACMFITSB	ACME Swiss Ball	Price	19.00	EA	0.00		ATLHOT	Atlantic Hotel		
113	RAW	ACMFITSB	ACME Swiss Ball	Price	15.00	EA	1.00		JACFIT	Jackson Fitness Center		
83		BALPOD6.3		Price	39.00	EA	0.00		ATLHOT	Atlantic Hotel		
91	VA	BALPOD6.3	Balance Pod 6.3"	Price	39.00	EA	0.00		ATLHOT	Atlantic Hotel		
112	VA	INSBLE100	InSpire 100 Max Blender	Price	350.00	EA	0.00					
67		INSBLE100		Price	375.00	EA	0.00		JACFIT	Jackson Fitness Center		
69		INSCW300		Price	1.99	EA	0.00		JACFIT	Jackson Fitness Center		
111	VA	INSDB10	InSpire Dumbbell 10	Price	20.00	EA	1.00					
108	VA	INSDB20	InSpire Dumbbell 20	Price	39.00	EA	0.00		ATLHOT	Atlantic Hotel		
68		INSDB40		Price	89.00	EA	0.00		JACFIT	Jackson Fitness Center		
89	VA	INSDB5	InSpire Dumbbell 5	Price	9.00	EA	0.00		SADPRO	Sadler Properties		
65		INSKB10		Price	22.00	EA	0.00		JACFIT	Jackson Fitness Center		
93	VA	INSKB10	InSpire Kettlebell 10	Price	22.00	EA	0.00		UNIHOM	United Home Owners ...		

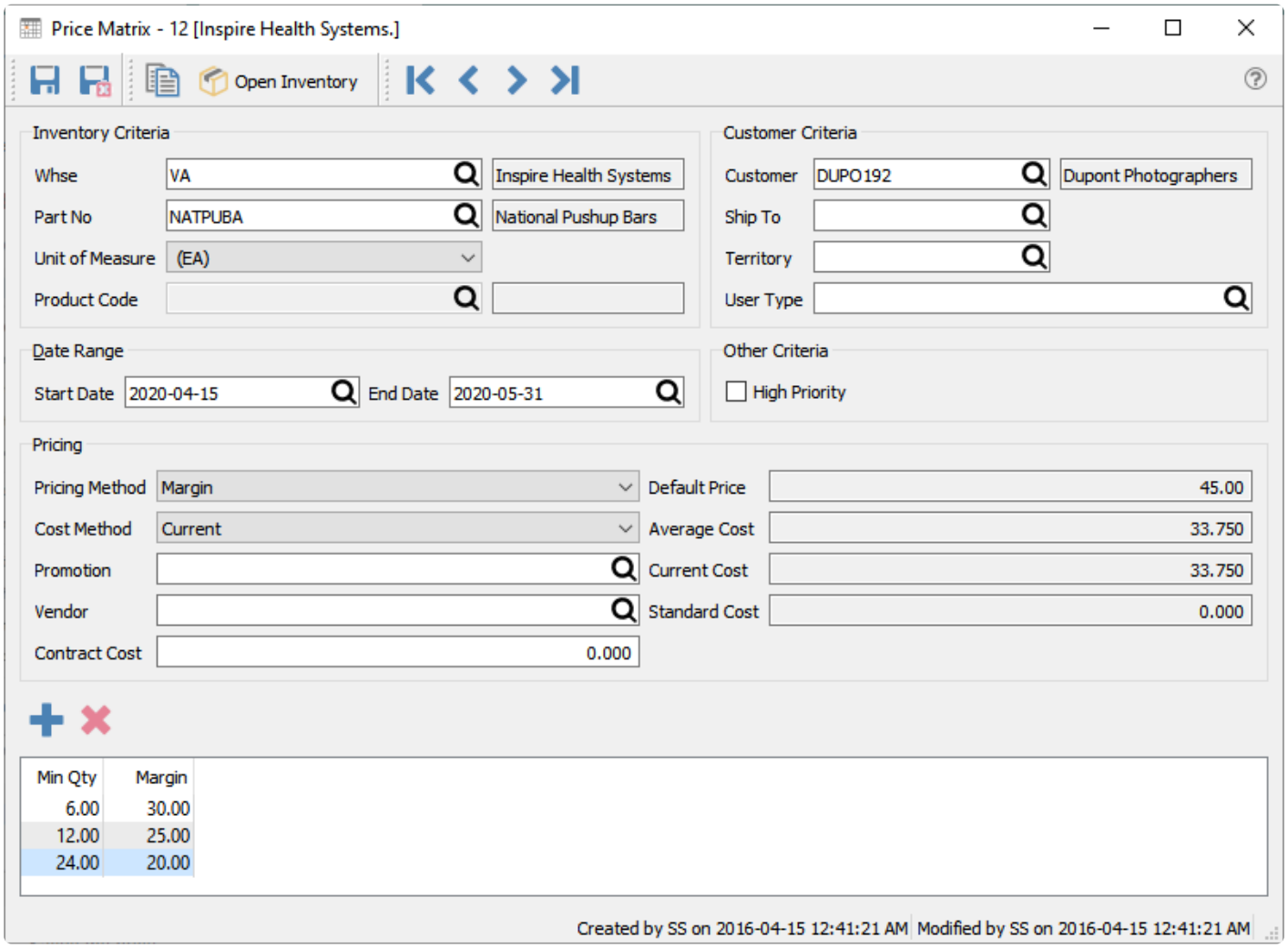
A list of all Price Matrix records can be seen within the module list grid, and can be filtered or searched within. Each record has a unique ID code determined by the program when the record is created. You can add new records directly from here, or from within a Sales Order if you choose to Store Prices for the customer.

Purge Previous – Delete all price matrix records that have an End Date earlier than a specified date.





Edit Price Matrix



Save – Saves the price record and leaves the screen open.

Save & Close – Saves the price record and closes the screen.

Copy – Copies this price record to create a new record.

Whse – Warehouse for the special price. If this field is blank then the price applies to all warehouses.

Part No – The inventory item for the special price. If this record is to give a special price for all items within a Product Code, the Part No can be blank.

Unit of Measure – The UOM of the item receiving the special price, which is only available after the item is selected for a specific warehouse. Choose from or a particular unit.

Product Code – Applying the special price to all items assigned this product code. You can only enter a value when the Part No field is not used.

Customer – The customer getting the special price. If this record is to give a special price for all customers within a Territory or Customer Type, the customer can be blank.

Ship To – The shipping address code of the customer receiving the special price, which is only available after the customer is selected. Leave this field blank to use the special price for all addresses of the selected customer.

Currency – Applying the special price to all customers assigned this currency code. You typically would use this field instead of assigning a specific customer.

Territory – Applying the special price to all customers assigned this territory code. You typically would use this field instead of assigning a specific customer.

User Type – Applying the special price to all customers assigned this type value. The field label is customizable in Company Settings, and is usually used for categorizing customers into groups. You would use this field instead of assigning a specific customer.

Date Range – The starting and ending dates for this special price to be used in Sales Orders. Multiple price matrix records can be created with different date ranges and prices, as long as the date ranges do not overlap.

High Priority – This special price overrides all other methods that a price could be assigned to a Sales Order, even if there is a lower possible price for this customer for this item. (See Price Matrix Scoring Below)

Price Method – How the special price is determined, which updates the amount column title in the grid below. The choices are:

- **Price** – A set price for this item.
- **Discount** – A discount by percentage from the unit price of the inventory item.
- **Margin** – The sell price will be calculated from inventory item unit price and the cost value selected below.

Cost Method – The cost value used from the inventory item for the margin calculation. Choices are Current, Standard or Average cost.

Promotion – The reason this price is being offered, if desired. It could be a contract number or a sale price source such as ‘FLYER’. This reason will appear on the sales order detail line, along with optional promotion colour formatting, when this price matrix record is used to set the price. You can also create special prices by quantity ordered across multiple items that use the same promotion code – for more information about this, read the Cumulative Quantity Breaks manual topic.

Vendor – Used in conjunction with the Contract Cost value below to assign a special Cost of Sale amount when this customer orders this item, supported by your company purchasing the item from this vendor.

Contract Cost – Used in conjunction with the Vendor value above to assign a special Cost of Sale amount when this customer orders this item. Any cost difference will be accounted for in a Cost Variance account you specify in Company Settings. For more information about this, read the Contract Cost manual topic.

Default Price – The unit price of the selected inventory item, based on the sell price level of the customer if one is selected. Price Matrix Discounts are calculated from this amount. It is also helpful as a reference when determining a special Price amount for the customer and item.

Average Cost – The average unit cost value from the inventory item.

Current Cost – The current unit cost value from the inventory item.

Standard Cost – The standard unit cost value from the inventory item.

Add – Add another price, discount or margin value if you are using different prices by quantity ordered.

Delete – Deletes the highlighted price row by quantity ordered.

Prices grid

- **Min Qty** – Specify the minimum quantity a customer must order to receive the price on this line. Multiple price lines can be entered using different minimum quantities, typically with lower prices assigned to higher quantities.
- **Price** – The Price, Discount or Margin amount as determined from the method.
- **Price per X** – If an inventory item and warehouse has been selected, this column is visible and displays the unit price for the selected unit of measure.
- **Margin** – If an inventory item and warehouse has been selected, this column is visible displays the margin that this item will obtain based on this price. It also replaces the Price column when the price is defined with Margin as the Pricing Method.

Price Matrix Scoring

Since a customer can qualify for a price with more than one price matrix entry, each type of price is given a score based on an internal ranking method. The customer will be given the price that has the highest score, unless the Company Setting within Sales Orders for ‘Match Lowest Price in Price Matrix’ is set, or if one Price Matrix record has been configured as High Priority. The customer then always receives the High Priority or lowest possible price.

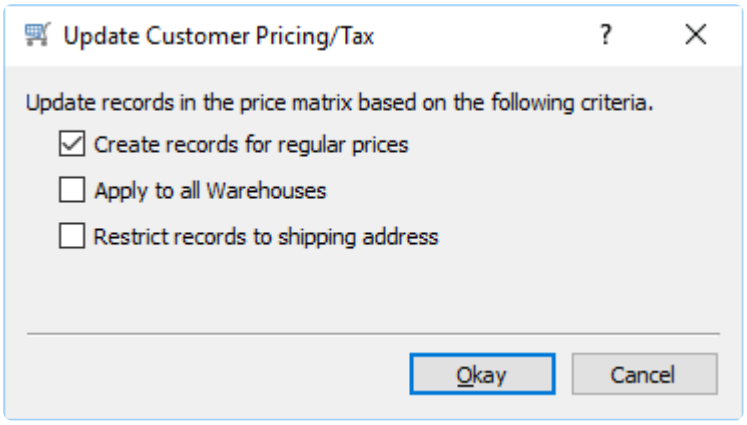
Click this link to download the price scoring spreadsheet

Save Prices from Sales Order

Price Matrix records can also be added from a sales order or quote. When an order is edited, you can select the Prices button and choose either:

- **Store All Prices** – This will save or update the prices from all inventory items on this sales order to price matrix records for this customer.
- **Store Selected Price** – This will save or update the prices from highlighted inventory items on this sales order to price matrix records for this customer.

When the price storage method is chosen, a screen will appear with some options:



- **Create records for regular prices** – Even if the price on the order was not changed from the default item unit price, a Price Matrix record will be added for this customer. This locks in the item price for this customer even if it changes in the future.
- **Apply to all Warehouses** – The price matrix record is created with a blank warehouse field value, meaning that the customer will be charged the same price for this item even if they order it from a different warehouse location.
- **Restrict records to shipping address** – You can only enable this option if a ship to value was selected on the order. The price matrix record is created with the customer shipping address from the order, meaning that the special price only applies when this customer ships the item to that address.

Continuing from this screen will add or update the price matrix records for the specified items for the customer.

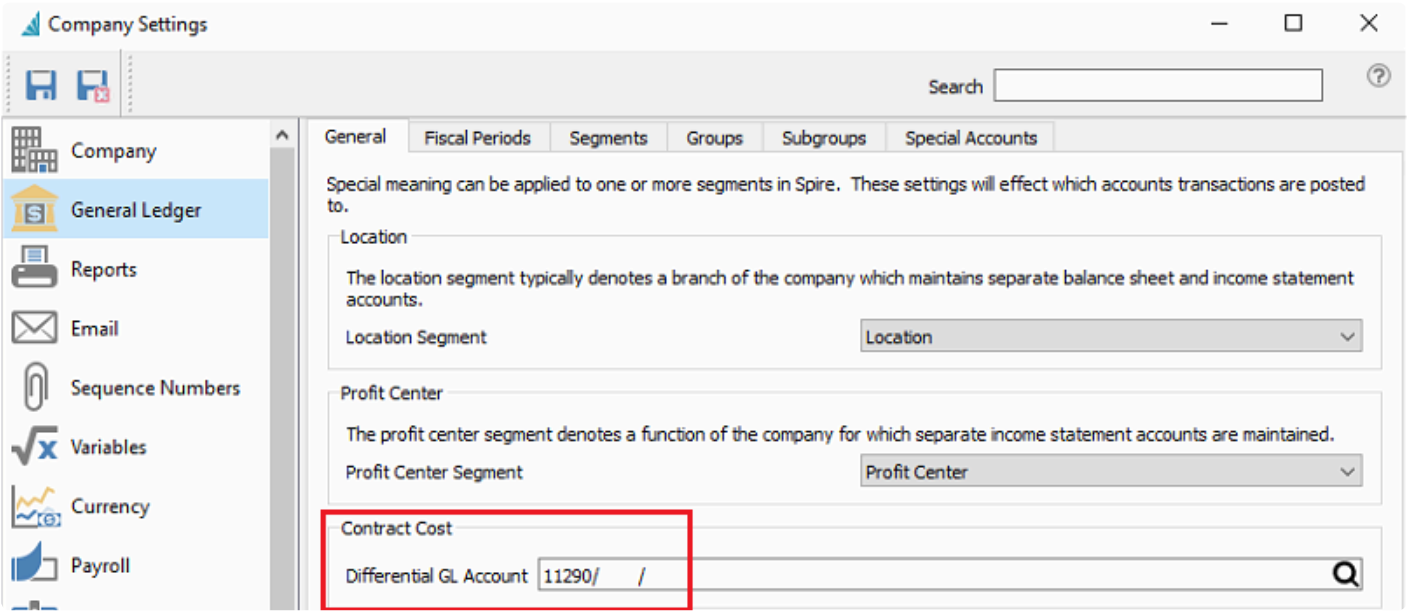
Contract Cost

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

Using this feature requires initial setup.

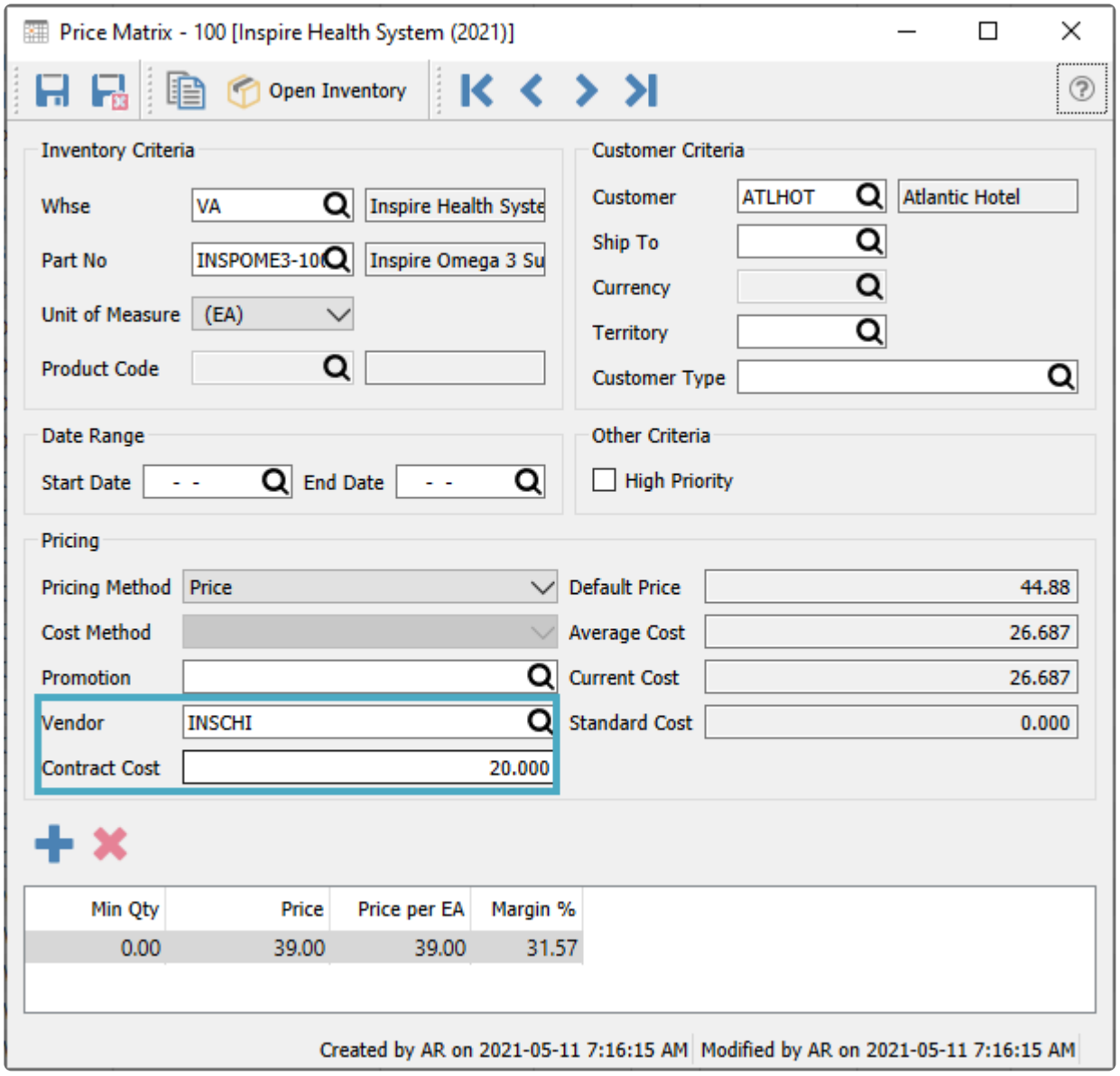
Contract Cost Differential Account

In Company Settings a GL account must be selected for posted cost differences when using contract costs for customers. Entering a differential account activates the feature – the vendor and contract cost fields only appear on price matrix records if this differential account has been configured.



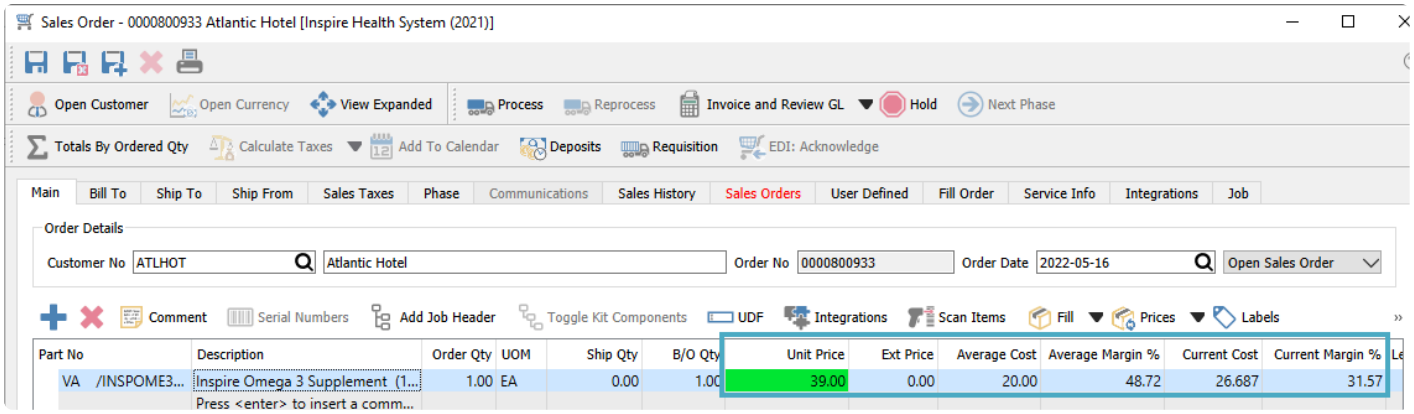
Price Matrix

After setting the item and the customer or group, select a vendor and the contract cost the vendor will give for this customer. Also set the price the customer will pay for this item.



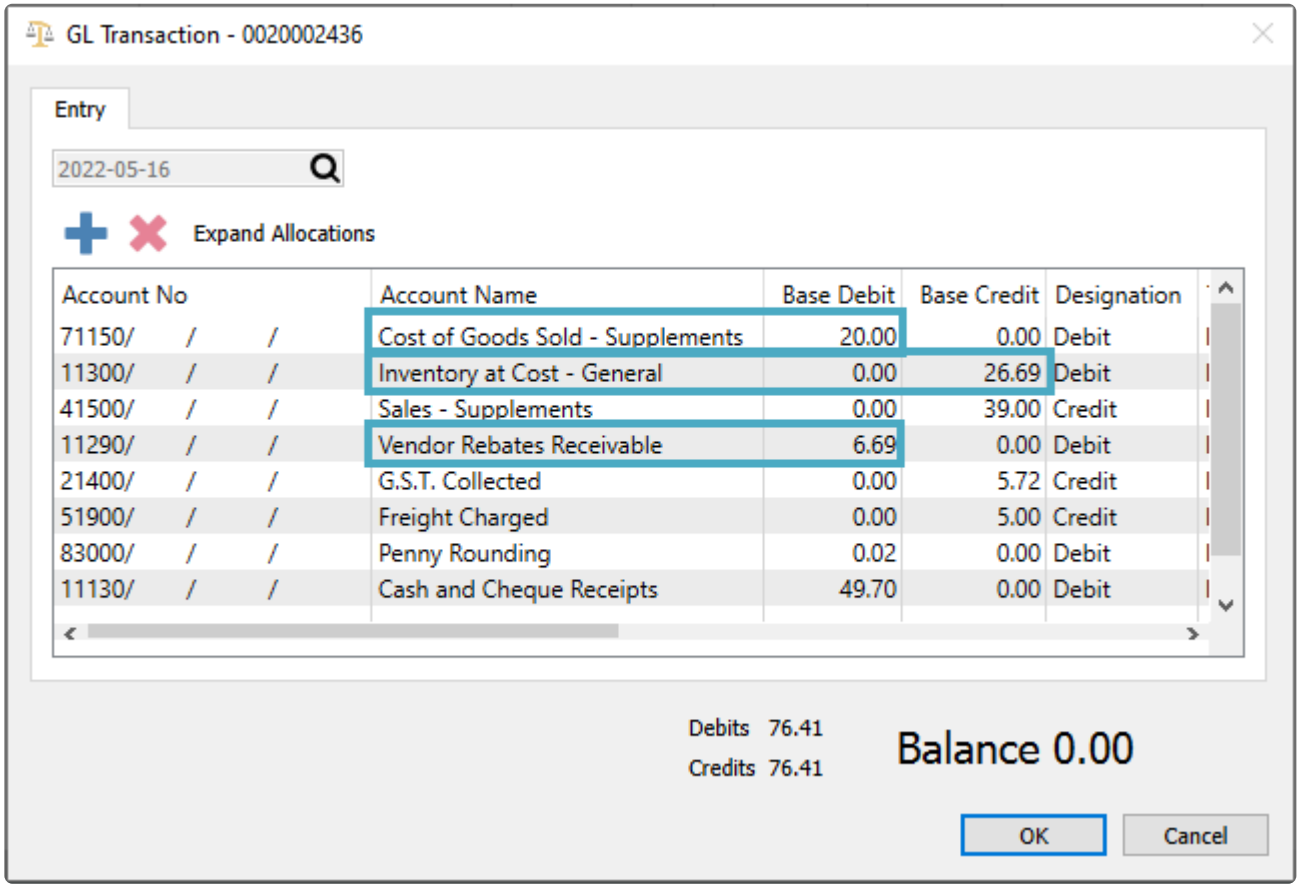
Sales

When this item is sold to the customer the cost and the sell price will come from the price matrix record. It will show the contract cost and the margins based on that cost.

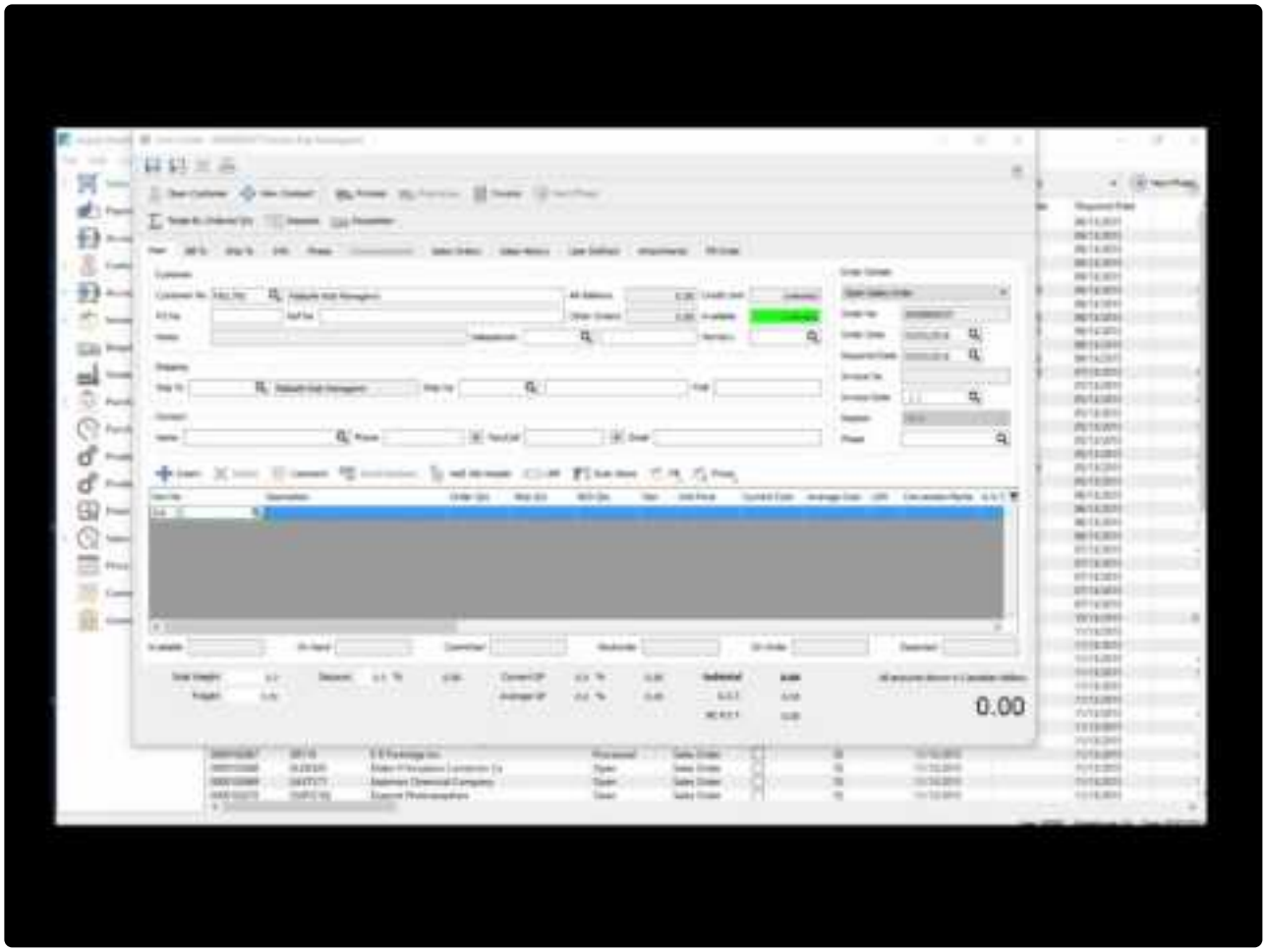


GL Posting

Once the invoice is posted, the journal entry includes all the cost accounts with respective amounts. Note that the difference between the Cost of Goods Sold and Inventory Control accounts is posted to the ‘Vendor Rebates Receivable” account as set in Company Settings.



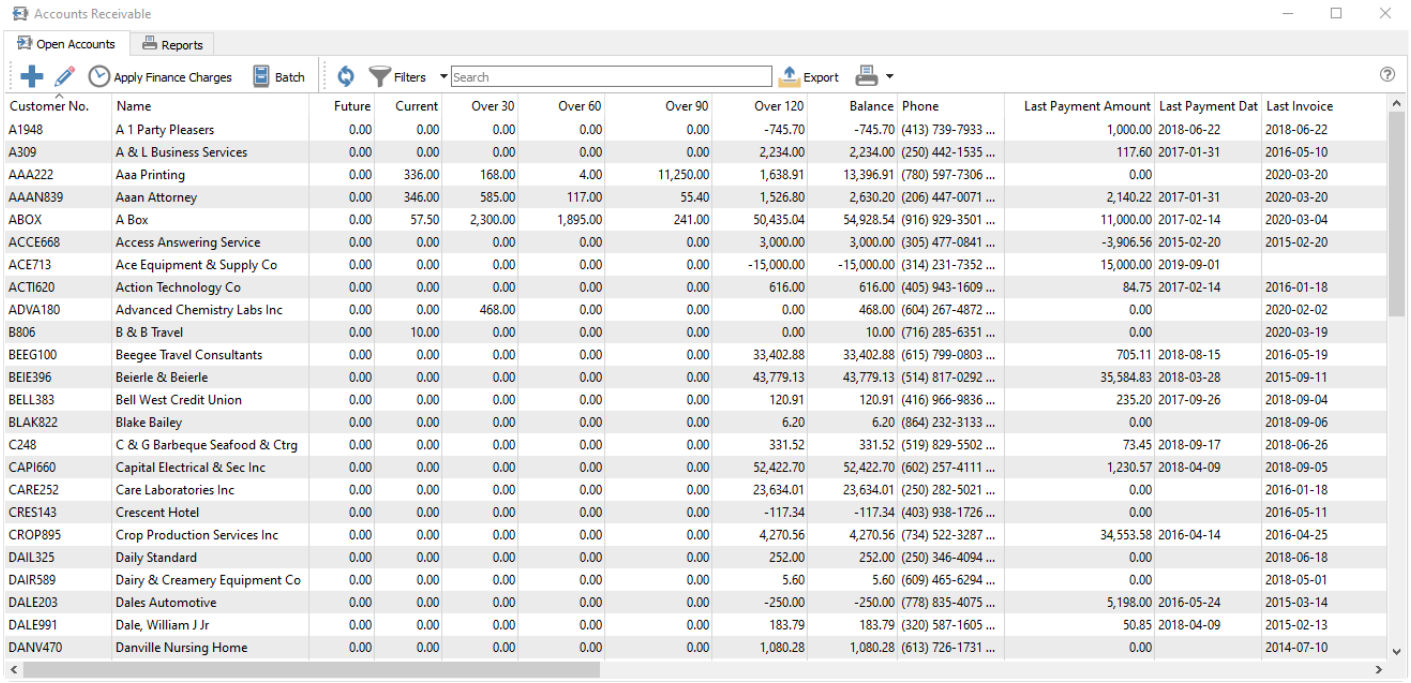
Instructional Video



https://www.youtube.com/embed/eaBVZ8L6Yng?rel=0

Accounts Receivable

To more easily see which customers have outstanding transactions, the Accounts Receivable module lists only those customers that have at least one open receivable, even if all transactions net to a zero balance. This list can be sorted and filtered for investigation, and editing a record will open the list of receivables for that customer.



Customer No.	Name	Future	Current	Over 30	Over 60	Over 90	Over 120	Balance	Phone	Last Payment Amount	Last Payment Dat	Last Invoice
A1948	A 1 Party Pleasers	0.00	0.00	0.00	0.00	0.00	-745.70	-745.70	(413) 739-7933 ...	1,000.00	2018-06-22	2018-06-22
A309	A & L Business Services	0.00	0.00	0.00	0.00	0.00	2,234.00	2,234.00	(250) 442-1535 ...	117.60	2017-01-31	2016-05-10
AAA222	Aaa Printing	0.00	336.00	168.00	4.00	11,250.00	1,638.91	13,396.91	(780) 597-7306 ...	0.00		2020-03-20
AAAN839	Aaan Attorney	0.00	346.00	585.00	117.00	55.40	1,526.80	2,630.20	(206) 447-0071 ...	2,140.22	2017-01-31	2020-03-20
ABOX	A Box	0.00	57.50	2,300.00	1,895.00	241.00	50,435.04	54,928.54	(916) 929-3501 ...	11,000.00	2017-02-14	2020-03-04
ACCE668	Access Answering Service	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00	(305) 477-0841 ...	-3,906.56	2015-02-20	2015-02-20
ACE713	Ace Equipment & Supply Co	0.00	0.00	0.00	0.00	0.00	-15,000.00	-15,000.00	(314) 231-7352 ...	15,000.00	2019-09-01	
ACTI620	Action Technology Co	0.00	0.00	0.00	0.00	0.00	616.00	616.00	(405) 943-1609 ...	84.75	2017-02-14	2016-01-18
ADVA180	Advanced Chemistry Labs Inc	0.00	0.00	468.00	0.00	0.00	0.00	468.00	(604) 267-4872 ...	0.00		2020-02-02
B806	B & B Travel	0.00	10.00	0.00	0.00	0.00	0.00	10.00	(716) 285-6351 ...	0.00		2020-03-19
BEEG100	Beegee Travel Consultants	0.00	0.00	0.00	0.00	0.00	33,402.88	33,402.88	(615) 799-0803 ...	705.11	2018-08-15	2016-05-19
BEIE396	Beierle & Beierle	0.00	0.00	0.00	0.00	0.00	43,779.13	43,779.13	(514) 817-0292 ...	35,584.83	2018-03-28	2015-09-11
BELL383	Bell West Credit Union	0.00	0.00	0.00	0.00	0.00	120.91	120.91	(416) 966-9836 ...	235.20	2017-09-26	2018-09-04
BLAK822	Blake Bailey	0.00	0.00	0.00	0.00	0.00	6.20	6.20	(864) 232-3133 ...	0.00		2018-09-06
C248	C & G Barbeque Seafood & Ctrg	0.00	0.00	0.00	0.00	0.00	331.52	331.52	(519) 829-5502 ...	73.45	2018-09-17	2018-06-26
CAPI660	Capital Electrical & Sec Inc	0.00	0.00	0.00	0.00	0.00	52,422.70	52,422.70	(602) 257-4111 ...	1,230.57	2018-04-09	2018-09-05
CARE252	Care Laboratories Inc	0.00	0.00	0.00	0.00	0.00	23,634.01	23,634.01	(250) 282-5021 ...	0.00		2016-01-18
CRES143	Crescent Hotel	0.00	0.00	0.00	0.00	0.00	-117.34	-117.34	(403) 938-1726 ...	0.00		2016-05-11
CROP895	Crop Production Services Inc	0.00	0.00	0.00	0.00	0.00	4,270.56	4,270.56	(734) 522-3287 ...	34,553.58	2016-04-14	2016-04-25
DAIL325	Daily Standard	0.00	0.00	0.00	0.00	0.00	252.00	252.00	(250) 346-4094 ...	0.00		2018-06-18
DAIR589	Dairy & Creamery Equipment Co	0.00	0.00	0.00	0.00	0.00	5.60	5.60	(609) 465-6294 ...	0.00		2018-05-01
DALE203	Dales Automotive	0.00	0.00	0.00	0.00	0.00	-250.00	-250.00	(778) 835-4075 ...	5,198.00	2016-05-24	2015-03-14
DALE991	Dale, William J Jr	0.00	0.00	0.00	0.00	0.00	183.79	183.79	(320) 587-1605 ...	50.85	2018-04-09	2015-02-13
DANV470	Danville Nursing Home	0.00	0.00	0.00	0.00	0.00	1,080.28	1,080.28	(613) 726-1731 ...	0.00		2014-07-10

Add – Creates a new AR entry for the customer and type you select.

Edit – Opens the receivables records for the selected customer.

Apply Finance Charges – Applies interest charges to the selected customers configured to allow these charges on the Customer Billing tab. This also requires setting the monthly interest charge rate in Company Settings and the Accounts Receivable area.

Batch – Allows creating a group of customer payments for entry that can be considered as a deposit, or generate a list of electronic fund transfer (EFT) transactions authorized by the customers. Read the Batch Receivables EFT for more information about electronic customer payments.

Refresh – Updates the list grid with any new edits or transactions added by another user on the network.

Filters – Set or select record selection criteria to display only the records that meet the criteria.

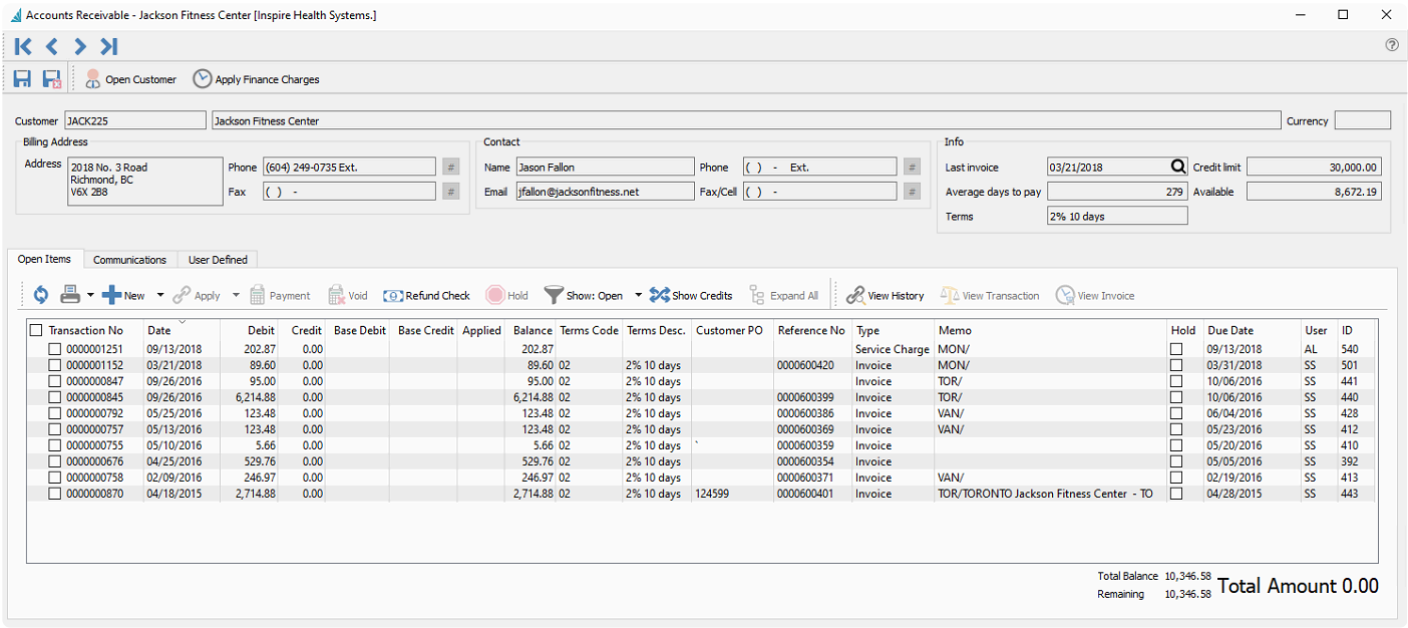
Search – Displays customer records based on full word(s) entered, or partial words in conjunction with the * wildcard.

Export – Exports the displayed grid list to an external Excel or .csv file for use or investigation.

Print – Prints one or more reports with the template of ‘Accounts Receivable List’ for either all or selected customers.

Customer Open AR Items

When viewing the Accounts Receivable for a specific customer, a screen appears with customer information and a list of open transactions.



Header

Open Customer – Allows the user to open the customer to see all information including sales history and open sales orders.

Apply Finance Charges – Applies interest charges to this customer. The button will be disabled if the customer is not configured to allow these charges on the Billing tab. This also requires setting the monthly interest charge rate in Company Settings and the Accounts Receivable area.

Navigation – Navigates between customer records based on the filtered and sorted list.

Contact – Customer contact determined from the Company Setup for the AR Contact Type.

Info – Shows credit and year to date purchases for the Customer.

Open Items

All Open transactions with a non-zero current balance are displayed by default. Any transactions with an arrowhead at the left have other applied transactions that can be viewed by clicking the arrowhead and expanding.

Transactions can be selected for some processes by clicking the checkbox next to them, where the same process can be done for multiple transactions at once. For other processes where it only makes sense to

perform on a single transaction, they are selected by highlighting the row in the grid.

Refresh – Display any new entries other users have posted.

Print – Prints one or more reports with the template of 'Accounts Receivable'.

Add – Create a new Accounts Receivable transaction entry for this customer. Available types are Invoice, Payment, Credit Memo, Debit Memo, Service Charge or Writeoff.

Apply – If unapplied payment(s) or customer credit(s) exist, you can select these from the checkboxes, along with associated invoice(s) and apply them together. If the amounts equal they will both be removed from the Open Items list. If one is larger than the other, then the larger transaction will remain on the list with a reduced balance.

Payment – Pays all invoice(s) with the checkbox enabled. The Payment screen appears and allows you to change the date, payment method, print status or applied payment amount for each selected invoice.

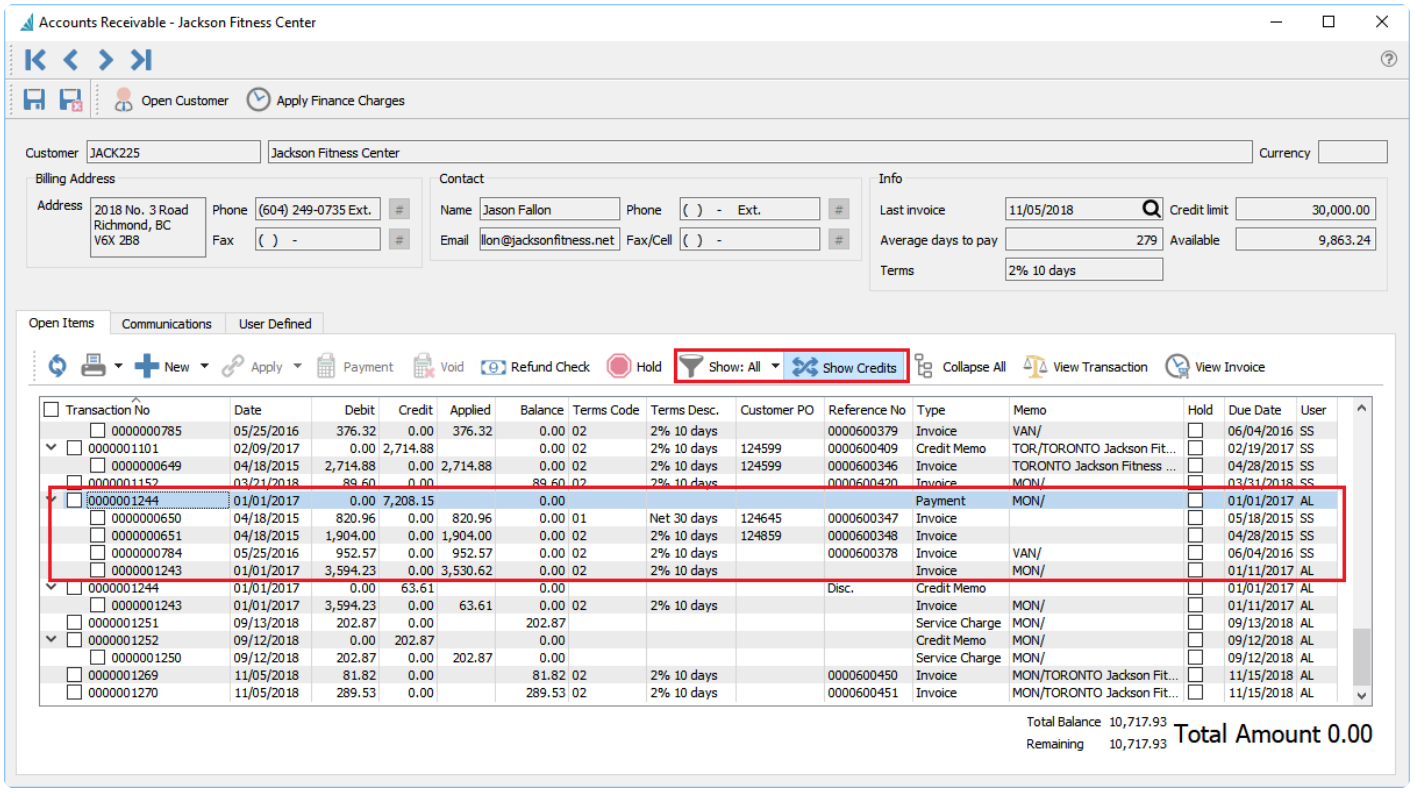
Void – If an open invoice is selected from a checkbox, Void will create a reversing Customer Credit transaction. If a payment applied to an invoice is selected, Void will unlink the payment from the paid invoices and instead apply a reversing Customer Debit transaction. Invoices from sales orders cannot be Voided. Voiding must be enabled as a user security setting.

Refund Check – Creates a check to print for a customer, typically for returning a credit balance or giving a customer rebate. The GL transaction entry credits the bank account and debits the accounts receivable control account. After posting, you need to link this Debit Memo transaction to another transaction in order to clear it.

Hold – Sets the Hold status on the highlighted invoice so it cannot be paid.

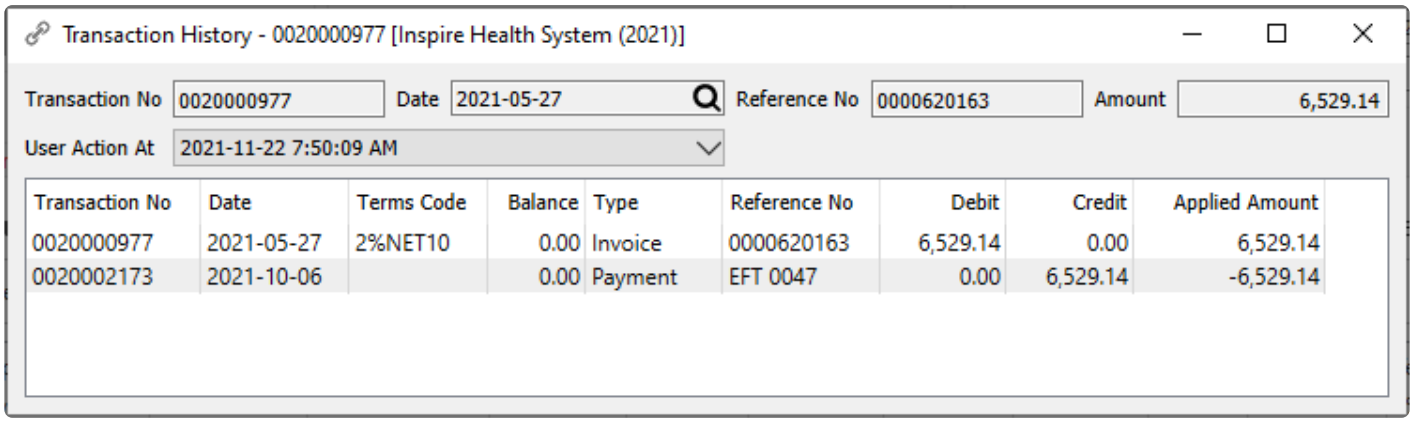
Show – Shows Open, All or 'All since fiscal year' entries, including fully paid invoices with applied payments or customer credits.

Show Credits – Toggle this button to switch the display orientation and list payments or customer credits in the grid, with all applied invoices when expanding. This is a useful display to investigate which invoice(s) were paid by a particular payment. Any invoices with no applied transactions will continue to display with Show Credits selected.



Expand All – Expands the links for all transactions to see all invoices and related payments, or all payments and related invoices if Show Credits is toggled on. This is for convenience if you want to see all applied transactions or are searching for a specific one.

View History – Highlight a transaction and see it and all applied transactions in a separate window. The date and time of the User Action when the transactions were applied is also displayed, and in the case of multiple separate times when a transaction was applied, the User Action displays just those applied at that date and time.



View Transaction – Views the GL account activity of the highlighted transaction when it was posted.

View Invoice – Views the invoice for the highlighted transaction if it originated from a sales order. It will be viewed from sales history and therefore will not be editable, but could be reversed or copied.

Communications

Notes – Any number of notes can be added to the customer accounts receivable, which are separate from the communications stored on the customer record with each address.

Attachments – Any number of attachments can be added to a communication note. From the Communications list, clicking the Open Attachment button will open the first attachment in the default viewer for that type of document. If the note is edited, any attachment can be opened by clicking the file or URL name.

Read the Communications manual topic

User Defined

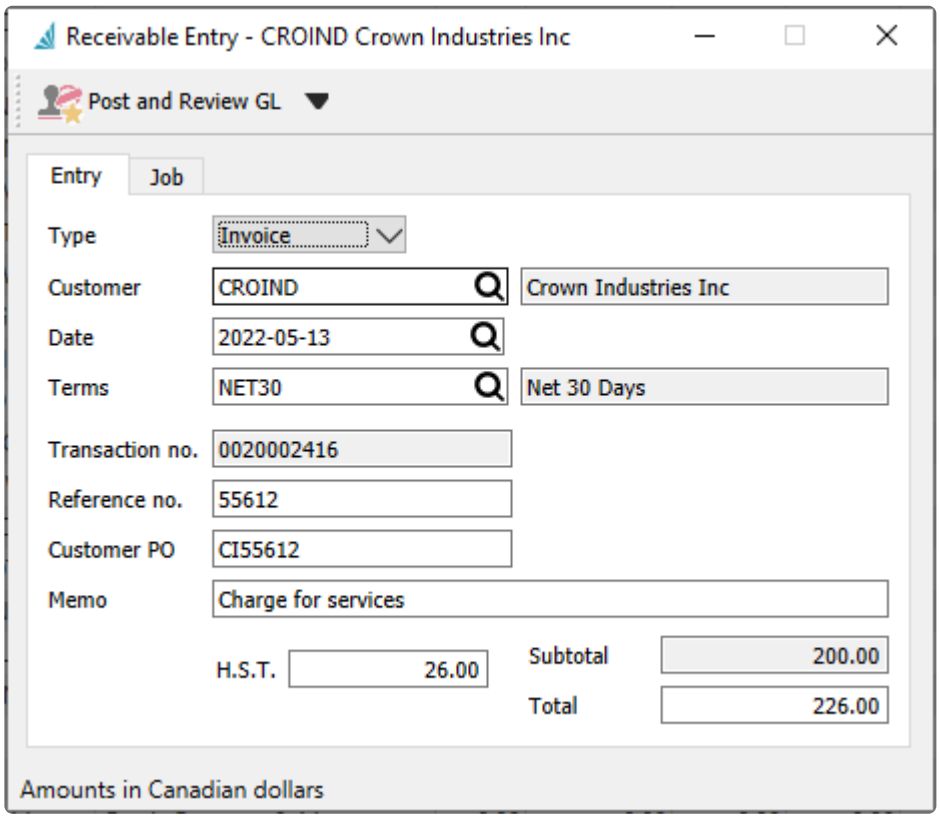
User Defined – User defined fields can be added to track and/or print. (Spire UDF license required).

Read the User Defined Fields (UDF) manual topic

AR Entry

Accounts Receivable Entry

Accounts Receivable transactions can be entered from a screen that is opened either from the top of the Open Accounts screen or when viewing accounts receivable for a specific customer. The image below is for an invoice, and the screen layout is essentially the same for other transaction types except payments. See the manual topic for Processing Payments for more information.



Post and Review GL / Post – The entry will post using the default accounts receivable, sales and tax accounts as defined in company settings or the customers default sales account. If Post and Review is selected, you can modify amounts and accounts on the entry if user security settings allows it, except the accounts receivable control.

Type – There are six different types of accounts receivable transactions that can be entered. If the entry screen was opened from within a specific customer and by choosing the type from the black arrowhead next to new, the Type field will not be editable.

- Invoice
- Payment
- Credit Memo
- Debit Memo
- Service Charge

- Write Off

Customer – Select an Existing customer code for the transaction entry, if you created the entry from the Open Accounts list. If you created the entry while editing a customer, this field will be hidden and automatically assigned to that customer.

Date – The date for the transaction.

Terms – The payment terms code for this invoice that calculates the due date and if an early payment discount can be given.

Transaction no. – The next available GL transaction number in Company Settings, which is not reserved for this transaction. Posting will always re-read the next GL transaction number for use.

Reference no. – Usually the invoice or other document number.

Customer PO – Customer's purchase order number, which is only visible for Invoice transactions.

Memo – An additional description that can be used to describe this entry, if desired.

Subtotal – Total before taxes, calculated from the Total and taxes and cannot be edited.

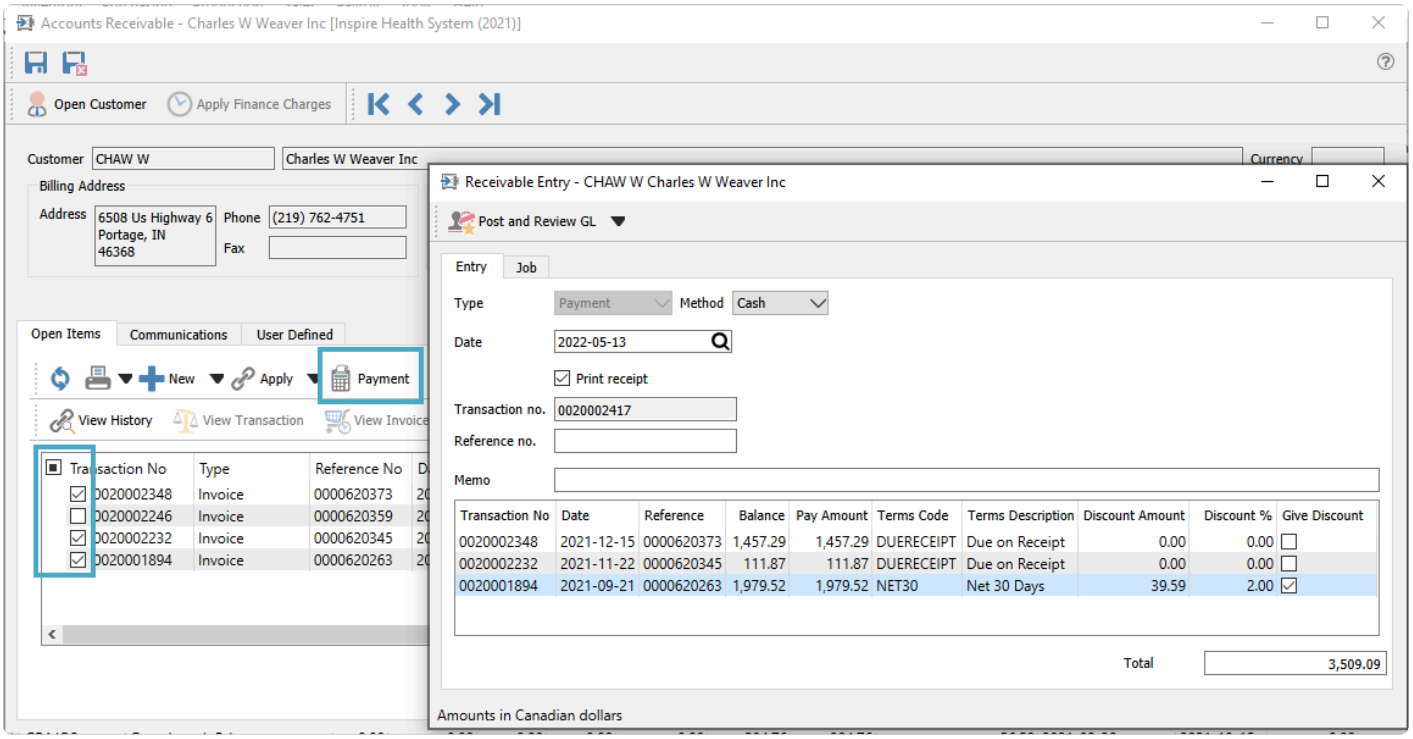
Tax – One or more Tax fields for this transaction, based on how many tax codes are set for this vendor. They are editable for correction if necessary, usually to adjust by a penny or two.

Total – Total amount for the entry, including taxes if any are set for the customer.

Job – The Job tab allows selection of a Job Costing code to assign the Accounts Receivable transaction as a Revenue amount for the job. For more information, read the Job Costing – Accounts Payable manual topic.

Processing Payments

Customer payments can be entered either directly against selected invoices or as an unapplied payment on account. When paying customer invoices, edit the customer accounts payable record and from the Open Items tab, click the checkbox next to each invoice you want to pay and then click the Payment button to open the Receivable Entry screen.



Post and Review GL / Post – The entry will post using the default accounts receivable and bank accounts as defined in company settings or the customers default sales account. If Post and Review is selected, you can modify amounts and accounts on the entry if user security settings allows it, except the accounts receivable control.

Type – The Accounts Receivable transaction type. When creating a Payment following these steps, the Type field is not editable.

Method – The Payment method is used for identification but does not initiate any special processing.

Date – Date for the payment that will be printed on the receipt and used for posting to the GL.

Print Receipt – Check if a payment receipt is required to print or email.

Transaction – The assumed GL transaction number. If another transaction is posted after this number is assigned, then the transaction will be given the next available number.

Reference – Usually the customers check number or other payment information such as ‘credit card’ or

'online'.

Memo – An additional description that can be used to describe this entry, if desired.

Total – The payment amount, calculated from the sum of the Pay Amounts for all transactions selected for payment.

> If you edit this amount to be different than the calculation, posting the payment will apply to invoices based on the respective Pay Amounts, and any excess amount will remain as a balance on the payment transaction.

Paid Invoices columns

Transaction Number – The GL transaction number from the AR invoice being paid.

Date – The date of the transaction being paid.

Reference – The document number being paid.

Balance – The current balance owing for the transaction.

Pay Amount – You can edit the amount you wish to apply an invoice, which does not have to be the full amount. Partial payments are also linked to the invoice after posting.

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

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

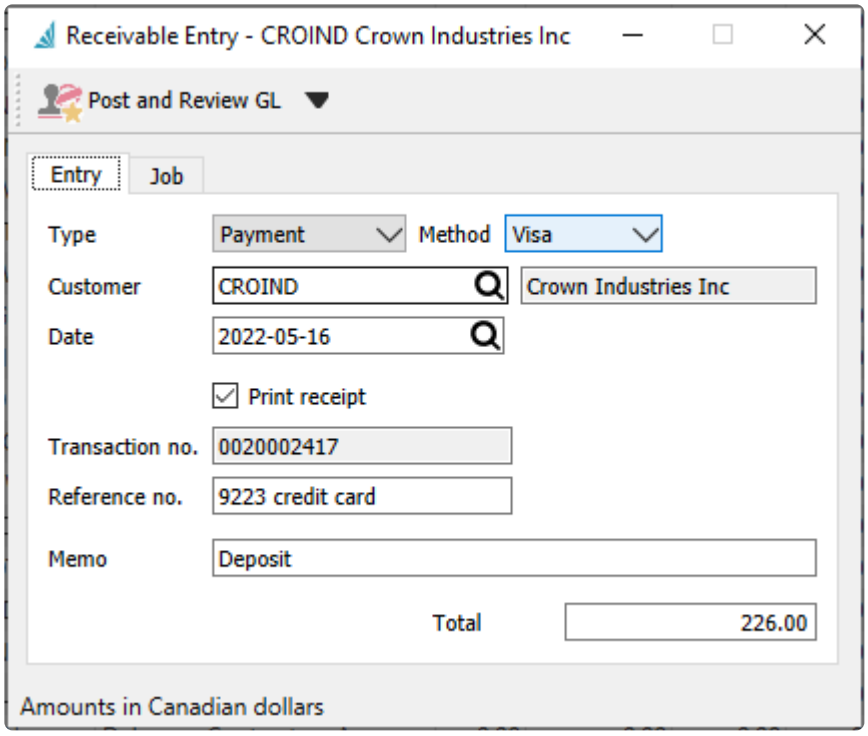
Discount Amount – The early payment discount amount. This is calculated from the terms information but can be edited before posting.

Discount % – The early payment discount % being offered. This is read from the terms information but can be edited before posting.

Give Discount – Enable the checkbox to calculate the discount amount, or remove selection to clear the discount amount to zero. Payments made prior to the discount date from terms will automatically be checked, but you can override this as necessary.

Payments on Account

If you wish to process a payment from a customer that is not being applied to any posted invoices, such as an order deposit, you can create a payment transaction directly to the customer account.



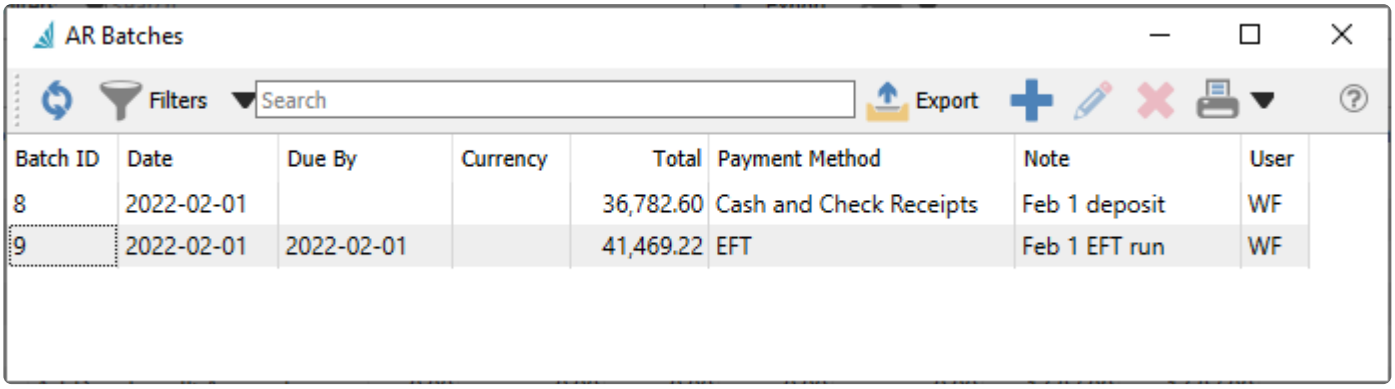
You must select the customer, and there is no grid to display selected invoices. Otherwise the payment is entered, printed and posted like other payments, creating a credit transaction that can be applied to an invoice in the future.

Batch Receivables – & EFT

Entering Multiple Customer Payments

If you have a stack of customer checks or cash to record payments for, it may be more efficient to enter them all at once using the Batch Receivables process, rather than one at a time while editing each customer. A Batch of payments can be created from the Accounts Receivables list and the Batch button, if you have user security rights to do so.

Batch Receivables List



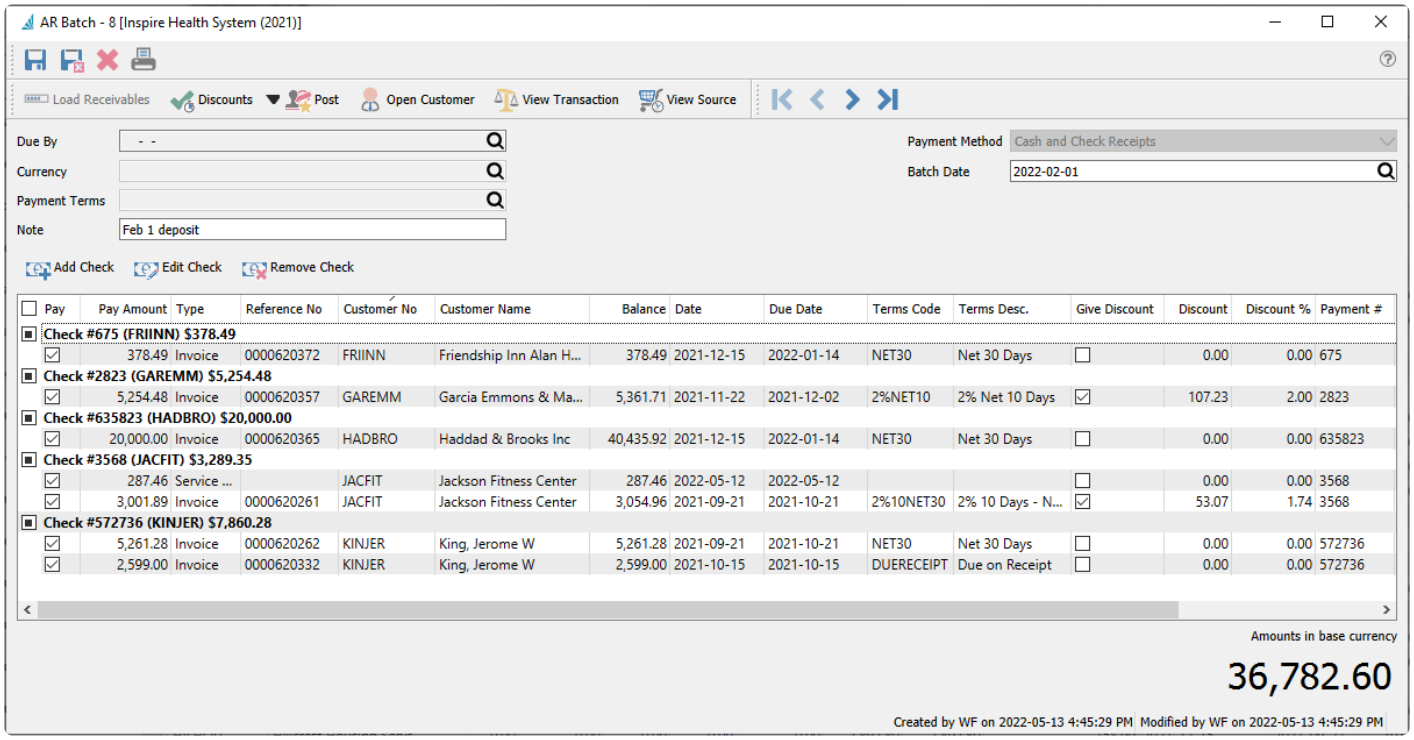
Batch ID	Date	Due By	Currency	Total	Payment Method	Note	User
8	2022-02-01			36,782.60	Cash and Check Receipts	Feb 1 deposit	WF
9	2022-02-01	2022-02-01		41,469.22	EFT	Feb 1 EFT run	WF

Each batch is listed separately with a unique Batch ID number. Listed batches are still open and in progress, and can be edited to add or remove payments or make other modifications prior to printing and posting. And a new empty batch can be created.

Cash and Check Receipts Deposit

Batches can be processed in two different ways. One way is for a stack of checks to be manually entered, and process them together as a deposit batch, print a deposit slip and then transfer the batch in one step to the bank. A batch in progress is displayed below with a Payment Method type of Cash and Check Receipts.

For check deposits a GL account must first be defined for Cash Receipt Clearing in Company Settings / Special Accounts. It is recommended that a separate cash GL account used only by posted through check batch processing is selected for this purpose.



Load Receivables – Not used for cash and check receipt batches.

Discounts – For all entered checks and paid invoices with terms that support discounts, choose whether to give early payment discounts. Alternately, any invoice can also be edited in the grid to determine or override discounts.

- **Give Expired Discounts** – Enable the Give Discount checkbox and calculate the discount amount for all invoices even if the discount date has passed.
- **Give Available Discounts** – Enable the Give Discount checkbox and calculate the discount amount only for invoices where the discount date has not yet passed.
- **Don't Give Discounts** – Disable the Give Discount checkbox for all invoices even if the discount date has not yet passed.

Post – Save the payments to all the customer accounts, mark the invoices as paid, and create a GL transaction that credits the Accounts Receivable control account and debits the Bank account.

Open Customer – Views the customer record associated with the highlighted paid invoice and allows edits and saving changes.

View Transaction – Opens the GL Transaction for the highlighted paid invoice.

View Source – Opens the Sales History transaction for the highlighted paid invoice if it originated from a Sales order.

Due By – Not used for cash and check receipt batches.

Currency – Select the currency code for the batch, which filters customer selection only to those with this currency. Once a check has been entered, the currency code cannot be changed.

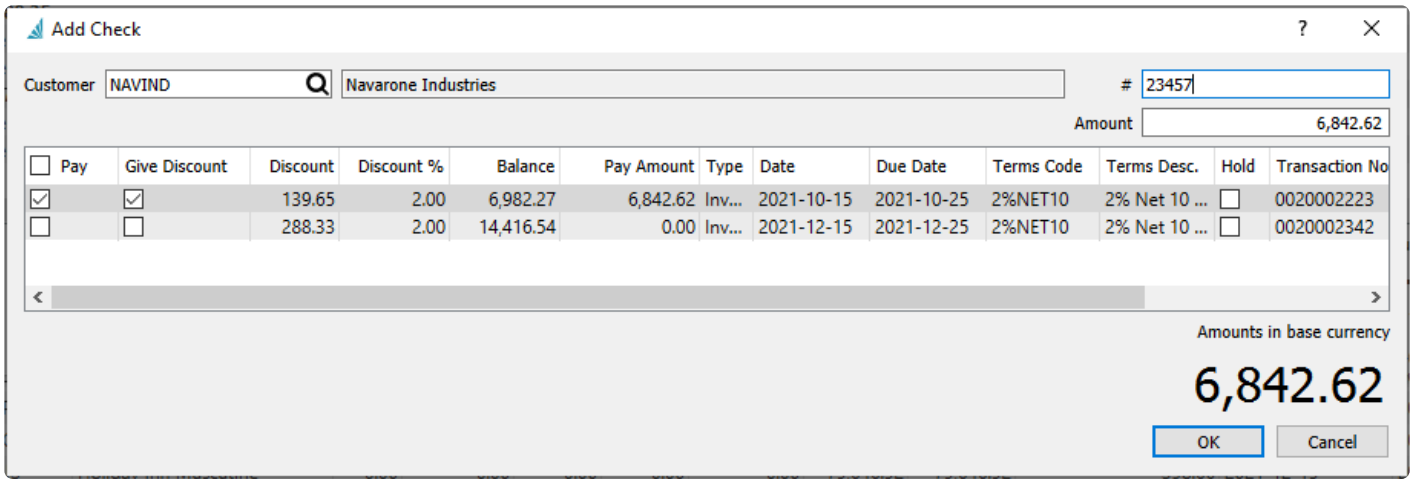
Payment Terms – Not used for cash and check receipt batches.

Note – A useful description for labelling the batch.

Payment Method – Choose either Cash and Check Receipts or EFT. Once a check has been entered, this field cannot be changed.

Batch Date – The deposit date for the batch, which is also used for the GL Transaction date.

Create a new customer payment record using the Add Check button, or view or modify an existing payment with the Edit Check button. Either selection opens the window below. Or remove the check for payment prior to posting the batch.



Enter or search for the customer number that can only belong to the batch currency. Also enter the check number and amount. From the list of outstanding invoices or other receivable transactions, click the checkbox in the Pay column next to each transaction that you wish to apply the check amount to. If the invoice has terms that support early payment discounts, the discount % and amount are automatically calculated. You can use or override the discount settings directly on each transaction, even if they didn't originally support discounts. The Pay Amount can be adjusted to a partial payment of the transaction. All other columns in this grid display information about the outstanding transactions and cannot be edited.

The total of the Pay Amounts displays at the bottom right of this window. This needs to equal the check amount, otherwise an error will appear indicating the mismatch and corrections must be made.

Customer payments by Cash are entered in the same way, where a Check # is not required for entry.

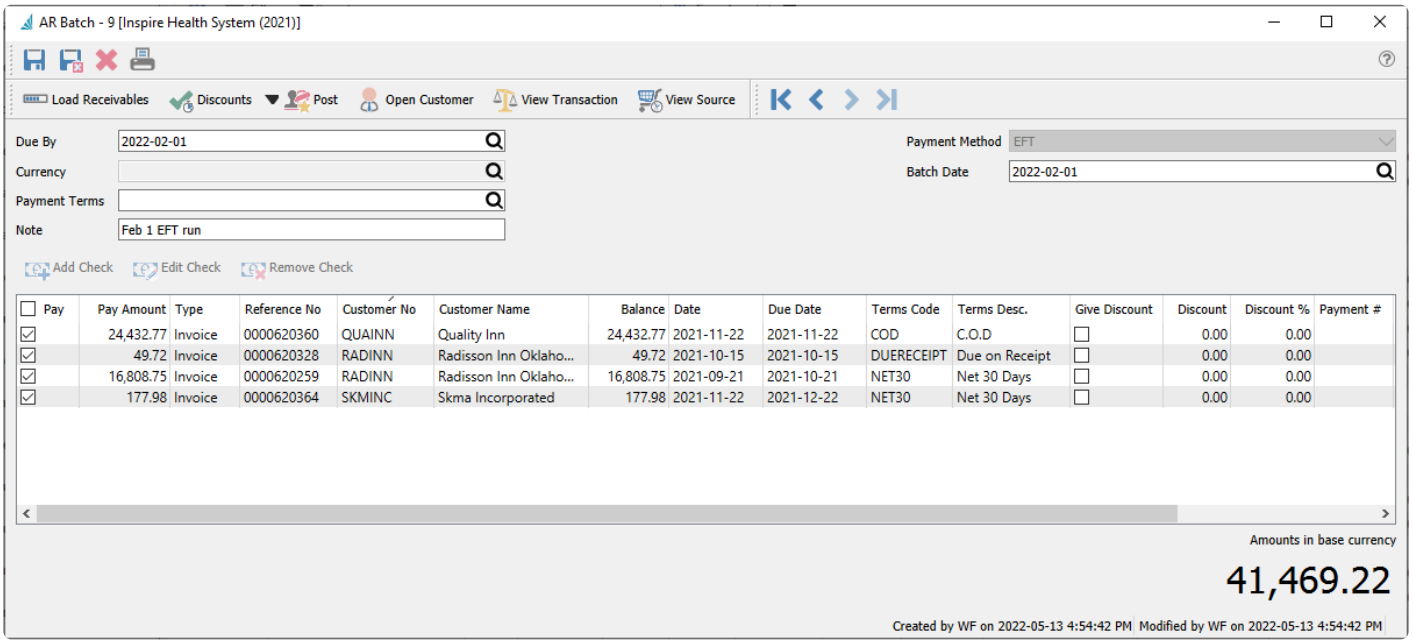
When all customer payments are entered into the batch, the total is displayed at the bottom right of the batch window, which represents the deposit amount in the batch currency. Post the batch to assign the customer payments and link transactions. You also have the opportunity to print or email payment receipt

forms if desired.

EFT Deposit

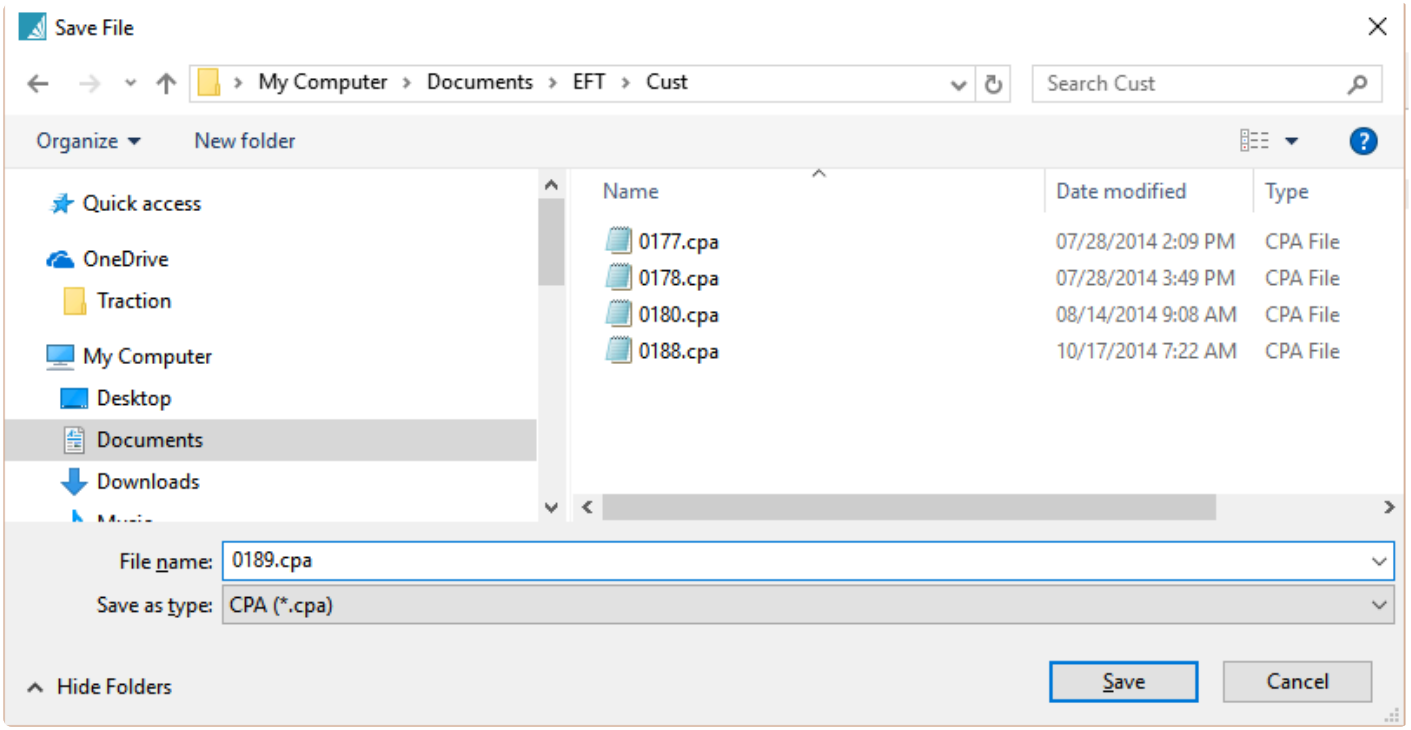
The other type of payment batch is for electronic fund transfers (EFT). These transactions are typically generated based on customer pre-authorized debits (PAD) for those customers that have their banking information entered on the Billing tab.

For EFT deposits a GL account must first be defined for EFT Clearing in Company Settings / Special Accounts. It is recommended that a separate cash GL account used only by posted through EFT processing is selected for this purpose.



For EFT batch entry, most functionality is the same as for Cash and Check Receipt batches, except that the payment list is generated using the Load Receivables button instead of adding and editing checks manually. The Due By, Currency and Payment Terms fields are used as filters for customer invoice selection. After the payment list is generated, you can determine whether or not each invoice is paid by enabling the respective check box in the Pay column. The Pay Amount and early payment Discounts can be changed on this grid if desired. And values can be entered into the Payment # column cells if you wish to include any identifying information when paying the invoice by EFT.

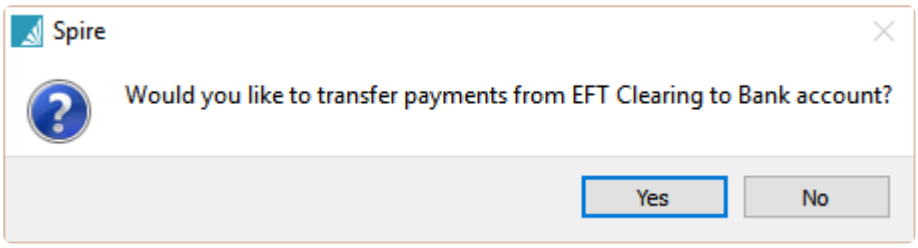
When the batch is posted, it will prompt you for a location to save the generated file in the format specified in Company Settings, so that it can be uploaded to the bank.



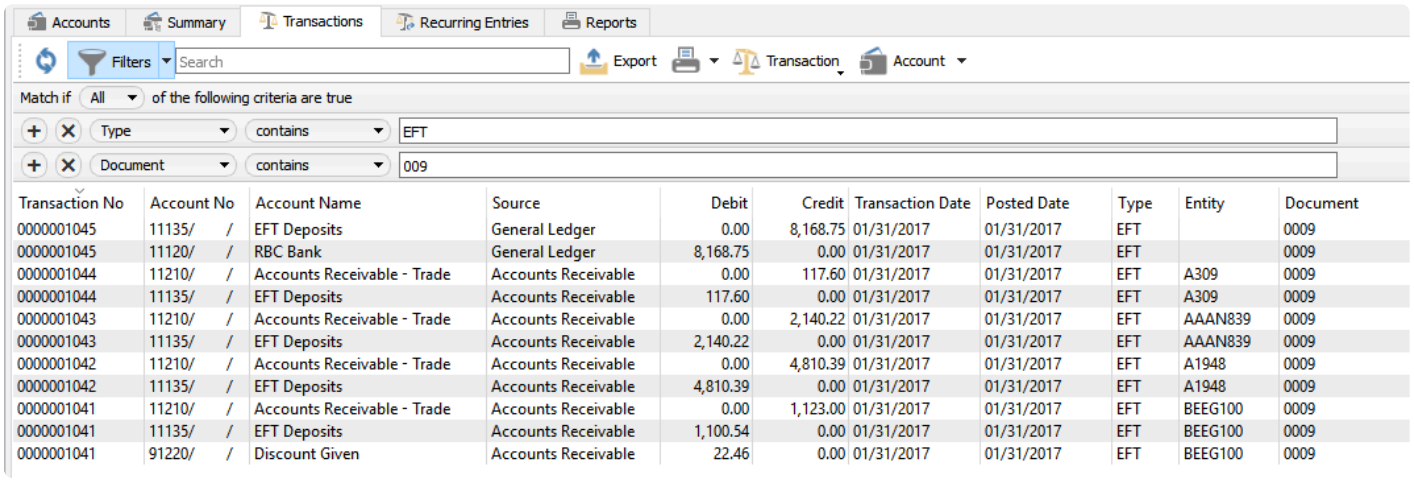
After the file is saved, you have the opportunity to email or print the payment receipt forms for the customers, and print the deposit report for your records.

Transfer amount from Clearing to Bank Account

After posting either batch type, GL transactions will have been posted for each customer payment, that credits the Accounts Receivable control account and debits the EFT Clearing account and Discount Given when applicable. You are asked if you want to transfer the complete deposit amount from the clearing account (Cash Receipts or EFT Clearing) to the bank account, thereby posting another GL transaction that credits the Cash Receipt/EFT Clearing account and debits the bank account. If you do not choose to do this transfer now, perhaps because you want to wait until the money is in the bank, you will need to create and post a GL journal entry at a later time to transfer this balance.



In GL transactions, the complete set of transactions will look like this, which shows the EFT file number in the Document column.

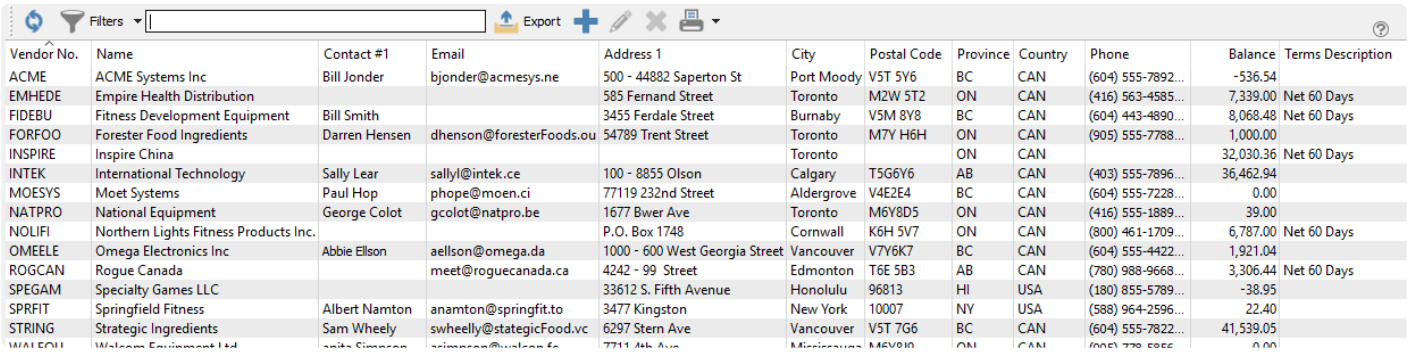


Transaction No	Account No	Account Name	Source	Debit	Credit	Transaction Date	Posted Date	Type	Entity	Document
0000001045	11135/ /	EFT Deposits	General Ledger	0.00	8,168.75	01/31/2017	01/31/2017	EFT		0009
0000001045	11120/ /	RBC Bank	General Ledger	8,168.75	0.00	01/31/2017	01/31/2017	EFT		0009
0000001044	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	117.60	01/31/2017	01/31/2017	EFT	A309	0009
0000001044	11135/ /	EFT Deposits	Accounts Receivable	117.60	0.00	01/31/2017	01/31/2017	EFT	A309	0009
0000001043	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	2,140.22	01/31/2017	01/31/2017	EFT	AAAN839	0009
0000001043	11135/ /	EFT Deposits	Accounts Receivable	2,140.22	0.00	01/31/2017	01/31/2017	EFT	AAAN839	0009
0000001042	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	4,810.39	01/31/2017	01/31/2017	EFT	A1948	0009
0000001042	11135/ /	EFT Deposits	Accounts Receivable	4,810.39	0.00	01/31/2017	01/31/2017	EFT	A1948	0009
0000001041	11210/ /	Accounts Receivable - Trade	Accounts Receivable	0.00	1,123.00	01/31/2017	01/31/2017	EFT	BEEG100	0009
0000001041	11135/ /	EFT Deposits	Accounts Receivable	1,100.54	0.00	01/31/2017	01/31/2017	EFT	BEEG100	0009
0000001041	91220/ /	Discount Given	Accounts Receivable	22.46	0.00	01/31/2017	01/31/2017	EFT	BEEG100	0009

Vendor

Vendor List

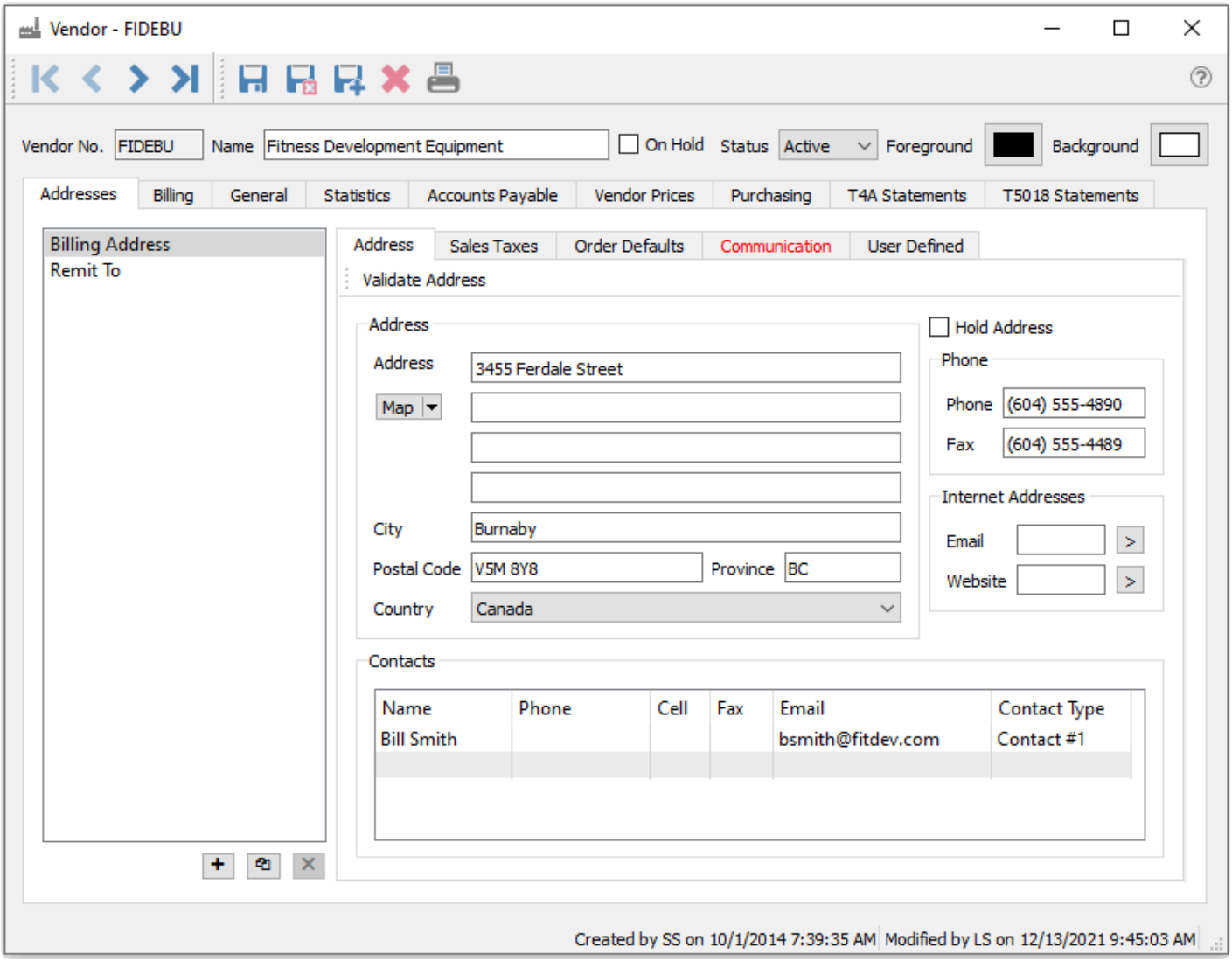
The vendor list shows all vendors by default but the user can set filters and layouts to customize the view as they require.



Vendor No.	Name	Contact #1	Email	Address 1	City	Postal Code	Province	Country	Phone	Balance	Terms Description
ACME	ACME Systems Inc	Bill Jonder	bjonder@acmesys.ne	500 - 44882 Saperton St	Port Moody	V5T 5Y6	BC	CAN	(604) 555-7892...	-536.54	
EMHEDE	Empire Health Distribution			585 Fernand Street	Toronto	M2W 5T2	ON	CAN	(416) 563-4585...	7,339.00	Net 60 Days
FIDEBU	Fitness Development Equipment	Bill Smith		3455 Ferdale Street	Burnaby	V5M 8Y8	BC	CAN	(604) 443-4890...	8,068.48	Net 60 Days
FORFOO	Forester Food Ingredients	Darren Hensen	dhenson@foresterFoods.ou	54789 Trent Street	Toronto	M7Y H6H	ON	CAN	(905) 555-7788...	1,000.00	
INSPIRE	Inspire China				Toronto		ON	CAN		32,030.36	Net 60 Days
INTEK	International Technology	Sally Lear	sallyl@intek.ce	100 - 8855 Olson	Calgary	T5G6Y6	AB	CAN	(403) 555-7896...	36,462.94	
MOESYS	Moet Systems	Paul Hop	phope@moen.ci	77119 232nd Street	Aldergrove	V4E2E4	BC	CAN	(604) 555-7228...	0.00	
NATPRO	National Equipment	George Colot	gcolot@natpro.be	1677 Bwer Ave	Toronto	M6Y8D5	ON	CAN	(416) 555-1889...	39.00	
NOLIFI	Northern Lights Fitness Products Inc.			P.O. Box 1748	Cornwall	K6H 5V7	ON	CAN	(800) 461-1709...	6,787.00	Net 60 Days
OMEELE	Omega Electronics Inc	Abbie Ellson	aellson@omega.da	1000 - 600 West Georgia Street	Vancouver	V7Y6K7	BC	CAN	(604) 555-4422...	1,921.04	
ROGCAN	Rogue Canada		meet@roguecanada.ca	4242 - 99 Street	Edmonton	T6E 5B3	AB	CAN	(780) 988-9668...	3,306.44	Net 60 Days
SPEGAM	Specialty Games LLC			33612 S. Fifth Avenue	Honolulu	96813	HI	USA	(180) 855-5789...	-38.95	
SPRFIT	Springfield Fitness	Albert Namton	anamton@springfit.to	3477 Kingston	New York	10007	NY	USA	(588) 964-2596...	22.40	
STRING	Strategic Ingredients	Sam Wheely	swheelly@stategicFood.vc	6297 Stern Ave	Vancouver	V5T 7G6	BC	CAN	(604) 555-7822...	41,539.05	

Add/Edit Vendor

To add a vendor, click the + (add) button. To edit an existing vendor, either double-click the vendor in the grid or highlight the vendor and click the edit toolbar button.



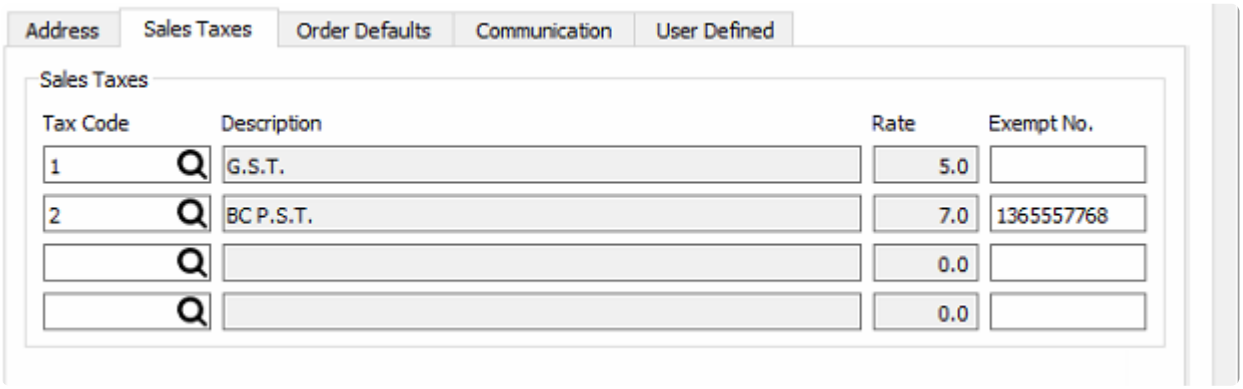
Vendor No – Select a unique code for this vendor, up to 20 characters. A standardized coding structure makes it easier to locate vendors.
Name – Enter the vendors legal name.
On Hold – Holds the vendor so no new purchase orders can be entered or issued. Accounts Payable transactions are still permitted.
Status – Possible choices are Active or Inactive. If historical transactions exist but you no longer do business with this vendor, mark the record as Inactive rather than deleting it, as Inactive vendors cannot have transactions posted to their account. They are also hidden from display and transactions selection unless the user has 'Show inactive Vendors' set on in User Settings/vendors.

Addresses

Billing Address – The company billing address and contact information, linked to the selected billing or alternate address at the left. The email address entered here will be identified as the Billing Main address when selecting an email recipient.
Contacts – Add as many Contacts as you like. Contact Types are created in Company Settings/Company/ Contact Types. Separate Contact lists are maintained for each address.

Remit to – A specific alternate name and address used when printing checks. To add a 'Remit to' click the + at that the bottom of the list. Leave the address code blank and tab off. It will automatically add the 'Remit to' code and then user can enter the name and address.
Validate Address – Used in conjunction with integration to Avalara tax to determine tax rates by address.

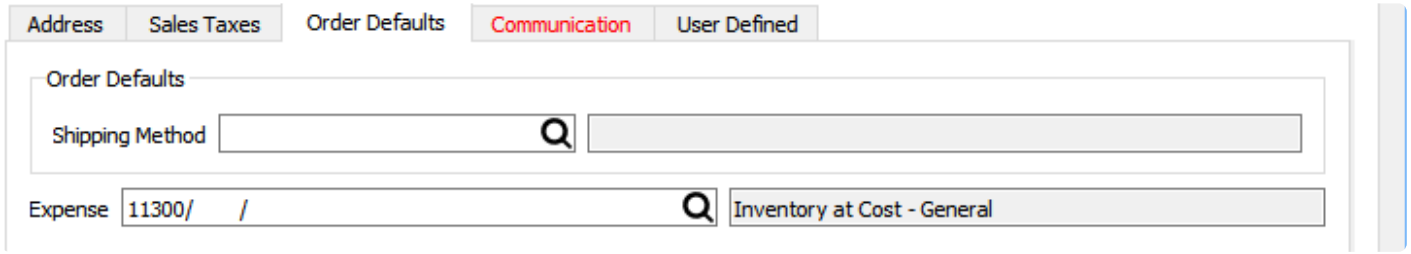
Sales Tax Tab



For each of the four tax codes, select as many applicable jurisdictions used for calculating tax on purchase orders and accounts payable invoices. Tax codes are configured from the Edit / Sales Taxes area. If a tax exempt number is required for any tax jurisdiction, it can be entered here.

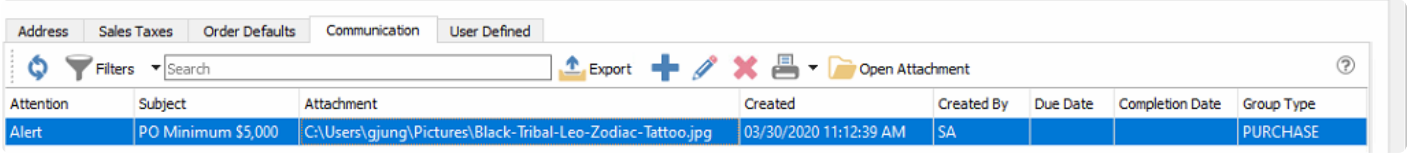
An exempt tax number can be added if this tax is not paid to the vendor. In Canada Tax 2 exempt number from Company settings/General/Tax Info will be added automatically when creating a new vendor. Remove this number if the tax is to be paid.

Order Defaults



Shipping method – Shipping method that gets added to purchase orders by default for this vendor.

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.

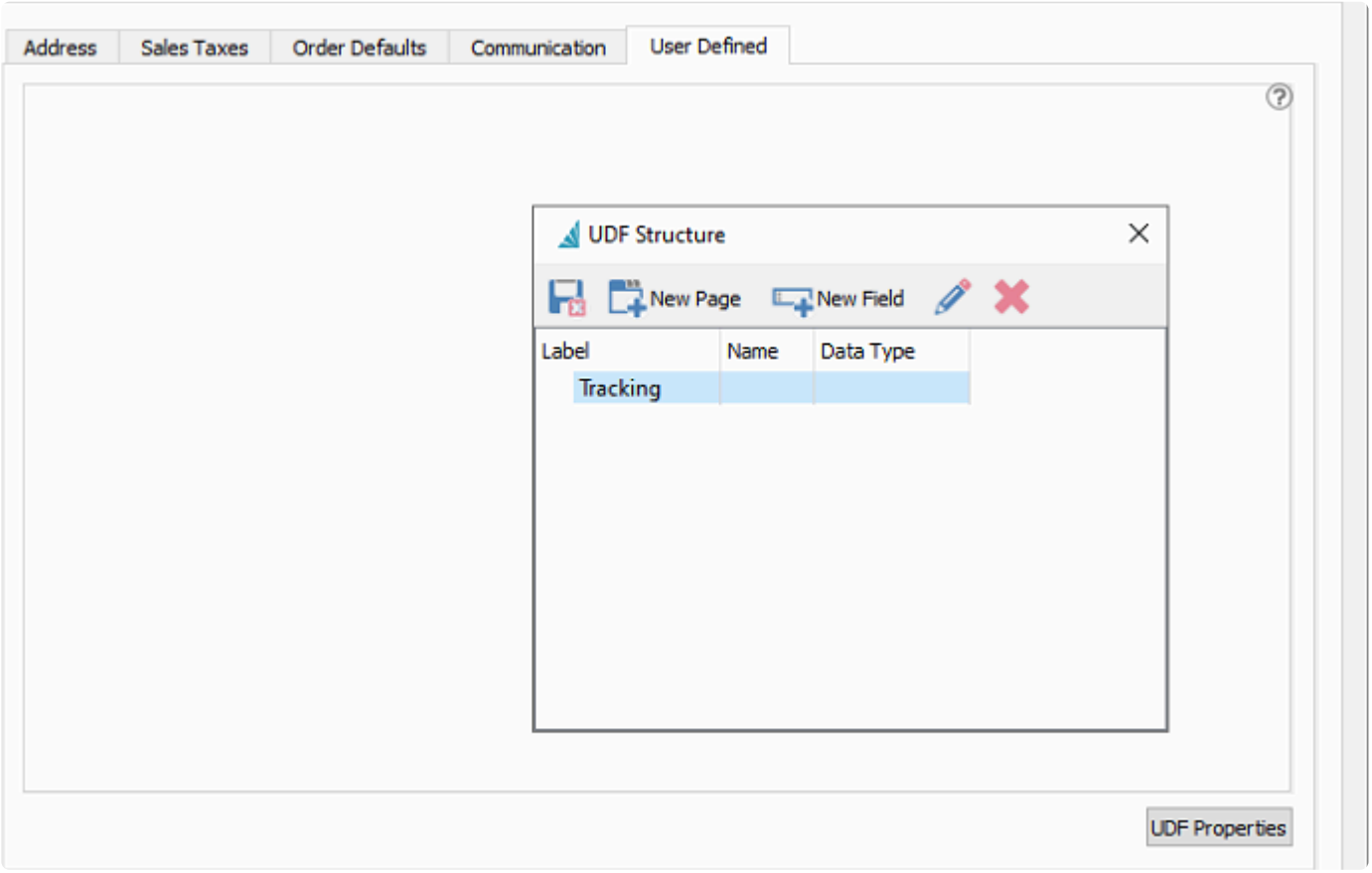
Any number of attachments can be added to a vendor. The user browses for the file to attach to the record and gives it a subject and saves it. Then by double clicking it the attachment will open in the computers default program for that type of file.

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

Click here for more information – **Communications**

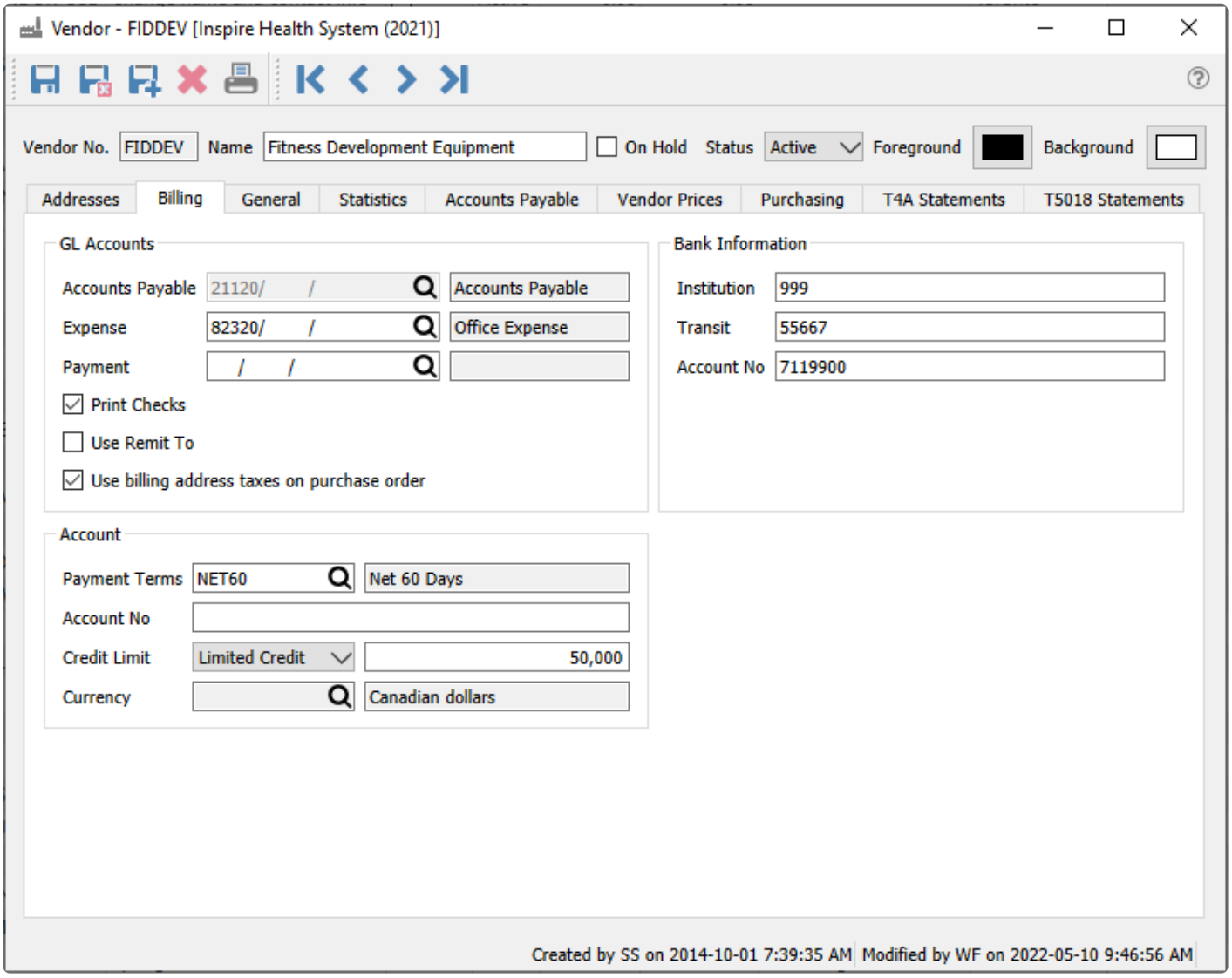
User Defined (UDF)

If a UDF license for Spire is owned, fields of various data types can be added to track extra information about this vendor that can also be added to custom reports and forms.



See User Defined Fields section for more info on setting up and using UDFs.

Billing



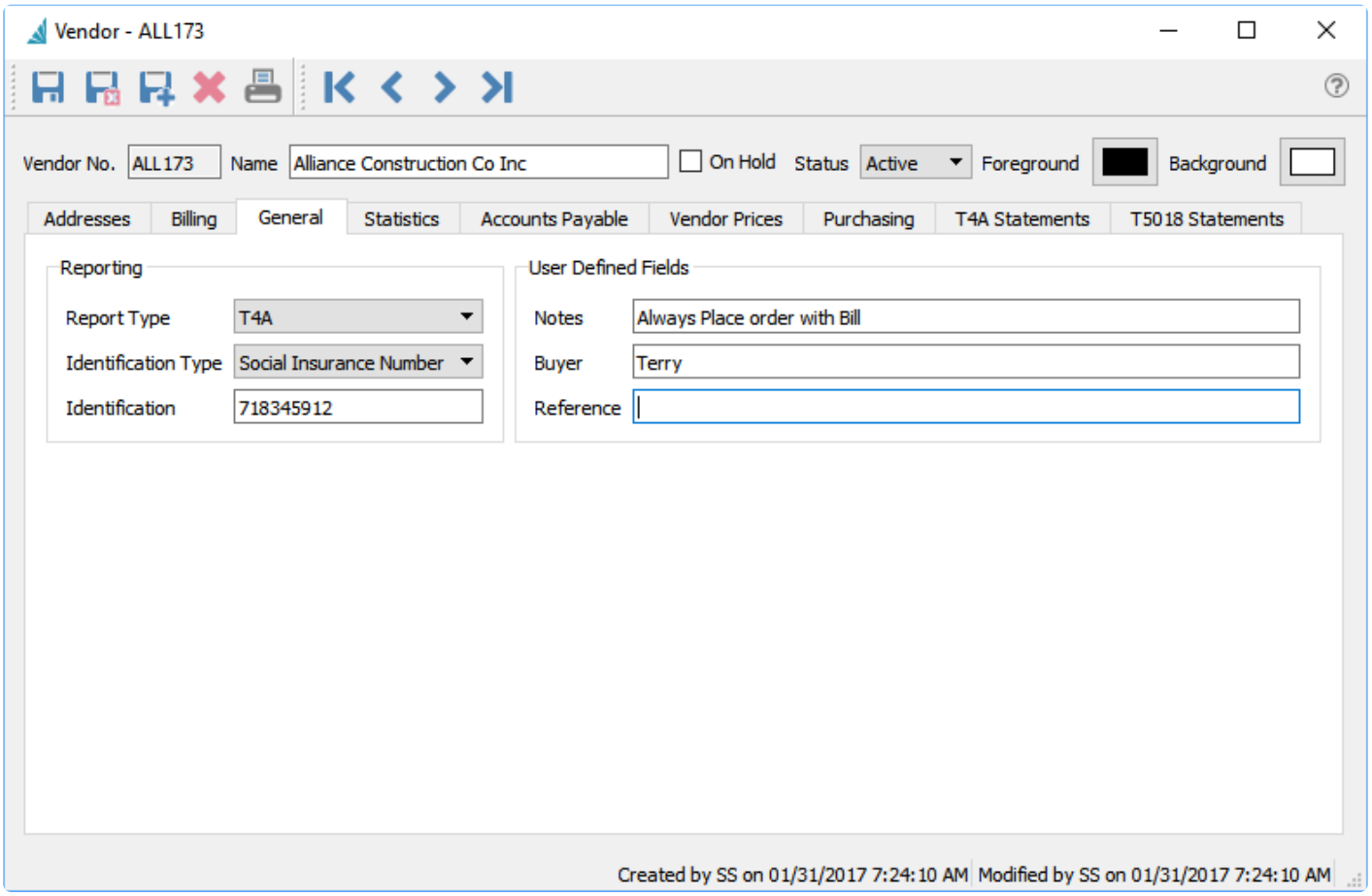
Accounts Payable – The GL payables control account that will be used to post for this vendor. This field is not editable if any transactions have been posted.
Expense – The default expense account on Accounts Payable invoices for this vendor, which can be edited at time of entry. If this field is blank, the default expense account is the special Purchases account in Company Settings. This account is not used for purchase orders.
Payment – The GL account that will be used when paying this vendor, which can be edited at time of entry. If this field is blank, the default payment account is the special Bank account in Company Settings.

Print Checks – Enable if checks usually are printed for this vendor, which can be edited at time of entry. When a payment is issued in Accounts Payable, the next available check number will be presented. If this vendor is usually paid by another method then don't enable this setting.
Use Remit To – Enable if checks are printed to the Remit To name and address instead of the Billing company and address.
Use billing address taxes on purchase order – Enable for taxes on a PO to default from the vendor taxes. If not enabled then the taxes will default from the warehouse tax settings.

Payment Terms – The default payment terms for the vendor, which can be edited at time of entry.
Account No – The companies account number with this supplier.
Credit Limit – Choose from No Credit, Unlimited Credit or Limited Credit. When Limited credit is selected, also enter the limit the vendor has given you.
Currency – What currency this vendor uses for purchases, bills and payments. Vendor that use the base currency do not require a value and this field can be left blank. Once posted to the currency cannot be changed.

Bank Information – The institution, transit and account number for the vendor for paying by EFT. See this link for EFT payments.

General

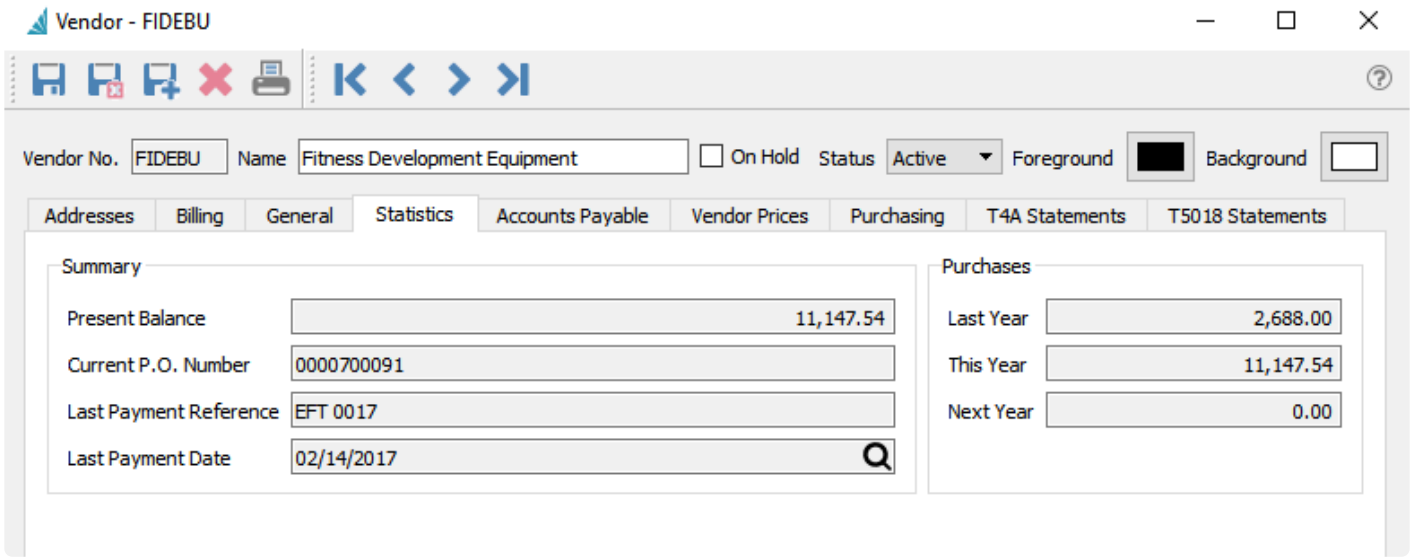


Report Type – Select T4A if this vendor is to be issued a T4A (see T4A Section) or T5018 if the vendor is to receive a T5018 (see T5018 section). Select 1099 for US vendors that require this selection.
Identification Type – Choices are EIN Number or SSN Number for US vendors, or Business number or Social Insurance Number for Canadian vendors.
Identification – The vendor's business number or social insurance number

Notes – Text that will appear on the PO highlighted in yellow. Use this for an important note about the vendor.
Buyer – The company buyer that is in charge of purchases from this vendor.

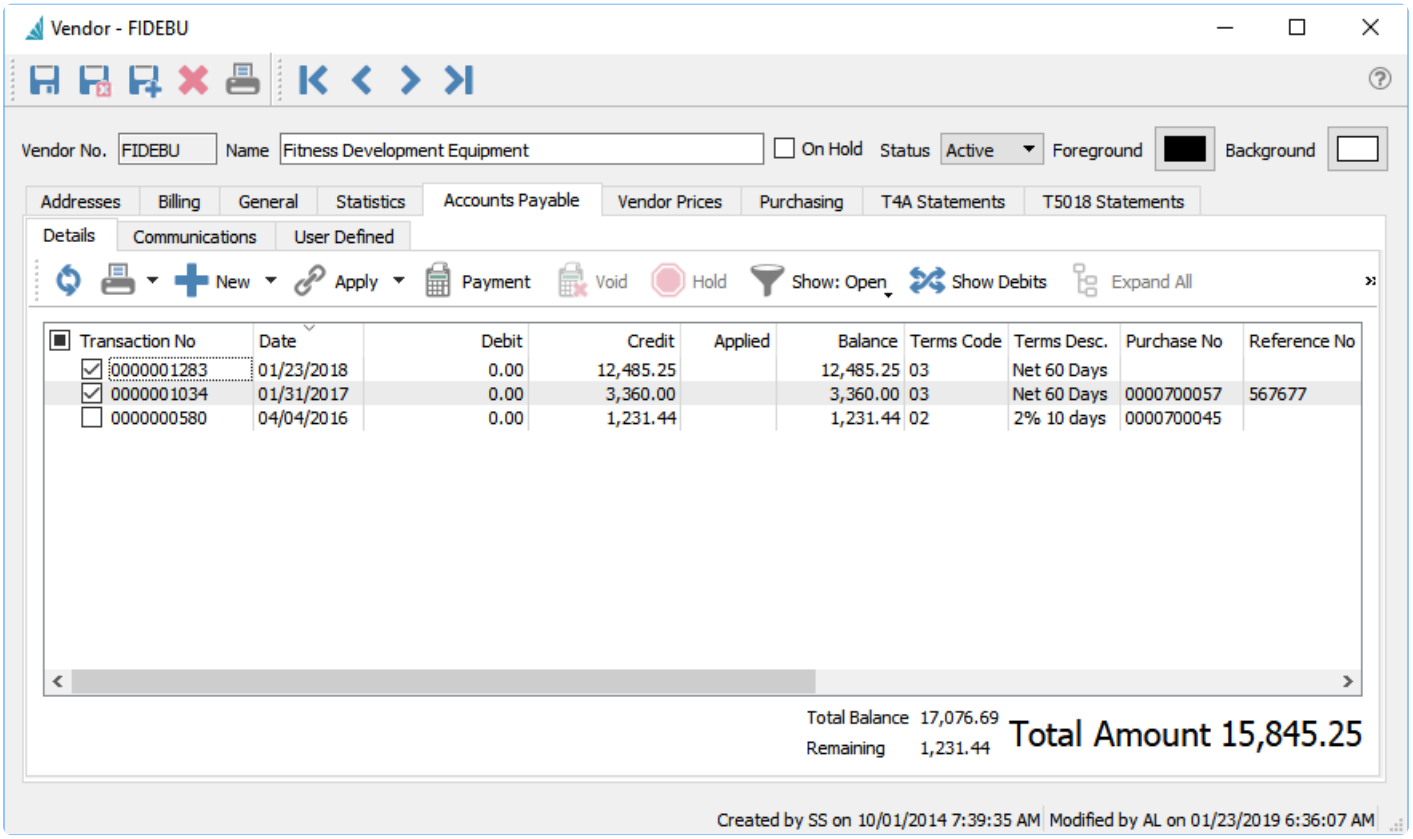
Reference – A 50 character free field for info on the vendor, not used on any transactions.

Statistics



Present Balance – The total amount currently owed to the vendor, which excludes purchase orders not yet invoiced.
Current PO number – The last purchase order number issued to this vendor.
Last Payment Reference. – The last payment reference number (i.e.: Check number).
Last payment date – Date of the last payment to this vendor.
Purchases – Amount of purchases received last year, this year and next year. This values are also adjusted when Year End processing is performed.

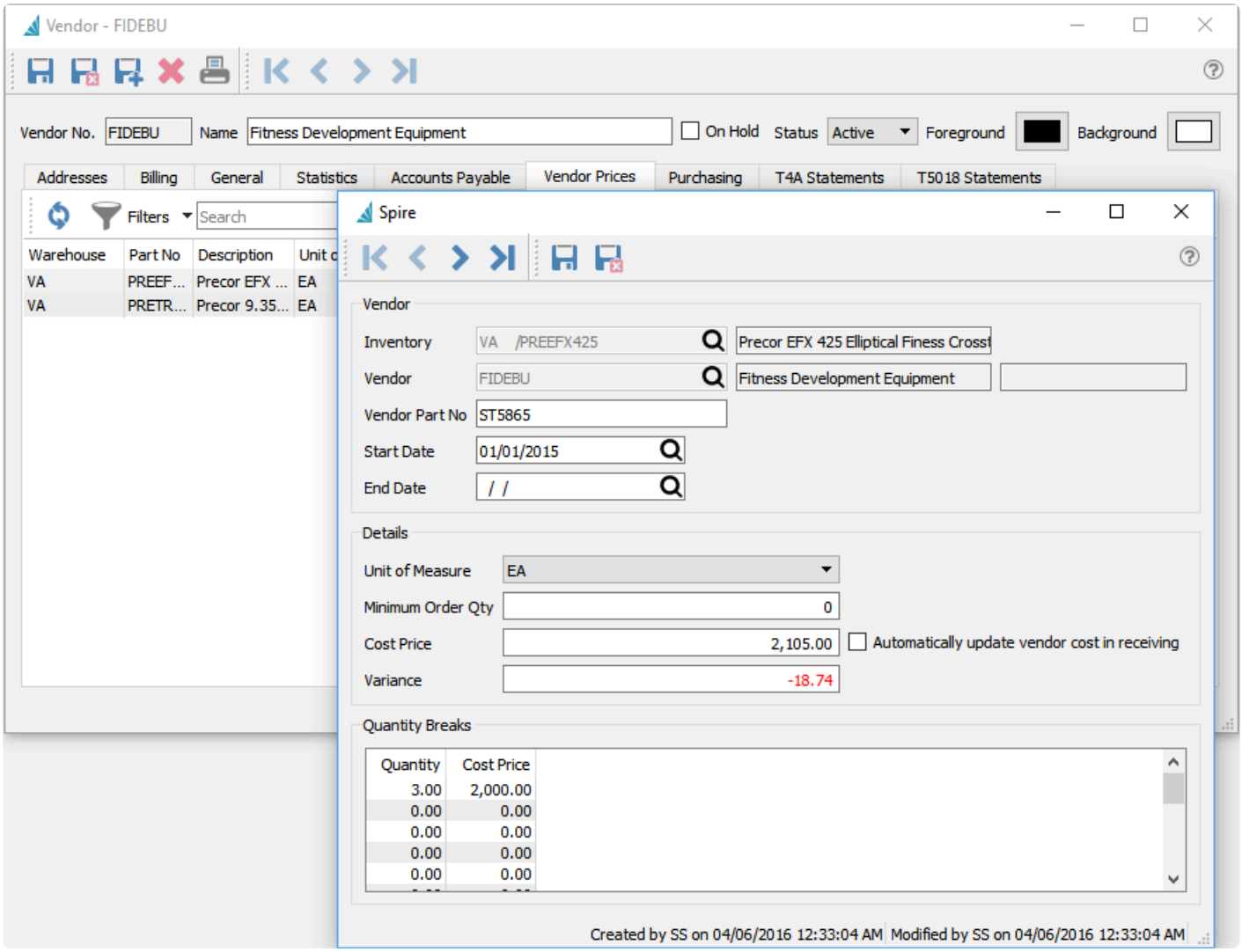
Accounts Payable



The Accounts Payable tab allows the user to create, view or modify AP transactions for this vendor just as if they were in the accounts payable module, and is available even if there are no open transactions so that historical transactions can be seen. See Accounts Payable section for more details

Vendor Prices

When you can purchase inventory items from a vendor for a different cost than what is set on the item record or have access to volume pricing discounts, these item costs are entered here.



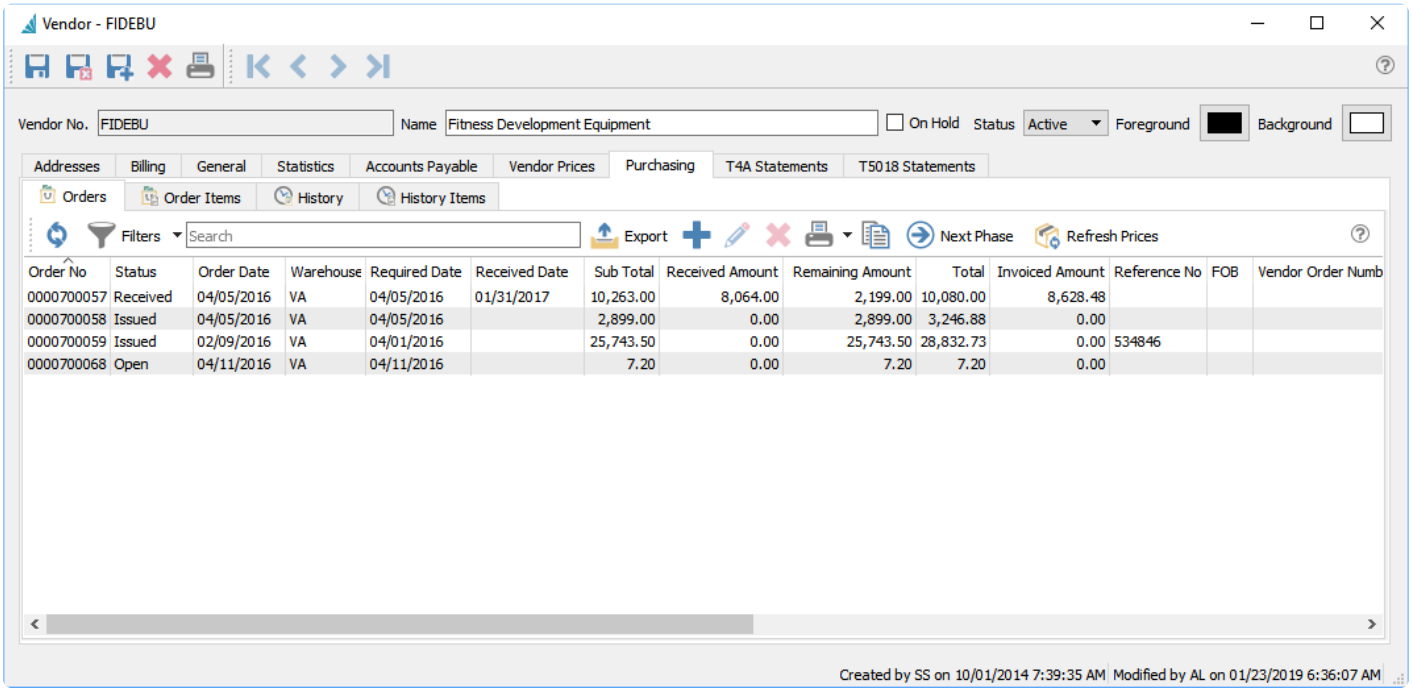
Add – Adds a new item for vendor pricing.
Edit – Edits an item for vendor pricing.
Delete – Deletes an item for vendor pricing.
Export – Exports the list of items with vendor pricing to an Excel or CSV file.

Inventory – The Inventory code for which the special costs are for.
Vendor – The Vendor code, which will display from the edited vendor and cannot be changed.
Vendor Part No – The part number from the vendor perspective, that can be printed on purchase orders.
Start Date – Date to start this vendor price. Note that overlapping date ranges for the same item cannot exist.
End Date – Date to end this vendor price. If both start and end dates are blank, this vendor price will be ignored.
Unit of Measure – UOM for this vendor price, which must also be selected on the purchase order detail to use this price. Generally it would be the same as the purchase UOM on the item.
Minimum Order Qty – Minimum quantity the vendor will allow this item to be purchased in. When the item is added to a purchase order with the matching unit of measure, this value will be used as the minimum and order quantities. If the PO order quantity is edited to be less than the minimum, a warning will appear when issuing the PO.

Cost Price – Vendor cost for this item in the specified unit of measure, which could be a vendor sale price or what they charge that is different from other vendors.
Variance – Percentage difference between this cost and the item current cost, with a lower vendor cost displaying as negative in red font.
Automatically update vendor cost in receiving – When the PO is received and the cost is different than this record, this vendor price record will be updated. The PO cost will update the main Cost Price, unless quantity breaks are used in which case the specific quantity cost price is updated.
Quantity breaks – Multiple breaks in prices can be added for various quantities, so that when at least that quantity is ordered on a PO with a matching unit of measure, the respective cost price will automatically update the PO detail.

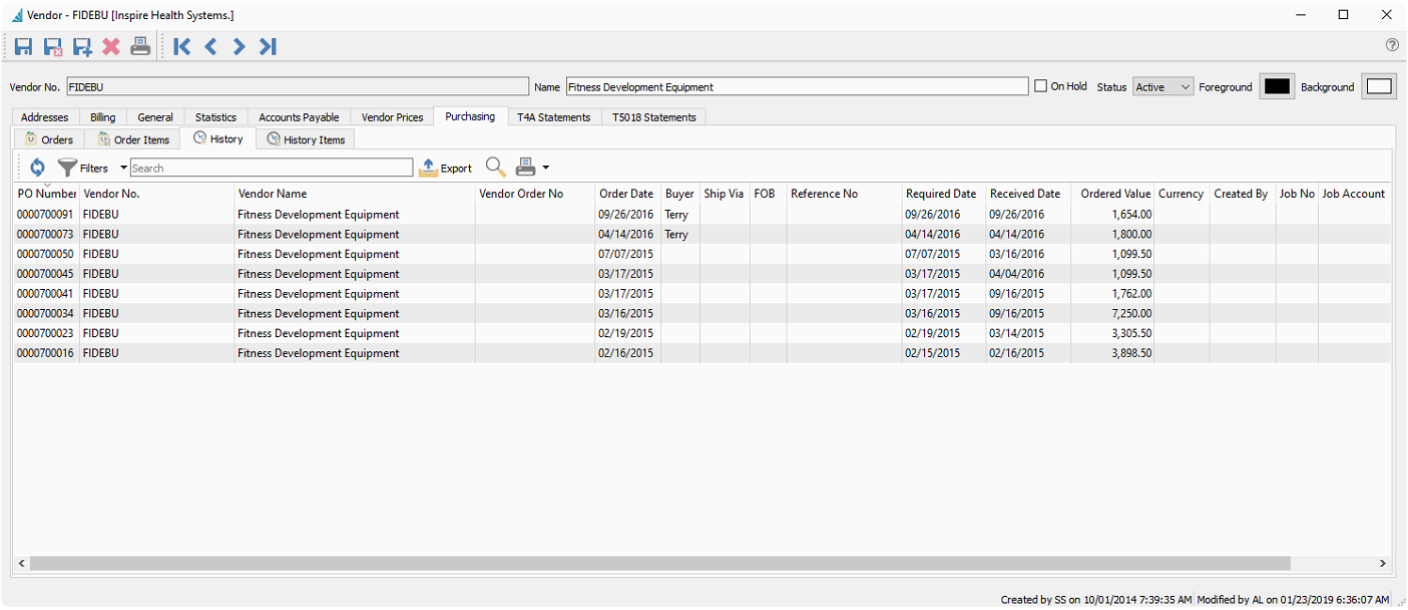
Purchasing

Purchase Orders can be added or edited for this vendor just like they can be in the Purchase Order Module. And Historical purchase orders for this vendor can be viewed just as they can be from the Purchase History module.



Orders – Displays the list of active Purchases and selected header information in the grid. See the Purchase Orders section for more information.
Order Items – Displays the list of individual Inventory items from active Purchases and selected detail information in the grid.
History – Displays the list of historical Purchases and selected header information in the grid.
History Items – Displays the list of individual Inventory items from historical Purchases and selected detail information in the grid.

Purchase History



All closed purchase orders for this vendor are listed on this tab. The user can sort, search, filter and export POs from this screen. They can also drill down into the PO and see the details. While viewing a PO they can copy it to create a new PO, or credit it to process a return or refund.

T4A Statements

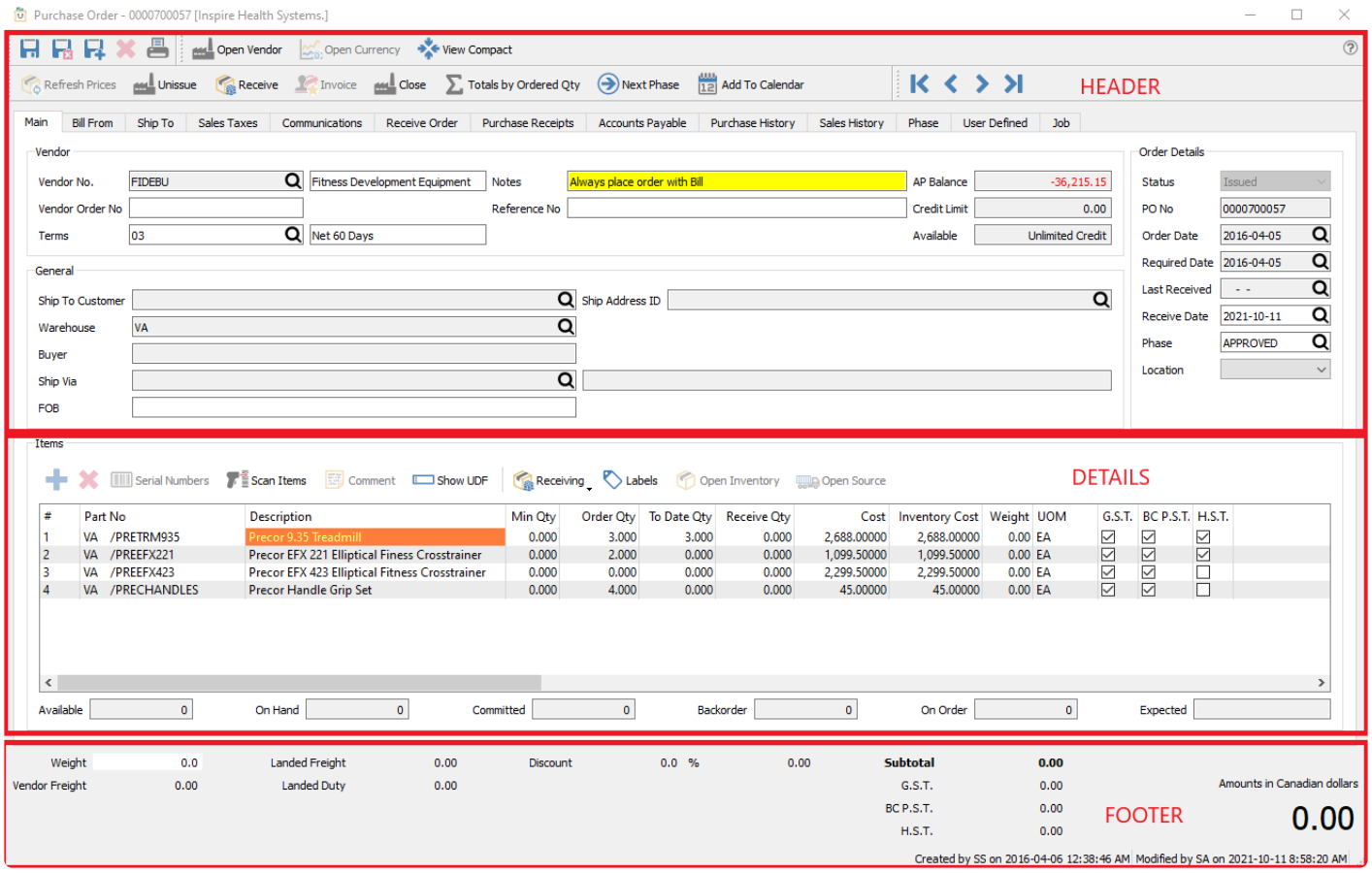
Spire reports all vendor invoices less HST/GST in Box 48 (fee for services) of the T4A.

T5018 Statements

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

Purchase Orders

When you need to purchase more inventory items for resale or production, you can create orders directly from the Purchase Orders module or from approved and processed Requisitions. When editing a purchase order, the window is divided into three separate areas for functionality and identifying information.



Header – Store general information about the PO, and also perform document-level functions from the toolbar. There are multiple tabs that store various information, either about the PO or for the vendor being purchased from.

Detail – Enter and maintain the list of items you want to purchase, and also perform item-level function or inquiries from the toolbar. Many cells are editable in this grid. The highlighted inventory item has quantity statuses displayed just underneath the grid.

Footer – Enter or see PO document totals.

Functionality of the Purchase Order header record

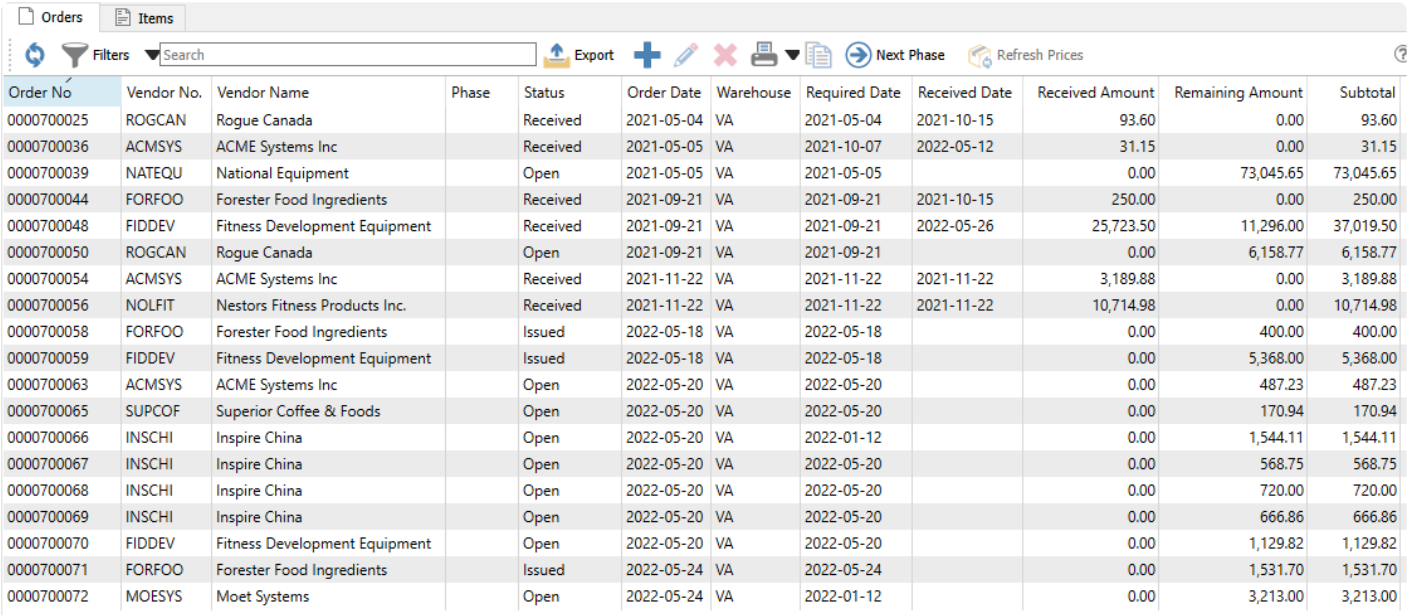
- **(1)** You need to know what items were Issued, since that was sent to the Vendor and that is what is needed to print on the Purchase Order form.
- **(2)** Then as products are Received, you need to know the value of what was received. The Purchase

Order value starts at 0.00 when Issued, and before quantities are received. If you want to know what the Total Purchase Order value is at this stage, toggle the **Totals by Ordered Qty** button to calculate totals based on the Ordered quantity.

- **(3)** As inventory items are entered with Received quantities, the PO total is calculated to display the received value so far. Commit the inventory items into stock by clicking the Receive button in the toolbar.
- **(4)** When you are ready to enter a Vendor Invoice, click the Invoice button in the toolbar. The Purchase Order shows the Received to Date value (Accrued Amount) to the Invoice screen for generating a vendor invoice transaction.

Purchase Order List

The Purchase Order list displays all outstanding purchases of different statuses, all listed in a grid that you can sort, filter or search within. Some columns on this grid such as cost amounts have security settings that must be enabled in order for them to be visible, though typically for PO entry you need to be able to see and edit cost amounts.



Order No	Vendor No.	Vendor Name	Phase	Status	Order Date	Warehouse	Required Date	Received Date	Received Amount	Remaining Amount	Subtotal
0000700025	ROGCAN	Rogue Canada		Received	2021-05-04	VA	2021-05-04	2021-10-15	93.60	0.00	93.60
0000700036	ACMSYS	ACME Systems Inc		Received	2021-05-05	VA	2021-10-07	2022-05-12	31.15	0.00	31.15
0000700039	NATEQU	National Equipment		Open	2021-05-05	VA	2021-05-05		0.00	73,045.65	73,045.65
0000700044	FORFOO	Forester Food Ingredients		Received	2021-09-21	VA	2021-09-21	2021-10-15	250.00	0.00	250.00
0000700048	FIDDEV	Fitness Development Equipment		Received	2021-09-21	VA	2021-09-21	2022-05-26	25,723.50	11,296.00	37,019.50
0000700050	ROGCAN	Rogue Canada		Open	2021-09-21	VA	2021-09-21		0.00	6,158.77	6,158.77
0000700054	ACMSYS	ACME Systems Inc		Received	2021-11-22	VA	2021-11-22	2021-11-22	3,189.88	0.00	3,189.88
0000700056	NOLFIT	Nestors Fitness Products Inc.		Received	2021-11-22	VA	2021-11-22	2021-11-22	10,714.98	0.00	10,714.98
0000700058	FORFOO	Forester Food Ingredients		Issued	2022-05-18	VA	2022-05-18		0.00	400.00	400.00
0000700059	FIDDEV	Fitness Development Equipment		Issued	2022-05-18	VA	2022-05-18		0.00	5,368.00	5,368.00
0000700063	ACMSYS	ACME Systems Inc		Open	2022-05-20	VA	2022-05-20		0.00	487.23	487.23
0000700065	SUPCOF	Superior Coffee & Foods		Open	2022-05-20	VA	2022-05-20		0.00	170.94	170.94
0000700066	INSCHI	Inspire China		Open	2022-05-20	VA	2022-01-12		0.00	1,544.11	1,544.11
0000700067	INSCHI	Inspire China		Open	2022-05-20	VA	2022-05-20		0.00	568.75	568.75
0000700068	INSCHI	Inspire China		Open	2022-05-20	VA	2022-05-20		0.00	720.00	720.00
0000700069	INSCHI	Inspire China		Open	2022-05-20	VA	2022-05-20		0.00	666.86	666.86
0000700070	FIDDEV	Fitness Development Equipment		Open	2022-05-20	VA	2022-05-20		0.00	1,129.82	1,129.82
0000700071	FORFOO	Forester Food Ingredients		Issued	2022-05-24	VA	2022-05-24		0.00	1,531.70	1,531.70
0000700072	MOESYS	Moet Systems		Open	2022-05-24	VA	2022-01-12		0.00	3,213.00	3,213.00

Purchase Orders List – Menu Items

- **Refresh** – Update the purchase order list grid with changes that have been made by other users.
- **Filters** – Display only those purchase orders that meet selection criteria of interest. Filters can be pre-defined for selection or created on the fly.
- **Export** – Export all purchase orders in the grid to an Excel or .csv file, including column positioning.
- **Add** – Create a new purchase order. Click the Plus button for a new Open PO.
- **Edit** – Edit the highlighted purchase order in the grid.
- **Delete** – Delete all highlighted purchase orders in the grid, if you have the user security setting enabled to allow this.
- **Print** – Prints one or more sales order reports or forms, either for all purchase orders in the grid or just for those selected.
- **Copy** – Copies the highlighted sales order in the grid and creates a new order that you can modify prior to saving.

Next Phase – If one or more purchase orders are highlighted in the grid and all have a non-blank Phase value, you can increment each purchase order to the next phase in the user-specified sequence, if you have user security rights to do so. POs do not require to be at the same phase level to use this.

Refresh Prices – For all highlighted purchase orders, unit and extended prices for all items are re-read from the respective inventory item and vendor price records, replacing all prices previously saved on these

POs.

Grid Columns

Most of these columns are also available to view and edit when editing a purchase order. Each are described in the PO Header or Footer manual topics. Below are a list of those columns only available on this grid.

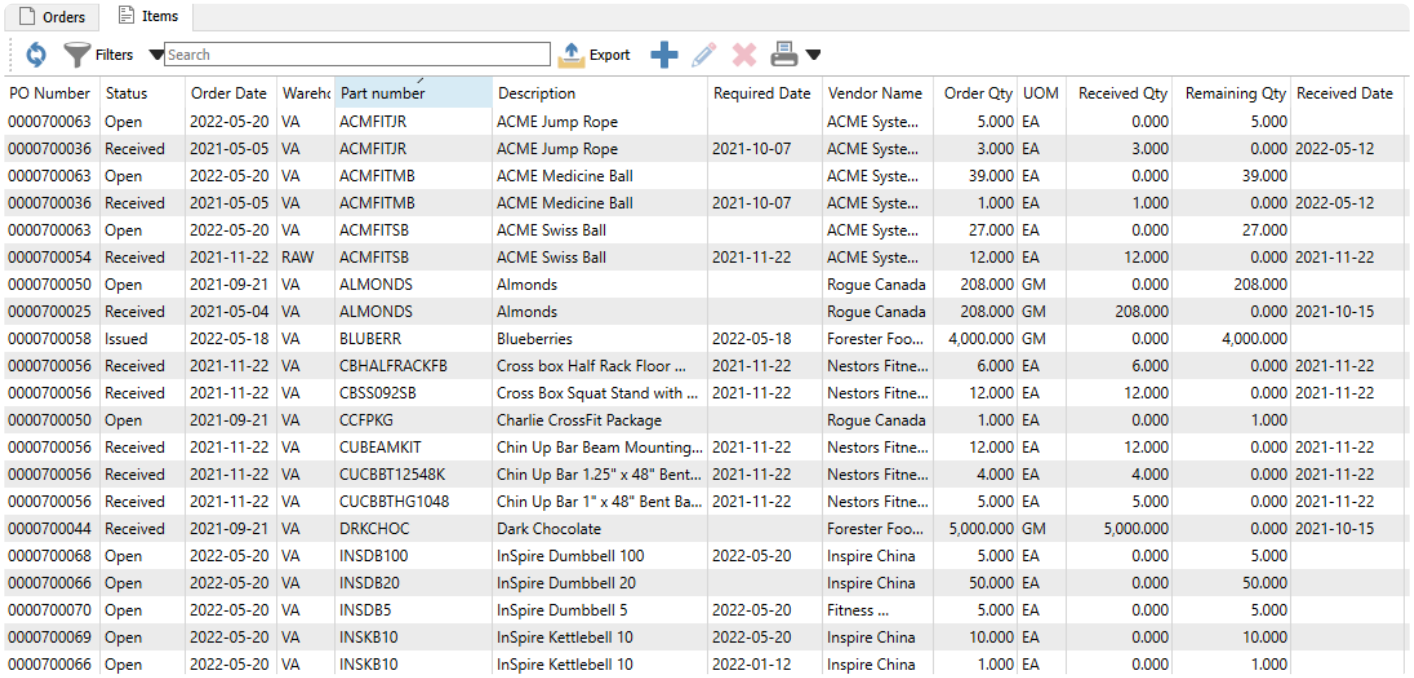
Order No – Purchase order number. This is assigned sequentially when creating the PO. The next PO number to use can be found in Company Settings/Sequence Numbers

Received Amount – The total dollar value for items received to date.

Remaining Amount – The dollar value of items still on purchase order and yet to be received

PO Items List

You can also display purchase orders at the item detail level from the Items tab, listing all ordered items on the same screen that can be sorted, searched or filtered. This is a useful place to note that items exist on multiple orders with remaining quantity and special pricing.

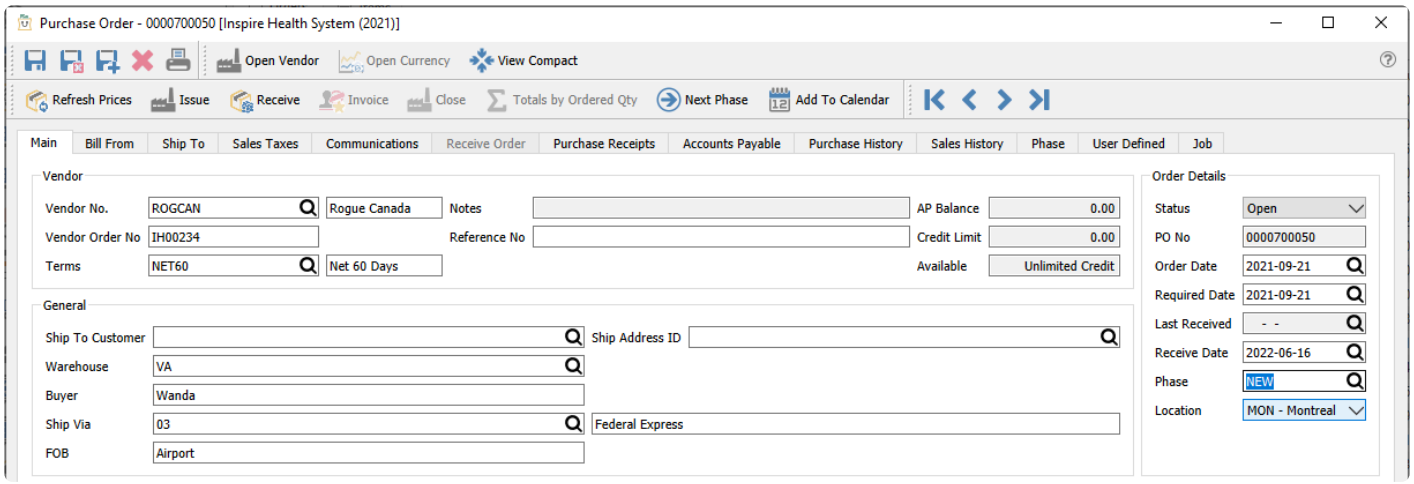

Orders Items

Filters Search Export

PO Number	Status	Order Date	Wareh	Part number	Description	Required Date	Vendor Name	Order Qty	UOM	Received Qty	Remaining Qty	Received Date
0000700063	Open	2022-05-20	VA	ACMFITJR	ACME Jump Rope		ACME Syste...	5.000	EA	0.000	5.000	
0000700036	Received	2021-05-05	VA	ACMFITJR	ACME Jump Rope	2021-10-07	ACME Syste...	3.000	EA	3.000	0.000	2022-05-12
0000700063	Open	2022-05-20	VA	ACMFITMB	ACME Medicine Ball		ACME Syste...	39.000	EA	0.000	39.000	
0000700036	Received	2021-05-05	VA	ACMFITMB	ACME Medicine Ball	2021-10-07	ACME Syste...	1.000	EA	1.000	0.000	2022-05-12
0000700063	Open	2022-05-20	VA	ACMFITSB	ACME Swiss Ball		ACME Syste...	27.000	EA	0.000	27.000	
0000700054	Received	2021-11-22	RAW	ACMFITSB	ACME Swiss Ball	2021-11-22	ACME Syste...	12.000	EA	12.000	0.000	2021-11-22
0000700050	Open	2021-09-21	VA	ALMONDS	Almonds		Rogue Canada	208.000	GM	0.000	208.000	
0000700025	Received	2021-05-04	VA	ALMONDS	Almonds		Rogue Canada	208.000	GM	208.000	0.000	2021-10-15
0000700058	Issued	2022-05-18	VA	BLUBERR	Blueberries	2022-05-18	Forester Foo...	4,000.000	GM	0.000	4,000.000	
0000700056	Received	2021-11-22	VA	CBHALFRACKFB	Cross box Half Rack Floor ...	2021-11-22	Nestors Fitne...	6.000	EA	6.000	0.000	2021-11-22
0000700056	Received	2021-11-22	VA	CBSS092SB	Cross Box Squat Stand with ...	2021-11-22	Nestors Fitne...	12.000	EA	12.000	0.000	2021-11-22
0000700050	Open	2021-09-21	VA	CCFPKG	Charlie CrossFit Package		Rogue Canada	1.000	EA	0.000	1.000	
0000700056	Received	2021-11-22	VA	CUBEAMKIT	Chin Up Bar Beam Mounting...	2021-11-22	Nestors Fitne...	12.000	EA	12.000	0.000	2021-11-22
0000700056	Received	2021-11-22	VA	CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent...	2021-11-22	Nestors Fitne...	4.000	EA	4.000	0.000	2021-11-22
0000700056	Received	2021-11-22	VA	CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Ba...	2021-11-22	Nestors Fitne...	5.000	EA	5.000	0.000	2021-11-22
0000700044	Received	2021-09-21	VA	DRKCHOC	Dark Chocolate		Forester Foo...	5,000.000	GM	5,000.000	0.000	2021-10-15
0000700068	Open	2022-05-20	VA	INSDB100	InSpire Dumbbell 100	2022-05-20	Inspire China	5.000	EA	0.000	5.000	
0000700066	Open	2022-05-20	VA	INSDB20	InSpire Dumbbell 20		Inspire China	50.000	EA	0.000	50.000	
0000700070	Open	2022-05-20	VA	INSDB5	InSpire Dumbbell 5	2022-05-20	Fitness ...	5.000	EA	0.000	5.000	
0000700069	Open	2022-05-20	VA	INSKB10	InSpire Kettlebell 10	2022-05-20	Inspire China	10.000	EA	0.000	10.000	
0000700066	Open	2022-05-20	VA	INSKB10	InSpire Kettlebell 10	2022-01-12	Inspire China	1.000	EA	0.000	1.000	

Purchase Order Header

The Purchase Order Header contains a number of toolbar buttons that control status maintenance and perform functions on the purchase order as a whole.



The toolbars at the top are displayed regardless of which purchase order tab is open.

Open Vendor – Opens the vendor for viewing or editing vendor information.

Open Currency – When the vendor on this order has a billing currency other than the base currency, this button is active and the currency code is opened for viewing or editing information, such as the exchange rate.

View Compact – When the Main tab is open, this function suppresses most of the vendor, general and order detail fields so that the item grid can be expanded to display more details at a time. When the view is compacted, the button becomes View Expanded to restore the screen to it's original display.

Refresh Prices – Updates the unit Cost and Price values for all Inventory items on the PO.

Issue – Sets the Issued status to the purchase order, typically for the purpose of sending a PO for to the vendor. Issued POs have limitations in what fields are available to edit, and the Receive Qty column becomes available in the PO Details grid to enter values when the goods are received. Use this status if you expect to partially receive a PO.

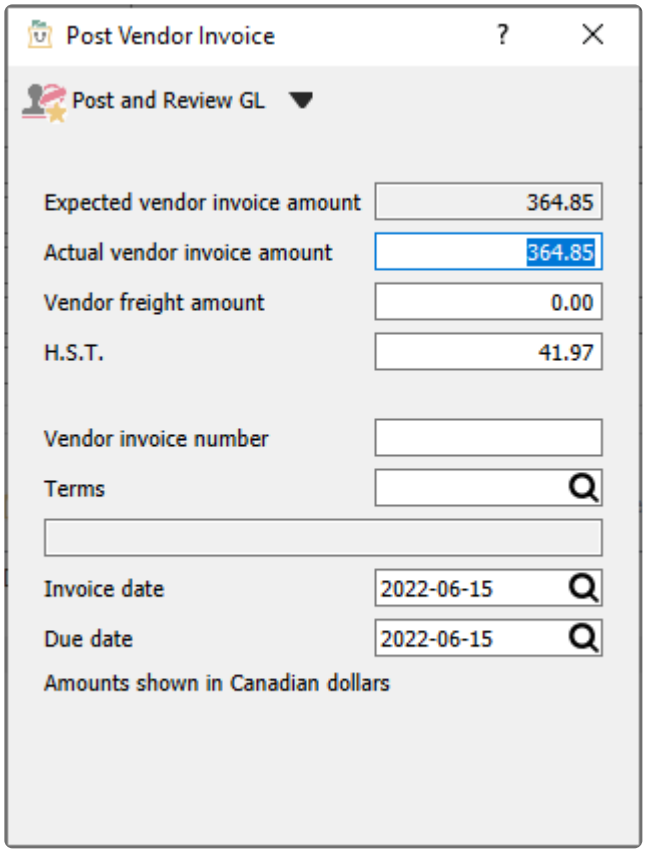
Receive – Sets the Received status to the purchase order, and all items with non-zero Received Qty values will have Quantity on Hand and Costs updated. If the PO has the Open status and was never Issued, the entire PO will be fully received as ordered, with no opportunity to edit item received quantities. You also have the opportunity to enter the vendor invoice at this time if it came with the receipt, and therefore set the PO status as Invoiced after posting, or you can save the PO and enter the vendor invoice later.

Unissue – When editing an Issued or Received PO, you can choose to set the status back to Open, in order

to add new items or make any other changes not possible to do on non-Open POs.

> ! Note: Unissue is security controlled by user and should be used with caution as duplicated purchase orders sent to the vendor could result.

Invoice – Create a vendor invoice on a Received PO not yet invoiced and post it to the vendor. An invoice screen appears to post the invoice to the vendor account, and corrections to invoice or tax or freight amounts can be made, in addition to entering the vendor invoice information.
Invoice – Post and Review GL – In addition to the above, when invoice posting is complete, you can modify amounts and accounts on the GL entry if user security settings allows it, except the accounts receivable control.



> ! Note: Editing the journal entry before posting can result in unbalanced inventory if the user is not careful.

Close – Completes the purchase order from any further processing and removes it from the PO list.

Next Phase – If the PO has a non-blank Phase value, you can increment the phase to the next one in the user-specified sequence, if you have user security rights to do so.

Totals By Ordered Qty – When this button is toggled on, the transaction total amount in the bottom-right

corner of the order screen is calculated from the sum of item Extended Prices based on the Order Qty. When this button is toggled off, the transaction total amount is calculated from the item Received Qty. The difference in the total amount comes from items on backorder.

Add To Calendar – Creates a new Communication note for this PO, and assigned to the entry user with a due date of today by default. When the note is saved, it will create a calendar entry for the specified user and due date. Read the Communications or Calendar manual topics for more information.

Main

Vendor – Enter the vendor code for the purchase, and the name is displayed to the right. You can also enter search criteria to locate the vendor based on that search results. For example, type the city and vendors within that city will be presented in the drop down list. If more vendors meet the search criteria than are displayed, press the 'F9' key to open a window with the complete list of vendors that match criteria, from which you can select. You can also use a combination of words to search such as the contact name and the city and the list presented will be restricted to the results that contain both words.

Vendor Order Number – A confirmation number given by the vendor for this PO.

Terms – Payment terms that determine the invoice due date and if an early payment discount can be taken. It defaults from the vendor payment terms but can be changed on the PO.

Notes – This field has information from the Notes field on the General tab when editing a vendor. Information in this field is displayed with a yellow background to stand out.

Reference No – A text field you can use for any purpose, such as for an external document number.

AP Balance – The vendor current balance owing.

Credit Limit – Vendor credit limit, either 0.00, a specific amount, or Unlimited.

Available – Displays either Unlimited credit, Limited credit or No credit. No calculated amount is shown here.

Order Details

Status – The status of the PO can be:

- **Open** – A new PO that allows adding items and editing other information, and has not usually been sent to the vendor yet.
- **Hold** – Open POs can be put On Hold, to prevent editing some information and also to prevent issuing, receiving or invoicing the PO.
- **Standing** – A recurring purchase from a vendor, that will be maintained in the PO list after it has been

received and invoiced.

- **Issued** – Usually means that the vendor has received a copy of the purchase order. Issued POs have limitations in what fields are available to edit, and the Receive Qty column becomes available in the PO Details grid to enter values when the goods are received. With the correct security permissions the user can un-issue and then edit the PO. Care should be taken to make sure the vendor has the correct copy of the PO.

- **Received** – Means that this PO has had some or all product received on it. Received POs have limitations in what fields are available to edit; even if the PO is unissued, lines that have had receipts still cannot be changed.

PO No – An automatically assigned document number from Company Settings, that can be changed if you have another Company Setting enabled.

Order date – The date that the order was taken and first saved, which defaults to today but can be changed to any date. A warning message will appear if you choose a date older than today.

Required Date – The date that you want the goods delivered by. The value defaults to today but can be changed to any date, and if edited then a prompt appears to update the required date for all items entered on the order. Required Dates are useful as you can sort by this date column on the purchase order list grid to see how soon expected goods will arrive.

Last Received – If any items on this PO have been received, the date of the most recent receipt is displayed here.

Receive Date – The date that will be used for the next receipt transaction. This defaults to today, and you can edit the value prior to receiving the PO

Phase – Select from the list of company-specific statuses, perhaps to indicate the progress of the order before it is issued. If a report template is included with the selected phase, any report that has that template name will be presented for printing. You can ‘increment’ the phase value to the next one in the purchase order phase sequence if one is assigned by using the Next Phase button in the toolbar, which useful when orders must go through a particular sequence of procedures in turn.

Location – If you have Locations enabled in Company Settings, and any of the Cost or Accounts Payable control accounts are configured with a Location segment, the posted GL transaction will update the accounts with the respective location segment.

General

Ship To Customer – If the PO will be drop-shipped directly to the customer, enter the customer code here to affect the Ship To address of the PO.

Ship Address ID – If the PO will be drop-shipped directly to the customer, enter the customer shipping ID

here to affect the Ship To address of the PO.

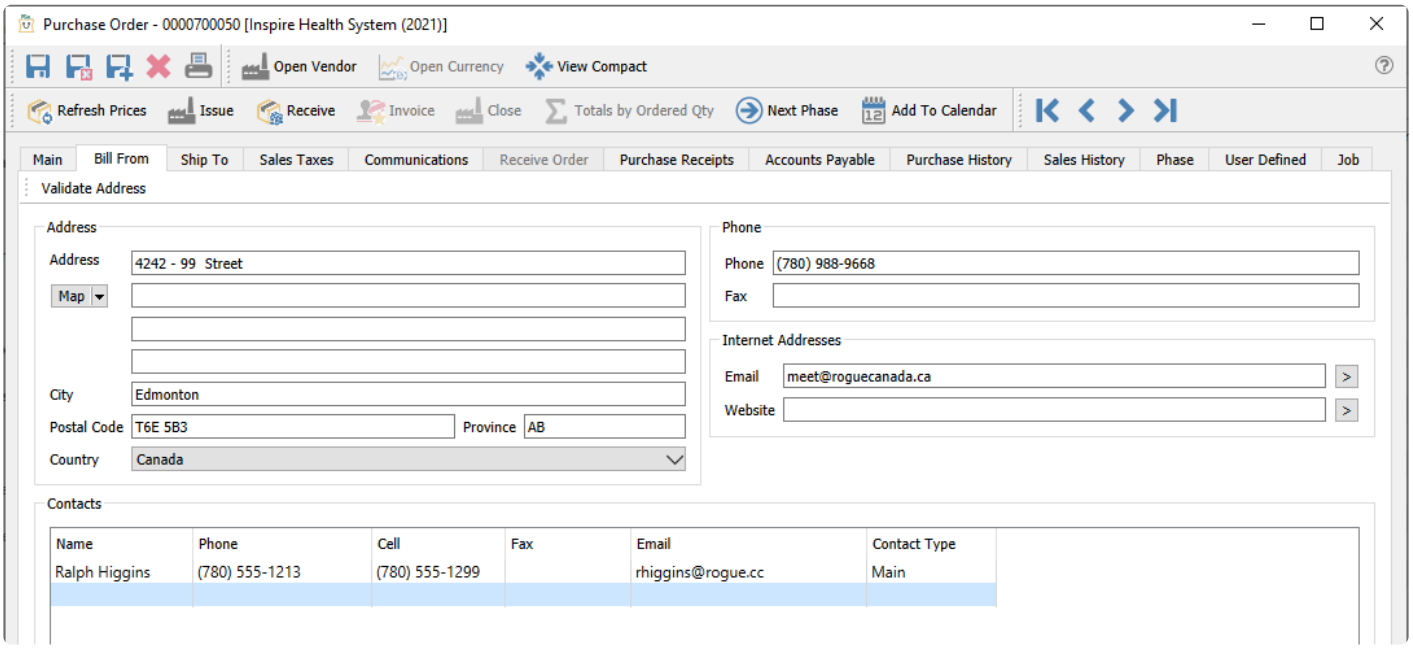
Warehouse – The default warehouse code from where items are selected from the details grid in entry. It defaults from the Warehouse selected on sign-on but can be changed on the order, which does not affect existing items but only newly added items. The warehouse address and contact information is loaded into the Ship To tab if a customer drop-ship is not used.

Buyer – The person that placed the order with the vendor. This value defaults from the vendor Buyer value on the General tab when the vendor is selected, but it can be changed.

Ship Via – The code for the shipping carrier used for sending the goods to the customer. It defaults from the vendor Order Defaults tab for the address but can be changed on the order. When selected, the name will be loaded from the Shipping Method record. If this carrier does not have a Ship via code, you can still enter the name manually.

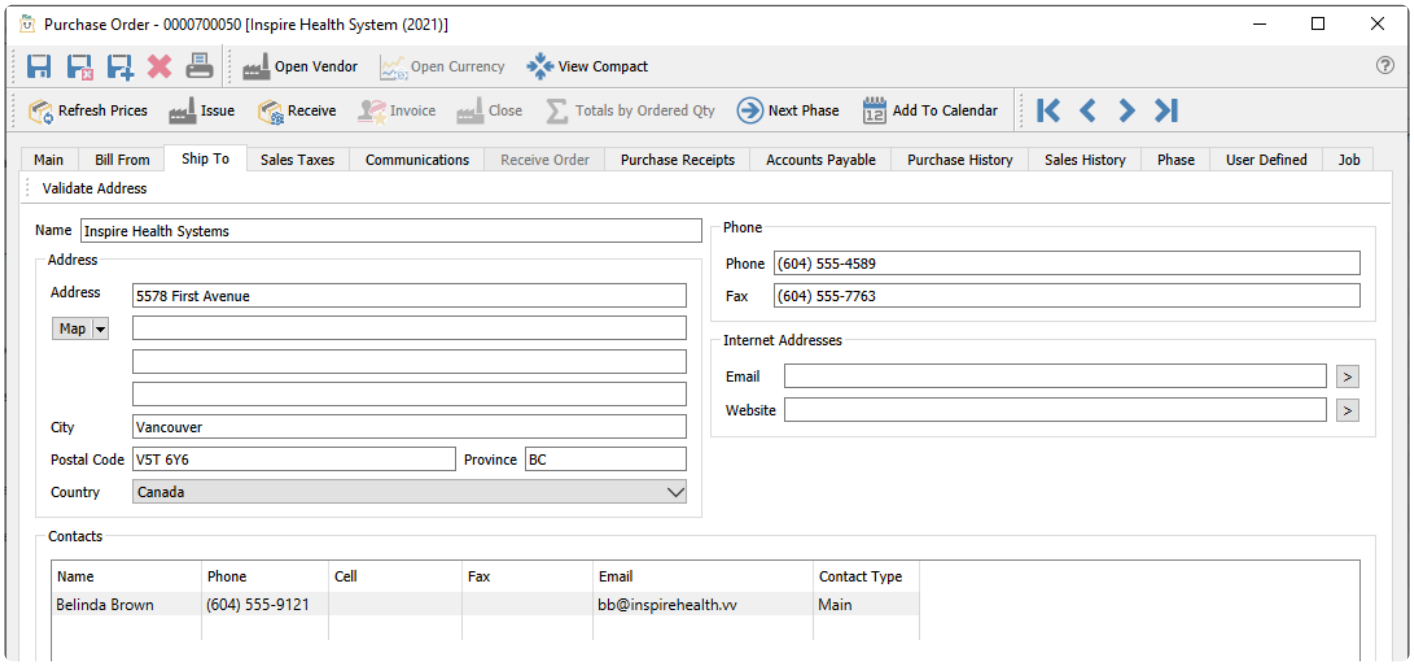
FOB – Free On Board is a term in international commercial law specifying at what point the seller transfers ownership of the goods to the buyer. Sometimes this field is used for other data desired for the order, as FOB information isn't required.

Bill From



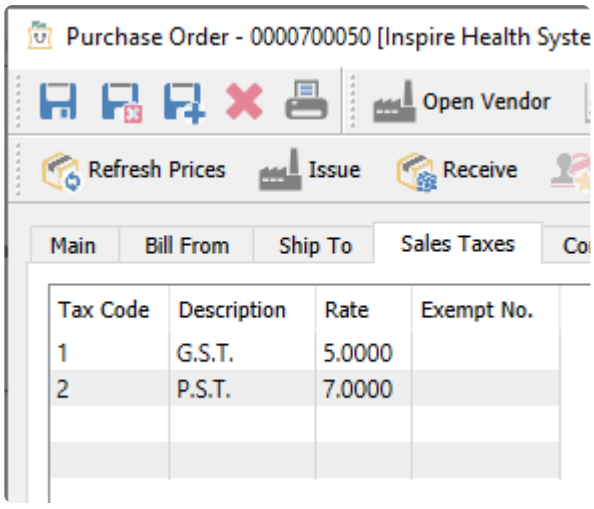
This is the vendor billing information for this PO. It includes vendor contacts and email addresses that will be available for emailing the purchase order to the vendor. The addresses can be edited but will not get updated to the vendor record. If the vendor record is edited the purchase orders that already exist will not be updated.

Ship To



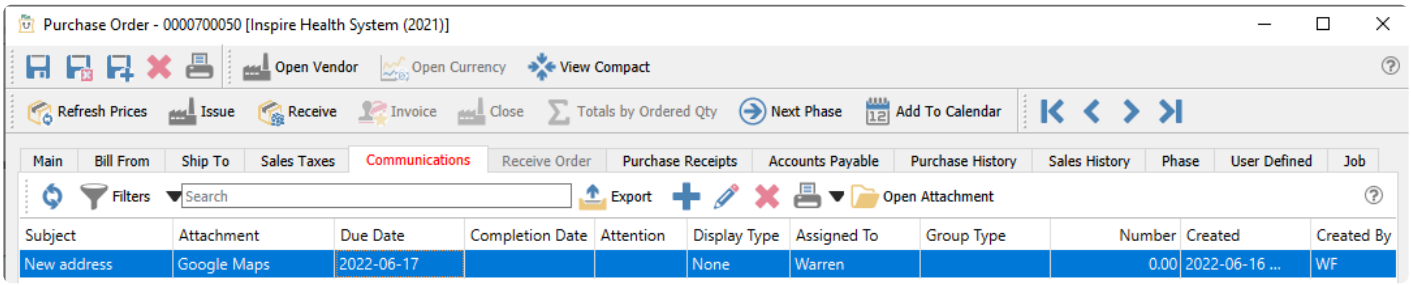
This is the address and contact information for where the purchased goods will be shipped. It includes the email addresses that will be available for emailing the purchase order to the vendor. This typically will be the warehouse address unless it is being drop-shipped directly to a customer.

Sales Taxes



The purchase tax jurisdictions for this PO, which default from the vendor but can be edited.

Communications

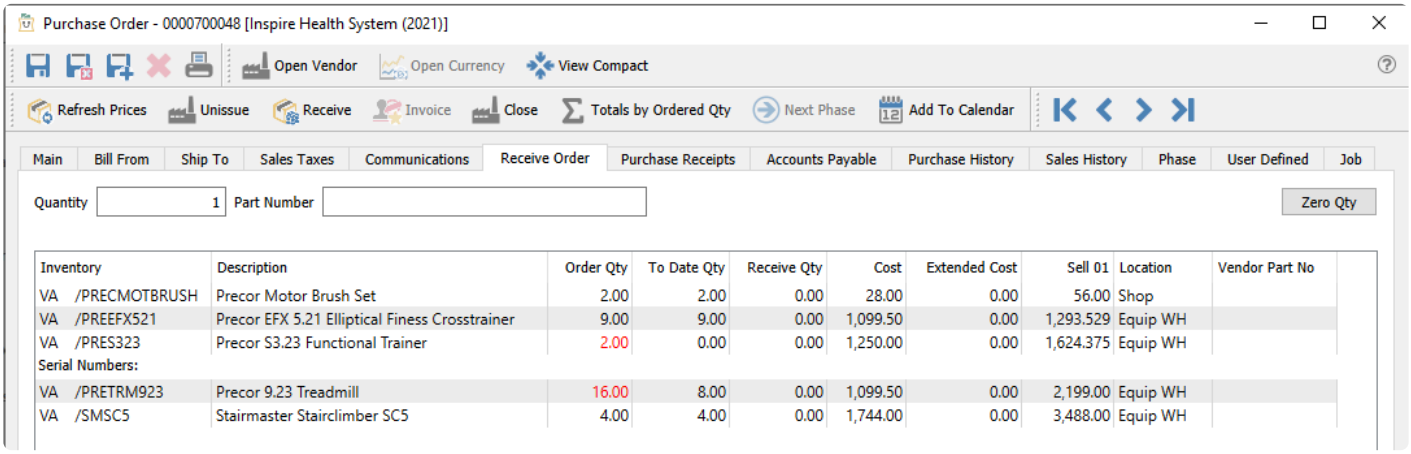


Any number of communications can be added to a PO. They can be set as alerts so that they popup when the PO is edited. The example above shows a popup to let the vendor know about a new warehouse address.

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

For more details on Communications. Link to the Communications

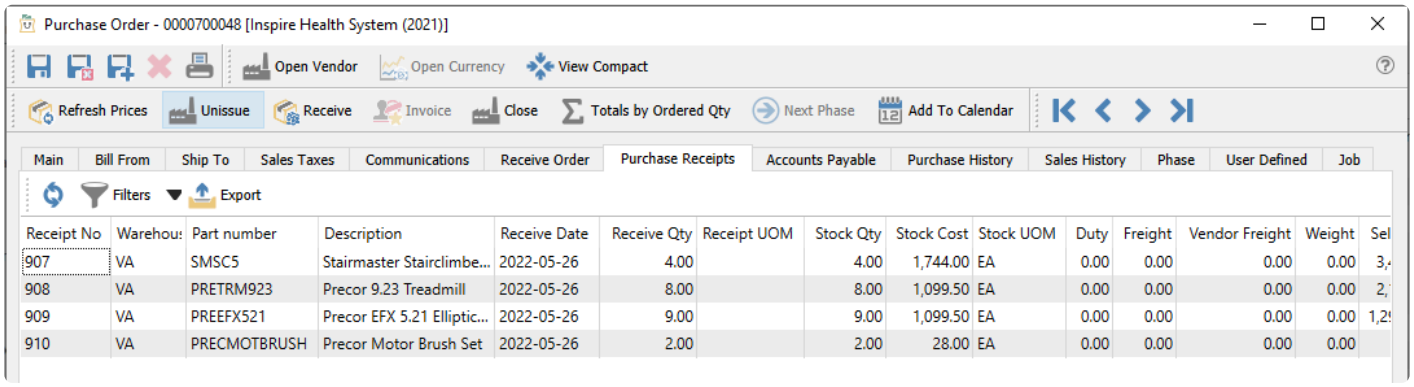
Receive Order



From this tab, you can scan in the items as they are being received. To initialize the receive quantities, click the Zero Qty button, setting them all to zero and displaying the order quantities in red font colour. Then scan the item barcode to increment the Receive Qty of any existing item by the value in the Quantity field. You will not be able to scan a new item that is not already on the order, nor scan it item to result in a Receive Qty greater than the Order Qty – an alert sound will occur with the error message in both cases.

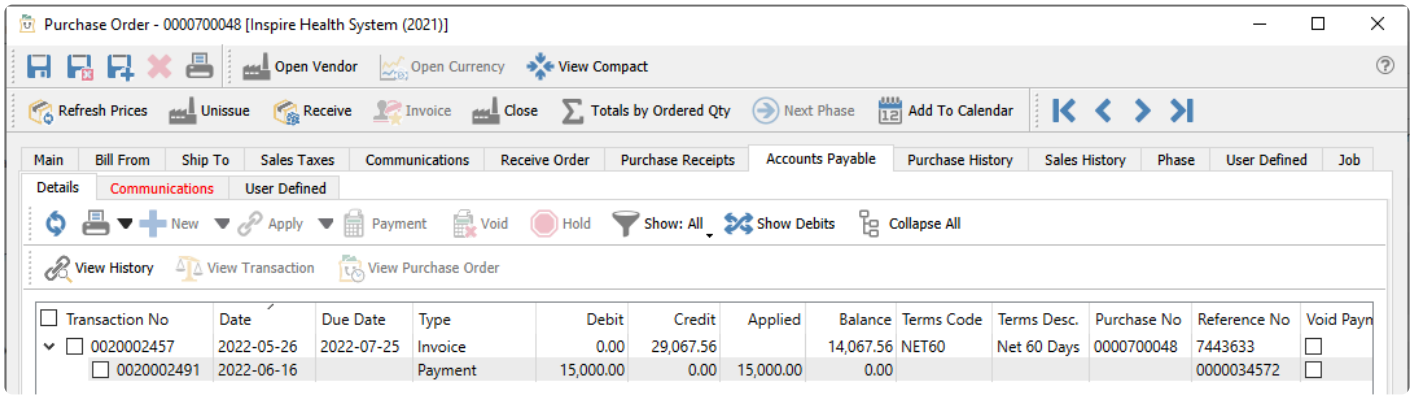
When an item scan has been done to make the Receive Qty equal to the Order Qty, the font colour will become blank instead of red, indicating that this line is complete.

Purchase Receipts



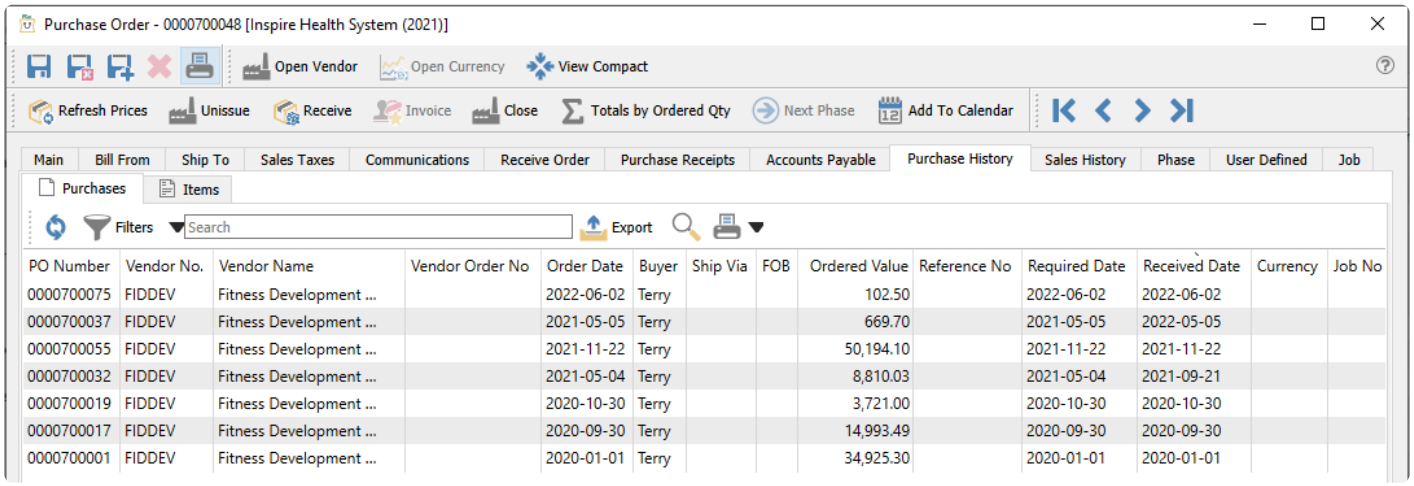
This screen shows each item in this PO that has had quantity received, with the receipt number and date. If an item was received on multiple partial receipts, each receipt is displayed separately. Each item also includes the landed costs in addition to the stock costs.

Accounts Payable



This tab shows all AP entries that have been made for this PO, including invoices and payments. You can use all the features of the Accounts Payable module here, if user security allows displaying this tab or options set, but limited only to the transactions displayed for this PO. This includes issuing a payment and printing the check.

Purchase History



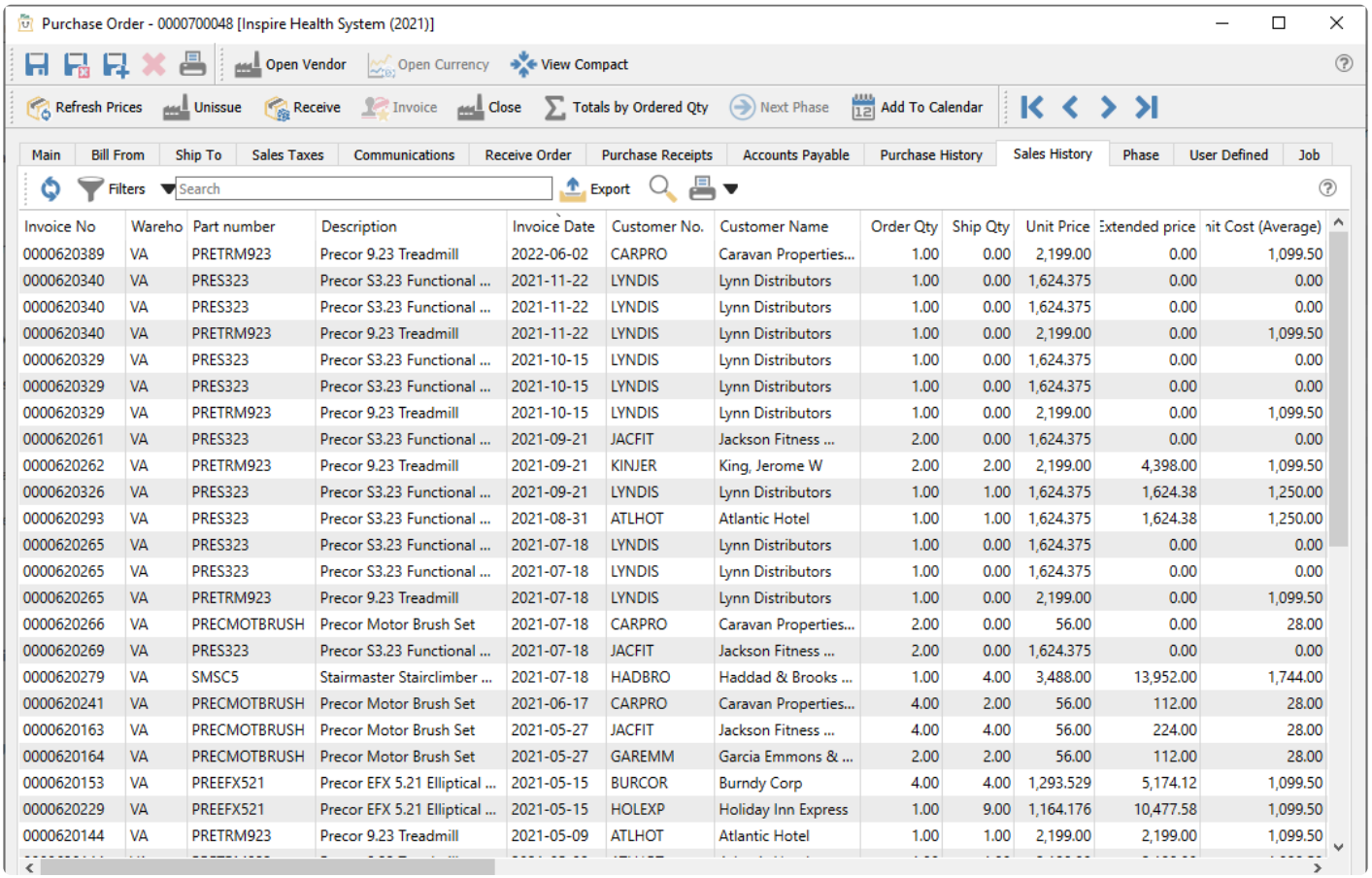
PO Number	Vendor No.	Vendor Name	Vendor Order No	Order Date	Buyer	Ship Via	FOB	Ordered Value	Reference No	Required Date	Received Date	Currency	Job No
0000700075	FIDDEV	Fitness Development ...		2022-06-02	Terry			102.50		2022-06-02	2022-06-02		
0000700037	FIDDEV	Fitness Development ...		2021-05-05	Terry			669.70		2021-05-05	2022-05-05		
0000700055	FIDDEV	Fitness Development ...		2021-11-22	Terry			50,194.10		2021-11-22	2021-11-22		
0000700032	FIDDEV	Fitness Development ...		2021-05-04	Terry			8,810.03		2021-05-04	2021-09-21		
0000700019	FIDDEV	Fitness Development ...		2020-10-30	Terry			3,721.00		2020-10-30	2020-10-30		
0000700017	FIDDEV	Fitness Development ...		2020-09-30	Terry			14,993.49		2020-09-30	2020-09-30		
0000700001	FIDDEV	Fitness Development ...		2020-01-01	Terry			34,925.30		2020-01-01	2020-01-01		

This tab allows you to see all historical purchase receipts for this vendor, completed and closed to history. There are two sub-tabs, one for the list of invoices and the other for the list of items from those invoices. On either sub-tab you can search for, filter or export records of interest, and double-click a row to open the Purchase History receipt in a new window.

Purchases – 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

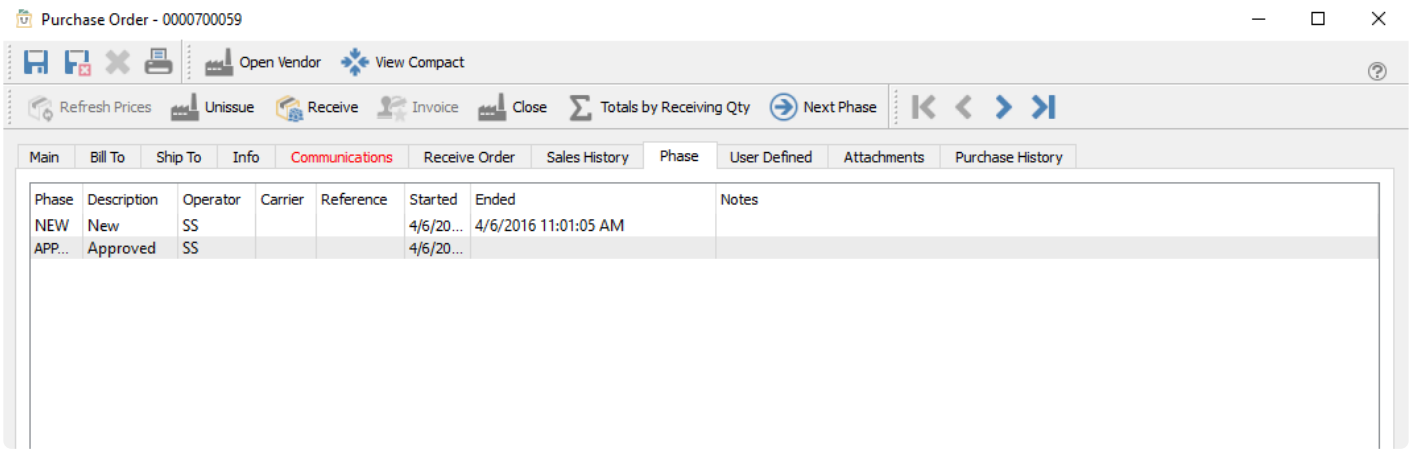
Sales History



Invoice No	Wareho	Part number	Description	Invoice Date	Customer No.	Customer Name	Order Qty	Ship Qty	Unit Price	Extended price	nit Cost (Average)
0000620389	VA	PRETRM923	Precor 9.23 Treadmill	2022-06-02	CARPRO	Caravan Properties...	1.00	0.00	2,199.00	0.00	1,099.50
0000620340	VA	PRES323	Precor S3.23 Functional ...	2021-11-22	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620340	VA	PRES323	Precor S3.23 Functional ...	2021-11-22	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620340	VA	PRETRM923	Precor 9.23 Treadmill	2021-11-22	LYNDIS	Lynn Distributors	1.00	0.00	2,199.00	0.00	1,099.50
0000620329	VA	PRES323	Precor S3.23 Functional ...	2021-10-15	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620329	VA	PRES323	Precor S3.23 Functional ...	2021-10-15	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620329	VA	PRETRM923	Precor 9.23 Treadmill	2021-10-15	LYNDIS	Lynn Distributors	1.00	0.00	2,199.00	0.00	1,099.50
0000620261	VA	PRES323	Precor S3.23 Functional ...	2021-09-21	JACFIT	Jackson Fitness ...	2.00	0.00	1,624.375	0.00	0.00
0000620262	VA	PRETRM923	Precor 9.23 Treadmill	2021-09-21	KINJER	King, Jerome W	2.00	2.00	2,199.00	4,398.00	1,099.50
0000620326	VA	PRES323	Precor S3.23 Functional ...	2021-09-21	LYNDIS	Lynn Distributors	1.00	1.00	1,624.375	1,624.38	1,250.00
0000620293	VA	PRES323	Precor S3.23 Functional ...	2021-08-31	ATLHOT	Atlantic Hotel	1.00	1.00	1,624.375	1,624.38	1,250.00
0000620265	VA	PRES323	Precor S3.23 Functional ...	2021-07-18	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620265	VA	PRES323	Precor S3.23 Functional ...	2021-07-18	LYNDIS	Lynn Distributors	1.00	0.00	1,624.375	0.00	0.00
0000620265	VA	PRETRM923	Precor 9.23 Treadmill	2021-07-18	LYNDIS	Lynn Distributors	1.00	0.00	2,199.00	0.00	1,099.50
0000620266	VA	PRECMOTBRUSH	Precor Motor Brush Set	2021-07-18	CARPRO	Caravan Properties...	2.00	0.00	56.00	0.00	28.00
0000620269	VA	PRES323	Precor S3.23 Functional ...	2021-07-18	JACFIT	Jackson Fitness ...	2.00	0.00	1,624.375	0.00	0.00
0000620279	VA	SMSC5	Stairmaster Stairclimber ...	2021-07-18	HADBRO	Haddad & Brooks ...	1.00	4.00	3,488.00	13,952.00	1,744.00
0000620241	VA	PRECMOTBRUSH	Precor Motor Brush Set	2021-06-17	CARPRO	Caravan Properties...	4.00	2.00	56.00	112.00	28.00
0000620163	VA	PRECMOTBRUSH	Precor Motor Brush Set	2021-05-27	JACFIT	Jackson Fitness ...	4.00	4.00	56.00	224.00	28.00
0000620164	VA	PRECMOTBRUSH	Precor Motor Brush Set	2021-05-27	GAREMM	Garcia Emmons & ...	2.00	2.00	56.00	112.00	28.00
0000620153	VA	PREEFX521	Precor EFX 5.21 Elliptical ...	2021-05-15	BURCOR	Burndy Corp	4.00	4.00	1,293.529	5,174.12	1,099.50
0000620229	VA	PREEFX521	Precor EFX 5.21 Elliptical ...	2021-05-15	HOLEXP	Holiday Inn Express	1.00	9.00	1,164.176	10,477.58	1,099.50
0000620144	VA	PRETRM923	Precor 9.23 Treadmill	2021-05-09	ATLHOT	Atlantic Hotel	1.00	1.00	2,199.00	2,199.00	1,099.50

This tab lists all of the sales history for just the items on this PO. This is useful to see how well these items are selling, when deciding how many to purchase.

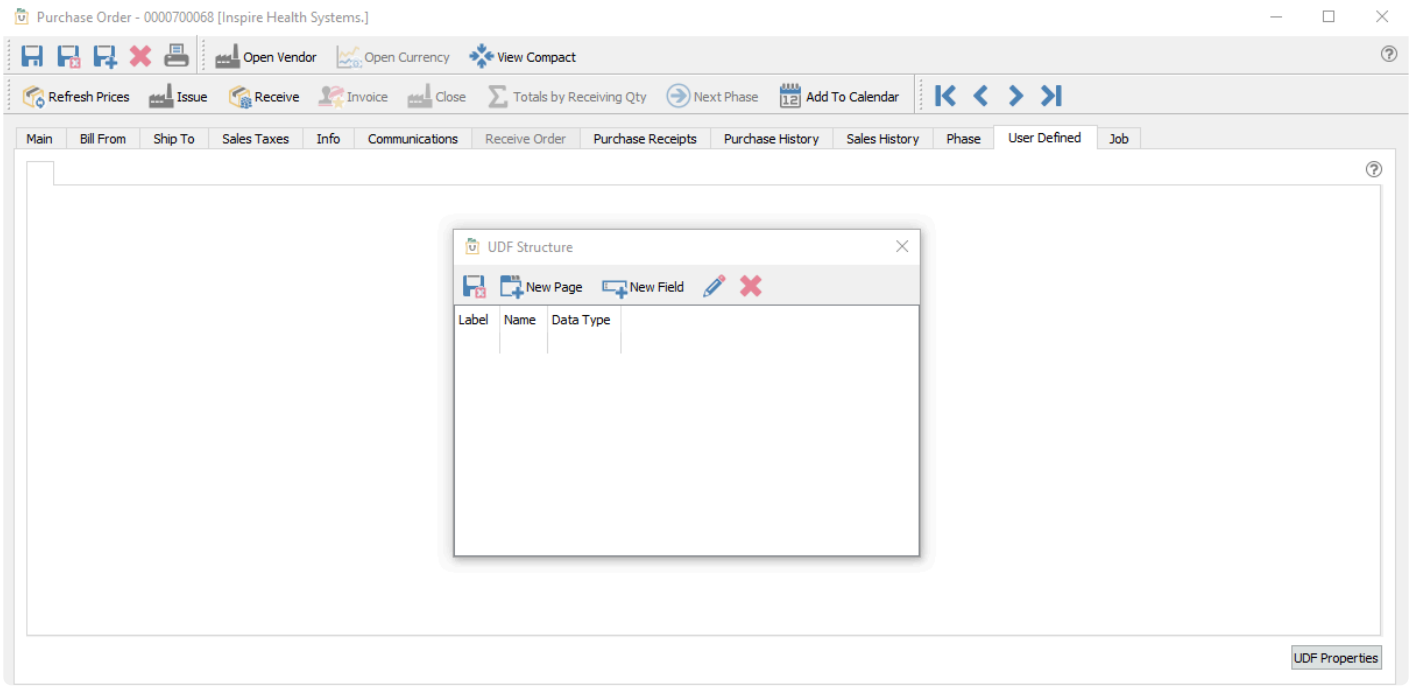
Phase



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

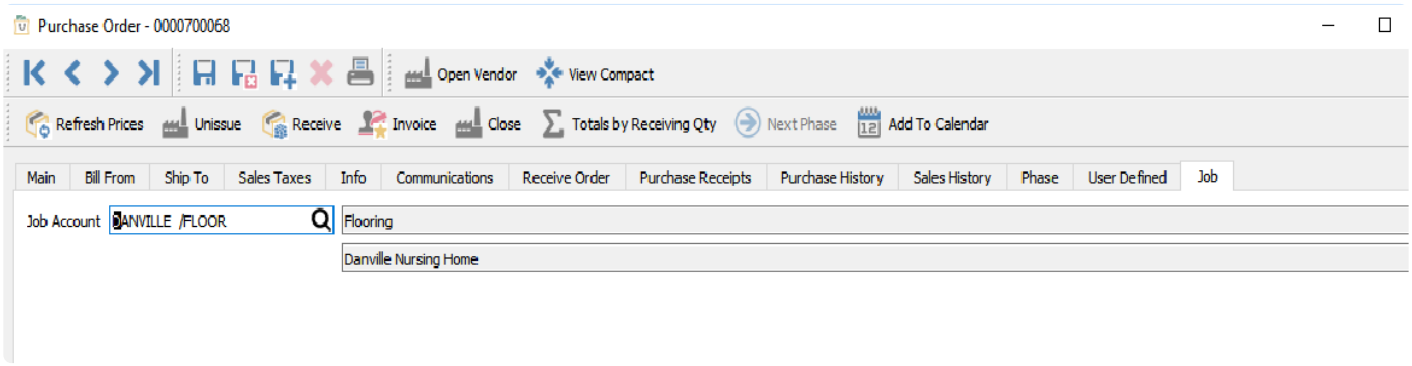
From this tab, you can see what phases a purchase order has been in, and when each new phase was started. The dates and times are editable in case corrections are necessary, and you can also add shipping carrier info, reference numbers and notes to describe anything important about this phase of this PO.

User Defined



User Defined fields allows you to add any number of extra fields to a purchase order that pertain to your POs for your business. To be able to edit the design of the UDF (User Defined Fields), you need to have the correct security access. Read the User Defined Fields manual topic for more information.

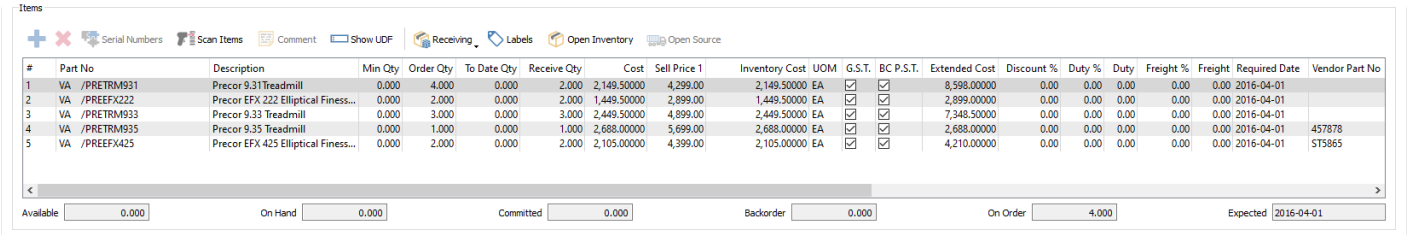
Job



If you want to track jobs and accounts for purchases, you can select values here, which automatically get added to all details on the PO.

Purchase Order Details

This is where items are added, edited and received on a PO.



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

Add / Insert – Create a new line for adding a new item, with the new line inserted immediately above the highlighted line in the grid. If you do not select an item code, you can do this to insert a blank line that can be visually helpful for organizing entry or printing on report forms. You can also add new items at the end of the list either by clicking in the cell under the last part number, or by pressing the Enter key when the last item row is highlighted.

Delete – Deletes the highlighted line. Only one row can be deleted at a time.

Serial Numbers – When an item that supports serial numbers or lot numbers is highlighted, this button will be active for use. Serial or lot numbers must be assigned for every quantity received. Click this button to enter the required serial or lot numbers.

Scan Items – Activate scanning item barcodes for adding new items to an open PO, or receiving items to an issued PO. When this screen is open, scan an item and it will be added to or received on the PO with quantity 1, and the dialog will remain open to continue scanning. Scan again to increment the quantity by one. If you first type a quantity value and the multiplier character in Company Settings (usually *), scanning adds the item with that quantity to the PO. You can also directly scan a serial or lot number and the item with that number is added to or received on the PO.

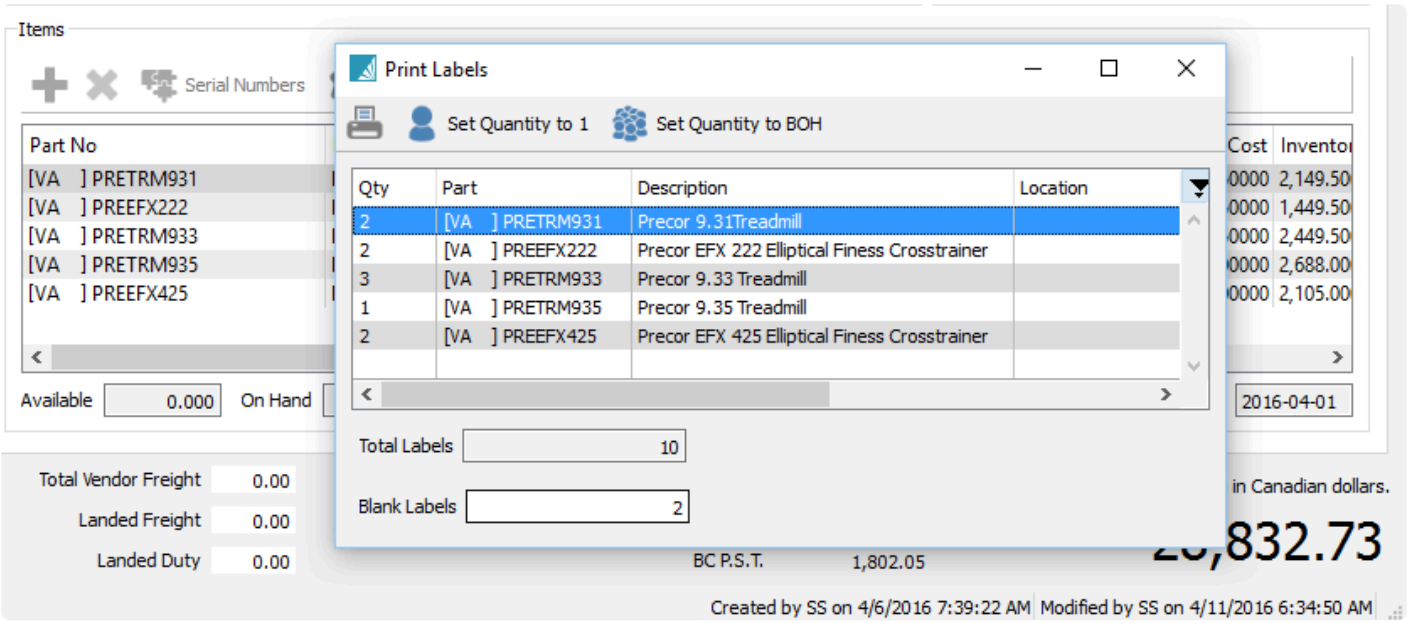
Comment – Add or insert text to the detail section of the PO, either for vendor instructions or when more text is needed than fits in the memo column. Click to open a window for entering as much text as you want. If you have information that you regularly include as comments, select a pre-defined record that has this text to include, for either sales or purchase orders. You can also create new comment records from here.

Show UDF – Include User Defined Field information for PO details, where each line of the purchase order can have unique information. The UDF structure can also be edited from here if user security settings allow this.

Receiving – You have the choice to receive All quantity remaining on this PO, calculated for each item from

the Order Qty less the received To Date Qty, or receive None and clear the Received Qty value from all items.

Labels – Opens the Print Labels screen to select quantities of labels to print for each item. Print count values could default from the Received, To Date or Order Qty of each item, which can be modified before printing. Read the Inventory Labels manual topic for more information.



Open Inventory – Opens the inventory item for viewing or editing item information.

Open Source – When an item on a PO originating from a Sales Order requisition is highlighted, this button will be active for use. The Sales Order transaction for this item will be opened in a new window.

Detail Lines Info

The PO details grid has many field columns to display, and most of them are editable for ordered items. Some columns may not be visible to users that do not have the security permissions to see them, and other columns require user security access to edit.

Part No – The item number entered or selected from inventory. You may be able to enter a miscellaneous non-inventory item value if user security settings are allowed.

Description – The description of the part number from the inventory item record, which can be edited if user security allows. For non-inventory items, you should enter a description value.

Min Qty – The minimum order quantity defined on this item, either on the Inventory Details tab or from the Vendor Prices record. This may affect the default Order Qty value when adding this item to a PO.

Order Qty – The quantity of the item desired to be purchased. By default this will be the higher of the minimum order quantity from the item, or calculated from the quantity available of the item and any

backordered sales orders or issued purchase orders.

To Date Qty – The quantity that has previously been received for this line of the PO, which may be either the full or partial quantity ordered.

Receive Qty – Quantity being received now, which will be added to inventory when the Receive toolbar button is clicked.

Cost – Cost of the item in the unit of measure selected on the purchase order detail. This defaults from the item Current Cost but can be edited.

Inventory Cost – Cost of the item in the inventory item stocking unit of measure.

UOM – The purchase Unit of Measure, which defaults from the item Purchase UOM when added to a PO, but if any other units are defined on the item that are configured to be allowed as a purchase unit, then they can be selected here. The Cost column is recalculated based on the UOM conversion factor of the new unit, and the Weight from the UOM is used.

Tax 1-4 – These tax flag columns display based on the tax codes selected on the Sales Taxes tab. These checkboxes are editable if user security allows, and if so these can be disabled if this item is tax exempt for this vendor.

Extended Cost – The total discounted cost for this item, calculated from the Order Qty and the PO unit Cost.

Duty % – The default value comes from the Inventory item Details tab, but you can change this value as required. The Duty amount is calculated from this percentage and the item Extended Cost. If you edit the Duty amount directly, this percentage will be recalculated. If the Company Setting for Inventory to Save Landed Costs is enabled, then the Duty % on the Inventory item will be updated to the value from the PO detail.

Duty – Duty accrued for this line of the purchase order, calculated from the Duty % and the Extended Cost, but you can change this value as required. This amount will increment the Landed Duty value in the PO Footer. Posting the receipt will update the Current Cost of the Inventory Item, calculated from the PO Extended Cost with duty included, and the GL transaction will have a credit amount posted to the Accrued Duty account defined in Company Settings.

Freight % – The default value comes from the Inventory item Details tab, but you can change this value as required. The Freight amount is calculated from this percentage and the item Extended Cost. If you edit the Freight amount directly, this percentage will be recalculated. If the Company Setting for Inventory to Save Landed Costs is enabled, then the Freight % on the Inventory item will be updated to the value from the PO detail.

Freight – Freight accrued for this line of the purchase order, calculated from the Freight % and the Extended Cost, but you can change this value as required. This amount will increment the Landed Freight

value in the PO Footer – different than the Vendor Freight value, which will appear on the vendor invoice as a charge. Posting the receipt will update the Current Cost of the Inventory Item, calculated from the PO Extended Cost with freight included, and the GL transaction will have a credit amount posted to the Accrued Freight account defined in Company Settings.

Required Date – When you expects to receive this item from the vendor. The value defaults from the 'Required Date' in the Order Details, and if the Order Details date is changed, you will be prompted to update all Required Date values to the same value. By default this is not printed on the PO.

Vendor Part No – The vendors part number for this item. If a value existing on the PO detail, it will be used on the Spire default purchase order report instead of the inventory part number.

Inventory GL – The Inventory control GL account for this inventory item, based on the item Sales Department, which can be edited if user security allows.

> ! If user security has General Ledger / Edit Journal Entry While Posting enabled, you can modify GL account values. Use caution when doing this, because you are manipulating the default posting setup and if done without the correct knowledge, it can produce undesirable GL results.

Location – The warehouse location description for this item or Unit of Measure for reference, different than the Location in Order Details which affects accounting. This can be edited and the new value will update inventory.

Pack Size – A value representing how much quantity is in a package, perhaps related to a unit of measure or sales target. It appears on sales order detail lines, perhaps to encourage the salesperson to sell full packs, but it is informational only and does not affect purchase order functionality.
Discount % – An optional discount percentage applied to the Cost of this item. This is separate from the PO discount percent you can apply from the order footer section.

Sell Price 1 – The Level 1 unit price for this item. If you edit this value, when the PO receipt is posted, the inventory item unit price will be updated with this change.

Memo – A place to enter many lines of text, associated with this line of the order for notes or any other purpose. Memo text does not print on any reports or forms.

Reference – A text field to use in any way you need, such as to cross reference to another document like a supplier item warranty, where the suppliers invoice number is entered here. By default this field does not print on any reports or forms.

Source Type – If the PO detail was created by a processed Requisition, this field will be contain the requisition source, which can be any of Inventory, Sales Order or Production Order.

Source No – If the PO detail was created by a processed Requisition from a Sales Order or Production

Order, that transaction number is displayed here.

Customer – If the PO detail was created by a processed Requisition from a Sales Order, the customer code from that sales order is displayed. This is very useful so that the person receiving this PO knows this item is reserved for this customer sales order, not for general stock.

Ship To – If the PO detail was created by a processed Requisition from a Sales Order, the Ship To ID from that sales order is displayed.

Employee – The employee code assigned to the line, perhaps for labour charges, commission or other tracking purposes

Employee Name – The name of this employee selected on this line.

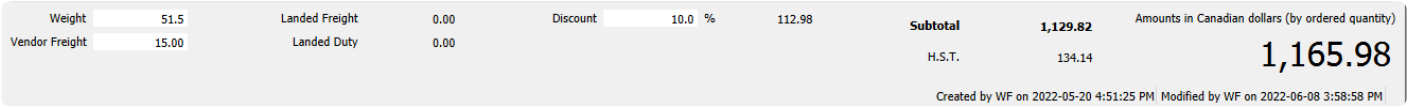
Weight – The weight of an item multiplied or divided by its unit of measure conversion factor. You can override this value on a PO, but if the weight has changed then you should also update the weight on the inventory item as well.

Ext Weight – The total weight for this item, calculated from the Order Qty and the Unit Weight.

Job Account – The job and account that this line of the PO is assigned to, which by default comes from the value selected from the Job tab but can be edited for any line.

Purchase Order Footer

The PO Footer contains total amounts for weight, freight, duty, discount and taxes.



Weight – The total weight of the items on the purchase order. It is calculated from the extended weight of all items on the PO, but you can override this value if required.

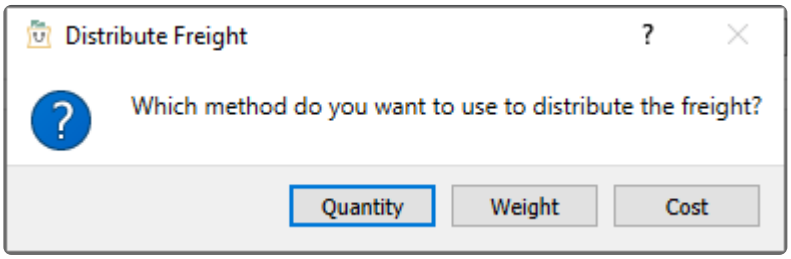
Landed Costs

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

Vendor Freight – The freight charge that the vendor will include on their invoice. If "Include vendor freight in landed cost" is on in Company Settings/Purchase Order then this cost will get included in the cost of the items received. If it is not on, then the freight amount will get posted to freight expense.

Landed Freight – The estimated freight that gets charged by another vendor that gets included in the cost of the items received. This field is only editable if at least one item of the Issued PO has received quantity entered. When you enter the amount to the landed freight field, you get prompted for how the freight should be distributed to each PO line. The choices are Quantity, Weight or Cost. You could then edit each line of the PO after this distribution, if required.

Landed Duty -The estimated duty that gets charged by another vendor that gets included in the cost of the items received. This field is only editable if at least one item of the Issued PO has received quantity entered. When you enter the amount to the landed duty field, you get prompted for how the duty should be distributed to each PO line. The choices are Quantity, Weight or Cost. You could then edit each line of the PO after this distribution, if required.



Discount – Enter a percentage value to calculate a reduction of the PO amount. The discount is based on the pre-tax total amount, after any discount amounts on individual lines are determined.

Subtotal – The sum of all items and freight, less discounts and before tax.

Tax 1 – 4 – Total tax for each of up to 4 jurisdictions assigned to the order from the Sales Taxes tab.

Total – Grand total of the order, in the currency of the vendor. If the currency is something other than base currency, the exchange rate is also displayed here.

The purchase order creation date, time and user initials, and the last modified date, time and user initials are also displayed for reference.

Processing Purchase Orders

A purchase order can have 5 different statuses.

Open – A new PO that allows adding items and editing other information, and has not usually been sent to the vendor yet. Items have not yet been saved as On Order.

Hold – Open POs can be put On Hold, to prevent editing some information and also to prevent issuing, receiving or invoicing the PO.

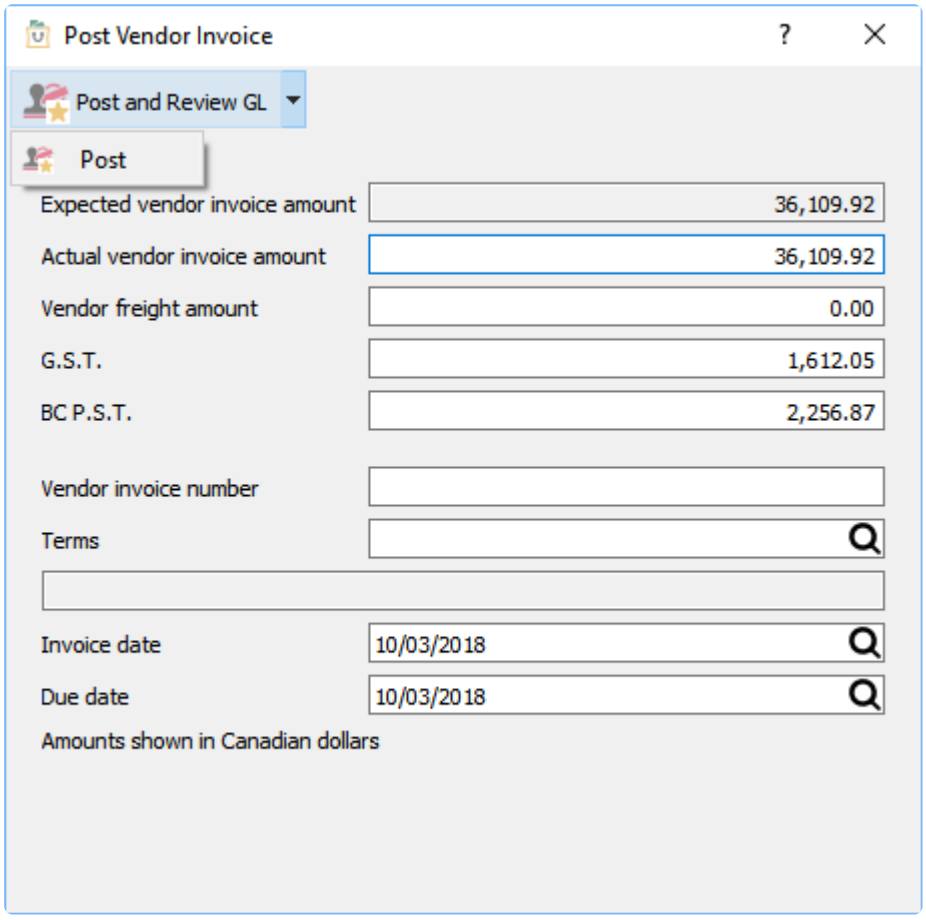
Standing – A recurring purchase from a vendor, that will be maintained in the PO list after it has been received and invoiced.

Issued – Usually means that the vendor has received a copy of the purchase order. Issued POs have limitations in what fields are available to edit, and the Receive Qty column becomes available in the PO Details grid to enter values when the goods are received. With the correct security permissions the user can un-issue and then edit the PO – care should be taken to make sure the vendor has the correct copy of the PO.

Received – Means that this PO has had some or all product received on it. Received POs have limitations in what fields are available to edit; even if the PO is unissued, lines that have had receipts still cannot be changed.

> ✻ Note – If an item on-hand quantity had been allowed to go negative, and the replacement cost is now different, the PO receiving will adjust the ‘cost of goods’ GL account for the difference. Read the Receiving Negative Inventory manual topic for more information.

When items on a PO have Received Qtys entered, and you click the Receive button to set this status, the On-Hand quantities of the items are increased and the On-Order quantities get decreased. If the user security setting Post Invoices to AP in the Purchase Orders area is enabled, a prompt screen “Would you like to create a vendor invoice?” appears. You can choose Yes to open the vendor invoice dialog below to enter or update relevant information. When the invoice transaction is posted, the GL Inventory control account from the item will be debited and the GL Accounts Payable control account from the vendor will be credited.



If you do not have permission to post invoices to AP, or choose No to creating a vendor invoice at this time, then the Accrued Purchases special GL account will be credited instead of accounts payable. When the vendor invoice arrives, you must come back to this PO to enter the invoice details and post it.

> ! Note – If you enter the the vendors invoice in accounts payable instead of through the PO then the accrual will not automatically be reversed. Click Here for more details.

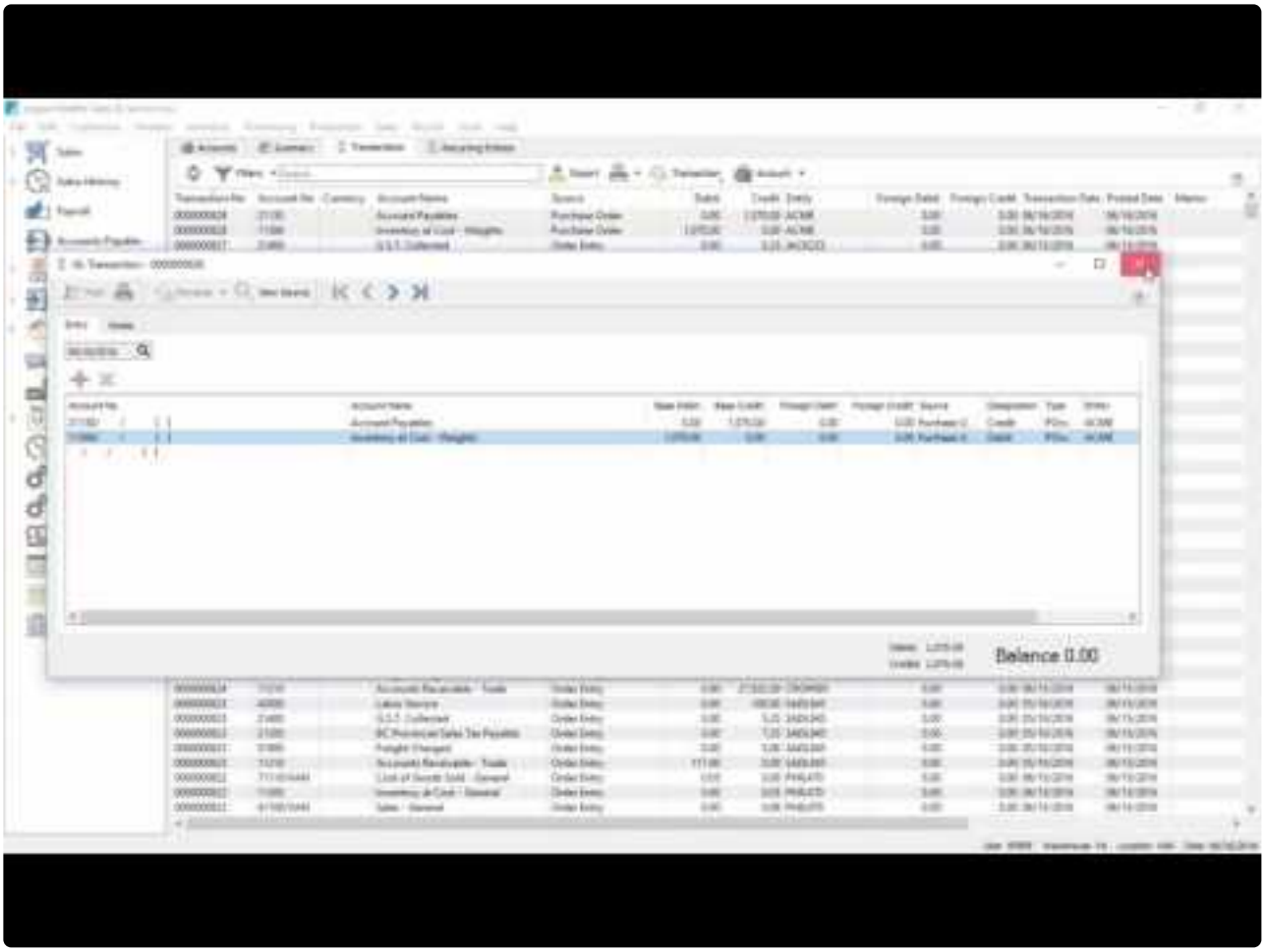
Enter in the vendor's invoice number, date of the invoice and edit the terms as required. The values could also be edited, but if these do not match the received amounts of the PO then the difference will be posted to the Inventory Variance GL account defined in Company Settings.

If the user security setting Close Purchases in the Purchase Orders area is enabled, then when the vendor invoice is posted, you will be asked if you want to close the purchase order. If the amount of the accruals received on the PO do not match the amount posted to Accounts Payable, the remaining amount will get posted to the Inventory Variance GL account.

Video Instruction – Purchase Orders

https://www.youtube.com/embed/W78A2Uui6vk?rel=0

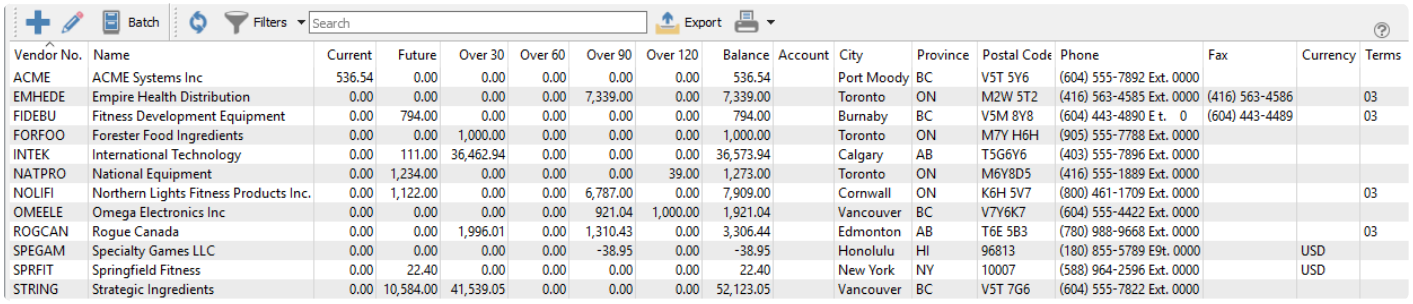
Video Instruction – Accounts Payable Accruals



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

Accounts Payable

The Accounts Payable module is the place to enter vendor transactions that do not originate from Purchase Orders, such as office expense invoices or vendor payments. The module grid on the Open Accounts tab lists all vendors with open transactions, with aged amount columns in addition to the total balance owing and vendor contact information. And various Payable reports are available to print for one or all vendors from the Reports tab.



Vendor No.	Name	Current	Future	Over 30	Over 60	Over 90	Over 120	Balance	Account	City	Province	Postal Code	Phone	Fax	Currency	Terms
ACME	ACME Systems Inc	536.54	0.00	0.00	0.00	0.00	0.00	536.54		Port Moody	BC	V5T 5Y6	(604) 555-7892 Ext. 0000			
EMHEDE	Empire Health Distribution	0.00	0.00	0.00	0.00	7,339.00	0.00	7,339.00		Toronto	ON	M2W 5T2	(416) 563-4585 Ext. 0000	(416) 563-4586		03
FIDEBU	Fitness Development Equipment	0.00	794.00	0.00	0.00	0.00	0.00	794.00		Burnaby	BC	V5M 8Y8	(604) 443-4890 E t. 0	(604) 443-4489		03
FORFOO	Forester Food Ingredients	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00		Toronto	ON	M7Y H6H	(905) 555-7788 Ext. 0000			
INTEK	International Technology	0.00	111.00	36,462.94	0.00	0.00	0.00	36,573.94		Calgary	AB	T5G6Y6	(403) 555-7896 Ext. 0000			
NATPRO	National Equipment	0.00	1,234.00	0.00	0.00	0.00	39.00	1,273.00		Toronto	ON	M6Y8D5	(416) 555-1889 Ext. 0000			
NOLIFI	Northern Lights Fitness Products Inc.	0.00	1,122.00	0.00	0.00	6,787.00	0.00	7,909.00		Cornwall	ON	K6H 5V7	(800) 461-1709 Ext. 0000			03
OMEELE	Omega Electronics Inc	0.00	0.00	0.00	0.00	921.04	1,000.00	1,921.04		Vancouver	BC	V7Y6K7	(604) 555-4422 Ext. 0000			
ROGCAN	Rogue Canada	0.00	0.00	1,996.01	0.00	1,310.43	0.00	3,306.44		Edmonton	AB	T6E 5B3	(780) 988-9668 Ext. 0000			03
SPEGAM	Specialty Games LLC	0.00	0.00	0.00	0.00	-38.95	0.00	-38.95		Honolulu	HI	96813	(180) 855-5789 E9t. 0000		USD	
SPRFIT	Springfield Fitness	0.00	22.40	0.00	0.00	0.00	0.00	22.40		New York	NY	10007	(588) 964-2596 Ext. 0000		USD	
STRING	Strategic Ingredients	0.00	10,584.00	41,539.05	0.00	0.00	0.00	52,123.05		Vancouver	BC	V5T 7G6	(604) 555-7822 Ext. 0000			

Add – Create a new AP entry, where the vendor and transaction type are available for selection. Invoices for one-time vendors must be created from here.

Open – Opens the Accounts Payable list for the highlighted vendor.

Batch – Opens the Batch Payables method of entering and posting a collection of payments at once, either for printed checks or generating electronic fund transfers. Follow this link for more information.

Refresh – Updates the list grid with any new edits or transactions added by another user on the network.

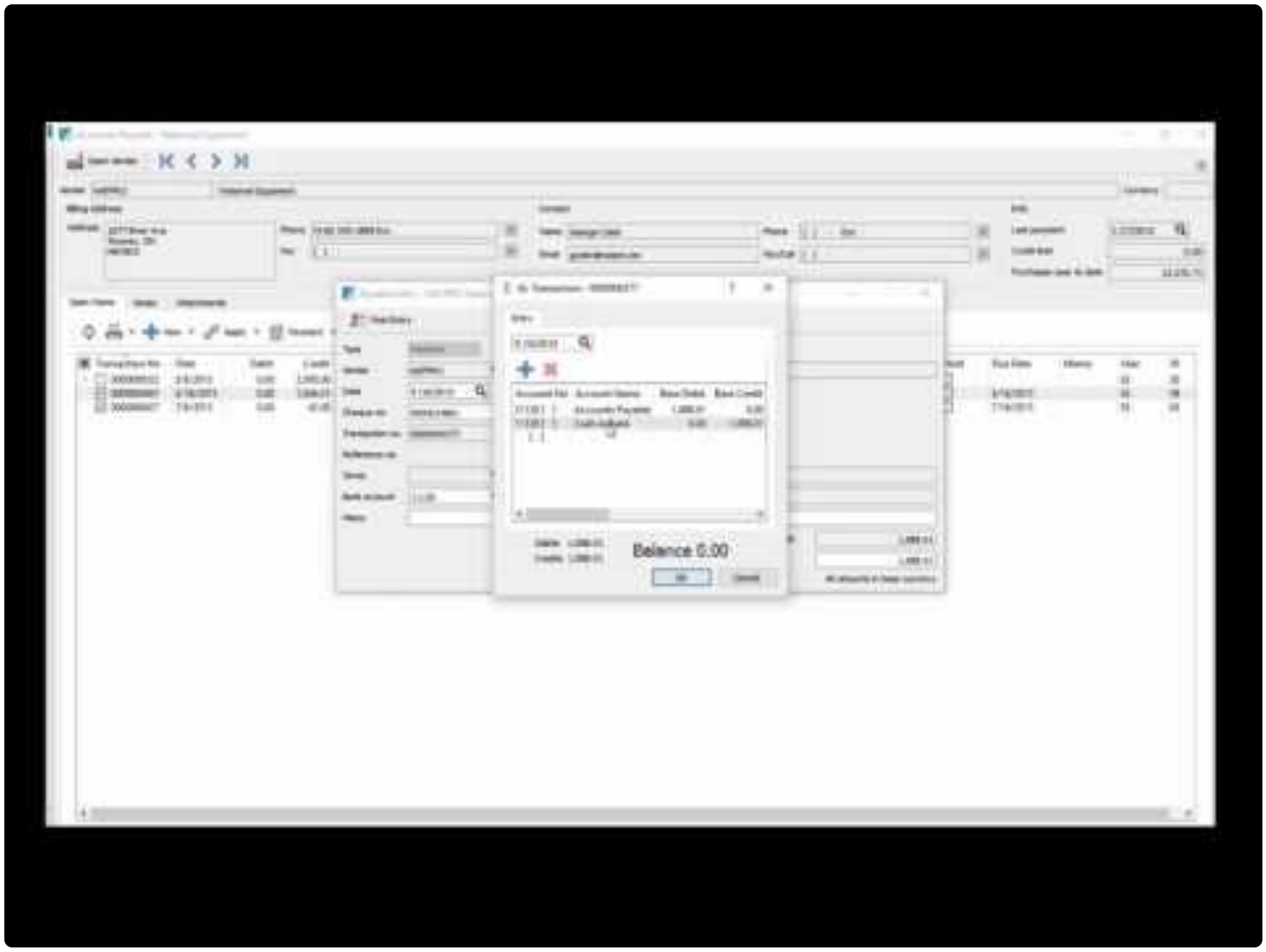
Filters – Set or select record selection criteria to display only the records that meet the criteria.

Search – Displays vendor records based on full word(s) entered, or partial words in conjunction with the * wildcard.

Export – Exports the displayed grid list to an external Excel or .csv file for use or investigation.

Print – Print one or more reports for either all or selected vendors from this grid.

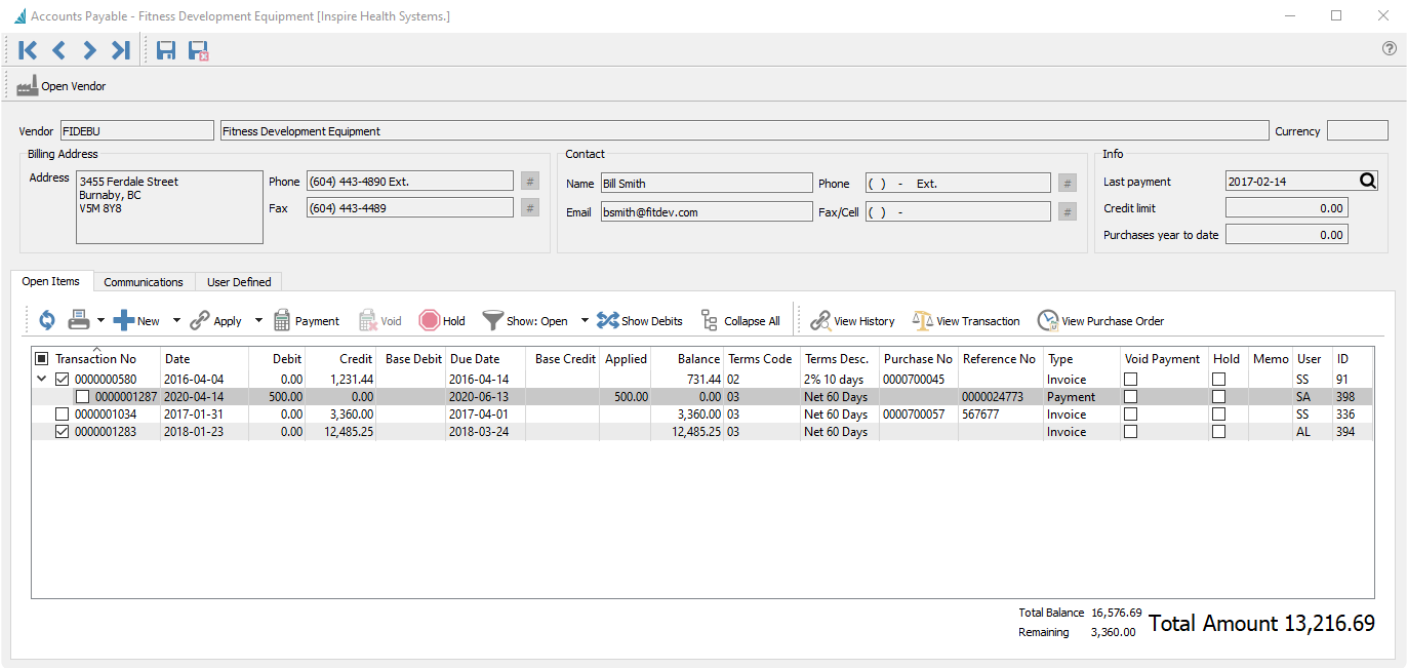
Video Instruction – Accounts Payable



https://www.youtube.com/embed/5-o7PFcye-o?rel=0

Vendor Open Items

When viewing the Accounts Payable for a specific vendor, a screen appears with vendor information and a list of open transactions.



Header

Open Vendor – Allows the user to open the vendor to see all information including purchase orders not yet closed.

Navigation – Navigates from vendor to vendor in the order that the list AP list was in.

Contact – Vendor contact determined from the Company Setup for the AP Contact Type.

Info – Shows credit and year to date purchases with the vendor.

Open Items

All Open transactions with a non-zero current balance are displayed by default. Any transactions with an arrowhead at the left have other applied transactions that can be viewed by clicking the arrowhead and expanding.

Transactions can be selected for some processes by clicking the checkbox next to them, where the same process can be done for multiple transactions at once. For other processes where it only makes sense to perform on a single transaction, they are selected by highlighting the row in the grid.

Refresh – Display any new entries other users have posted.

Print – Prints report with the template of 'Accounts Payable'

Add – Create a new Accounts Payable transaction entry for this vendor. Available types are Invoice, Payment, Vendor Credit or Vendor Debit.

Apply – If unapplied payment(s) or vendor credit(s) exist, you can select these from the checkboxes, along with associated invoice(s) and apply them together. If the amounts equal they will both be removed from the Open Items list. If one is larger than the other, then the larger transaction will remain on the list with a reduced balance.

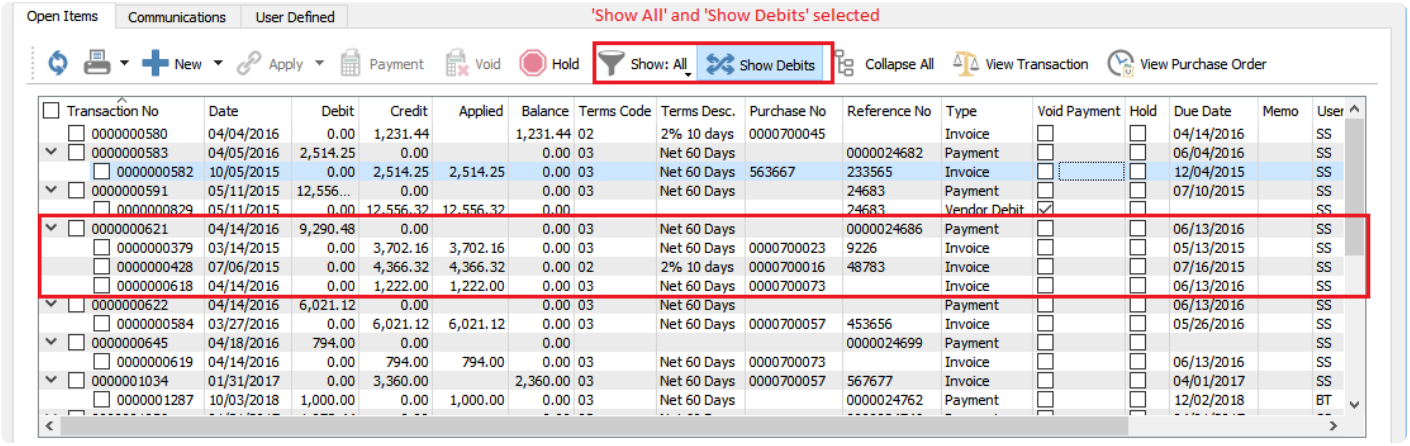
Payment – Pays all invoice(s) with the checkbox enabled. The Payment screen appears and allows you to change the date, bank account, print status or applied payment amount for each selected invoice.

Void – If an open invoice is selected from a checkbox, Void will create a reversing Vendor Credit transaction. If a payment applied to an invoice is selected, Void will unlink the payment from the paid invoices and instead apply a reversing Vendor Debit transaction. Invoices from purchase order receipts cannot be Voided. Voiding must be enabled as a user security setting.

Hold – Sets the Hold status on the highlighted invoice so it cannot be paid.

Show – Shows Open, All or 'All since fiscal year' entries, including fully paid invoices with applied payments or vendor credits.

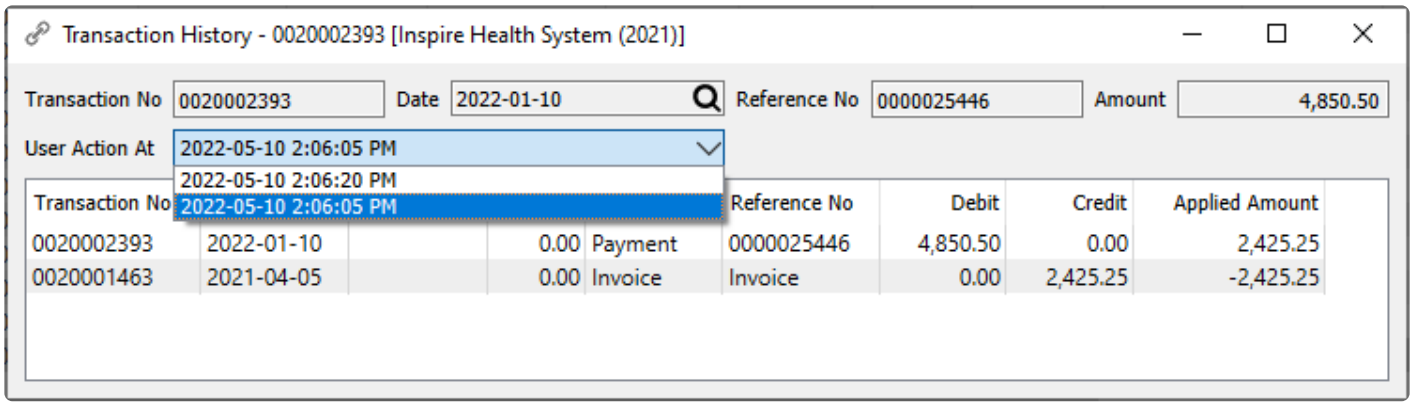
Show Debits – Toggle this button to switch the display orientation and list payments or vendor credits in the grid, with all applied invoices when expanding. This is a useful display to investigate which invoice(s) were paid by a particular payment. Any invoices with no applied transactions will continue to display with Show Debits selected.



Expand All – Expands the links for all transactions to see all invoices and related payments, or all payments and related invoices if Show Debits is toggled on. This is for convenience if you want to see all applied transactions or are searching for a specific one.

View History – Highlight a transaction and see it and all applied transactions in a separate window. The

date and time of the User Action when the transactions were applied is also displayed, and in the case of multiple separate times when a transaction was applied, the User Action displays just those applied at that date and time.



View Transaction – Views the GL account activity of the highlighted transaction when it was posted.

View Purchase Order – Views the purchase order for the highlighted transaction. If the PO is not closed it will be opened from the purchase order list and can be processed or edited in this screen. If the PO is closed then it will be viewed from PO history and therefore will not be editable, but could be credited or copied.

Communications

Notes – Any number of notes can be added to the vendor accounts payable, which are separate from the communications stored on the vendor record with each address.

Attachments – Any number of attachments can be added to a communication note. From the Communications list, clicking the Open Attachment button will open the first attachment in the default viewer for that type of document. If the note is edited, any attachment can be opened by clicking the file or URL name.

Read the Communications manual topic

User Defined

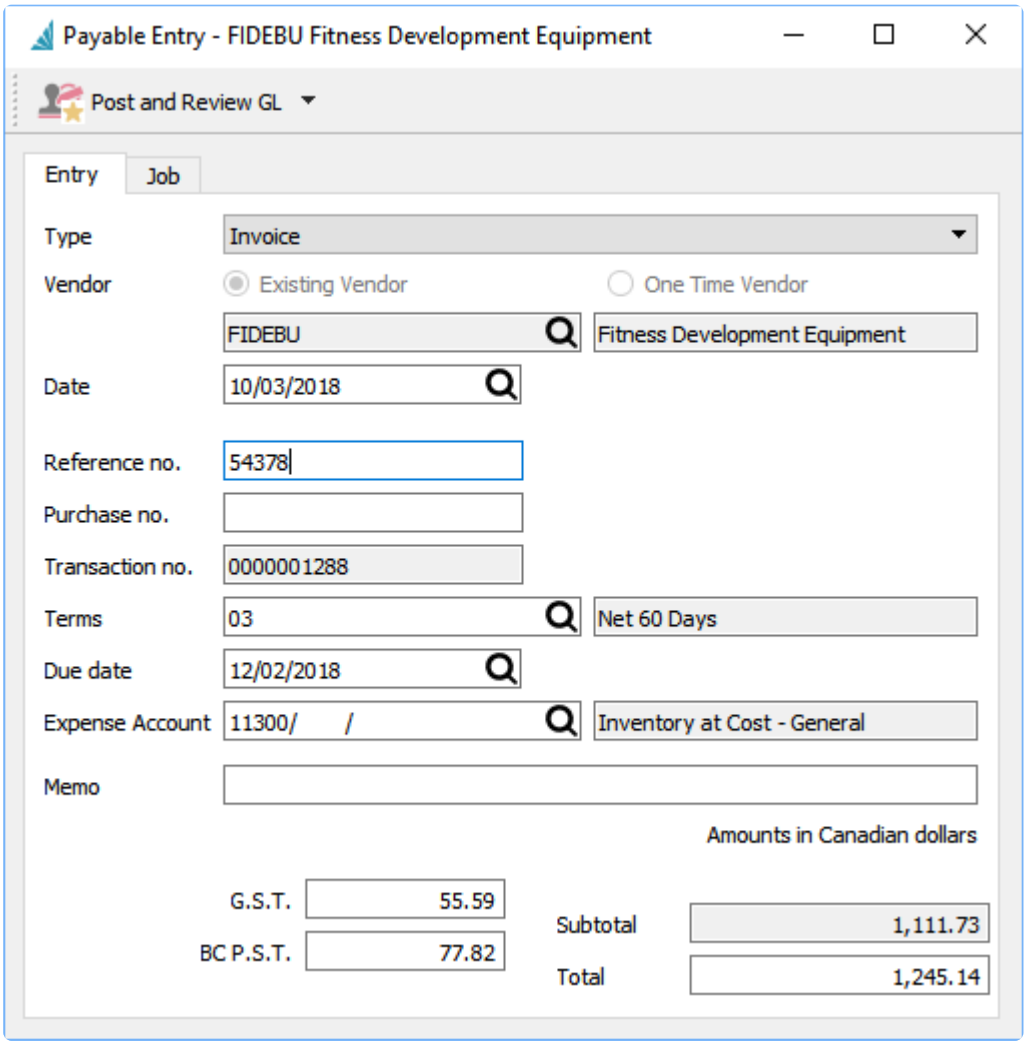
User Defined – User defined fields can be added to track and/or print. (Spire UDF license required).

Read the User Defined Fields (UDF) manual topic

AP Entry

Accounts Payable Entry

Accounts Payable transactions can be entered from a screen that is opened either from the top of the Open Accounts screen or when viewing accounts payable for a specific vendor. The image below is for an invoice, and the screen layout is the same for other transaction types except payments. See the manual topic for Processing Payments for more information about this type.



Post and Review GL / Post – The entry will post using the default accounts payable, sales and tax accounts as defined in company settings or the customers default sales account. If Post and Review is selected, you can modify amounts and accounts on the entry if user security settings allows it, except the accounts payable control.

Type – There are four different types of accounts payable transactions that can be entered. If the entry screen was opened from within a specific vendor and by choosing the type from the black arrowhead next to new, the Type field will not be editable.

- Invoice
- Payment
- Vendor Credit
- Vendor Debit

Vendor – Select an Existing vendor code for the transaction entry, or instead enter a combined invoice and payment for a One Time vendor, which does not need a vendor code. See the manual topic for One time vendors for more information.

Date – The date for the transaction.

Reference no. – Usually the vendors invoice number.

Purchase no. – Manually entered PO number.

Transaction no. – The next available GL transaction number in Company Settings, which is not reserved for this transaction. Posting will always re-read the next GL transaction number for use.

Terms – The payment terms code for this invoice that calculates the due date and if an early payment discount can be taken.

Due Date – The due date for this invoice is automatically calculated from the terms selected above, a specific number of days after the invoice date. It can be edited to a different value if required.

Expense Account – The GL account used for the expense debit portion of the transaction. By default it is read from the vendor expense account on the Billing tab, but if one is not set then the default account comes from Company Settings. It can be changed prior to posting.

Memo – An additional description that can be used to describe this entry, if desired.

Subtotal – Total before taxes, calculated from the Total and taxes and cannot be edited.

Tax – One or more Tax fields for this transaction, based on how many tax codes are set for this vendor. They are editable for correction if necessary, usually to adjust by a penny or two.

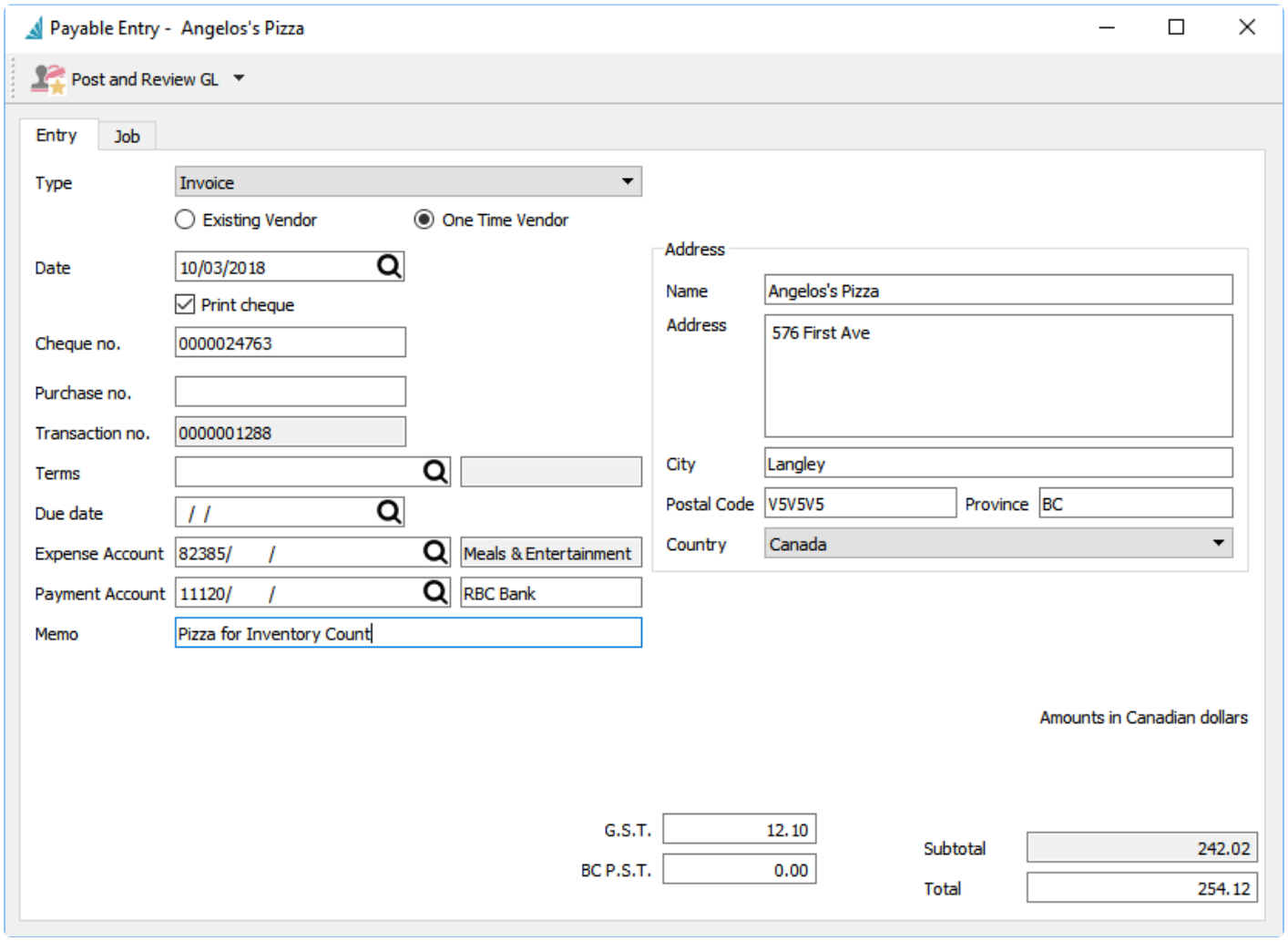
Total – Total amount for the entry, including taxes if any are set for the vendor.

Job – The Job tab allows selection of a Job Costing code to assign the Accounts Payable transaction as an Expense amount for the job. For more information, read the Job Costing – Accounts Payable manual topic.

One Time Vendors

Misc Payments

To enter a combined invoice and payment for a vendor that does have a saved record in your company data, create a new transaction from the Open Accounts screen, and for the vendor selection choose ‘One Time Vendor’.



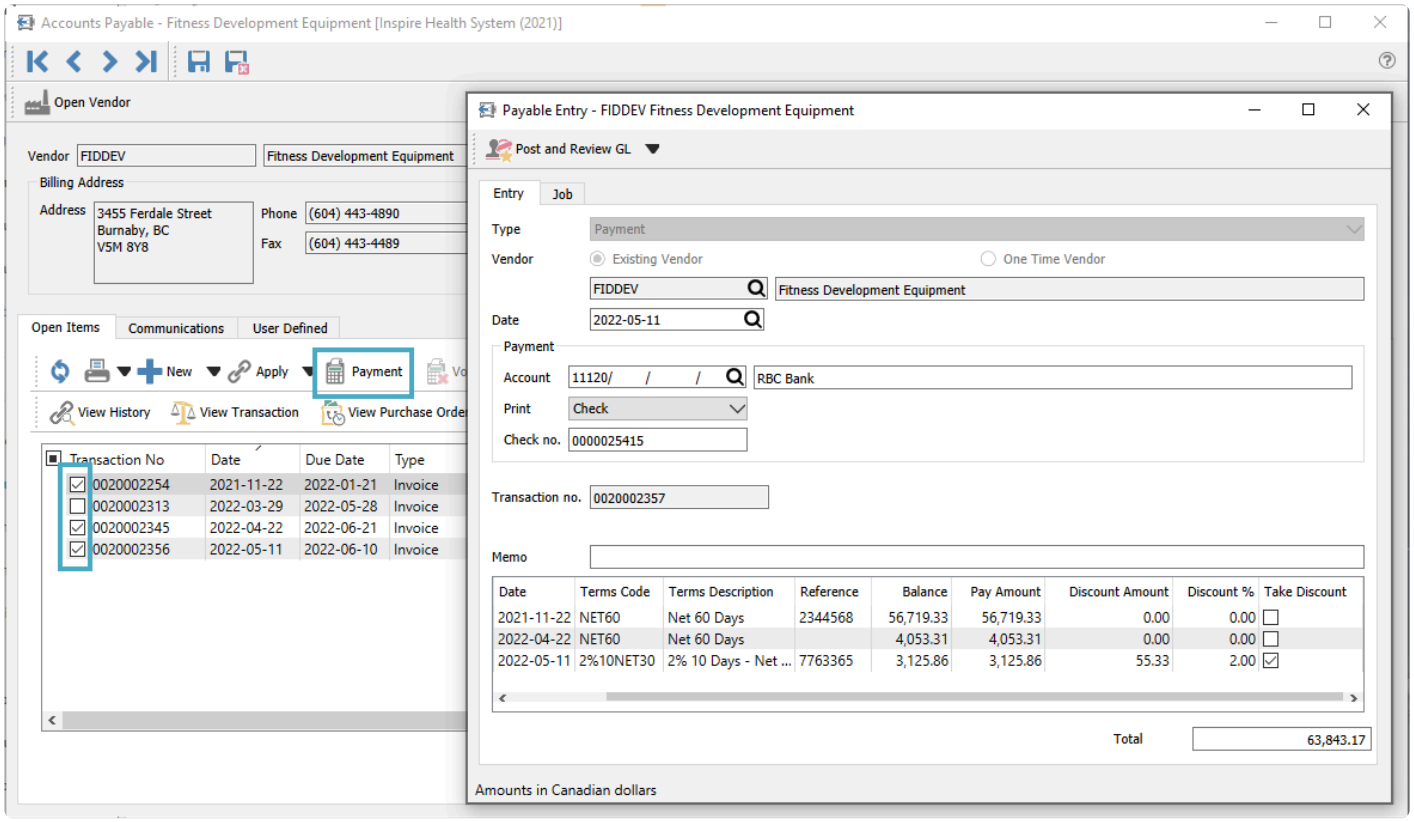
In addition to the information entered on an invoice for a regular vendor, you must also enter whether a check will be printed, the check number if printed, the bank GL Payment Account for giving the payment, and the vendor name and address for printing on the check payment form.

> Note – A vendor will be created with a numeric sequence number as the vendor code. You could create a filter to suppress these from the vendor list. If you make another purchase or expense from this vendor, you can select this record rather than another one time vendor transaction.

It is also possible to create payments for vendors that you don’t need to track individually by creating a vendor record to store all Misc Vendor transactions.

Processing Payments

Vendor payments can be entered either directly against selected invoices or as an unapplied prepayment on account. When paying vendor invoices, edit the vendor accounts payable record and from the Open Items tab, click the checkbox next to each invoice you want to pay and then click the Payment button to open the Payable Entry screen.



Type – The Accounts Payable transaction type. When creating a Payment following these steps, the type field is not editable.

Vendor – The vendor code for the payment. When creating a Payment following these steps, the vendor will already be known and the field is not editable.

Date – Date for the payment that will be printed on the check and used for posting to the GL.

Print – Choose either Check, Remittance or blank for no printing. The default value will be either blank or Check, depending on what the vendor option is. and this can be changed before posting. A Remittance would be printed if the vendor has already received payment but requires a record of which invoices were paid.

Check no. – The check number is visible only if a check is printed, and the default value is read from the Check Sequence field on the selected Payment Account. It can be changed prior to posting.

> After posting a payment with an edited check number, the check sequence on the GL bank account is incremented to the next number, which is used for the next payment.

Reference no. – When a check is not printed, this field is visible instead of the check number. Use this for a note regarding payment, such as Online or EFT or Petty Cash.

Transaction no. – The next available GL transaction number in Company Settings, which is not reserved for this transaction. Posting will always re-read the next GL transaction number for use.

Payment Account – Select the bank account for this payment. The default account is read from the vendor, and if blank there then the bank account is read from Special Accounts in Company Settings.

Memo – An additional description that can be used to describe this entry, if desired.

Total – The payment amount, calculated from the sum of the Pay Amounts for all transactions selected for payment.

> If you edit this amount to be different than the calculation, posting the payment will apply to invoices based on the respective Pay Amounts, and any excess amount will remain as a balance on the payment transaction.

Paid Invoices columns

Transaction Number – The GL transaction number from the AP invoice being paid.

Date – The date of the transaction being paid.

Reference – The document number being paid.

Terms Code – The terms code saved with the invoice.

Terms Description – The description of the saved terms code above.

Balance – The current balance owing for the transaction.

Pay Amount – You can edit the amount you wish to apply an invoice, which does not have to be the full amount. Partial payments are also linked to the invoice after posting.

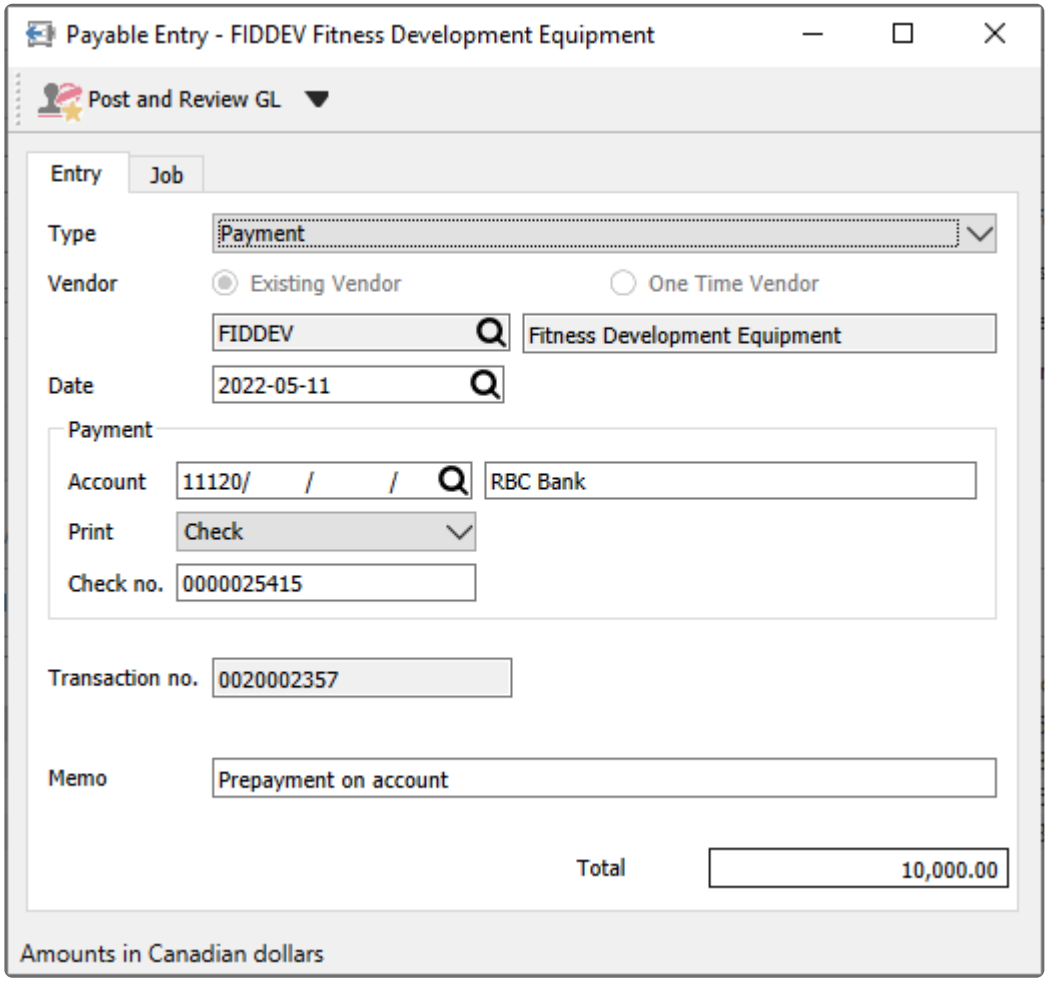
Discount Amount – The early payment discount amount. This is calculated from the terms information but can be edited before posting.

Discount % – The early payment discount % being offered. This is read from the terms information but can be edited before posting.

Take Discount – Enable the checkbox to calculate the discount amount, or remove selection to clear the discount amount to zero. Payments made prior to the discount date from terms will automatically be checked, but you can override this as necessary.

Prepayments

If you wish to process a payment to a vendor that is not being applied to any posted invoices, such as a purchase deposit, you can create a payment transaction directly to the vendor account.

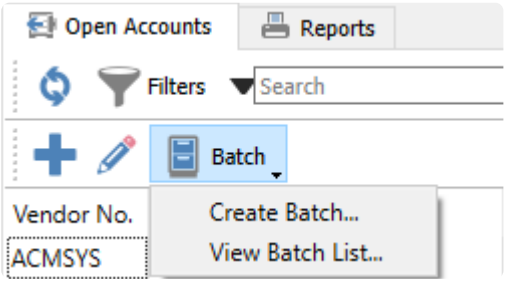


These payments must be made to existing vendors, and there is no grid to display selected invoices. Otherwise the payment is entered, printed and posted like other payments, creating a debit transaction that can be applied to an invoice in the future.

Batch Payables

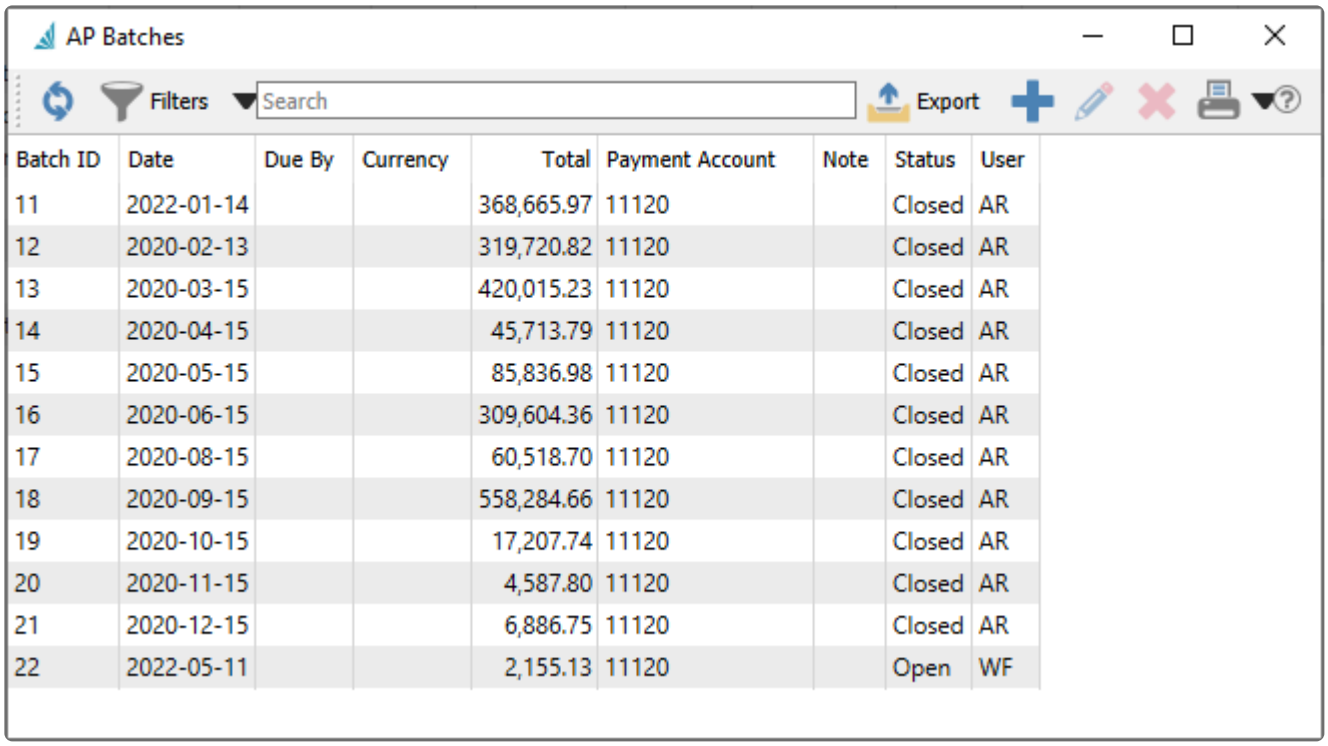
Paying Multiple Vendors

If you need to pay a larger group of vendors, it may be more efficient to generate and print a number of checks all at once rather than one at a time, using the Batch Payables process. A Batch of payments can be created from the Accounts Payable list in two different ways. One method is to first highlight vendors to pay and then create the batch, and the other method is to first create the batch and then load the vendor payables. Both methods require you to click the batch button to start the process.



If you know which vendors you want to pay, highlight them in the grid and select the Create Batch menu choice to load all outstanding payables for just these vendors into a new batch window. Or if you need to decide which vendors you want to pay at this time, either select Create Batch with no vendors highlighted, or instead select View Batch List to open a window with all previously posted and in-progress batches.

Batch Payables List

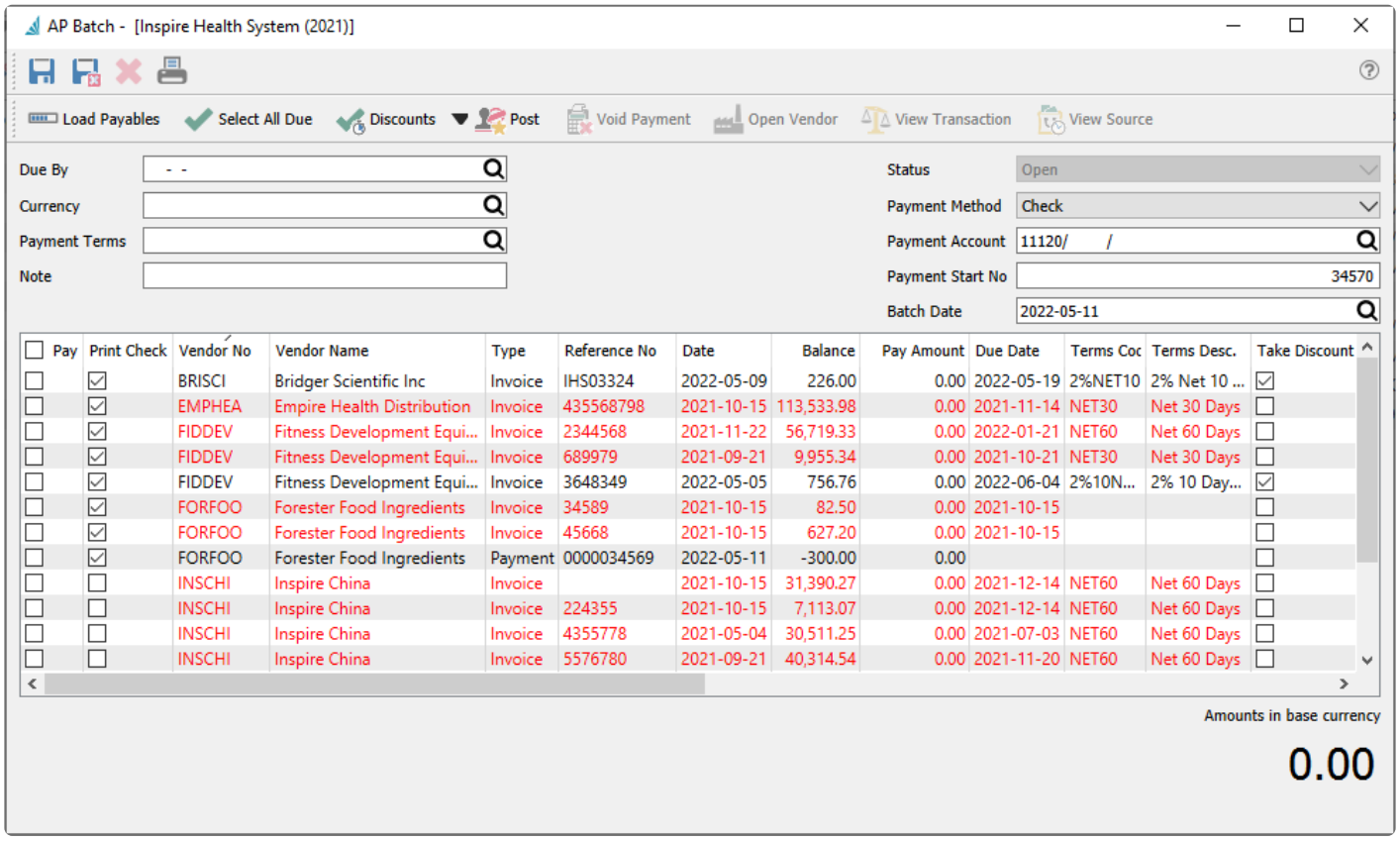


Batch ID	Date	Due By	Currency	Total	Payment Account	Note	Status	User
11	2022-01-14			368,665.97	11120		Closed	AR
12	2020-02-13			319,720.82	11120		Closed	AR
13	2020-03-15			420,015.23	11120		Closed	AR
14	2020-04-15			45,713.79	11120		Closed	AR
15	2020-05-15			85,836.98	11120		Closed	AR
16	2020-06-15			309,604.36	11120		Closed	AR
17	2020-08-15			60,518.70	11120		Closed	AR
18	2020-09-15			558,284.66	11120		Closed	AR
19	2020-10-15			17,207.74	11120		Closed	AR
20	2020-11-15			4,587.80	11120		Closed	AR
21	2020-12-15			6,886.75	11120		Closed	AR
22	2022-05-11			2,155.13	11120		Open	WF

Each batch is listed separately with a unique Batch ID number. Closed batches have already been posted, and cannot be edited and re-processed, but can be viewed to investigate past payments. Open batches can be edited to add or remove payments or make other modifications prior to printing and posting. And a new empty batch can be created.

Batch Payables Header

Whichever method you chose, the result will be opening the AP Batch window for further editing prior to printing and posting checks. There are processes that affect the entire batch of payments and places to drill-down into a highlighted invoice.



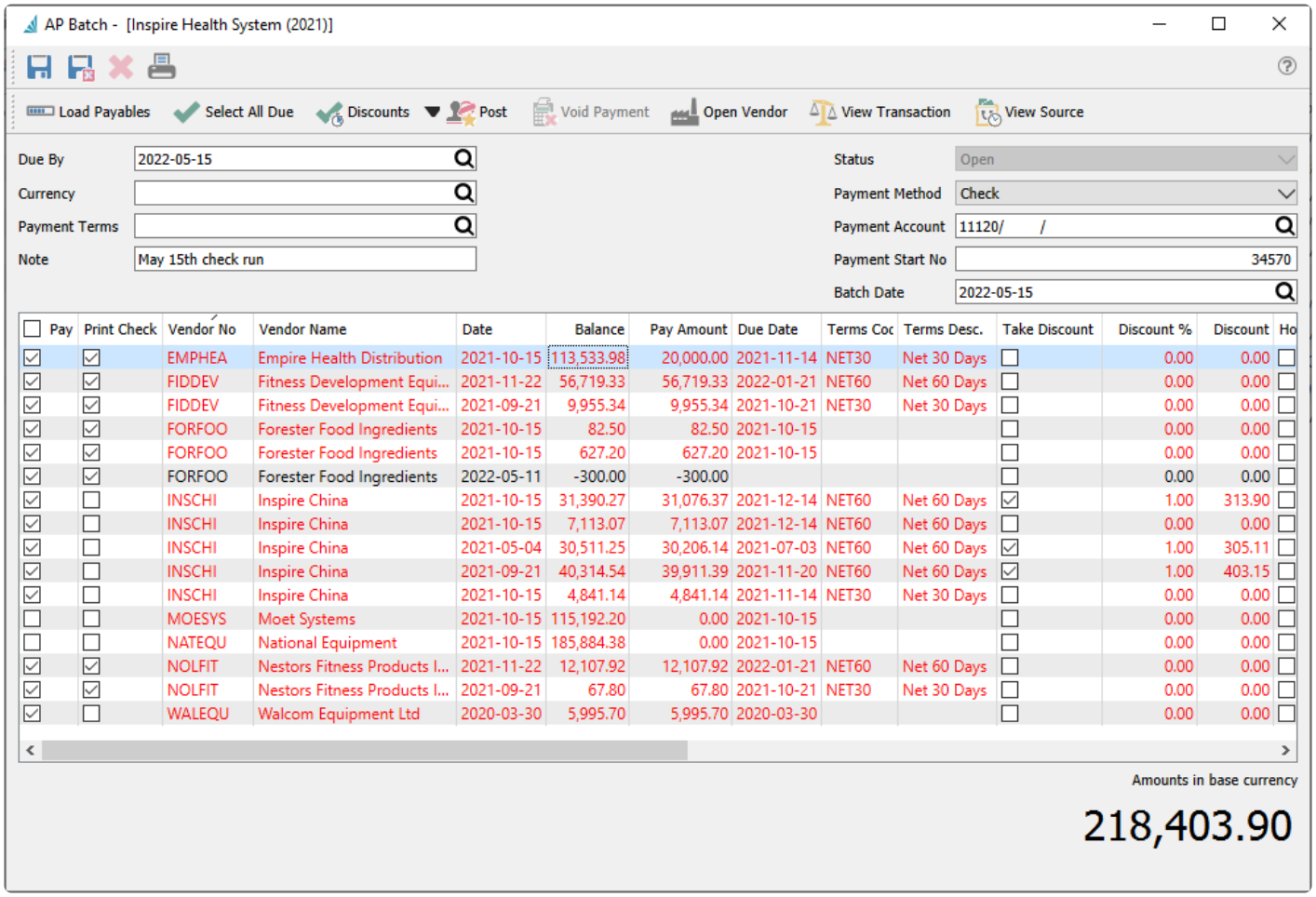
Save – Saves the batch and leaves the window open. A new Batch ID is generated for saving new batches.
Save and Close – Saves the batch and closes the window, returning to the AP batch list screen.
Delete – Deletes the batch, if it was previously saved and not yet posted.
Print – Prints reports with template of 'AP Batch'

Load Payables – Refreshes the list of outstanding payables based on selected vendors and any other filters. Transactions marked as paid in another Open batch will not be loaded so that they are not paid twice by accident.
Select All Due – Marks as paid all invoices that are due either today or earlier.
Discounts – Select how you want to handle early payment discounts for all invoices with terms that allow them:

- **Take Expired Discounts** – Mark all invoices having terms with discounts as taken and calculate a discount amount for all.
- **Take Available Discounts** – Mark invoices having terms with discounts and discount date not earlier than the batch date as taken, and calculate a discount amount for these.
- **Don't Take Discounts** – Unmark all invoices for discounts taken and reset all discount amounts to zero.

Post – Posts payments for all selected invoices to pay and prints checks for the respective vendors.
Void Payment – When viewing a Closed payment batch, if user security settings allow it, payment to selected invoices can be reversed, restoring the invoices as unpaid and creating a GL transaction for a Void Payment.
Open Vendor – Opens the vendor of the highlighted transaction for viewing or editing vendor information.
View Transaction – Displays the GL posted entry for the highlighted transaction.
View Source – If the highlighted invoice originated from a purchase order, you can view the purchase order information and item details.

There are batch header fields available to select vendor payables to display and determine check and accounting information. When a filter field is modified, you need to click the Load Payables button to refresh the details list.



Due By – Enter a date to suppress displaying any transactions with a due date later than this.

Currency – Enter a currency code to select only payables for vendors with this currency. Leave this field blank to select vendor invoices in base currency. Therefore a batch will contain invoices for only one specific currency.
Payment Terms – Enter a terms code to select only vendor payables using these terms.
Note – A description of the payment batch if you wish to specify a purpose for how transactions were selected to pay.
Status – Posted batches have a Closed status, and batches in progress have an Open Status. You cannot edit this field.
Payment Method – Select Check for printed checks or EFT for electronic payments. Follow this link to Accounts Payable EFT for information about Electronic Fund Transfers.
Payment Account – The GL account used for this payment batch, typically a bank account but it could also be a credit card or petty cash account. All payments in the batch will come from the same account.
Payment Start No – The next check sequence number from the specified GL account. This can be changed prior to posting.
Batch Date – The date printed on all checks and used for posted AP and GL transactions.

Batch Payables Details

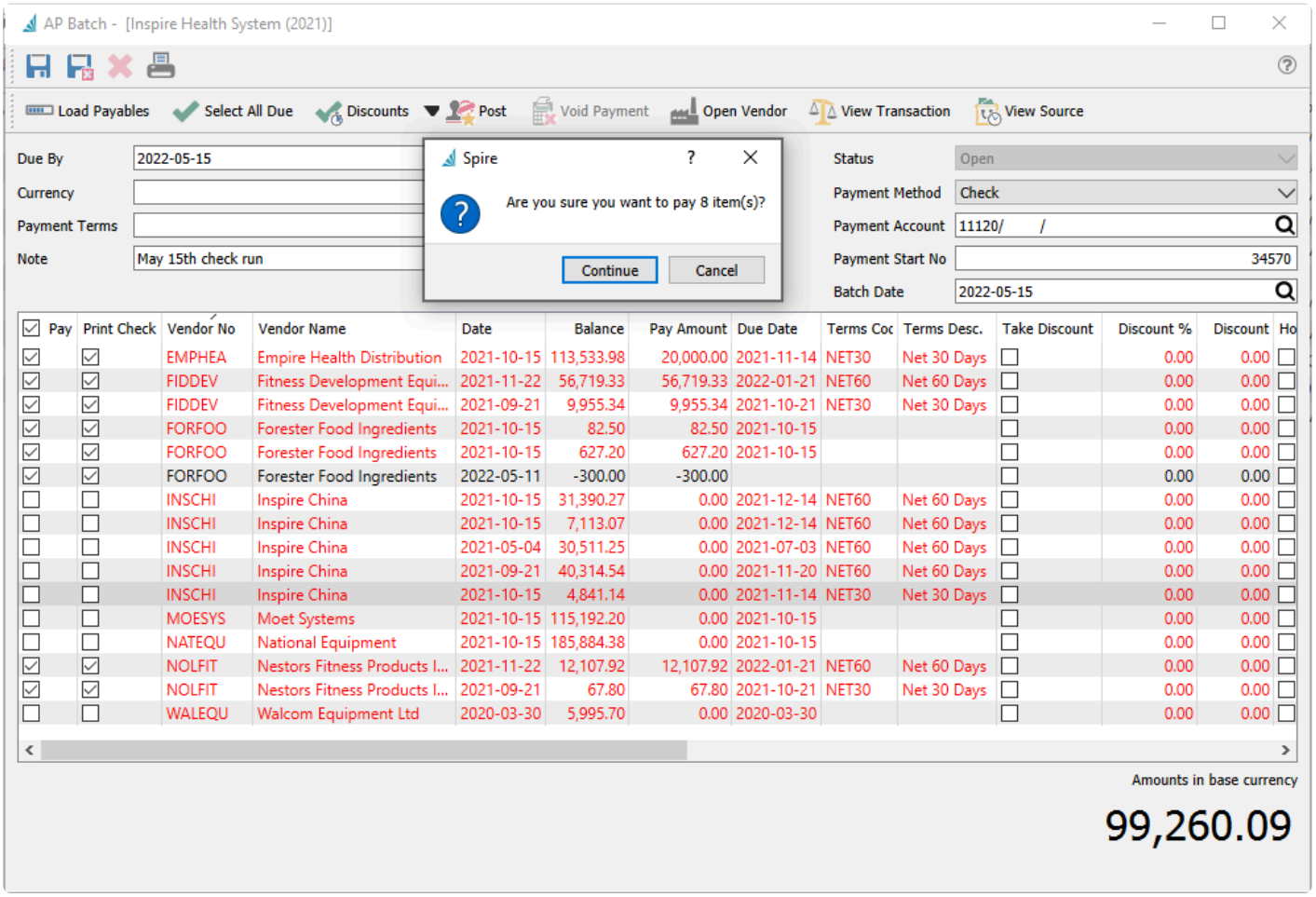
Transactions with a non-blank due date later than today will be displayed in red font, indicating that they are overdue for payment. Transactions not yet due or without a due date are displayed in black font.

Pay – Enable this checkbox to pay this vendor payable. Click the checkbox in the column title to either pay everything displayed or nothing, regardless of whether or not it is overdue.
Print Check – Displays the vendor option on the Billing tab to Print Checks. This is a visual cue to indicate whether you want to actually print a check for this vendor, or choose not to pay invoices from this batch and instead create another EFT batch for electronic payments.
Vendor No – The vendor code.
Vendor Name – The vendor's company name.
Type – The vendor payable type, either an Invoice, Payment, Credit memo, or Debit memo.
Reference No – Usually the document number for the vendor payable.
Date – The date of the vendor payable.
Balance – The outstanding amount of the vendor payable, before any discount is applied.
Pay Amount – Amount that will be applied to this vendor payable, including any discount taken. This amount can be changed for a partial payment.
Due Date – The due date of the vendor payable.
Terms Code – The terms code for the invoice.
Terms Desc. – The description of the terms.
Take Discount – Indicates that an early payment discount is applied to reduce the Pay Amount. It will automatically be enabled if the discount date is not later than the batch date. You can change this value on any vendor payable, even if the associated terms does not support discounts.
Discount % – The early payment discount percent, which defaults from the terms saved with the vendor payable. You can change this value if the detail is marked to Pay.
Discount – The early payment discount amount, calculated from the vendor payable Balance outstanding and the Discount %, automatically if the discount has not yet expired. You can change this value if the detail

is marked to Pay.
Hold – Displays whether the invoice is on hold and therefore cannot be paid.
Transaction No – The GL transaction number for the vendor payable.
Purchase No – The PO number for the invoice.
Memo – The memo descriptive text that was saved with the vendor payable.
Payment Transaction No – When viewing a Closed batch, the GL transaction number for the payment applied to this vendor payable.
Payment Reference No – When viewing a Closed batch, the check number for the payment applied to this vendor payable.
Void Transaction No – When viewing a Closed batch, the GL transaction number for a Void Payment applied to the payment of this vendor payable.

Printing Checks

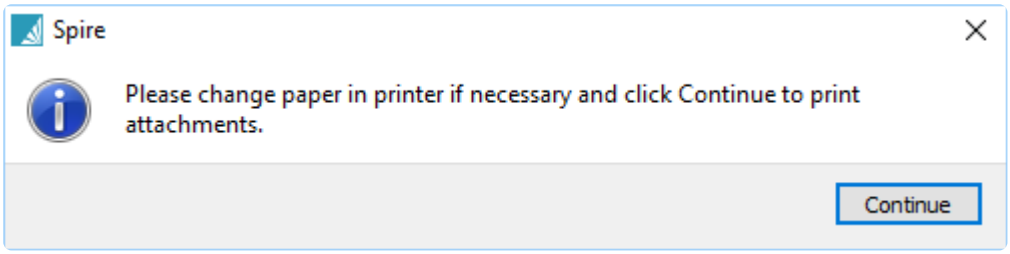
Once the batch of payments is complete and verified, click the ‘Post’ button to start the printing and posting process.



This is your last chance to cancel, as choosing to ‘Continue’ from here commits you to posting and printing the payments. When you continue, the vendor payments are posted and the “AP Batch Payment’ report will be presented to print the check forms.

Choose the correct check layout and print. When the print job is complete, you will be asked if the checks printed correctly. Choose No if a printing problem occurred, so that you have another chance to print the checks. Choosing Yes will confirm completion and the screen closes.

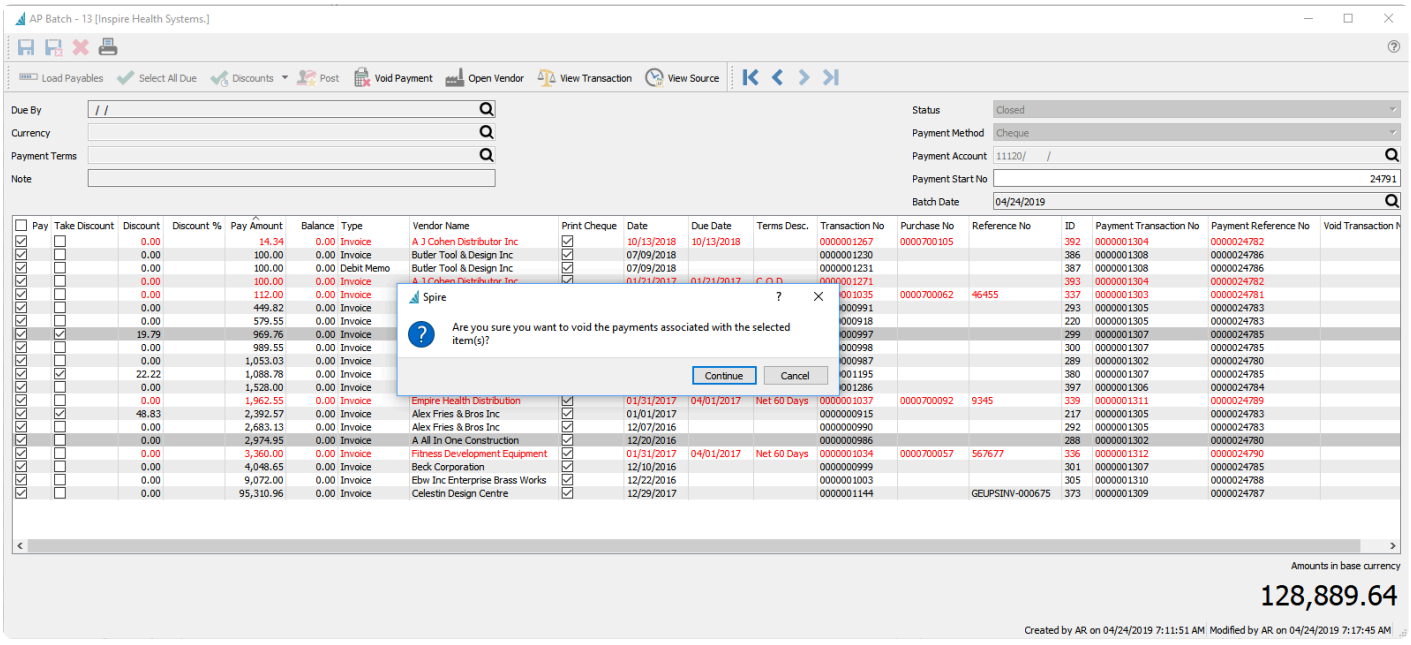
If there are more details than will print on a single vendor check advice, you will be prompted to load blank paper so the check remittance can be printed. The number of details that will fit on an advice is set in Company Settings / Accounts Payable / Check Detail Limit, based on your report form layout.



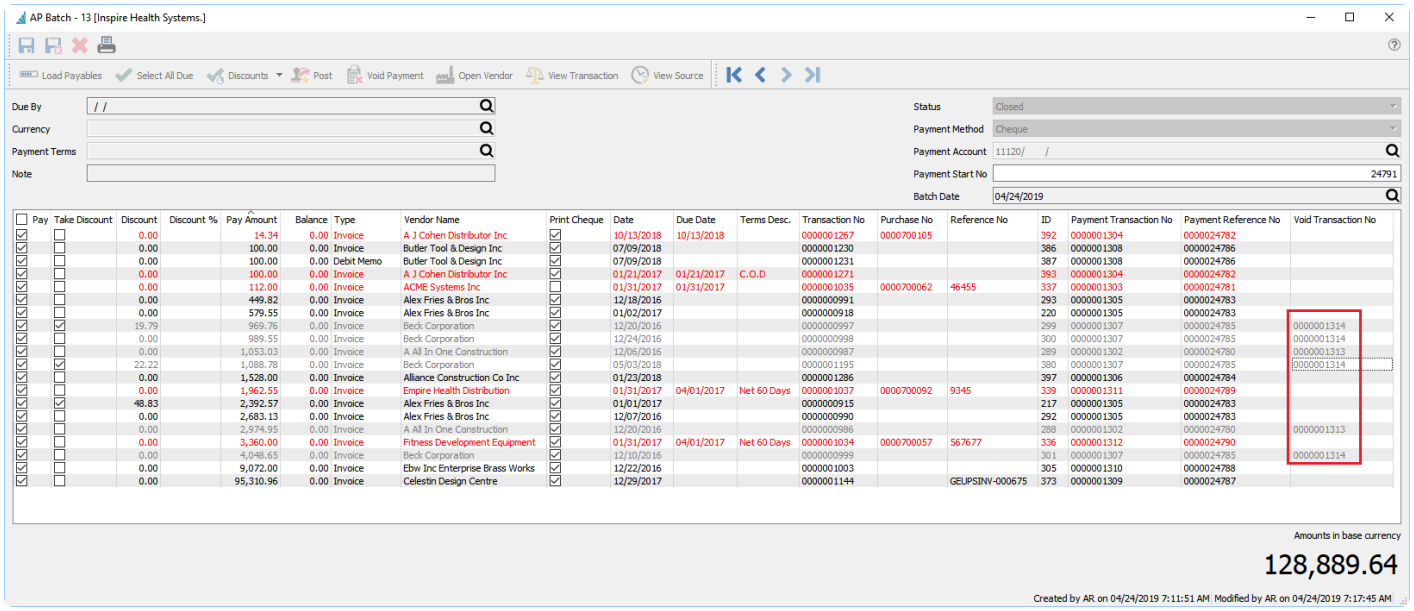
The posted batch is marked as Closed, but can still be viewed or reported on in the future.

Voiding Checks from a Posted Batch

Once a batch has been posted and the checks printed, any of the checks can be voided. View the Closed batch where the check was posted from, and highlight a transaction paid by the check that needs to be reversed. Click the Void Payment button to initiate the process. Note that every invoice that was paid for that vendor by this check will be restored, not just the one highlighted invoice.



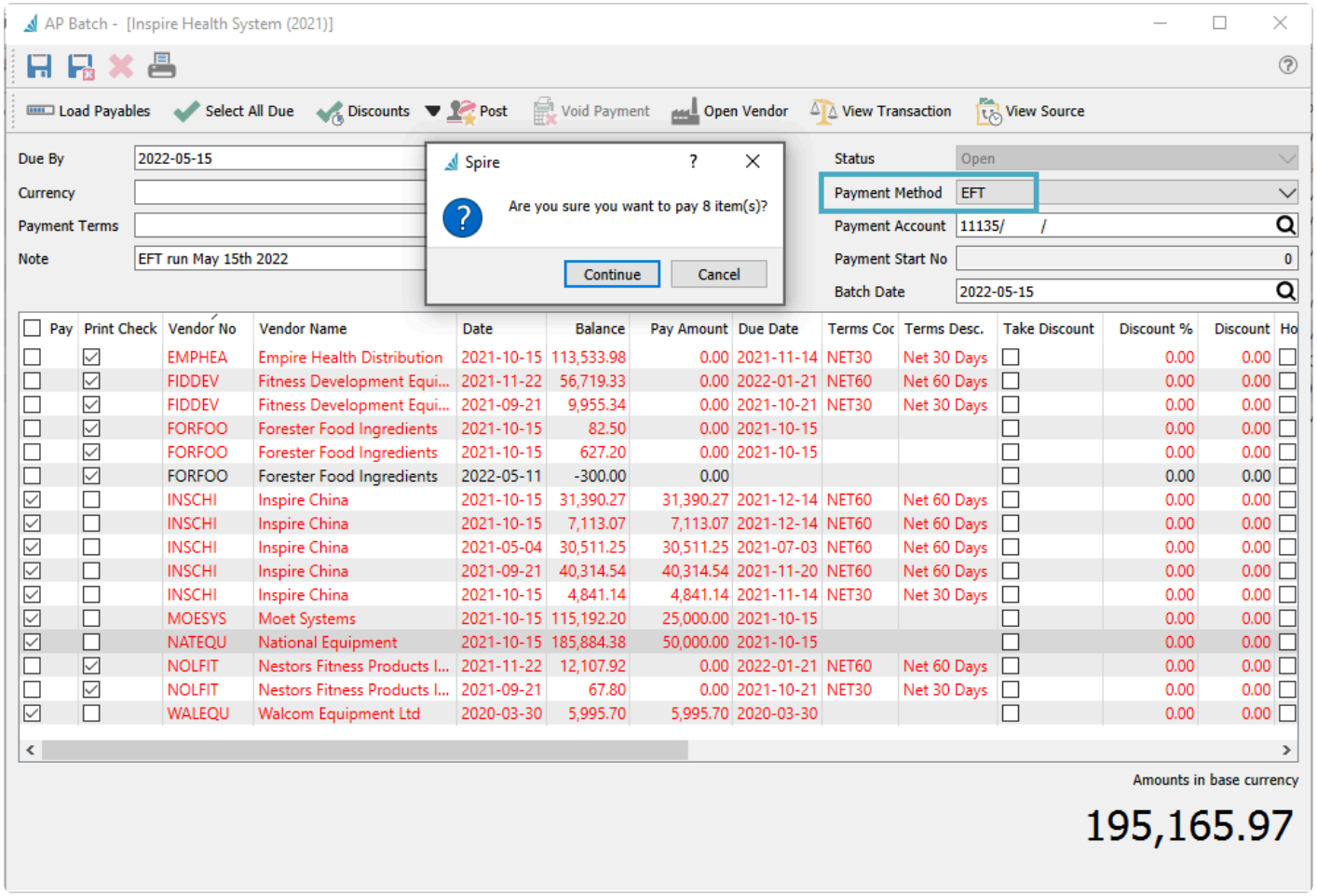
Note that when checks are voided, the original payment transaction number is retained, and a new GL void transaction number is added to each restored invoice detail.



Pay	Take Discount	Discount	Discount %	Pay Amount	Balance	Type	Vendor Name	Print Cheque	Date	Due Date	Terms Desc.	Transaction No	Purchase No	Reference No	ID	Payment Transaction No	Payment Reference No	Void Transaction No
☑	☐	0.00		14.34	0.00	Invoice	A J Cohen Distributor Inc	☑	10/13/2018	10/13/2018		0000001267	0000700105		392	0000001304	0000024782	
☑	☐	0.00		100.00	0.00	Invoice	Butler Tool & Design Inc	☑	07/09/2018			0000001230			386	0000001308	0000024786	
☑	☐	0.00		100.00	0.00	Debit Memo	Butler Tool & Design Inc	☑	07/09/2018			0000001231			387	0000001308	0000024786	
☑	☐	0.00		100.00	0.00	Invoice	A J Cohen Distributor Inc	☑	01/21/2017	01/21/2017	C.O.D	0000001271			393	0000001304	0000024782	
☑	☐	0.00		112.00	0.00	Invoice	ACME Systems Inc	☐	01/31/2017	01/31/2017		0000001035	0000700062	46455	337	0000001303	0000024781	
☑	☐	0.00		449.82	0.00	Invoice	Alex Fries & Bros Inc	☑	12/18/2016			0000000991			293	0000001305	0000024783	
☑	☐	0.00		579.55	0.00	Invoice	Alex Fries & Bros Inc	☑	01/02/2017			0000000918			220	0000001305	0000024783	
☑	☑	19.79		969.76	0.00	Invoice	Beck Corporation	☑	12/20/2016			0000000997			299	0000001307	0000024785	0000001314
☑	☐	0.00		989.55	0.00	Invoice	Beck Corporation	☑	12/24/2016			0000000998			300	0000001307	0000024785	0000001314
☑	☐	0.00		1,053.03	0.00	Invoice	A All In One Construction	☑	12/06/2016			0000000987			289	0000001302	0000024780	0000001313
☑	☑	22.22		1,088.78	0.00	Invoice	Beck Corporation	☑	05/03/2018			0000001195			380	0000001307	0000024785	0000001314
☑	☐	0.00		1,528.00	0.00	Invoice	Alliance Construction Co Inc	☑	01/23/2018			0000001286			397	0000001306	0000024784	
☑	☐	0.00		1,962.55	0.00	Invoice	Empire Health Distribution	☑	01/31/2017	04/01/2017	Net 60 Days	0000001037	0000700092	9345	339	0000001311	0000024789	
☑	☑	48.83		2,392.57	0.00	Invoice	Alex Fries & Bros Inc	☑	01/01/2017			0000000915			217	0000001305	0000024783	
☑	☐	0.00		2,683.13	0.00	Invoice	Alex Fries & Bros Inc	☑	12/07/2016			0000000990			292	0000001305	0000024783	
☑	☐	0.00		2,974.95	0.00	Invoice	A All In One Construction	☑	12/20/2016			0000000986			288	0000001302	0000024780	0000001313
☑	☐	0.00		3,360.00	0.00	Invoice	Fitness Development Equipment	☑	01/31/2017	04/01/2017	Net 60 Days	0000001034	0000700057	567677	336	0000001312	0000024790	
☑	☐	0.00		4,048.65	0.00	Invoice	Beck Corporation	☑	12/10/2016			0000000999			301	0000001307	0000024785	0000001314
☑	☐	0.00		9,072.00	0.00	Invoice	Ebw Inc Enterprise Brass Works	☑	12/22/2016			0000001003			305	0000001310	0000024788	
☑	☐	0.00		95,310.96	0.00	Invoice	Celestin Design Centre	☑	12/29/2017			0000001144		GEUPSINV-000675	373	0000001309	0000024787	

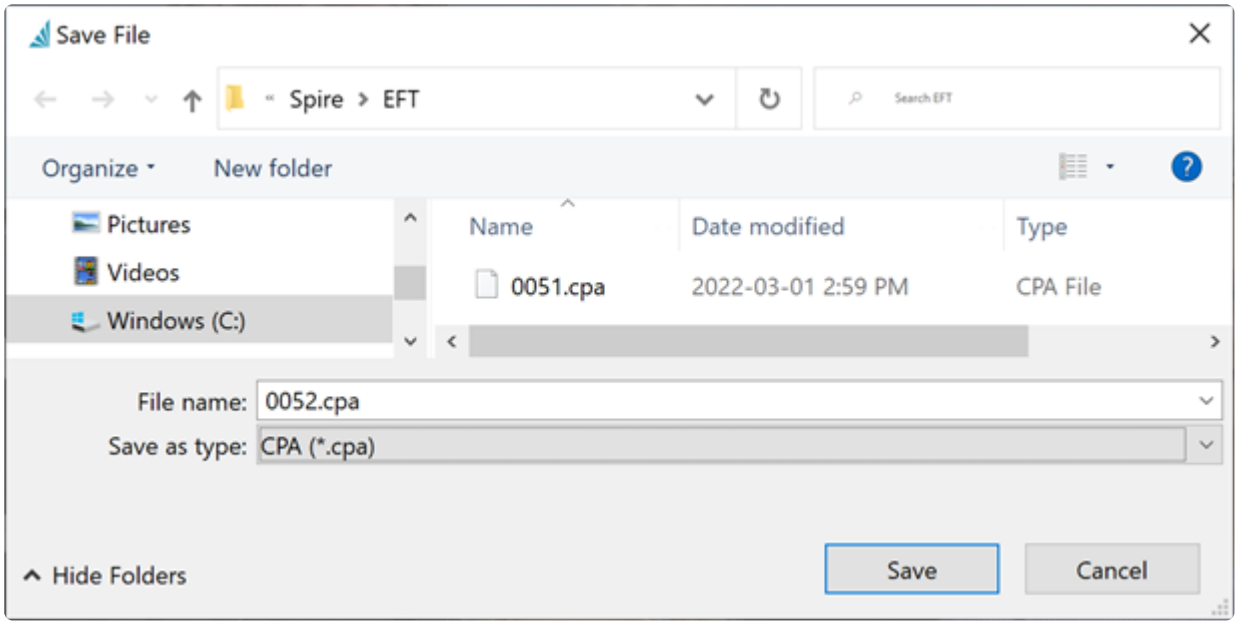
Accounts Payable EFT

When processing accounts payable payments from a batch, you can select EFT as the payment method to create a file for upload to the bank, based on the file format you specified in Company Settings.

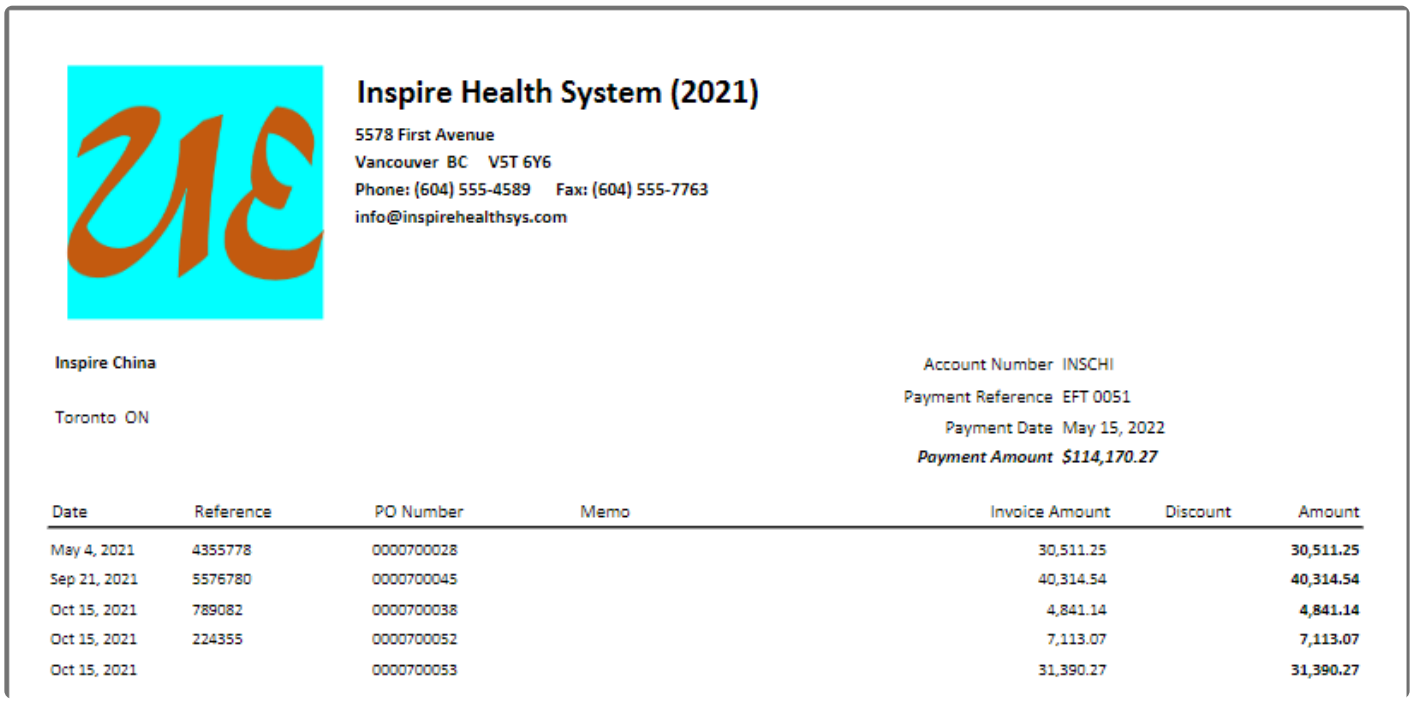


Vendor payables are otherwise generated and paid in almost exactly the same way as if vendors are paid by printed checks. An additional transaction filter is automatically applied where vendors that do not have banking information already defined will not have payables generated for payment. And there is no Payment Start number used for electronic payments.

When the Post button is clicked, you will be asked where to save the payment file. Once saved, it can be uploaded to the bank. No checks will be printed.



An EFT Payment Remittance report can be printed or emailed to vendors, with the paid transactions listed so each vendor has a record of what has been paid.



Inspire Health System (2021)

5578 First Avenue
Vancouver BC V5T 6Y6
Phone: (604) 555-4589 Fax: (604) 555-7763
info@inspirehealthsys.com

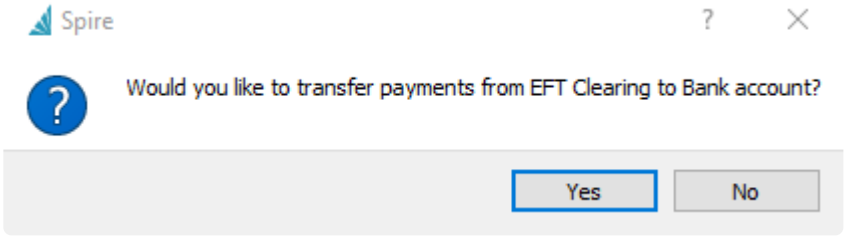
Inspire China

Toronto ON

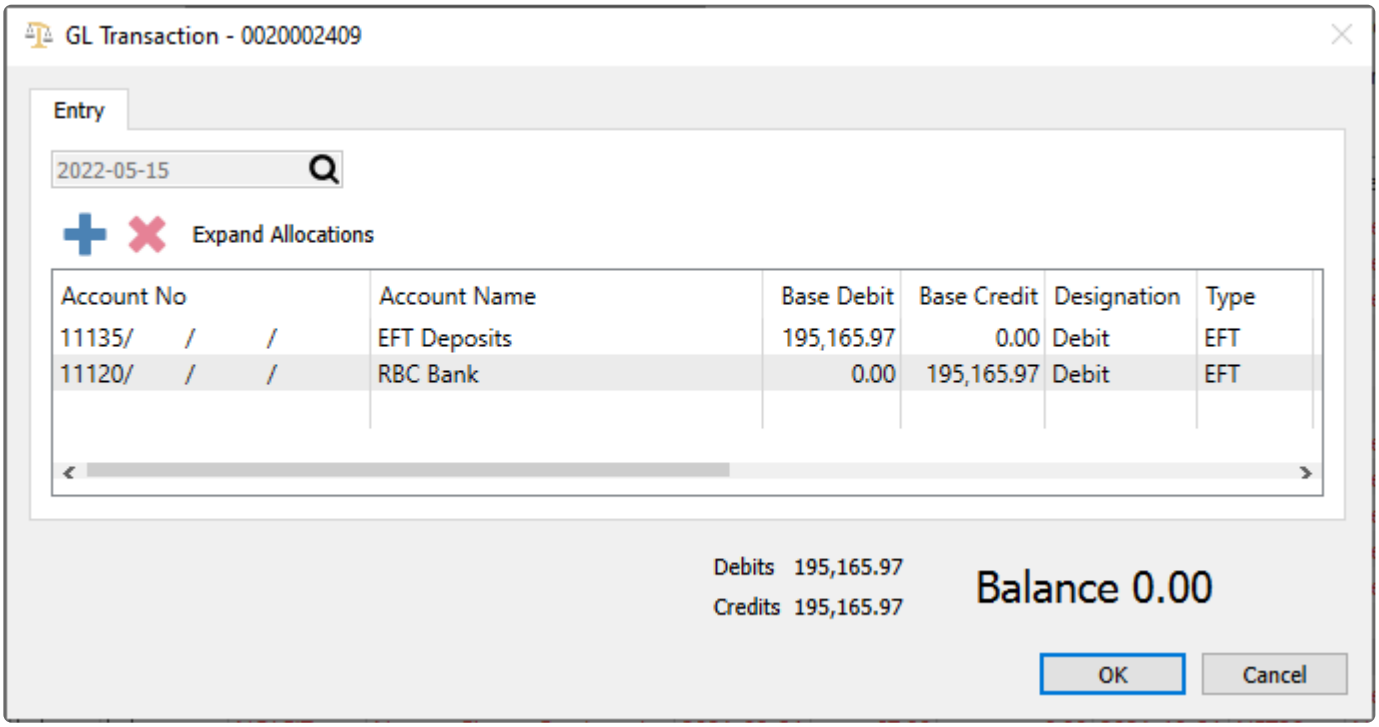
Account Number INSCHI
Payment Reference EFT 0051
Payment Date May 15, 2022
Payment Amount $114,170.27

Date	Reference	PO Number	Memo	Invoice Amount	Discount	Amount
May 4, 2021	4355778	0000700028		30,511.25		**30,511.25**
Sep 21, 2021	5576780	0000700045		40,314.54		**40,314.54**
Oct 15, 2021	789082	0000700038		4,841.14		**4,841.14**
Oct 15, 2021	224355	0000700052		7,113.07		**7,113.07**
Oct 15, 2021		0000700053		31,390.27		**31,390.27**

When the Remittance report is completed, a prompt appears asking to transfer payments from EFT Clearing to Bank account. At this point, the GL transactions created from posting has not yet updated the GL bank account but instead an EFT clearing account as defined in Company Settings special accounts.



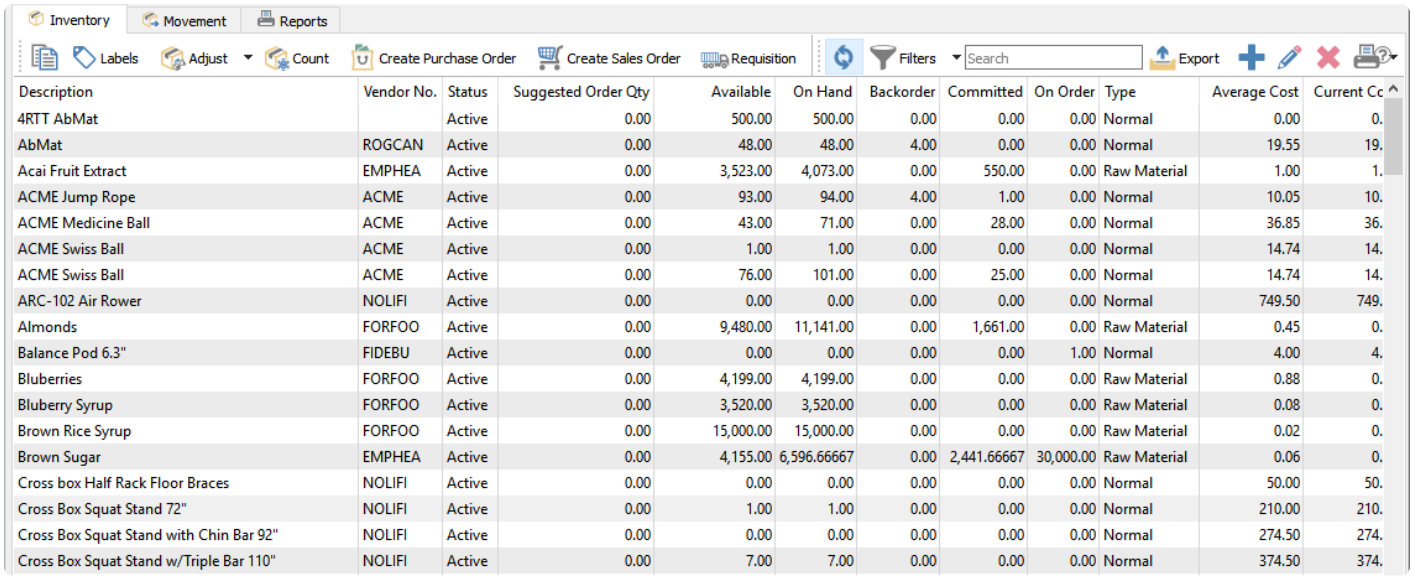
Choosing Yes will create a GL Transaction entry that debits the EFT clearing account and credits the Bank account, resetting the clearing account to zero.



Inventory

Items that you purchase or produce for the purpose of selling to customers are maintained in the Inventory module. There are many different types of items you can create, with different information available to track based on the selected type.

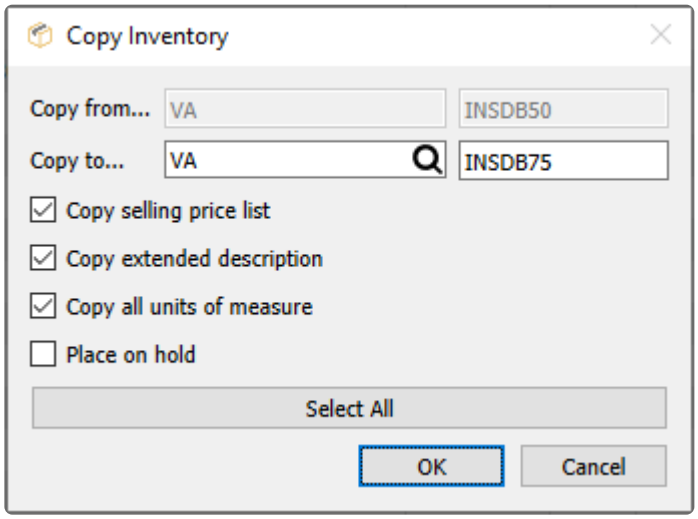
When the Inventory module is opened, the list of items is presented in a grid with the column layout remembered from the previous use.



Description	Vendor No.	Status	Suggested Order Qty	Available	On Hand	Backorder	Committed	On Order	Type	Average Cost	Current Co
4RTT AbMat		Active	0.00	500.00	500.00	0.00	0.00	0.00	Normal	0.00	0.
AbMat	ROGCAN	Active	0.00	48.00	48.00	4.00	0.00	0.00	Normal	19.55	19.
Acai Fruit Extract	EMPHEA	Active	0.00	3,523.00	4,073.00	0.00	550.00	0.00	Raw Material	1.00	1.
ACME Jump Rope	ACME	Active	0.00	93.00	94.00	4.00	1.00	0.00	Normal	10.05	10.
ACME Medicine Ball	ACME	Active	0.00	43.00	71.00	0.00	28.00	0.00	Normal	36.85	36.
ACME Swiss Ball	ACME	Active	0.00	1.00	1.00	0.00	0.00	0.00	Normal	14.74	14.
ACME Swiss Ball	ACME	Active	0.00	76.00	101.00	0.00	25.00	0.00	Normal	14.74	14.
ARC-102 Air Rower	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	749.50	749.
Almonds	FORFOO	Active	0.00	9,480.00	11,141.00	0.00	1,661.00	0.00	Raw Material	0.45	0.
Balance Pod 6.3"	FIDEBU	Active	0.00	0.00	0.00	0.00	0.00	1.00	Normal	4.00	4.
Bluberries	FORFOO	Active	0.00	4,199.00	4,199.00	0.00	0.00	0.00	Raw Material	0.88	0.
Bluberry Syrup	FORFOO	Active	0.00	3,520.00	3,520.00	0.00	0.00	0.00	Raw Material	0.08	0.
Brown Rice Syrup	FORFOO	Active	0.00	15,000.00	15,000.00	0.00	0.00	0.00	Raw Material	0.02	0.
Brown Sugar	EMPHEA	Active	0.00	4,155.00	6,596.66667	0.00	2,441.66667	30,000.00	Raw Material	0.06	0.
Cross box Half Rack Floor Braces	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	50.00	50.
Cross Box Squat Stand 72"	NOLIFI	Active	0.00	1.00	1.00	0.00	0.00	0.00	Normal	210.00	210.
Cross Box Squat Stand with Chin Bar 92"	NOLIFI	Active	0.00	0.00	0.00	0.00	0.00	0.00	Normal	274.50	274.
Cross Box Squat Stand w/Triple Bar 110"	NOLIFI	Active	0.00	7.00	7.00	0.00	0.00	0.00	Normal	374.50	374.

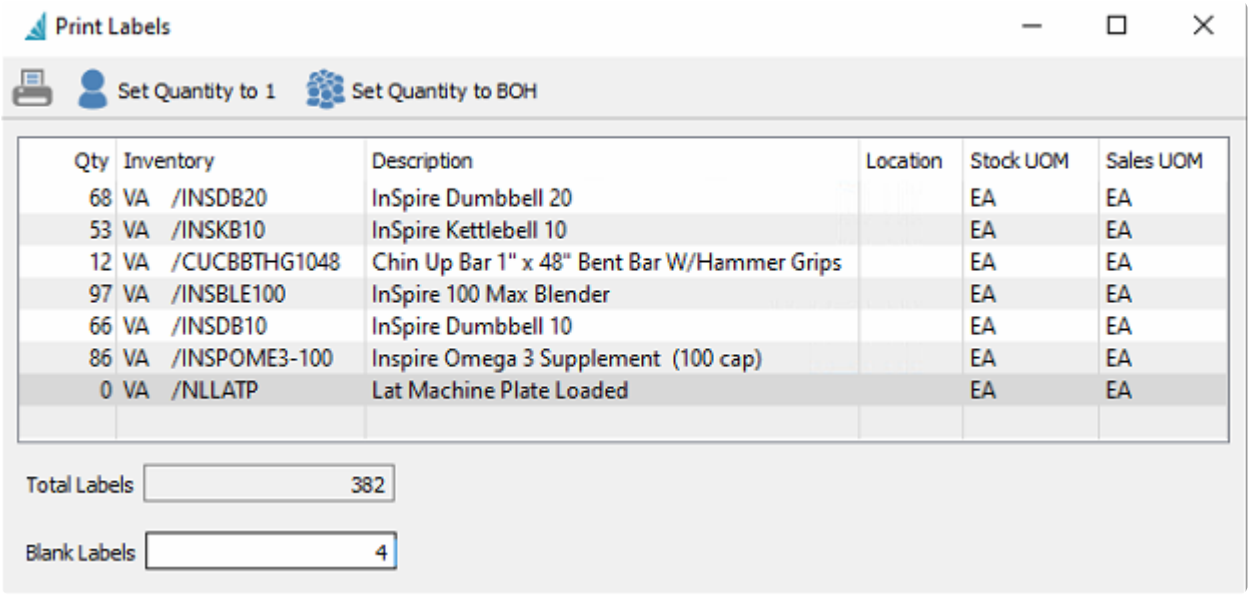
There are buttons particular to the use of Inventory in the toolbar. Except when specified, toolbar button function are applied to all highlighted items in the grid.

Copy – When you copy a single highlighted item, a screen is opened to allow selection of what to copy to the new item, including the warehouse code. A unique part number must be entered for the new item, and when you continue from this screen, the new item will be editable for additional changes before saving it.



- Selling Price List
- Extended Description
- Units of Measure
- Place on Hold

Labels – Print item labels for use such as bin/shelf location identification or affixing to each individual item.



- Set quantity to one label for each litem, such as for a bin/shelf
- Set quantity to equal on-hand for each item (default), such as for individual labelling
- The quantity on each item can be modified from either 1 or on-hand quantity to print as many labels as you want
- Set a blank label count to skip printing at the beginning of the sheet, such as if some of the labels on the sheet were already used
- Once all selections are made they can print the labels required

Adjust – Create and post quantity and cost changes to either increase or decrease values. Selected items are loaded into an Inventory Adjustment list that can be edited and added to, prior to posting. Cost changes are accounted for in an Adjustment account that can be updated for any item. Read the Inventory Adjustments manual topic for more information.

Count – Perform a stock count to verify actual quantity on hand with the value stored in the data. Differences in the count are posted similar to adjustments. Read the Inventory Count manual topic for more information.

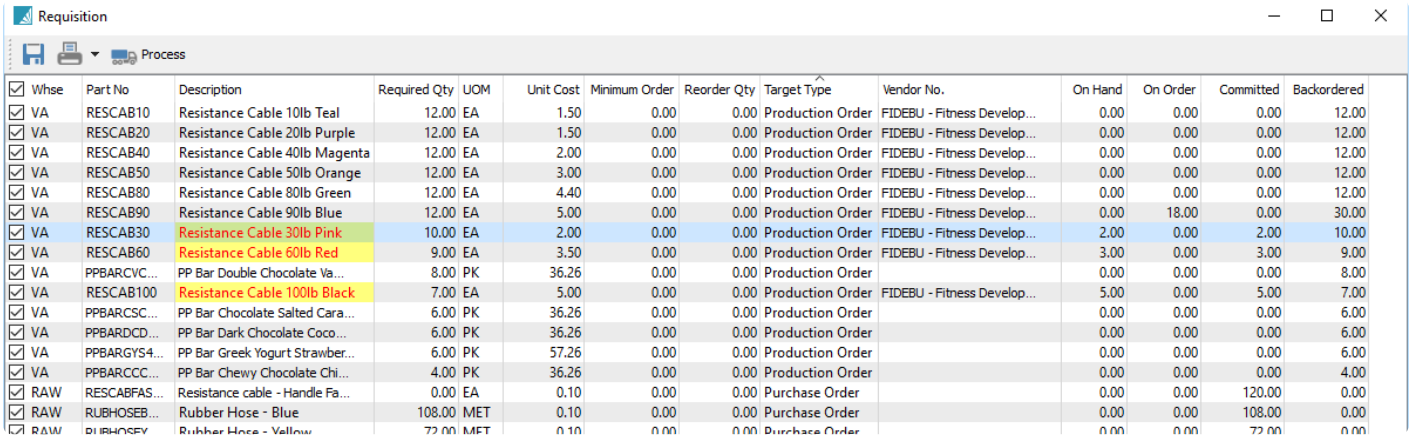
Transfer – Move inventory items from one warehouse to another, if multiple warehouses are configured. Update costs or prices for stock in the destination warehouse. Read the Inventory Transfer manual topic for more information.

Purchase – Create a new Purchase Order transaction, if security allows. Read the Purchase Order manual

topics for more information.

Sell – Create a new Sales Order transaction, if security allows. Read the Sales Order manual topics for more information.

Requisition – Create an authorization request to purchase items, that you could process yourself into a PO or add to a list for someone else to verify and process. The 'Suggested Order Qty' – only visible as a column from this grid – is useful to assist in deciding which items should be purchased. Read the Requisitions manual topic for more information.



Whse	Part No	Description	Required Qty	UOM	Unit Cost	Minimum Order	Reorder Qty	Target Type	Vendor No.	On Hand	On Order	Committed	Backordered
VA	RESCAB10	Resistance Cable 10lb Teal	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB20	Resistance Cable 20lb Purple	12.00	EA	1.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB50	Resistance Cable 50lb Orange	12.00	EA	3.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB80	Resistance Cable 80lb Green	12.00	EA	4.40	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	0.00	0.00	12.00
VA	RESCAB90	Resistance Cable 90lb Blue	12.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	0.00	18.00	0.00	30.00
VA	RESCAB30	Resistance Cable 30lb Pink	10.00	EA	2.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	2.00	0.00	2.00	10.00
VA	RESCAB60	Resistance Cable 60lb Red	9.00	EA	3.50	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	3.00	0.00	3.00	9.00
VA	PPBARCVC...	PP Bar Double Chocolate Va...	8.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	8.00
VA	RESCAB100	Resistance Cable 100lb Black	7.00	EA	5.00	0.00	0.00	Production Order	FIDEBU - Fitness Develop...	5.00	0.00	5.00	7.00
VA	PPBARCSC...	PP Bar Chocolate Salted Cara...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARDCD...	PP Bar Dark Chocolate Coco...	6.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARGYS4...	PP Bar Greek Yogurt Strawber...	6.00	PK	57.26	0.00	0.00	Production Order		0.00	0.00	0.00	6.00
VA	PPBARCCC...	PP Bar Chewy Chocolate Chi...	4.00	PK	36.26	0.00	0.00	Production Order		0.00	0.00	0.00	4.00
RAW	RESCABFAS...	Resistance cable - Handle Fa...	0.00	EA	0.10	0.00	0.00	Purchase Order		0.00	0.00	120.00	0.00
RAW	RUBHOSEB...	Rubber Hose - Blue	108.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	108.00	0.00
RAW	RUBHOSEY...	Rubber Hose - Yellow	72.00	MET	0.10	0.00	0.00	Purchase Order		0.00	0.00	72.00	0.00

Refresh – Refreshes the list with any changes made by another user when editing an item or posting a transaction.

Filters – Display a list of items that meet selection criteria you create. Read the Filters manual topic for more information.

Export – Exports the current list and layout to a new Excel or .csv file.

Add – Create a new inventory item

Edit – Modify an existing inventory item,

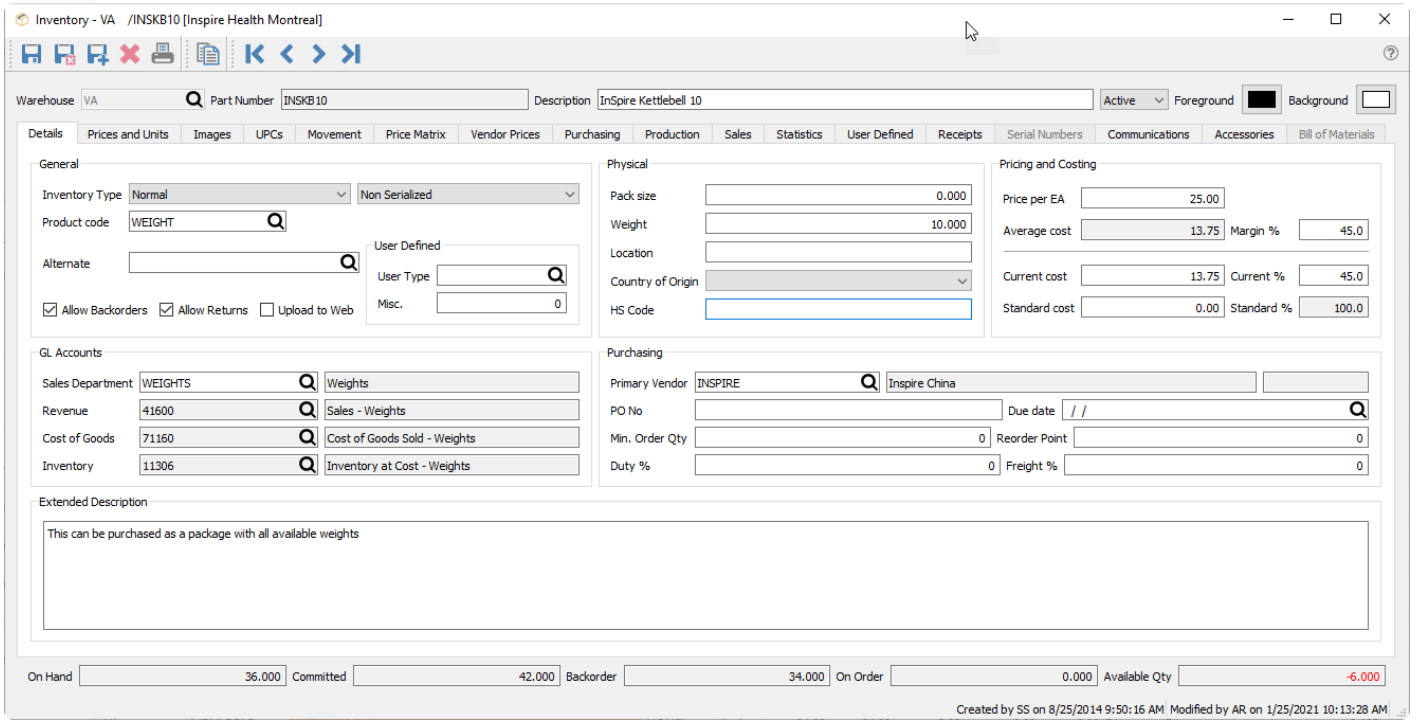
Delete – Delete an existing inventory item. There cannot be any on-hand, back ordered, committed, or on-order quantities or historical linked records to this item, to be able to delete.

Print – Prints inventory reports, either or all or selected items in the grid.

Inventory Details

Inventory Header

When you edit an item, there are many tabs that contain information either about the item or the transactions it has been added to. Above the tabs are a few key fields visible regardless of which tab you have open.



Warehouse – The warehouse that this item belongs to, if warehouse maintenance is enabled in Company Settings. The same item number can belong to multiple warehouses.

Part Number – The item code, up to 34 alpha-numeric characters.

Description – This items description, which is displayed and printed in most places you select or use the item.

Status – The status of the item can be set to:

- **Active** – The standard item status to allow purchasing and selling.
- **On Hold** – Usually a temporary status change to prevent this item from being added to Sales or Purchase orders.
- **Inactive** – If historical transactions exist but you no longer buy or sell the item, mark the record as Inactive rather than deleting it, as Inactive items cannot have transactions posted. They are also hidden from display and transaction selection unless the user has ‘Show inactive Inventory’ enabled in User Settings.

Foreground Colour – The text font colour of the item description when displayed on various grids. Use this if you wish the item to stand out or be identified for a specific purpose.

Background Colour – The cell fill colour of the item description when displayed on various grids. Use this if you wish the item to stand out or be identified for a specific purpose.

> The colors of items appear in inventory, on inventory lists, in sales orders, on purchase orders and on inventory adjustments.

Save – Saves and keeps the item open
Save/Close – Saves and closes the window back to the main inventory list.
Save/Create New – Saves current item and starts new one
Delete – Deletes the item if there is none on-hand, back ordered, committed or on-order
Print – Prints reports related to this item
Copy – Copies the item allowing user to edit the warehouse and part number before saving.
Navigation Arrows – Navigates between inventory records keeping the list filtered and sorted as it was when the item was edited.

General

Inventory Type – There are six choices, where the selection will enable other features or information to maintain:

- **Normal** – For typical buy/sell items, with no additional features revealed.
- **Non-Physical** – Use for sales order details that are not physically in inventory, such as labor or miscellaneous items for which you don't track quantity. Use caution with costs – be sure that the sales department used does not credit the inventory control GL account, unless you make sure that a corresponding AP entry gets debited to the inventory asset account.
- **Manufactured** – For items that are produced rather than purchased. Production templates are created on the Bill of Materials tab to determine the raw material items depleted from stock, for building the finished products to sell. If you account for raw and manufactured goods with different inventory control accounts, the build process will credit inventory raw material and debit inventory finished goods.
- **Kitted** – Part numbers that represent a collection of other items specified on the Kit Components tab. When adding a kitted item to a sales order, the component items and quantities can be modified as required, and all components are committed for sale but not consumed. Invoicing the order will deplete the component items but log the sale to the kitted item. Read the Kits and Components manual topic for more information.
- **Raw Material** – If you want to filter and account for raw material goods separately from normal or manufactured items, you can specify these items with the raw material type. Otherwise they are not functionally different than Normal items.
- **Macro** – Part numbers that represent a collection of other items specified on the Macro Substitutions tab. These differ from Kitted items in that Macro items are completely replaced by their substituted

items when added to sales orders and are not referenced in order or invoice inquiry. Read the Macro Items manual topic for more information.

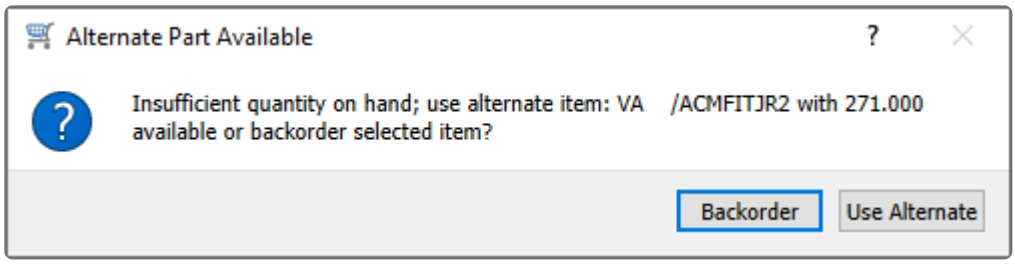
Serialized / Lot Numbered – Inventory items can be set as serialized or lot numbered if you need to be able to track specific items either in the warehouse, after they are sold to customers, or consumed in producing other items. The difference is that serial numbers are maintained for every individual quantity on hand, and Lot numbers can be assigned to a group of items of any quantity. This feature must be enabled in Company Settings to allow assigning this tracking to items. When Serialized or Lot Numbers items are added to sales orders and shipped, or production orders and consumed, you are presented with an additional screen to indicate the numbered stock depleted.

- **Lot Consumption** – If the item is Lot Numbered, an additional field is revealed to determine the automatic method for assigning lot numbers to sales and production orders, based on the information stored with each lot:
  - Consume By Choice – Not automatic, but chosen manually when shipping or consuming the item.
  - Consume By Date Received – The oldest received lots are used first.
  - Consume By Alphanumeric Order – The first lot number is used first.
  - Consume By Expiry Date – The lots soonest to expire are used first.

Read the Serial Numbers or Lot Numbers manual topics for more information.

Product Code – This is used to group similar inventory items together, and for assigning expected sales margins and any surcharges on sales. The product code can be related to a 'Sales Dept' so that when an items product code is changed, the related sales department and associated GL accounts are updated with it. A Company Setting allows requiring a product code be saved with every item.

Alternate – Choose another specific inventory item that can be prompted as a replacement, if this item is added to a sales order but is out of stock. You can choose this alternate item for the sales order or instead backorder the requested item. Alternate items can also be assigned to obsolete items as a reminder for what the replacement item number is for orders.



Allow Backorders – Enable this option to allow saving non-zero B/O Qty values on sales orders, if you don't want to create a requisition for this item even though it is out of stock.

Allow Returns – Enable this option to allow this item to have a negative quantity shipped on sales orders, for entering a return.

Upload to Web – An option only used by 3rd party developers to indicate if this item is available in the web store list.

User Defined

User Type – An alphanumeric field for customized use and pre-defined values to select from, where the label is set in Company Settings.

Misc. – A numeric field for customized use, where the label is set in Company Settings.

GL Accounts

Sales Department – A code that determines which GL accounts are posted to for Revenue, Cost of Goods and Inventory control when this item is invoiced. It can be set from the sales department value assigned to the selected product code for this item. If this field is blank, these GL accounts are determined from the Special Accounts in Company Settings. The GL accounts cannot be edited, and only display values.

Physical

Pack Size – An value representing how much quantity is in a package, perhaps related to a unit of measure or sales target. It appears on the sales order detail line to encourage the salesperson to sell full packs, but it is informational only and does not affect sales order functionality.

Weight – The weight of the stocking unit of measure for this item, in whatever unit of weight is used for the company. It is used on both sales and purchase orders for accumulating the total weight of the order, typically for shipping purposes.

Location – A description of where this item is stored within the warehouse, often used for inventory counts or to assist in finding the item when picking processed sales orders.

Country of Origin – The country where an item came from, for use on an international bill of lading.

HS Code – The harmonized system customs code, for use on an international bill of lading.

Pricing and Costing

Price per unit – The standard selling price of this item, for each sales unit of measure. This value is also found as the Price Level 1 value on the Prices and Units tab.

Average Cost – The cost value calculated from the quantity on hand and the total receipt cost of all these items. This is the cost amount used when determining the Cost of Goods Sold value of this item on posted invoices, when the Cost Method in Company Settings is set to Average.
Margin % – The sales margin calculated from the average cost and the standard selling price.

Current Cost – The unit cost amount the last time this item was purchased, which can be edited if required.

If the on-hand quantity is zero and you change the current cost, the average cost will also be updated to the same value.
Current % – The sales margin calculated from the current cost and the standard selling price.

Standard Cost – A cost value typically used as a reference or target amount. This is commonly used to represent the item cost with overhead included.
Standard Cost % – The sales margin calculated from the standard cost and the standard selling price.

> Each of these costs can be independently displayed or suppressed with User Settings for Inventory, either when editing the item or a sales order or viewing a sales history invoice.

Purchasing

Primary Vendor – The vendor that the item is usually purchased from. The vendor name and currency are also displayed. This value is included with requisition and sales order details.

PO Number – The most recent purchase order number issued for this item, which can be edited if required.

Due Date – The due date of the most recent purchase order issued for this item, which can be edited if required.

Min. Order Qty – The minimum quantity that the vendor will sell. This value is used in the ‘Suggested Order Qty’ calculation.

Reorder Point – The minimum quantity on hand for this item before more needs to be purchased. This value is used in the ‘Suggested Order Qty’ calculation.

Duty % – The default duty charged for this item on a purchase order. If you override the Duty % for this item on a PO detail, and ‘Save Landed Cost’ is enabled in Company Settings, this value will be updated when receiving the purchase order.

Freight % – The default freight charged for this item on a purchase order. If you override the Freight % for this item on a PO detail, and ‘Save Landed Cost’ is enabled in Company Settings, this value will be updated when receiving the purchase order.

Extended Description

Extended Description – A large amount of text can be included here for additional reference information. This can be printed on sales reports and invoices, but only if you edit the Spire stock report to unhide the sub-report that has this information. Contact your Spire partner if you do not have the knowledge to edit Crystal Reports.

Quantities

The bottom of the Inventory item window displays various quantities, regardless of which tab you have open.

On-hand – The physical quantity of this item in the warehouse.

Committed – The sum of all Shipped quantities for this item on open Sales orders, Committed quantities on Production orders and quantities in transit for inventory Transfers.

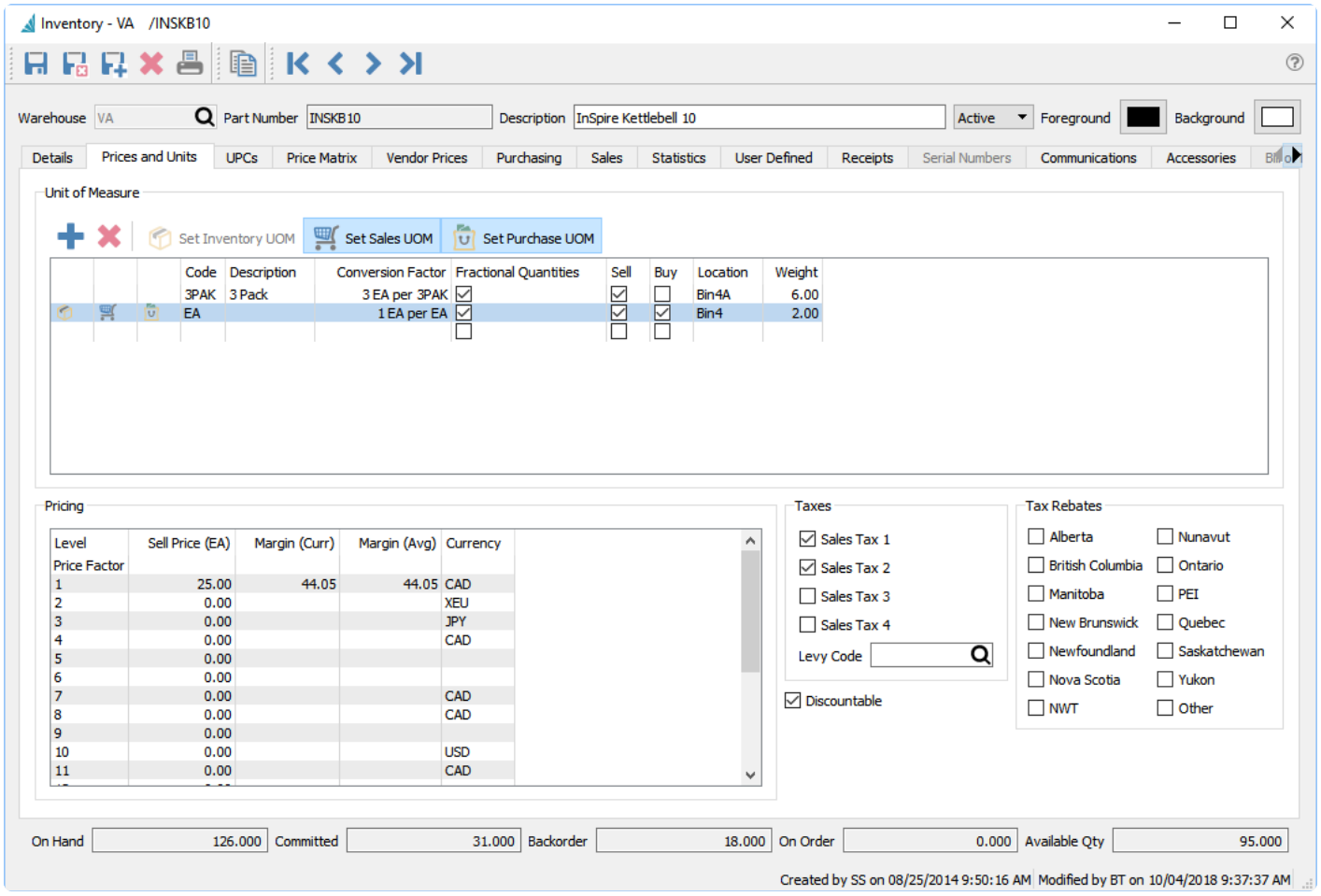
Backorder – The sum of all Backordered quantities for this item on open Sales orders

On Order – The sum of all ordered quantities for this item on issued Purchase orders.

Available – Calculated from the On-hand quantity minus the Committed quantity.

Prices and Units

This tab is where the stocking, selling and purchasing units of measure are set, alternate prices by customer level are maintained, and default tax statuses are enabled.



Unit of Measure – Used for stocking, selling and purchasing items in addition to each. Each item independently stores available units, even the same item number for different warehouses.

- **Add** – Create as many as needed.
- **Delete** – Ensure that it is not used on any open sales or purchase orders.
- **Set Inventory UOM** – This cannot be changed unless the quantity on hand is zero. The box icon indicates the stocking unit, in addition to the highlighted button.
- **Set Sales UOM** – Highlight the unit and click this button to default this unit for new sales orders. The shopping cart icon indicates the sales unit, in addition to the highlighted button.
- **Set Purchase UOM** – Highlight the unit and click this button to default this unit for new sales orders. The bag icon indicates the purchase unit, in addition to the highlighted button.

Each unit of measure has a:

- **Code** – A unique code for the UOM. The first code for new items defaults from a Company Setting.

- **Description** – Optional text for the UOM.
- **Qty. Factor** – How many stocking units make up this unit. This can be a fraction if this unit is smaller than the stocking unit.
- **Fractional Qty Allowed** – Allow entering non-integer values when buying, selling or counting in this unit.
- **Sell Allowed** – Is this UOM visible on sales order details.
- **Buy Allowed** – Is this UOM visible on purchase order details.
- **Location** – Warehouse location for this UOM
- **Weight** – The weight of this UOM.

Pricing

Level – There are a total of 20 pricing levels that can be assigned to customers or sales orders, and each level can have its own sell price.

Sell Price – The amount can be entered as a price and it will calculate margin, or it can be entered as a margin and it will calculate price. If the customer / order has a level that doesn't have a respective sell price set here, then the level 1 price will be used on the sales order.

Margin (Curr / Avg) – There are two sales margin columns, one based on the current cost and one based on the average cost. These are calculated only when the price level is first defined and do not get updated when the cost changes. They are only used to assist in determining the level prices.

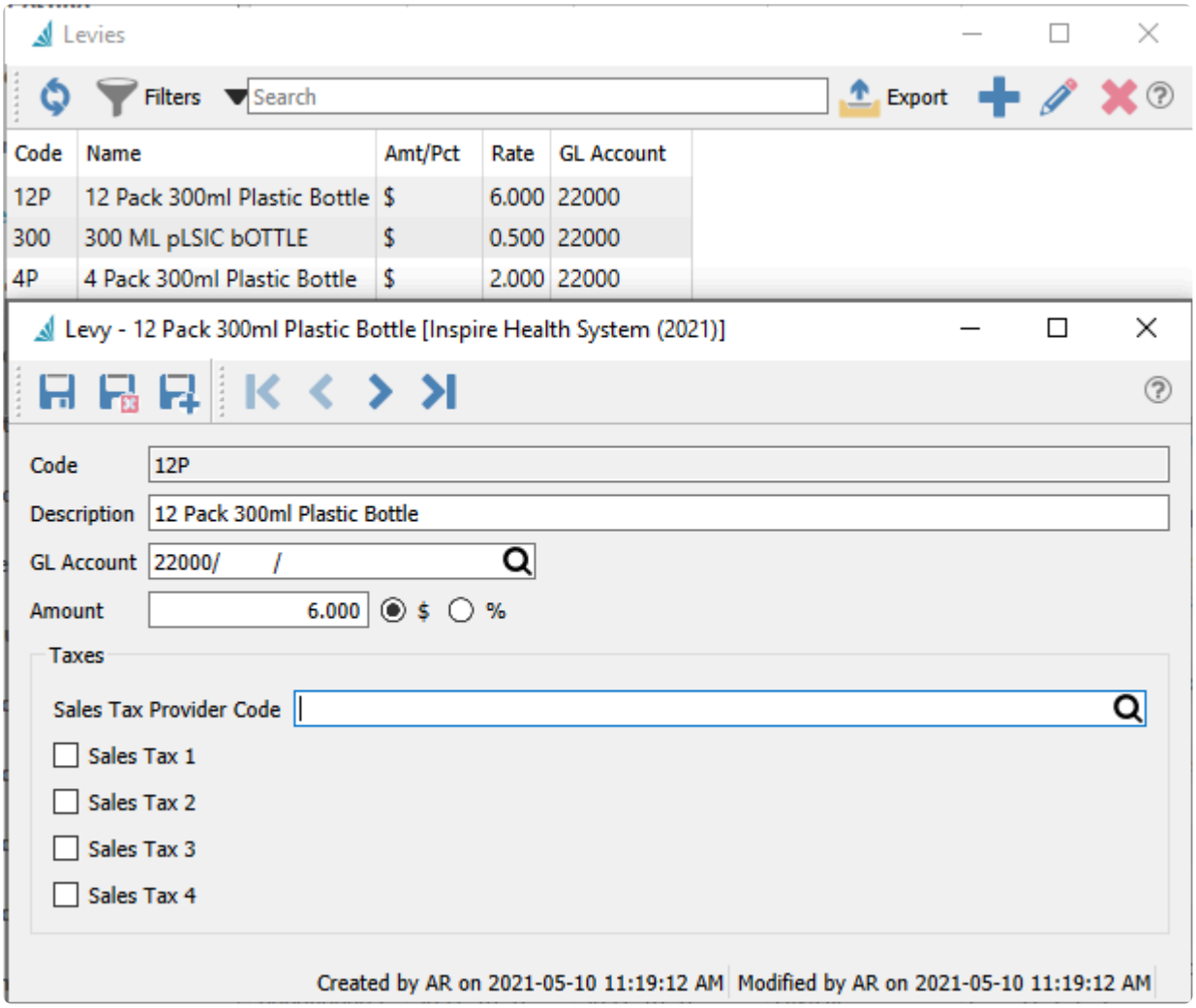
Currency – Sell levels can be set up in Edit / Currencies to be assigned to a certain currency. For sales orders with a customer using that currency, items have this level price available as the order unit price, and may be the default value depending on other settings like price matrix record. If a currency is not assigned to the price levels, customers using this currency will have a unit price calculated from the currency exchange rate and the level sell price.

Sell Price (UOM) – When a unit of measure different than the stocking unit is highlighted, an additional column is revealed that displays the unit price for each level, calculated from the UOM conversion factor, displayed in the Price Factor field above the levels. You can modify the sell price here, such as to give a price discount if a larger unit is ordered.

Taxes

Sales Tax 1 – 4 – Choose any or all of the first four sales tax codes to be assigned to new sales order details for this item, by default. These tax statuses can be edited on sales orders if user security allows. Ensure your tax code setup has the most common configurations defined for the first four codes.

Levy Code – The levy or environmental fee charged on this item, selected from a list of charges you create. This includes bottle deposits, eco fees and so on.



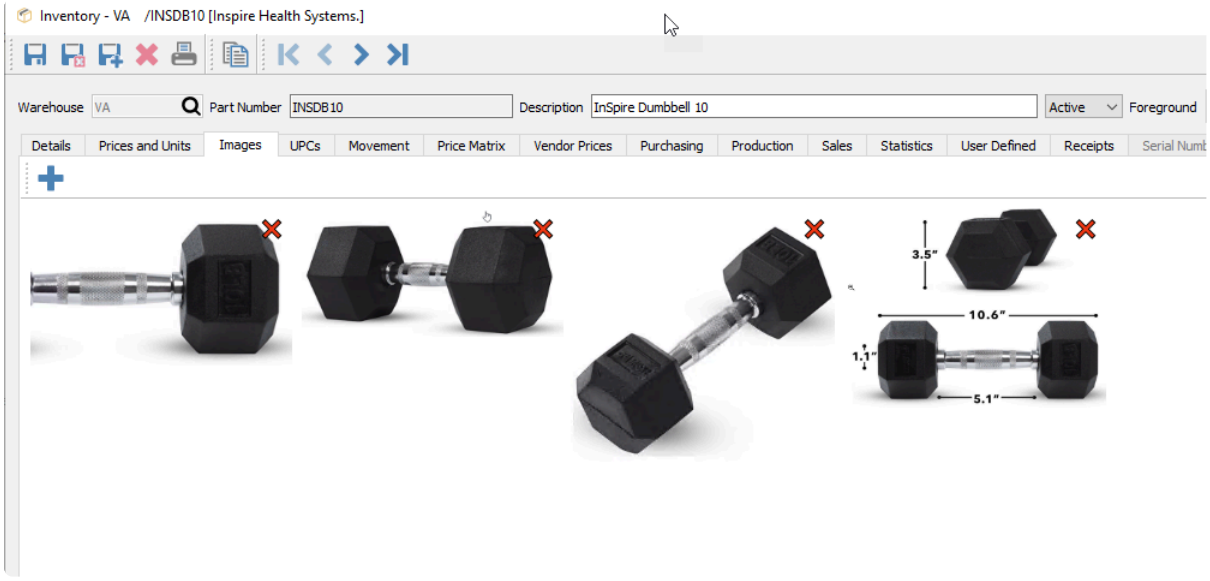
Tax Rebates – Canada – Select each Canadian jurisdiction where there is a tax exemption offered for this item. The rebate percentage is defined in Edit / Sales Taxes, associated with the Partial Tax Rate,

Discountable

Discountable – Enable this option to be able to save a non-zero Discount % for this item on sales orders, or will contribute to the Total Discount amount on sales orders when the Discount % in the footer is a non-zero value.

Images

Each inventory item can have multiple images. When an image is added, it is uploaded to central storage on the server.

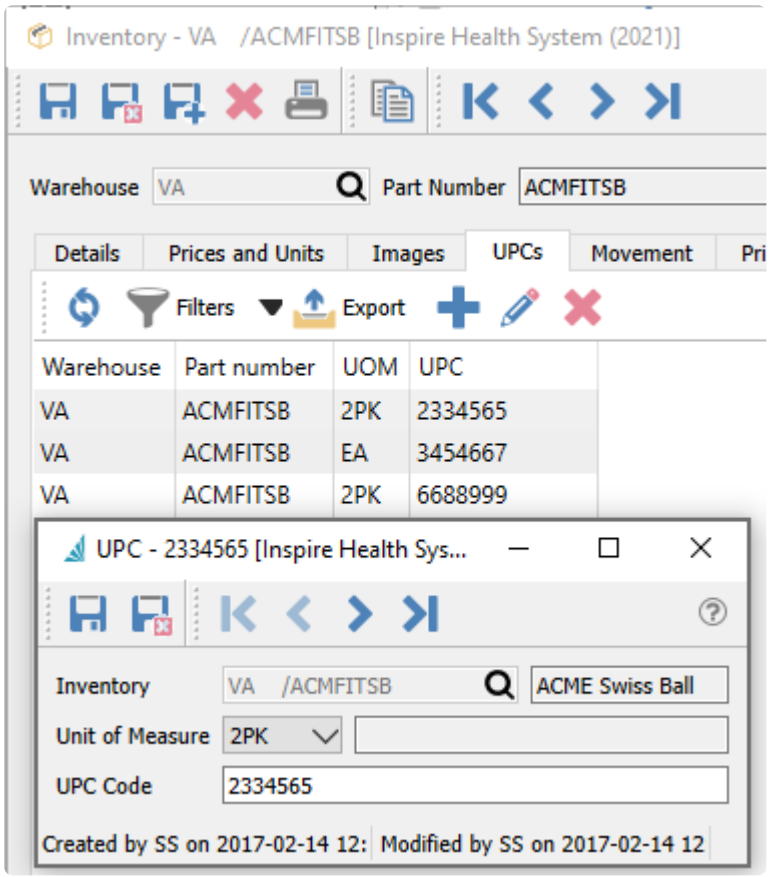


Click the + button to add an image, and the red X to remove that image.

If you used Spire version 3.5 or older, you may have selected images stored in multiple locations, which may not have been accessible to all users. To standardize this, from the Tools top menu, choose Migrate Files and from the screen that appears, select Inventory Images to copy all images to the central storage location and re-link to the images there.

UPCs

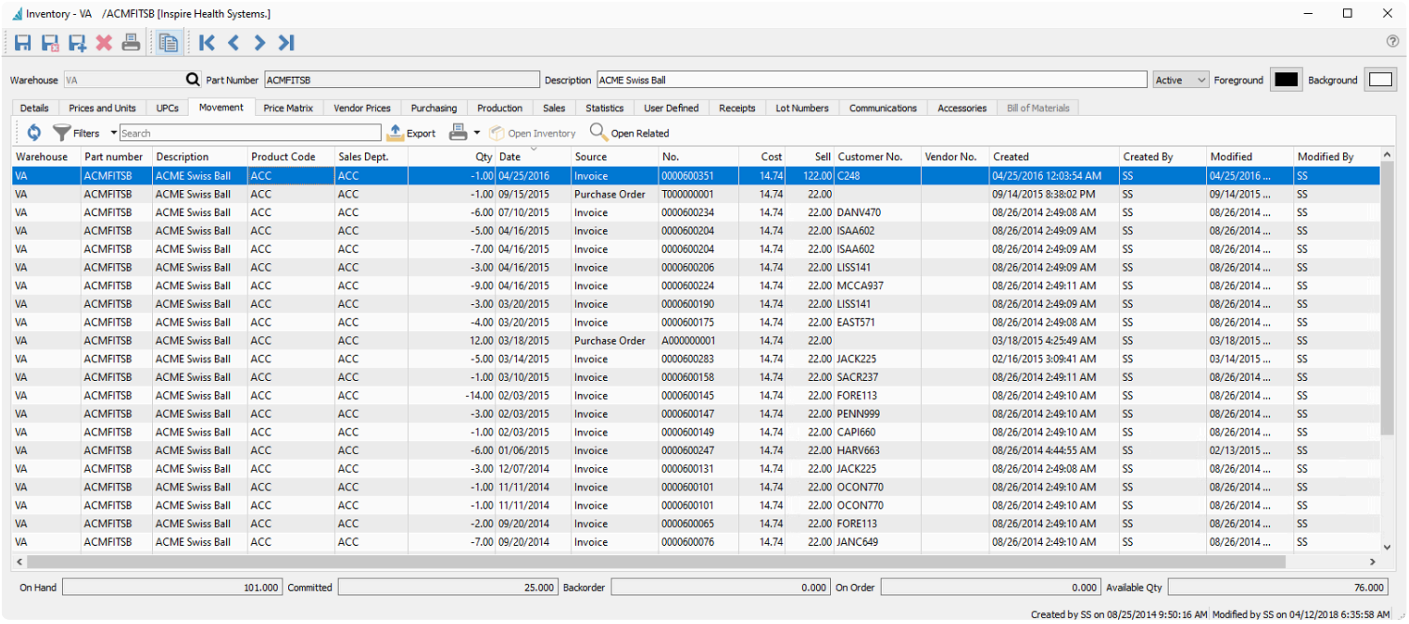
Multiple UPC codes to be added to each item and unit of measure combination. Each UPC code is unique and cannot be replicated for different items or units of measure, but they can be added for the same item and unit of measure but for a different warehouse.



The user can then scan a barcode and the associated item and unit of measure will be selected into the item number field, or a quantity for this item on a transaction will be incremented by one.

Movement

This tab lists all transactions posted for this item, all within one grid. You can also see credited sales orders and purchase order returns.



This allows you to print an inventory movement report that lists all transactions in chronological sequence to see the running balance of the quantity on hand.

Inspire Health System (2021)

Inventory Movement by Posted Date

May 17, 2022 / 4:28 pm

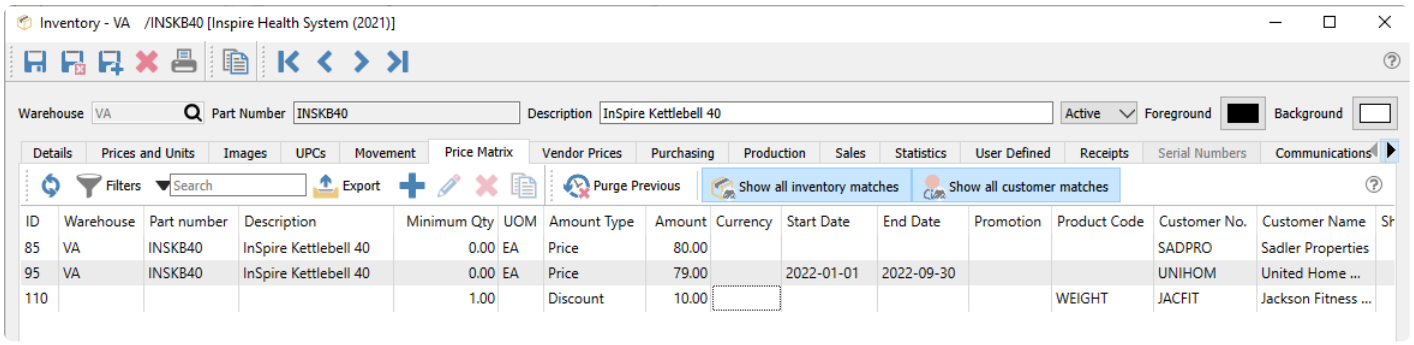
[VA]ACMFITSB **ACME Swiss Ball** Current on hand **37 EA**

Posted		Source	Reference	Date	Customer / Vendor / Notes	Cost	Sell	In	Out	Running Balance
2021-05-03	1:09:47PM AR	Invoice	0000600247	Jan 5, 20	SADPRO Sadler Properties	14.74	22.00		6	-6 *
2021-05-03	1:09:57PM AR	Invoice	0000600283	Mar 12, 20	BLABAI Blake Bailey	14.74	22.00		5	-11 *
2021-05-03	1:10:00PM AR	Invoice	0000600190	Mar 18, 20	LYNDIS Lynn Distributors	14.74	22.00		3	-14 *
2021-05-03	1:10:08PM AR	Invoice	0000600204	Apr 14, 20	KINJER King, Jerome W	14.74	22.00		7	-21 *
2021-05-03	1:10:08PM AR	Invoice	0000600204	Apr 14, 20	KINJER King, Jerome W	14.74	22.00		5	-26 *
2021-05-03	1:10:09PM AR	Invoice	0000600206	Apr 14, 20	QUAINN Quality Inn	14.74	22.00		3	-29 *
2021-05-03	1:10:14PM AR	Invoice	0000600224	Apr 14, 20	HILHOU Hillcrest Housing Servs	14.74	22.00		9	-38 *
2021-05-03	1:10:17PM AR	Invoice	0000600354	Dec 30, 20	SKMINC Skma Incorporated	14.74	22.00		2	-40 *
2021-05-03	1:10:28PM AR	Invoice	0000600234	Jul 8, 20	HOLLAG Holiday Inn Laguna Hills	14.74	22.00		6	-46 *
2021-05-03	1:10:42PM AR	Invoice	0000600351	Dec 14, 20	SADPRO Sadler Properties	14.74	22.00		1	-47 *
2021-05-03	1:34:19PM AR	Invoice	0000620013	Jan 7, 21	PRERES Precision Resources	14.74	22.00		1	-48 *
2021-05-03	1:34:29PM AR	Invoice	0000620056	Mar 18, 21	HOLEXP Holiday Inn Express	14.74	22.00		2	-50 *
2021-05-03	1:34:32PM AR	Invoice	0000620066	Mar 21, 21	PRERES Precision Resources	14.74	22.00		9	-59 *
2021-05-03	1:34:41PM AR	Invoice	0000620110	Apr 17, 21	QUAINN Quality Inn	14.74	22.00		9	-68 *
2021-05-03	1:34:41PM AR	Invoice	0000620110	Apr 17, 21	QUAINN Quality Inn	14.74	22.00		9	-77 *
2021-05-03	1:34:41PM AR	Invoice	0000620112	Apr 17, 21	ARTDAV Art Davidson & Associates	14.74	22.00		9	-86 *
2021-05-03	1:34:47PM AR	Invoice	0000620130	Apr 17, 21	HOLMUS Holiday Inn Muscatine	14.74	22.00		9	-95 *
2021-05-03	1:34:50PM AR	Invoice	0000620144	May 9, 21	ATLHOT Atlantic Hotel	14.74	22.00		1	-96 *
2021-05-03	2:07:20PM AR	Purchase Order	0000700007	Apr 30, 20	ACMSYS ACME Systems Inc	14.74		97		1 #
2021-05-04	12:49:18PM AR	Invoice	0000620183	Mar 18, 21	PRERES Precision Resources	14.74	22.00		3	-2 *
2021-05-04	12:49:20PM AR	Invoice	0000620189	Apr 14, 21	ARTDAV Art Davidson & Associates	14.74	22.00		3	-5 *
2021-05-04	12:49:27PM AR	Invoice	0000620207	Apr 14, 21	HOLMUS Holiday Inn Muscatine	14.74	22.00		9	-14 *
2021-05-04	12:49:33PM AR	Invoice	0000620216	Apr 14, 21	QUAINN Quality Inn	14.74	22.00		5	-19 *
2021-05-04	12:49:33PM AR	Invoice	0000620216	Apr 14, 21	QUAINN Quality Inn	14.74	22.00		7	-26 *
2021-05-11	7:19:06AM AR	Purchase Order	0000700042	May 11, 21	NATEQU National Equipment	14.74		69		43 #
2021-09-21	6:37:42AM AR	Invoice	0000620292	Aug 31, 21	NAVIND Navarone Industries	14.74	22.00		2	41 *
2021-09-21	6:45:50AM AR	Invoice	0000620302	Aug 4, 21	ATLHOT Atlantic Hotel	14.74	19.00		1	40 *
2021-09-21	7:11:56AM AR	Purchase Order	0000700029	Sep 21, 21	ACMSYS ACME Systems Inc	14.74		27		67 #
2021-11-22	8:10:55AM AR	Invoice	0000620329	Oct 15, 21	LYNDIS Lynn Distributors	14.74	22.00		1	66 *
2021-11-22	8:12:39AM AR	Invoice	0000620361	Nov 22, 21	BURCOR Burndy Corp	14.74	22.00		14	52 *
2021-11-22	8:12:40AM AR	Invoice	0000620362	Nov 22, 21	ARTDAV Art Davidson & Associates	14.74	22.00		1	51 *
2021-11-22	8:12:41AM AR	Invoice	0000620363	Nov 22, 21	DELCON Delaware Contractors Assn	14.74	22.00		14	37 *

on hand balance recorded at this time
* running balance calculated

Price Matrix

This displays all of the customers special pricing for this item. Prices can be added and edited from this screen.

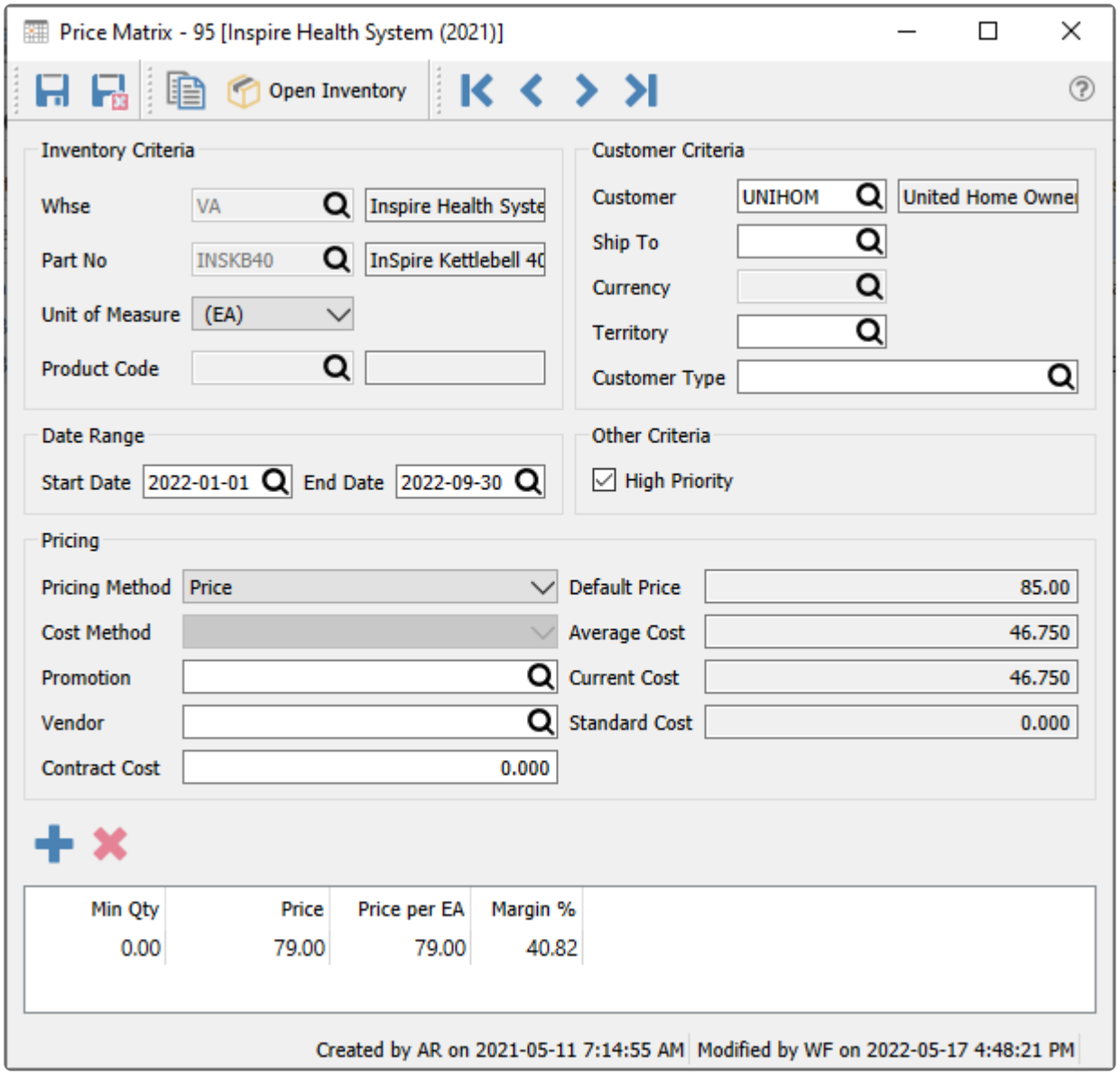


Purge Previous – Delete all price matrix records that have an End Date earlier than a specified date.

Show all inventory matches – Toggle on to show all records regardless of the inventory criteria, and toggle off to display only price matrix records specifically assigned to this item or product code.

Show all customer matches – Toggle on to show all records regardless of the customer criteria, and toggle off to display only price matrix records specifically assigned to a customer or customer type.

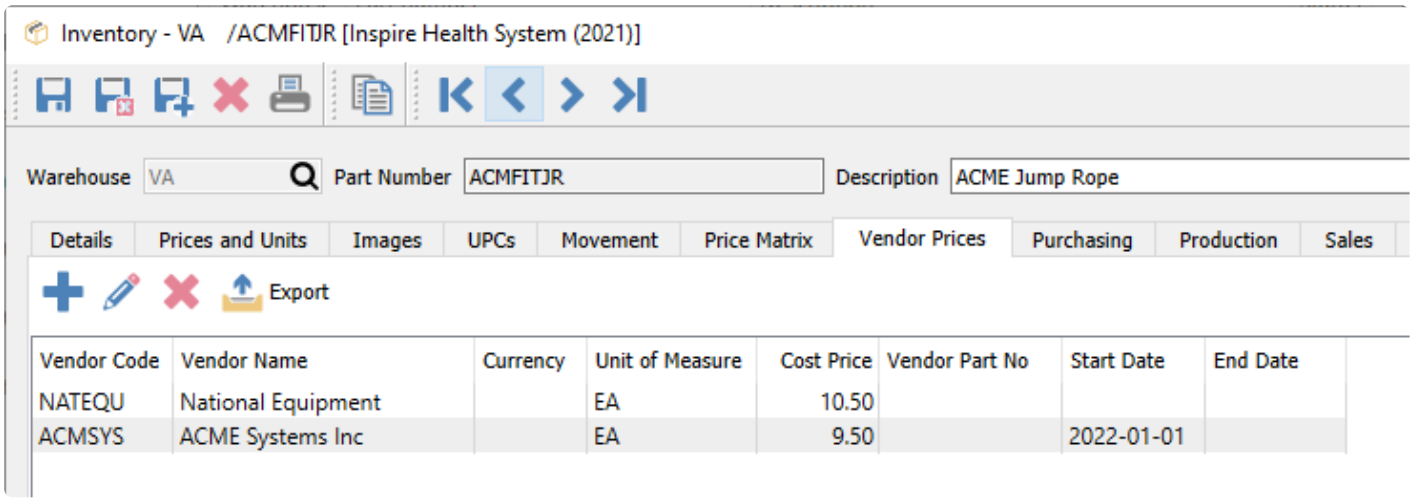
Individual price matrix records can be edited and updated.

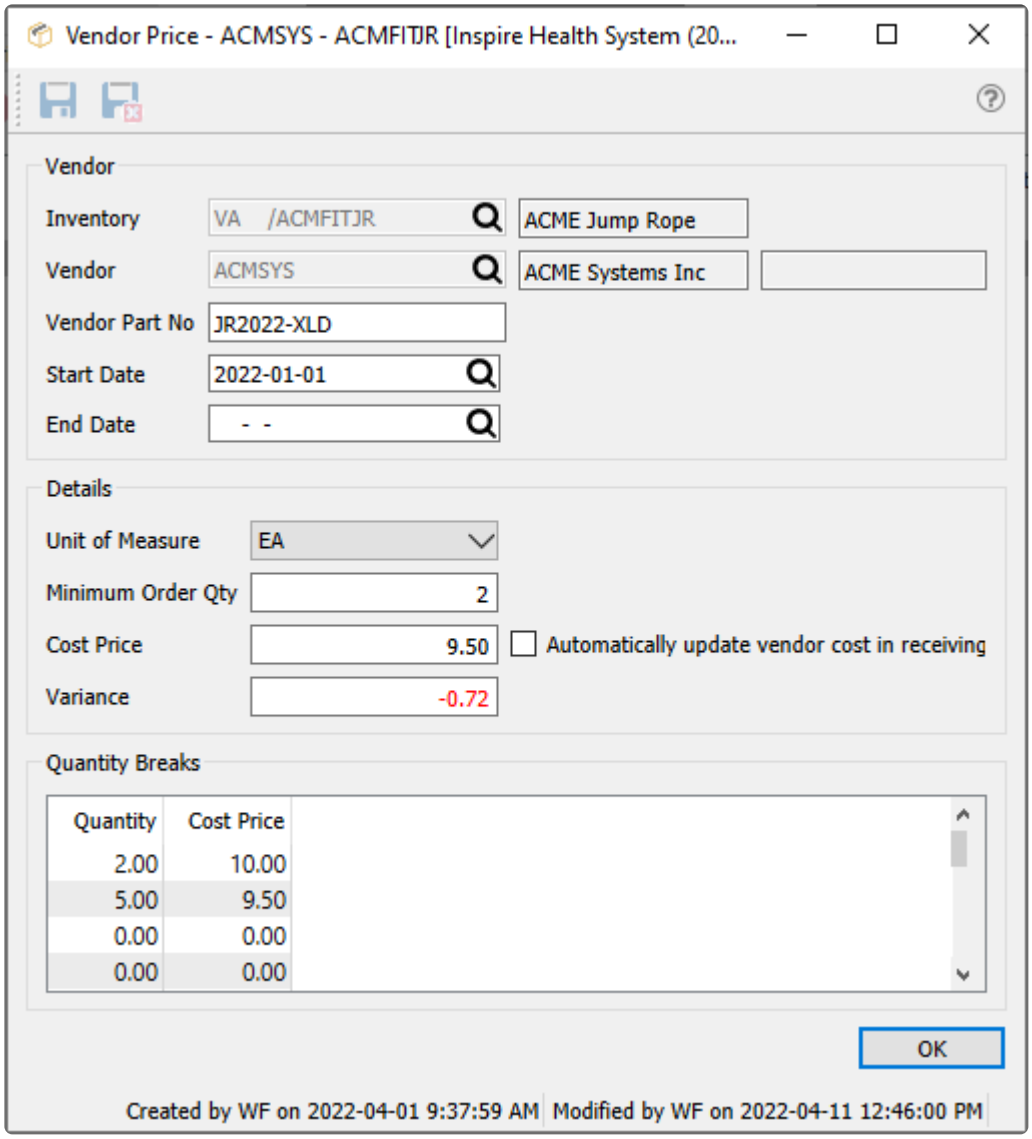


Read the Price Matrix manual topic for more information.

Vendor Prices

If you can purchase the same item from different vendors, or if the vendor is offering you a time limited or volume-based special price, you can assign cost prices and sales dates or quantity breaks to determine the best purchase cost for this item.





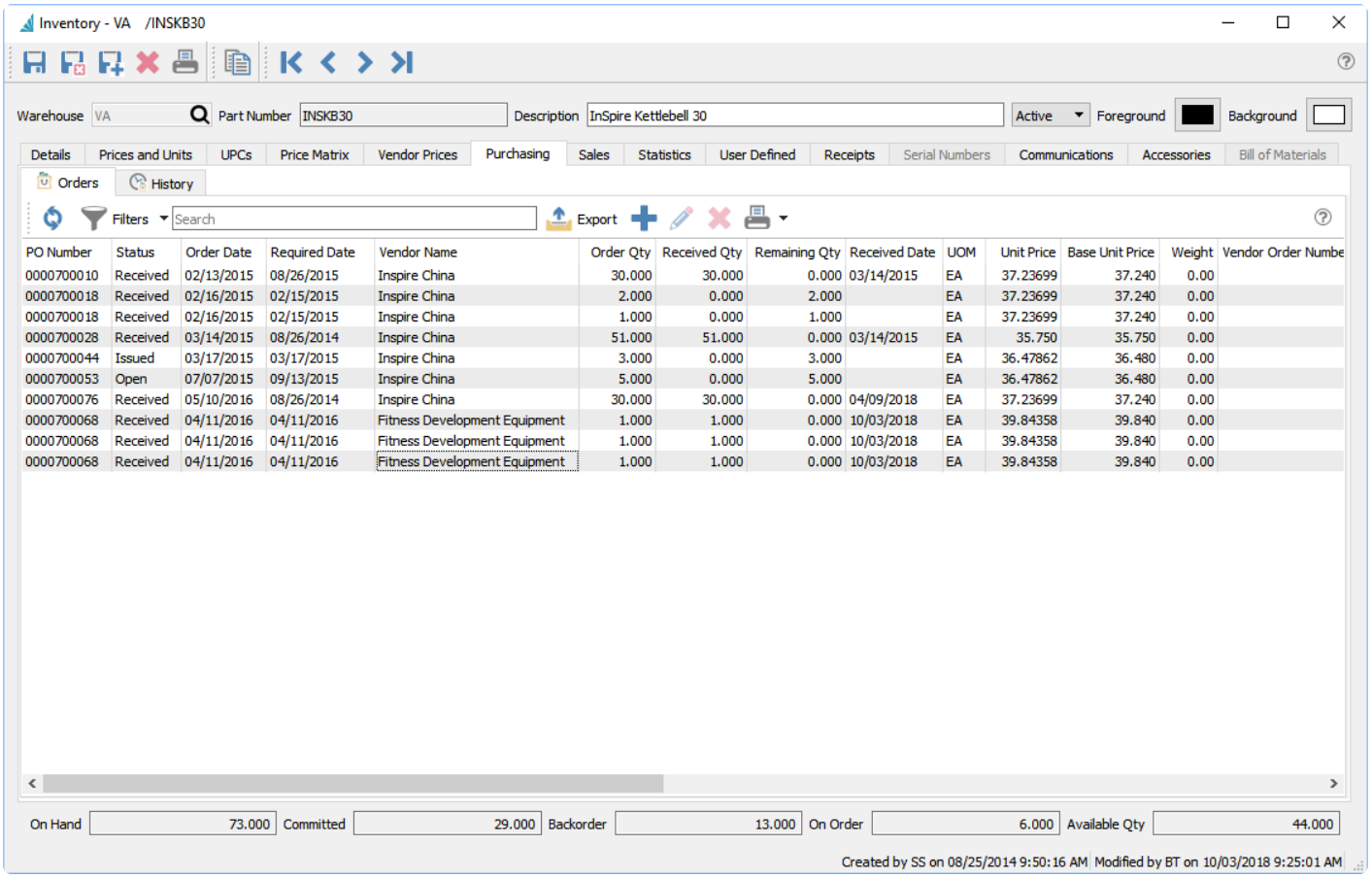
- **Inventory** – Warehouse and part number, which comes from the item being edited and cannot be changed.
- **Vendor** – Choose the vendor code for this price. The Vendor name and currency will also be displayed. Once this record is saved, the vendor number will no longer be editable.
- **Vendor Part No** – Part number the vendor uses. This will print on Spire's default purchase order form for the part number number instead of your companies inventory item number.
- **Start Date** – An optional starting date for this price; the purchase order date must be equal to or greater than this date if entered.
- **End Date** – An optional ending date for this price; the purchase order date must be equal to or less than this date if entered.
- **Unit of Measure** – The purchase order detail for this item must match this Unit of measure in order for this special price to be recognized.
- **Minimum Order Qty** – When the item is added to a purchase order, the default order quantity will be the greater of this value and the Suggested Order Qty of the item, to ensure you purchase enough stock.
- **Cost Price** – The unit cost when purchasing from the vendor, regardless of the quantity ordered,

unless quantity break pricing is configured.

- **Automatically update vendor cost in receiving** – Choose this option to update either the main cost price, or the quantity break cost price if applicable, when a purchase order for this item has been received.
- **Variance** – The percentage difference from the current cost in inventory, with lower costs displayed as negative values in red font.
- **Quantity breaks** – If the vendor offers you lower prices when you order higher quantities, you can enter all of the order quantity and cost price combinations here, in the same unit of measure as specified above. One of these cost prices will be used on purchase orders if the ordered quantity at equal to or greater than the smallest quantity break value.

Purchasing

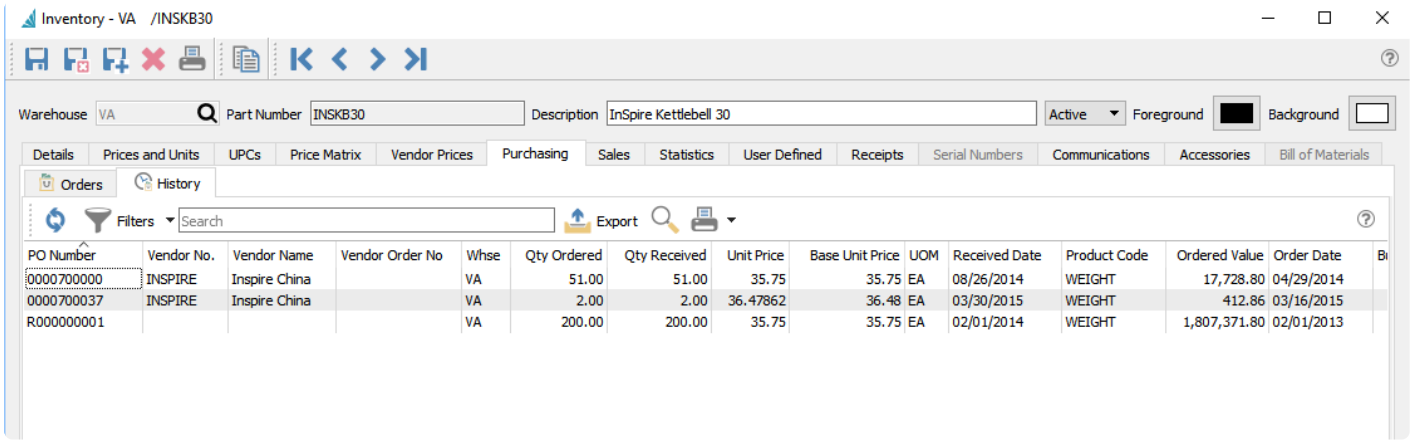
The Purchasing tab has two sub-tabs that display PO information for this item. The Orders tab has a list of all purchase orders for this item not yet closed to purchase history. You can see at a glance how many are on each PO, what the price is, when the PO is due, and the open, issued or received status of each PO. The user can view or edit any PO and modify, issue, receive, apply Accounts Payable entries and close the PO from this screen.



Read the Purchase Orders manual topic for more information.

Purchase History

The History tab has a list of all purchase orders for this item that have been closed to purchase history. A filter can be set to list only those purchases you need to see, such as recent purchases or from a specific vendor. You can view a Purchase Order and see what was ordered, and also copy the PO to create a new one, or create a credit transaction to reverse some or all of the purchase and receipt.



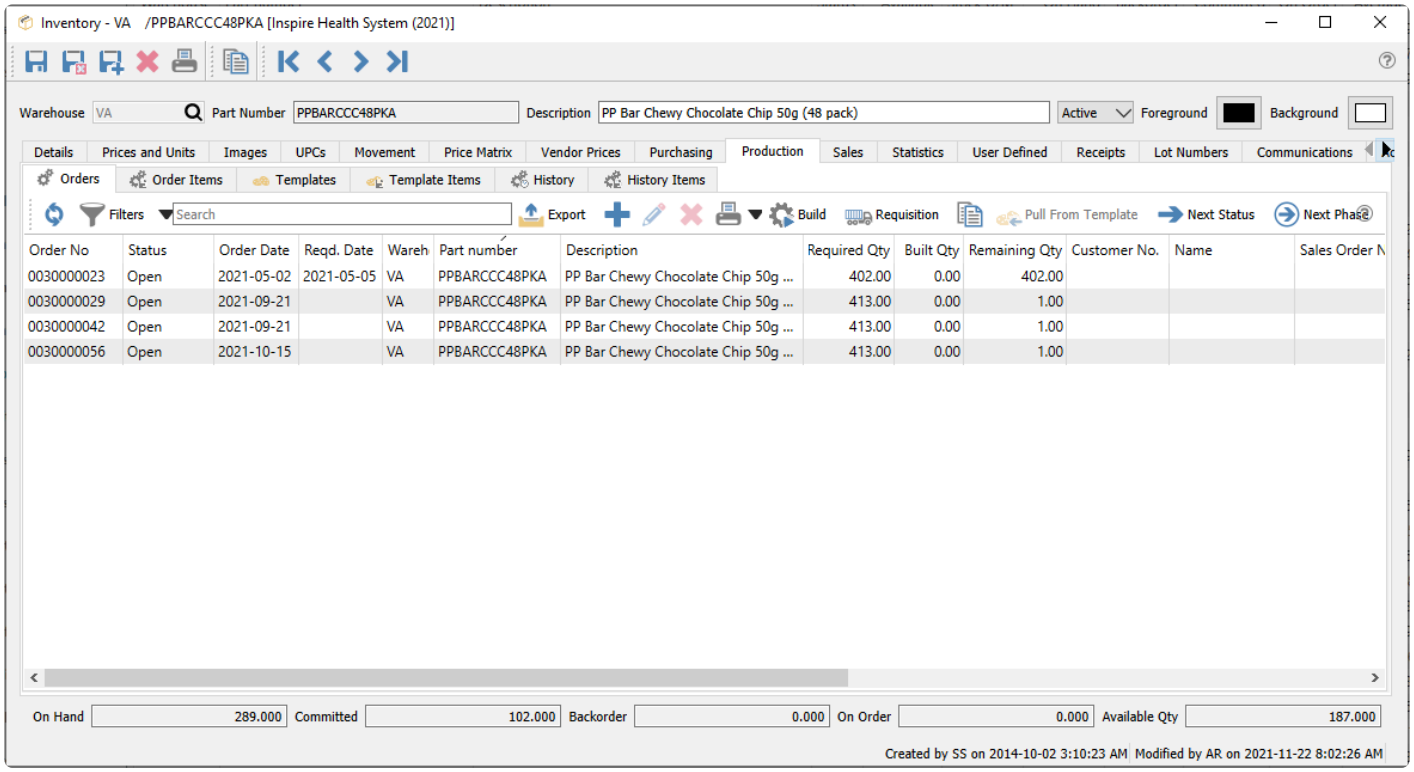
PO Number	Vendor No.	Vendor Name	Vendor Order No	Whse	Qty Ordered	Qty Received	Unit Price	Base Unit Price	UOM	Received Date	Product Code	Ordered Value	Order Date
0000700000	INSPIRE	Inspire China		VA	51.00	51.00	35.75	35.75	EA	08/26/2014	WEIGHT	17,728.80	04/29/2014
0000700037	INSPIRE	Inspire China		VA	2.00	2.00	36.47862	36.48	EA	03/30/2015	WEIGHT	412.86	03/16/2015
R000000001				VA	200.00	200.00	35.75	35.75	EA	02/01/2014	WEIGHT	1,807,371.80	02/01/2013

Production

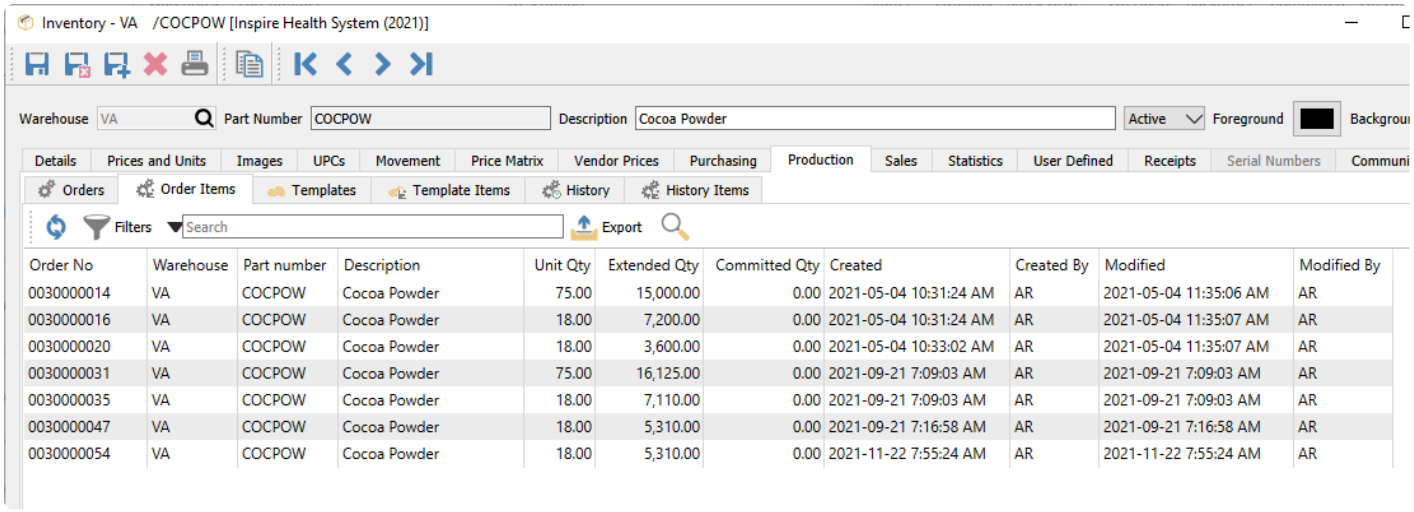
There are 6 sub-tabs under the Production tab, and each displays a list of transactions or records related to the production of this item, or for the use of this component item on produced goods.

The Orders and Order Items tabs list Open Production orders that contain this item.
The Templates and Template Items tabs list pre-defined configurations on how to produce an item that contains this item.
The History and History Items tabs list previous production orders that contain this item.

The Orders, Templates and History tabs are lists that display records where this item is the one being created in the Production order.



The Order Items, Template Items and History Items tabs are lists that display records where this item is a component item being consumed in the Production order.



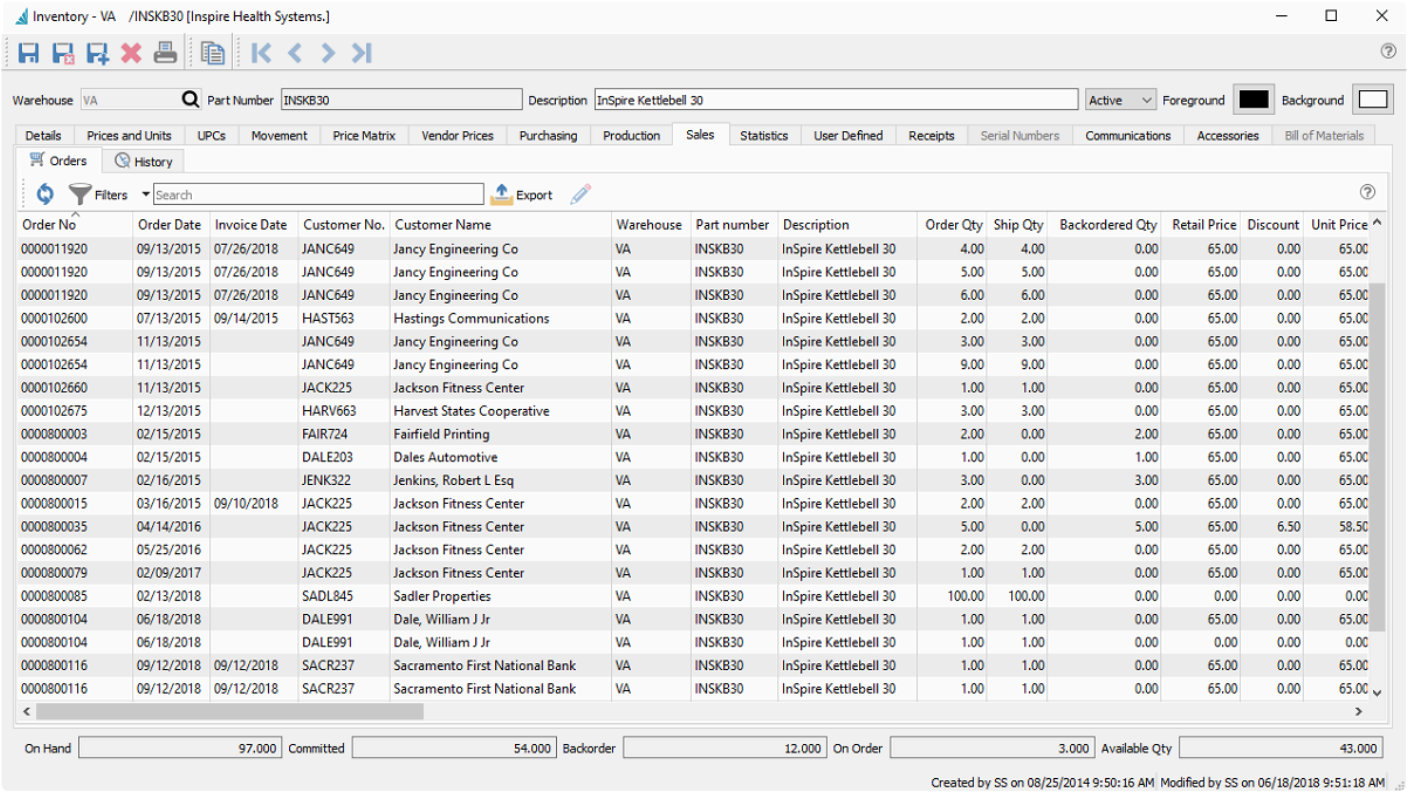
Order No	Warehouse	Part number	Description	Unit Qty	Extended Qty	Committed Qty	Created	Created By	Modified	Modified By
0030000014	VA	COCPOW	Cocoa Powder	75.00	15,000.00	0.00	2021-05-04 10:31:24 AM	AR	2021-05-04 11:35:06 AM	AR
0030000016	VA	COCPOW	Cocoa Powder	18.00	7,200.00	0.00	2021-05-04 10:31:24 AM	AR	2021-05-04 11:35:07 AM	AR
0030000020	VA	COCPOW	Cocoa Powder	18.00	3,600.00	0.00	2021-05-04 10:33:02 AM	AR	2021-05-04 11:35:07 AM	AR
0030000031	VA	COCPOW	Cocoa Powder	75.00	16,125.00	0.00	2021-09-21 7:09:03 AM	AR	2021-09-21 7:09:03 AM	AR
0030000035	VA	COCPOW	Cocoa Powder	18.00	7,110.00	0.00	2021-09-21 7:09:03 AM	AR	2021-09-21 7:09:03 AM	AR
0030000047	VA	COCPOW	Cocoa Powder	18.00	5,310.00	0.00	2021-09-21 7:16:58 AM	AR	2021-09-21 7:16:58 AM	AR
0030000054	VA	COCPOW	Cocoa Powder	18.00	5,310.00	0.00	2021-11-22 7:55:24 AM	AR	2021-11-22 7:55:24 AM	AR

On all sub-tabs, you can highlight a record in the grid and view the production order or template it belongs to. And from all tabs except the historical tabs, you can create new records, edit existing records, or perform other processing steps such as Building a production order or changing the Status or Phase.

Read the Production Manager manual topic for more information.

Sales

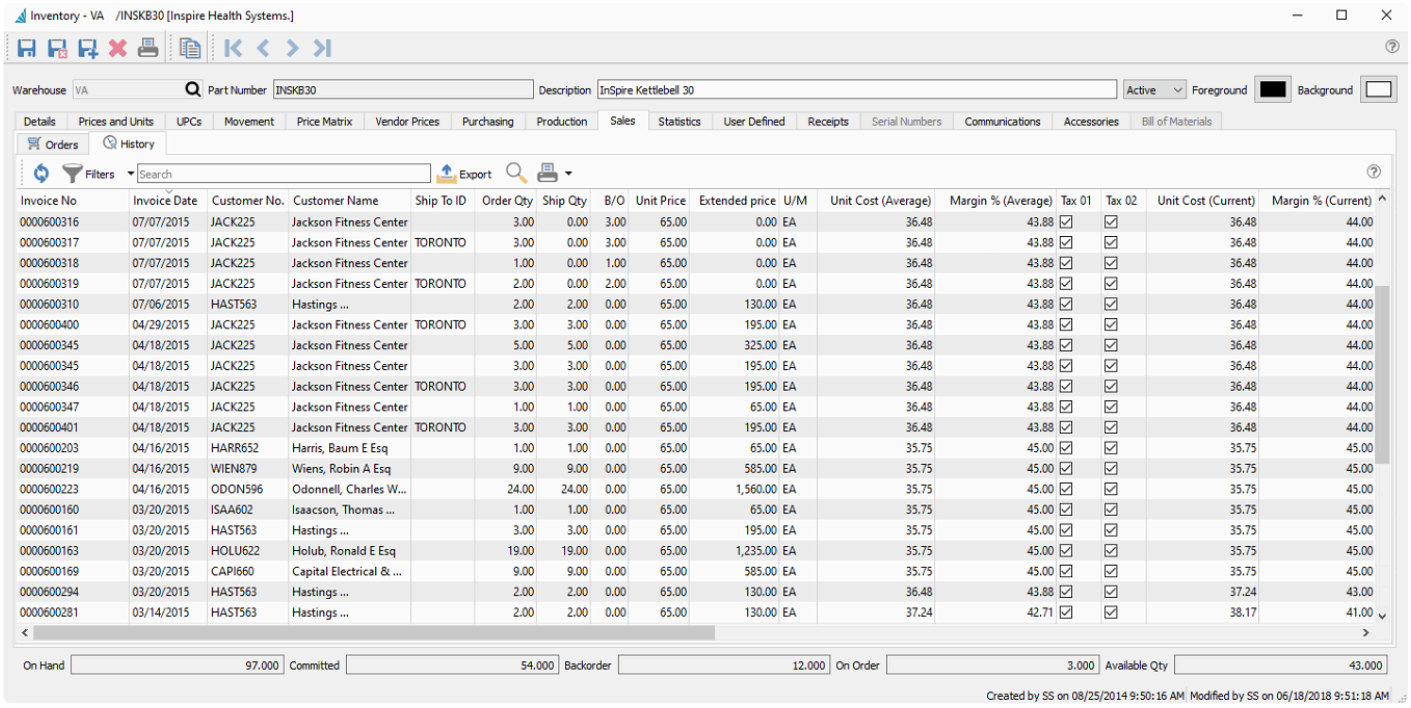
The Sales tab has two sub-tabs that display sales information for this item. The Orders tab has a list of all outstanding sales orders for this item, not yet closed to sales history. You can see at a glance how many are on each order, are they backordered, what the price is, when the order is expected, and the open, processed or shipped status of each order. You can view or edit any order and modify, process, ship and invoice the order from this screen.



Read the Sales Orders manual topic for more information.

Sales History

The History tab has a list of all sales orders for this item that have been invoiced and closed to sales history. A filter can be set to list only those invoices you need to see, such as recent invoices or from a specific customer. You can view an invoice and see what was ordered, and also copy the invoice to create a new sales order, or create a credit note to reverse some or all of the invoice.

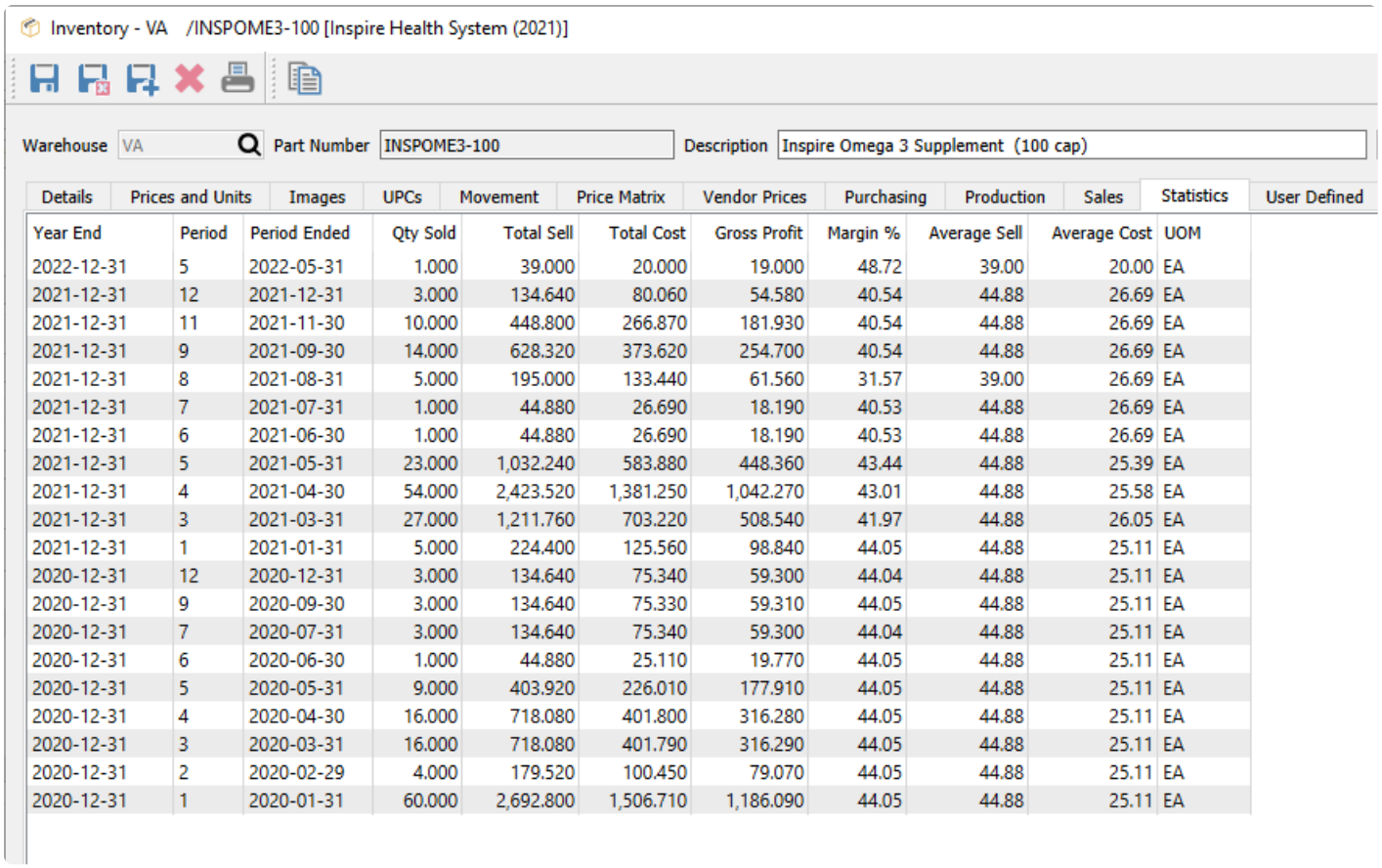


If user security settings allow, you can also click the edit button to allow correction of non-financial information on posted invoices such as the PO number, salesperson, ship method or address.

You can also view the GL transaction that was created when this invoice was posted, or anything else possible as if you opened this invoice from the Sales History module.

Statistics

From this screen, a summary of sales invoices by fiscal period and year is displayed for every period that has at least one invoice posted, sorted with the most recent period at the top. You can see the totals sold for each month, along with gross profit, sales margin, and average selling price and cost of sales.

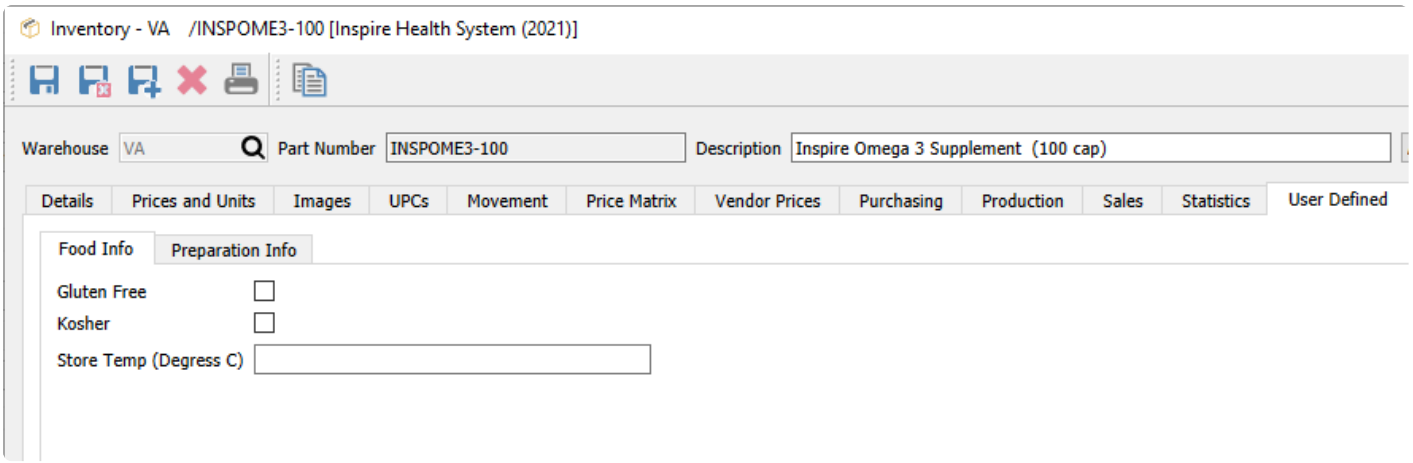


Year End	Period	Period Ended	Qty Sold	Total Sell	Total Cost	Gross Profit	Margin %	Average Sell	Average Cost	UOM
2022-12-31	5	2022-05-31	1.000	39.000	20.000	19.000	48.72	39.00	20.00	EA
2021-12-31	12	2021-12-31	3.000	134.640	80.060	54.580	40.54	44.88	26.69	EA
2021-12-31	11	2021-11-30	10.000	448.800	266.870	181.930	40.54	44.88	26.69	EA
2021-12-31	9	2021-09-30	14.000	628.320	373.620	254.700	40.54	44.88	26.69	EA
2021-12-31	8	2021-08-31	5.000	195.000	133.440	61.560	31.57	39.00	26.69	EA
2021-12-31	7	2021-07-31	1.000	44.880	26.690	18.190	40.53	44.88	26.69	EA
2021-12-31	6	2021-06-30	1.000	44.880	26.690	18.190	40.53	44.88	26.69	EA
2021-12-31	5	2021-05-31	23.000	1,032.240	583.880	448.360	43.44	44.88	25.39	EA
2021-12-31	4	2021-04-30	54.000	2,423.520	1,381.250	1,042.270	43.01	44.88	25.58	EA
2021-12-31	3	2021-03-31	27.000	1,211.760	703.220	508.540	41.97	44.88	26.05	EA
2021-12-31	1	2021-01-31	5.000	224.400	125.560	98.840	44.05	44.88	25.11	EA
2020-12-31	12	2020-12-31	3.000	134.640	75.340	59.300	44.04	44.88	25.11	EA
2020-12-31	9	2020-09-30	3.000	134.640	75.330	59.310	44.05	44.88	25.11	EA
2020-12-31	7	2020-07-31	3.000	134.640	75.340	59.300	44.04	44.88	25.11	EA
2020-12-31	6	2020-06-30	1.000	44.880	25.110	19.770	44.05	44.88	25.11	EA
2020-12-31	5	2020-05-31	9.000	403.920	226.010	177.910	44.05	44.88	25.11	EA
2020-12-31	4	2020-04-30	16.000	718.080	401.800	316.280	44.05	44.88	25.11	EA
2020-12-31	3	2020-03-31	16.000	718.080	401.790	316.290	44.05	44.88	25.11	EA
2020-12-31	2	2020-02-29	4.000	179.520	100.450	79.070	44.05	44.88	25.11	EA
2020-12-31	1	2020-01-31	60.000	2,692.800	1,506.710	1,186.090	44.05	44.88	25.11	EA

Statistics only display for the 3 open fiscal years, and not for any fiscal years prior to these. If a fiscal period does not have any sales of this item, that period will not be listed, rather than show a row of all zeroes. And this list is strictly for statistical display, without the ability to edit or drill-down.

User Defined

From this tab, you can enter information into user defined fields (UDF) that you specify, to store data where fields in Spire have not already been created. The UDF configuration for fields and tabs is available for all inventory items.

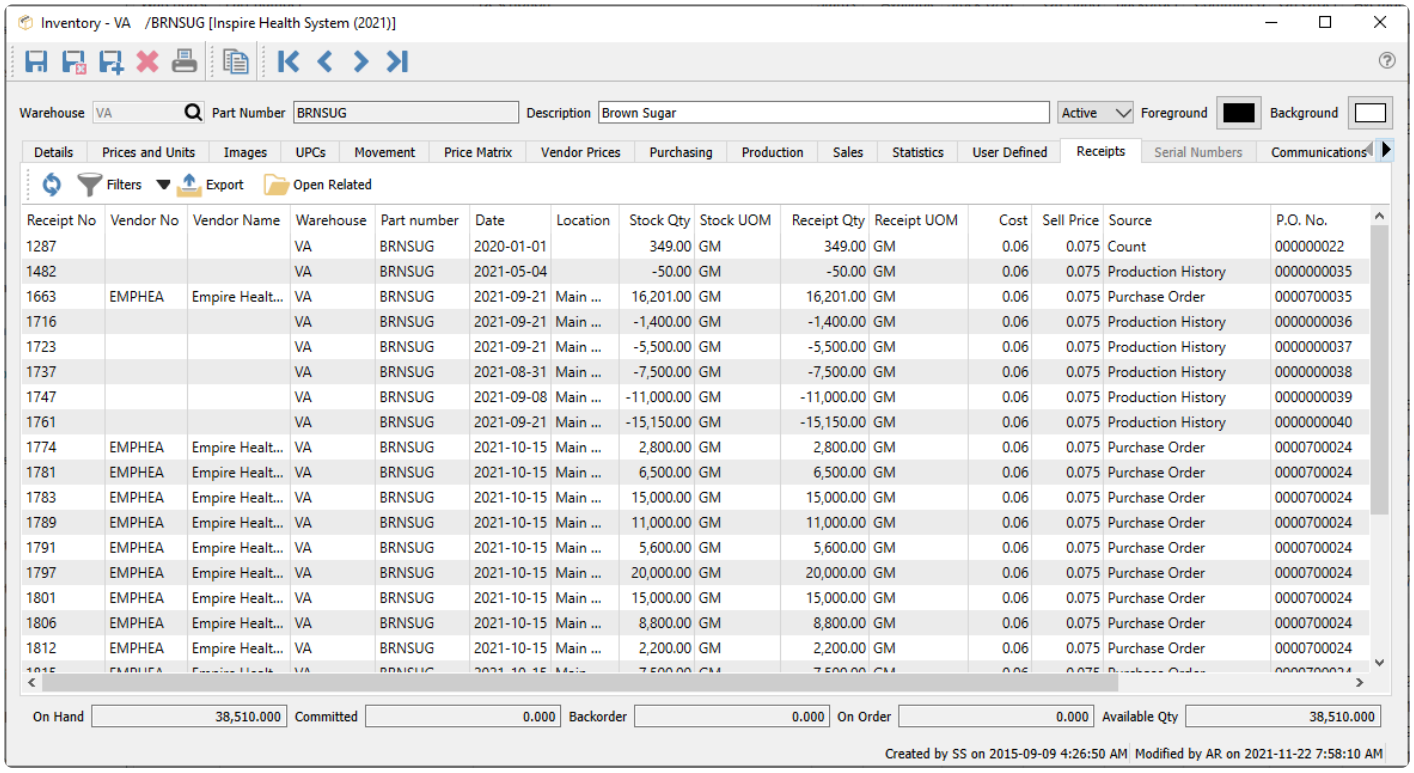


If a user security setting allows, you can change the UDF structure to edit, add and delete different types of fields one one or more tabs you determine.

Read the User Defined Fields manual topic for more information.

Receipts

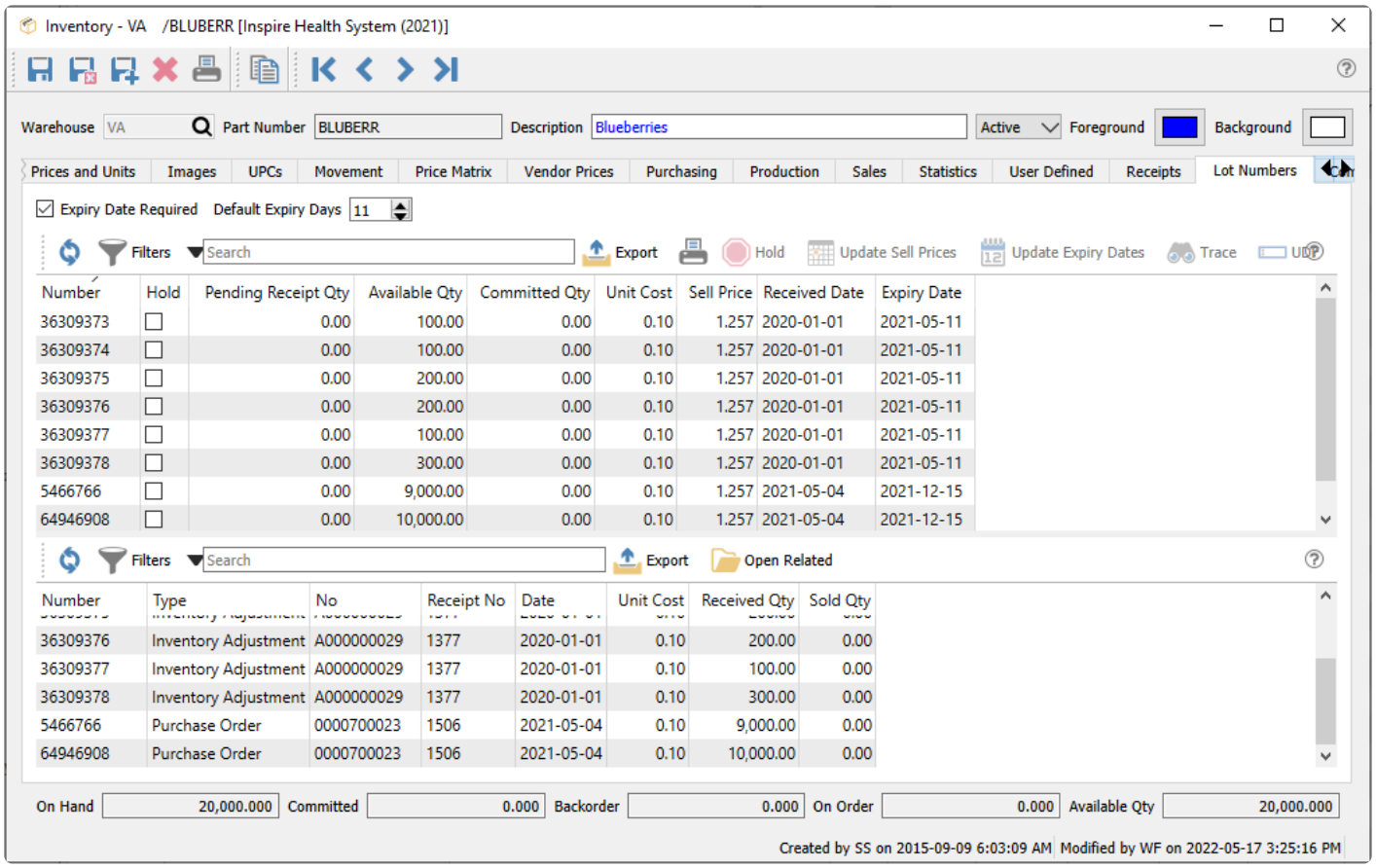
Similar to the Movement tab, the Receipts tab displays transactions for this item from various sources such as Purchase Order receipts, Inventory adjustments, counts, Sales returns and more. Unlike the Movement tab, only transactions that increase the quantity on hand are listed, therefore other transactions such as shipped invoices or purchase returns are not displayed.



All source transactions can be opened in a separate window for investigation.

Lot Numbers

If the inventory item type is specified as Lot Numbered, an additional Lot Numbers tab is available to display the lot numbers assigned to quantity on hand and historical transactions. You also have the ability to trace through transactions related to a specific lot to see where it was sold or produced.



The Lot Numbers screen is divided into two sections, which can be resized by dragging the splitter bar between them. The top section lists all quantity on hand and their respective lot number and related information. The bottom section lists the dispositions of a highlighted lot number to see related transactions.

Lot number list

In addition to the standard toolbar buttons such as Filters or reports, there are some key processes related to lot numbers.

- **Expiry Date Required** – When receiving or producing this item and a lot number is being assigned, you will be prevented saving until an expiry date is entered the lot. This is useful to ensure that all lots have expiry dates when necessary.
- **Default Expiry Days** – When receiving or producing this item and a lot number is being assigned, the expiry date for the lot will be calculated from this number of days after the receipt date. The expiry date can be modified as required, as this is just a default date determination.

- **Hold** – Highlight one or more lot numbers and toggle the Hold button to mark the hold status on each lot. This prevents these lot numbers from being selected on sales orders, adjustment reductions, stock transfers or production order consumption.
- **Update Sell Prices** – Highlight one or more lot numbers and click the button to enter a new Sell price to apply. Choosing this lot on a sales order will adjust the Unit Price of the item.
- **Update Expiry Dates** – Highlight one or more lot numbers and click the button to enter a new expiry date to apply. This is used not only for information purposes but also may change automatic lot selection if done by expiry date.
- **Trace** – Highlight one or more lot numbers and click the button to open a Trace window for each lot. This trace window is more powerful than the disposition grid display at the bottom, as it can go through multiple levels of production components to locate all related transactions, where the grid only displays the top level transactions that use the lot number.
- **UDF** – If user defined fields (UDFs) are configured for lot numbers, they can be entered here.

Lot number grid:

- **Number** – The unique lot number. When selling or consuming this item, lots may automatically be selected based on the first alpha-numeric lot number.
- **Hold** – The on hold status, identifying that these lot numbers are not available for transaction entry.
- **Pending Receipt Qty** – Quantity on a receipt or adjustment transaction that is entered but not yet posted.
- **Available Qty** – How many of the lot are still available to sell or use for production.
- **Committed Qty** – How many from this lot number have been shipped from sales orders or consumed on production orders.
- **Unit Cost** – The unit cost of the item for this lot number when it was purchased or produced.
- **Sell Price** – The unit price of the item for this lot number when it is sold to a customer. If the sales order is shipping the item across multiple lots with different prices, the unit price from the last lot is used for the order.
- **Received Date** – Date the items for this lot was received. If this field is blank then the transaction with this lot has not yet been posted and is pending. When selling or consuming this item, lots may automatically be selected based on the oldest received date.
- **Expiry Date** – Tracks the expiration or best before date for each lot. When selling or consuming this item, lots may automatically be selected based on the oldest expiry date.

Lot number transactions

You can highlight one or more lot numbers and see dispositions in this lower grid.

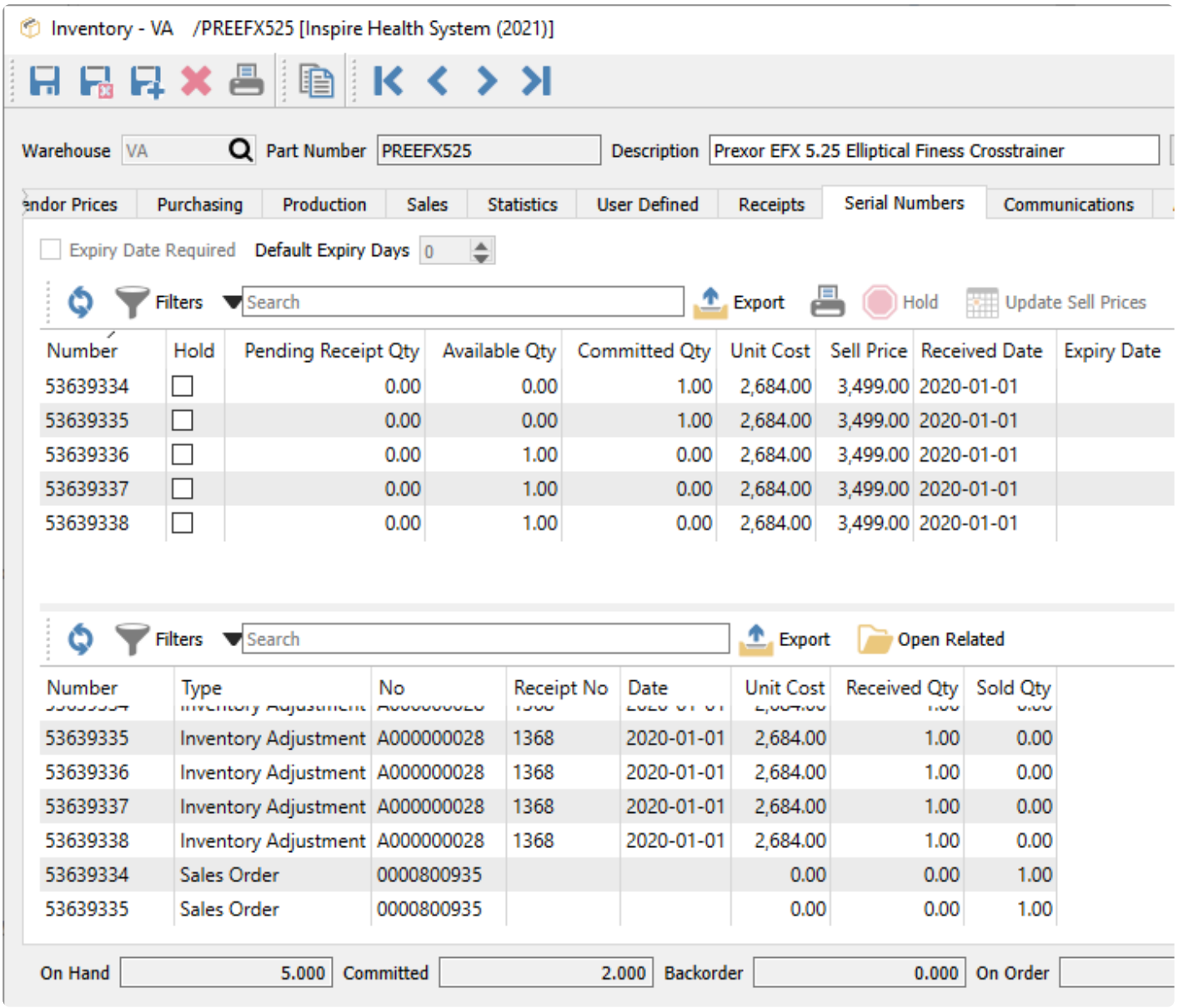
- **Number** – The lot number associated with the transaction.
- **Type** – Type of movement. There are many different types of transactions that create or deplete lot-numbered items.
- **No** – The document number from the transaction.
- **Receipt No** – A unique internal number from the transaction that added qty on hand for the item, which could be from a PO receipt but could also have come from many other transaction types. If it is blank, then the transaction is either pending and not posted, or a transaction that sold or consumed

the lot.
- **Date** – Date of the transaction.
- **Unit Cost** – Unit cost of the item on the transaction. It will be zero for pending or depleting-type transactions.
- **Received Qty** – The net movement quantity of the transaction. It could be negative for inventory adjustments or transfers or consumed in production orders, or zero for Invoices.
- **Sales Qty** – The quantity of items sold on an Invoice. This will be zero for other transaction types.

As you can see by the data saved on a lot number a full tractability can be done. It takes literally seconds to find out where an item came from, who it got sold to, what other item it was consumed by and how many are left in stock.

Serial Numbers

If the inventory item type is specified as Serialized, an additional Serial Numbers tab is available to display the serial numbers assigned to quantity on hand and historical transactions. You also can see transactions related to specific serial numbers.



The Serial Numbers screen is divided into two sections, which can be resized by dragging the splitter bar between them. The top section lists all quantity on hand and each serial number and related information. The bottom section lists the dispositions of a highlighted serial number to see related transactions.

Serial number list

In addition to the standard toolbar buttons such as Filters or reports, there are some key processes related to serial numbers.

- **Hold** – Highlight one or more serial numbers and toggle the Hold button to mark the hold status on each number. This prevents these serial numbers from being selected on sales orders, adjustment reductions, stock transfers or production order consumption.
- **Update Sell Prices** – Highlight one or more serial numbers and click the button to enter a new Sell price to apply. Choosing this serial number on a sales order will adjust the Unit Price of the item.
- **UDF** – If user defined fields (UDFs) are configured for serial numbers, they can be entered here.

Serial number grid:

- **Number** – The serial number, which must be unique across all items.
- **Hold** – The on hold status, identifying that these serial numbers are not available for transaction entry.
- **Pending Receipt Qty** – Quantity on a receipt or adjustment transaction that is entered but not yet posted.
- **Available Qty** – If this is one then it is still available to sell or use for production. If zero then it is not.
- **Committed Qty** – If this is one then it has been sold or used for production. If zero then it has not.
- **Unit Cost** – The unit cost of the item for this serial number when it was purchased or produced.
- **Sell Price** – The unit price of the item for this serial number when it is sold to a customer.
- **Received Date** – Date the items for this serial number was received. If this field is blank then the transaction with this serial number has not yet been posted and is still pending.
- **Expiry Date** – Not used for serial numbers.

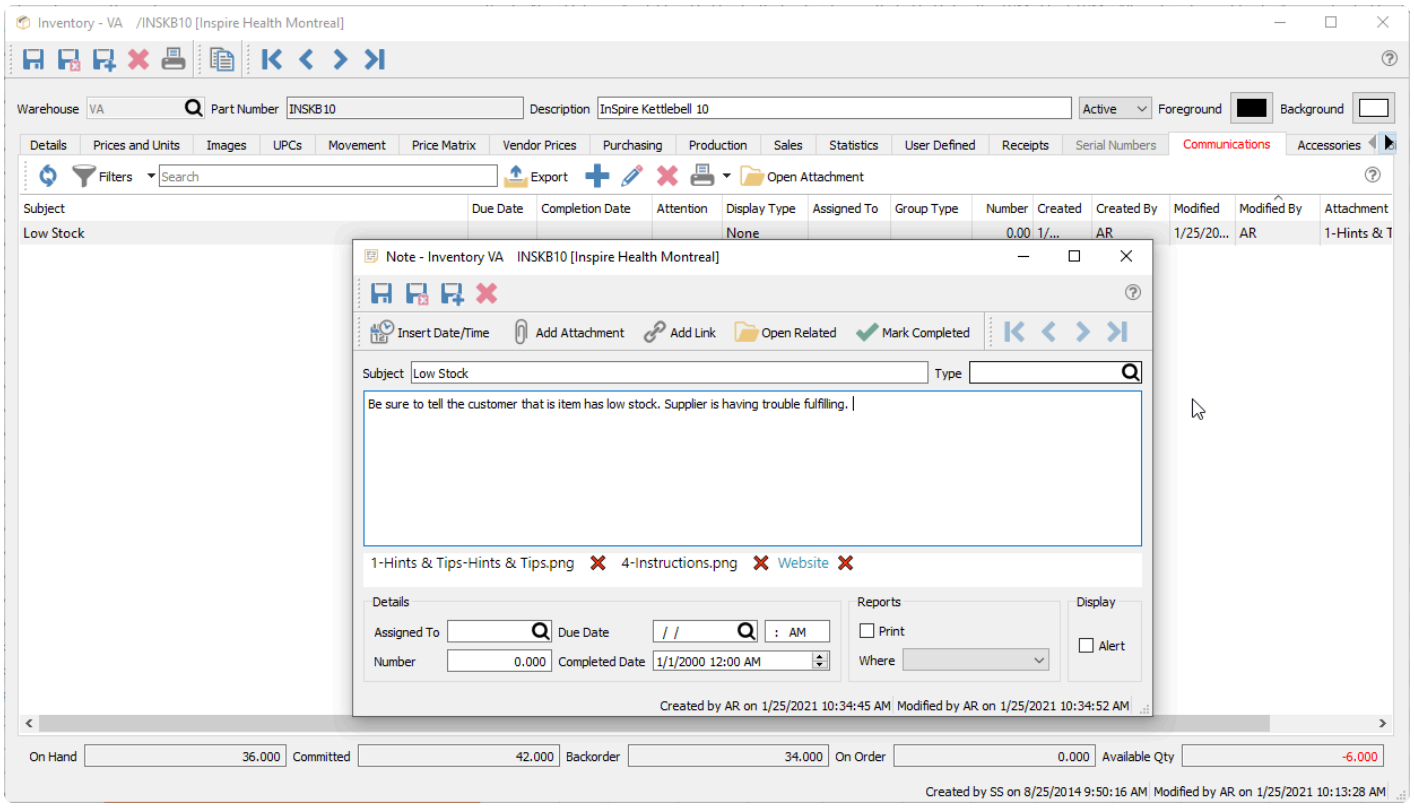
Serial number transactions

You can highlight one or more serial numbers and see dispositions in this lower grid.

- **Number** – The serial number associated with the transaction.
- **Type** – Type of movement. There are many different types of transactions that create or deplete serial-numbered items.
- **No** – The document number from the transaction.
- **Receipt No** – A unique internal number from the transaction that added qty on hand for the item, which could be from a PO receipt but could also have come from many other transaction types. If it is blank, then the transaction is either pending and not posted, or a transaction that sold or used the serial number.
- **Date** – Date of the transaction.
- **Unit Cost** – Unit cost of the item on the transaction. It will be zero for pending or depleting-type transactions.
- **Received Qty** – The net movement quantity of the transaction. It could be negative for inventory adjustments or transfers or consumed in production orders, or zero for Invoices.
- **Sales Qty** – The quantity of items sold on an Invoice. This will be zero for other transaction types.

Communications & Attachments

The communications tab allows storing notes in items, assigned to a particular user for follow up on a specified date, including file attachments or links to web URLs, and give an alert when it is chosen on transactions.



Notes can be added to inventory items for various reasons. If the alert flag is set in the Display section, this note will pop up when adding the item to a sales or purchase order. The note can also be assigned to a user so that when the user logs into Spire and the note is due or overdue it will be included on their alerts list, until such time that the task on the note is completed.

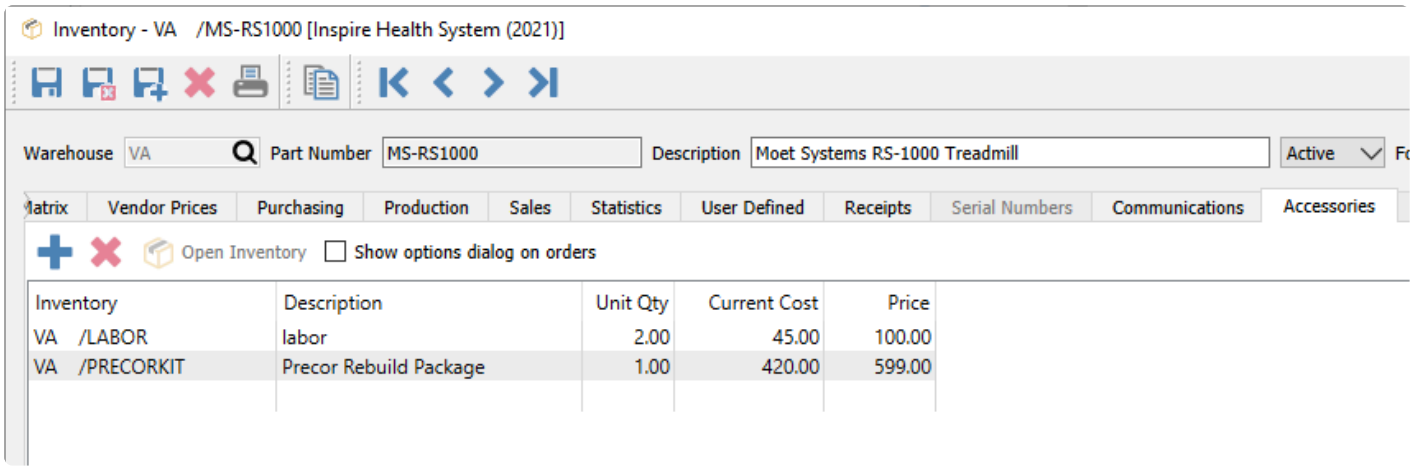
Any number of attachments can be added to an item. Once attached, you can open one simply by double clicking the attachment name or single clicking a link name, and it will open in the default viewer for that type of file or link. The Open Attachment button will load the first listed attachment or link if multiple are defined. In this example the ‘Hints and Tips’ image will be loaded in the default picture viewer, as it is listed first.

This note can also be included on any report. Many of Spire’s stock reports have a sub report on them, hidden but can be unsuppressed by using Crystal Reports to edit them. Your Spire partner can assist to have them print if required.

Read the Communications manual topic for more information.

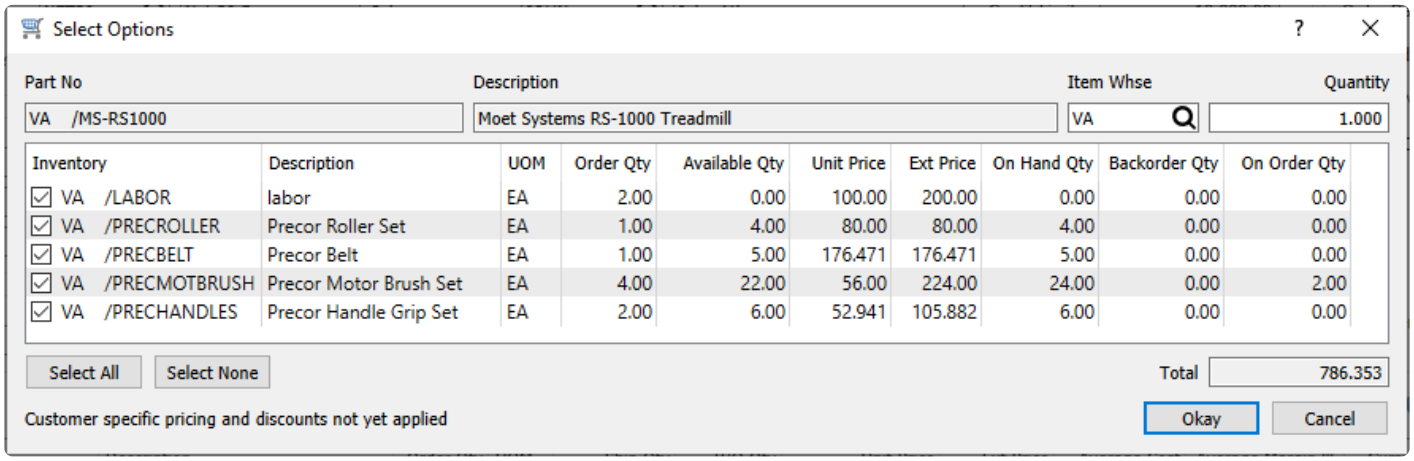
Accessories

Accessories are additional items that are included with this item when added to a sales order. Any number of accessories can be defined for an item.



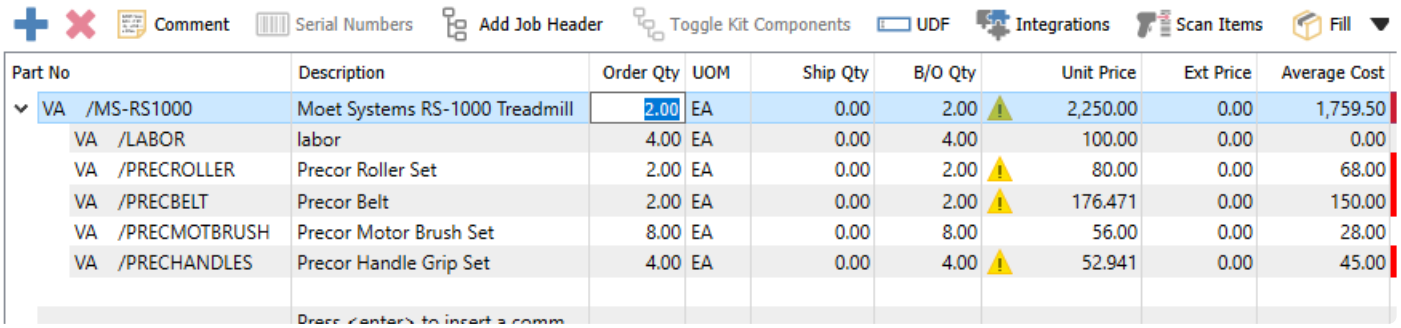
From the Accessories tab, you can add or remove items for inclusion as order accessories, and open a highlighted item in a separate window for investigation or editing. Any item can be added, including those that have components or accessories assigned, thereby having multiple nested levels of items on an order. In the example above, the PRECORKIT item is a Macro item that will be replaced by multiple component items when added to a sales order.

Show options dialog on order – Enable this option to open a screen when this item is added to a sales order to allow you to pick and choose which accessories will also be included, or modify accessory order quantities. Disable this option to automatically include all accessories on the order, which can later be modified in the details grid if desired.



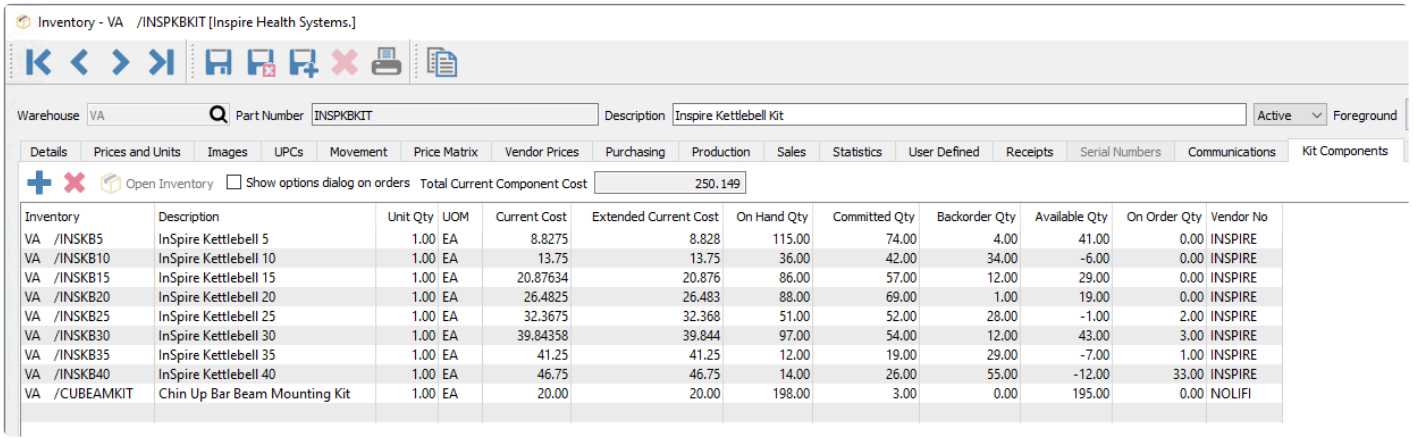
Accessories displayed as nested items on orders, beneath the item they are associated with, and can be suppressed from view by clicking the arrowhead next to the main item number. Overall quantities of accessories are initially controlled by the main item, and if you change the Order Qty to something other than one, this new value will be multiplied with each accessory setup quantity, to calculate the accessory

order quantities. Accessories on orders have independent prices and costs and can be modified as required.



Kit Components

A kit is a collection of items represented by a master part number used for selection on sales orders. Kitted items have no assembly process, as there is for 'Manufactured' items. If the inventory item type is specified as Kitted, an additional Kit Components tab is available to display or update the items list.



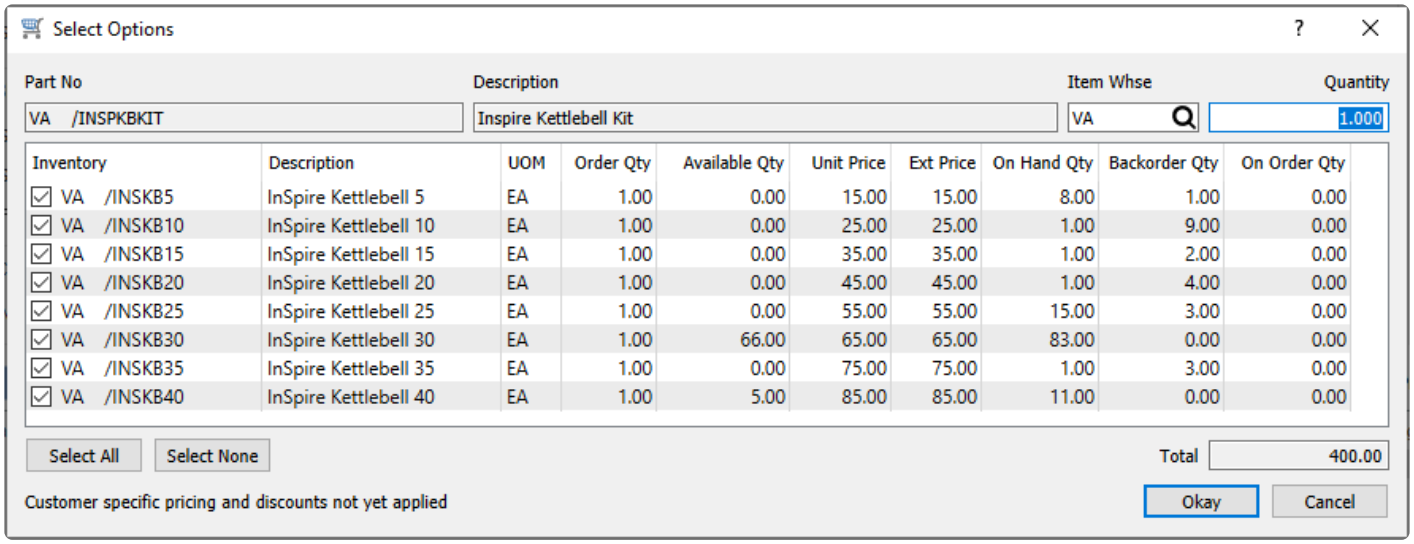
Inventory	Description	Unit Qty	UOM	Current Cost	Extended Current Cost	On Hand Qty	Committed Qty	Backorder Qty	Available Qty	On Order Qty	Vendor No
VA /INSKB5	InSpire Kettlebell 5	1.00	EA	8.8275	8.828	115.00	74.00	4.00	41.00	0.00	INSPIRE
VA /INSKB10	InSpire Kettlebell 10	1.00	EA	13.75	13.75	36.00	42.00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

From this tab, you can add or remove items for inclusion in the kit, and open a highlighted item in a separate window for investigation or editing. Any item can be added, including those that have components or accessories assigned, thereby having multiple nested levels of items on an order.

Total Current Component Cost – The sum of all extended costs of the kit components. You don't need to maintain the Current cost of kitted items as this total will automatically be used as the cost of sale on orders, though you can to assist in determining the selling price and margin.

The kitted item price is maintained in the usual way on the Details or Prices and Units tab, rather than being calculated from the kit component prices.

Show options dialog on orders – Enable this option to open a screen when this item is added to a sales order to allow you to pick and choose which kit components will be included, or modify order quantities. Disable this option to automatically include all kit components on the order, which can later be modified in the details grid if desired.

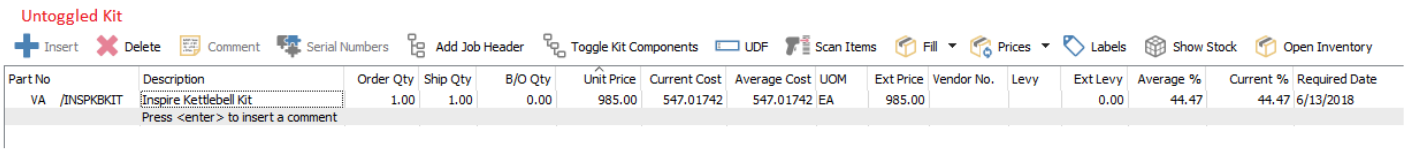


Displaying Kits on Sales Orders

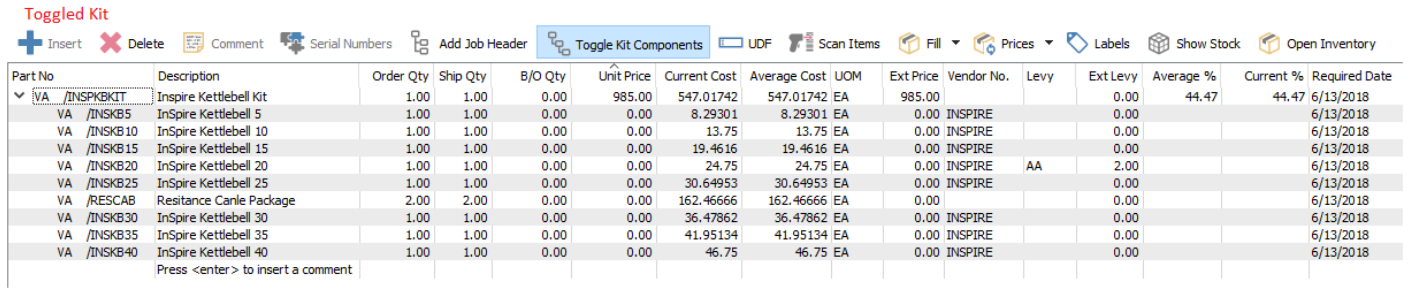
When a kit is added to an order and the **Show options dialog on orders** option is disabled, the kit initially shows on the order as a single item, with the component items completely suppressed. You can highlight the kit item on the order and select the “Toggle Kit Components” button to expand the component items, displayed as nested underneath the kit item. And you can toggle this off to suppress the component items. When the kit is toggled on, component items will print on sales order reports and invoices along with the kit item, and when toggled off only the kit item is printed without the components.

When the kit components are toggled on, an arrow next to the kit number will allow collapsing the components from the grid, if it is more efficient in entry to not have these additional items displayed in the grid. Regardless of whether or not components are expanded, when order reports or forms are printed, all components will still be included. Your cue that components will be printed is the existence of the arrow with the kit item, either expanded or collapsed.

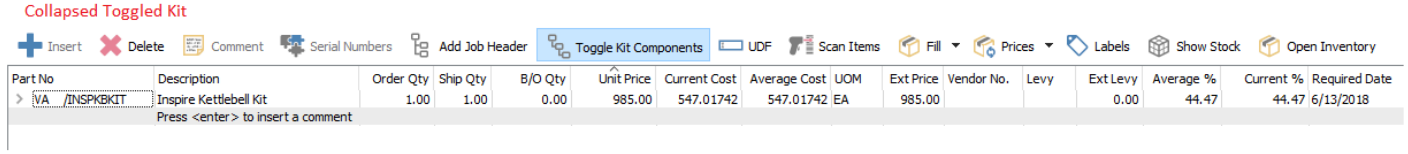
Untoggled Kit



Toggled Kit



Collapsed Toggled Kit



If the **Show options dialog on orders** option is enabled and after you confirm the components, the kit initially shows on the order with the components expanded. You can collapse the components to hide them in the grid, but you are prevented from toggling the list to suppress them completely from printing. Therefore, if you don't want to print component items on reports and forms, you should disable the 'show options dialog' option on the kitted item.

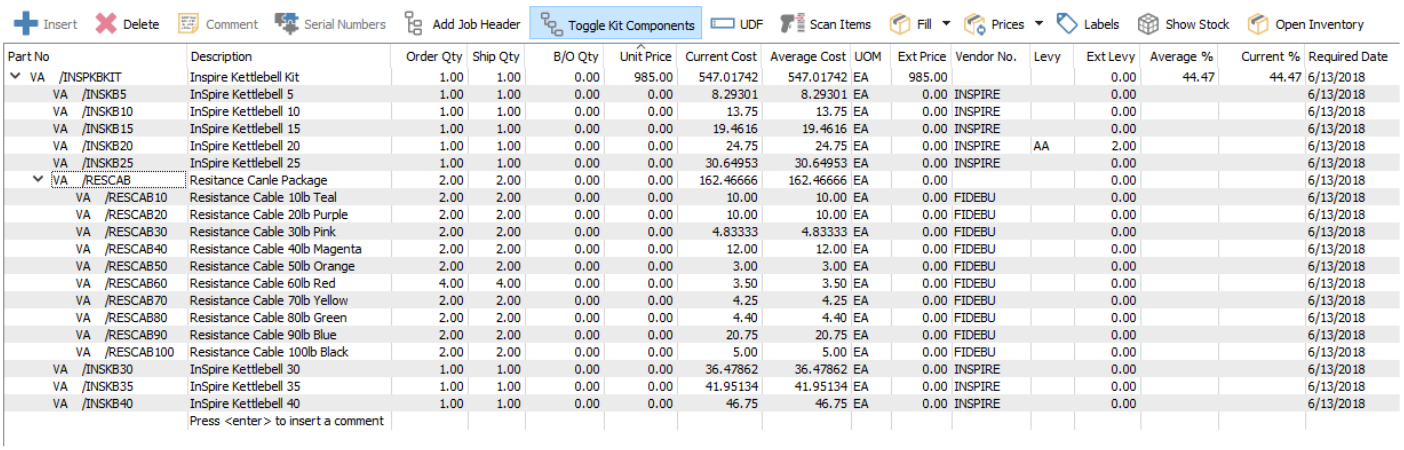
> ✻ Note that if one of the components has a levy attached, it will be charged regardless of whether the kit is toggled or not.

Serial / Lot Numbering on Kit Components

When a kit contains a component that is configured as either Serialized or Lot Numbered, then the **Show options dialog on order** option must be enabled, and you will not be able to save the kitted item with this disabled. This is required because you need to be able to assign a serial or lot number for the component, and if component items are suppressed and never toggled on, they would not get loaded and have the number assigned. This setup allows you to notice that kit components require the tracking number, rather than having to remember to toggle on the kit and enter them. Once the serial or lot numbers have been assigned on kit component items, the kit can be toggled off if you don't want to print components on reports or forms.

Nested Kits

Kits can be added as a component of a kit. This therefore creates a nested kit. If the kit is toggled on a sales order they will show indented inside the top kit.



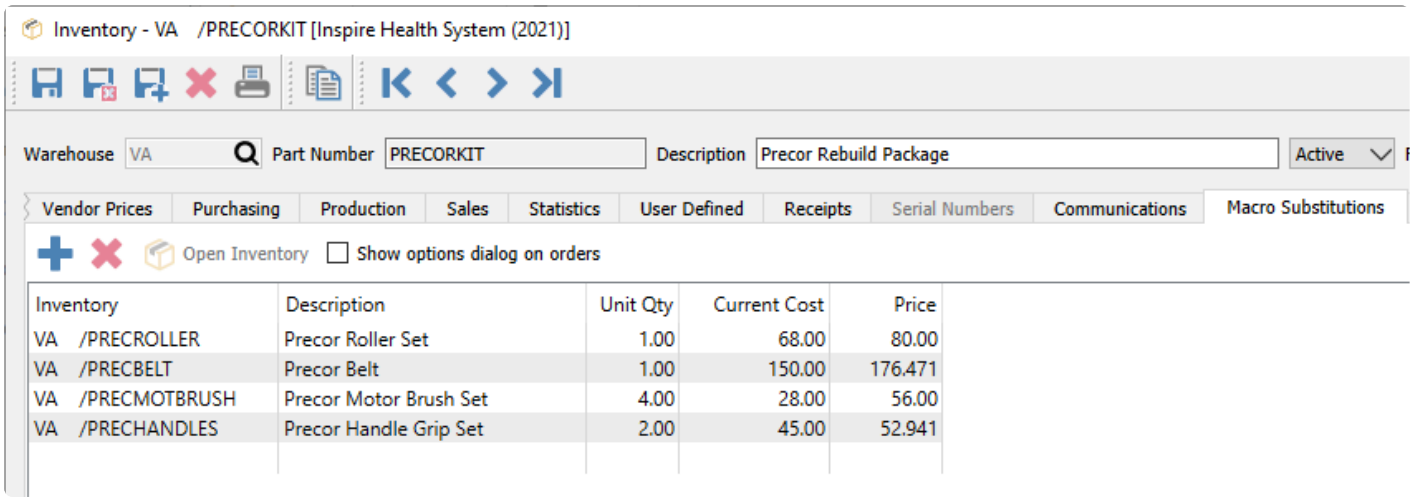
Part No	Description	Order Qty	Ship Qty	B/O Qty	Unit Price	Current Cost	Average Cost	UOM	Ext Price	Vendor No.	Levy	Ext Levy	Average %	Current %	Required Date
VA /INSPKBKIT	Inspire Kettlebell Kit	1.00	1.00	0.00	985.00	547.01742	547.01742	EA	985.00			0.00	44.47	44.47	6/13/2018
VA /INSKB5	InSpire Kettlebell 5	1.00	1.00	0.00	0.00	8.29301	8.29301	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB10	InSpire Kettlebell 10	1.00	1.00	0.00	0.00	13.75	13.75	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB15	InSpire Kettlebell 15	1.00	1.00	0.00	0.00	19.4616	19.4616	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB20	InSpire Kettlebell 20	1.00	1.00	0.00	0.00	24.75	24.75	EA	0.00	INSPIRE	AA	2.00			6/13/2018
VA /INSKB25	InSpire Kettlebell 25	1.00	1.00	0.00	0.00	30.64953	30.64953	EA	0.00	INSPIRE		0.00			6/13/2018
VA /RESCAB	Resitance Canle Package	2.00	2.00	0.00	0.00	162.46666	162.46666	EA	0.00			0.00			6/13/2018
VA /RESCAB10	Resistance Cable 10lb Teal	2.00	2.00	0.00	0.00	10.00	10.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB20	Resistance Cable 20lb Purple	2.00	2.00	0.00	0.00	10.00	10.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB30	Resistance Cable 30lb Pink	2.00	2.00	0.00	0.00	4.83333	4.83333	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB40	Resistance Cable 40lb Magenta	2.00	2.00	0.00	0.00	12.00	12.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB50	Resistance Cable 50lb Orange	2.00	2.00	0.00	0.00	3.00	3.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB60	Resistance Cable 60lb Red	4.00	4.00	0.00	0.00	3.50	3.50	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB70	Resistance Cable 70lb Yellow	2.00	2.00	0.00	0.00	4.25	4.25	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB80	Resistance Cable 80lb Green	2.00	2.00	0.00	0.00	4.40	4.40	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB90	Resistance Cable 90lb Blue	2.00	2.00	0.00	0.00	20.75	20.75	EA	0.00	FIDEBU		0.00			6/13/2018
VA /RESCAB100	Resistance Cable 100lb Black	2.00	2.00	0.00	0.00	5.00	5.00	EA	0.00	FIDEBU		0.00			6/13/2018
VA /INSKB30	InSpire Kettlebell 30	1.00	1.00	0.00	0.00	36.47862	36.47862	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB35	InSpire Kettlebell 35	1.00	1.00	0.00	0.00	41.95134	41.95134	EA	0.00	INSPIRE		0.00			6/13/2018
VA /INSKB40	InSpire Kettlebell 40	1.00	1.00	0.00	0.00	46.75	46.75	EA	0.00	INSPIRE		0.00			6/13/2018
	Press <enter> to insert a comment														

Macros

Macro items represent a collection of other items specified on the Macro Substitutions tab. These differ from Kitted items in that Macro items are completely replaced by their substituted items when added to sales orders and are not referenced in order or invoice inquiry. This is a convenient way to add a pre-defined group of items to an order that are commonly sold together. Macro items can be used on purchase orders as well as sales orders, which is useful if you have a group of items you often buy together.

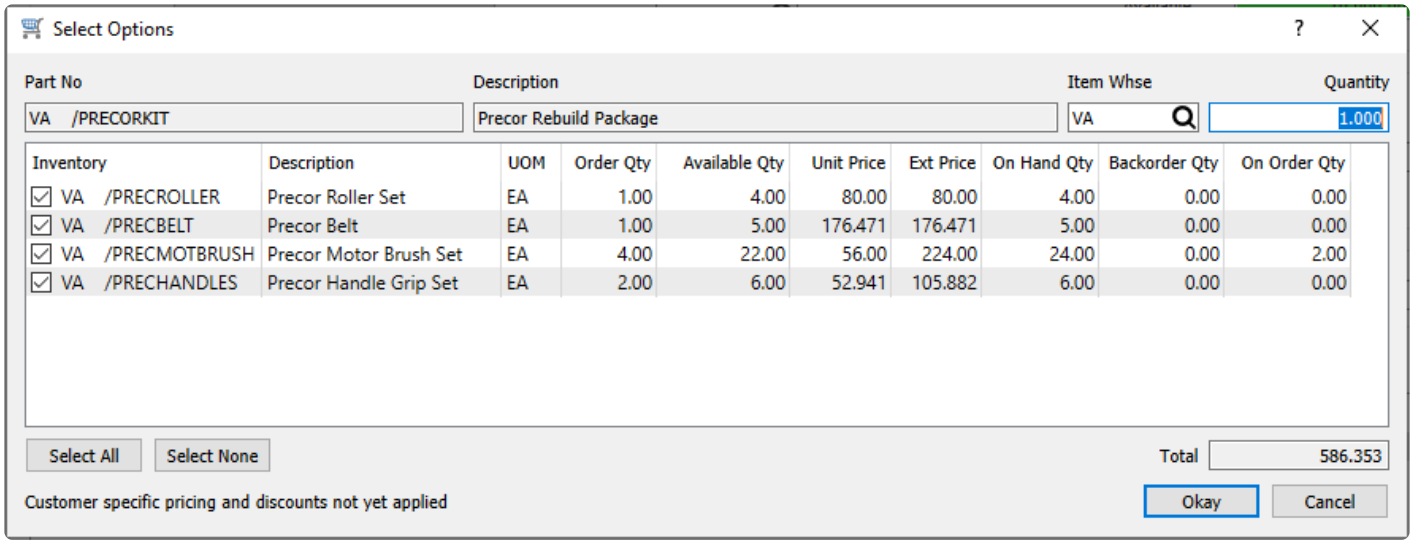
The Macro item data structure is compatible with Kitted items, so that if an item is initially configured with one type and you later decide that the other type is more appropriate, you can edit the item and change the type from one to the other.

If the inventory item type is specified as Macro, an additional Macro Substitutions tab is available to display or update the items list.

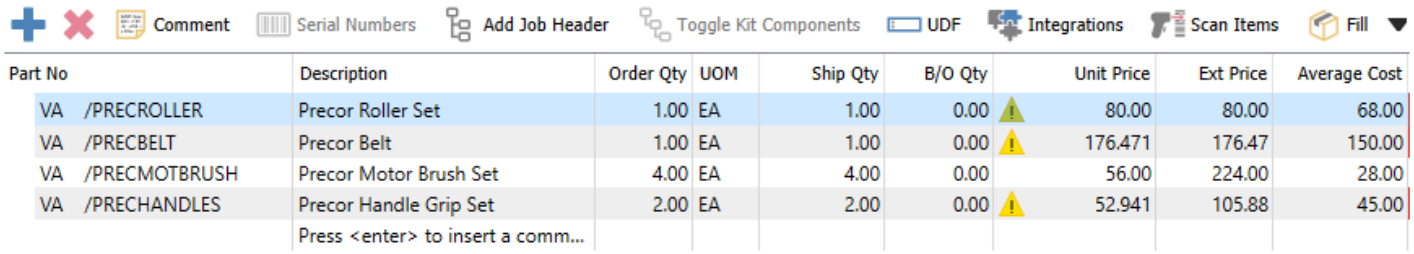


From this tab, you can add or remove items for inclusion in the kit, and open a highlighted item in a separate window for investigation or editing. Any item can be added, including those that have components or accessories assigned, thereby having multiple nested levels of items on an order.

Show options dialog on orders – Enable this option to open a screen when this item is added to a sales order to allow you to pick and choose which macro substitutions will be included, or modify order quantities. Disable this option to automatically include all macro substitutions on the order, which can later be modified in the details grid if desired.



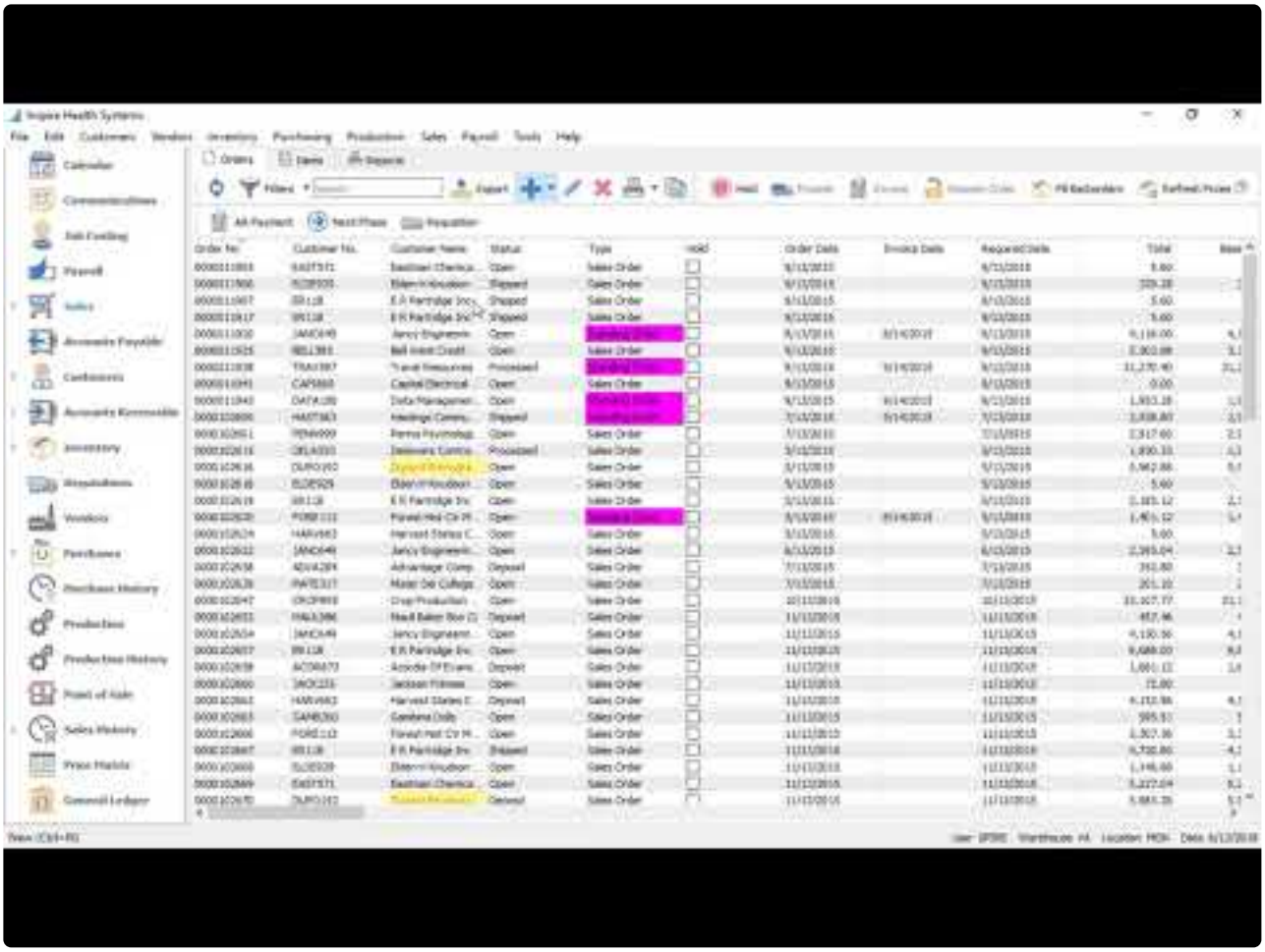
Whether or not the Show Options screen appears as part of selecting a Macro item for a sales order, all items are on the order individually with no reference to the macro item.



Use Macros as Substitutions

If there is a inventory part that has become obsolete, and have substituted it with another item that will instead be purchased and sold, you can use macros to assist with automatically accomplishing this, in a more convenient way than just making the old item inactive. You can modify an obsolete ‘Normal’ inventory item to become a ‘Macro’ type item, and then select the replacement item number on the Macro Substitutions tab. To ensure that you don’t save this obsolete item on orders, disable the **Show options dialog on orders** option so that selecting this item automatically replaces it with the replacement item without any prompt.

Watch this video for a demonstration of using macro substitutions

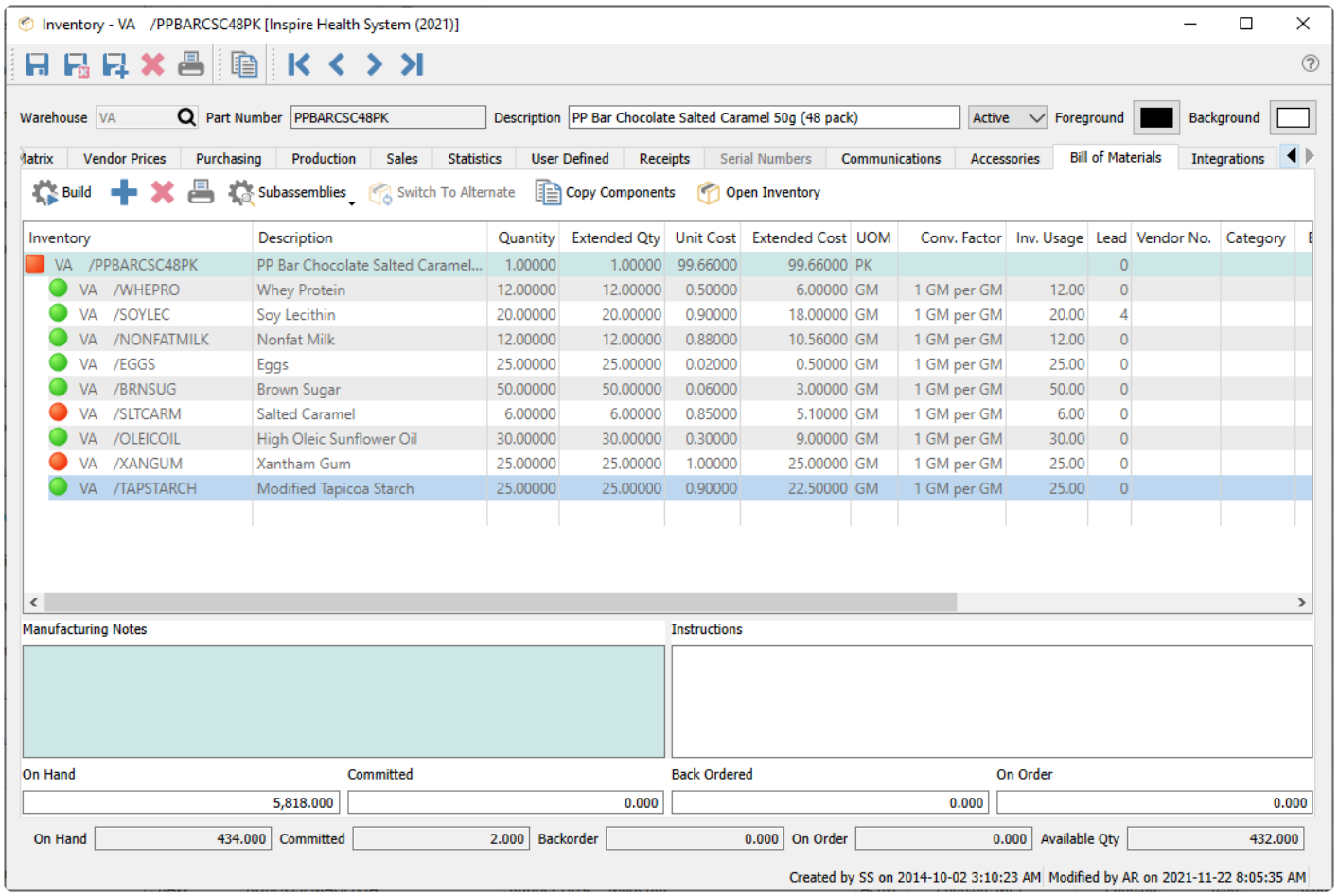


https://www.youtube.com/embed/IDmBu1cLXMc?rel=0

Bill of Materials

For items that are produced rather than purchased, the production configuration is created on the Bill of Materials tab, to determine the raw material items depleted from stock for building the finished product to sell. If the inventory item type is specified as Manufactured, an additional Bill of Materials tab is available to display or update the items list.

> Note: If you use the optional Production Manager module, the contents of the Bill of Materials tab is replicated in the primary Production template, and changes to one are automatically made to the other.



Add – Adds a new component. You can also click in the blank row beneath the last item to add a new component.
Delete – Deletes the highlighted component.
Print – Prints a listing report for this template.

Build – Click to consume the components of a manufactured item and add the quantity of finished product to stock. If you account for raw and manufactured goods with different inventory control accounts, the build process will credit inventory raw material and debit inventory finished goods.

Subassemblies – You can include manufactured items as components of other manufactured items, which are treated as subassemblies. This button can expand or collapse these subassemblies . When a subassembly is expanded, there is a ▼ next to the item number, and the components of that subassembly will be consumed instead of the finished subassembly. The availability colour indicator is also based on the subassembly, or the components if expanded.

- **Toggle Selected** – Suppresses or displays the components of the highlighted subassembly item.
- **Expand Unavailable** – Expands only those subassemblies where either it or it's components does not have enough quantity available to do this build.
- **Toggle All** – Suppresses or displays the components of all subassembly items.

Switch to Alternate – If an alternate item number is defined, this button is active and clicking will replace this component with the alternate part number. This is useful if the component is out of stock but the alternate is not, and switching allows building the manufactured item. You likely want to restore the original component when stock is available again.

Copy Components – Select another Manufactured item from which you can copy the components list and write to this item. This is useful when creating a new Manufactured item similar to another than already exists. Doing this will overwrite any existing components, not append to the list.

Open Inventory – Opens the highlighted component item to view or edit, just as if it was opened from the Inventory module.

Manufacturing Notes – Notes that are associated with the manufactured item in general, and not related to components.

Instructions – Notes that are associated only with the highlighted item, which could be either the Manufactured item or one of the components. If the highlighted row is for a component of a subassembly, instructions will not be saved.

You can easily recognize if you have enough stock on hand of all components to be able to build the item. For each component item, a green dot mean that there is enough stock available, a red dot means that there is not enough available, a yellow dot means that there is enough for this build but other production orders have committed stock which in total exceeds what is available, and a orange dot means that not enough stock is available but a Purchase Order has been issued for the shortage. The colour next to the manufactured item indicates a similar status and tells you if the build will be successful.

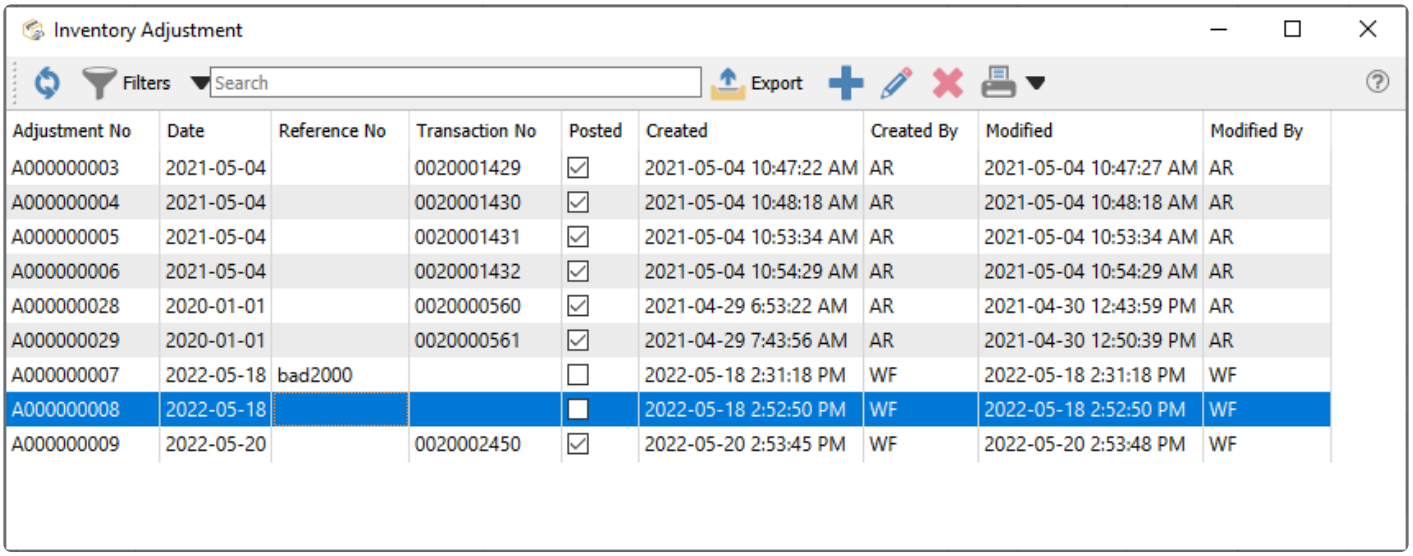
Read the Production Order manual topic for more information when building Manufactured items and you use the optional Production Manager add-on program.

Inventory Adjustments

Inventory Adjustment transactions are used to change the quantity on hand and associated cost of items without requiring a formal documented transaction such as a purchase order receipt or a shipped sales order. Perhaps an item was lost or found or broken in the warehouse and the available quantity requires correction.

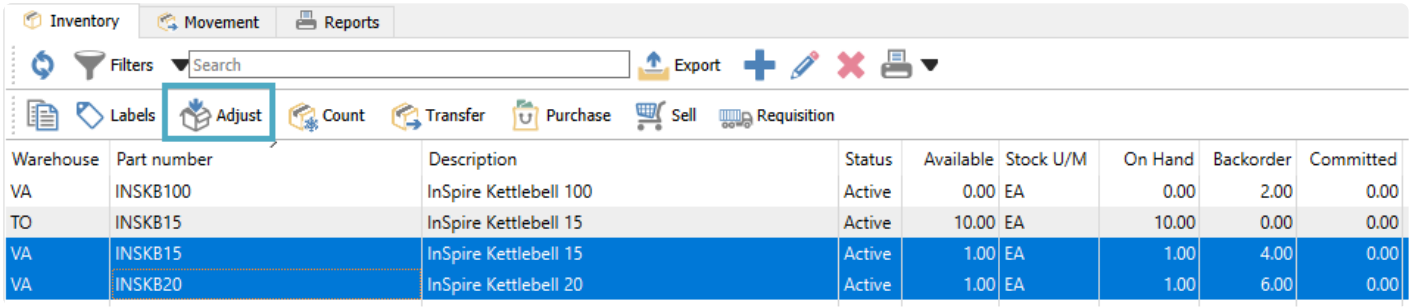
Before entering and posting any inventory adjustments, you must first open Company Settings/Inventory and select a default General Ledger account that adjustments are posted to, along with the Inventory control account. The posted transaction could be a debit or a credit, depending on whether the inventory quantity was decreased or increased.

Inventory adjustments can be initiated from two different places in Spire. One place is from the top Inventory menu and the Inventory Adjustments selection. This opens the Adjustment list window, and a new group of item Adjustments can be created from here with the Plus button, from which items are selected one at a time.

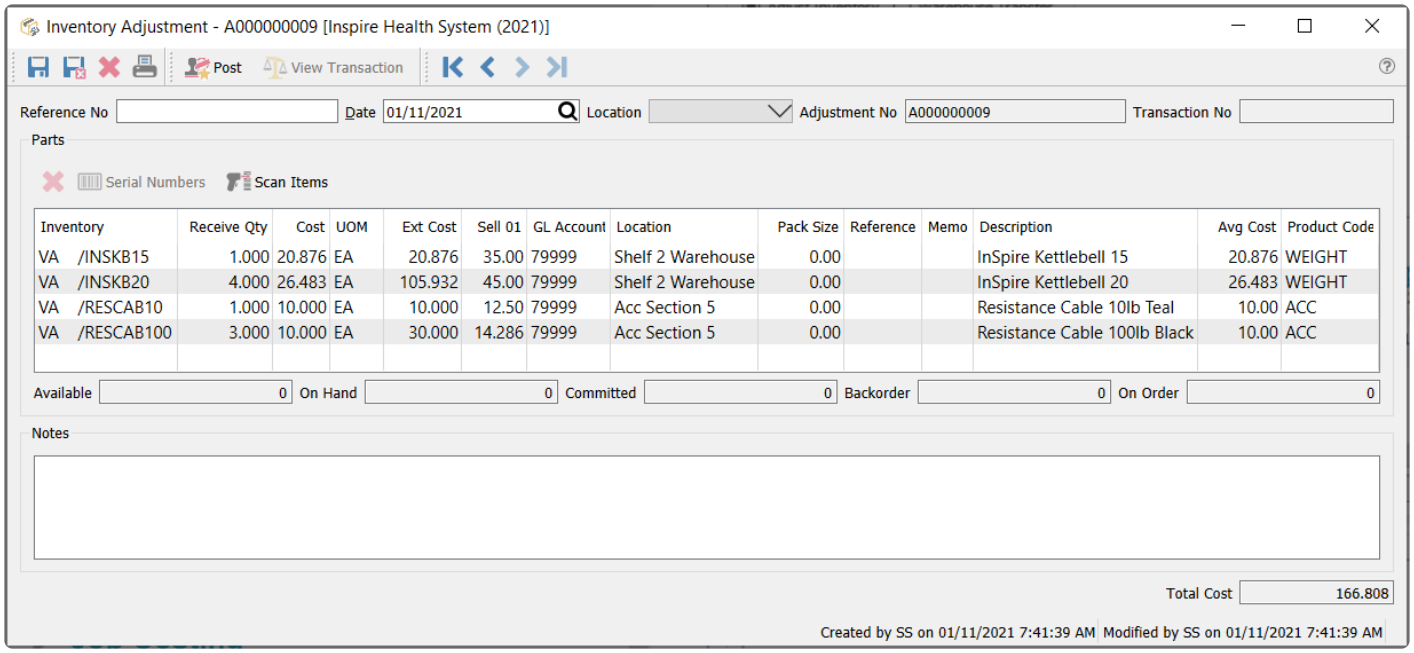


Adjustment No	Date	Reference No	Transaction No	Posted	Created	Created By	Modified	Modified By
A000000003	2021-05-04		0020001429	☑	2021-05-04 10:47:22 AM	AR	2021-05-04 10:47:27 AM	AR
A000000004	2021-05-04		0020001430	☑	2021-05-04 10:48:18 AM	AR	2021-05-04 10:48:18 AM	AR
A000000005	2021-05-04		0020001431	☑	2021-05-04 10:53:34 AM	AR	2021-05-04 10:53:34 AM	AR
A000000006	2021-05-04		0020001432	☑	2021-05-04 10:54:29 AM	AR	2021-05-04 10:54:29 AM	AR
A000000028	2020-01-01		0020000560	☑	2021-04-29 6:53:22 AM	AR	2021-04-30 12:43:59 PM	AR
A000000029	2020-01-01		0020000561	☑	2021-04-29 7:43:56 AM	AR	2021-04-30 12:50:39 PM	AR
A000000007	2022-05-18	bad2000		☐	2022-05-18 2:31:18 PM	WF	2022-05-18 2:31:18 PM	WF
A000000008	2022-05-18			☐	2022-05-18 2:52:50 PM	WF	2022-05-18 2:52:50 PM	WF
A000000009	2022-05-20		0020002450	☑	2022-05-20 2:53:45 PM	WF	2022-05-20 2:53:48 PM	WF

The other place is from the Inventory list, where one or more items for adjustment are highlighted in the grid, and then the Adjust button in the toolbar is clicked to start the transaction.



Warehouse	Part number	Description	Status	Available	Stock U/M	On Hand	Backorder	Committed
VA	INSKB100	InSpire Kettlebell 100	Active	0.00	EA	0.00	2.00	0.00
TO	INSKB15	InSpire Kettlebell 15	Active	10.00	EA	10.00	0.00	0.00
VA	INSKB15	InSpire Kettlebell 15	Active	1.00	EA	1.00	4.00	0.00
VA	INSKB20	InSpire Kettlebell 20	Active	1.00	EA	1.00	6.00	0.00



Adjustment Header

Save – Saves the adjustment transaction, and assigns an adjustment number for a new transaction. The quantities of items on this list have been marked committed in the warehouse, so that they are not shipped from a sales order, prior to confirmation and posting.

Save Close – Performs all the same processes as indicated for Save above, and the adjustment transaction window is closed.

Delete – Deletes the adjustment transaction, if it has been saved but not yet posted.

Print – Prints the Inventory Adjustments list report either for items about to be changed for confirmation, or the changes for the audit trail.

Post – Commits the adjustment changes to the database and accounting. The committed quantity value of all items from this adjustment are removed, and a new Adjustment GL transaction is saved with a debit/ credit to the Inventory control account and the Adjustment account. Posted adjustments cannot be deleted and are available for lookup in the future.

Reference No – Enter text to identify the purpose of the adjustment transaction.

Date – The transaction date that is used for stock movement and the General Ledger transaction.

Location – If you have Locations enabled in Company Settings, and either the Adjustment or Inventory Control account are configured with a Location segment, the posted GL transaction will update the account with the respective location segment.

Adjustment No – Adjustments have a unique 9-digit number, prefixed with A, automatically assigned for

transaction identification when the adjustment is saved. The next Adjustment number is found in Company Settings.

Transaction No – The GL transaction identification, populated when the adjustment is posted.

Adjustment Body

Delete – Removes the highlighted line from the adjustment, which is not possible for posted adjustments. If the adjustment is saved, the committed quantity for that item will be cleared.

Serial Numbers – Available to use only if an item that supports either serial numbers or lot numbers is highlighted. For positive quantity adjustments, you are required to supply a new number. For negative quantity adjustments, you need to identify which numbers are being removed.

Scan Items – For items with UPC codes defined, scanning a barcode will increment the Receive Qty value by 1 for the associated item and unit of measure. Serial or Lot numbers can also be scanned for selection.

Inventory – Item part number, and warehouse code if used.

Description – Description of the part number.

Receive Qty – Value to adjust the item quantity on hand. Use a negative quantity to remove items from stock.

Cost – Cost of the item in the unit of measure for this line. This defaults from the average cost, but this can be modified; you should only do this if the GL account is accruing the purchase.

UOM – Unit of Measure to be adjusted. Defaults to the stocking UOM, but this can be changed. Changing the unit will not recalculate the Receipt Qty, just the unit and extended costs.

Ext Cost – The calculated value from the Receive Qty, Unit Cost and Unit of measure conversion factor.

Avg Cost – The average unit cost value from the inventory item, which cannot be edited here.

Sell 01 – The Unit selling price from the inventory item, which can be edited for updating the inventory record but not affect accounting entries.

GL Account – The Adjustment GL account that this line will post to, which defaults from a value in Company Settings but can be edited. The Inventory control GL account from the sales department of this item will be the balancing line of the GL transaction when posting.

Location – The warehouse location description for this item for reference, different than the Location in the Header which affects accounting. This can be edited and the new value will update inventory.

Pack Size – An informational value perhaps related to unit of measure or a sales target. This can be edited

and the new value will update inventory.

Reference – Text you can enter for information about this Inventory item adjustment.

Memo – Text you can enter for information about this Inventory item adjustment.

> **NOTE:** When an item is highlighted, the status of all quantities for the item display below the grid.

Adjustment Footer

Notes – A larger volume of text that can be added for this adjustment transaction a a whole.

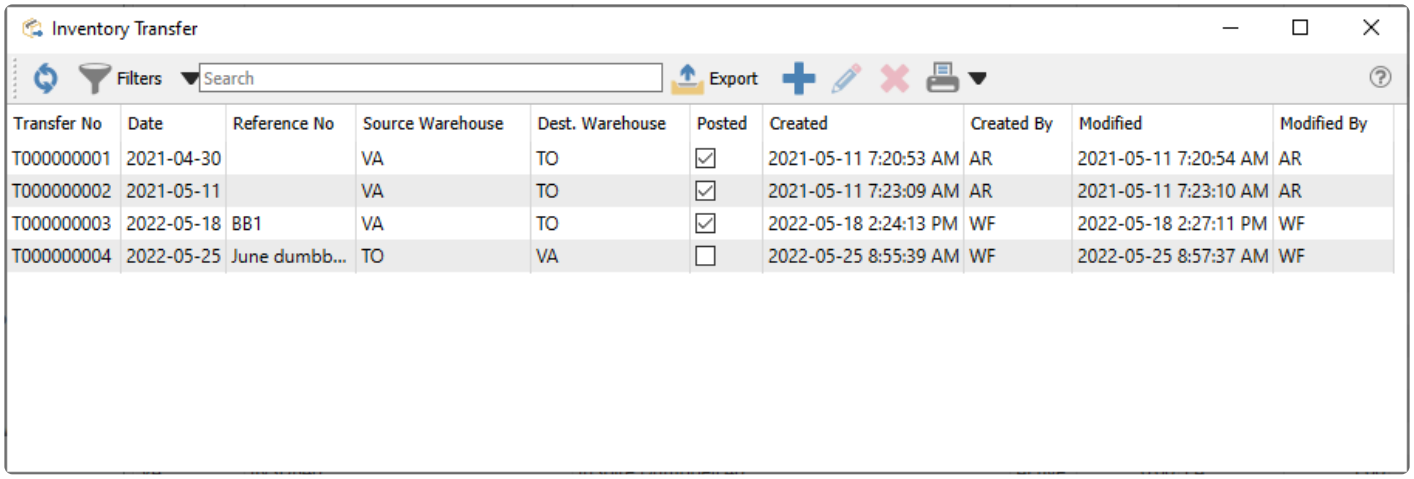
Total Cost – Total sum of all the Extended Costs of the adjustment item details.

Inventory Transfers

Inventory Transfer transactions are used to move items from one warehouse to another, with an optional markup charge or freight cost for the transfer.

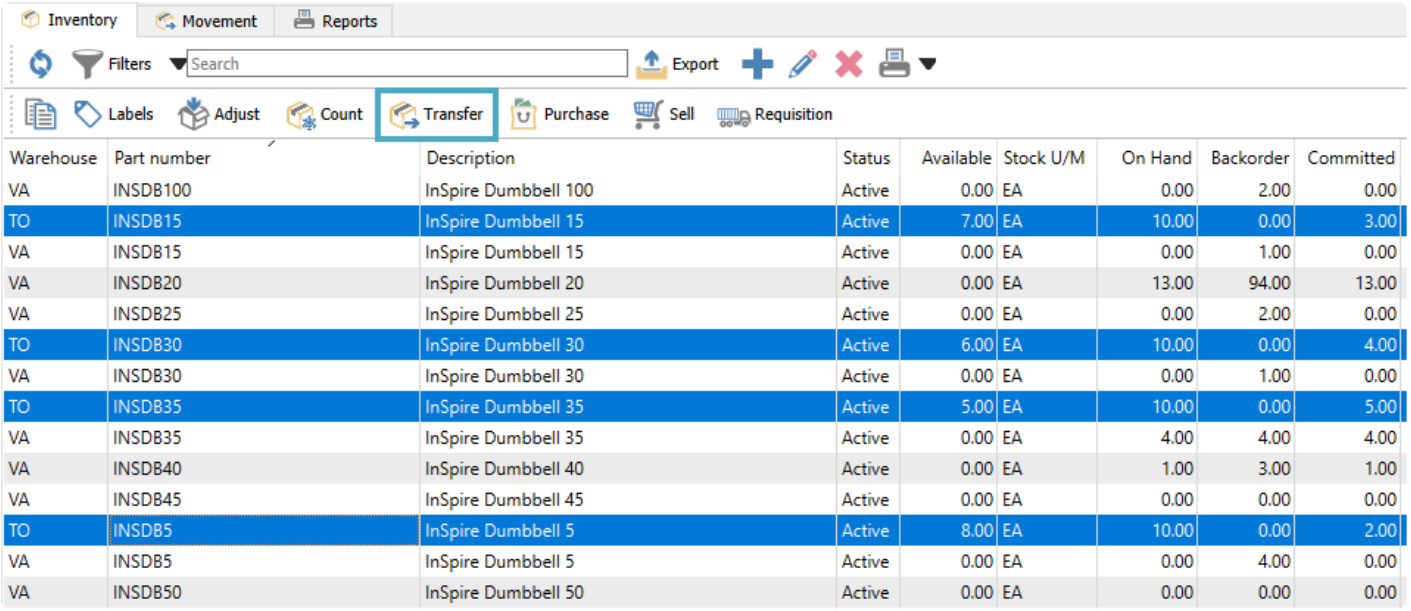
Before entering and posting any inventory transfers, you must first open Company Settings/Inventory and select a default General Ledger account for the Transfer Markup Account for any additional charges that would generate a GL entry, such as adding overhead for stocking inventory. Usually an income account is selected so that when inventory is debited for the increase, this Transfer Markup account is credited. The warehouse receiving the transfer will realize a higher cost for that item that the sending warehouse, and will be offset by the transfer so that the bottom line does not change.

Inventory transfers can be initiated from two different places in Spire. One place is from the top Inventory menu and the Inventory Transfers selection. This opens the Transfer list window, and a new group of item Transfers can be created from here with the Plus button, from which items are selected one at a time.

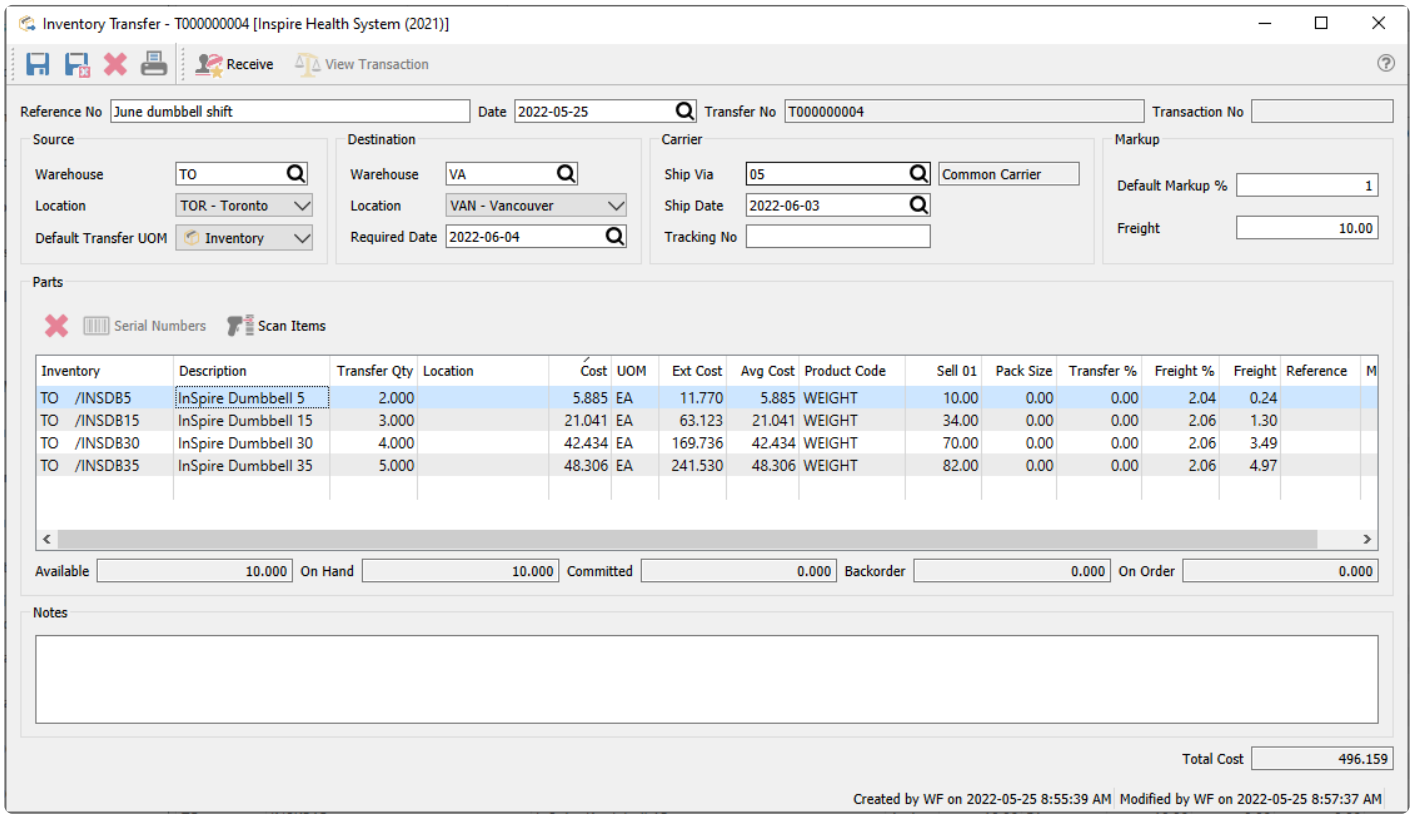


Transfer No	Date	Reference No	Source Warehouse	Dest. Warehouse	Posted	Created	Created By	Modified	Modified By
T000000001	2021-04-30		VA	TO	☑	2021-05-11 7:20:53 AM	AR	2021-05-11 7:20:54 AM	AR
T000000002	2021-05-11		VA	TO	☑	2021-05-11 7:23:09 AM	AR	2021-05-11 7:23:10 AM	AR
T000000003	2022-05-18	BB1	VA	TO	☑	2022-05-18 2:24:13 PM	WF	2022-05-18 2:27:11 PM	WF
T000000004	2022-05-25	June dumbb...	TO	VA	☐	2022-05-25 8:55:39 AM	WF	2022-05-25 8:57:37 AM	WF

The other place is from the Inventory list, where one or more items to transfer are highlighted in the grid, and then the Transfer button in the toolbar is clicked to start the transaction.



Warehouse	Part number	Description	Status	Available	Stock U/M	On Hand	Backorder	Committed
VA	INSDB100	InSpire Dumbbell 100	Active	0.00	EA	0.00	2.00	0.00
TO	INSDB15	InSpire Dumbbell 15	Active	7.00	EA	10.00	0.00	3.00
VA	INSDB15	InSpire Dumbbell 15	Active	0.00	EA	0.00	1.00	0.00
VA	INSDB20	InSpire Dumbbell 20	Active	0.00	EA	13.00	94.00	13.00
VA	INSDB25	InSpire Dumbbell 25	Active	0.00	EA	0.00	2.00	0.00
TO	INSDB30	InSpire Dumbbell 30	Active	6.00	EA	10.00	0.00	4.00
VA	INSDB30	InSpire Dumbbell 30	Active	0.00	EA	0.00	1.00	0.00
TO	INSDB35	InSpire Dumbbell 35	Active	5.00	EA	10.00	0.00	5.00
VA	INSDB35	InSpire Dumbbell 35	Active	0.00	EA	4.00	4.00	4.00
VA	INSDB40	InSpire Dumbbell 40	Active	0.00	EA	1.00	3.00	1.00
VA	INSDB45	InSpire Dumbbell 45	Active	0.00	EA	0.00	0.00	0.00
TO	INSDB5	InSpire Dumbbell 5	Active	8.00	EA	10.00	0.00	2.00
VA	INSDB5	InSpire Dumbbell 5	Active	0.00	EA	0.00	4.00	0.00
VA	INSDB50	InSpire Dumbbell 50	Active	0.00	EA	0.00	0.00	0.00



Transfer Header

Save – Saves the transfer transaction, and assigns a transfer number for a new transaction. The quantities of items on this list have been marked committed in the warehouse while they are in transit, so that they are not shipped from a sales order, prior to confirmation and posting.

Save Close – Performs all the same processes as indicated for Save above, and the transfer transaction window is closed.

Delete – Deletes the transfer transaction, if it has been saved but not yet posted.

Print – Prints the Inventory Transfer list or other reports, either for items about to be moved for confirmation, or the changes for the audit trail.

Receive – Commits the transfer changes to the database. The committed quantity value of all items from this transfer are removed, and if either Markup or Freight was included then a new GL transaction is saved with a debit to the Inventory control account and credits to the Transfer Markup account and Accrued Freight account. Posted transfers cannot be deleted and are available for lookup in the future.

Reference No – Enter text to identify the purpose of the transfer transaction.

Date – The transaction date that is used for stock movement and the General Ledger transaction.

Transfer No – Transfers have a unique 9-digit number, prefixed with T, automatically assigned for transaction identification when the transfer is saved. The next Transfer number is found in Company Settings.

Transaction No – The GL transaction identification, populated when the transfer is posted.

Source Warehouse – The warehouse where items are transferred from. Items can only be added from this warehouse.

Source Location – If you have Locations enabled in Company Settings, and the Inventory Control account is configured with a Location segment, the posted GL transaction will update the account with the respective location segment.

Default Transfer UOM – When adding a new item to be transferred, use either the Stocking, Selling or Purchasing Unit Of Measure from the item by default.

Destination Warehouse – The warehouse where all items are transferred to. You cannot transfer to multiple warehouses.

Destination Location – If you have Locations enabled in Company Settings, and either the Inventory Control or Transfer Markup account is configured with a Location segment, the posted GL transaction will update the account with the respective location segment.

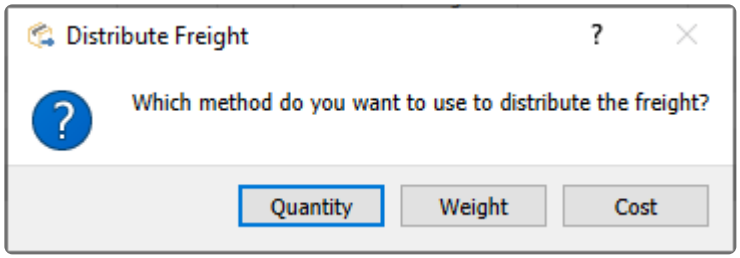
Required Date – Identify the target date for completing the transfer.

Carrier – Select the shipping code, date and tracking code of the transfer if you want to include this information on reports or for future inquiry.

Default Markup % – When adding new items to the transfer transaction, this value will be used as the Transfer Markup % for the item, increasing the Total Cost. Changing this value does not update items already added. If you create transfers by selecting items from the Inventory List, you should set a Default

value for this field in Company Settings, otherwise those items will be added to the transfer with a zero Transfer %.

Freight – The moving cost of transferring the items. When this value is edited, you are presented with a choice to allocate the value across all details either by Quantity, Weight or Cost. You should enter this value after all item details to ensure the proper freight distribution.



Transfer Body

Delete – Removes the highlighted line from the transfer, which is not possible for posted transfers. If the transfer is saved, the committed quantity for that item will be cleared.

Serial Numbers – Available to use only if an item that supports either serial numbers or lot numbers is highlighted. You need to identify which numbers are being transferred.

Scan Items – For items with UPC codes defined, scanning a barcode will increment the Transfer Qty value by 1 for the associated item and unit of measure. Serial or Lot numbers can also be scanned for selection.

Inventory – Item part number, and warehouse code which must match the Source Warehouse value.

Description – Description of the part number.

Transfer Qty – The Quantity to transfer in the selected unit of measure. Only positive values are allowed.

Cost – Cost of the item. Defaults to the average cost but the user can edit this. (be careful as this should only be done if the GL account is accruing the purchase)

UOM – Unit of Measure to be adjusted. This value defaults from the specified UOM in the header, but a different unit can be chosen. Changing the unit will not recalculate the Transfer Qty, just the unit and extended costs.

Ext Cost – The calculated value from the Transfer Qty, Unit Cost and Unit of measure conversion factor.

Avg Cost – The average unit cost value from the inventory item, which cannot be edited here.

Product Code – Displays the Sales Department value from the inventory item, which cannot be edited. This determines the Inventory control account posted to by the transfer.

Transfer % – Apply a markup amount for this item transfer, multiplied by the Extended Cost. This value defaults from the Markup % in the Header but can be edited.

Freight % – Apply a freight amount for this item transfer, multiplied by the Extended Cost to determine the Freight value. This value defaults from the distribution calculation when the Freight amount in the Header is edited, but can be modified. Changing this will update the Freight in the Header.

Freight – Apply a freight amount for this item transfer, calculated from the Extended Cost and the Freight %. This value defaults from the distribution calculation when the Freight amount in the Header is edited, but can be modified. Changing this will update the Freight in the Header.

Sell 01 – The Unit selling price from the inventory item, which can be edited for updating the inventory record but not affect accounting entries.

GL Account – The Transfer Markup GL account that this line will post to, which defaults from a value in Company Settings but can be edited. The Inventory control GL account from the sales department of this item will be the balancing line of the GL transaction when posting.

Location – The warehouse location description for this item for reference, different than the Location in the Header which affects accounting. This can be edited and the new value will update inventory.

Pack Size – An informational value perhaps related to unit of measure or a sales target. This can be edited and the new value will update inventory.

Reference – Text you can enter for information about this Inventory item transfer.

Memo – Text you can enter for information about this Inventory item transfer.

NOTE: When an item is highlighted, the status of all quantities for the item display below the grid.

Transfer Footer

Notes – A larger volume of text that can be added for this transfer transaction a a whole.

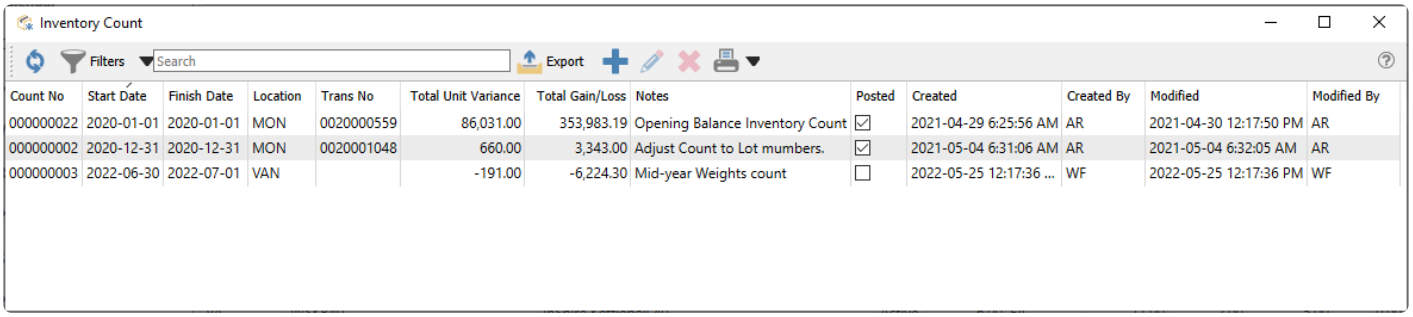
Total Cost – Total sum of all the Extended Costs and any applied Markup and Freight of the Transfer item details.

Inventory Count

The Inventory Count procedure is used to aid in reconciling actual inventory quantities to those stored in the data, for individual or groups of inventory items. Counting inventory is an important part of keeping your system up to date and accurate with regard to quantities. Properly and regularly counting inventory helps keep costing, purchasing and materials forecasting accurate. Spire helps make this process efficient by allowing counts to be performed with a bar-code reader, or via entering counts manually. You can combine these methods, and Spire keeps track of count transactions, per item, as they are entered. These transactions display values such as count quantity, the user who created the item count record and the date they entered the count quantity. Spire supports counting in different units of measure, handles average costing and FIFO costing and posts adjusting General Ledger Journal Entries as necessary.

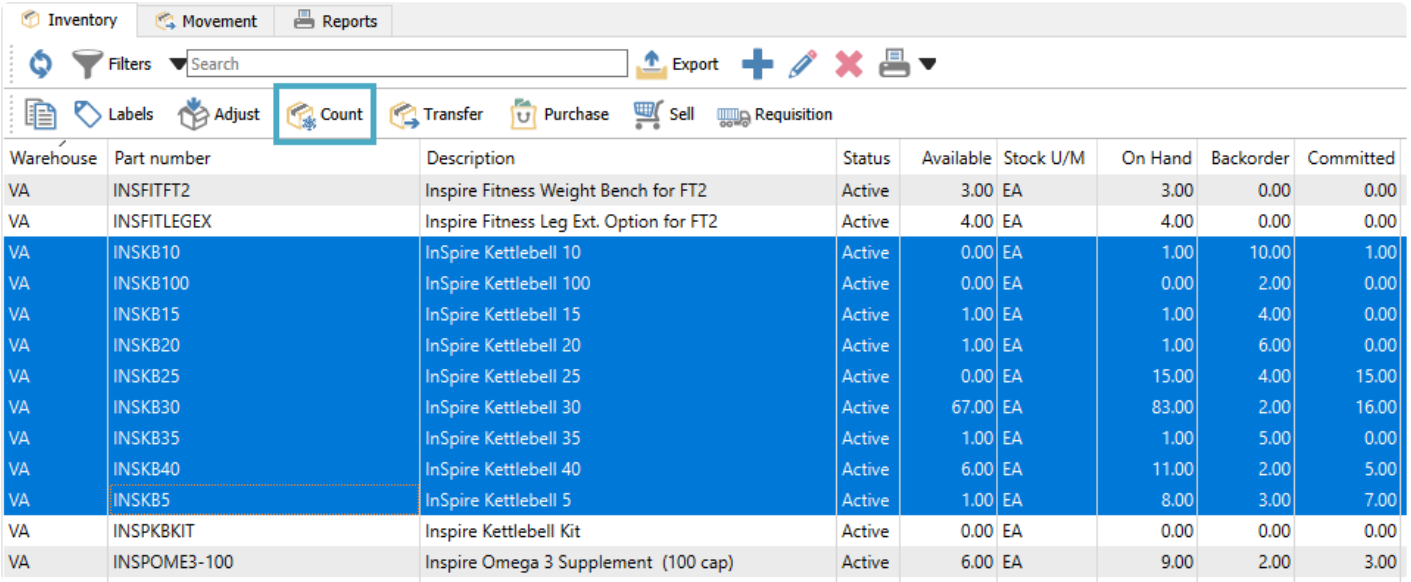
Before counting inventory please note that it is critical that physical inventory quantities remain static (i.e. actual quantities of items on shelves and in bins). While you may continue to received purchase orders and invoice sales orders it is important that, at the point you “freeze inventory” that the physical inventory state matches the systems expected state of inventory. The result of an inventory count in Spire is to capture difference between the expected state of inventory and actual state of inventory. If inventory is physically removed AFTER a count process is started but BEFORE the item is counted, inaccuracies will result. Based on this, inventory counts should be accomplished as quickly as possible. It is also important that no serial numbers or lot numbers are assigned to unposted orders and unposted inventory adjustments and transfers when performing the inventory count.

Inventory Counts can be initiated from two different places in Spire. One place is from the top Inventory menu and the Inventory Counts selection. This opens the Count list window, and a new group of item Counts can be created from here with the Plus button, from which items are selected one at a time.



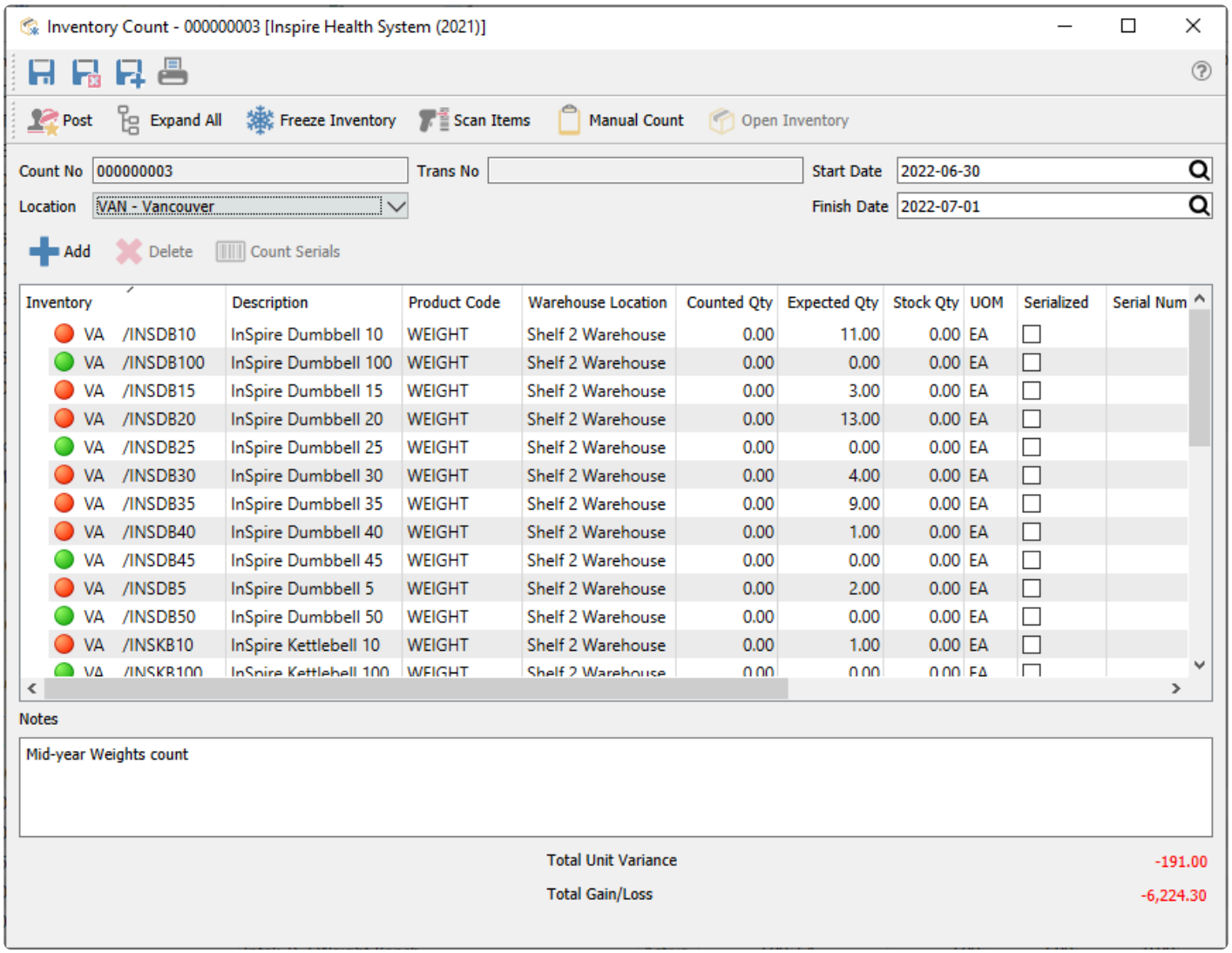
Count No	Start Date	Finish Date	Location	Trans No	Total Unit Variance	Total Gain/Loss	Notes	Posted	Created	Created By	Modified	Modified By
000000022	2020-01-01	2020-01-01	MON	0020000559	86,031.00	353,983.19	Opening Balance Inventory Count	☑	2021-04-29 6:25:56 AM	AR	2021-04-30 12:17:50 PM	AR
000000002	2020-12-31	2020-12-31	MON	0020001048	660.00	3,343.00	Adjust Count to Lot mumbers.	☑	2021-05-04 6:31:06 AM	AR	2021-05-04 6:32:05 AM	AR
000000003	2022-06-30	2022-07-01	VAN		-191.00	-6,224.30	Mid-year Weights count	☐	2022-05-25 12:17:36 ...	WF	2022-05-25 12:17:36 PM	WF

The other place is from the Inventory list, where one or more items to count are highlighted in the grid, and then the Count button in the toolbar is clicked to start the transaction.



Warehouse	Part number	Description	Status	Available	Stock U/M	On Hand	Backorder	Committed
VA	INSFITFT2	Inspire Fitness Weight Bench for FT2	Active	3.00	EA	3.00	0.00	0.00
VA	INSFITLEGEX	Inspire Fitness Leg Ext. Option for FT2	Active	4.00	EA	4.00	0.00	0.00
VA	INSKB10	InSpire Kettlebell 10	Active	0.00	EA	1.00	10.00	1.00
VA	INSKB100	InSpire Kettlebell 100	Active	0.00	EA	0.00	2.00	0.00
VA	INSKB15	InSpire Kettlebell 15	Active	1.00	EA	1.00	4.00	0.00
VA	INSKB20	InSpire Kettlebell 20	Active	1.00	EA	1.00	6.00	0.00
VA	INSKB25	InSpire Kettlebell 25	Active	0.00	EA	15.00	4.00	15.00
VA	INSKB30	InSpire Kettlebell 30	Active	67.00	EA	83.00	2.00	16.00
VA	INSKB35	InSpire Kettlebell 35	Active	1.00	EA	1.00	5.00	0.00
VA	INSKB40	InSpire Kettlebell 40	Active	6.00	EA	11.00	2.00	5.00
VA	INSKB5	InSpire Kettlebell 5	Active	1.00	EA	8.00	3.00	7.00
VA	INSPKBKIT	Inspire Kettlebell Kit	Active	0.00	EA	0.00	0.00	0.00
VA	INSPOME3-100	Inspire Omega 3 Supplement (100 cap)	Active	6.00	EA	9.00	2.00	3.00

It may be interesting to use filters on the Inventory List to determine a group of items to count, such as those in a particular warehouse location or those that haven't been counted since a certain date.



Inventory	Description	Product Code	Warehouse Location	Counted Qty	Expected Qty	Stock Qty	UOM	Serialized	Serial Num
VA /INSDB10	InSpire Dumbbell 10	WEIGHT	Shelf 2 Warehouse	0.00	11.00	0.00	EA	☐	
VA /INSDB100	InSpire Dumbbell 100	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	
VA /INSDB15	InSpire Dumbbell 15	WEIGHT	Shelf 2 Warehouse	0.00	3.00	0.00	EA	☐	
VA /INSDB20	InSpire Dumbbell 20	WEIGHT	Shelf 2 Warehouse	0.00	13.00	0.00	EA	☐	
VA /INSDB25	InSpire Dumbbell 25	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	
VA /INSDB30	InSpire Dumbbell 30	WEIGHT	Shelf 2 Warehouse	0.00	4.00	0.00	EA	☐	
VA /INSDB35	InSpire Dumbbell 35	WEIGHT	Shelf 2 Warehouse	0.00	9.00	0.00	EA	☐	
VA /INSDB40	InSpire Dumbbell 40	WEIGHT	Shelf 2 Warehouse	0.00	1.00	0.00	EA	☐	
VA /INSDB45	InSpire Dumbbell 45	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	
VA /INSDB5	InSpire Dumbbell 5	WEIGHT	Shelf 2 Warehouse	0.00	2.00	0.00	EA	☐	
VA /INSDB50	InSpire Dumbbell 50	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	
VA /INSKB10	InSpire Kettlebell 10	WEIGHT	Shelf 2 Warehouse	0.00	1.00	0.00	EA	☐	
VA /INSKB100	InSpire Kettlebell 100	WEIGHT	Shelf 2 Warehouse	0.00	0.00	0.00	EA	☐	

Count Header

Save – Saves the count transaction, and assigns a count number for a new transaction.

Save Close – Performs all the same processes as indicated for Save above, and the count transaction window is closed.

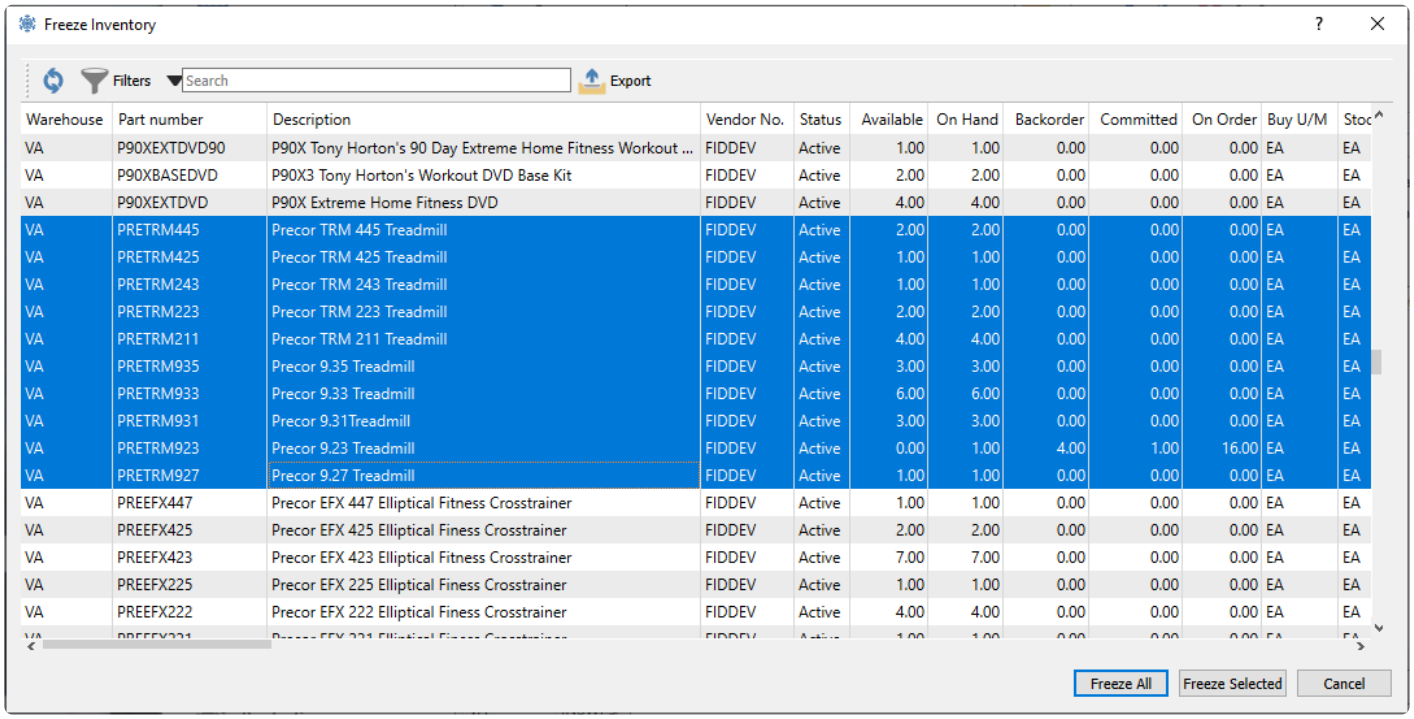
Save New – Performs all the same processes as indicated for Save Close above, and a new count transaction is started.

Print – Prints the Inventory Count Sheet report in preparation to perform the count, or the Inventory Count Review report to verify the counts were entered correctly.

Post / Post and Review GL – Confirm the counted quantity and cost for all items, update the quantity on hand values for items with different counted values, and generate a GL transaction for the updated cost changes. Depending on User security settings, you can choose to see or even change the GL transaction details prior to posting.

Expand All – Expand to show the count entry details including date, time and user for all items. Or Collapse All to show the summary Counted Qty for all items.

Freeze Inventory – This opens an inventory item window and allows you to add groups of items for counting, instead of one at a time. 'Freezing' inventory does not prevent any sales, purchase or other transactions from being processed.



Warehouse	Part number	Description	Vendor No.	Status	Available	On Hand	Backorder	Committed	On Order	Buy U/M	Stoc
VA	P90XEXTDVD90	P90X Tony Horton's 90 Day Extreme Home Fitness Workout ...	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	P90XBASEDVD	P90X3 Tony Horton's Workout DVD Base Kit	FIDDEV	Active	2.00	2.00	0.00	0.00	0.00	EA	EA
VA	P90XEXTDVD	P90X Extreme Home Fitness DVD	FIDDEV	Active	4.00	4.00	0.00	0.00	0.00	EA	EA
VA	PRETRM445	Precor TRM 445 Treadmill	FIDDEV	Active	2.00	2.00	0.00	0.00	0.00	EA	EA
VA	PRETRM425	Precor TRM 425 Treadmill	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PRETRM243	Precor TRM 243 Treadmill	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PRETRM223	Precor TRM 223 Treadmill	FIDDEV	Active	2.00	2.00	0.00	0.00	0.00	EA	EA
VA	PRETRM211	Precor TRM 211 Treadmill	FIDDEV	Active	4.00	4.00	0.00	0.00	0.00	EA	EA
VA	PRETRM935	Precor 9.35 Treadmill	FIDDEV	Active	3.00	3.00	0.00	0.00	0.00	EA	EA
VA	PRETRM933	Precor 9.33 Treadmill	FIDDEV	Active	6.00	6.00	0.00	0.00	0.00	EA	EA
VA	PRETRM931	Precor 9.31Treadmill	FIDDEV	Active	3.00	3.00	0.00	0.00	0.00	EA	EA
VA	PRETRM923	Precor 9.23 Treadmill	FIDDEV	Active	0.00	1.00	4.00	1.00	16.00	EA	EA
VA	PRETRM927	Precor 9.27 Treadmill	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PREEFX447	Precor EFX 447 Elliptical Fitness Crosstrainer	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PREEFX425	Precor EFX 425 Elliptical Finess Crosstrainer	FIDDEV	Active	2.00	2.00	0.00	0.00	0.00	EA	EA
VA	PREEFX423	Precor EFX 423 Elliptical Fitness Crosstrainer	FIDDEV	Active	7.00	7.00	0.00	0.00	0.00	EA	EA
VA	PREEFX225	Precor EFX 225 Elliptical Finess Crosstrainer	FIDDEV	Active	1.00	1.00	0.00	0.00	0.00	EA	EA
VA	PREEFX222	Precor EFX 222 Elliptical Finess Crosstrainer	FIDDEV	Active	4.00	4.00	0.00	0.00	0.00	EA	EA

Scan Items – When counting items, you can scan a bar code to increment the Counted Qty of the associated item and unit of measure by 1.

Manual Count – This opens a new window where manually counted quantities are entered. Every time you access this screen and save a count, this adds to the overall counted qty for each item, not replacing existing counts. This allows you to do multiple counts in different locations for the same item, prior to posting.

Open Inventory – Opens the highlighted item in a new window to view or edit.

Count Number – A unique count transaction number, assigned from the next number in Company Settings, when you first save the transaction.

Location – If you have Locations enabled in Company Settings, and either the Adjustment or Inventory Control account are configured with a Location segment, the posted GL transaction will update the account with the respective location segment.

Trans No – The GL transaction identification, populated when the transfer is posted.

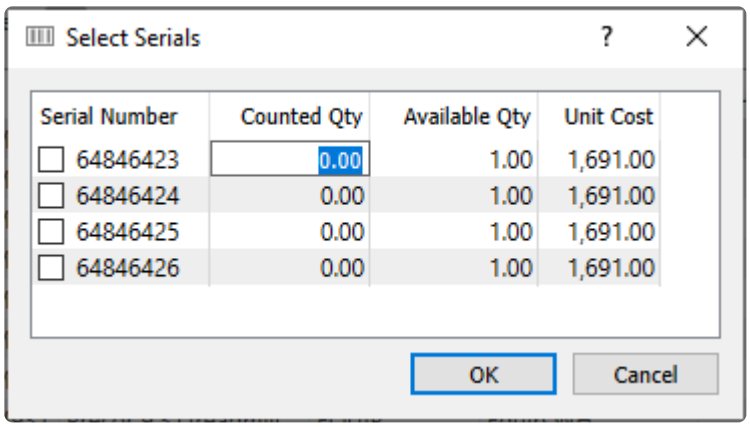
Start Date – The date the count was started.

Finish Date – The date the count was finished.

Add – Include another item for entering a count. This is only available for counts not yet posted.

Delete – Remove an item from counting. This is only available for counts not yet posted.

Count Serials – This button is active only when an item that supports either serial numbers or lot numbers is highlighted. For each serial / lot number, the Counted Qty is entered, thereby indicating specific numbers that do not exist. If the actual count exceeds what was expected, you cannot add new serial numbers from this count process, so an Adjustment transaction would be required to add this.



Count Details

Inventory – Item part number, and warehouse code if used. A coloured indicator displays green if the counted quantity is equal to the expected quantity, orange if a count was entered but different than expected, and red if the counted qty is zero.

Description – Description of the part number.

Warehouse Location – The warehouse location description for this item for reference, different than the Location in the Header which affects accounting. This can be edited and the new value will update inventory.

Serialized – This indicates if the inventory item type is either Serialized or Lot numbered. Highlighting a serialized item enables the Count Serials button for counting by individual serial number or group lot numbers.

Serial Number – 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 in the assigned unit of measure, which can be more or less than the Expected Qty.

Expected Qty – What the stored quantity on hand is for this item, in the stocking unit of measure

Stock Qty – The Counted Qty converted to the Stock unit of measure quantity, calculated from the unit conversion.

UOM – Unit of Measure of the counted item.

Cost – The Average unit cost of the item, which cannot be edited.

Unit Variance – The calculated difference between the Counted and Expected quantities. A negative Unit Variance means that there are fewer counted items than were expected. This column is visible only if a User Setting is enabled.

Gain/Loss – The amount change for the cost of inventory, calculated from the unit cost and the unit variance. A negative Gain/Loss means that there are fewer counted items than were expected, and thus the cost of inventory will decrease. This column is visible only if a User Setting is enabled.

Notes – Free text that can be assigned to any counted item.

Count Time – The date and time that the Counted Qty for this item was entered. This is only visible on the Expanded count lines.

User – The user initials that entered the count for this item. This is only visible on the Expanded count lines.

Count Footer

Notes – A larger volume of text that can be added for this count transaction as a whole.

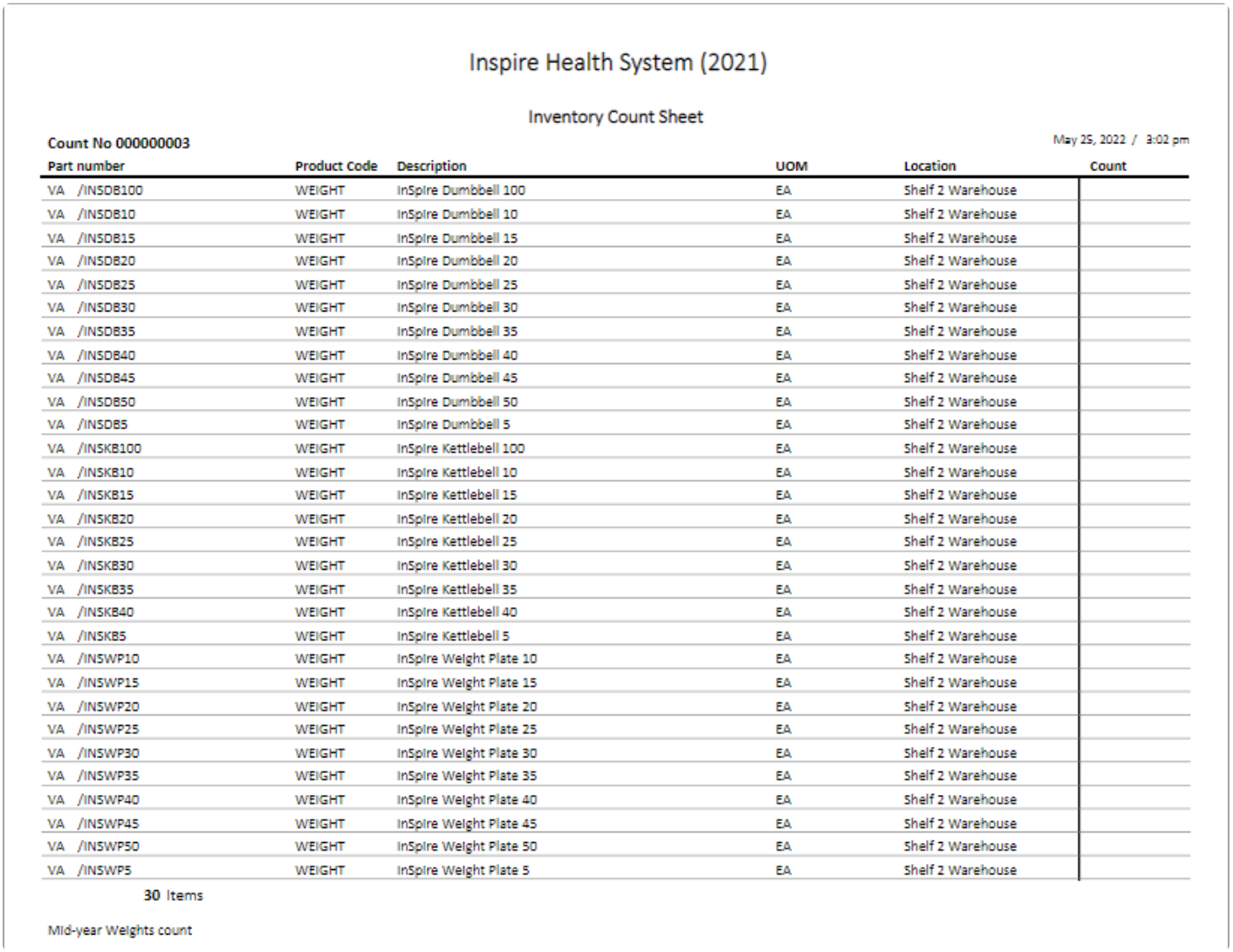
Total Unit Variance – Total sum of all quantity on hand changes for the count transaction. A net negative

change in units will display in red font.

Total Gain/Loss – Total sum of all extended cost changes for the count transaction. A net negative change in cost will display in red font.

Manual Count and Entry

After all the desired items to count have been added to the list, you can then perform and enter the counted quantities. If you are entering the counts manually, you may want to print the
Inventory Count Sheet report in order to have all selected items on paper, where counts can be written.



Inspire Health System (2021)

Inventory Count Sheet

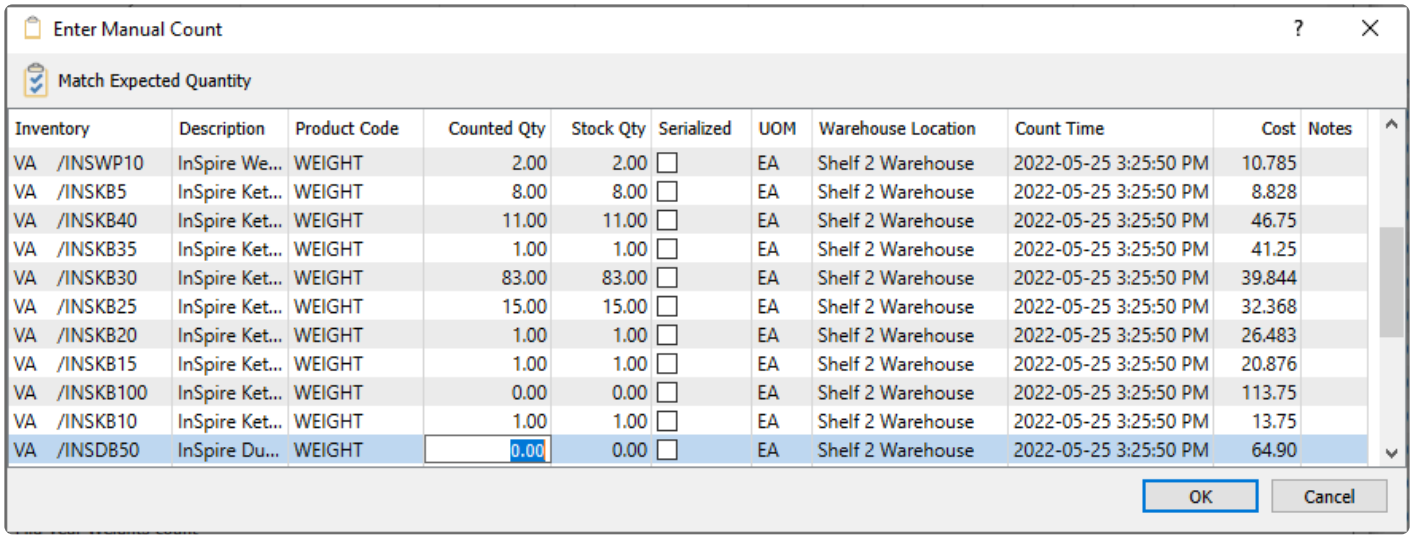
Count No 000000003 May 25, 2022 / 3:02 pm

Part number	Product Code	Description	UOM	Location	Count
VA /INSDB100	WEIGHT	InSpire Dumbbell 100	EA	Shelf 2 Warehouse	
VA /INSDB10	WEIGHT	InSpire Dumbbell 10	EA	Shelf 2 Warehouse	
VA /INSDB15	WEIGHT	InSpire Dumbbell 15	EA	Shelf 2 Warehouse	
VA /INSDB20	WEIGHT	InSpire Dumbbell 20	EA	Shelf 2 Warehouse	
VA /INSDB25	WEIGHT	InSpire Dumbbell 25	EA	Shelf 2 Warehouse	
VA /INSDB30	WEIGHT	InSpire Dumbbell 30	EA	Shelf 2 Warehouse	
VA /INSDB35	WEIGHT	InSpire Dumbbell 35	EA	Shelf 2 Warehouse	
VA /INSDB40	WEIGHT	InSpire Dumbbell 40	EA	Shelf 2 Warehouse	
VA /INSDB45	WEIGHT	InSpire Dumbbell 45	EA	Shelf 2 Warehouse	
VA /INSDB50	WEIGHT	InSpire Dumbbell 50	EA	Shelf 2 Warehouse	
VA /INSDB5	WEIGHT	InSpire Dumbbell 5	EA	Shelf 2 Warehouse	
VA /INSKB100	WEIGHT	InSpire Kettlebell 100	EA	Shelf 2 Warehouse	
VA /INSKB10	WEIGHT	InSpire Kettlebell 10	EA	Shelf 2 Warehouse	
VA /INSKB15	WEIGHT	InSpire Kettlebell 15	EA	Shelf 2 Warehouse	
VA /INSKB20	WEIGHT	InSpire Kettlebell 20	EA	Shelf 2 Warehouse	
VA /INSKB25	WEIGHT	InSpire Kettlebell 25	EA	Shelf 2 Warehouse	
VA /INSKB30	WEIGHT	InSpire Kettlebell 30	EA	Shelf 2 Warehouse	
VA /INSKB35	WEIGHT	InSpire Kettlebell 35	EA	Shelf 2 Warehouse	
VA /INSKB40	WEIGHT	InSpire Kettlebell 40	EA	Shelf 2 Warehouse	
VA /INSKB5	WEIGHT	InSpire Kettlebell 5	EA	Shelf 2 Warehouse	
VA /INSWP10	WEIGHT	InSpire Weight Plate 10	EA	Shelf 2 Warehouse	
VA /INSWP15	WEIGHT	InSpire Weight Plate 15	EA	Shelf 2 Warehouse	
VA /INSWP20	WEIGHT	InSpire Weight Plate 20	EA	Shelf 2 Warehouse	
VA /INSWP25	WEIGHT	InSpire Weight Plate 25	EA	Shelf 2 Warehouse	
VA /INSWP30	WEIGHT	InSpire Weight Plate 30	EA	Shelf 2 Warehouse	
VA /INSWP35	WEIGHT	InSpire Weight Plate 35	EA	Shelf 2 Warehouse	
VA /INSWP40	WEIGHT	InSpire Weight Plate 40	EA	Shelf 2 Warehouse	
VA /INSWP45	WEIGHT	InSpire Weight Plate 45	EA	Shelf 2 Warehouse	
VA /INSWP50	WEIGHT	InSpire Weight Plate 50	EA	Shelf 2 Warehouse	
VA /INSWP5	WEIGHT	InSpire Weight Plate 5	EA	Shelf 2 Warehouse	

30 Items

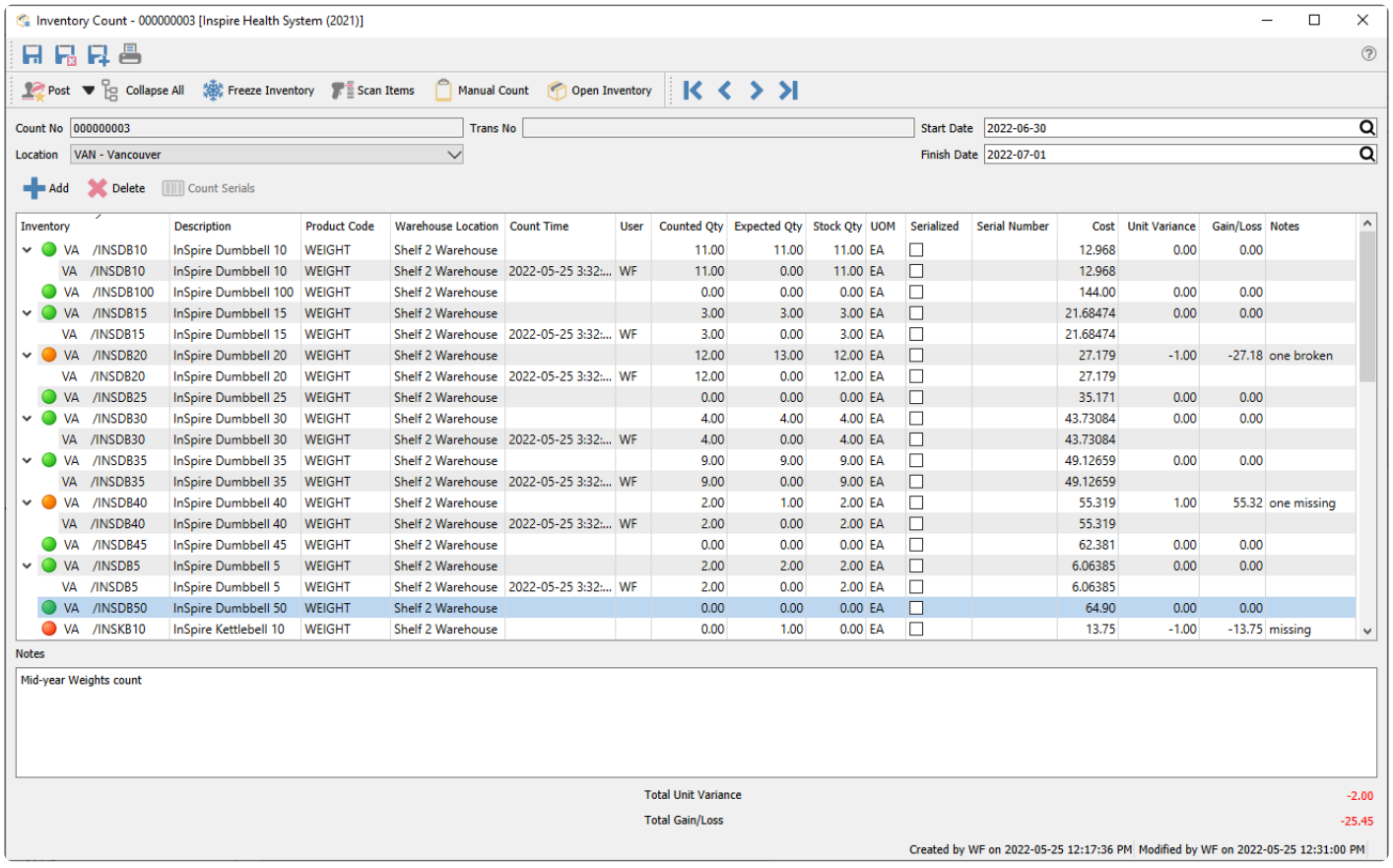
Mid-year Weights count

After the count has been performed and the actual quantities for this items known, they are recorded here by clicking the Manual Count button and entering the quantities in the new window.



Inventory	Description	Product Code	Counted Qty	Stock Qty	Serialized	UOM	Warehouse Location	Count Time	Cost	Notes
VA /INSWP10	InSpire We...	WEIGHT	2.00	2.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	10.785	
VA /INSKB5	InSpire Ket...	WEIGHT	8.00	8.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	8.828	
VA /INSKB40	InSpire Ket...	WEIGHT	11.00	11.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	46.75	
VA /INSKB35	InSpire Ket...	WEIGHT	1.00	1.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	41.25	
VA /INSKB30	InSpire Ket...	WEIGHT	83.00	83.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	39.844	
VA /INSKB25	InSpire Ket...	WEIGHT	15.00	15.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	32.368	
VA /INSKB20	InSpire Ket...	WEIGHT	1.00	1.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	26.483	
VA /INSKB15	InSpire Ket...	WEIGHT	1.00	1.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	20.876	
VA /INSKB100	InSpire Ket...	WEIGHT	0.00	0.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	113.75	
VA /INSKB10	InSpire Ket...	WEIGHT	1.00	1.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	13.75	
VA /INSDB50	InSpire Du...	WEIGHT	0.00	0.00	☐	EA	Shelf 2 Warehouse	2022-05-25 3:25:50 PM	64.90	

Simply click on the Counted Qty cell for an item to edit the value from zero to the actual quantity counted. It is possible to use the Match Expected Quantity button to pre-fill all the Counted Qty values with the respected Expected quantities, and just modify those that didn't match. You can also change the Warehouse Location here, and write back to the item when posting the count, or add a Note to indicate a reason why the count differed or any other desired text. When all the counts and notes have been entered, click the OK button to save the changes.



Inventory	Description	Product Code	Warehouse Location	Count Time	User	Counted Qty	Expected Qty	Stock Qty	UOM	Serialized	Serial Number	Cost	Unit Variance	Gain/Loss	Notes
VA /INSDB10	InSpire Dumbbell 10	WEIGHT	Shelf 2 Warehouse			11.00	11.00	11.00	EA	☐		12.968	0.00	0.00	
VA /INSDB10	InSpire Dumbbell 10	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	11.00	0.00	11.00	EA	☐		12.968			
VA /INSDB100	InSpire Dumbbell 100	WEIGHT	Shelf 2 Warehouse			0.00	0.00	0.00	EA	☐		144.00	0.00	0.00	
VA /INSDB15	InSpire Dumbbell 15	WEIGHT	Shelf 2 Warehouse			3.00	3.00	3.00	EA	☐		21.68474	0.00	0.00	
VA /INSDB15	InSpire Dumbbell 15	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	3.00	0.00	3.00	EA	☐		21.68474			
VA /INSDB20	InSpire Dumbbell 20	WEIGHT	Shelf 2 Warehouse			12.00	13.00	12.00	EA	☐		27.179	-1.00	-27.18	one broken
VA /INSDB20	InSpire Dumbbell 20	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	12.00	0.00	12.00	EA	☐		27.179			
VA /INSDB25	InSpire Dumbbell 25	WEIGHT	Shelf 2 Warehouse			0.00	0.00	0.00	EA	☐		35.171	0.00	0.00	
VA /INSDB30	InSpire Dumbbell 30	WEIGHT	Shelf 2 Warehouse			4.00	4.00	4.00	EA	☐		43.73084	0.00	0.00	
VA /INSDB30	InSpire Dumbbell 30	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	4.00	0.00	4.00	EA	☐		43.73084			
VA /INSDB35	InSpire Dumbbell 35	WEIGHT	Shelf 2 Warehouse			9.00	9.00	9.00	EA	☐		49.12659	0.00	0.00	
VA /INSDB35	InSpire Dumbbell 35	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	9.00	0.00	9.00	EA	☐		49.12659			
VA /INSDB40	InSpire Dumbbell 40	WEIGHT	Shelf 2 Warehouse			2.00	1.00	2.00	EA	☐		55.319	1.00	55.32	one missing
VA /INSDB40	InSpire Dumbbell 40	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	2.00	0.00	2.00	EA	☐		55.319			
VA /INSDB45	InSpire Dumbbell 45	WEIGHT	Shelf 2 Warehouse			0.00	0.00	0.00	EA	☐		62.381	0.00	0.00	
VA /INSDB5	InSpire Dumbbell 5	WEIGHT	Shelf 2 Warehouse			2.00	2.00	2.00	EA	☐		6.06385	0.00	0.00	
VA /INSDB5	InSpire Dumbbell 5	WEIGHT	Shelf 2 Warehouse	2022-05-25 3:32:...	WF	2.00	0.00	2.00	EA	☐		6.06385			
VA /INSDB50	InSpire Dumbbell 50	WEIGHT	Shelf 2 Warehouse			0.00	0.00	0.00	EA	☐		64.90	0.00	0.00	
VA /INSKB10	InSpire Kettlebell 10	WEIGHT	Shelf 2 Warehouse			0.00	1.00	0.00	EA	☐		13.75	-1.00	-13.75	missing

After an item count, it is easy to see where differences are, as either red or orange indicators will be next to the item number. To see the count detail, expand any item by clicking the arrowhead to the left, or all items

by clicking the Expand All toolbar button. These expanded lines show details of the Counted Qty, Count Time details, and User, which could have multiple lines if multiple counts were saved, and the Counted Qty can be modified or corrected as well.

Once all editing has been done, you can print an Inventory Count Review report to list all the items and their respective counts, where those with a variance will stand out with difference values to the right. The inventory count review report can be printed as often as required throughout the course of an inventory count.

Inspire Health System (2021)

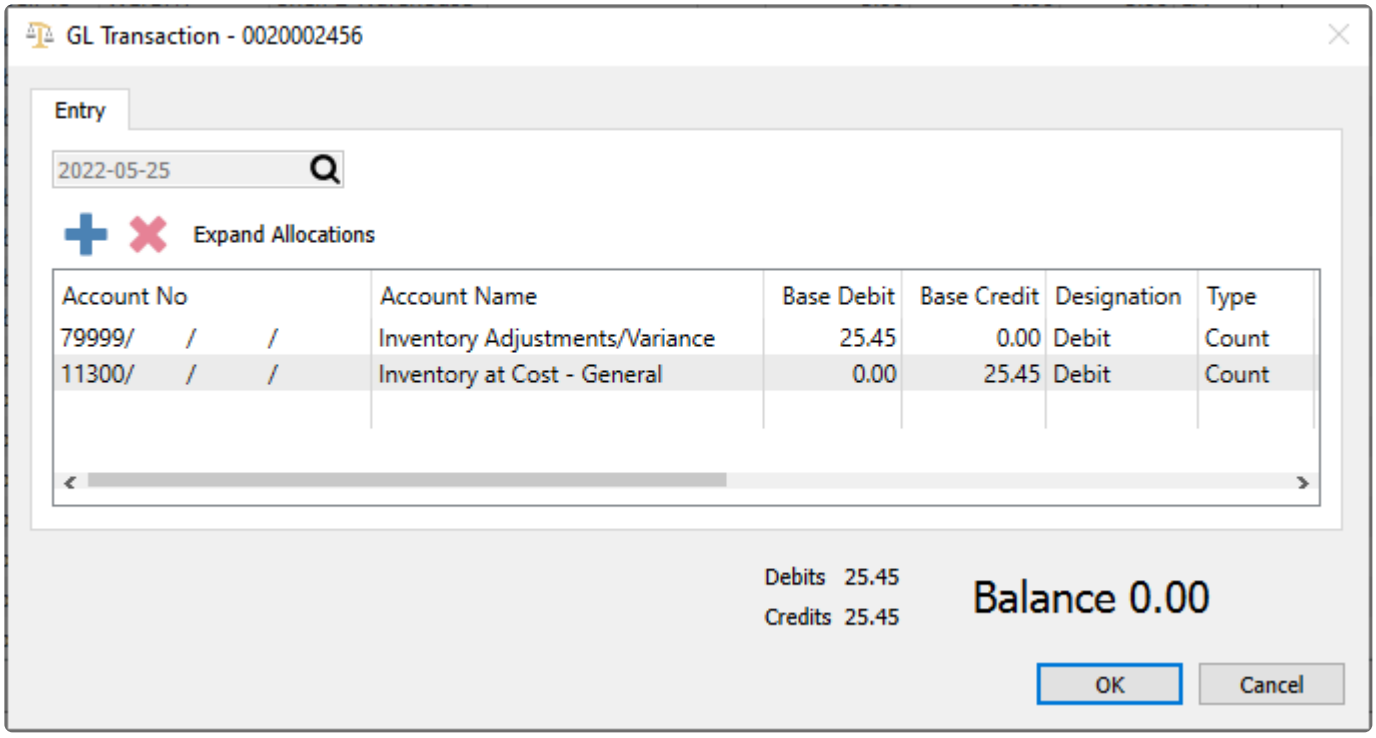
Inventory Count Review

Start Date Jun 30,22
Finish Date Jul 1,22
May 25, 2022 / 3:49 pm

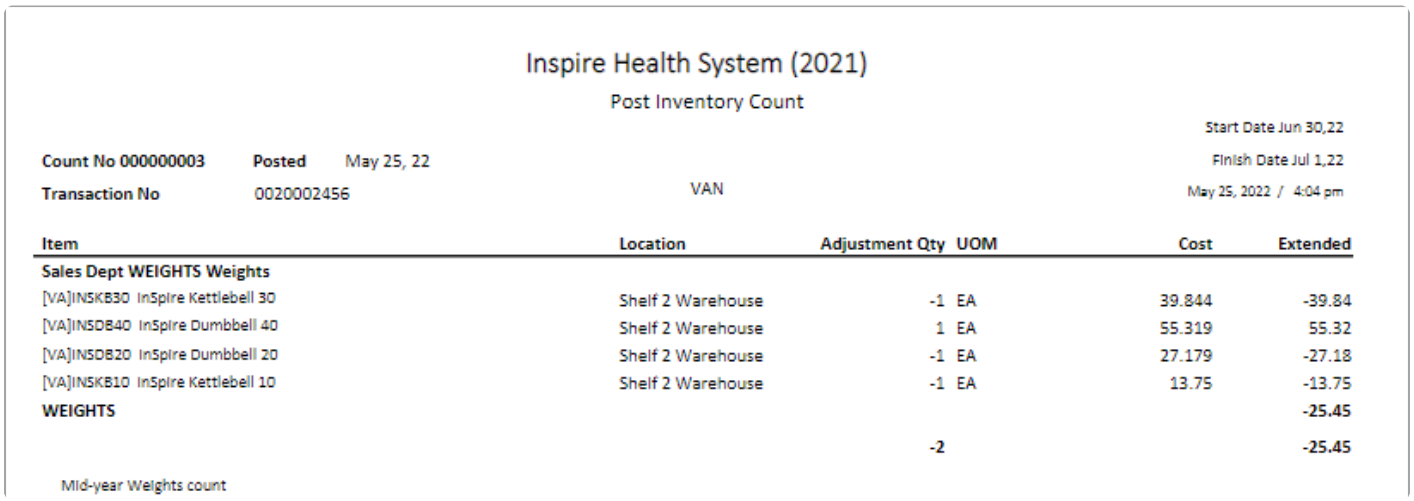
Count No 000000003

Part Number	Product Code	Description		UOM	Expected	Counted	Diff	Gain/Loss
VA /INSDB10	WEIGHT	InSpire Dumbbell 10		EA	11	11		
VA /INSDB10			*May 25,22 3:32 pm*	*EA*	*WF*	*11*		
VA /INSDB15	WEIGHT	InSpire Dumbbell 15		EA	3	3		
VA /INSDB15			*May 25,22 3:32 pm*	*EA*	*WF*	*3*		
VA /INSDB20	WEIGHT	InSpire Dumbbell 20		EA	13	12	-1	-27.18
VA /INSDB20			*May 25,22 3:32 pm*	*EA*	*WF*	*12*		
VA /INSDB30	WEIGHT	InSpire Dumbbell 30		EA	4	4		
VA /INSDB30			*May 25,22 3:32 pm*	*EA*	*WF*	*4*		
VA /INSDB35	WEIGHT	InSpire Dumbbell 35		EA	9	9		
VA /INSDB35			*May 25,22 3:32 pm*	*EA*	*WF*	*9*		
VA /INSDB40	WEIGHT	InSpire Dumbbell 40		EA	1	2	1	55.32
VA /INSDB40			*May 25,22 3:32 pm*	*EA*	*WF*	*2*		
VA /INSDB5	WEIGHT	InSpire Dumbbell 5		EA	2	2		
VA /INSDB5			*May 25,22 3:32 pm*	*EA*	*WF*	*2*		
VA /INSKB10	WEIGHT	InSpire Kettlebell 10		EA	1	0	-1	-13.75
VA /INSKB15	WEIGHT	InSpire Kettlebell 15		EA	1	1		
VA /INSKB15			*May 25,22 3:32 pm*	*EA*	*WF*	*1*		
VA /INSKB20	WEIGHT	InSpire Kettlebell 20		EA	1	1		
VA /INSKB20			*May 25,22 3:32 pm*	*EA*	*WF*	*1*		
VA /INSKB25	WEIGHT	InSpire Kettlebell 25		EA	15	15		
VA /INSKB25			*May 25,22 3:32 pm*	*EA*	*WF*	*15*		
VA /INSKB30	WEIGHT	InSpire Kettlebell 30		EA	83	82	-1	-39.84
VA /INSKB30			*May 25,22 3:32 pm*	*EA*	*WF*	*82*		
VA /INSKB35	WEIGHT	InSpire Kettlebell 35		EA	1	1		
VA /INSKB35			*May 25,22 3:32 pm*	*EA*	*WF*	*1*		

When you are ready to commit the counts to the company data, click the Post button in the toolbar. A screen will appear to enter the transaction date that will be used for the item adjustments and GL journal entry. You may be able to see or even change the GL accounts if a User Setting is enabled to allow this. Any inventory count adjustment transactions will be saved with the items, and a journal entry will be posted to the General Ledger, updating the Inventory control and Inventory Adjustment accounts.



A Post Inventory Count is also available to list just the items that had a quantity variance, along with costs.



Inspire Health System (2021)

Post Inventory Count

Start Date Jun 30,22

Finish Date Jul 1,22

May 25, 2022 / 4:04 pm

Count No 000000003 **Posted** May 25, 22

Transaction No 0020002456

VAN

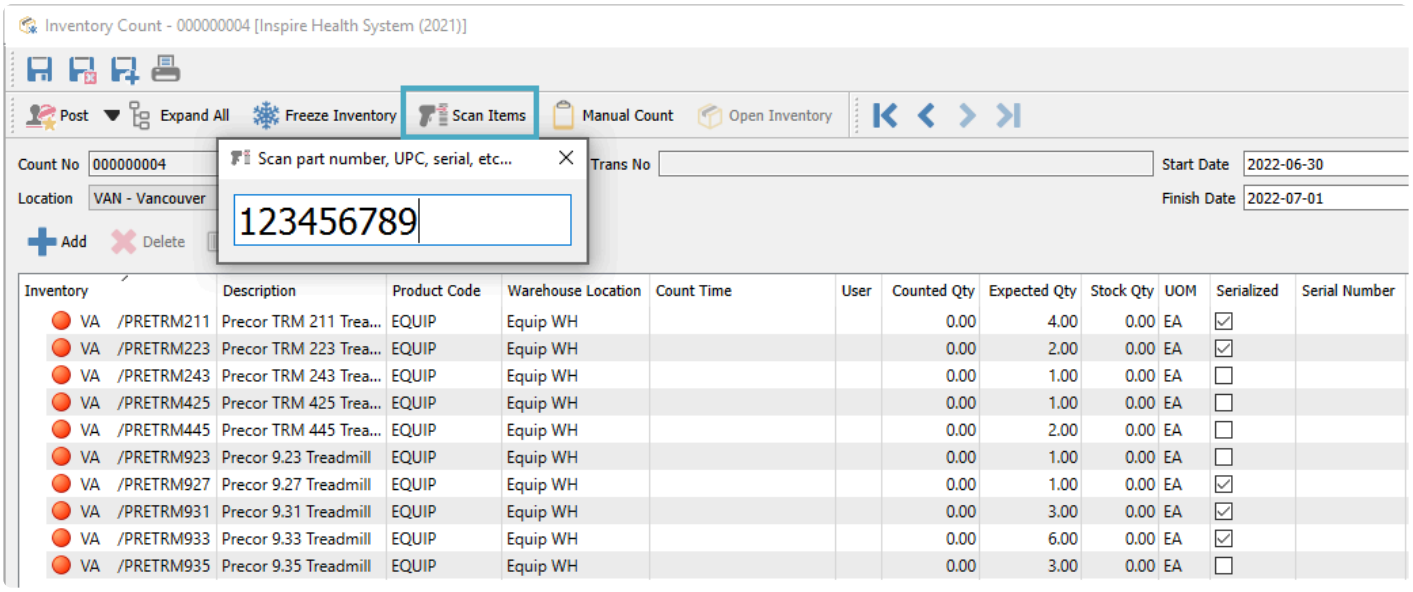
Item	Location	Adjustment Qty	UOM	Cost	Extended
Sales Dept WEIGHTS Weights					
[VA]IN5KB30 InSpire Kettlebell 30	Shelf 2 Warehouse	-1	EA	39.844	-39.84
[VA]IN5DB40 InSpire Dumbbell 40	Shelf 2 Warehouse	1	EA	55.319	55.32
[VA]IN5DB20 InSpire Dumbbell 20	Shelf 2 Warehouse	-1	EA	27.179	-27.18
[VA]IN5KB10 InSpire Kettlebell 10	Shelf 2 Warehouse	-1	EA	13.75	-13.75
WEIGHTS					**-25.45**
		-2			**-25.45**

Mid-year Weights count

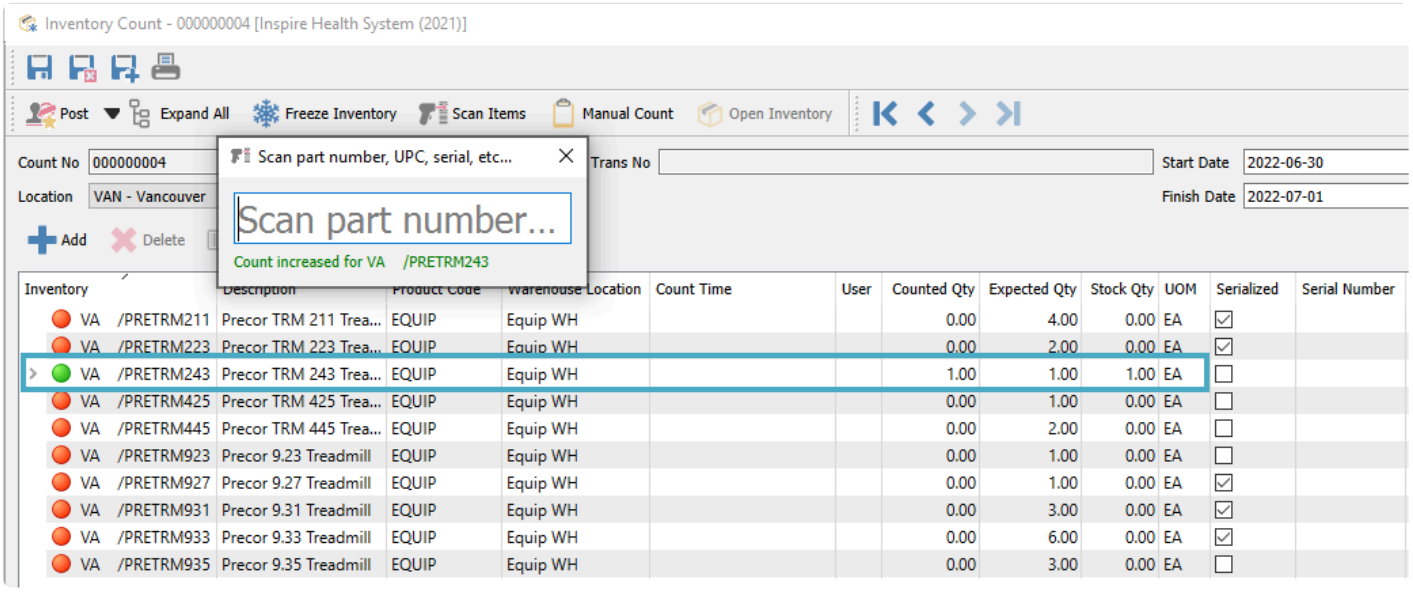
The posted count can be viewed at any time from the invoice count list or from the General Ledger journal entry from the View Source button. Any inventory count adjustments can also be seen from the inventory receipts tab of any affected item.

Scanning Items

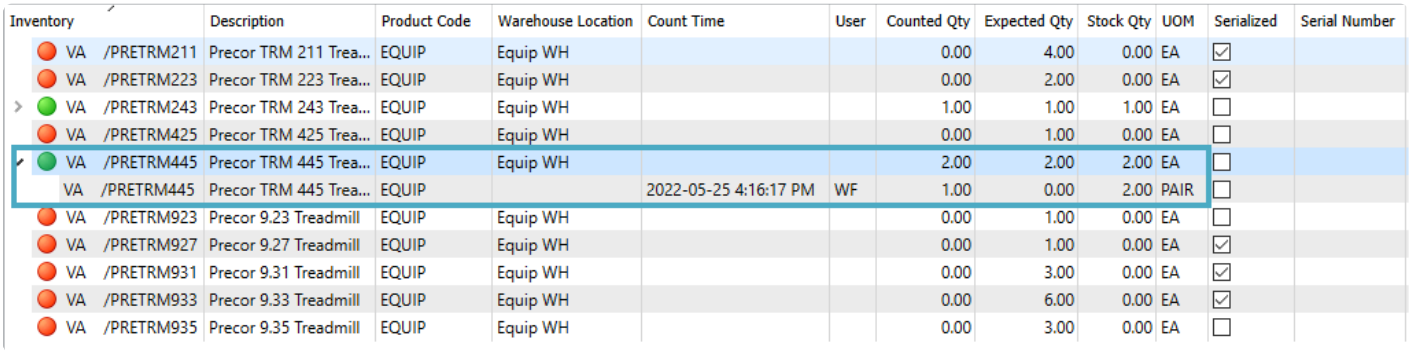
Scanning barcodes for counting items tends to be more efficient than counting them manually, especially in larger count volumes. To perform counts by scanning barcodes, click the Scan Items button to open the scan window and then scan the barcode.



If the code was located, it will automatically increment the count of that item by one.

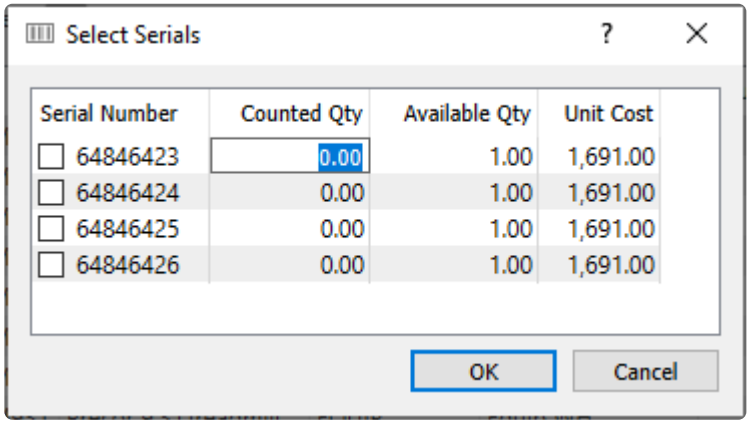


If the barcode you scanned was for a unit of measure other than the stocking unit, that will be recognized and used for the count. The Stock Qty will be calculated in the stocking unit.

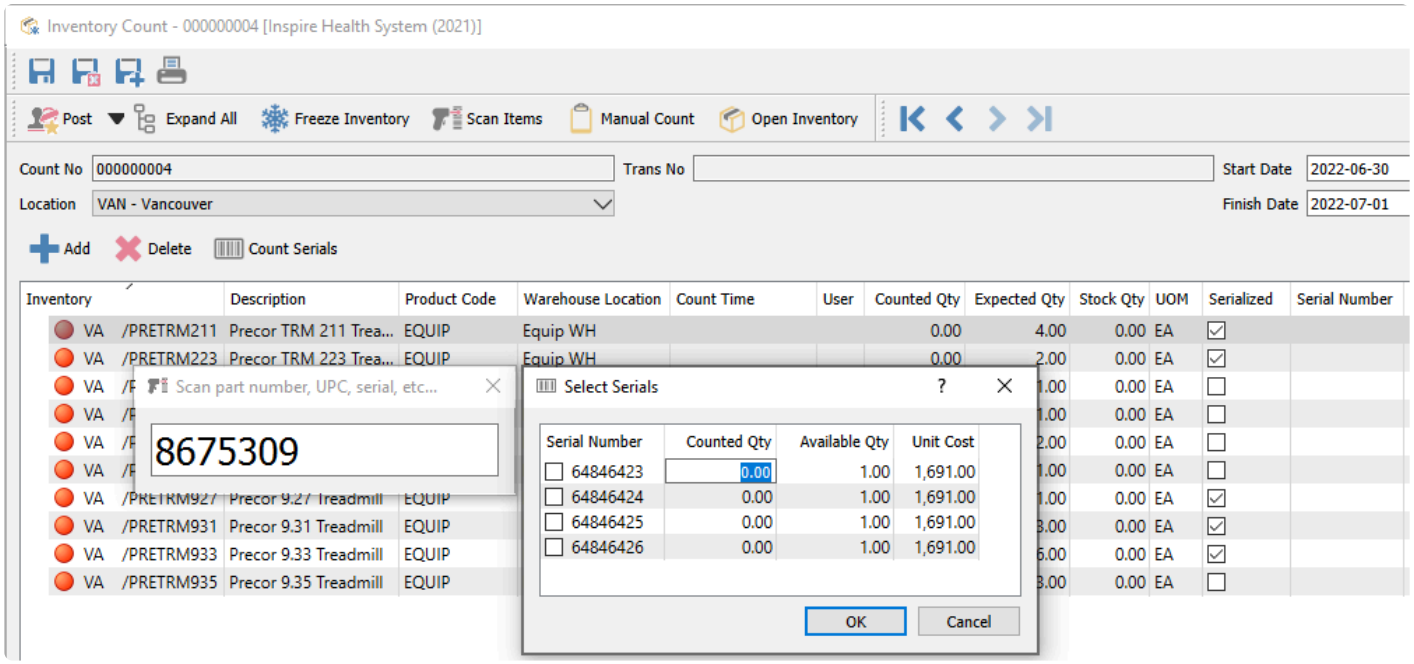


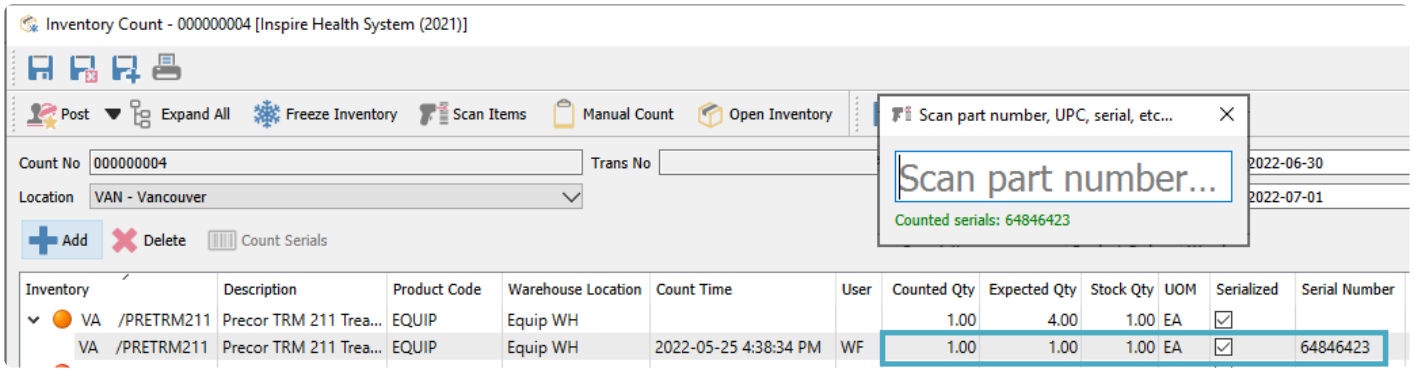
Serial or Lot Numbers

If the item that you are counting supports either serial numbers or lot numbers, you can manually select all of those counted, either by using the checkbox or entering the quantity.

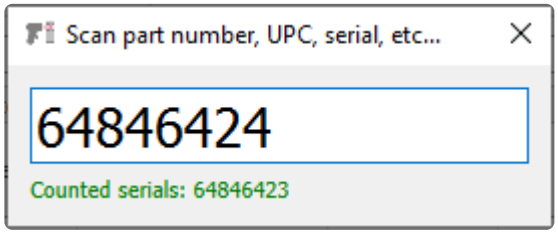


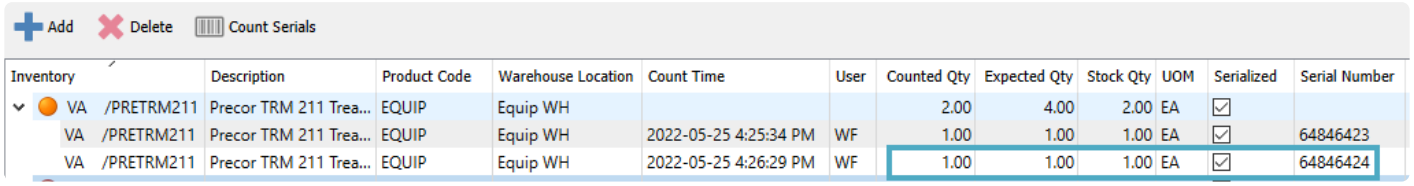
If the item also has UPC barcodes entered, you can scan this to bring up the serial number selection screen for the one you scanned.





If there is a barcode associated with the serial or lot number, you can scan this to immediately increment the count for that number.



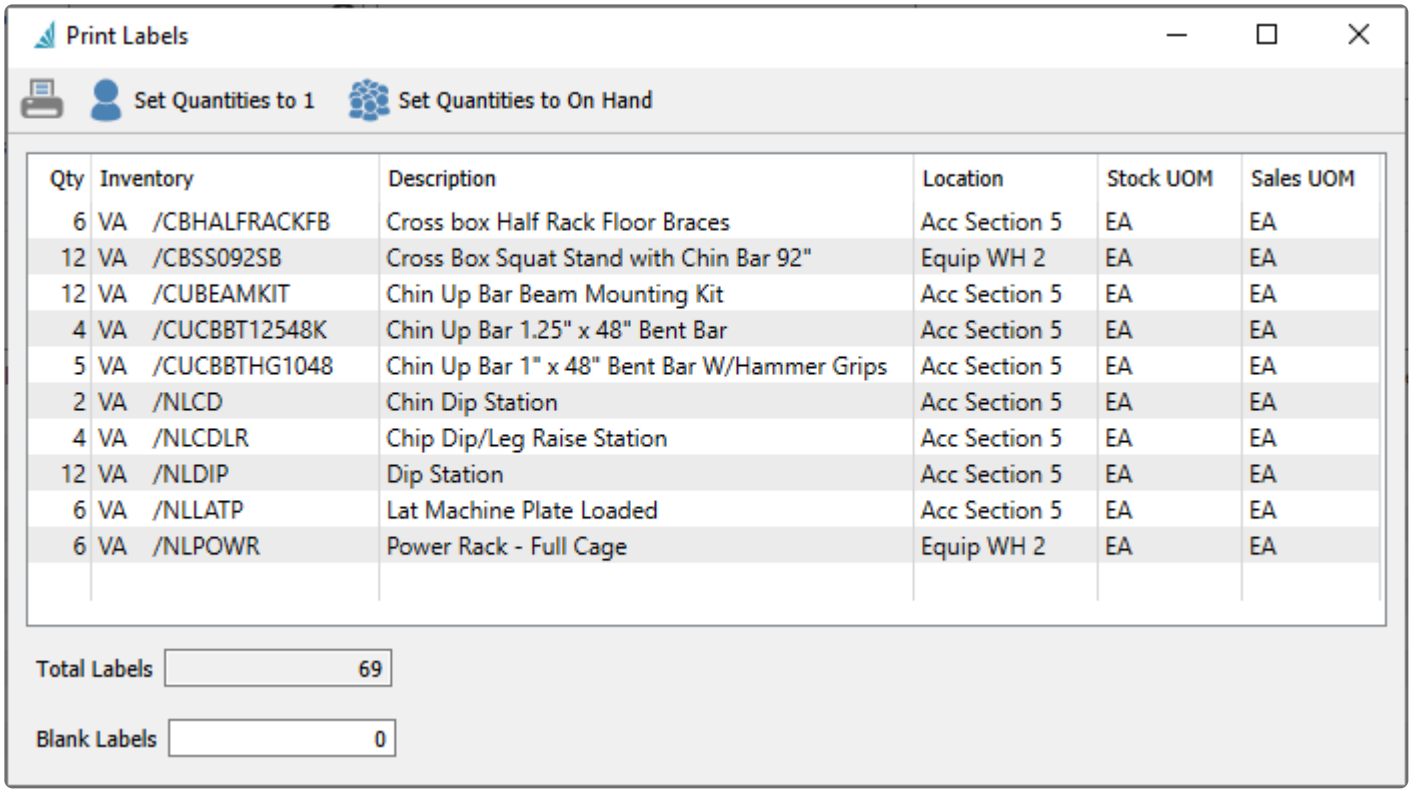


Training Video for Inventory Count

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

Inventory Labels

Inventory Labels are useful for various reasons, such as creating scannable barcodes for identifying items or orders, or creating shelf labelling for the warehouse. Item labels can be printed from a purchase order, sales order or from the inventory list. However you print them, the Print Labels window contains a list of items where you determine how many to print and the type of label you require.



Qty	Inventory	Description	Location	Stock UOM	Sales UOM
6	VA /CBHALFRACKFB	Cross box Half Rack Floor Braces	Acc Section 5	EA	EA
12	VA /CBSS092SB	Cross Box Squat Stand with Chin Bar 92"	Equip WH 2	EA	EA
12	VA /CUBEAMKIT	Chin Up Bar Beam Mounting Kit	Acc Section 5	EA	EA
4	VA /CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent Bar	Acc Section 5	EA	EA
5	VA /CUCBBTHG1048	Chin Up Bar 1" x 48" Bent Bar W/Hammer Grips	Acc Section 5	EA	EA
2	VA /NLCD	Chin Dip Station	Acc Section 5	EA	EA
4	VA /NLCDLR	Chip Dip/Leg Raise Station	Acc Section 5	EA	EA
12	VA /NLDIP	Dip Station	Acc Section 5	EA	EA
6	VA /NLLATP	Lat Machine Plate Loaded	Acc Section 5	EA	EA
6	VA /NLPOWR	Power Rack - Full Cage	Equip WH 2	EA	EA

Print – Prints labels for each item on the list in specified quantity, using a report based on your label layout and formatting requirements.

Set Quantities to 1 – Sets label quantities for all items to print one label for each item. An example for printing one label per item would be for warehouse shelf or bin labels, where only one label per item is necessary.

Set Quantities to On Hand – Sets label quantities for all items to print one label for each quantity associated with the item, depending on the label source. This is the default setting when the Print Labels screen is first opened.

Qty – The number of labels that will be printed for each item number. The default value is the ‘On Hand’ quantity but the values can be manually edited as required.

Inventory – The item part number and warehouse for which labels will be printed. If you click on the blank row beneath the last inventory number, you can add a new item number for printing.

Description – The description of the item for which labels will be printed, displayed for reference only and cannot be edited.

Location – The warehouse location of the item number, displayed for reference only and cannot be edited. This may be useful for shelf labelling.

Stock UOM – The stocking unit of measure of the item number, displayed for reference only and cannot be edited. This may be useful when determining the number of labels to print if the unit you store items in the warehouse is something other than Each.

Sales UOM – The selling unit of measure of the item number, displayed for reference only and cannot be edited. This may be useful when determining the number of labels to print if the unit in how you ship items is something other than Each.

Total Labels – The sum of the quantities of labels that will be printed for all items. This is helpful so that you can load enough labels in the printer before starting.

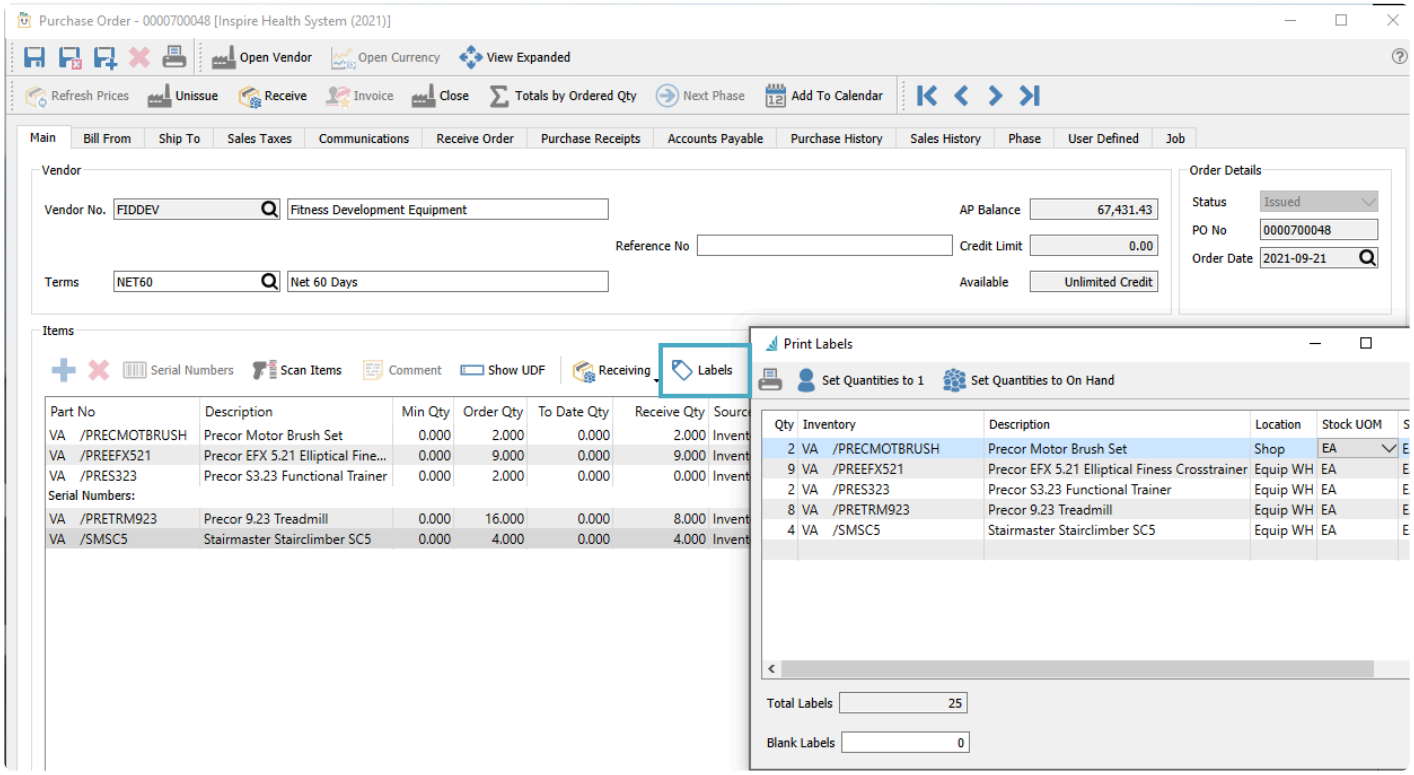
Blank Labels – Determines the starting position of printed information on a sheet of labels. The default value of zero will start printing in the top-left corner, and a non-zero value will skip that number of labels in the first column, then the second and third columns. This is helpful if the user is printing on sheets of labels and some were used the last time labels were printed. You wouldn’t enter a value greater than the maximum number of labels on one sheet.

When you print labels on a sheet with multiple rows and columns, the printing sequence will be by columns rather than rows.

CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBHALFRACKFB Cross box Half Rack Floor Braces 109.99	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBSS092SB Cross Box Squat Stand with Chin Bar 92 549.00	CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBSS092SB Cross Box Squat Stand with Chin Bar 92 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00
CBSS092SB Cross Box Squat Stand with Chin Bar 92' 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00	CUCBBT12548K Chin Up Bar 1.25" x 48" Bent Bar 23.75
CBSS092SB Cross Box Squat Stand with Chin Bar 92 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00	CUCBBT12548K Chin Up Bar 1.25" x 48" Bent Bar 23.75
CBSS092SB Cross Box Squat Stand with Chin Bar 92 549.00	CUBEAMKIT Chin Up Bar Beam Mounting Kit 25.00	CUCBBT12548K Chin Up Bar 1.25" x 48" Bent Bar 23.75

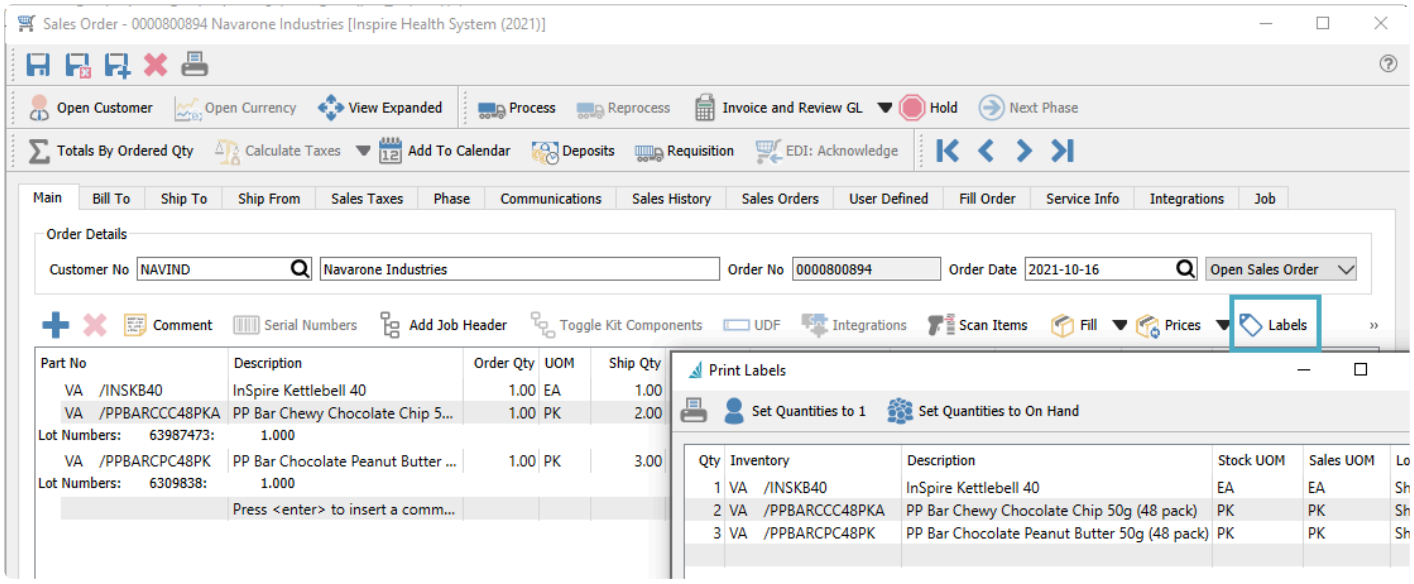
Purchase Orders

When editing a purchase order, the Labels button is found in the toolbar of the Items area. The Print Labels screen will be populated with all items on the purchase order. The default quantity for each item will be the Receive Quantity if this value is not zero, or the To Date Qty for previously received item quantity, or the Order Qty for items not yet received.



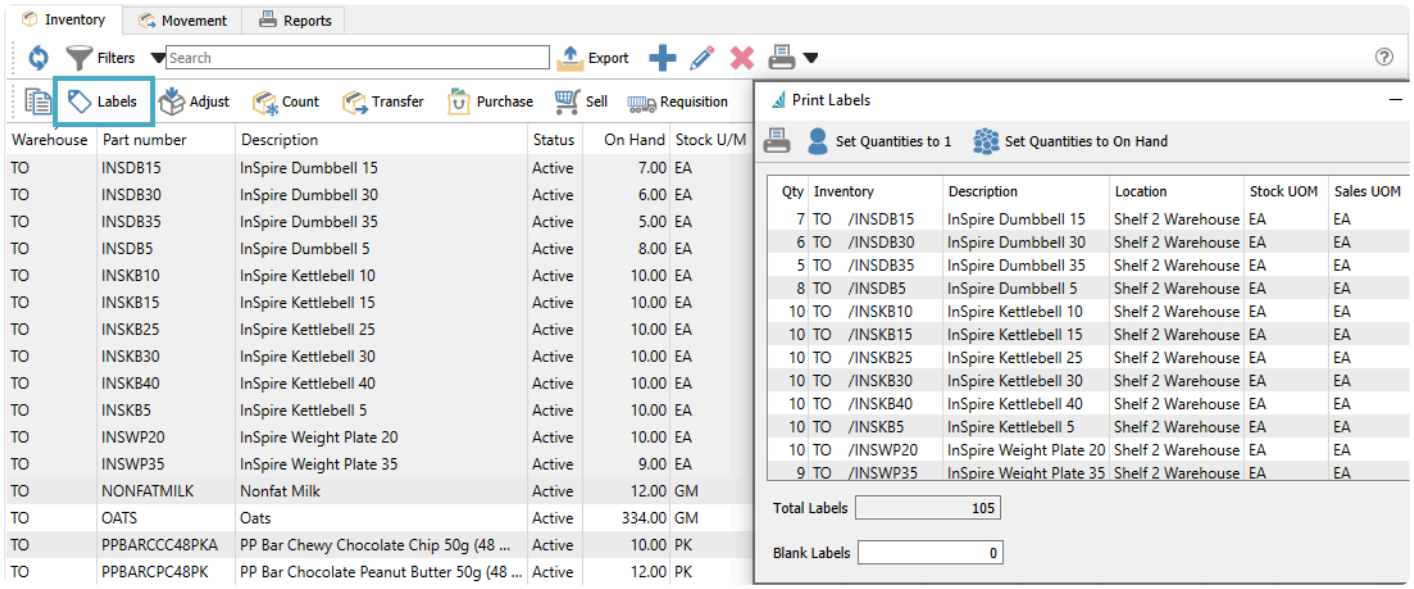
Sales Orders

When editing a sales order, the Labels button is found in the toolbar of the Items area. The Print Labels screen will be populated with all items on the sales order. The default quantity for each item will be the Ship Qty.

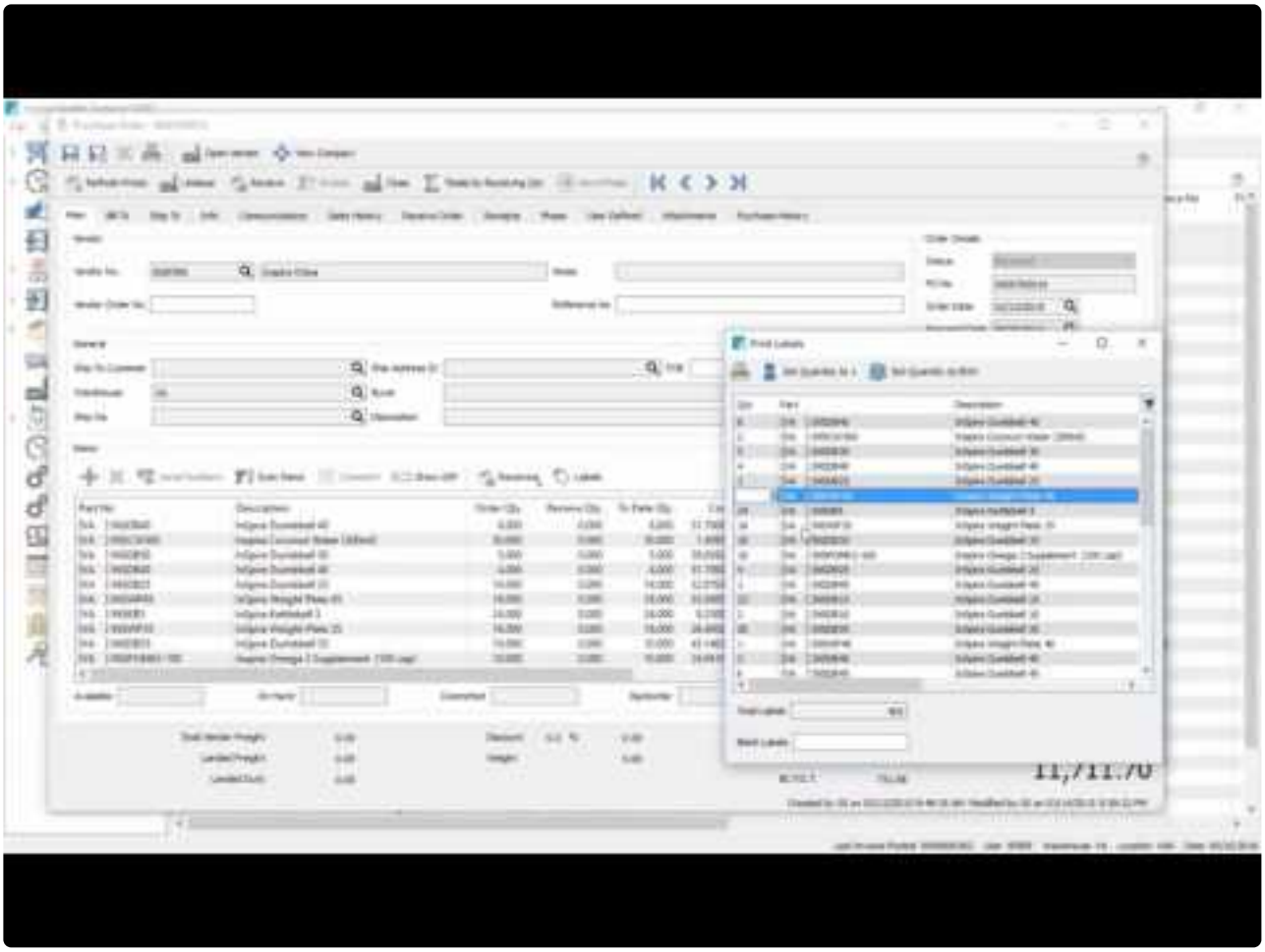


Inventory List

From the Inventory module and the list of items, the Labels button is found in the toolbar at the top. The Print Labels screen will be populated with all items selected in the grid. The default quantity for each item will be the Quantity on Hand. Be careful when printing labels by Quantity on Hand for items that are stocked in a small unit of measure, where the quantity could be in the hundreds or thousands – you likely don't want to print a separate label for each stocking unit on hand, but instead by a different unit.



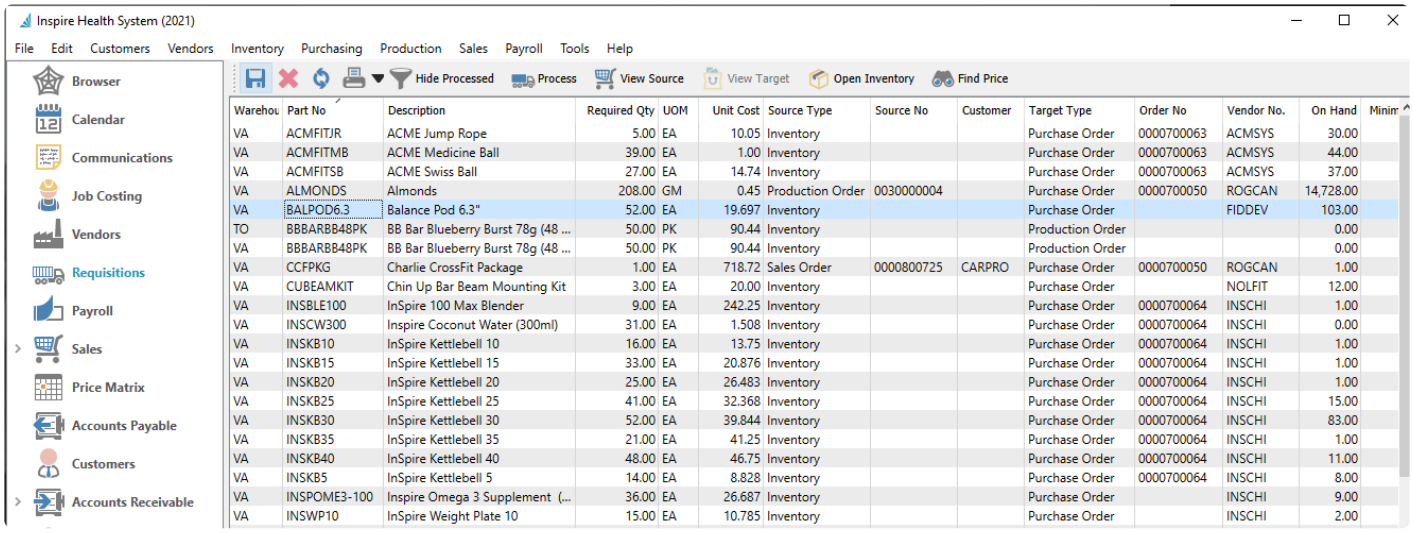
Video Instruction – Inventory Labels



https://www.youtube.com/embed/UI3TotPG9Ws?rel=0

Requisitions

Requisitions are authorization requests for purchasing or producing items, often created by staff who are not the decision-makers in what to buy and how much. Requisitions can be made from many different modules, and when approved they are included on purchase orders, with all transactions cross-referenced to each other for identification. Unless manually removed before processing, items sent to requisition stay on the list until the purchase order is closed or the production order is built.



Warehou	Part No	Description	Required Qty	UOM	Unit Cost	Source Type	Source No	Customer	Target Type	Order No	Vendor No.	On Hand	Minim
VA	ACMFITJR	ACME Jump Rope	5.00	EA	10.05	Inventory			Purchase Order	0000700063	ACMSYS	30.00	
VA	ACMFITMB	ACME Medicine Ball	39.00	EA	1.00	Inventory			Purchase Order	0000700063	ACMSYS	44.00	
VA	ACMFITSB	ACME Swiss Ball	27.00	EA	14.74	Inventory			Purchase Order	0000700063	ACMSYS	37.00	
VA	ALMONDS	Almonds	208.00	GM	0.45	Production Order	0030000004		Purchase Order	0000700050	ROGCAN	14,728.00	
VA	BALPOD6.3	Balance Pod 6.3"	52.00	EA	19.697	Inventory			Purchase Order		FIDDEV	103.00	
TO	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	50.00	PK	90.44	Inventory			Production Order			0.00	
VA	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	50.00	PK	90.44	Inventory			Production Order			0.00	
VA	CCFPKG	Charlie CrossFit Package	1.00	EA	718.72	Sales Order	0000800725	CARPRO	Purchase Order	0000700050	ROGCAN	1.00	
VA	CUBEAMKIT	Chin Up Bar Beam Mounting Kit	3.00	EA	20.00	Inventory			Purchase Order		NOLFIT	12.00	
VA	INSBLE100	InSpire 100 Max Blender	9.00	EA	242.25	Inventory			Purchase Order	0000700064	INSCHI	1.00	
VA	INSCW300	Inspire Coconut Water (300ml)	31.00	EA	1.508	Inventory			Purchase Order	0000700064	INSCHI	0.00	
VA	INSKB10	InSpire Kettlebell 10	16.00	EA	13.75	Inventory			Purchase Order	0000700064	INSCHI	1.00	
VA	INSKB15	InSpire Kettlebell 15	33.00	EA	20.876	Inventory			Purchase Order	0000700064	INSCHI	1.00	
VA	INSKB20	InSpire Kettlebell 20	25.00	EA	26.483	Inventory			Purchase Order	0000700064	INSCHI	1.00	
VA	INSKB25	InSpire Kettlebell 25	41.00	EA	32.368	Inventory			Purchase Order	0000700064	INSCHI	15.00	
VA	INSKB30	InSpire Kettlebell 30	52.00	EA	39.844	Inventory			Purchase Order	0000700064	INSCHI	83.00	
VA	INSKB35	InSpire Kettlebell 35	21.00	EA	41.25	Inventory			Purchase Order	0000700064	INSCHI	1.00	
VA	INSKB40	InSpire Kettlebell 40	48.00	EA	46.75	Inventory			Purchase Order	0000700064	INSCHI	11.00	
VA	INSKB5	InSpire Kettlebell 5	14.00	EA	8.828	Inventory			Purchase Order	0000700064	INSCHI	8.00	
VA	INSPOME3-100	Inspire Omega 3 Supplement (...	36.00	EA	26.687	Inventory			Purchase Order		INSCHI	9.00	
VA	INSWP10	InSpire Weight Plate 10	15.00	EA	10.785	Inventory			Purchase Order		INSCHI	2.00	

Save – Save changes made to editable fields of unprocessed requisitions in the grid, such as Unit cost or Required Qty or Vendor number.

Delete – Delete a line from list, which will be prevented if the requisition has been processed to a Purchase or Production Order.

Refresh – Reload the stored requisition list, which may have new items requested or records removed when Target orders are closed, from other users on the network.

Print – Print requisition reports such as an outstanding requisition listing.

Hide Processed – Suppress requisitions that are already on a purchase order or production order, as indicated by the Target Type and Order Number.

Process – Create a new Production Order for each highlighted manufactured item requisition, or a Purchase Order for requisitions of other item types, grouped by vendor number.

View Source – Drills down to the inventory item or sales order or production order that this requisition line original from, as indicated by the Source Type and Source Number.

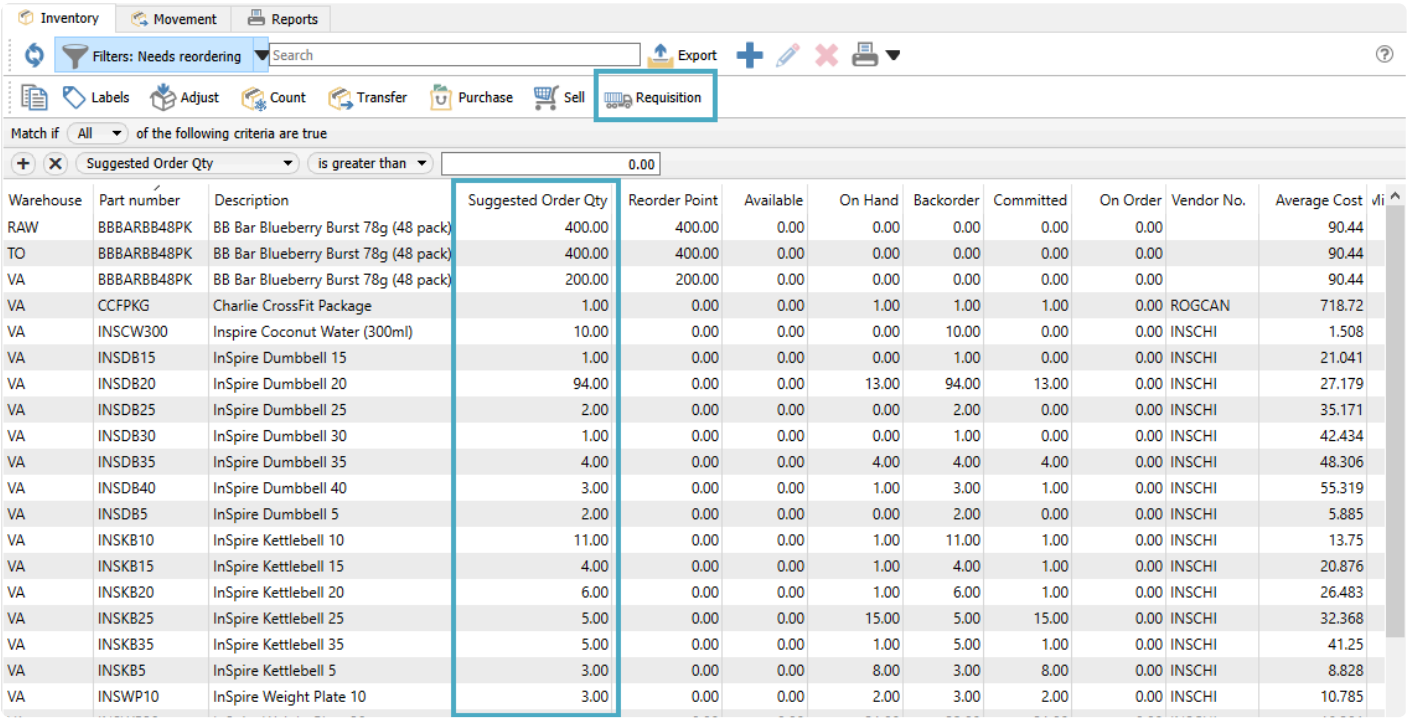
View Target – Drills down to the purchase order or production order that this requisition was sent to, as indicated by the Target Type and Order Number.

Open Inventory – Opens the highlighted item in a new window to view or edit.

Find Price – If the highlighted requisition is for an item not yet processed in a Purchase Order, this will open the Vendor Prices list for this item, to assist in deciding from which vendor this item should be purchased, if multiple vendors are available to choose from.

From Inventory List

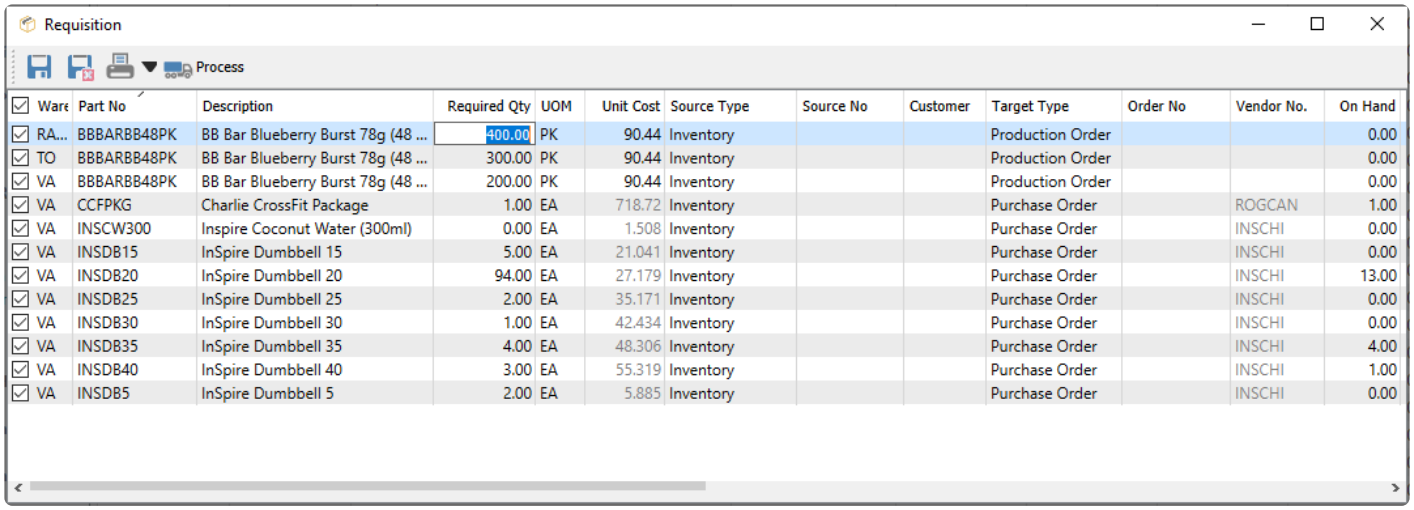
You would choose to create requisitions from the inventory item list when quantity available is below the item reorder point value, or if items are backordered on sales orders and the entry staff are typically not responsible for making requisitions. To assist in deciding which items should be purchased or produced, the “Suggested Order Qty” column on the inventory list is calculated from the Reorder Point minimum level and quantities on hand, committed, on sales backorder or on issued purchase orders. When this calculation is greater than zero, and if the item has a minimum order quantity defined for purchase or production and greater than this calculation, this minimum order quantity will replace the calculation for the Suggested Order Quantity. Only items with Suggested Order quantities greater than zero would typically be considered for a requisition, though you are not prevented from choosing any item.



Warehouse	Part number	Description	Suggested Order Qty	Reorder Point	Available	On Hand	Backorder	Committed	On Order	Vendor No.	Average Cost	Mi
RAW	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 pack)	400.00	400.00	0.00	0.00	0.00	0.00	0.00		90.44	
TO	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 pack)	400.00	400.00	0.00	0.00	0.00	0.00	0.00		90.44	
VA	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 pack)	200.00	200.00	0.00	0.00	0.00	0.00	0.00		90.44	
VA	CCFPKG	Charlie CrossFit Package	1.00	0.00	0.00	1.00	1.00	1.00	0.00	ROGCAN	718.72	
VA	INSCW300	Inspire Coconut Water (300ml)	10.00	0.00	0.00	0.00	10.00	0.00	0.00	INSCHI	1.508	
VA	INSDB15	InSpire Dumbbell 15	1.00	0.00	0.00	0.00	1.00	0.00	0.00	INSCHI	21.041	
VA	INSDB20	InSpire Dumbbell 20	94.00	0.00	0.00	13.00	94.00	13.00	0.00	INSCHI	27.179	
VA	INSDB25	InSpire Dumbbell 25	2.00	0.00	0.00	0.00	2.00	0.00	0.00	INSCHI	35.171	
VA	INSDB30	InSpire Dumbbell 30	1.00	0.00	0.00	0.00	1.00	0.00	0.00	INSCHI	42.434	
VA	INSDB35	InSpire Dumbbell 35	4.00	0.00	0.00	4.00	4.00	4.00	0.00	INSCHI	48.306	
VA	INSDB40	InSpire Dumbbell 40	3.00	0.00	0.00	1.00	3.00	1.00	0.00	INSCHI	55.319	
VA	INSDB5	InSpire Dumbbell 5	2.00	0.00	0.00	0.00	2.00	0.00	0.00	INSCHI	5.885	
VA	INSKB10	InSpire Kettlebell 10	11.00	0.00	0.00	1.00	11.00	1.00	0.00	INSCHI	13.75	
VA	INSKB15	InSpire Kettlebell 15	4.00	0.00	0.00	1.00	4.00	1.00	0.00	INSCHI	20.876	
VA	INSKB20	InSpire Kettlebell 20	6.00	0.00	0.00	1.00	6.00	1.00	0.00	INSCHI	26.483	
VA	INSKB25	InSpire Kettlebell 25	5.00	0.00	0.00	15.00	5.00	15.00	0.00	INSCHI	32.368	
VA	INSKB35	InSpire Kettlebell 35	5.00	0.00	0.00	1.00	5.00	1.00	0.00	INSCHI	41.25	
VA	INSKB5	InSpire Kettlebell 5	3.00	0.00	0.00	8.00	3.00	8.00	0.00	INSCHI	8.828	
VA	INSWP10	InSpire Weight Plate 10	3.00	0.00	0.00	2.00	3.00	2.00	0.00	INSCHI	10.785	

In the example above, a filter has been created that lists all items with a Suggested Order Qty greater than zero, displaying only those items you would typically choose to requisition. Filters also allow saving the column layout, so you can easily see how the suggested order qty was calculated by showing all of the fields used in the calculation as columns.

Whether or not you use filters to restrict the item list, highlight any or all of the items you wish to purchase or produce and click the Requisition button in the toolbar to load those items into a Requisition work screen.



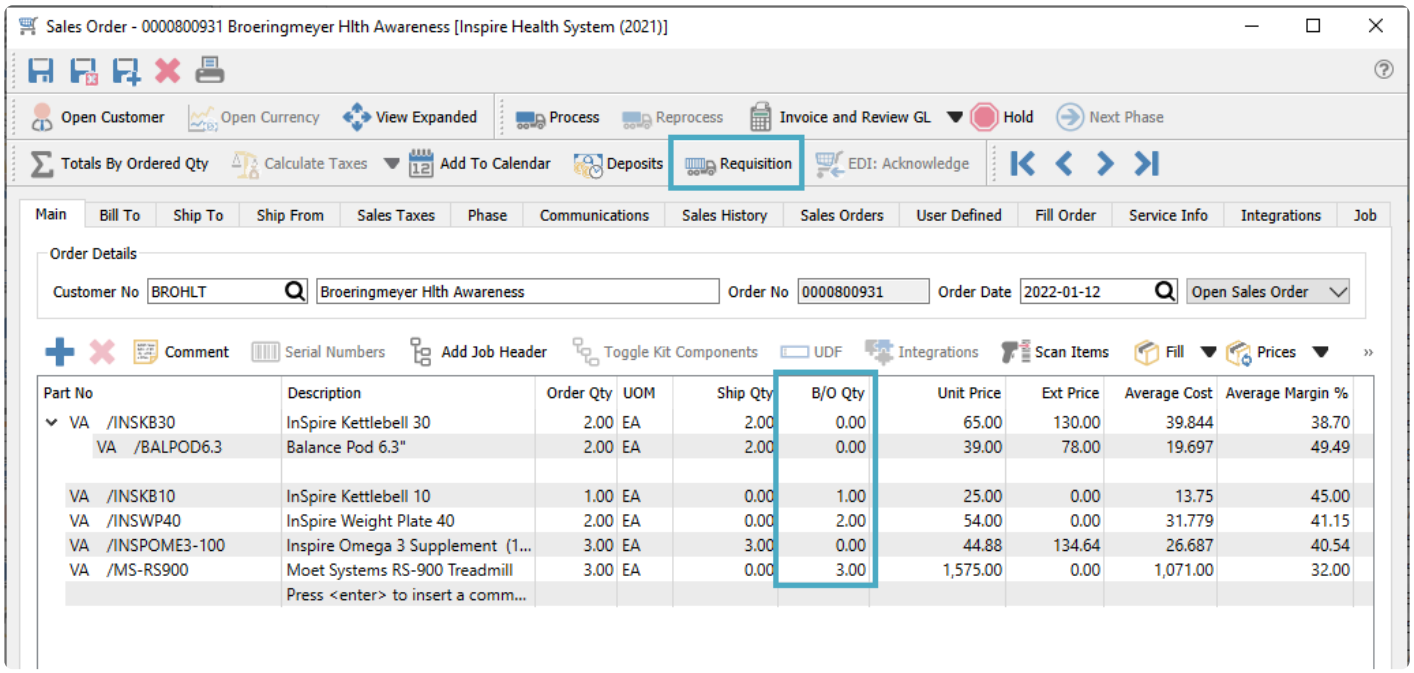
Ware	Part No	Description	Required Qty	UOM	Unit Cost	Source Type	Source No	Customer	Target Type	Order No	Vendor No.	On Hand
RA...	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	400.00	PK	90.44	Inventory			Production Order			0.00
TO	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	300.00	PK	90.44	Inventory			Production Order			0.00
VA	BBBARBB48PK	BB Bar Blueberry Burst 78g (48 ...	200.00	PK	90.44	Inventory			Production Order			0.00
VA	CCFPKG	Charlie CrossFit Package	1.00	EA	718.72	Inventory			Purchase Order		ROGCAN	1.00
VA	INSCW300	Inspire Coconut Water (300ml)	0.00	EA	1.508	Inventory			Purchase Order		INSCHI	0.00
VA	INSDB15	InSpire Dumbbell 15	5.00	EA	21.041	Inventory			Purchase Order		INSCHI	0.00
VA	INSDB20	InSpire Dumbbell 20	94.00	EA	27.179	Inventory			Purchase Order		INSCHI	13.00
VA	INSDB25	InSpire Dumbbell 25	2.00	EA	35.171	Inventory			Purchase Order		INSCHI	0.00
VA	INSDB30	InSpire Dumbbell 30	1.00	EA	42.434	Inventory			Purchase Order		INSCHI	0.00
VA	INSDB35	InSpire Dumbbell 35	4.00	EA	48.306	Inventory			Purchase Order		INSCHI	4.00
VA	INSDB40	InSpire Dumbbell 40	3.00	EA	55.319	Inventory			Purchase Order		INSCHI	1.00
VA	INSDB5	InSpire Dumbbell 5	2.00	EA	5.885	Inventory			Purchase Order		INSCHI	0.00

From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase or Production Orders, where each manufactured item becomes a new Production Order, and all other items are added to new Purchase Orders for each identified vendor.

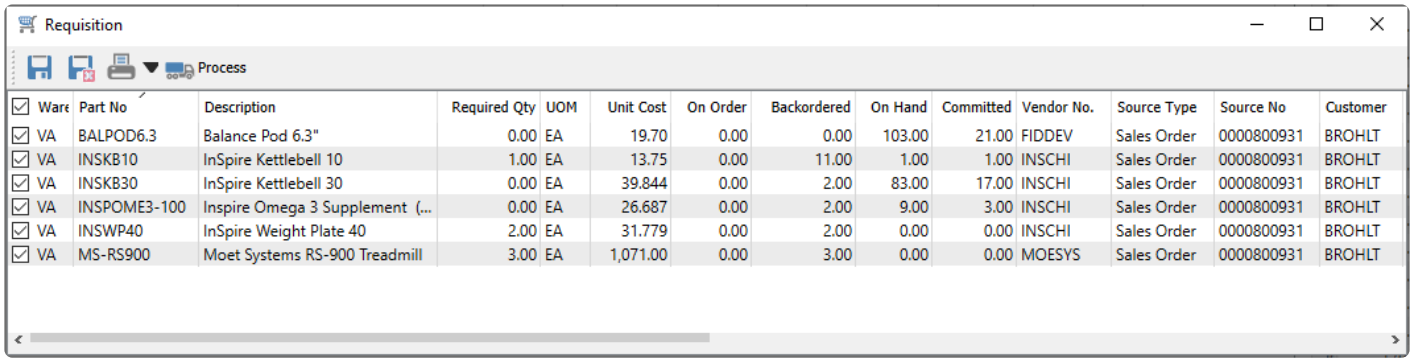
Note: If you have already created and processed a Requisition for an item into a Purchase Order, and then attempt to do it again, the order qty from the PO will be subtracted from the Suggested Order Qty when determining the Required Qty. This is to prevent you from processing multiple concurrent requisitions for the same item.

From Sales Order

If items on a sales order have a backordered quantity value other than zero, you can create a requisition for all of these items when editing the order.



When you click the Requisition button on the toolbar, the entire item list from the sales order is loaded into the Requisition work screen, with Required Quantities equal to the respective sales order Backordered quantities, ignoring any other quantity values from the inventory item.



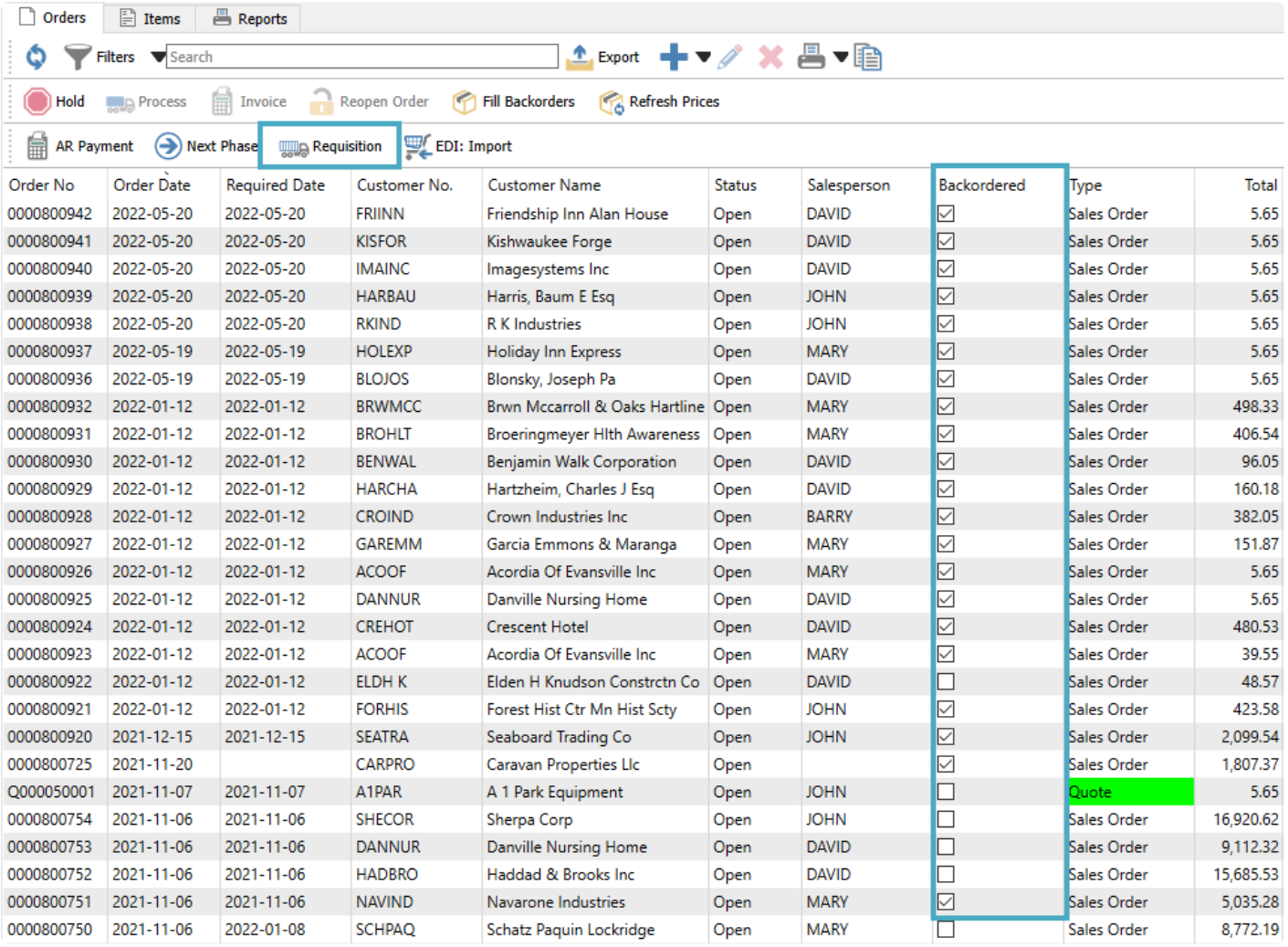
From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase or Production Orders, where each manufactured item becomes a new Production Order, and all other items are added to new Purchase Orders for each identified vendor.

Note: If you have already created and processed a Requisition for a sales order into an

Issued Purchase Order, and then attempt to create another requisition, the screen will display the previous requisition and not allow you to save another. This is to prevent you from processing multiple concurrent requisitions for the same sales order items.

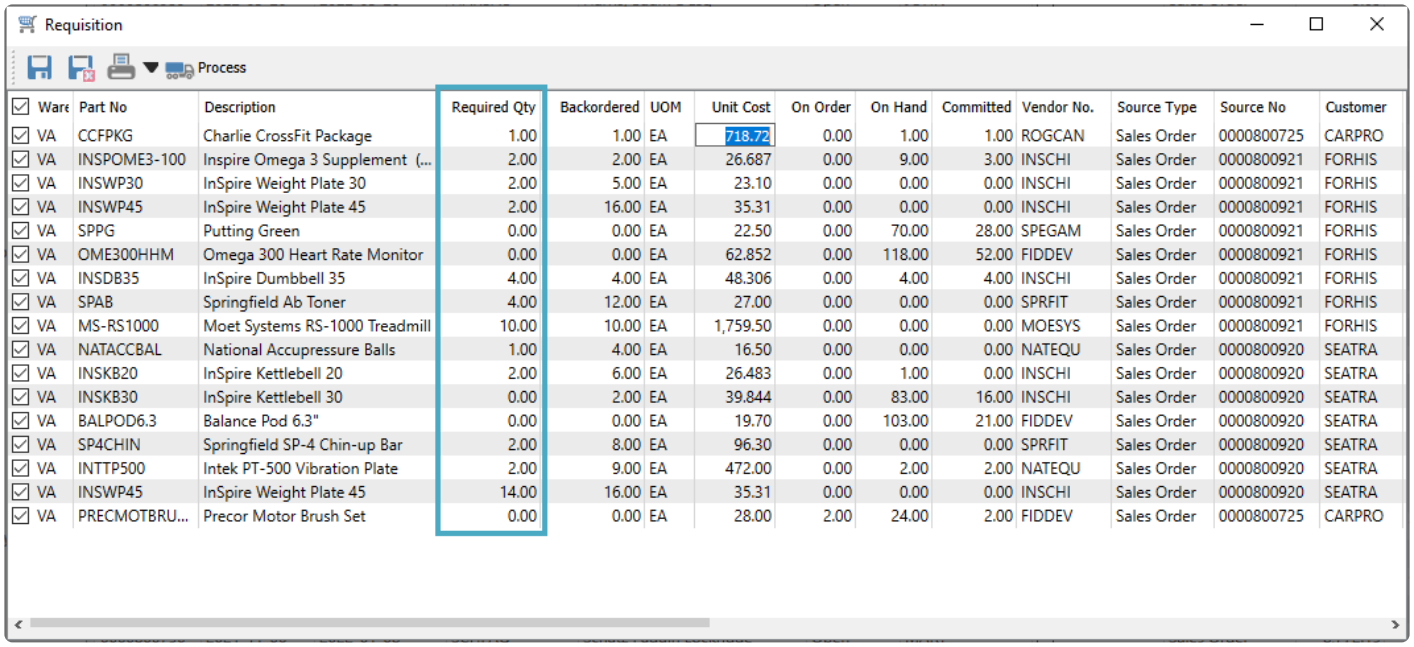
From Sales Order List

Requisitions can be made from multiple sales orders at once, from the Sales Order list screen. If any items on a sales order has backordered quantity, then a Backordered status is assigned to the order, which is visible as a column on the grid.



Order No	Order Date	Required Date	Customer No.	Customer Name	Status	Salesperson	Backordered	Type	Total
0000800942	2022-05-20	2022-05-20	FRIINN	Friendship Inn Alan House	Open	DAVID	☑	Sales Order	5.65
0000800941	2022-05-20	2022-05-20	KISFOR	Kishwaukee Forge	Open	DAVID	☑	Sales Order	5.65
0000800940	2022-05-20	2022-05-20	IMAINC	Imagesystems Inc	Open	DAVID	☑	Sales Order	5.65
0000800939	2022-05-20	2022-05-20	HARBAU	Harris, Baum E Esq	Open	JOHN	☑	Sales Order	5.65
0000800938	2022-05-20	2022-05-20	RKIND	R K Industries	Open	JOHN	☑	Sales Order	5.65
0000800937	2022-05-19	2022-05-19	HOLEXP	Holiday Inn Express	Open	MARY	☑	Sales Order	5.65
0000800936	2022-05-19	2022-05-19	BLOJOS	Blonsky, Joseph Pa	Open	DAVID	☑	Sales Order	5.65
0000800932	2022-01-12	2022-01-12	BRWMCC	Brwn Mccarroll & Oaks Hartline	Open	MARY	☑	Sales Order	498.33
0000800931	2022-01-12	2022-01-12	BROHLT	Broeringmeyer Hlth Awareness	Open	MARY	☑	Sales Order	406.54
0000800930	2022-01-12	2022-01-12	BENWAL	Benjamin Walk Corporation	Open	DAVID	☑	Sales Order	96.05
0000800929	2022-01-12	2022-01-12	HARCHA	Hartzheim, Charles J Esq	Open	DAVID	☑	Sales Order	160.18
0000800928	2022-01-12	2022-01-12	CROIND	Crown Industries Inc	Open	BARRY	☑	Sales Order	382.05
0000800927	2022-01-12	2022-01-12	GAREMM	Garcia Emmons & Maranga	Open	MARY	☑	Sales Order	151.87
0000800926	2022-01-12	2022-01-12	ACOOF	Acordia Of Evansville Inc	Open	MARY	☑	Sales Order	5.65
0000800925	2022-01-12	2022-01-12	DANNUR	Danville Nursing Home	Open	DAVID	☑	Sales Order	5.65
0000800924	2022-01-12	2022-01-12	CREHOT	Crescent Hotel	Open	DAVID	☑	Sales Order	480.53
0000800923	2022-01-12	2022-01-12	ACOOF	Acordia Of Evansville Inc	Open	MARY	☑	Sales Order	39.55
0000800922	2022-01-12	2022-01-12	ELDH K	Elden H Knudson Constrctn Co	Open	DAVID	☐	Sales Order	48.57
0000800921	2022-01-12	2022-01-12	FORHIS	Forest Hist Ctr Mn Hist Scty	Open	JOHN	☑	Sales Order	423.58
0000800920	2021-12-15	2021-12-15	SEATRA	Seaboard Trading Co	Open	JOHN	☑	Sales Order	2,099.54
0000800725	2021-11-20		CARPRO	Caravan Properties Llc	Open		☑	Sales Order	1,807.37
Q000050001	2021-11-07	2021-11-07	A1PAR	A 1 Park Equipment	Open	JOHN	☐	Quote	5.65
0000800754	2021-11-06	2021-11-06	SHECOR	Sherpa Corp	Open	JOHN	☐	Sales Order	16,920.62
0000800753	2021-11-06	2021-11-06	DANNUR	Danville Nursing Home	Open	DAVID	☐	Sales Order	9,112.32
0000800752	2021-11-06	2021-11-06	HADBRO	Haddad & Brooks Inc	Open	DAVID	☐	Sales Order	15,685.53
0000800751	2021-11-06	2021-11-06	NAVIND	Navarone Industries	Open	MARY	☑	Sales Order	5,035.28
0000800750	2021-11-06	2022-01-08	SCHPAQ	Schatz Paquin Lockridge	Open	MARY	☐	Sales Order	8,772.19

You can select one or more orders from the grid to requisition. To assist in locating orders with backordered quantity, you can create and assign a filter to the grid that only displays orders that have the Backordered status with a True value. When all desired orders are highlighted, click the Requisition button to load all items into the Requisition work screen, with Required Quantities equal to the respective sales order Backordered quantities, ignoring any other quantity values from the inventory item.

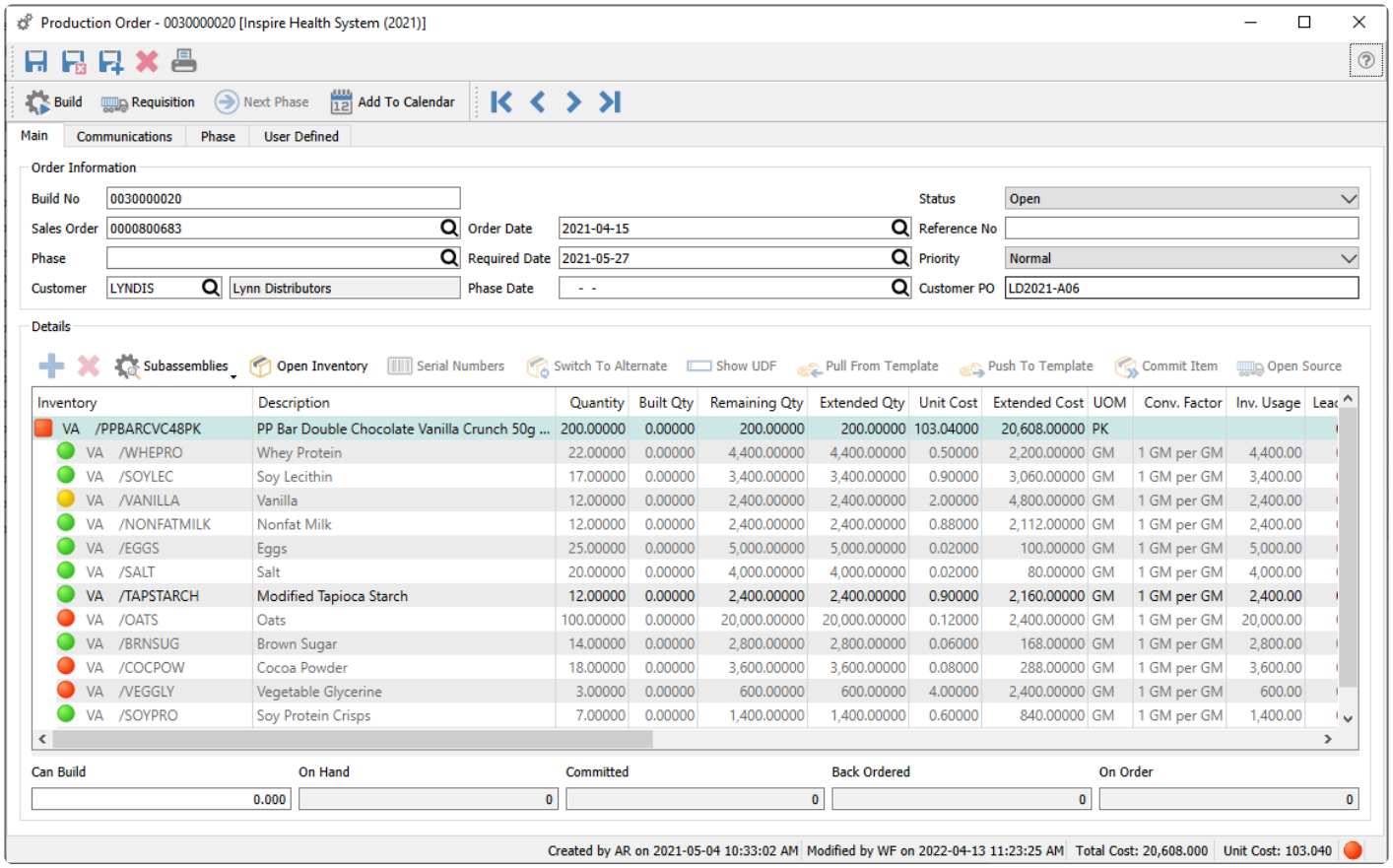


Ware	Part No	Description	Required Qty	Backordered	UOM	Unit Cost	On Order	On Hand	Committed	Vendor No.	Source Type	Source No	Customer
VA	CCFPKG	Charlie CrossFit Package	1.00	1.00	EA	718.72	0.00	1.00	1.00	ROGCAN	Sales Order	0000800725	CARPRO
VA	INSPOME3-100	Inspire Omega 3 Supplement (...	2.00	2.00	EA	26.687	0.00	9.00	3.00	INSCHI	Sales Order	0000800921	FORHIS
VA	INSWP30	InSpire Weight Plate 30	2.00	5.00	EA	23.10	0.00	0.00	0.00	INSCHI	Sales Order	0000800921	FORHIS
VA	INSWP45	InSpire Weight Plate 45	2.00	16.00	EA	35.31	0.00	0.00	0.00	INSCHI	Sales Order	0000800921	FORHIS
VA	SPPG	Putting Green	0.00	0.00	EA	22.50	0.00	70.00	28.00	SPEGAM	Sales Order	0000800921	FORHIS
VA	OME300HHM	Omega 300 Heart Rate Monitor	0.00	0.00	EA	62.852	0.00	118.00	52.00	FIDDEV	Sales Order	0000800921	FORHIS
VA	INSDB35	InSpire Dumbbell 35	4.00	4.00	EA	48.306	0.00	4.00	4.00	INSCHI	Sales Order	0000800921	FORHIS
VA	SPAB	Springfield Ab Toner	4.00	12.00	EA	27.00	0.00	0.00	0.00	SPRFIT	Sales Order	0000800921	FORHIS
VA	MS-RS1000	Moet Systems RS-1000 Treadmill	10.00	10.00	EA	1,759.50	0.00	0.00	0.00	MOESYS	Sales Order	0000800921	FORHIS
VA	NATACCBAL	National Accupressure Balls	1.00	4.00	EA	16.50	0.00	0.00	0.00	NATEQU	Sales Order	0000800920	SEATRA
VA	INSKB20	InSpire Kettlebell 20	2.00	6.00	EA	26.483	0.00	1.00	0.00	INSCHI	Sales Order	0000800920	SEATRA
VA	INSKB30	InSpire Kettlebell 30	0.00	2.00	EA	39.844	0.00	83.00	16.00	INSCHI	Sales Order	0000800920	SEATRA
VA	BALPOD6.3	Balance Pod 6.3"	0.00	0.00	EA	19.70	0.00	103.00	21.00	FIDDEV	Sales Order	0000800920	SEATRA
VA	SP4CHIN	Springfield SP-4 Chin-up Bar	2.00	8.00	EA	96.30	0.00	0.00	0.00	SPRFIT	Sales Order	0000800920	SEATRA
VA	INTTP500	Intek PT-500 Vibration Plate	2.00	9.00	EA	472.00	0.00	2.00	2.00	NATEQU	Sales Order	0000800920	SEATRA
VA	INSWP45	InSpire Weight Plate 45	14.00	16.00	EA	35.31	0.00	0.00	0.00	INSCHI	Sales Order	0000800920	SEATRA
VA	PRECMOTBRU...	Precor Motor Brush Set	0.00	0.00	EA	28.00	2.00	24.00	2.00	FIDDEV	Sales Order	0000800725	CARPRO

From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase or Production Orders, where each manufactured item becomes a new Production Order, and all other items are added to new Purchase Orders for each identified vendor.

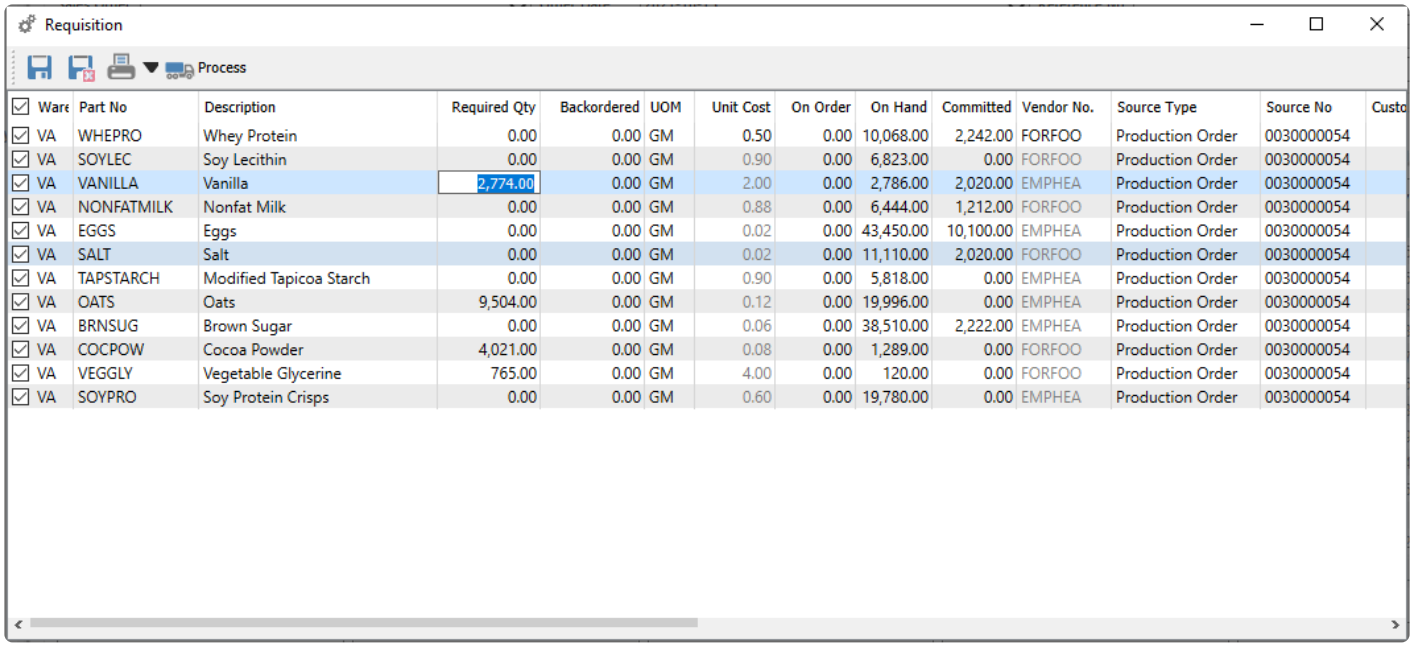
From Production Order

If you use the optional Production Manager module, you can create Production orders that do not need to be posted immediately. This allows you to work on a particular production and save work in progress, even when one or more component items are not fully available to complete production. When editing a production order, each component line has an indicator for the availability of quantity to use for production.



Component items with a red indicator do not have enough quantity on hand, those with a yellow indicator have enough quantity on hand but other production orders have some of that already committed, and those with an orange indicator do not have enough quantity on hand but a purchase order has already been issued for it.

When you click the Requisition button on the toolbar, the entire item list from the sales order is loaded into the Requisition work screen, with Required Quantities calculated from the respective component Remaining quantities and any quantity on hand, committed or on order.



Ware	Part No	Description	Required Qty	Backordered	UOM	Unit Cost	On Order	On Hand	Committed	Vendor No.	Source Type	Source No	Custo
VA	WHEPRO	Whey Protein	0.00	0.00	GM	0.50	0.00	10,068.00	2,242.00	FORFOO	Production Order	0030000054	
VA	SOYLEC	Soy Lecithin	0.00	0.00	GM	0.90	0.00	6,823.00	0.00	FORFOO	Production Order	0030000054	
VA	VANILLA	Vanilla	2,774.00	0.00	GM	2.00	0.00	2,786.00	2,020.00	EMPHEA	Production Order	0030000054	
VA	NONFATMILK	Nonfat Milk	0.00	0.00	GM	0.88	0.00	6,444.00	1,212.00	FORFOO	Production Order	0030000054	
VA	EGGS	Eggs	0.00	0.00	GM	0.02	0.00	43,450.00	10,100.00	EMPHEA	Production Order	0030000054	
VA	SALT	Salt	0.00	0.00	GM	0.02	0.00	11,110.00	2,020.00	FORFOO	Production Order	0030000054	
VA	TAPSTARCH	Modified Tapicoa Starch	0.00	0.00	GM	0.90	0.00	5,818.00	0.00	EMPHEA	Production Order	0030000054	
VA	OATS	Oats	9,504.00	0.00	GM	0.12	0.00	19,996.00	0.00	EMPHEA	Production Order	0030000054	
VA	BRNSUG	Brown Sugar	0.00	0.00	GM	0.06	0.00	38,510.00	2,222.00	EMPHEA	Production Order	0030000054	
VA	COCPOW	Cocoa Powder	4,021.00	0.00	GM	0.08	0.00	1,289.00	0.00	FORFOO	Production Order	0030000054	
VA	VEGGLY	Vegetable Glycerine	765.00	0.00	GM	4.00	0.00	120.00	0.00	FORFOO	Production Order	0030000054	
VA	SOYPRO	Soy Protein Crisps	0.00	0.00	GM	0.60	0.00	19,780.00	0.00	EMPHEA	Production Order	0030000054	

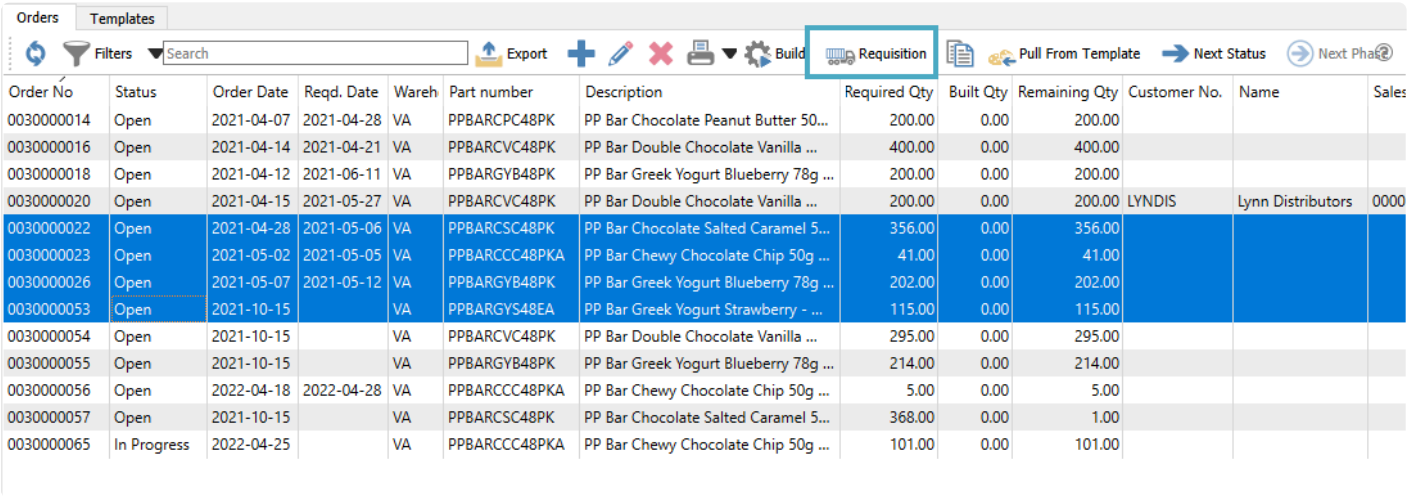
From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase Orders for each identified vendor.

If a subassembly component item does not have enough stock to complete production due to sub-components being short, and the subassembly is toggled to display sub-components, then the requisition will contain the sub-components to be processed into a Purchase order. If the subassembly is toggled to hide sub-components and there is not enough stock available, then the requisition will contain the subassembly item to be processed into another Production order.

Note: If you have already created and processed a Requisition for a production order into an Issued Purchase Order, and then attempt to create another requisition, the screen will display the previous requisition and not allow you to save another. This is to prevent you from processing multiple concurrent requisitions for the same production order component.

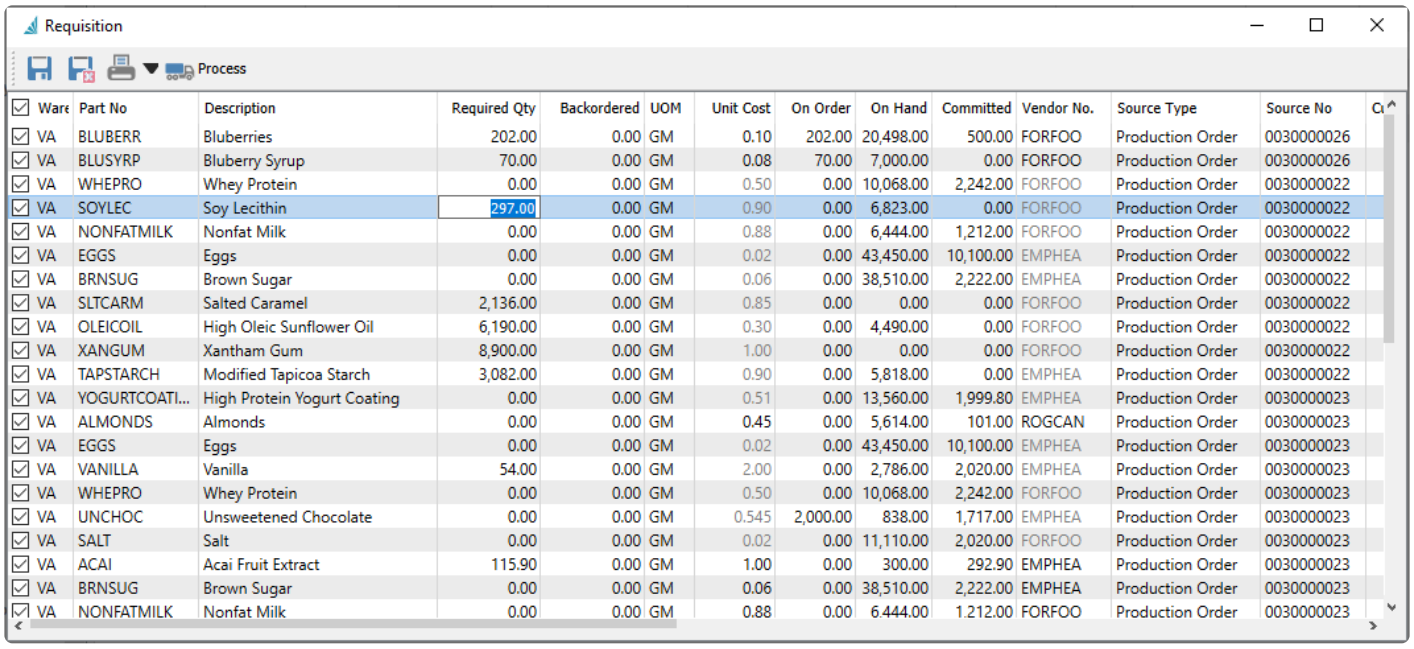
From Production List

Requisitions can be made from multiple production orders at once, from the Production Order list screen. Unlike Sales Orders, there is no column indicator on this grid to indicate which production orders do not have enough stock to complete, either for display or filtering.



Order No	Status	Order Date	Reqd. Date	Wareh	Part number	Description	Required Qty	Built Qty	Remaining Qty	Customer No.	Name	Sales
0030000014	Open	2021-04-07	2021-04-28	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50...	200.00	0.00	200.00			
0030000016	Open	2021-04-14	2021-04-21	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...	400.00	0.00	400.00			
0030000018	Open	2021-04-12	2021-06-11	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...	200.00	0.00	200.00			
0030000020	Open	2021-04-15	2021-05-27	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...	200.00	0.00	200.00	LYNDIS	Lynn Distributors	0000
0030000022	Open	2021-04-28	2021-05-06	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 5...	356.00	0.00	356.00			
0030000023	Open	2021-05-02	2021-05-05	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g ...	41.00	0.00	41.00			
0030000026	Open	2021-05-07	2021-05-12	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...	202.00	0.00	202.00			
0030000053	Open	2021-10-15		VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - ...	115.00	0.00	115.00			
0030000054	Open	2021-10-15		VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla ...	295.00	0.00	295.00			
0030000055	Open	2021-10-15		VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g ...	214.00	0.00	214.00			
0030000056	Open	2022-04-18	2022-04-28	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g ...	5.00	0.00	5.00			
0030000057	Open	2021-10-15		VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 5...	368.00	0.00	1.00			
0030000065	In Progress	2022-04-25		VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g ...	101.00	0.00	101.00			

When all desired orders are highlighted, click the Requisition button to load all items into the Requisition work screen, with Required Quantities calculated from the respective component Remaining quantities and any quantity on hand, committed or on order.



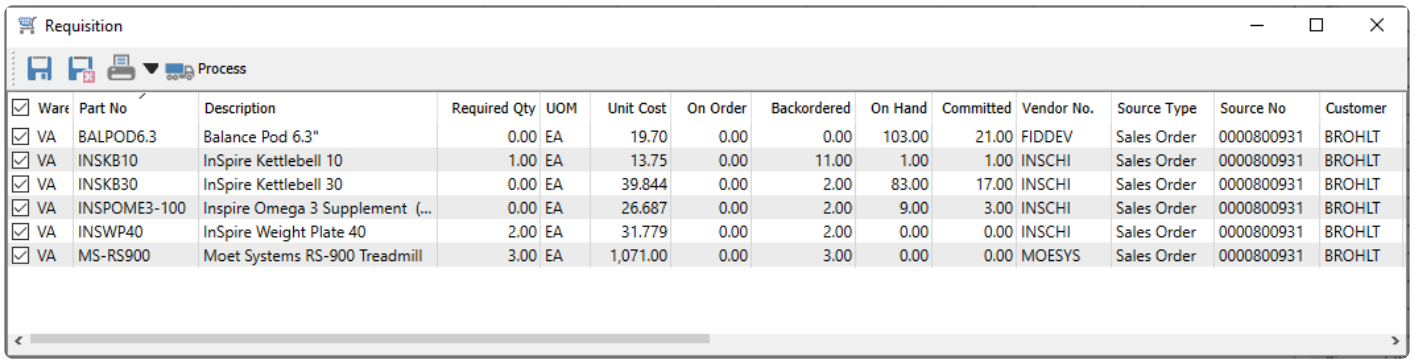
Ware	Part No	Description	Required Qty	Backordered	UOM	Unit Cost	On Order	On Hand	Committed	Vendor No.	Source Type	Source No
VA	BLUBERR	Bluberries	202.00	0.00	GM	0.10	202.00	20,498.00	500.00	FORFOO	Production Order	0030000026
VA	BLUSYRP	Bluberry Syrup	70.00	0.00	GM	0.08	70.00	7,000.00	0.00	FORFOO	Production Order	0030000026
VA	WHEPRO	Whey Protein	0.00	0.00	GM	0.50	0.00	10,068.00	2,242.00	FORFOO	Production Order	0030000022
VA	SOYLEC	Soy Lecithin	297.00	0.00	GM	0.90	0.00	6,823.00	0.00	FORFOO	Production Order	0030000022
VA	NONFATMILK	Nonfat Milk	0.00	0.00	GM	0.88	0.00	6,444.00	1,212.00	FORFOO	Production Order	0030000022
VA	EGGS	Eggs	0.00	0.00	GM	0.02	0.00	43,450.00	10,100.00	EMPHEA	Production Order	0030000022
VA	BRNSUG	Brown Sugar	0.00	0.00	GM	0.06	0.00	38,510.00	2,222.00	EMPHEA	Production Order	0030000022
VA	SLTCARM	Salted Caramel	2,136.00	0.00	GM	0.85	0.00	0.00	0.00	FORFOO	Production Order	0030000022
VA	OLEICOIL	High Oleic Sunflower Oil	6,190.00	0.00	GM	0.30	0.00	4,490.00	0.00	FORFOO	Production Order	0030000022
VA	XANGUM	Xantham Gum	8,900.00	0.00	GM	1.00	0.00	0.00	0.00	FORFOO	Production Order	0030000022
VA	TAPSTARCH	Modified Tapicoa Starch	3,082.00	0.00	GM	0.90	0.00	5,818.00	0.00	EMPHEA	Production Order	0030000022
VA	YOGURTCOATI...	High Protein Yogurt Coating	0.00	0.00	GM	0.51	0.00	13,560.00	1,999.80	EMPHEA	Production Order	0030000023
VA	ALMONDS	Almonds	0.00	0.00	GM	0.45	0.00	5,614.00	101.00	ROGCAN	Production Order	0030000023
VA	EGGS	Eggs	0.00	0.00	GM	0.02	0.00	43,450.00	10,100.00	EMPHEA	Production Order	0030000023
VA	VANILLA	Vanilla	54.00	0.00	GM	2.00	0.00	2,786.00	2,020.00	EMPHEA	Production Order	0030000023
VA	WHEPRO	Whey Protein	0.00	0.00	GM	0.50	0.00	10,068.00	2,242.00	FORFOO	Production Order	0030000023
VA	UNCHOC	Unsweetened Chocolate	0.00	0.00	GM	0.545	2,000.00	838.00	1,717.00	EMPHEA	Production Order	0030000023
VA	SALT	Salt	0.00	0.00	GM	0.02	0.00	11,110.00	2,020.00	FORFOO	Production Order	0030000023
VA	ACAI	Acai Fruit Extract	115.90	0.00	GM	1.00	0.00	300.00	292.90	EMPHEA	Production Order	0030000023
VA	BRNSUG	Brown Sugar	0.00	0.00	GM	0.06	0.00	38,510.00	2,222.00	EMPHEA	Production Order	0030000023
VA	NONFATMILK	Nonfat Milk	0.00	0.00	GM	0.88	0.00	6,444.00	1,212.00	FORFOO	Production Order	0030000023

From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase Orders for each identified vendor.

If a subassembly component item does not have enough stock to complete production due to sub-components being short, and production order was saved with the subassembly toggled to display sub-components, then the requisition will contain the sub-components to be processed into a Purchase order. If the production order was saved with the subassembly toggled to hide sub-components and there is not enough stock available, then the requisition will contain the subassembly item to be processed into another Production order.

Processing Requisitions

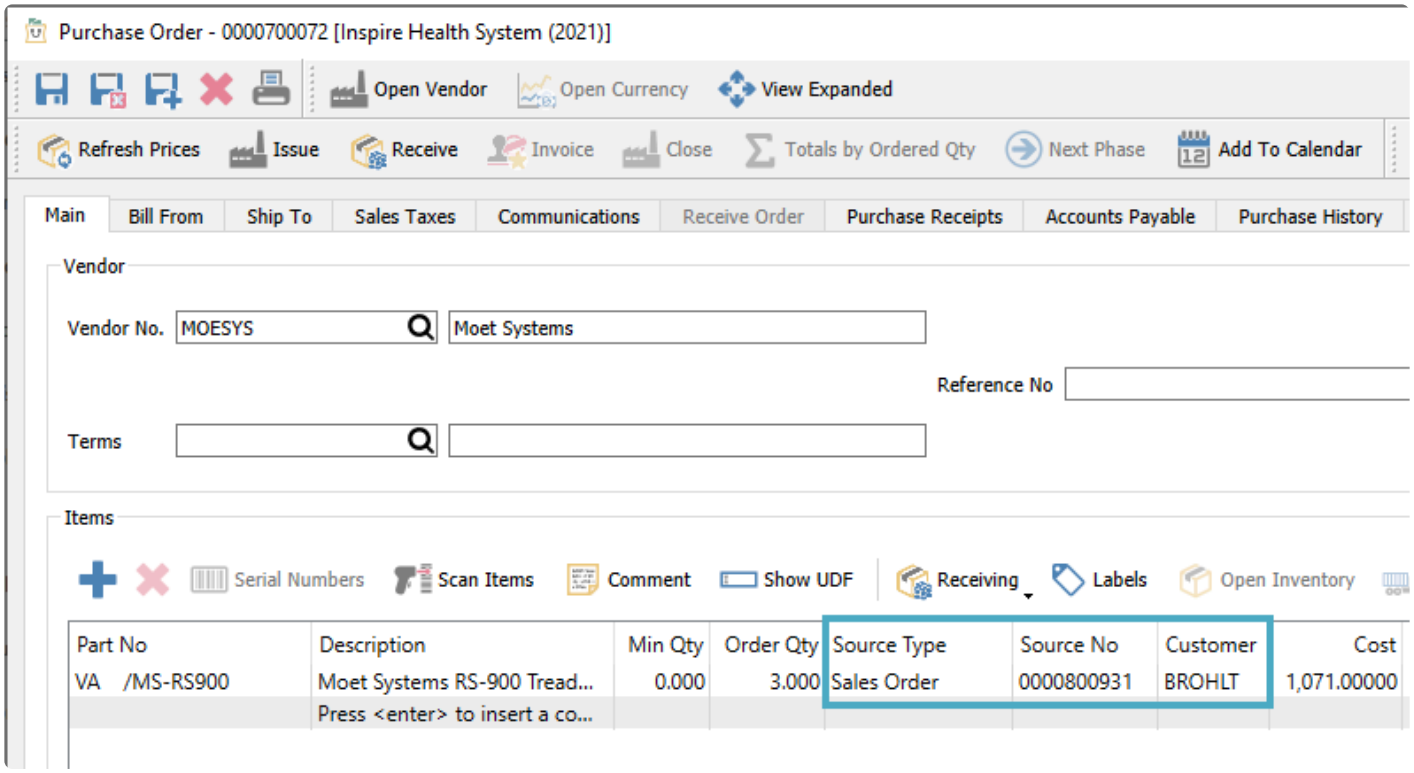
Whether a requisition is created from Inventory items, Sales orders or Production orders, when the Requisition button is clicked the list of items that need ordering are populated in the Requisition work screen.



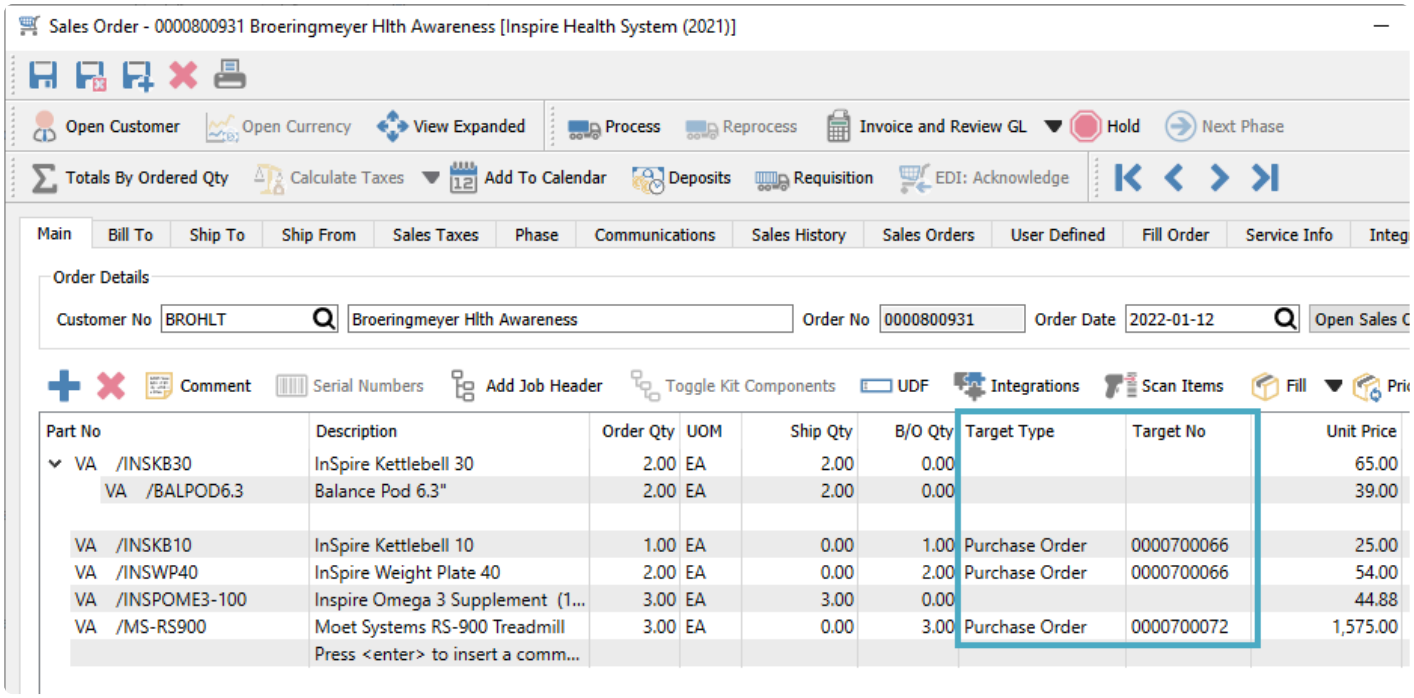
Ware	Part No	Description	Required Qty	UOM	Unit Cost	On Order	Backordered	On Hand	Committed	Vendor No.	Source Type	Source No	Customer
VA	BALPOD6.3	Balance Pod 6.3"	0.00	EA	19.70	0.00	0.00	103.00	21.00	FIDDEV	Sales Order	0000800931	BROHLT
VA	INSKB10	InSpire Kettlebell 10	1.00	EA	13.75	0.00	11.00	1.00	1.00	INSCHI	Sales Order	0000800931	BROHLT
VA	INSKB30	InSpire Kettlebell 30	0.00	EA	39.844	0.00	2.00	83.00	17.00	INSCHI	Sales Order	0000800931	BROHLT
VA	INSPOME3-100	Inspire Omega 3 Supplement (...	0.00	EA	26.687	0.00	2.00	9.00	3.00	INSCHI	Sales Order	0000800931	BROHLT
VA	INSWP40	InSpire Weight Plate 40	2.00	EA	31.779	0.00	2.00	0.00	0.00	INSCHI	Sales Order	0000800931	BROHLT
VA	MS-RS900	Moet Systems RS-900 Treadmill	3.00	EA	1,071.00	0.00	3.00	0.00	0.00	MOESYS	Sales Order	0000800931	BROHLT

From here, you can select just those items you want to requisition, and change quantities, costs or vendors for any item. Then either save all selections to the Requisitions list where the Required Qty is greater than zero. Or if you have user security rights, Process the items immediately into new Purchase or Production Orders, where each manufactured item becomes a new Production Order, and all other items are added to new Purchase Orders for each identified vendor. If you do not Process a saved requisition here, it will need to be done either by you or someone else from the Requisition module.

When a new Open Purchase Order gets created or an existing Open PO is appended to, the sales or production order number is saved on the PO detail line along with the customer number in Source fields. This is helpful so that the person receiving the purchase order knows the source sales order and does not instead stock them in the warehouse, and can even open the sales order using the Open Source button.



The sales or production order details also have the respective purchase order numbers saved with them, which could be different if they are purchased from different vendors. This is helpful so that the person inquiring on the sales order knows that a PO has already been created and can be looked up from the Open Target button.



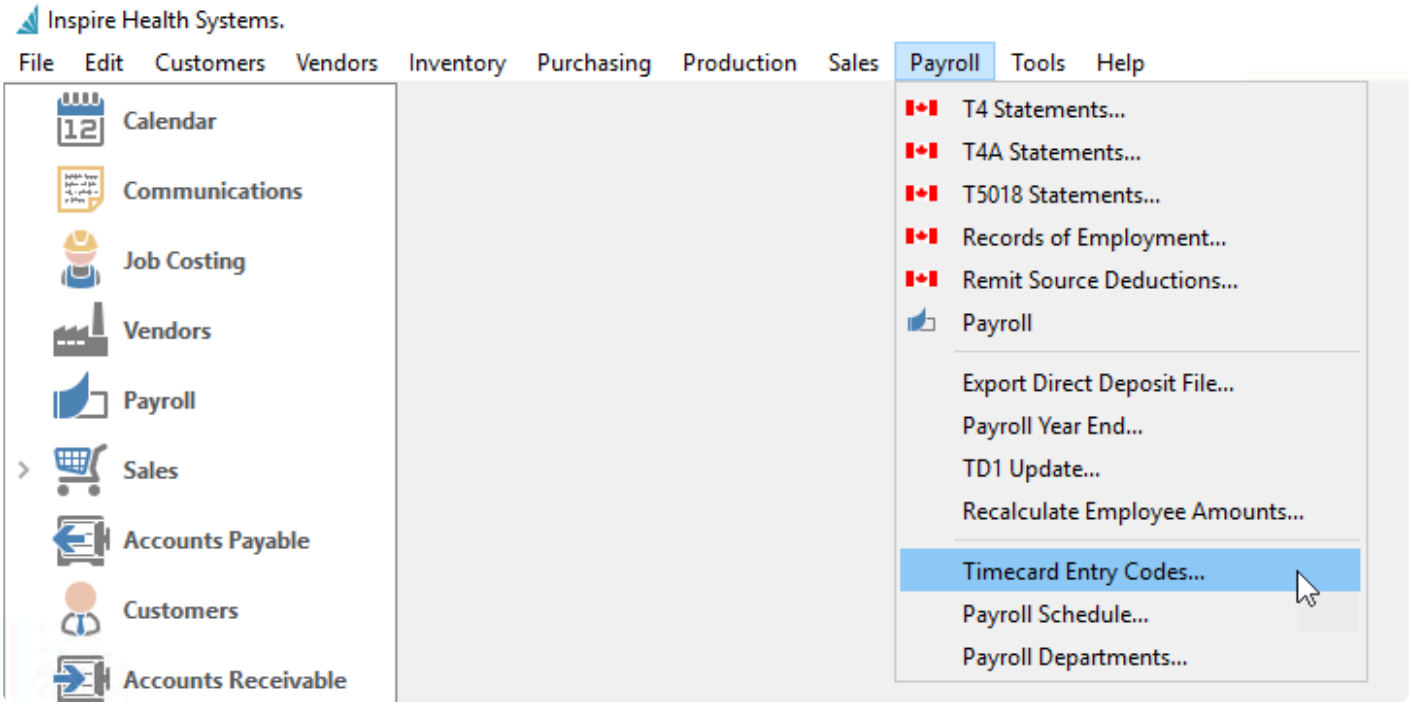
Canadian Payroll

Canadian payroll is an optional subscription module for those that wish to do payroll in-house. Companies are often thinking about how to better manage their payroll, and this is because employees are very important to organizations and can account for about 80% of overall expenses. Making sure that they are paid on time and correctly is of the utmost importance.

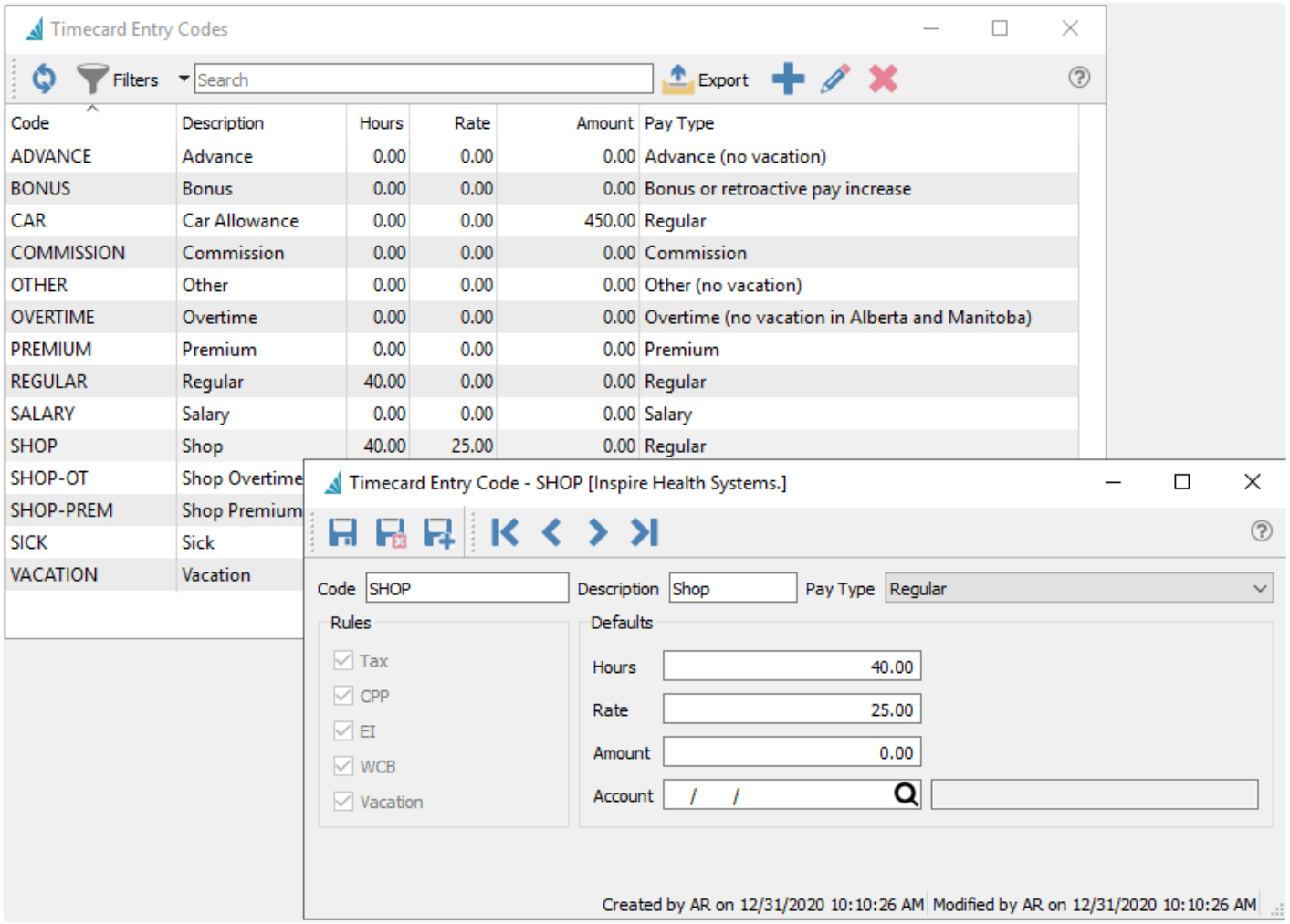
See Company Settings -> Payroll and Company Settings -> Employees for initial settings.

Timecard Entry Codes

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

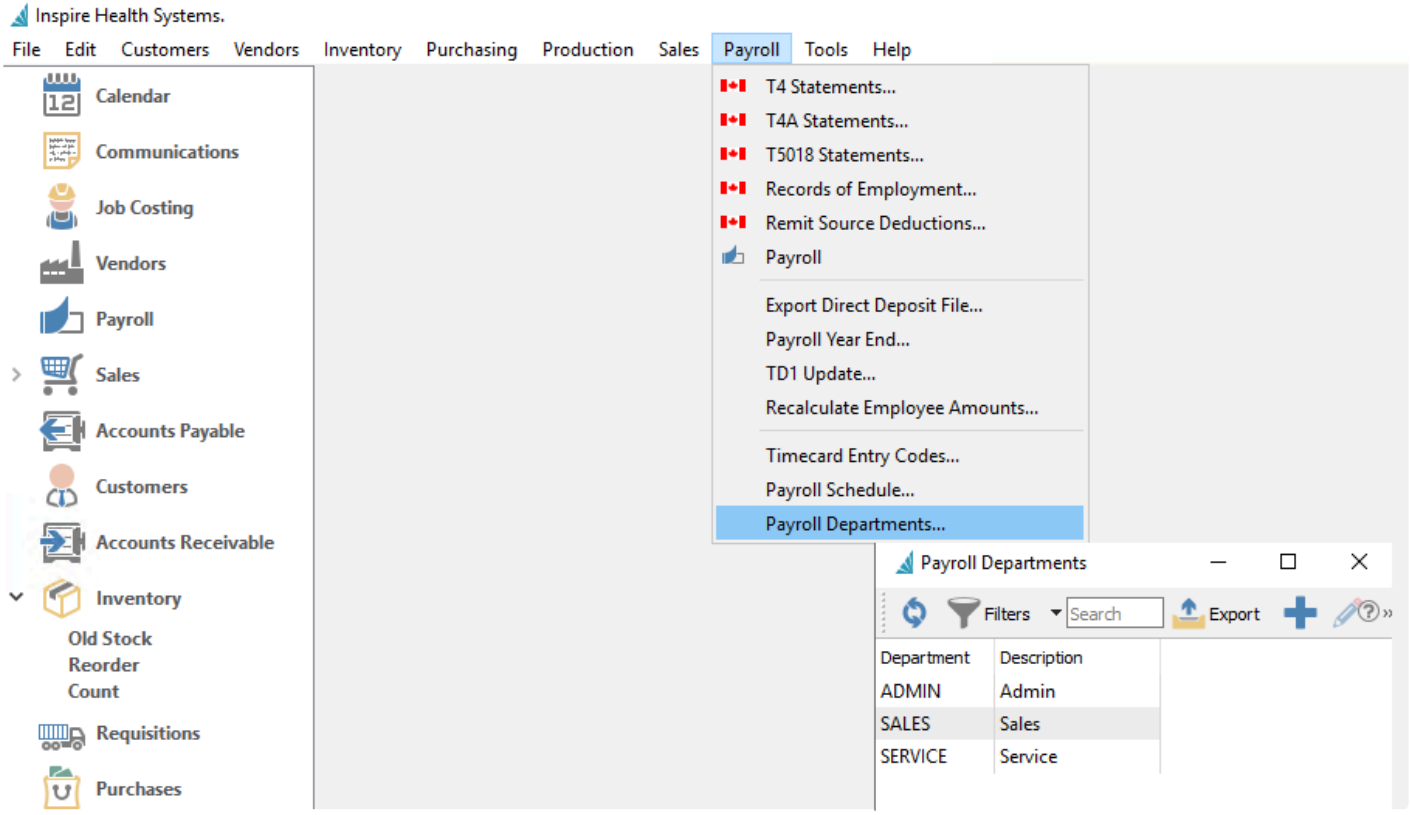
Blank Pay Type – User define which of the withholdings are applied (see note below)

> ! 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.

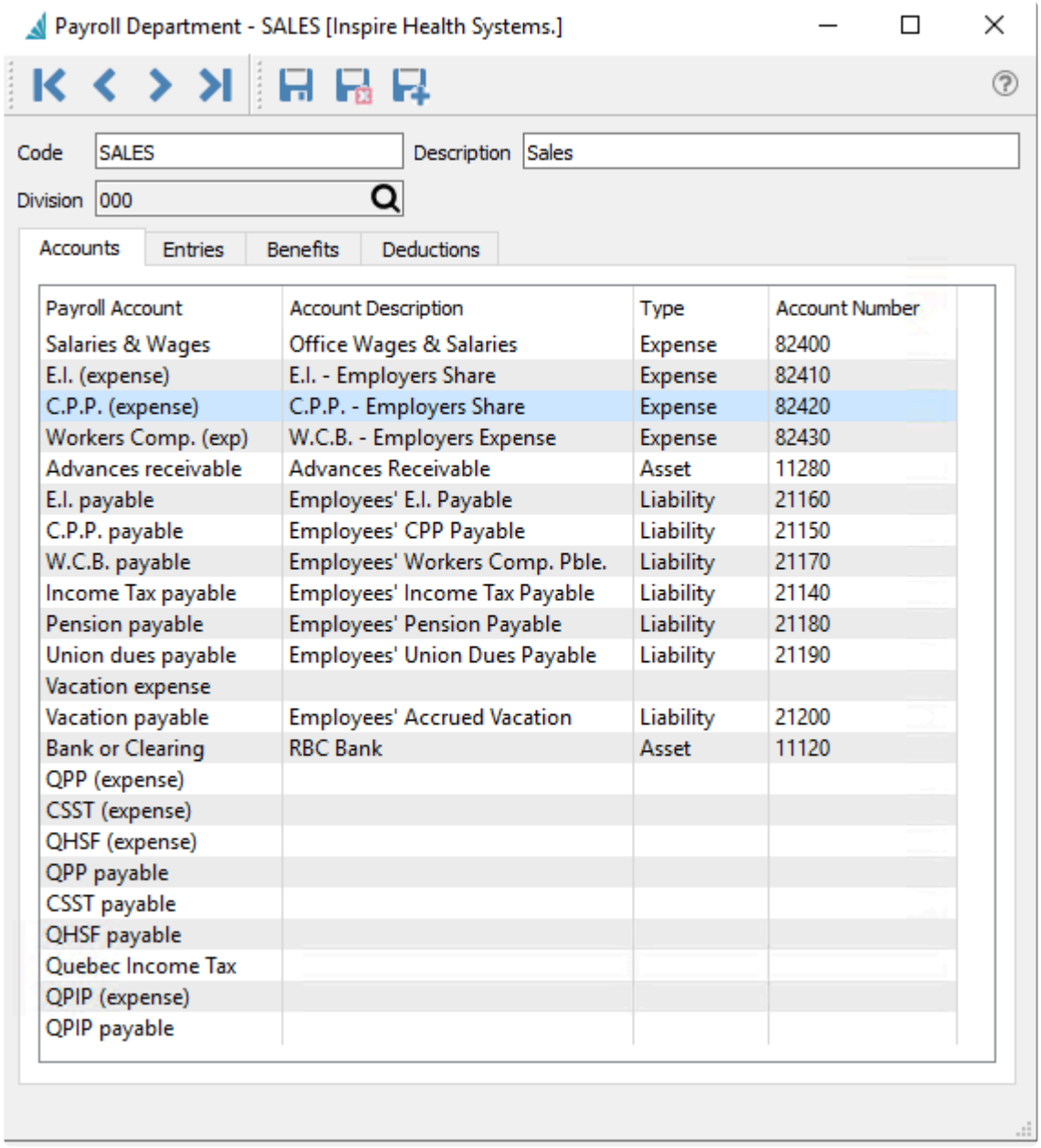
Rules – Which withholdings are applied to a timecard entry code
Hours – Default number of hours
Rate – Default rate of pay
Amount – Amount if not paid by the hour
Account – The GL account the pay will post to

Payroll Departments

These settings are used to define each payroll department. Then, each employee would be added to one of the departments.



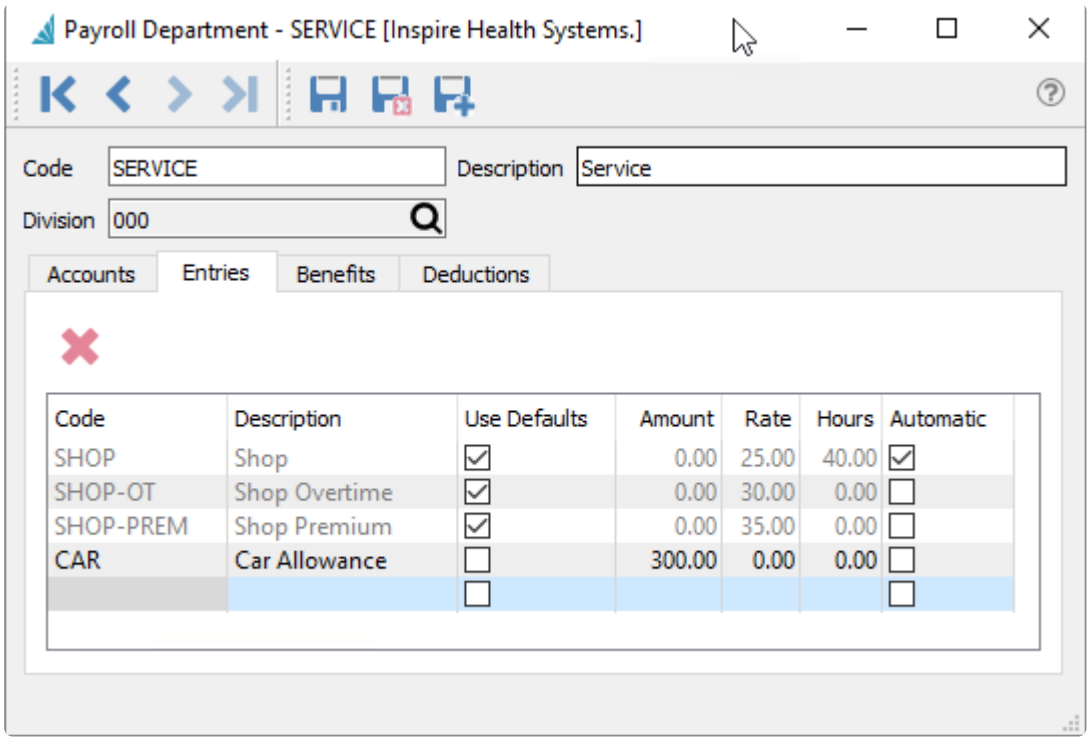
This is where the GL accounts are selected so that the employee department posts to the correct GL accounts.



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.

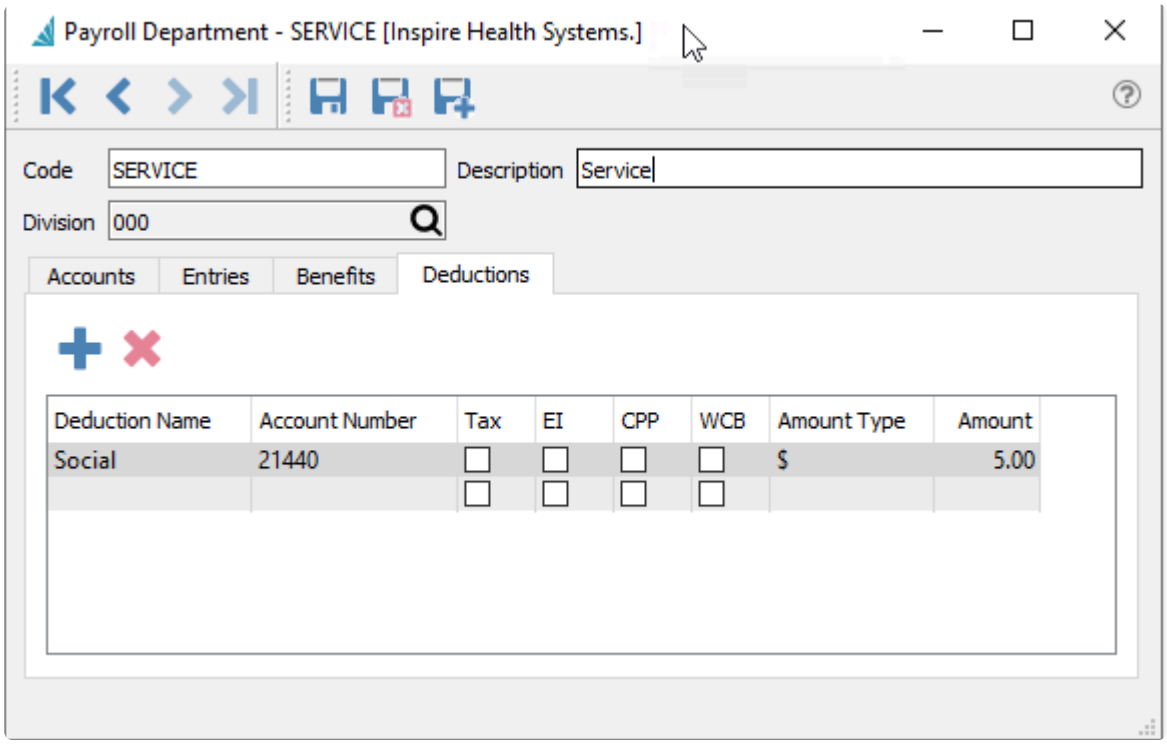
Entries

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.

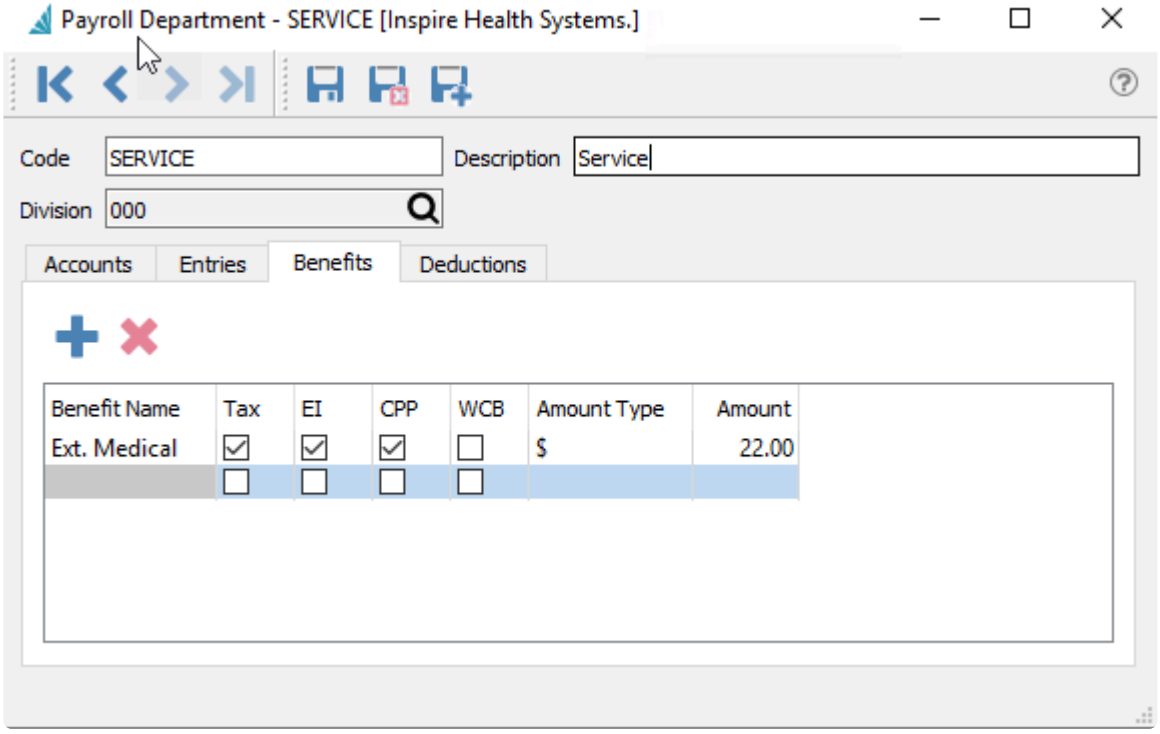


Deductions:
A Deduction with Tax checked will maintain the same taxable income (as it should be

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.

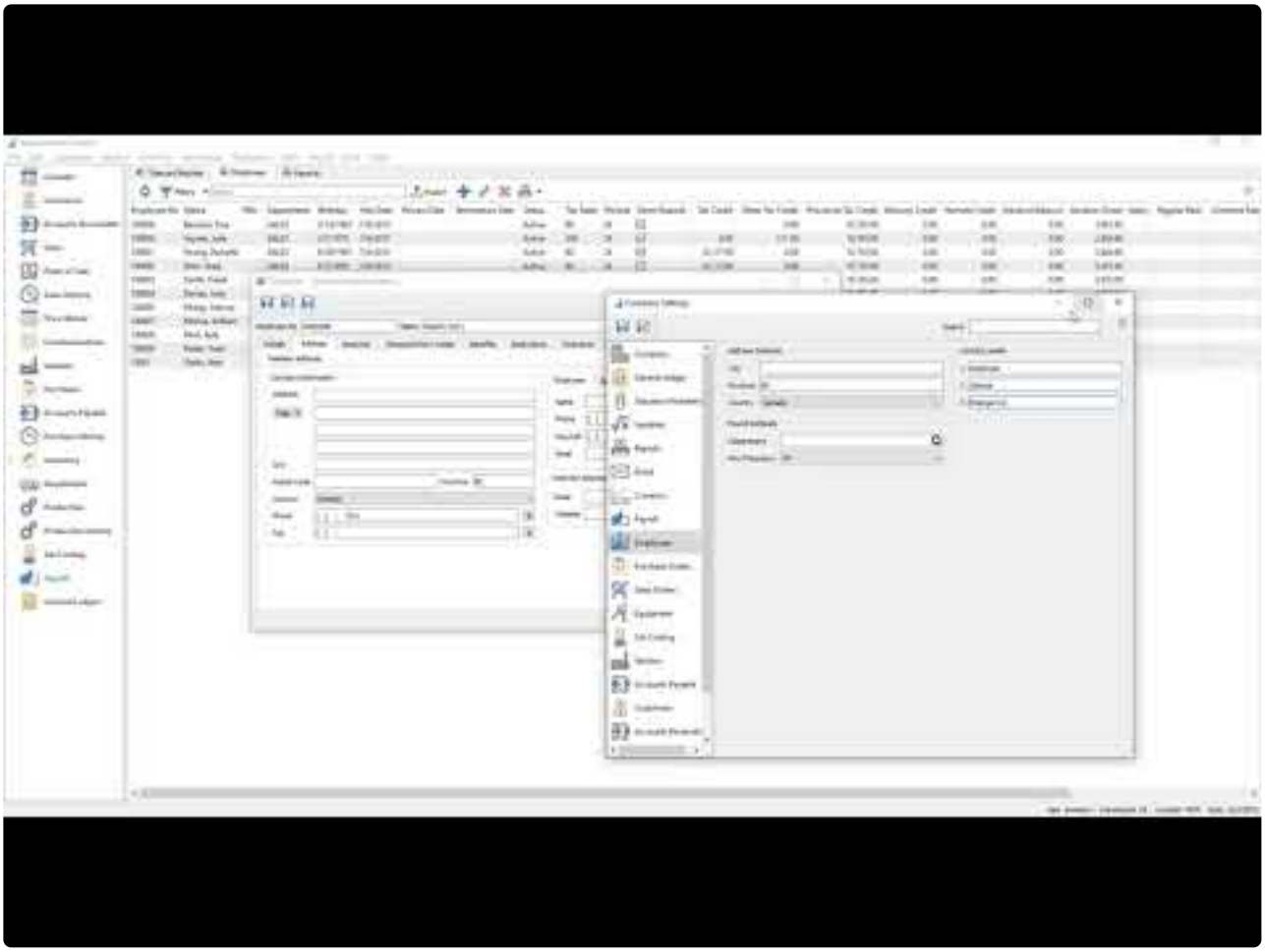


Benefits:
A Benefit with Tax checked will increase taxable income (as it should be checked in most cases).
A Benefit with Tax not checked does not change taxable income.

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.

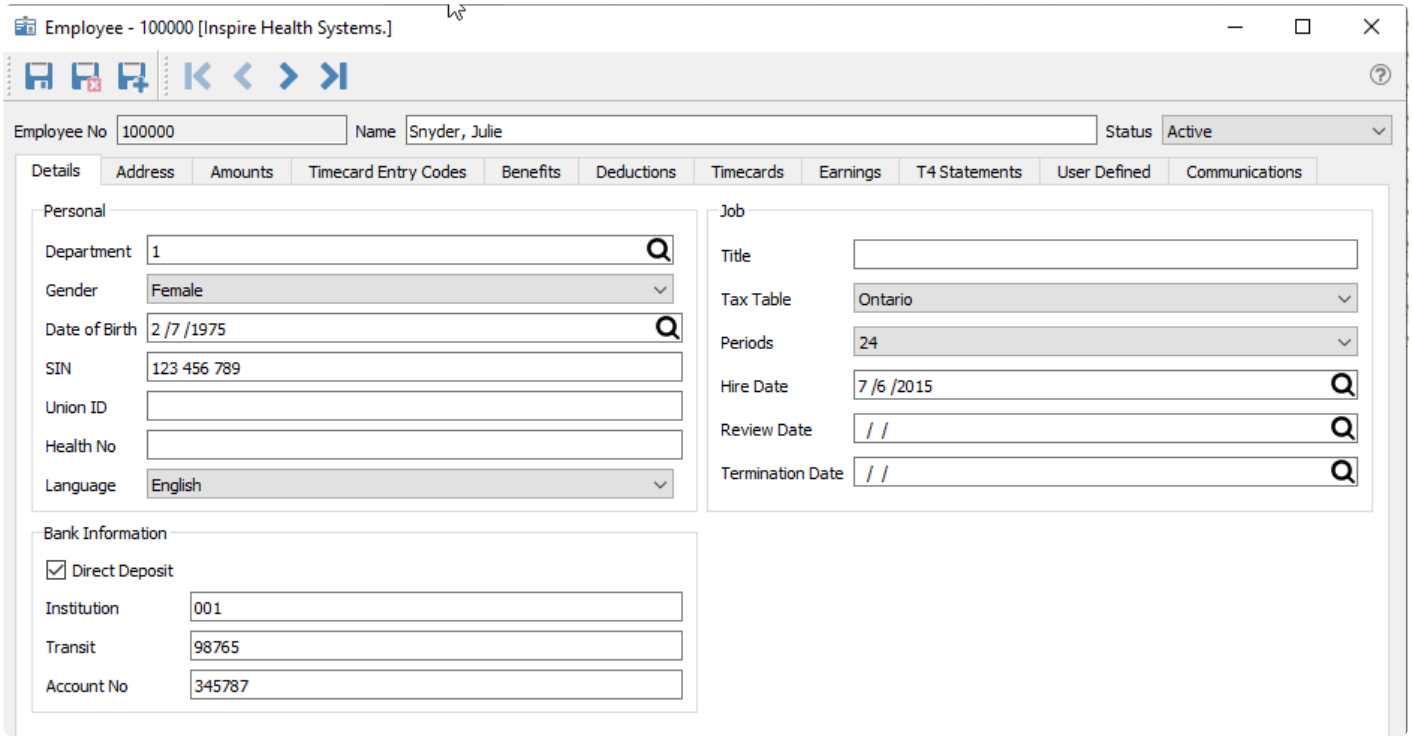
Employees

Video Instruction – Adding Employees



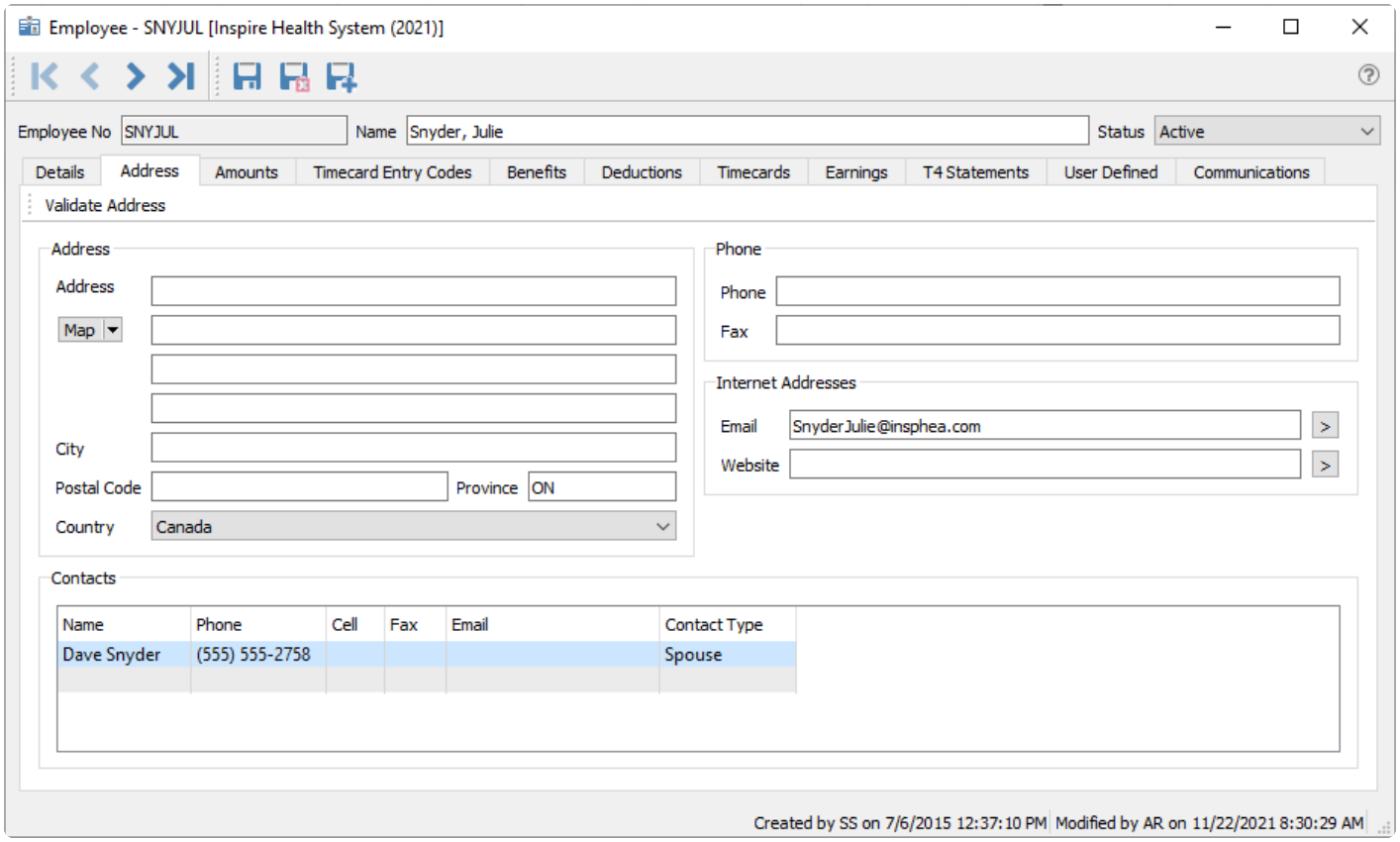
https://www.youtube.com/embed/VAg63bDgH4g?rel=0

Details Tab



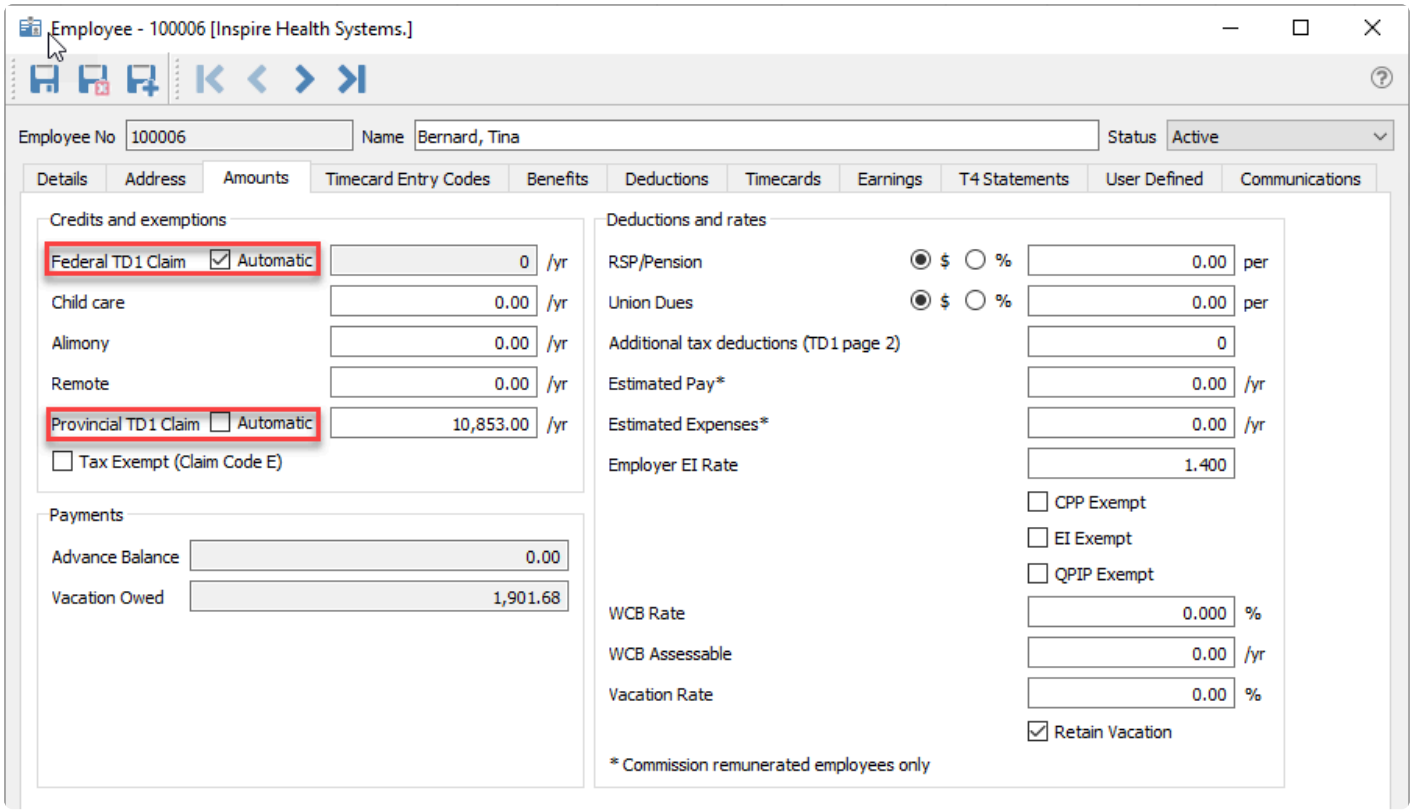
Employee No – An alphanumeric code assigned to the employee.
Name – Employees full legal name.
Status – Active, Terminated or on leave. When terminated or on leave the employee cannot be added to a timecard.
Department – Select the department that the employee works in. This determines the default pay, 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.

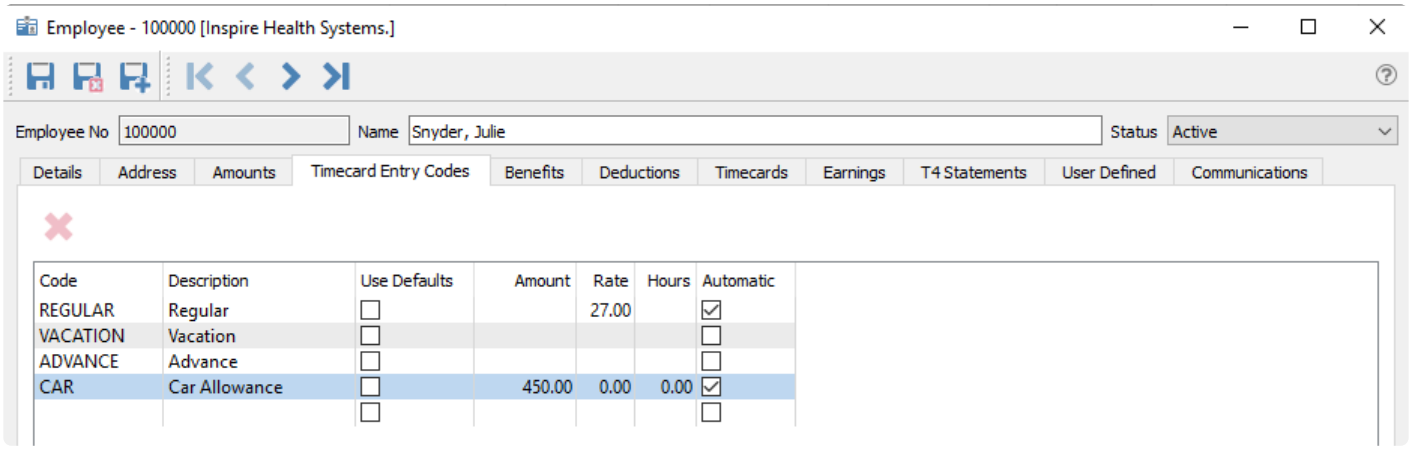
- **Federal Claim Amount –** If you check ‘Automatic’ Spire with then automatically calculate the claim amount based on amount of pay.
- **Child Care –** Amount given by the employee.
- **Alimony –** Amount given by the employee.
- **Remote –** Amount given by the employee.
- **Provincial TD1 Claim –** 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.

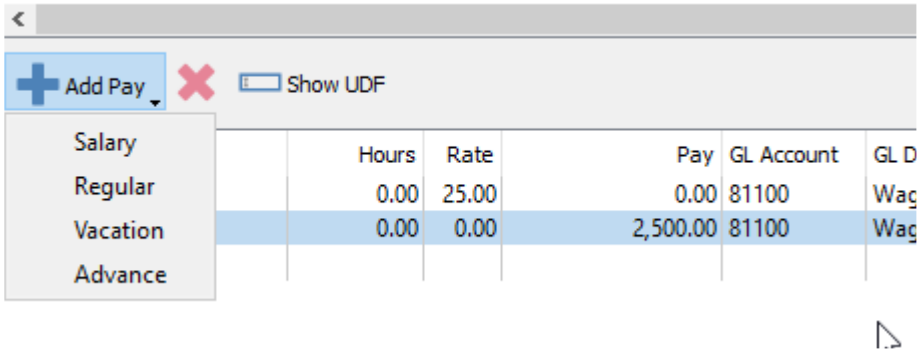
Vacation Owed – Amount of vacation pay that the employee is currently owed.
RSP/Pension – Amount or percentage that the employee has deducted for RSPs or Pension each period. The amount will accrue in the GL account set in the employees payroll department.
Union Dues – Amount or percentage of Union dues 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 EI Rate – The rate that is paid for EI. 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.
EI Exempt – If the employee is EI 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



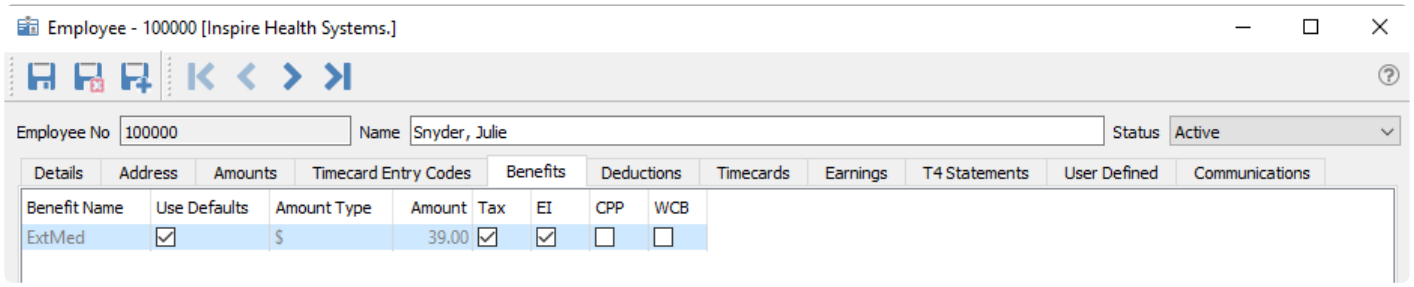
The timecard entry codes are those easily available to an employee when producing a timecard. All codes that are listed can be added by clicking on the “Add Pay” button. Other timecard entry codes can be added by clicking the lookup button.



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.

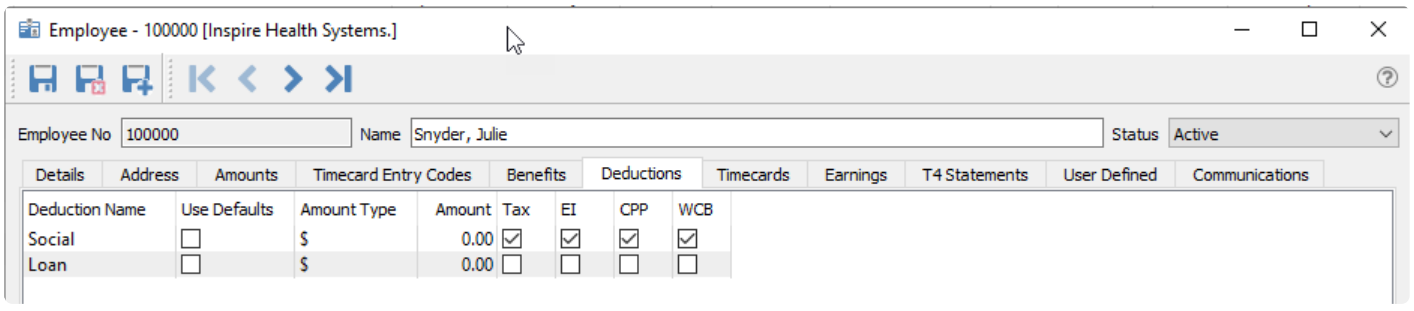
Benefits



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.

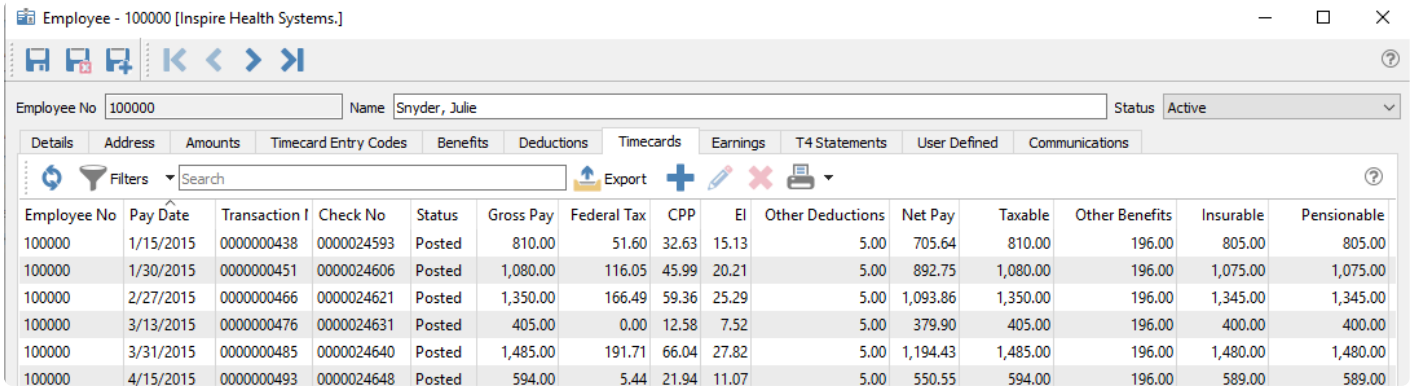
Deductions



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.

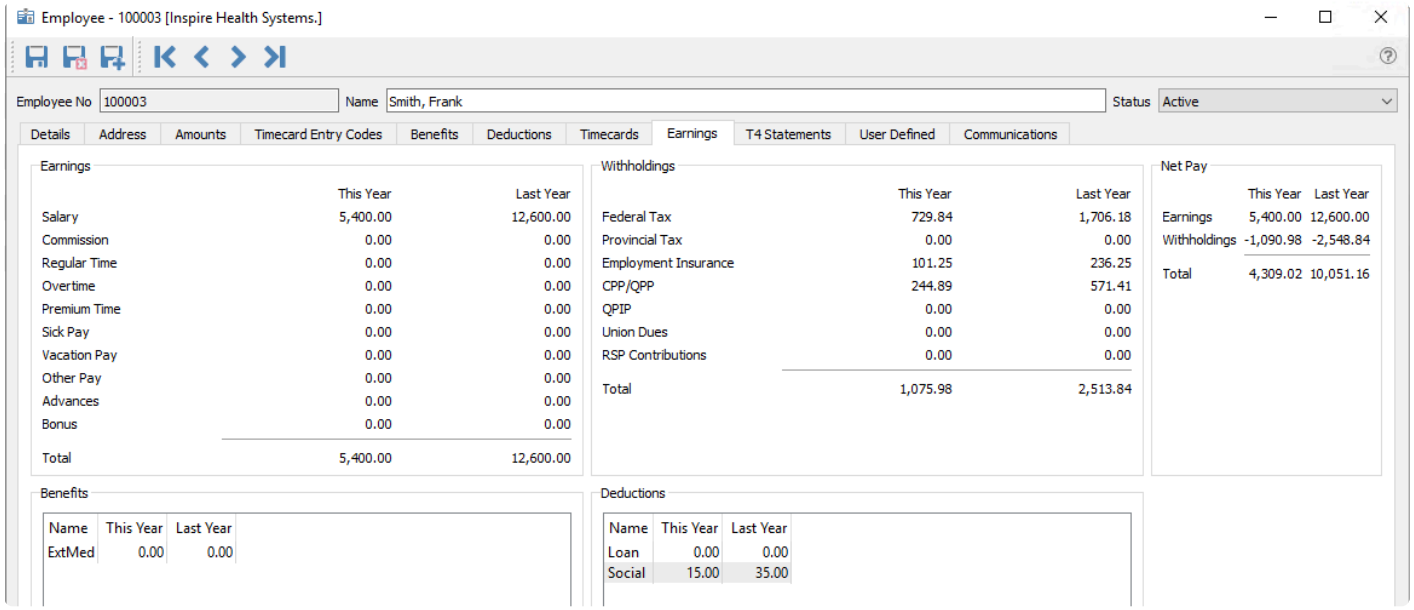
Timecards



Employee No	Pay Date	Transaction I	Check No	Status	Gross Pay	Federal Tax	CPP	EI	Other Deductions	Net Pay	Taxable	Other Benefits	Insurable	Pensionable
100000	1/15/2015	0000000438	0000024593	Posted	810.00	51.60	32.63	15.13	5.00	705.64	810.00	196.00	805.00	805.00
100000	1/30/2015	0000000451	0000024606	Posted	1,080.00	116.05	45.99	20.21	5.00	892.75	1,080.00	196.00	1,075.00	1,075.00
100000	2/27/2015	0000000466	0000024621	Posted	1,350.00	166.49	59.36	25.29	5.00	1,093.86	1,350.00	196.00	1,345.00	1,345.00
100000	3/13/2015	0000000476	0000024631	Posted	405.00	0.00	12.58	7.52	5.00	379.90	405.00	196.00	400.00	400.00
100000	3/31/2015	0000000485	0000024640	Posted	1,485.00	191.71	66.04	27.82	5.00	1,194.43	1,485.00	196.00	1,480.00	1,480.00
100000	4/15/2015	0000000493	0000024648	Posted	594.00	5.44	21.94	11.07	5.00	550.55	594.00	196.00	589.00	589.00

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



Earnings	This Year	Last Year
Salary	5,400.00	12,600.00
Commission	0.00	0.00
Regular Time	0.00	0.00
Overtime	0.00	0.00
Premium Time	0.00	0.00
Sick Pay	0.00	0.00
Vacation Pay	0.00	0.00
Other Pay	0.00	0.00
Advances	0.00	0.00
Bonus	0.00	0.00
Total	5,400.00	12,600.00

Withholdings	This Year	Last Year
Federal Tax	729.84	1,706.18
Provincial Tax	0.00	0.00
Employment Insurance	101.25	236.25
CPP/QPP	244.89	571.41
QPIP	0.00	0.00
Union Dues	0.00	0.00
RSP Contributions	0.00	0.00
Total	1,075.98	2,513.84

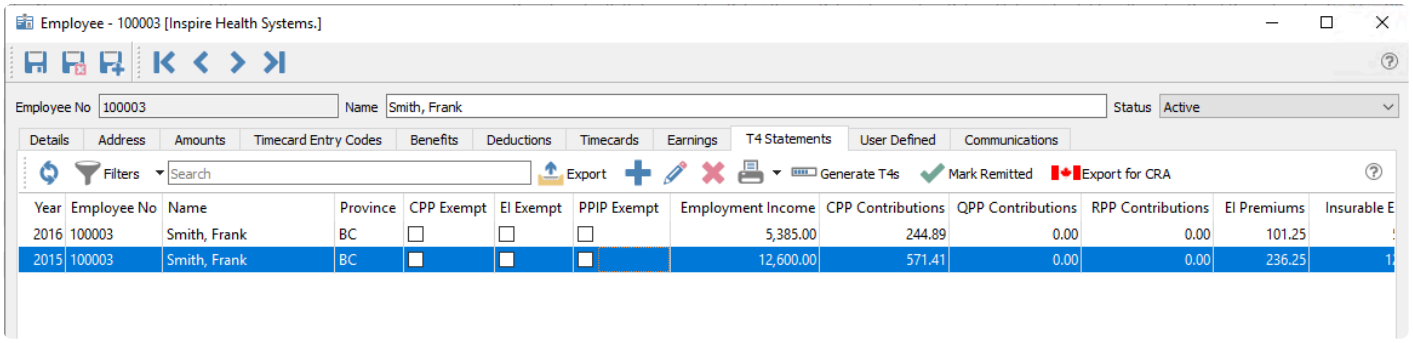
Net Pay	This Year	Last Year
Earnings	5,400.00	12,600.00
Withholdings	-1,090.98	-2,548.84
Total	4,309.02	10,051.16

Benefits		
Name	This Year	Last Year
ExtMed	0.00	0.00

Deductions		
Name	This Year	Last Year
Loan	0.00	0.00
Social	15.00	35.00

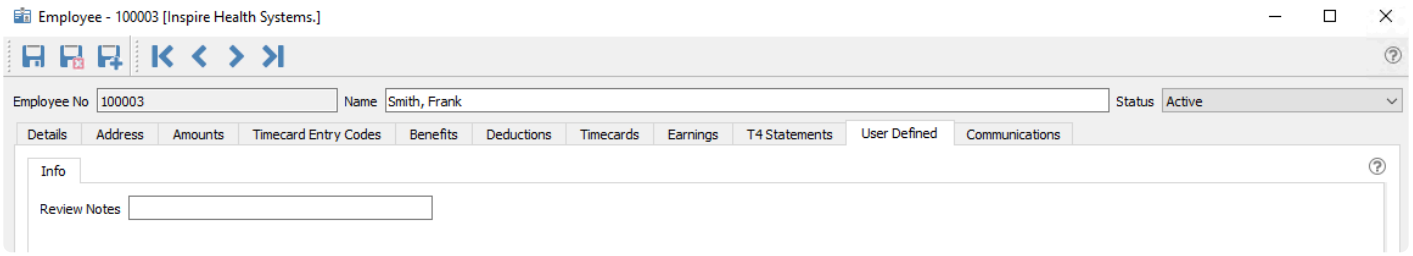
This shows totals of the employees earnings, Withholdings, Benefits, Deductions and Net pay. The amounts in last year are what gets used for T4s.

T4 Statements



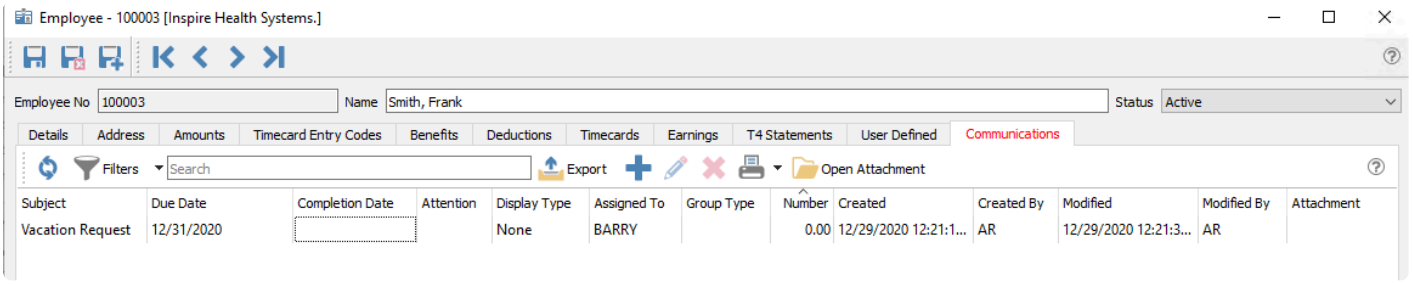
A list of each year's T4. The user can drill into it and review and re-print them.

User Defined



The user defined fields and data for this employee.

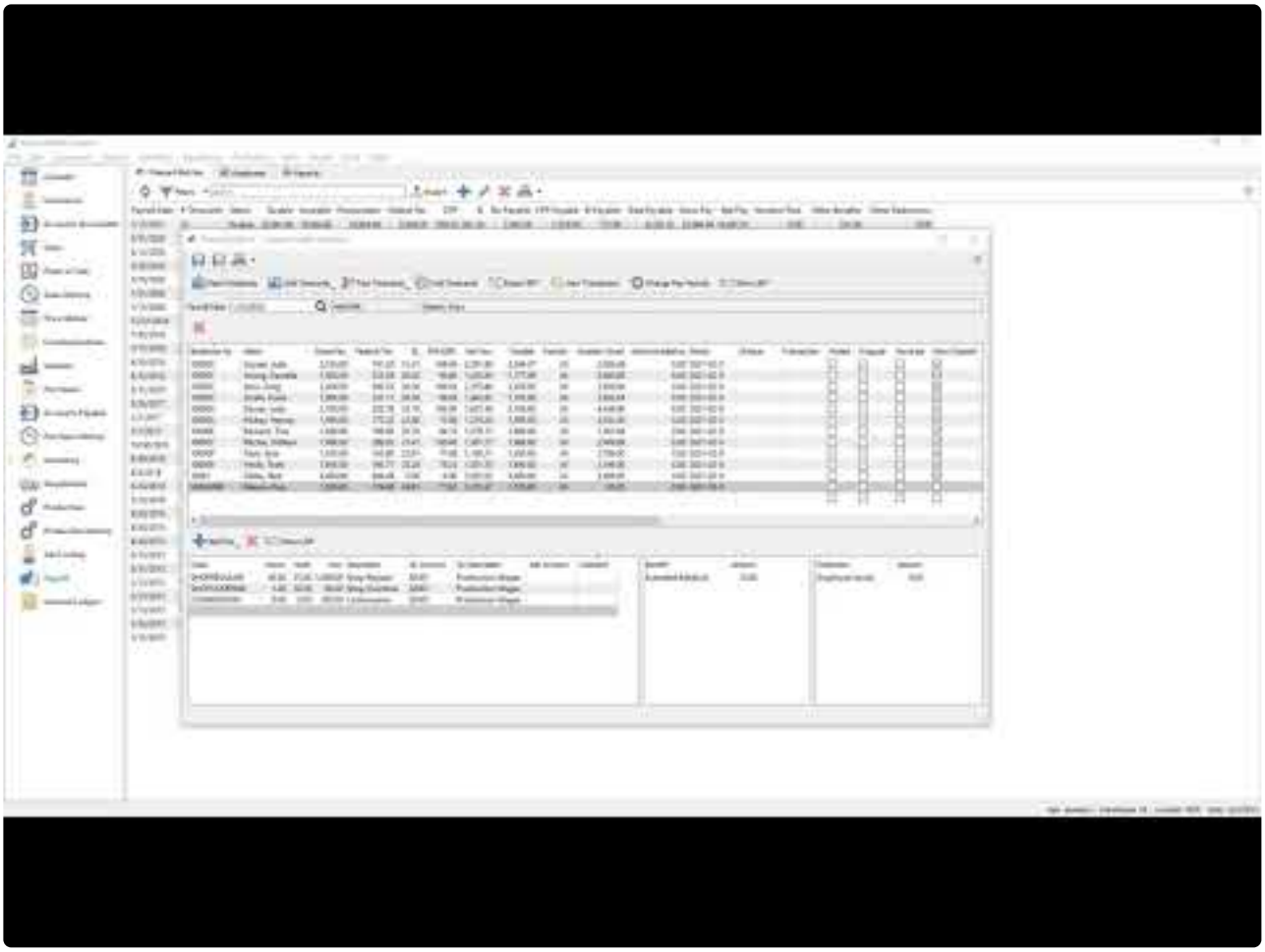
Communications



Notes on the employee. Notes that are set as an alert will pop up every time a timecard is created for the employee.

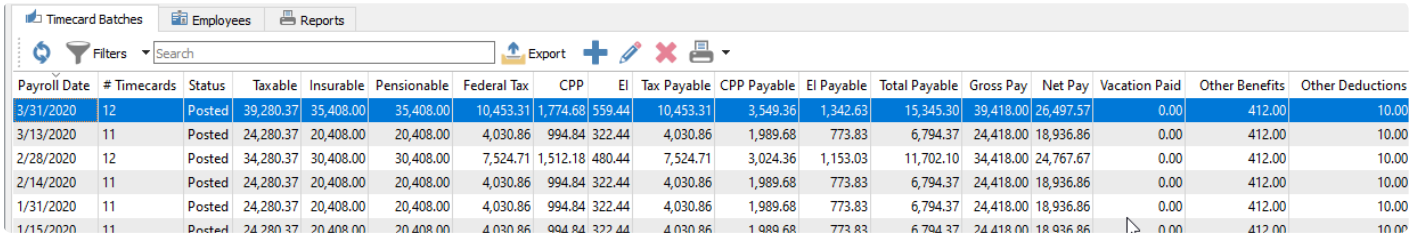
Timecards

Video Instruction Processing Payroll Timecards



https://www.youtube.com/embed/PT4e7IE_aew?rel=0

Timecard batch list



Payroll Date	# Timecards	Status	Taxable	Insurable	Pensionable	Federal Tax	CPP	EI	Tax Payable	CPP Payable	EI Payable	Total Payable	Gross Pay	Net Pay	Vacation Paid	Other Benefits	Other Deductions
3/31/2020	12	Posted	39,280.37	35,408.00	35,408.00	10,453.31	1,774.68	559.44	10,453.31	3,549.36	1,342.63	15,345.30	39,418.00	26,497.57	0.00	412.00	10.00
3/13/2020	11	Posted	24,280.37	20,408.00	20,408.00	4,030.86	994.84	322.44	4,030.86	1,989.68	773.83	6,794.37	24,418.00	18,936.86	0.00	412.00	10.00
2/28/2020	12	Posted	34,280.37	30,408.00	30,408.00	7,524.71	1,512.18	480.44	7,524.71	3,024.36	1,153.03	11,702.10	34,418.00	24,767.67	0.00	412.00	10.00
2/14/2020	11	Posted	24,280.37	20,408.00	20,408.00	4,030.86	994.84	322.44	4,030.86	1,989.68	773.83	6,794.37	24,418.00	18,936.86	0.00	412.00	10.00
1/31/2020	11	Posted	24,280.37	20,408.00	20,408.00	4,030.86	994.84	322.44	4,030.86	1,989.68	773.83	6,794.37	24,418.00	18,936.86	0.00	412.00	10.00
1/15/2020	11	Posted	24,280.37	20,408.00	20,408.00	4,030.86	994.84	322.44	4,030.86	1,989.68	773.83	6,794.37	24,418.00	18,936.86	0.00	412.00	10.00

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

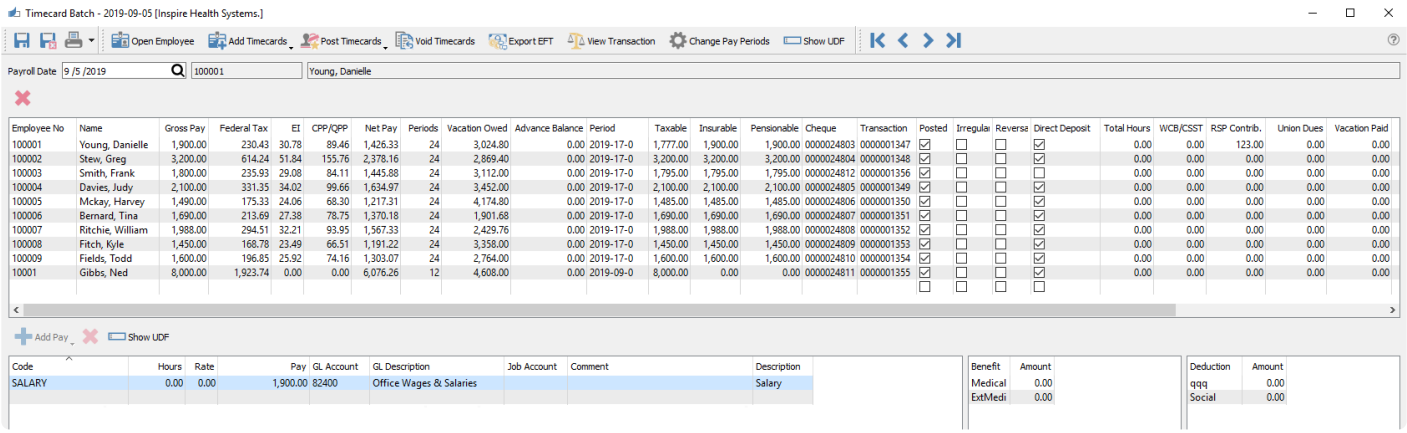
Add – To add a batch of timecards

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



Employee No	Name	Gross Pay	Federal Tax	EI	CPP/QPP	Net Pay	Periods	Vacation Owed	Advance Balance	Period	Taxable	Insurable	Pensionable	Cheque	Transaction	Posted	Irregular	Reversa	Direct Deposit	Total Hours	WCB/CSST	RSP Contrib.	Union Dues	Vacation Paid
100001	Young, Danielle	1,900.00	230.43	30.78	89.46	1,426.33	24	3,024.80	0.00	2019-17-0	1,777.00	1,900.00	1,900.00	0000024803	0000001347	☑	☐	☐	☑	0.00	0.00	123.00	0.00	0.00
100002	Stew, Greg	3,200.00	614.24	51.84	155.76	2,378.16	24	2,869.40	0.00	2019-17-0	3,200.00	3,200.00	3,200.00	0000024804	0000001348	☑	☐	☐	☑	0.00	0.00	0.00	0.00	0.00
100003	Smith, Frank	1,800.00	235.93	29.08	84.11	1,445.88	24	3,112.00	0.00	2019-17-0	1,795.00	1,795.00	1,795.00	0000024812	0000001356	☑	☐	☐	☐	0.00	0.00	0.00	0.00	0.00
100004	Davies, Judy	2,100.00	331.35	34.02	99.66	1,634.97	24	3,452.00	0.00	2019-17-0	2,100.00	2,100.00	2,100.00	0000024805	0000001349	☑	☐	☐	☑	0.00	0.00	0.00	0.00	0.00
100005	Mckay, Harvey	1,490.00	175.33	24.06	68.30	1,217.31	24	4,174.80	0.00	2019-17-0	1,485.00	1,485.00	1,485.00	0000024806	0000001350	☑	☐	☐	☑	0.00	0.00	0.00	0.00	0.00
100006	Bernard, Tina	1,690.00	213.69	27.38	78.75	1,370.18	24	1,901.68	0.00	2019-17-0	1,690.00	1,690.00	1,690.00	0000024807	0000001351	☑	☐	☐	☑	0.00	0.00	0.00	0.00	0.00
100007	Ritchie, William	1,988.00	294.51	32.21	93.95	1,567.33	24	2,429.76	0.00	2019-17-0	1,988.00	1,988.00	1,988.00	0000024808	0000001352	☑	☐	☐	☑	0.00	0.00	0.00	0.00	0.00
100008	Fitch, Kyle	1,450.00	168.78	23.49	66.51	1,191.22	24	3,358.00	0.00	2019-17-0	1,450.00	1,450.00	1,450.00	0000024809	0000001353	☑	☐	☐	☑	0.00	0.00	0.00	0.00	0.00
100009	Fields, Todd	1,600.00	196.85	25.92	74.16	1,303.07	24	2,764.00	0.00	2019-17-0	1,600.00	1,600.00	1,600.00	0000024810	0000001354	☑	☐	☐	☑	0.00	0.00	0.00	0.00	0.00
10001	Gibbs, Ned	8,000.00	1,923.74	0.00	0.00	6,076.26	12	4,608.00	0.00	2019-09-0	8,000.00	0.00	0.00	0000024811	0000001355	☑	☐	☐	☑	0.00	0.00	0.00	0.00	0.00

Code	Hours	Rate	Pay	GL Account	GL Description	Job Account	Comment	Description
SALARY	0.00	0.00	1,900.00	82400	Office Wages & Salaries			Salary

Benefit	Amount
Medical	0.00
ExtMedi	0.00

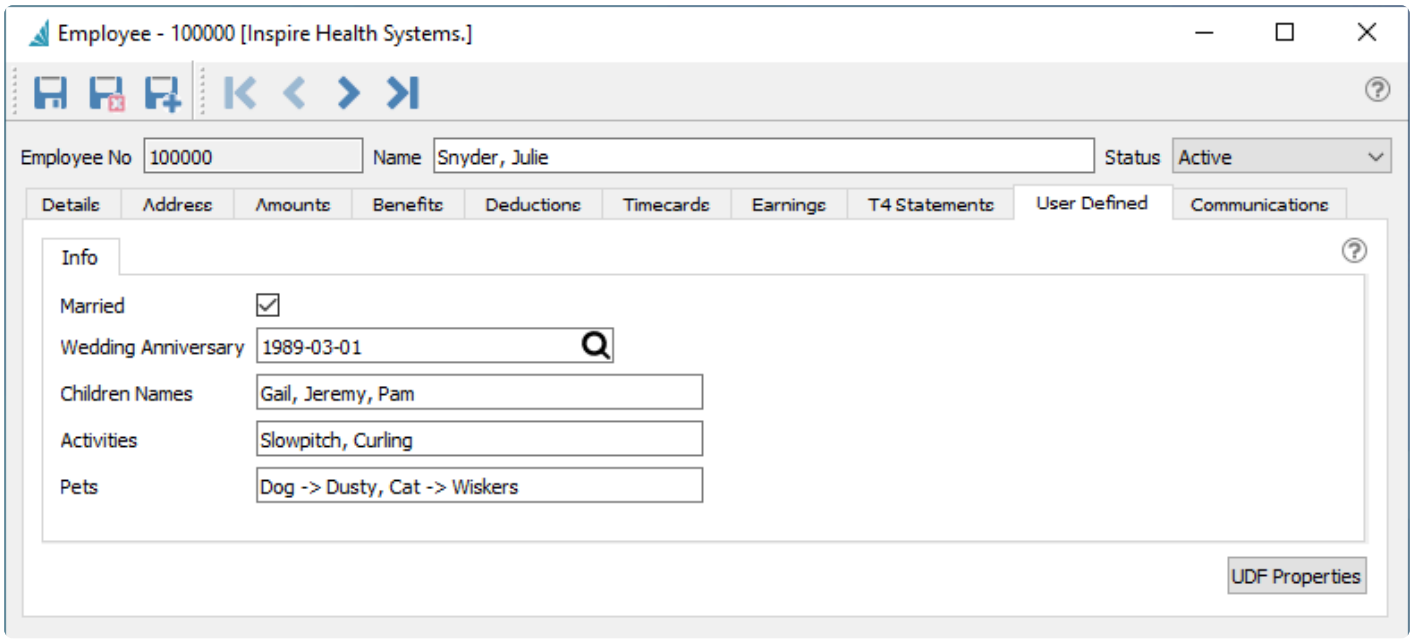
Deduction	Amount
qqq	0.00
Social	0.00

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.
Payroll Date – Date of this batch of timecards
Employee – – The selected employee's code and name.

Payroll UDFs

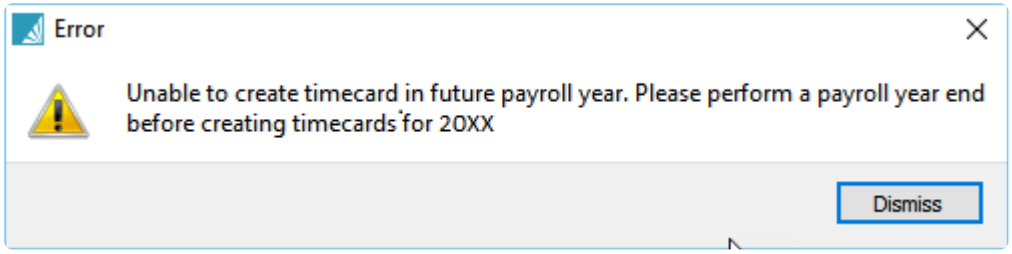
User defined fields can be added to timecards in Canadian payroll. This way the company can track more information on timecards pertaining to things like vacation and sick days. See example below.



Payroll Year End

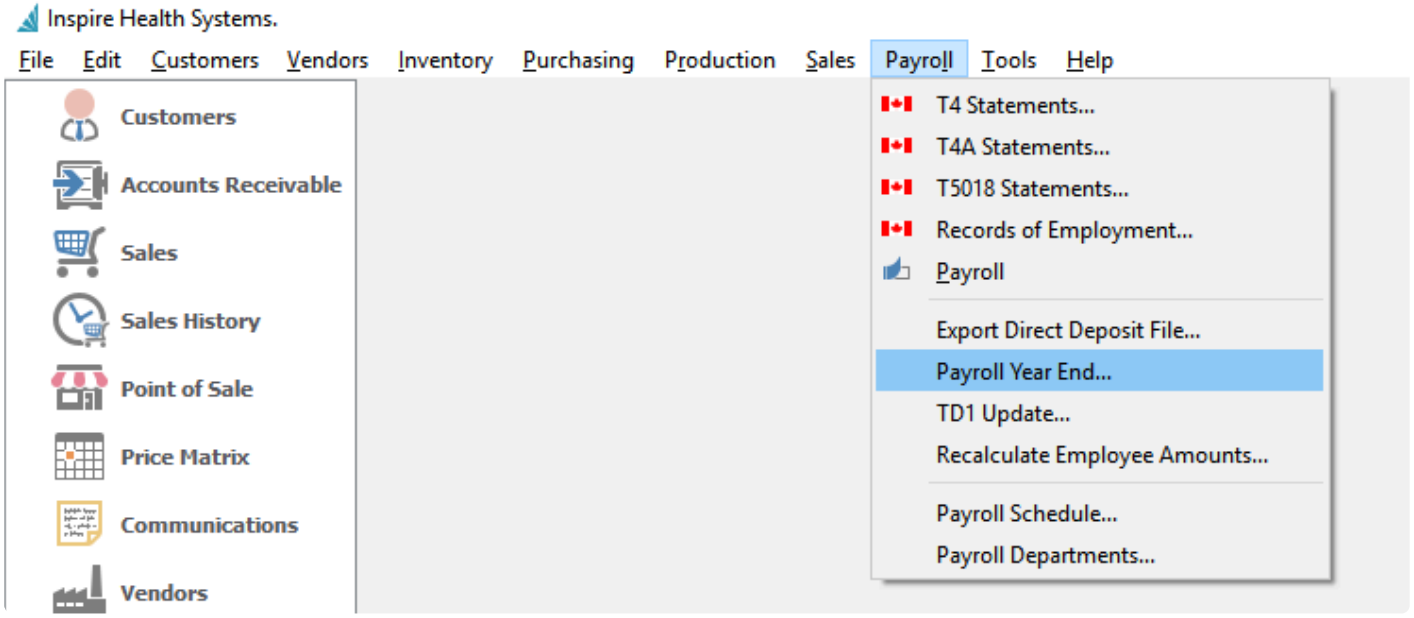
Even though the payroll year end has been completed the user can still back date a payroll timecard to the previous year just in case it needs to be done. Timecards done in the previous year will use the correct year's tax tables.

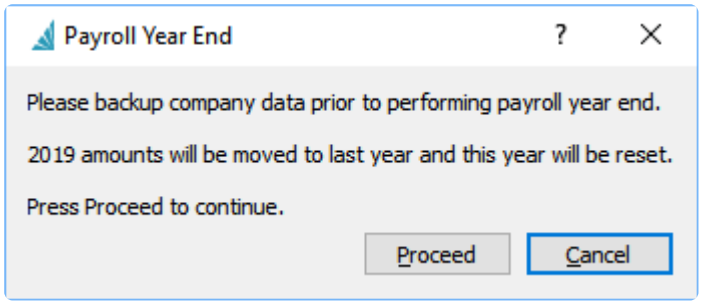
> ! Payroll timecards are not allowed in the new calendar year until the prior year payroll has been closed.



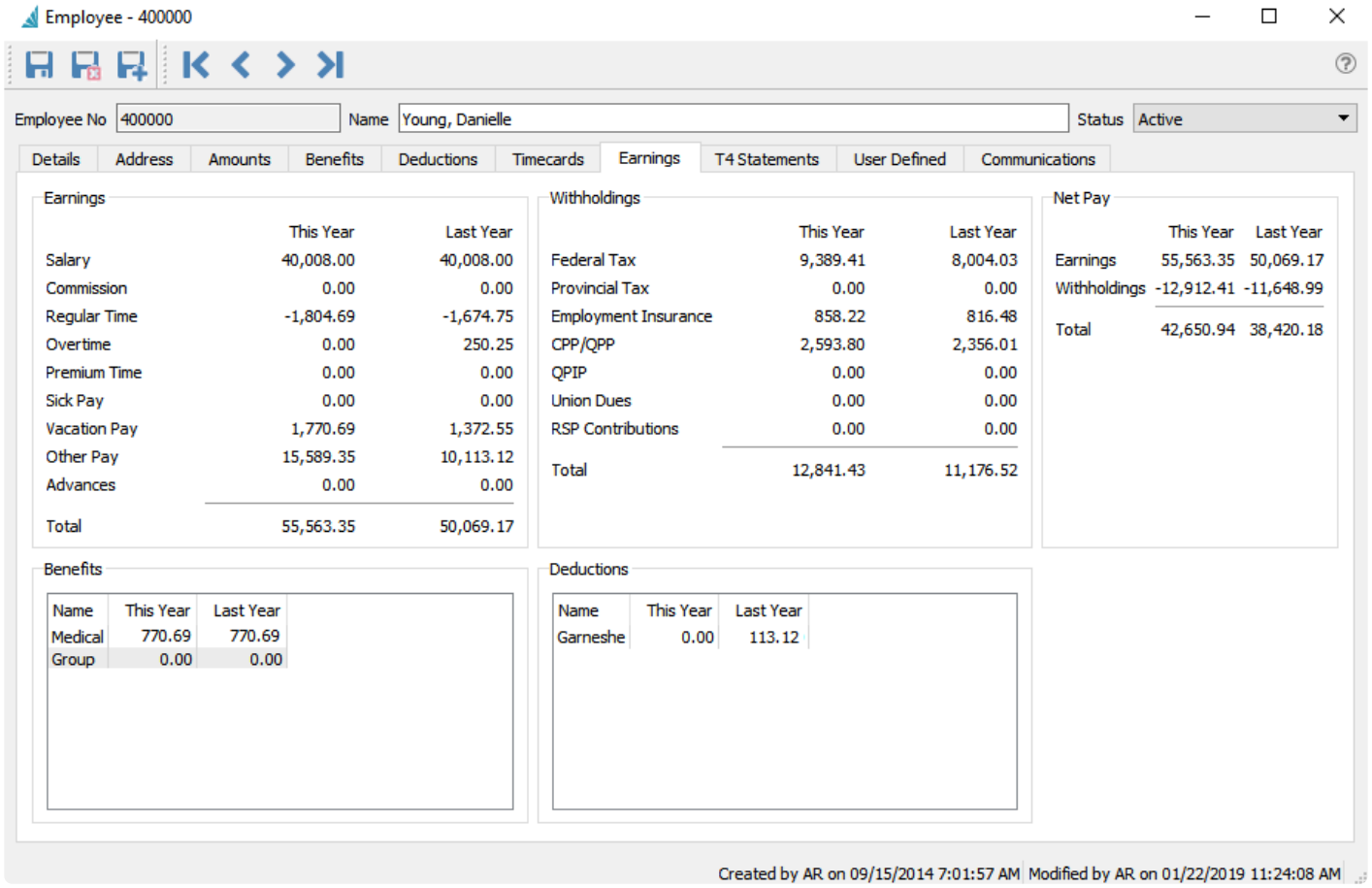
To perform the payroll year-end make sure the following items are completed first.

- **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

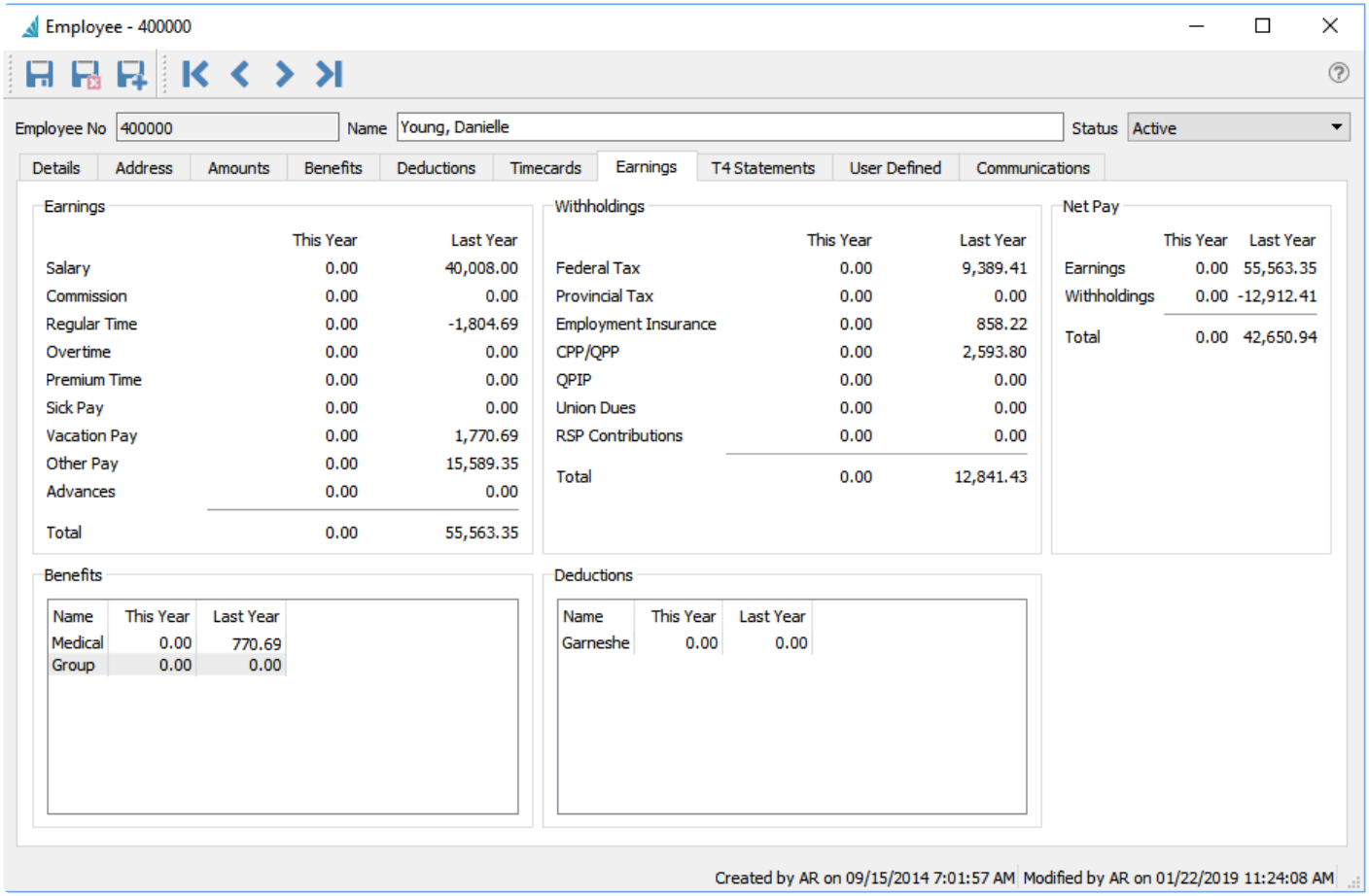




Employees Payroll Earnings before Year End

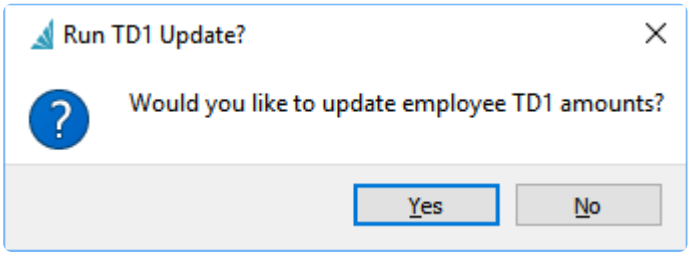


Employees Payroll Earnings after Year End.

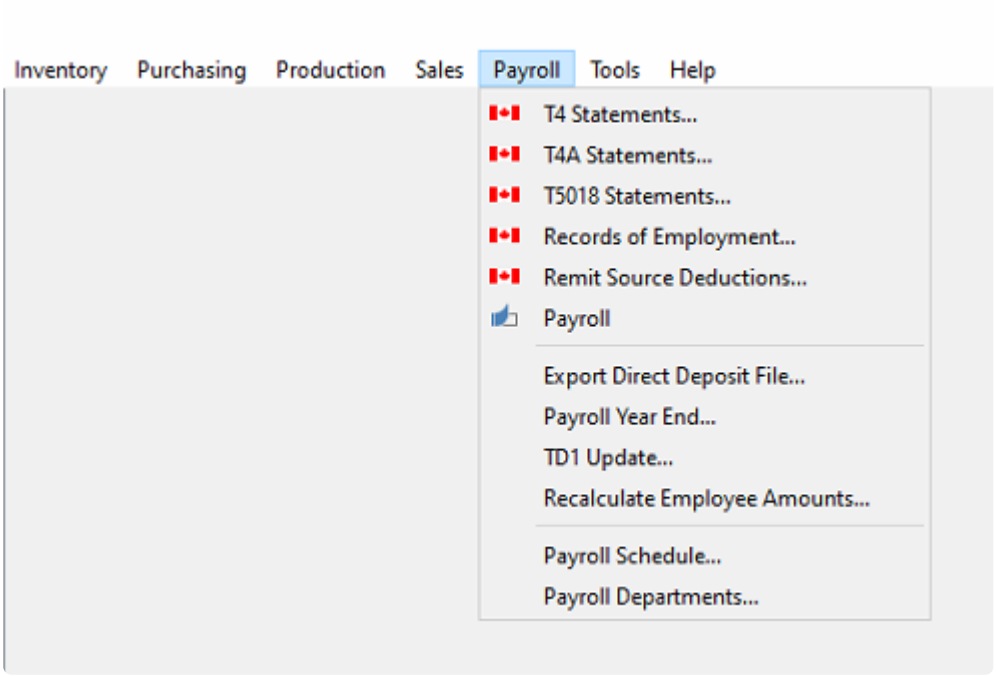


TD1 update after payroll year close

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.



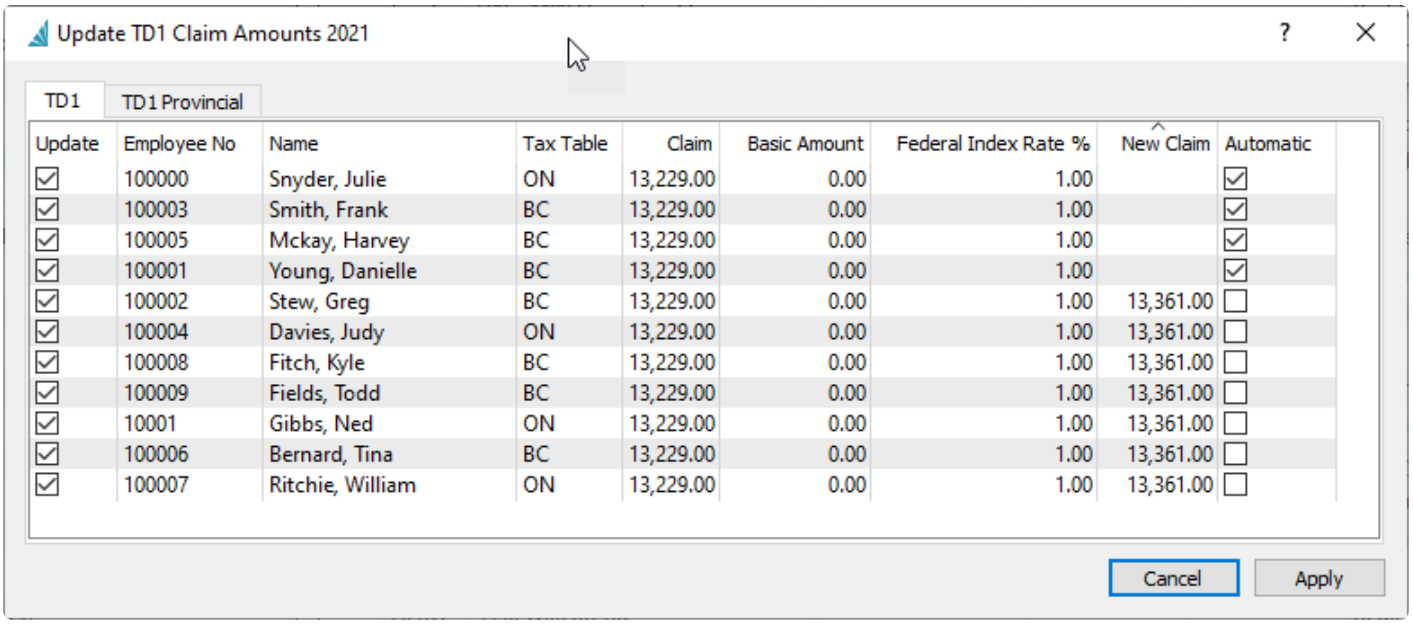
Run the TD1 from top Payroll menu

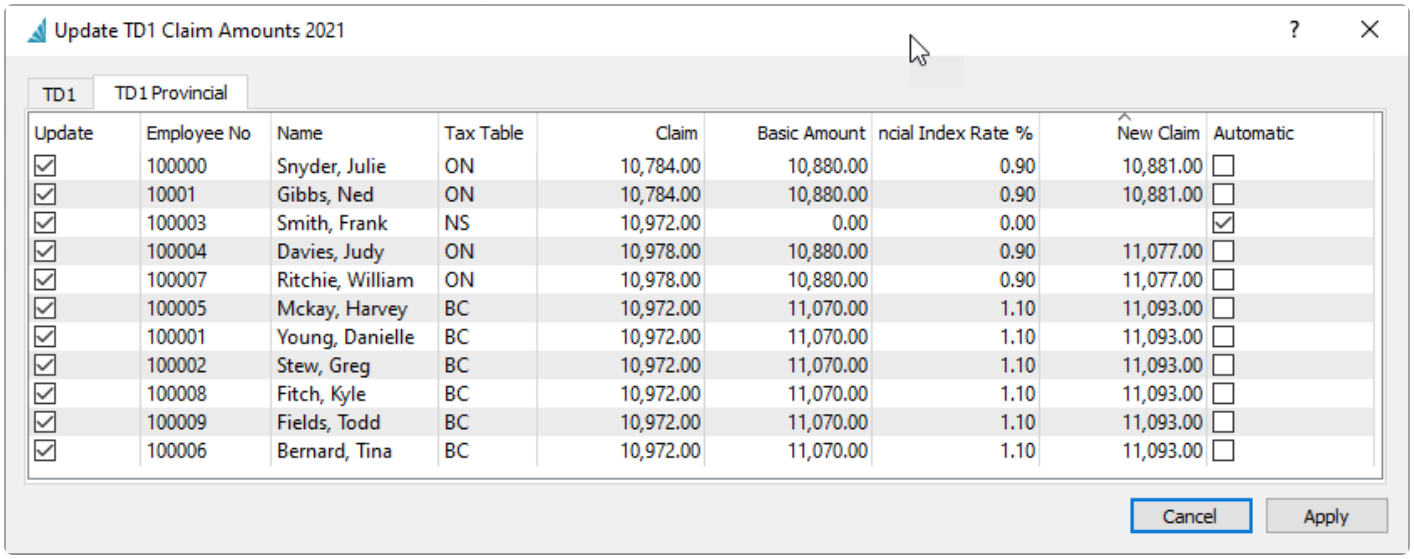


The user can then accept the updated percentages on the federal and provincial tabs or edit the percent or amounts if necessary. Click “apply” to update.

This is a good time to review each employees TD1 claim amounts.

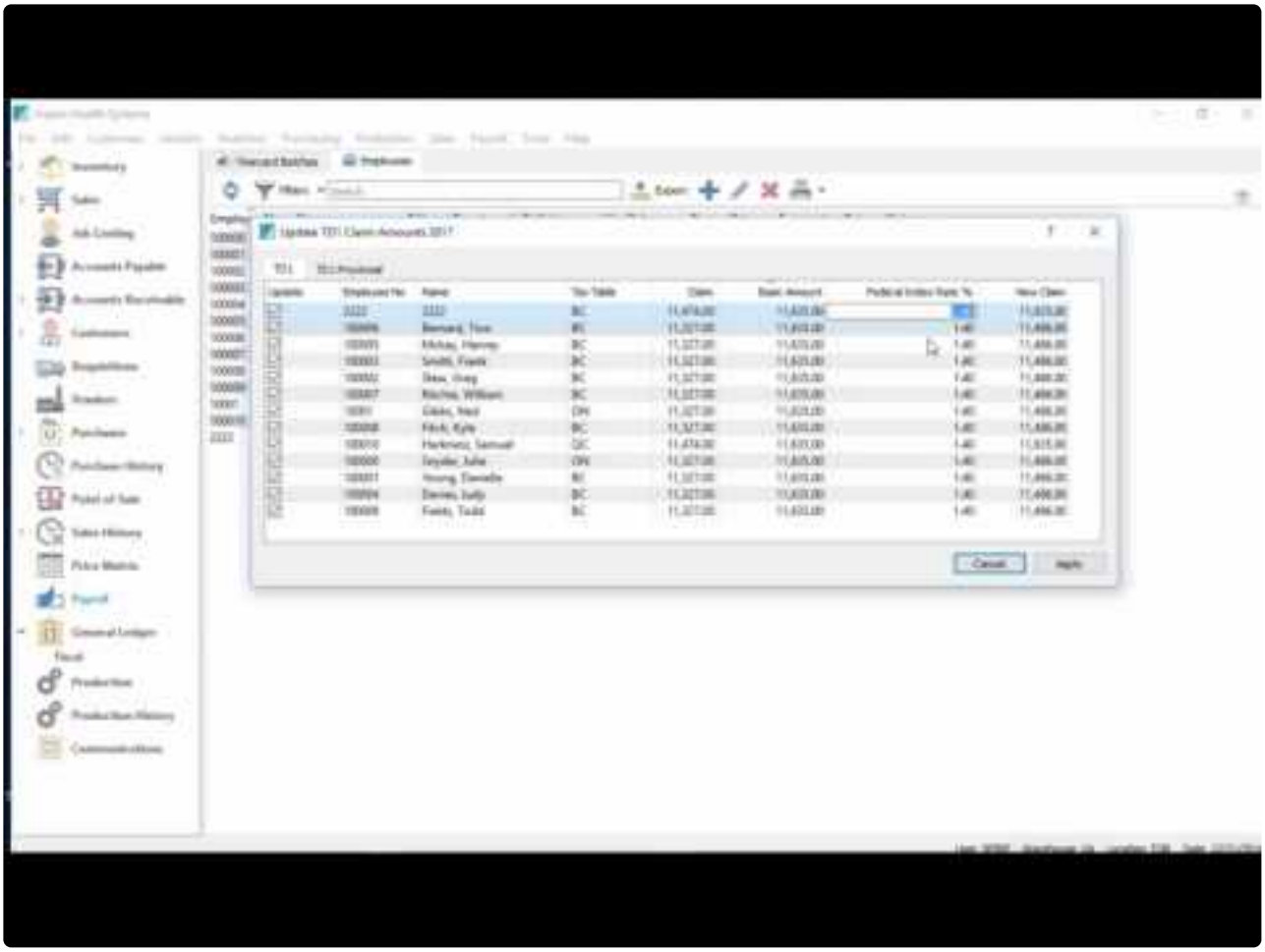
> ! Only run this once, or else the percentages may be applied again and the amounts will be incorrect.





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

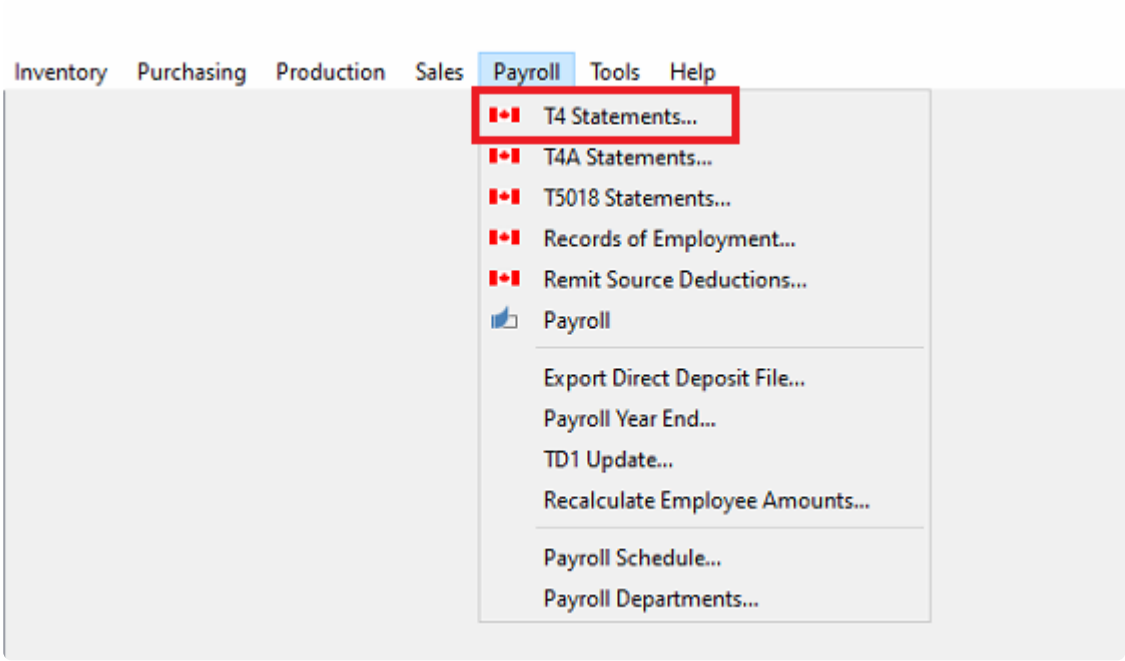
https://www.youtube.com/embed/D-xnpUs6xBs?rel=0

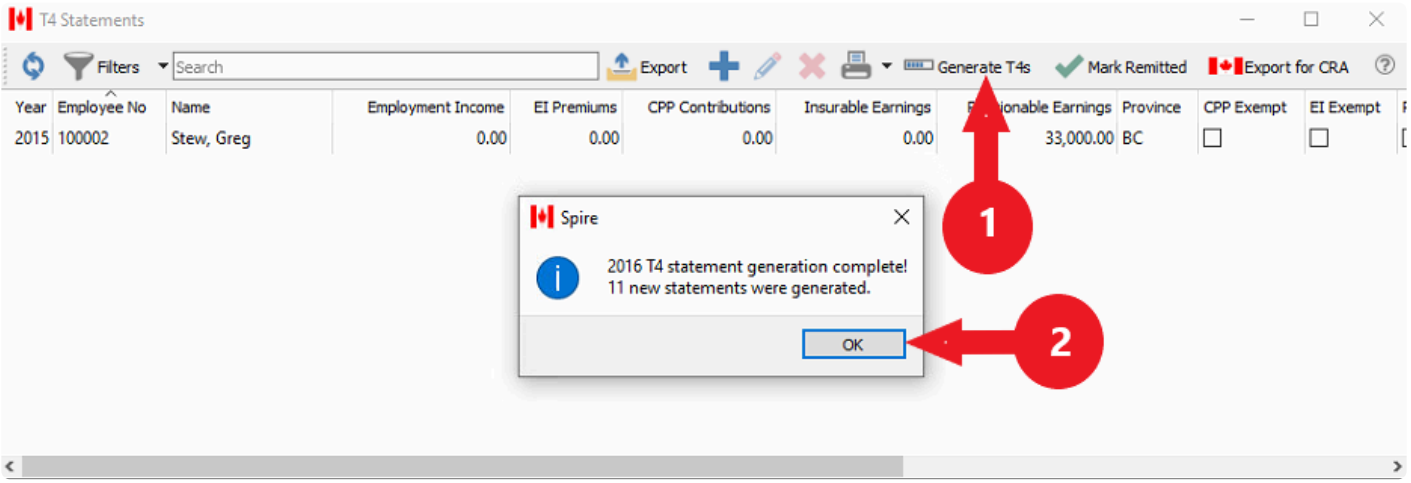
Payroll T4's and T4 Summary

> ! 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

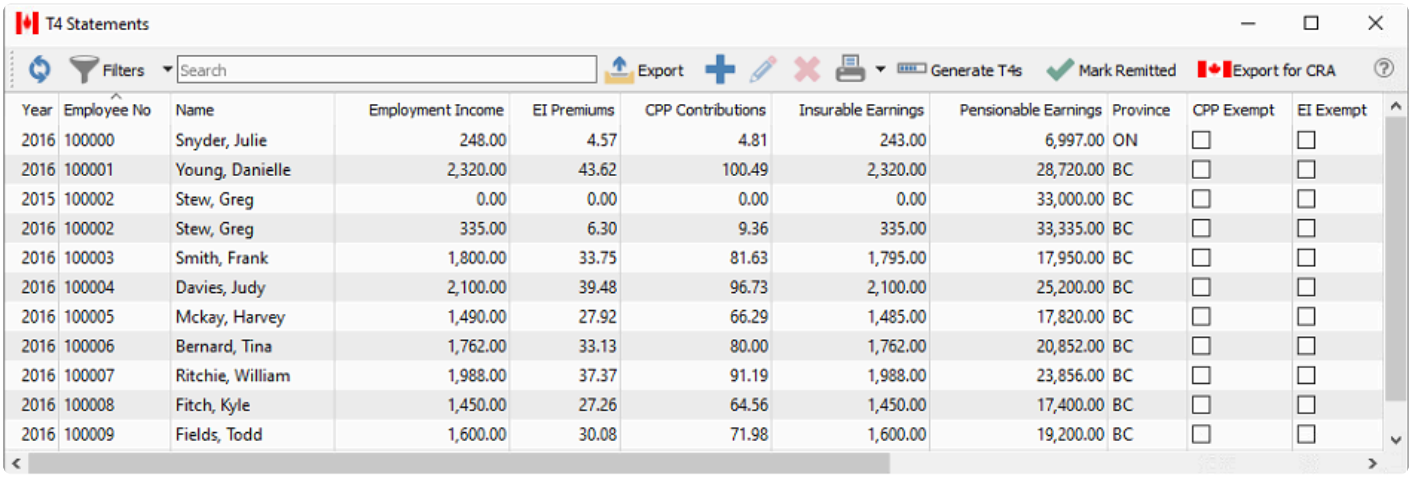




Mark Remitted – Once you have uploaded the T4's they should each be marked as 'Remitted'. This can be achieved by selecting all the T4's and clicking "Mark remitted"

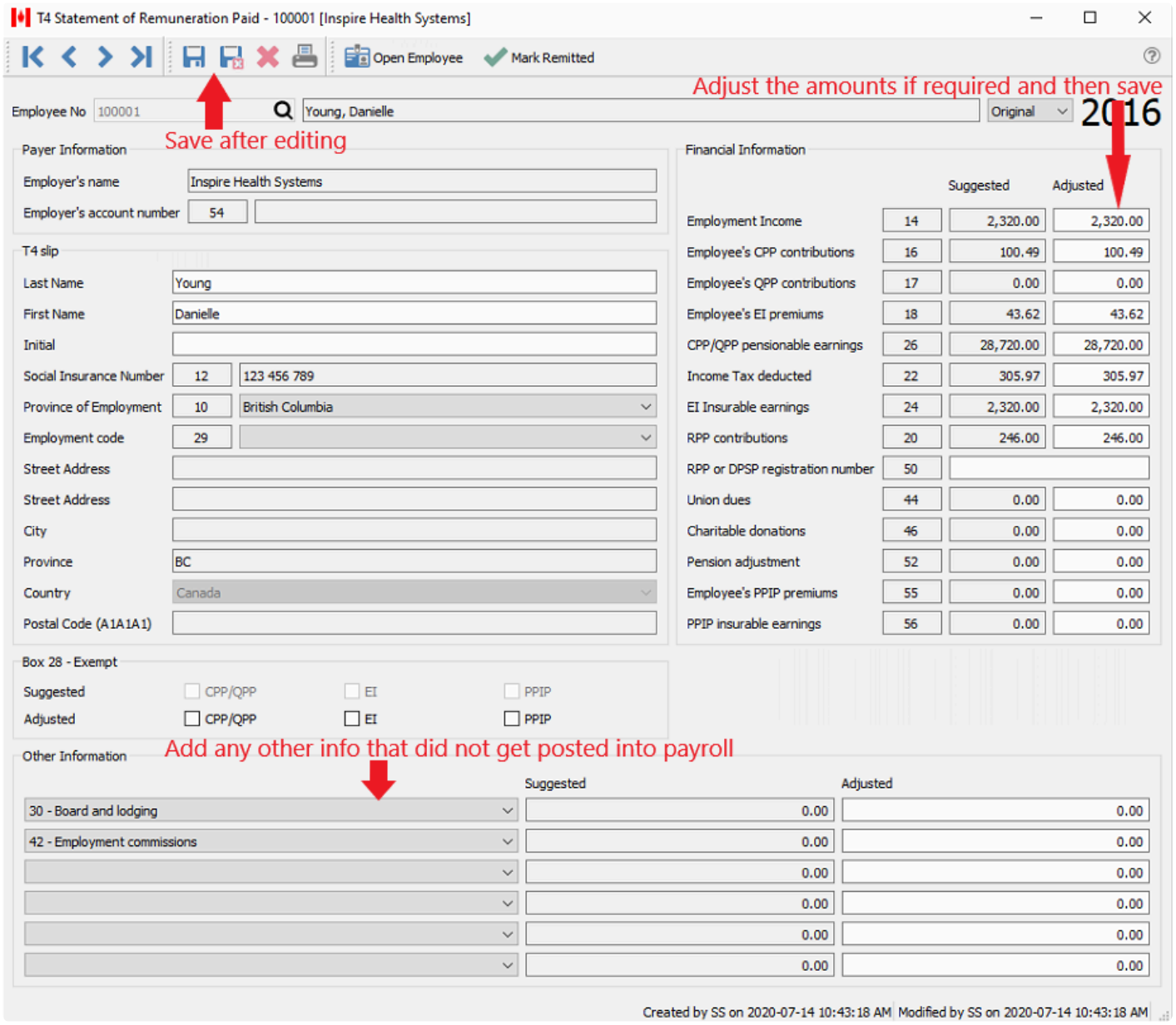
Export for CRA – Generate a file that has the correct format to be uploaded to the CRA web portal

Once run the user will be presented with a list of T4's

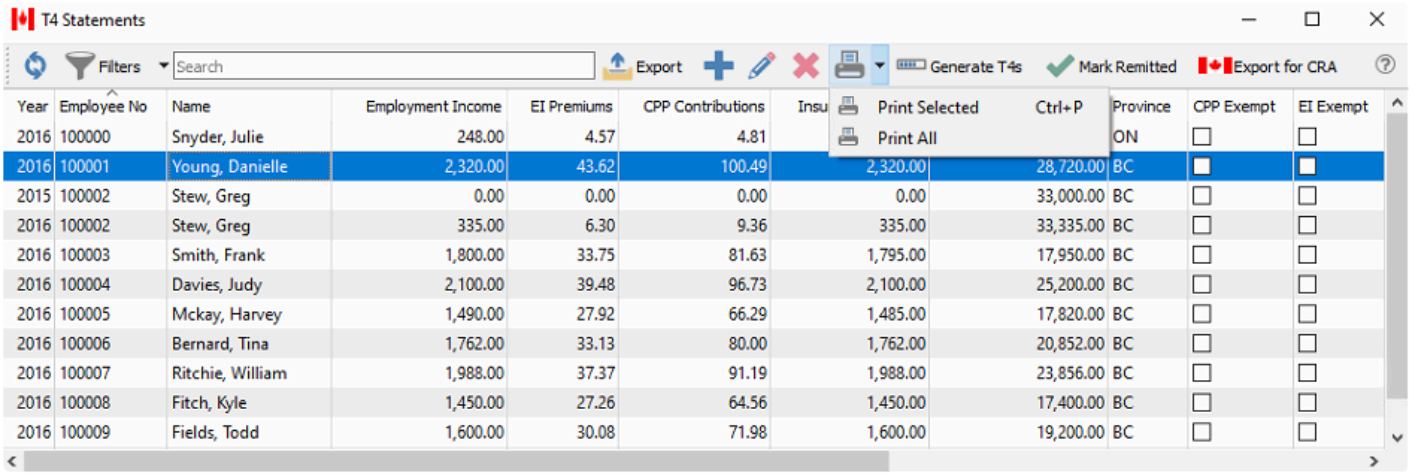


Year	Employee No	Name	Employment Income	EI Premiums	CPP Contributions	Insurable Earnings	Pensionable Earnings	Province	CPP Exempt	EI Exempt
2016	100000	Snyder, Julie	248.00	4.57	4.81	243.00	6,997.00	ON	☐	☐
2016	100001	Young, Danielle	2,320.00	43.62	100.49	2,320.00	28,720.00	BC	☐	☐
2015	100002	Stew, Greg	0.00	0.00	0.00	0.00	33,000.00	BC	☐	☐
2016	100002	Stew, Greg	335.00	6.30	9.36	335.00	33,335.00	BC	☐	☐
2016	100003	Smith, Frank	1,800.00	33.75	81.63	1,795.00	17,950.00	BC	☐	☐
2016	100004	Davies, Judy	2,100.00	39.48	96.73	2,100.00	25,200.00	BC	☐	☐
2016	100005	Mckay, Harvey	1,490.00	27.92	66.29	1,485.00	17,820.00	BC	☐	☐
2016	100006	Bernard, Tina	1,762.00	33.13	80.00	1,762.00	20,852.00	BC	☐	☐
2016	100007	Ritchie, William	1,988.00	37.37	91.19	1,988.00	23,856.00	BC	☐	☐
2016	100008	Fitch, Kyle	1,450.00	27.26	64.56	1,450.00	17,400.00	BC	☐	☐
2016	100009	Fields, Todd	1,600.00	30.08	71.98	1,600.00	19,200.00	BC	☐	☐

If T4's need to be edited before printing, double click on the employee and adjust the amounts and then save.

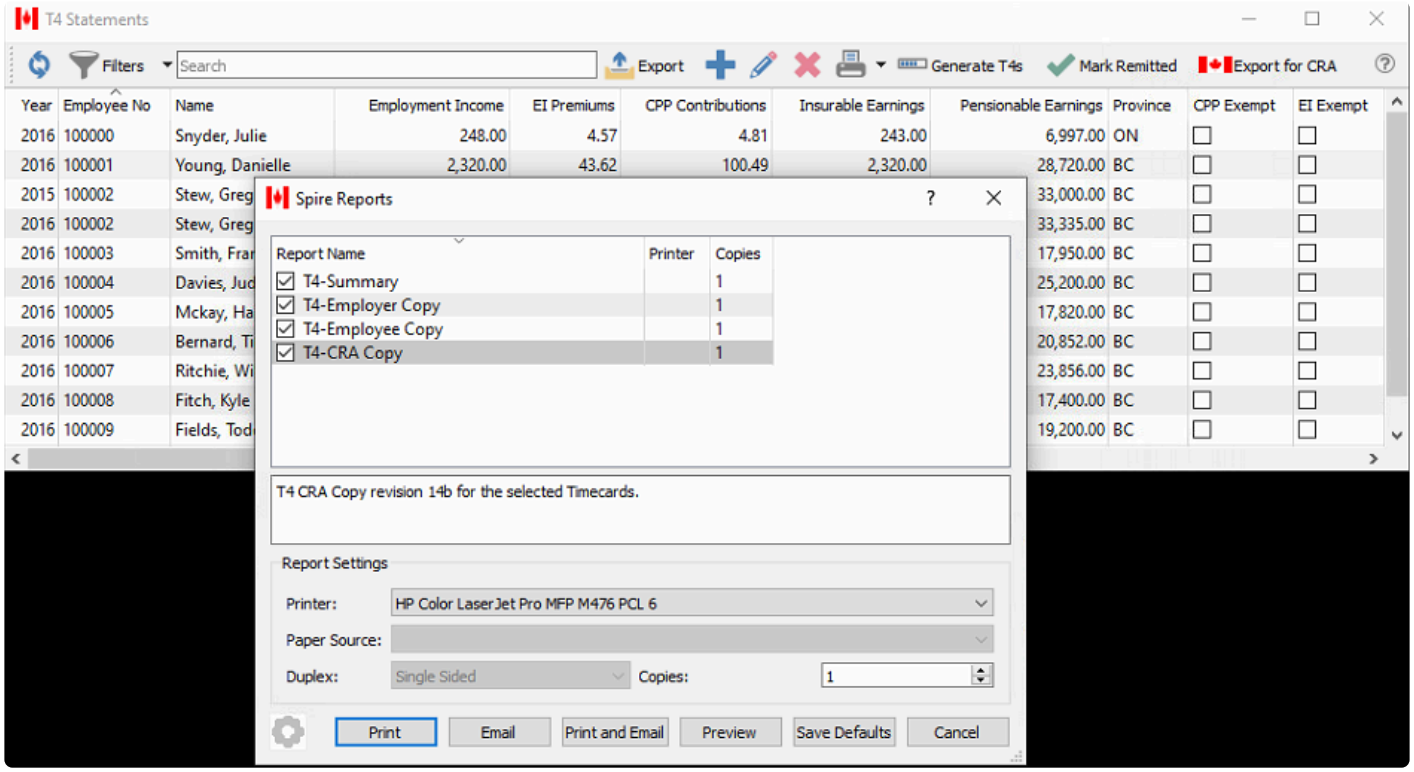


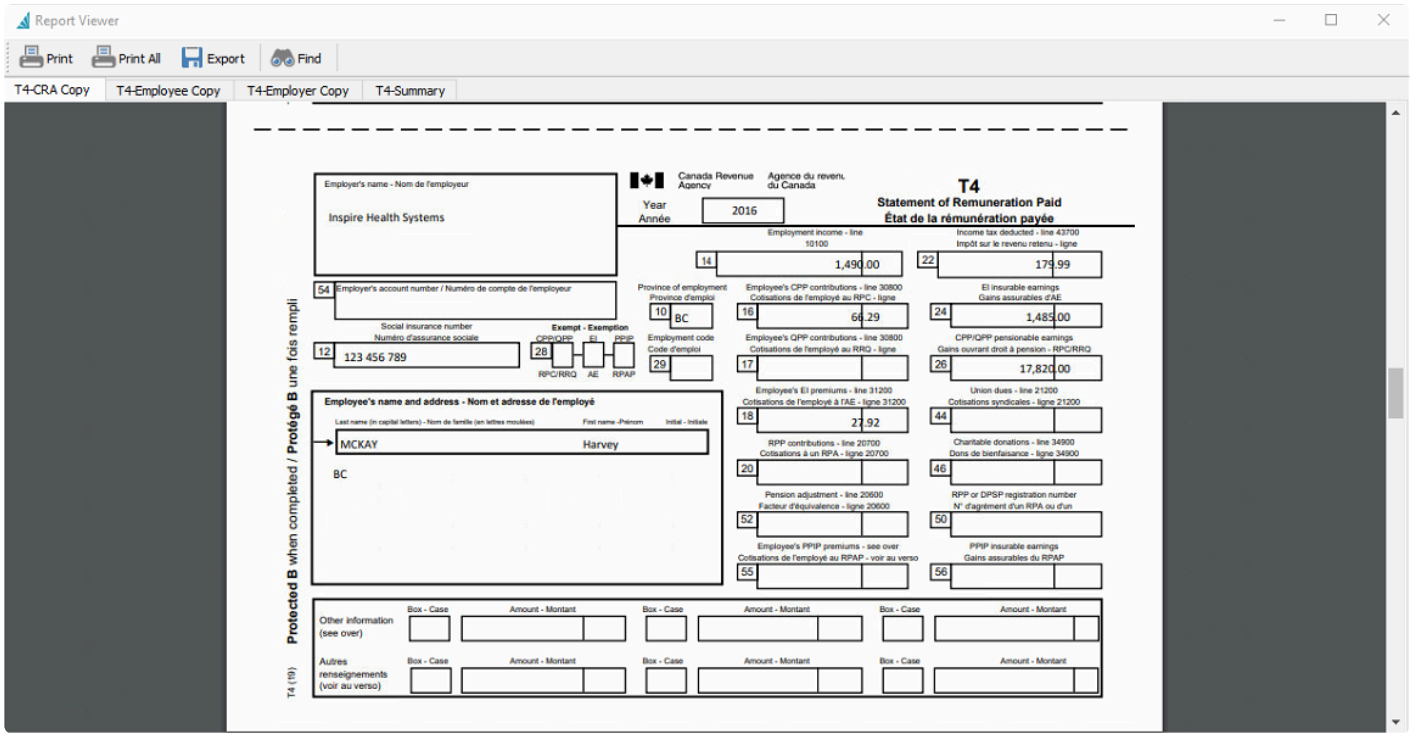
To print T4's, highlight selected employees, if you just need some of them and select 'Print Selected', or select "Print All" if all employees T4's are required..



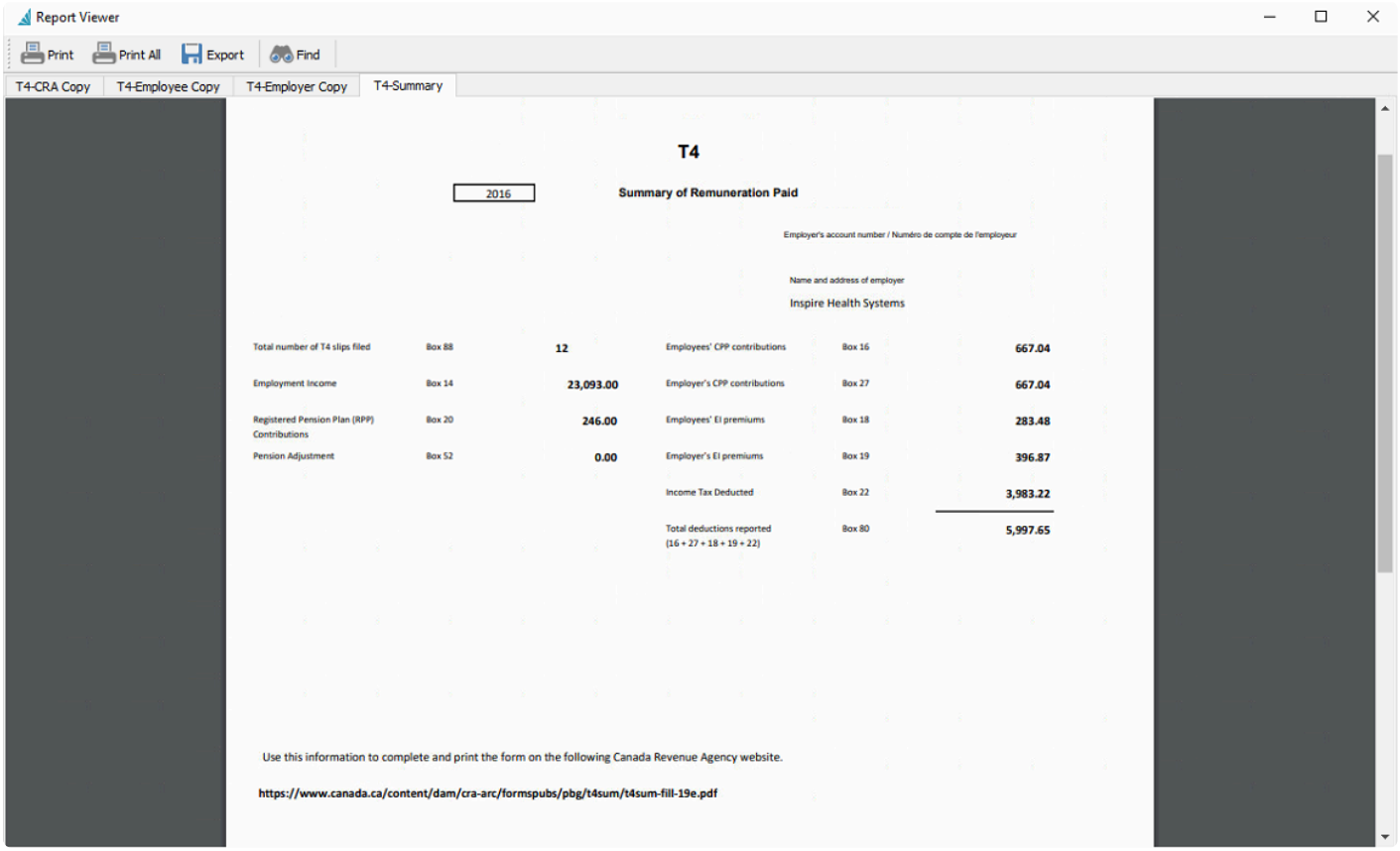
Select the T4 reports that are required.

- T4 – CRA Copy
- T4 – Employer Copy
- T4 – Employee Copy



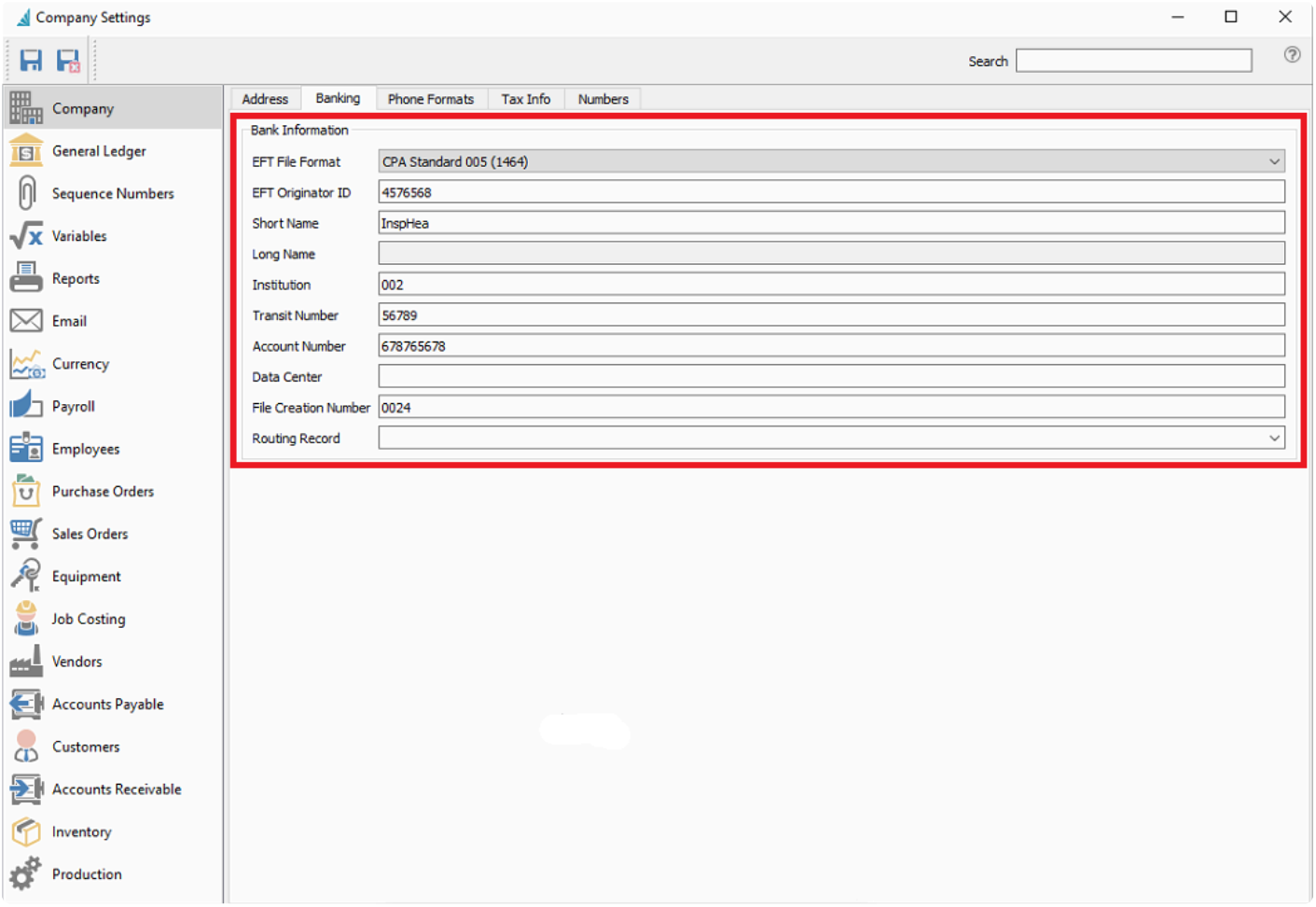


Select the T4 summary and use the info on the report to enter into this fillable PDF available at this CRA link. [T4 Summary Fillable PDF]

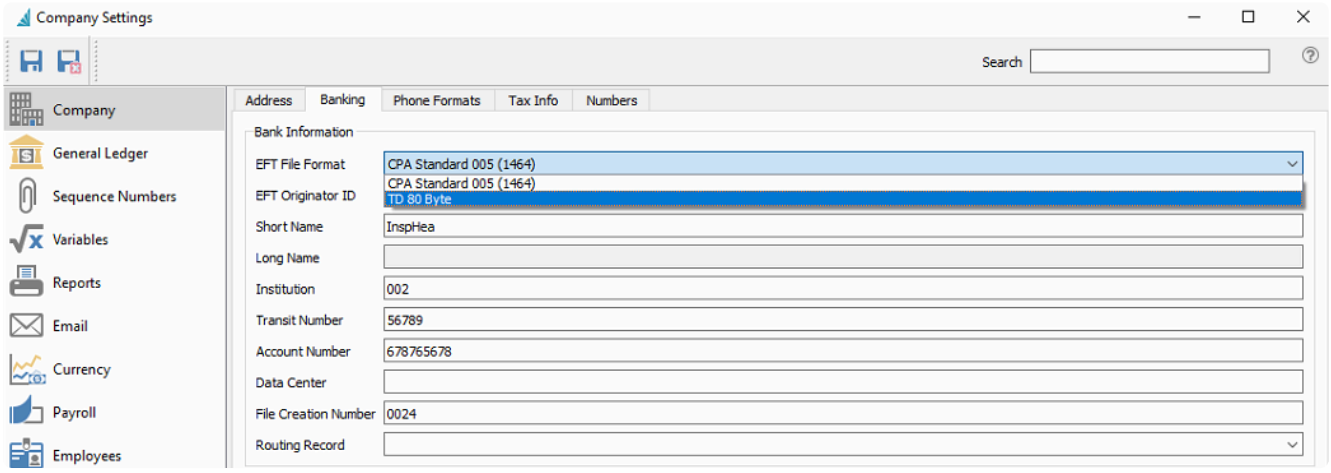


Direct Deposit

- 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.

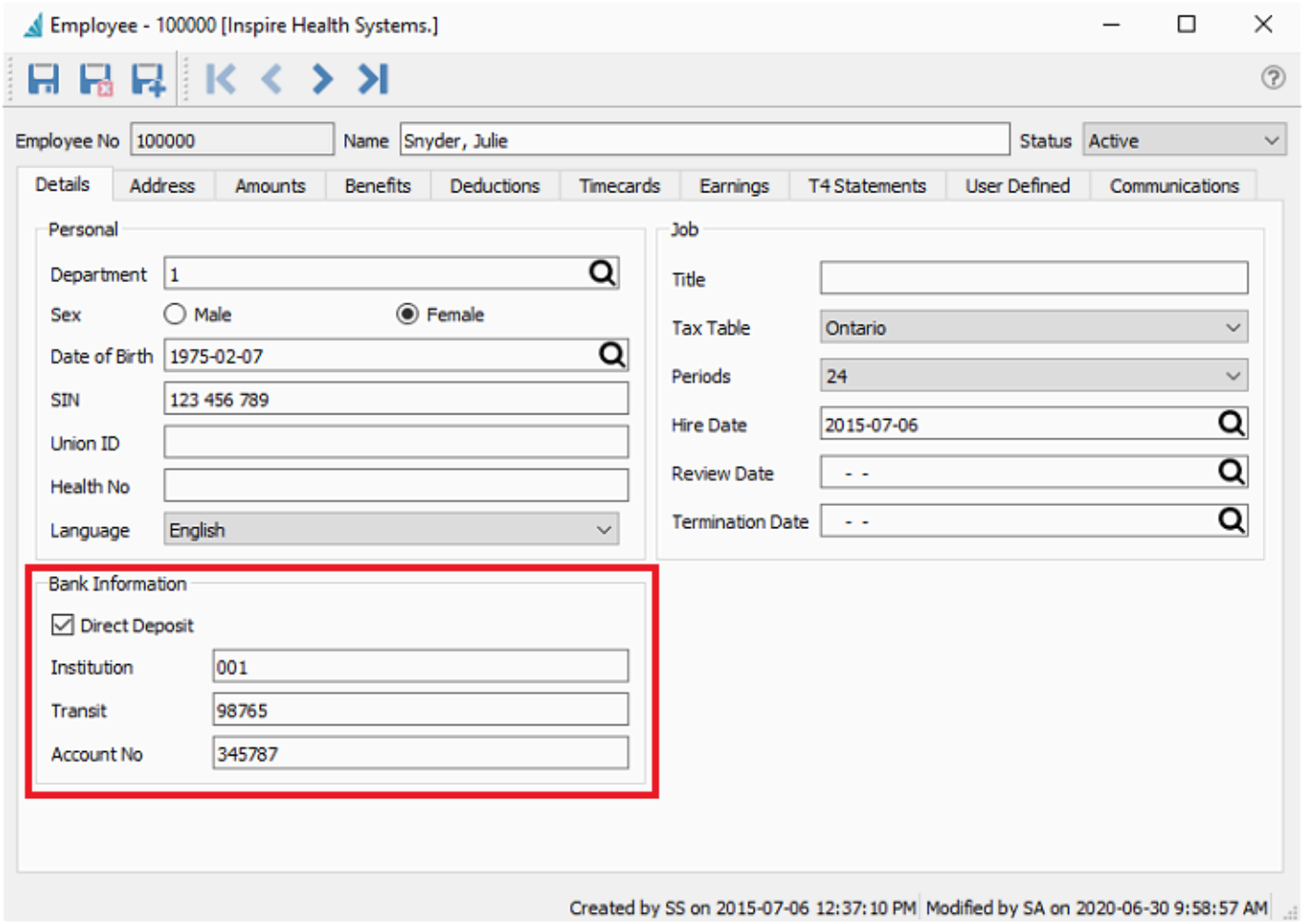


- If the company uses TD Bank for EFT you can select the TD 80 Byte EFT File Format

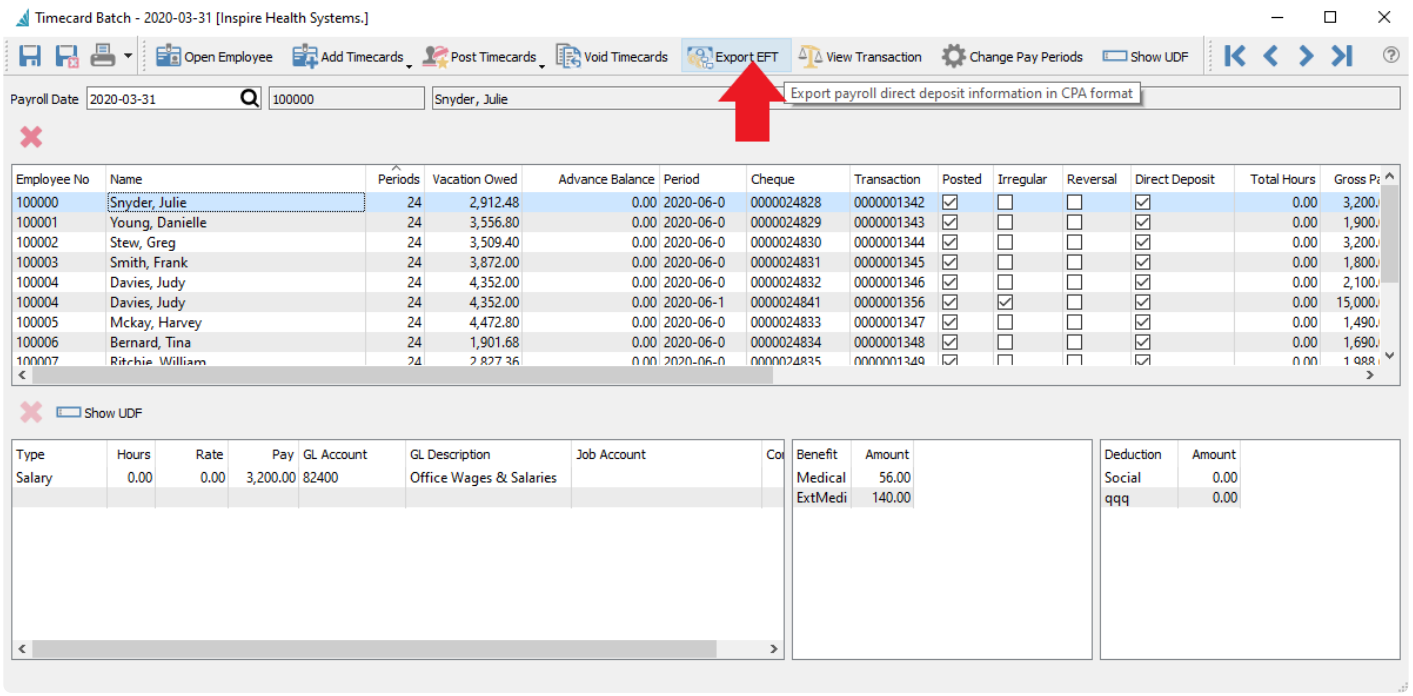


- Not all fields are required by all banks. Check with your bank for what they require.

- 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



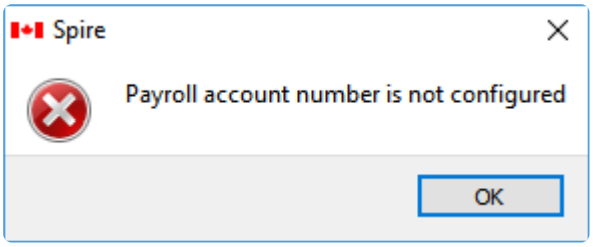
See the ‘Processing Timecards” video for demonstration [Processing Timecards]

Electronic T4 and T4 Summary – xml Upload

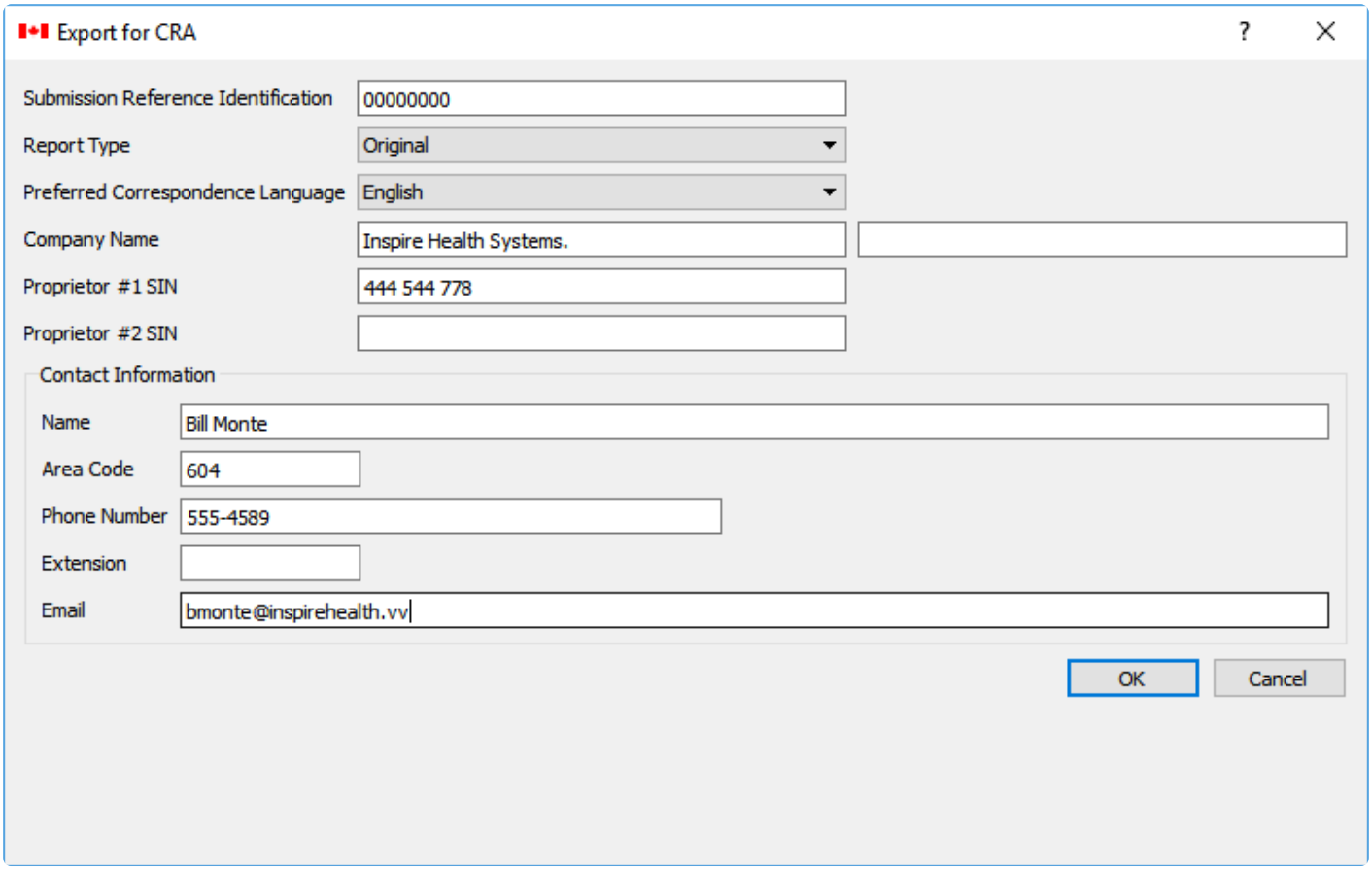
After T4's have been generated, edited and verified they can be uploaded to CRA directly (i.e. without having to re-enter the details through CRA's web portal). If you have more than 50 T4's then you must use this procedure. The purpose of this procedure is to create a structured file that you will provide 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.

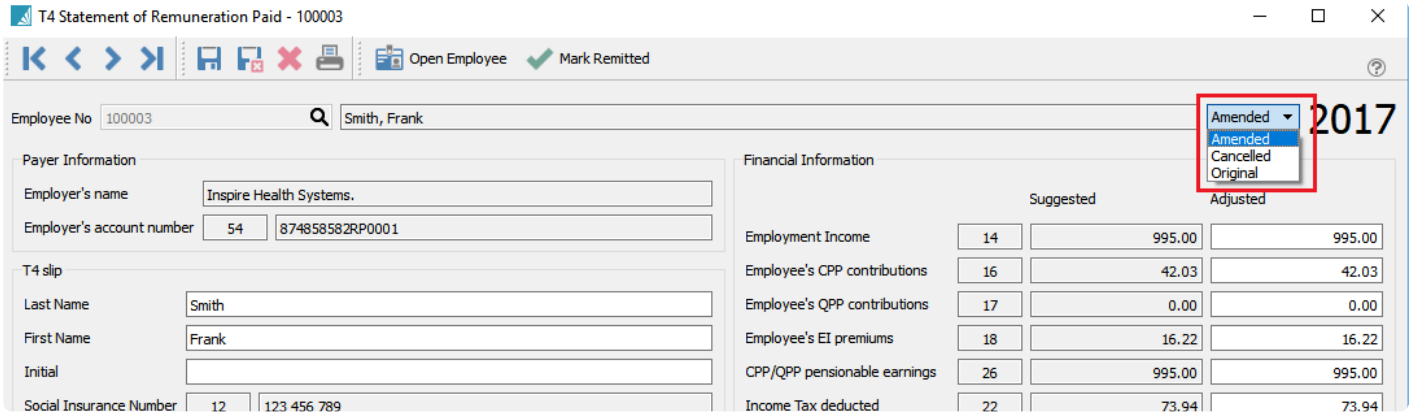
Note that cancellation and amendment submission files can also be created. To create amendments or cancellations, change the status of individual T4's by loading and changing them. When you choose

“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).

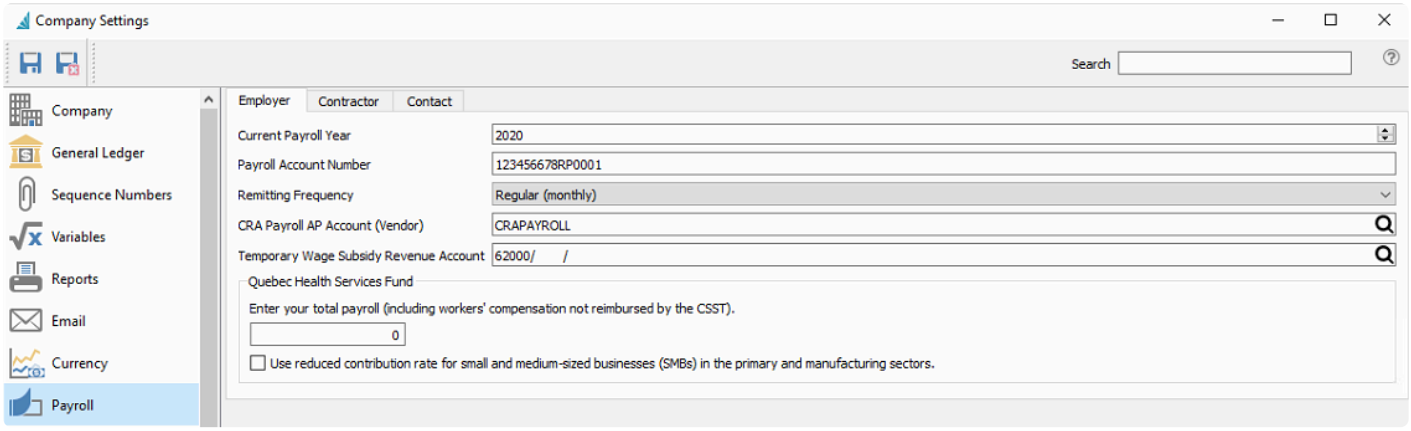
Company settings for ROE

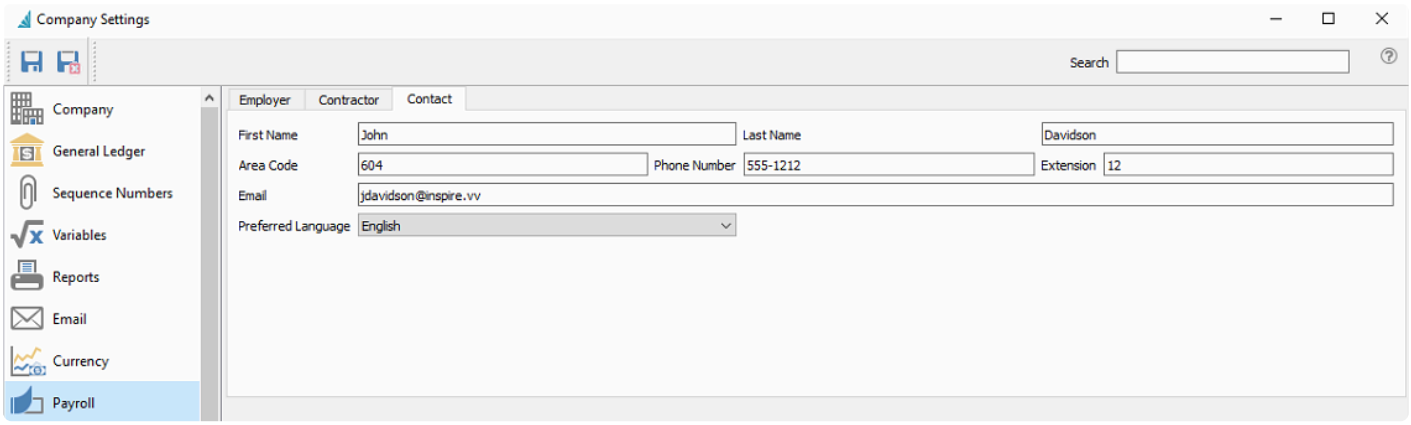
Before producing an ROE be sure you have company payroll information entered in Company Settings->Payroll->General

> 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:

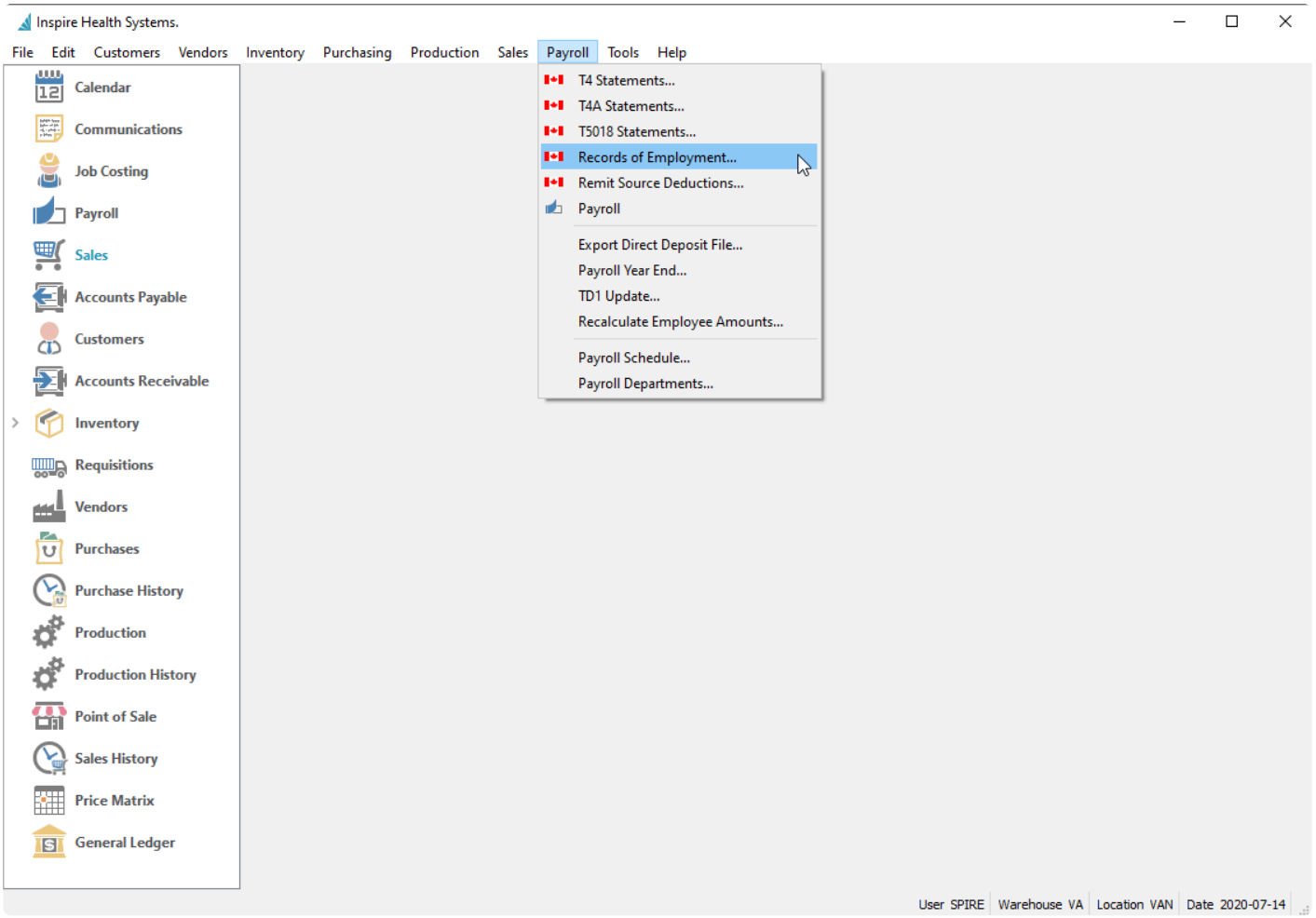
- Payroll Account Number including the suffix RP and your sub account number
- Contact First Name
- Contact Last Name
- Contact Area Code
- Contact Phone Number
- Contact Extension
- Contact Email Address
- Contact Preferred Language (English or French)



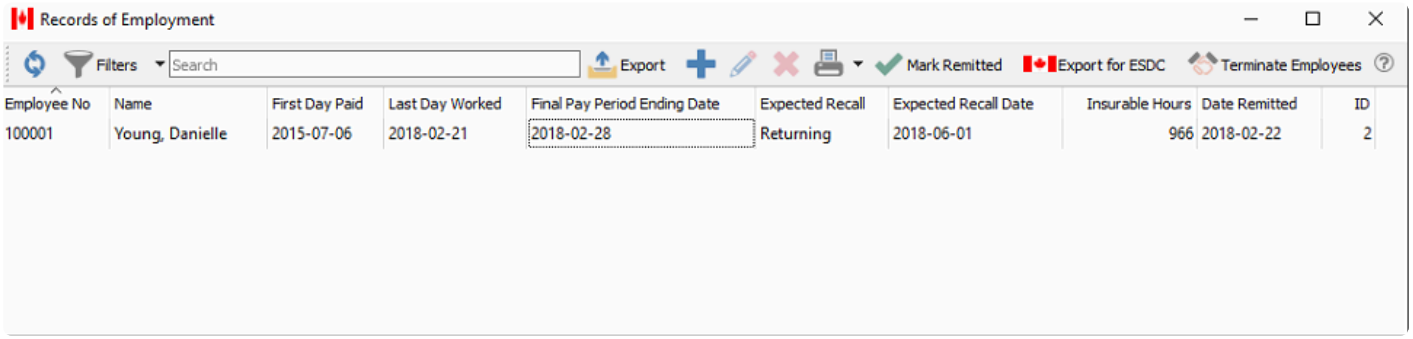


Producing a Record of Employment (ROE)

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.

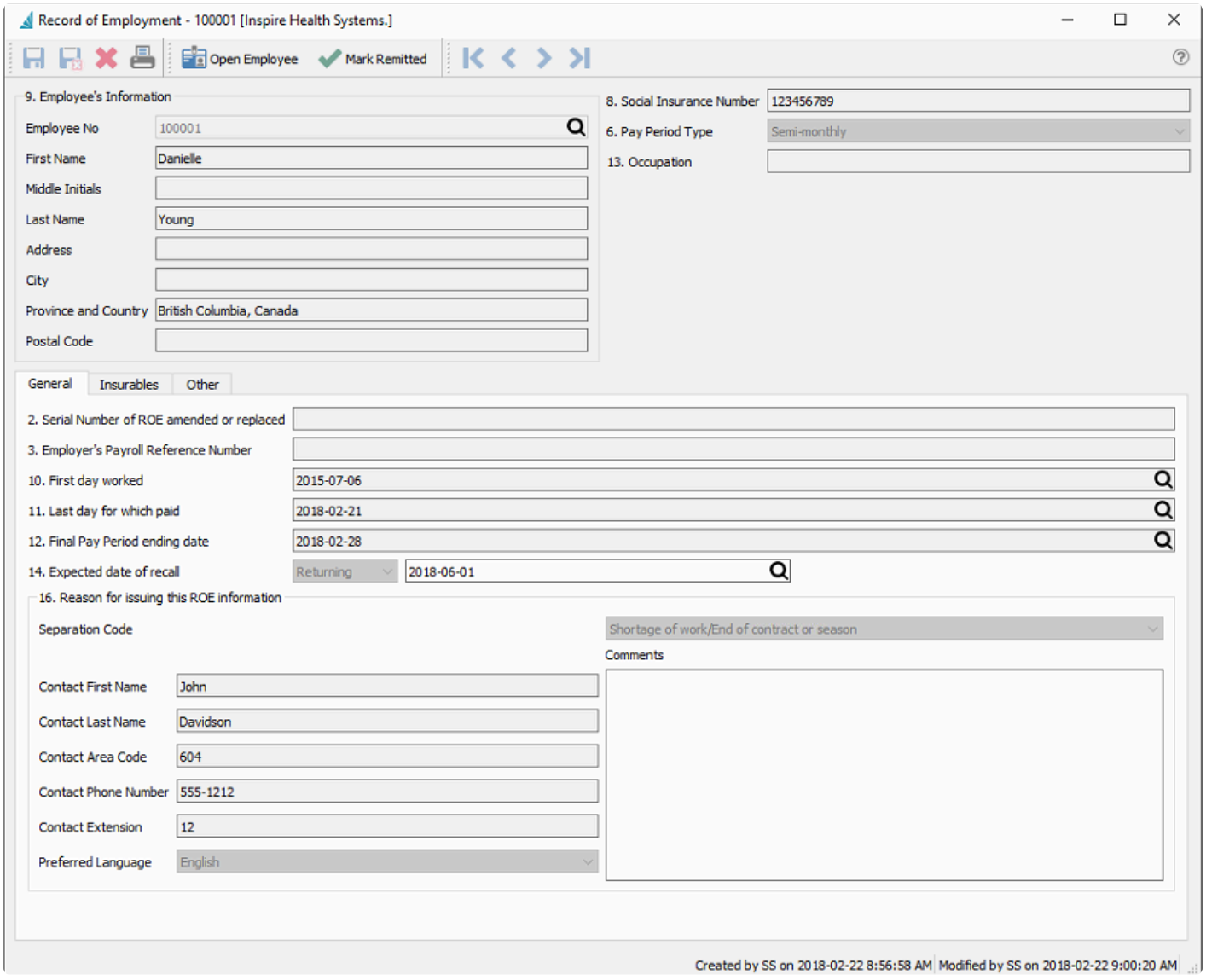
Once the ROE is on the list click the edit button to add the required information. The information that can be added automatically from Spire payroll will already be populated.

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

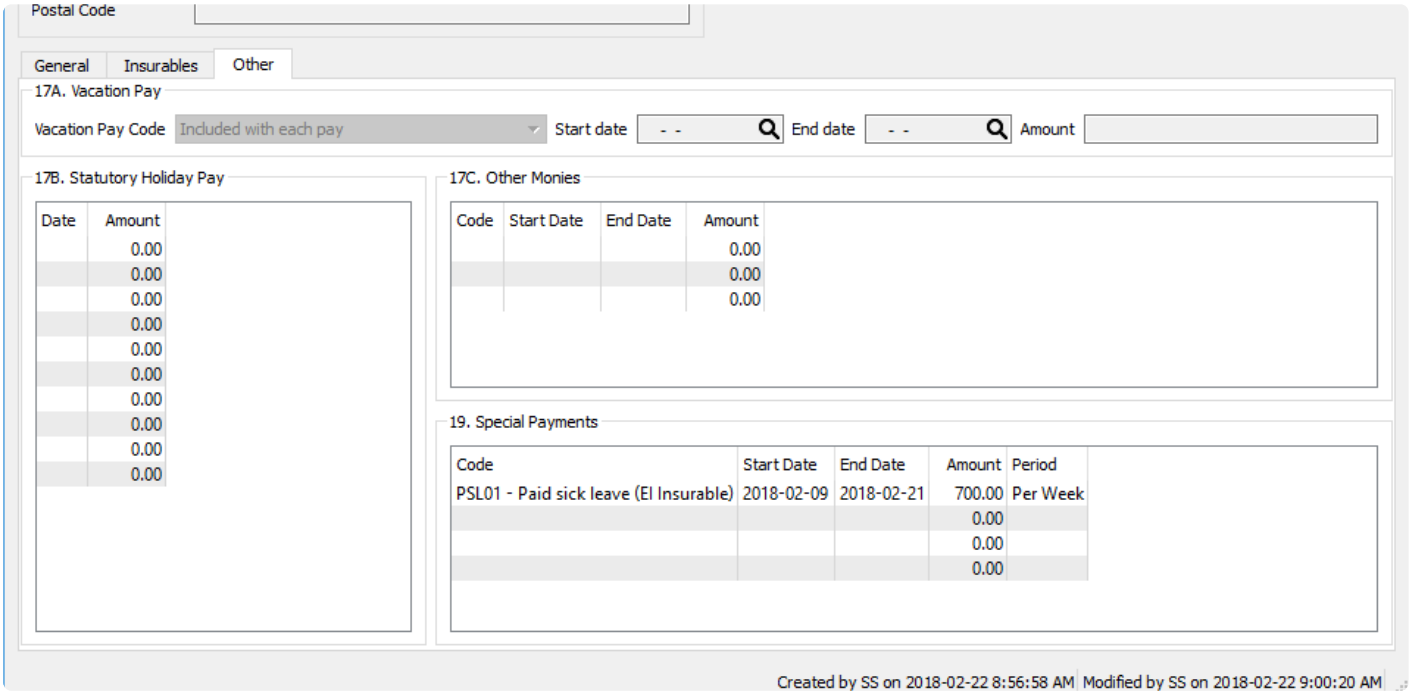


ROE Insurables Tab

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”

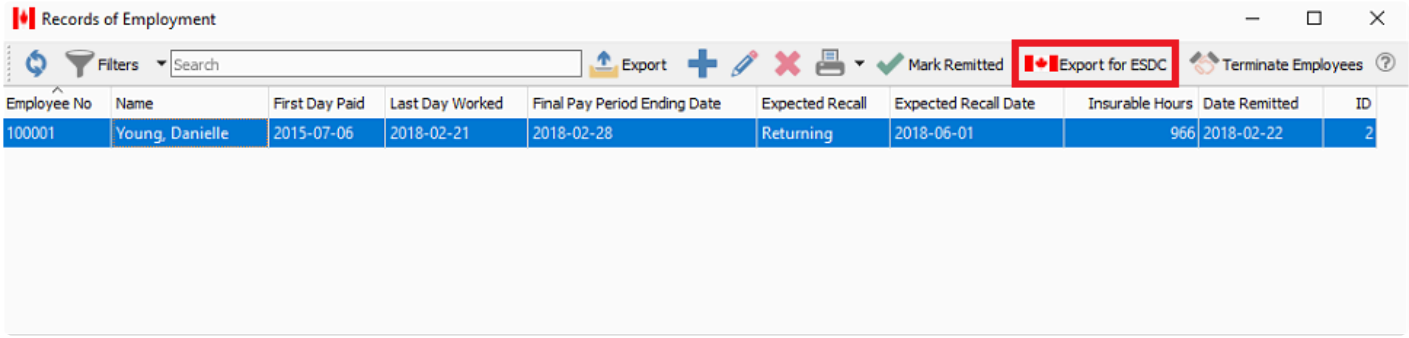
ROE Other Tab



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”



> ! 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.

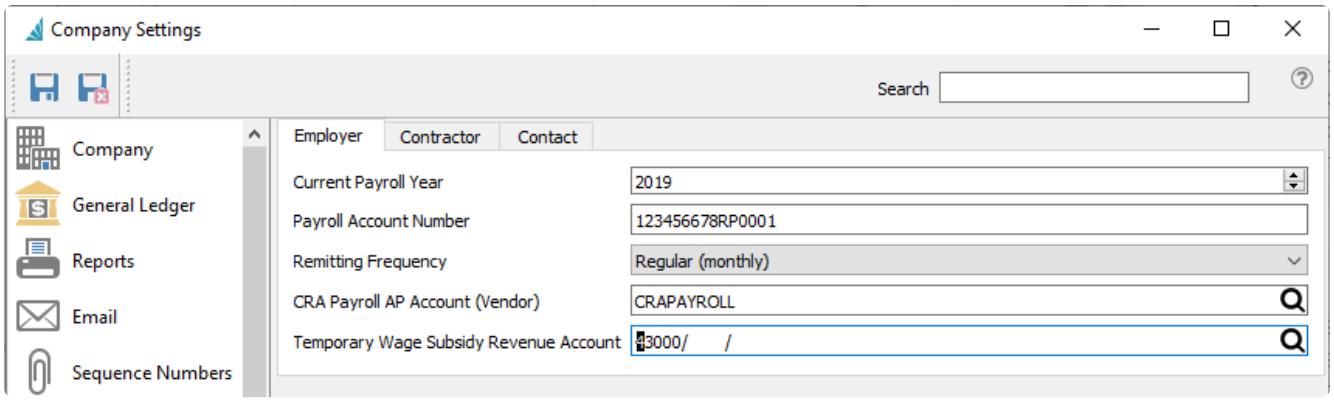
See this link to determine eligibility.

If you will be claiming the subsidy Click Here For instructions

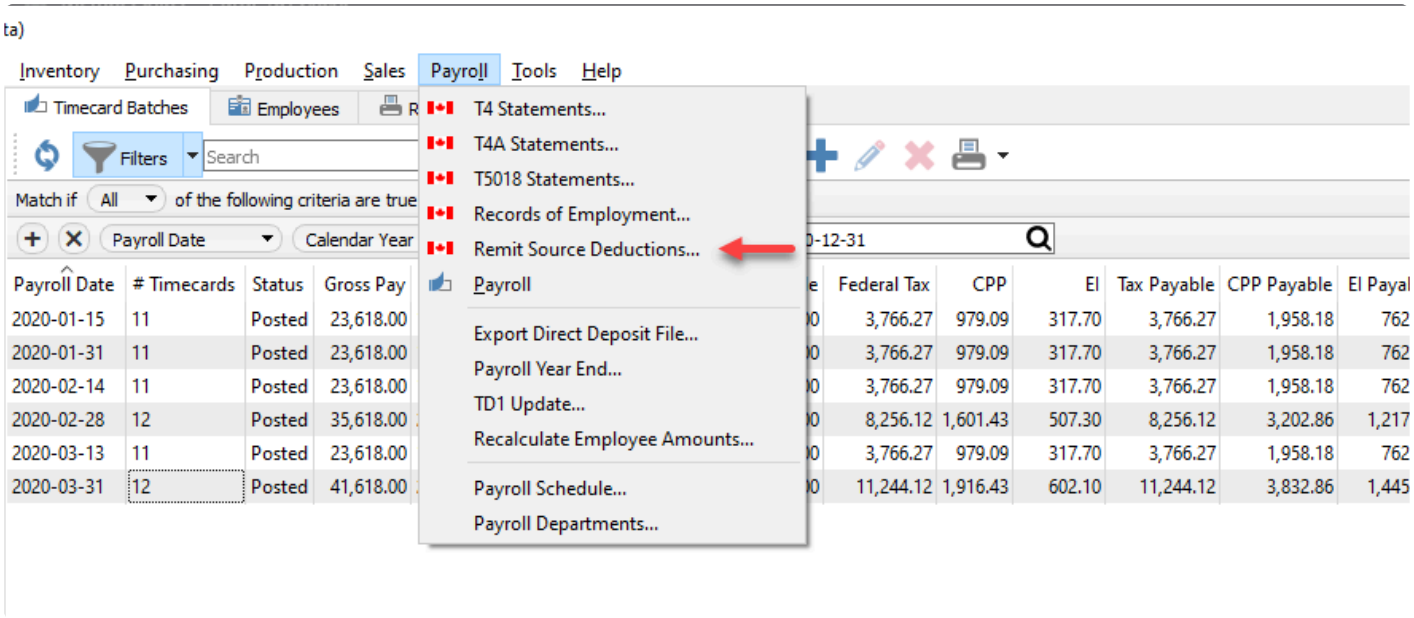
Source Deduction Remittance

Check these settings in Company Settings->Payroll before using 'Source Deduction Remittance' Module

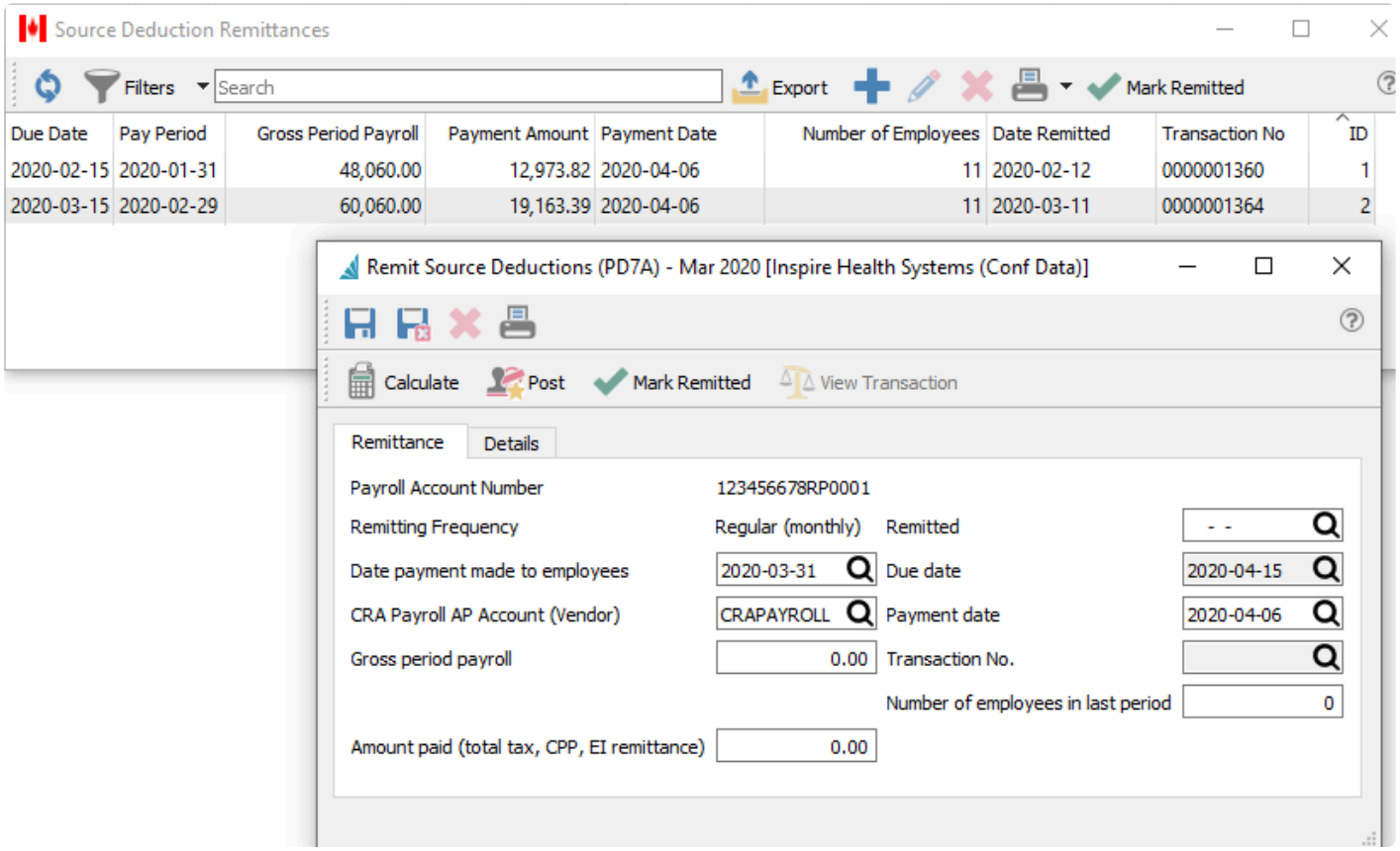
- Select remittance frequency
- Setup CRA vendor for paying deductions
- Select "Payroll Subsidy" GL account if subsidy is available to the company.



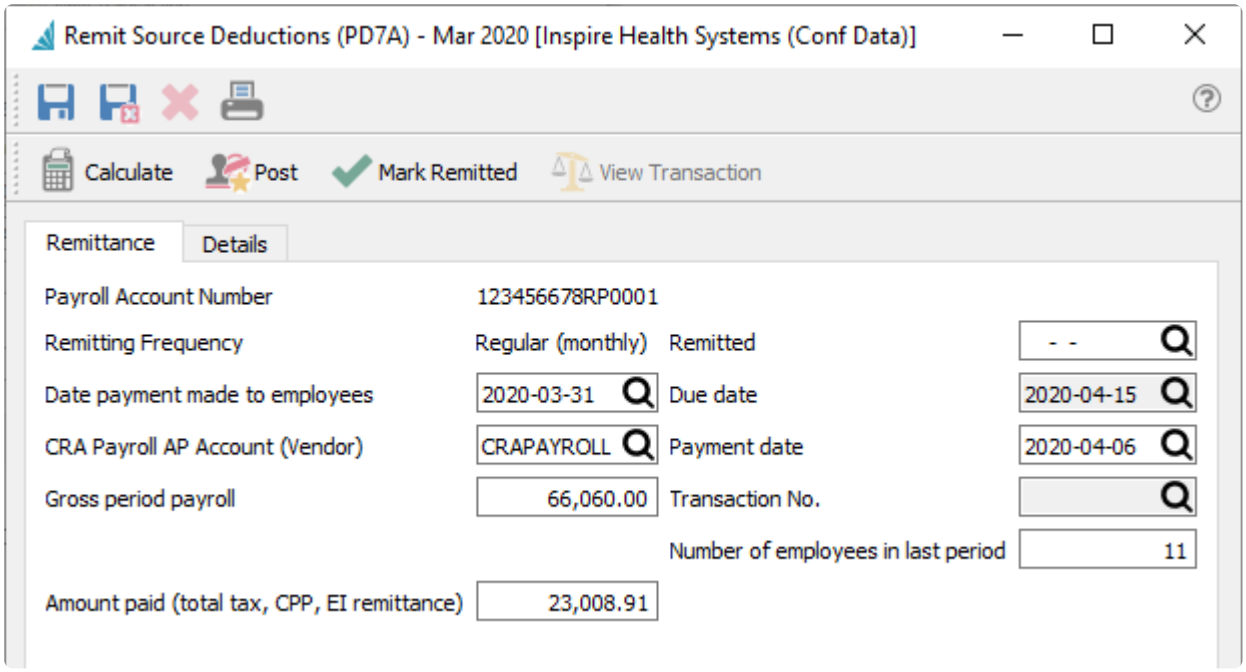
Once all timecards are posted for the reporting period, go to the top menu Payroll -> Payroll Remit Source Deductions



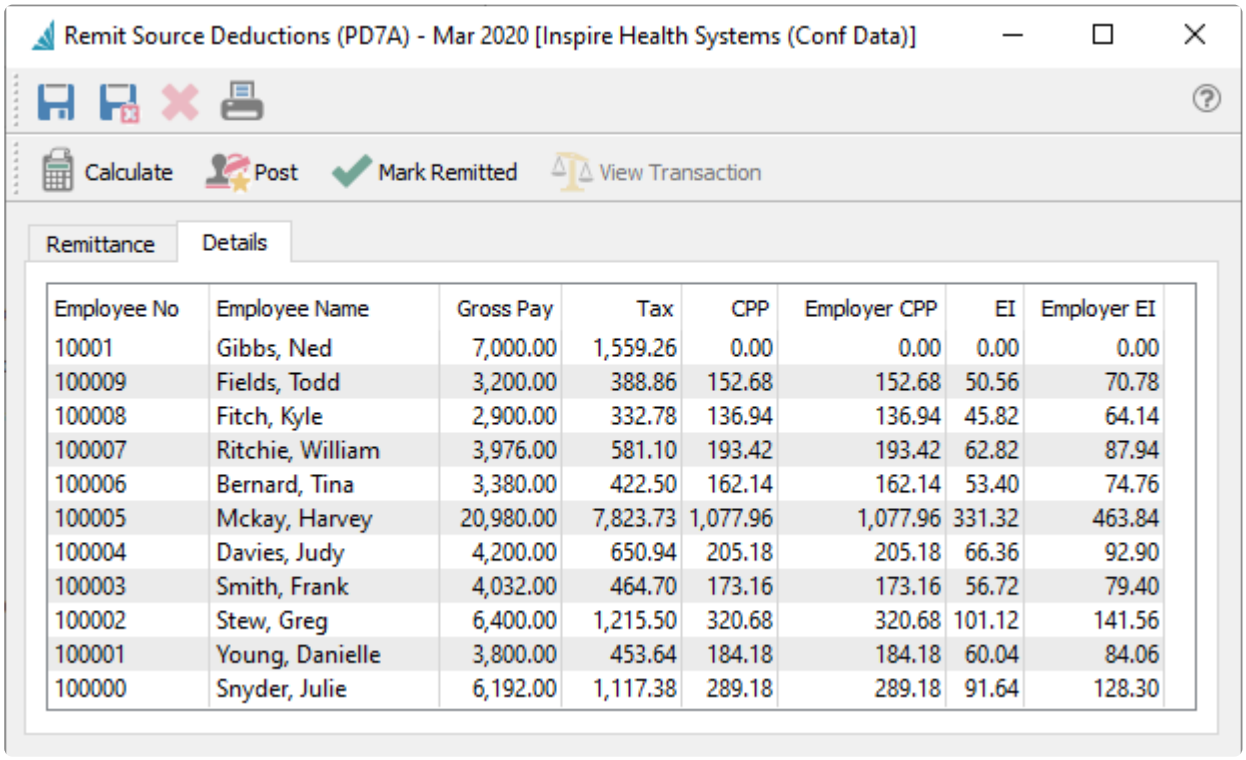
A list of previous remittances will be displayed. Click on the + button to add one for the period being paid.



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.

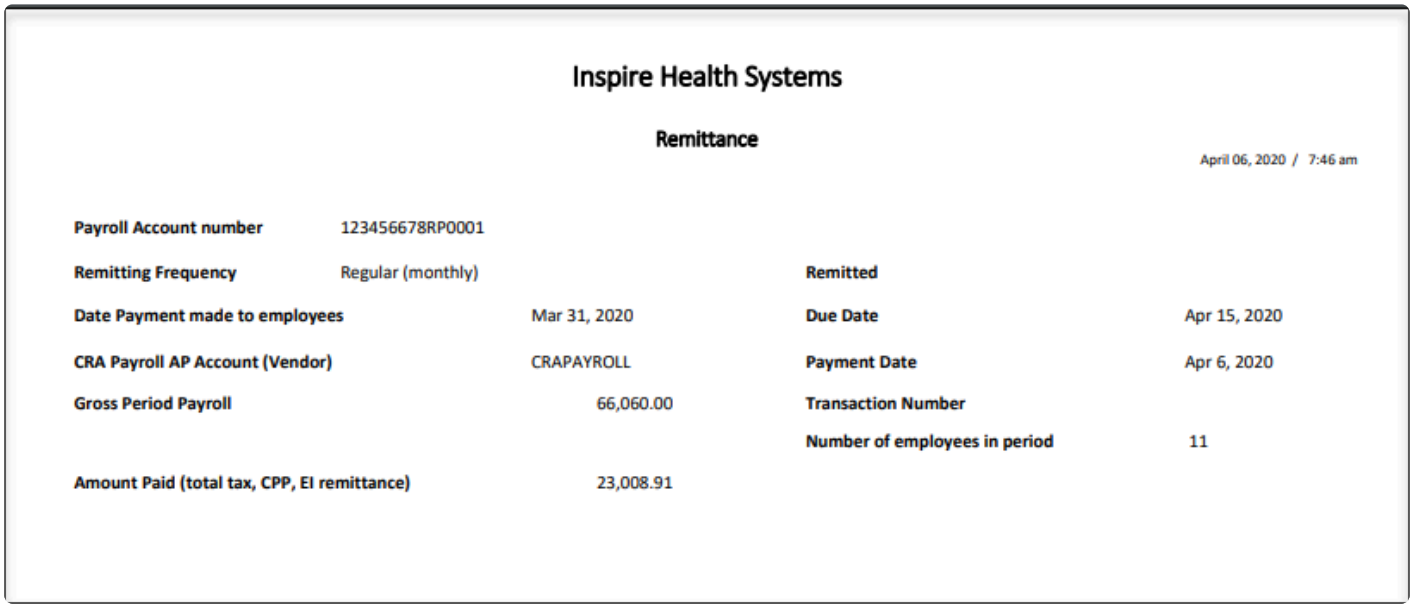


The information on this screen details what is required when paying CRA.
Click on the detail tab to see each employee.



Employee No	Employee Name	Gross Pay	Tax	CPP	Employer CPP	EI	Employer EI
10001	Gibbs, Ned	7,000.00	1,559.26	0.00	0.00	0.00	0.00
100009	Fields, Todd	3,200.00	388.86	152.68	152.68	50.56	70.78
100008	Fitch, Kyle	2,900.00	332.78	136.94	136.94	45.82	64.14
100007	Ritchie, William	3,976.00	581.10	193.42	193.42	62.82	87.94
100006	Bernard, Tina	3,380.00	422.50	162.14	162.14	53.40	74.76
100005	Mckay, Harvey	20,980.00	7,823.73	1,077.96	1,077.96	331.32	463.84
100004	Davies, Judy	4,200.00	650.94	205.18	205.18	66.36	92.90
100003	Smith, Frank	4,032.00	464.70	173.16	173.16	56.72	79.40
100002	Stew, Greg	6,400.00	1,215.50	320.68	320.68	101.12	141.56
100001	Young, Danielle	3,800.00	453.64	184.18	184.18	60.04	84.06
100000	Snyder, Julie	6,192.00	1,117.38	289.18	289.18	91.64	128.30

Click on the Print button for the reports.

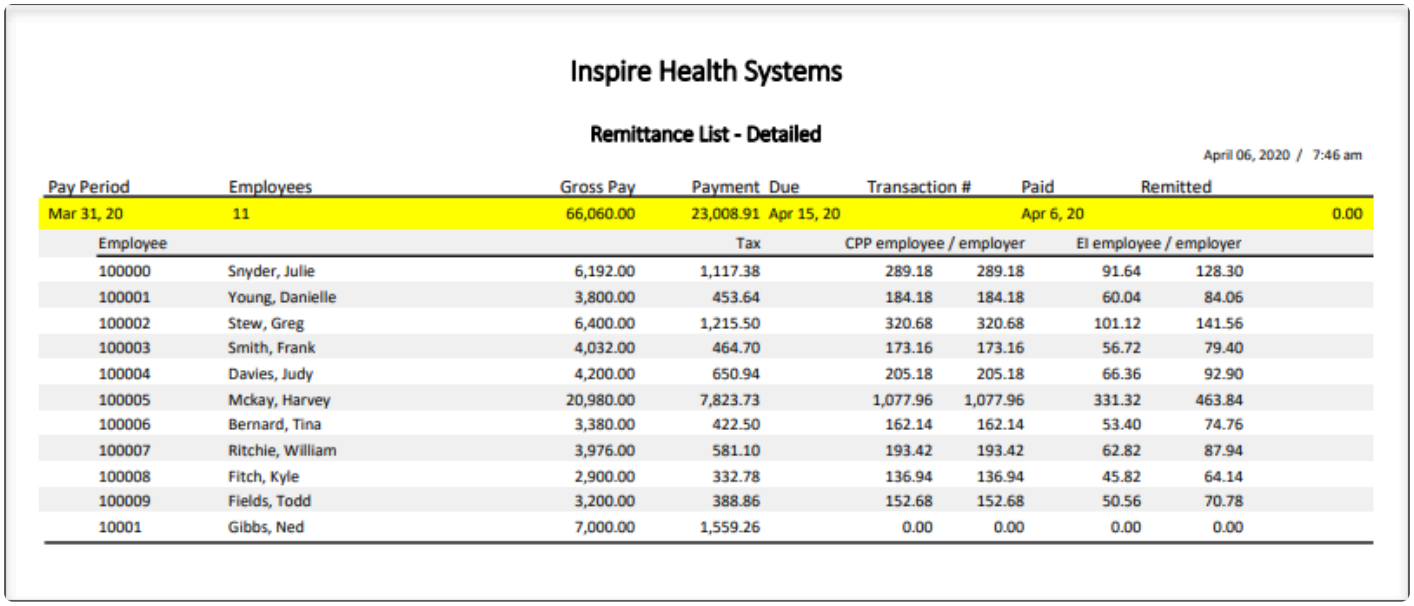


Inspire Health Systems

Remittance

April 06, 2020 / 7:46 am

Payroll Account number	123456678RP0001		
Remitting Frequency	Regular (monthly)	**Remitted**	
Date Payment made to employees	Mar 31, 2020	**Due Date**	Apr 15, 2020
CRA Payroll AP Account (Vendor)	CRAPAYROLL	**Payment Date**	Apr 6, 2020
Gross Period Payroll	66,060.00	**Transaction Number**	
		Number of employees in period	11
Amount Paid (total tax, CPP, EI remittance)	23,008.91		



Inspire Health Systems

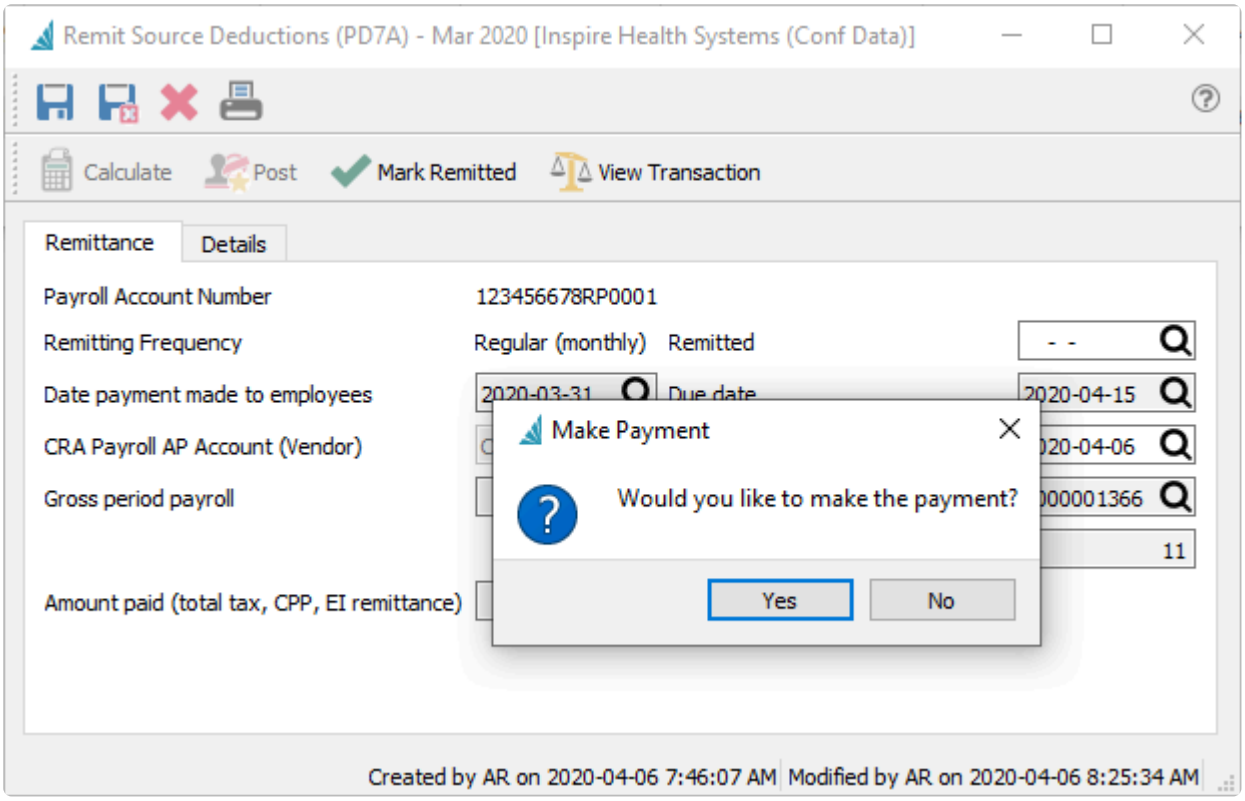
Remittance List - Detailed

April 06, 2020 / 7:46 am

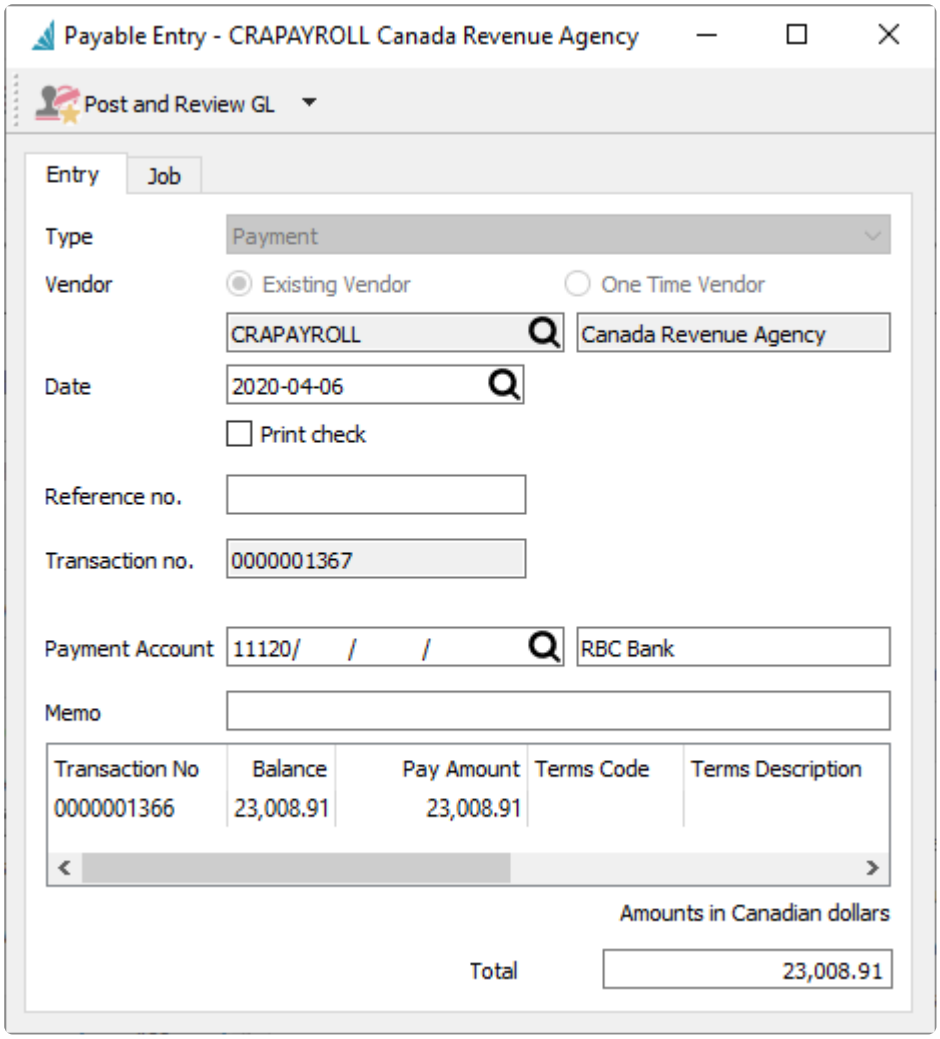
Pay Period	Employees	Gross Pay	Payment	Due	Transaction #	Paid	Remitted
Mar 31, 20	11	66,060.00	23,008.91	Apr 15, 20		Apr 6, 20	0.00

Employee			Tax	CPP employee / employer		EI employee / employer	
100000	Snyder, Julie	6,192.00	1,117.38	289.18	289.18	91.64	128.30
100001	Young, Danielle	3,800.00	453.64	184.18	184.18	60.04	84.06
100002	Stew, Greg	6,400.00	1,215.50	320.68	320.68	101.12	141.56
100003	Smith, Frank	4,032.00	464.70	173.16	173.16	56.72	79.40
100004	Davies, Judy	4,200.00	650.94	205.18	205.18	66.36	92.90
100005	Mckay, Harvey	20,980.00	7,823.73	1,077.96	1,077.96	331.32	463.84
100006	Bernard, Tina	3,380.00	422.50	162.14	162.14	53.40	74.76
100007	Ritchie, William	3,976.00	581.10	193.42	193.42	62.82	87.94
100008	Fitch, Kyle	2,900.00	332.78	136.94	136.94	45.82	64.14
100009	Fields, Todd	3,200.00	388.86	152.68	152.68	50.56	70.78
10001	Gibbs, Ned	7,000.00	1,559.26	0.00	0.00	0.00	0.00

When ready to post the remittance click on the ‘Post’ button.

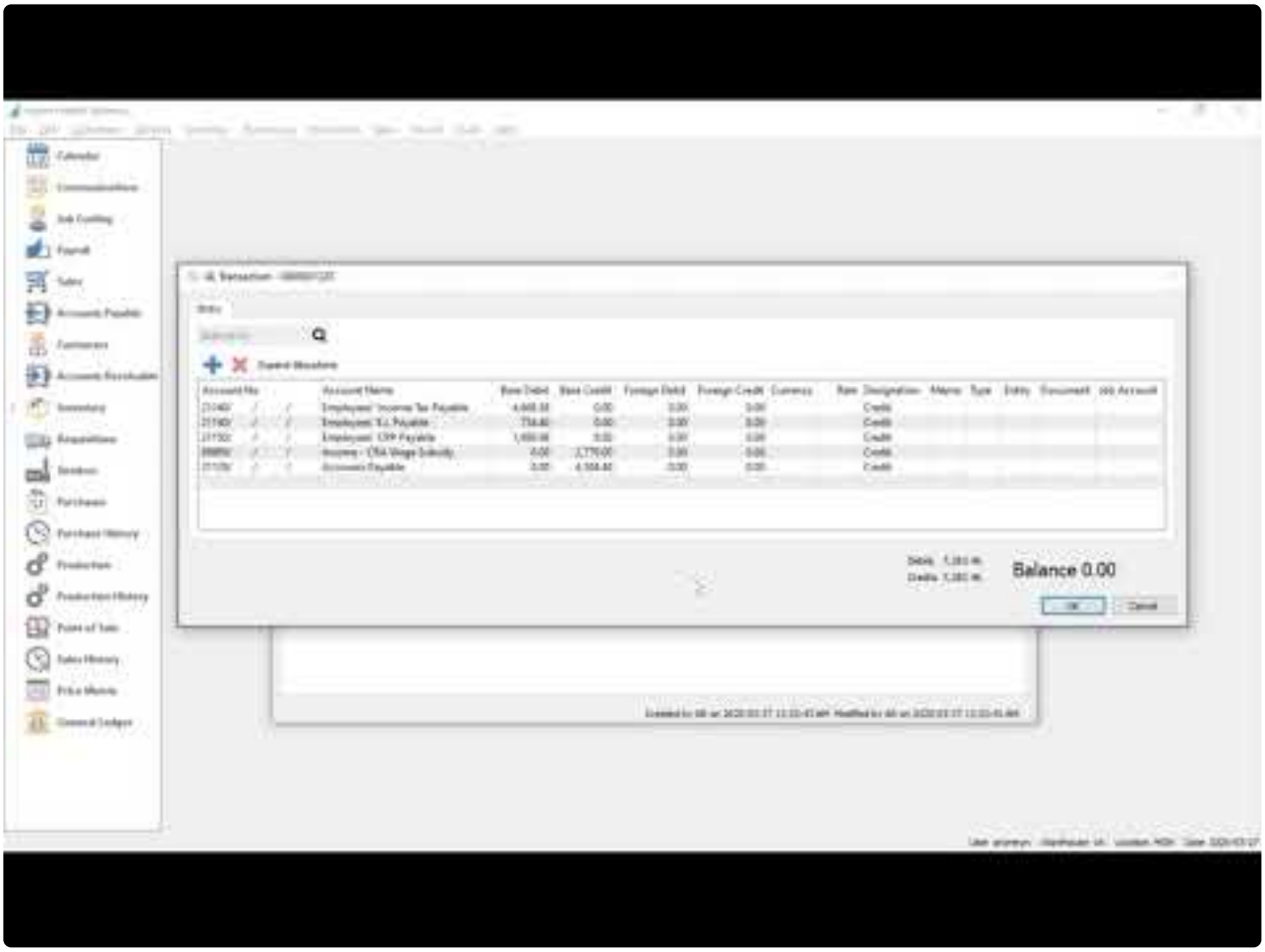


If you want to pay the remittance now click on “Yes” and the Accounts Payable screen will be presented with the vendor setup in Company Setting -> Payroll.



If you clicked on “No” then the accounts payable entry will be posted to the vendor and you can go to AP and pay it later.

Video Instruction

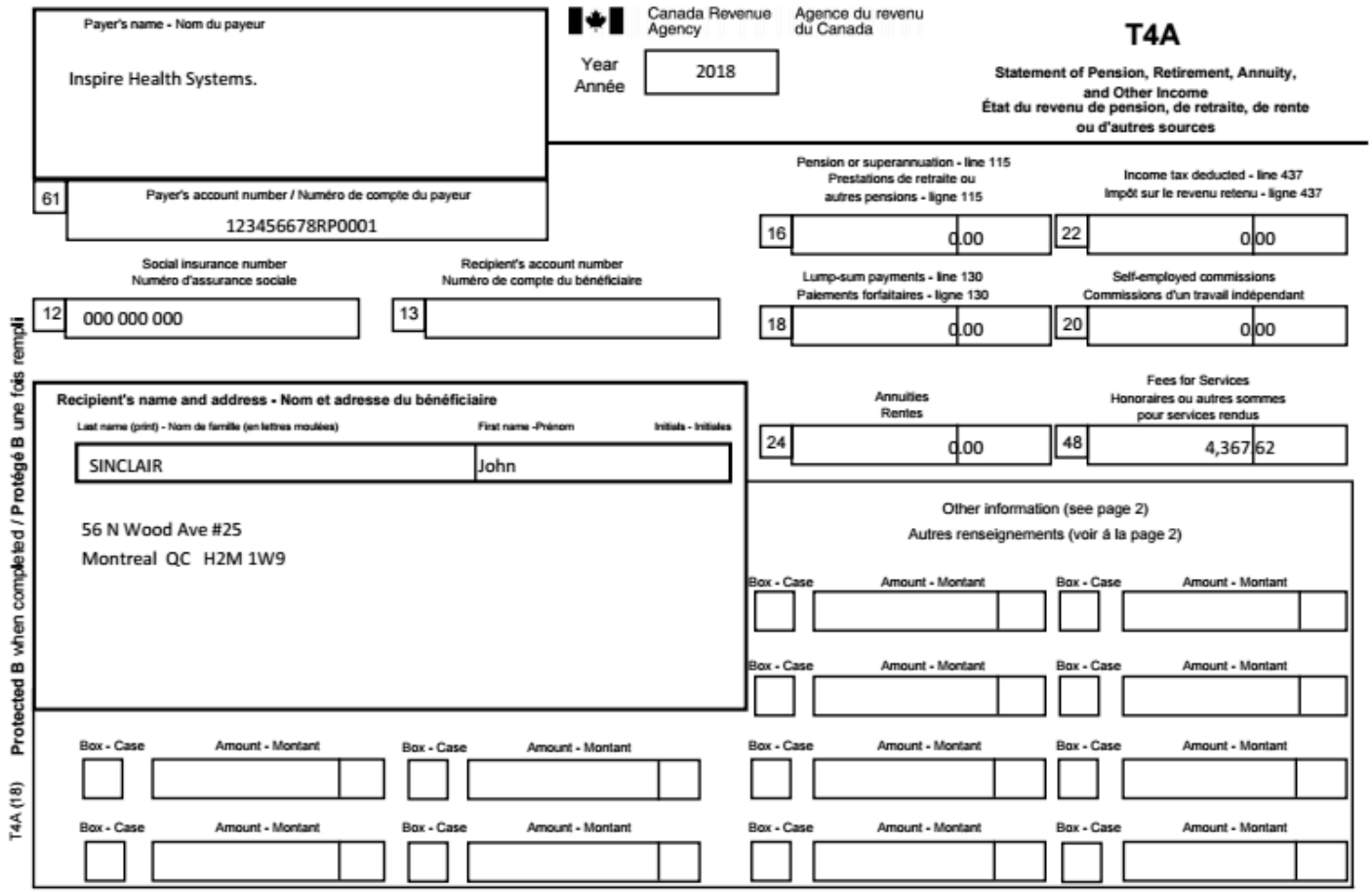


https://www.youtube.com/embed/4O8S8I62-Kg?rel=0

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

T4A Statements

A T4A slip is a statement of pension, retirement, annuity, and other Income. Generally, you need to complete a T4A slip if you are a payer of other amounts related to employment;usually sub contract, and not reported through the payroll module. Spire reports all vendor invoices less HST/GST in Box 48 (fee for services) of the T4A.

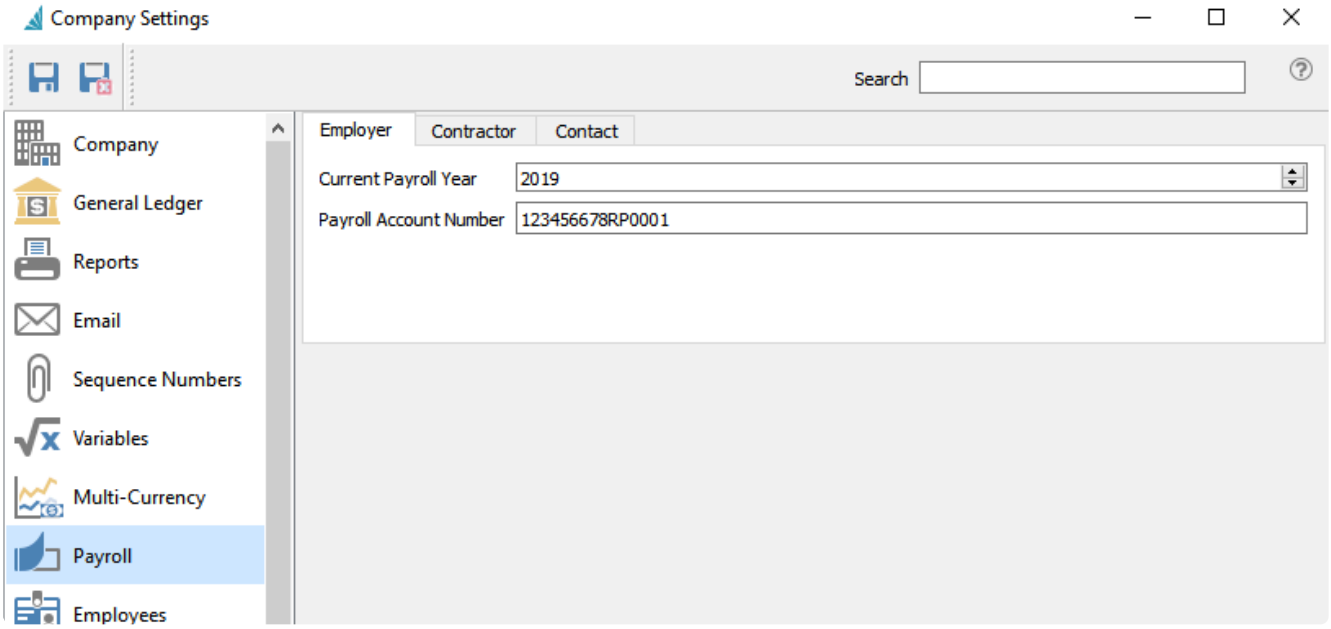


T4A Company Settings

To be able to generate T4As some company settings need to be defined. These can be found in Company Settings -> Payroll -> Employer and Contact

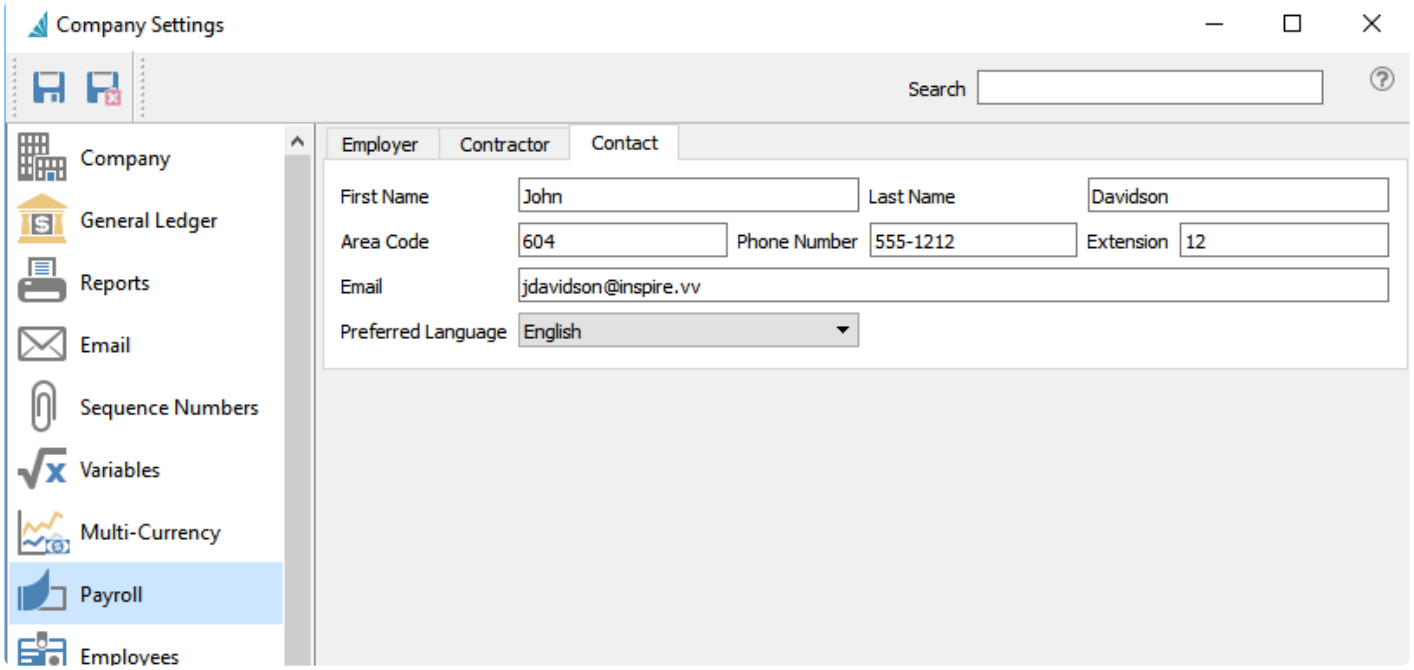
Employer

- Current Payroll Year – T4As will print for the year prior to the current year.
- Payroll Account Number – The account number assigned to the company by CRA



Contact

This is the information for the person CRA would contact for questions regarding the T4A statements issued.

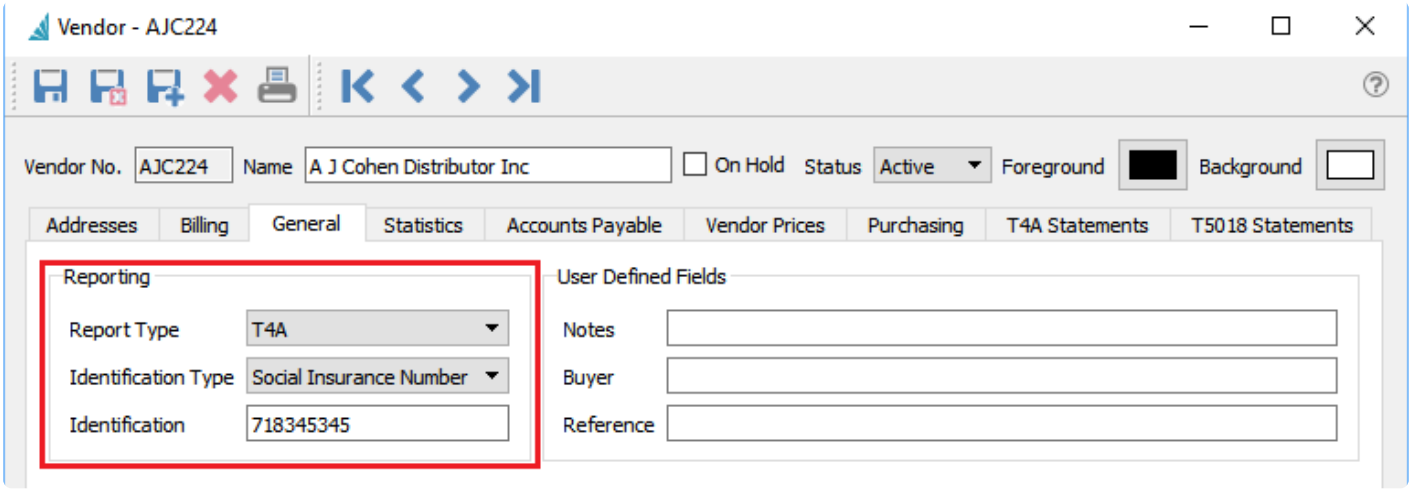

Company Settings
Search
Company
General Ledger
Reports
Email
Sequence Numbers
Variables
Multi-Currency
Payroll
Employees
Employer
Contractor
Contact
First Name
John
Last Name
Davidson
Area Code
604
Phone Number
555-1212
Extension
12
Email
jdavidson@inspire.vv
Preferred Language
English

T4A Vendor Settings

Once you have decided that it is applicable to issue a T4A the vendor must be set to report these amounts on the slips. To do this edit the vendor and go to the general tab.

Reporting

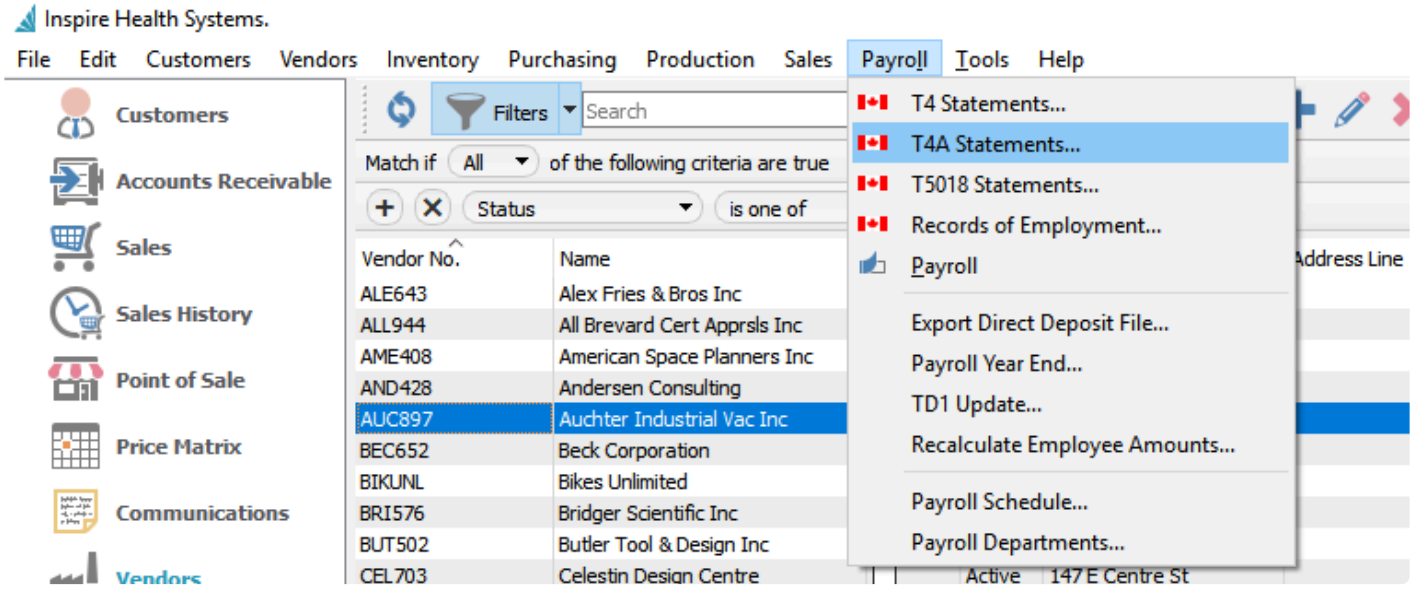
- Report Type – Select T4a
- Identification Type – Select one of the following Identification Type
  - “Social Insurance Number” if it is a Canadian individual
  - “Business Number” if it is a Canadian registered business
  - “Social Service Number” if it is an US individual
  - “Employer Identification 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



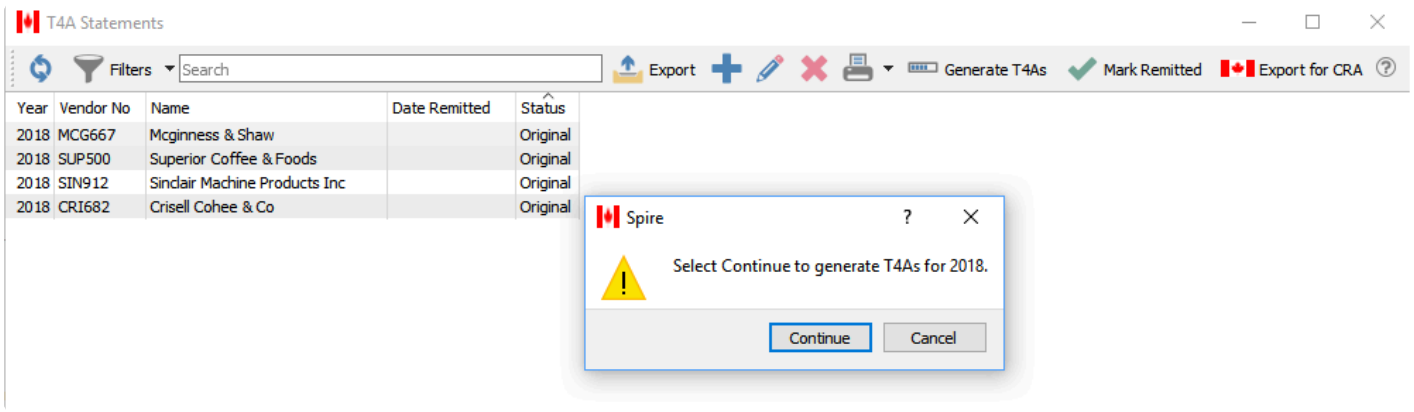
T4A Creating Statements

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.



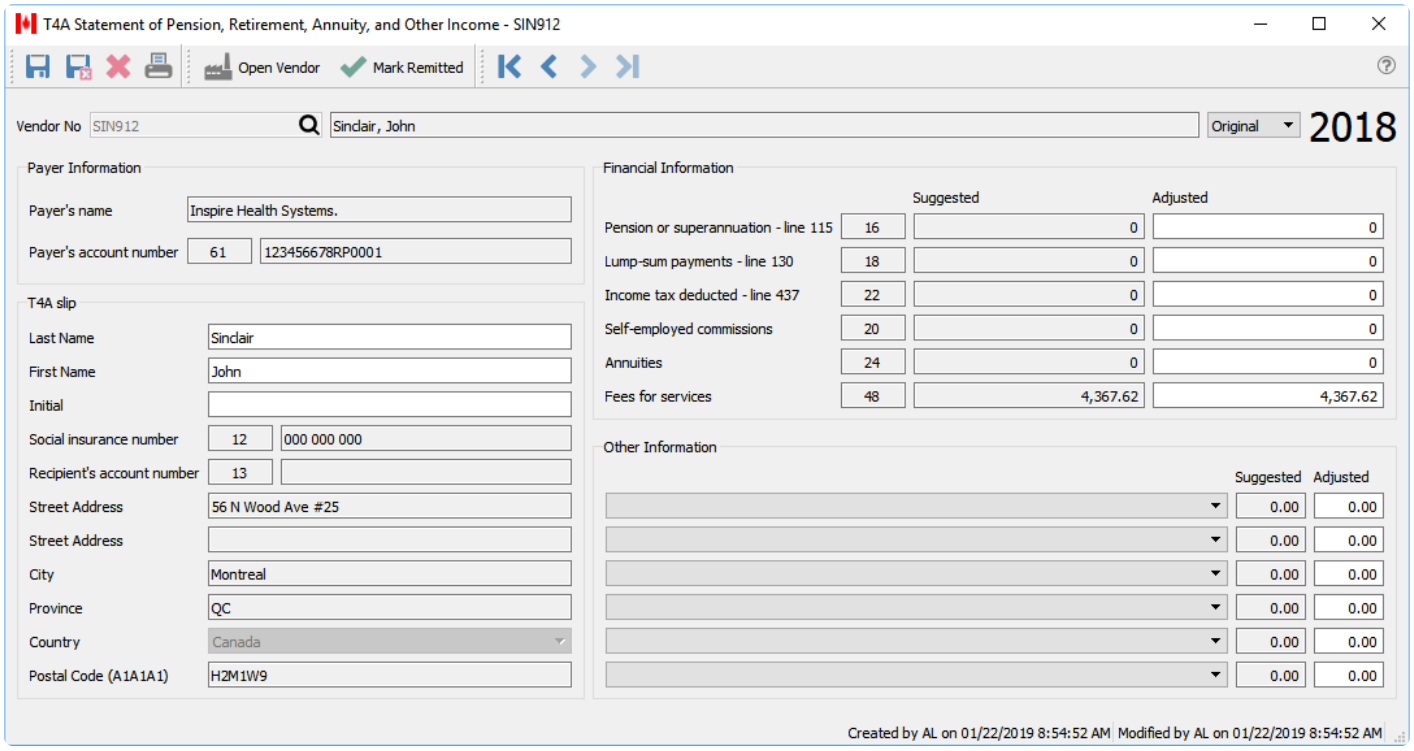
To add last years T4As for processing click the “Generate T4A” button.



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



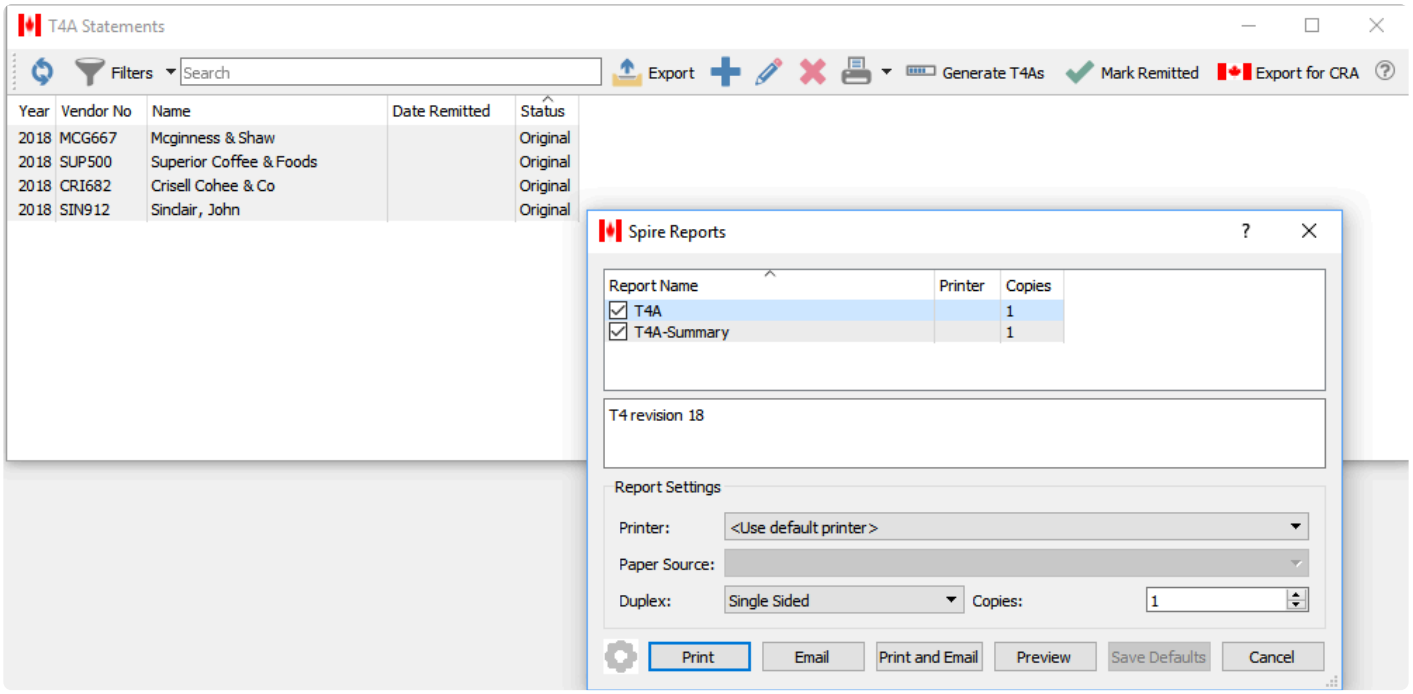
Mark Remitted – If the T4A Statement has been remitted to CRA, clicking on the “Mark Remitted” will put a date stamp on the report. This will show the date under the column “Date Remitted”

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.

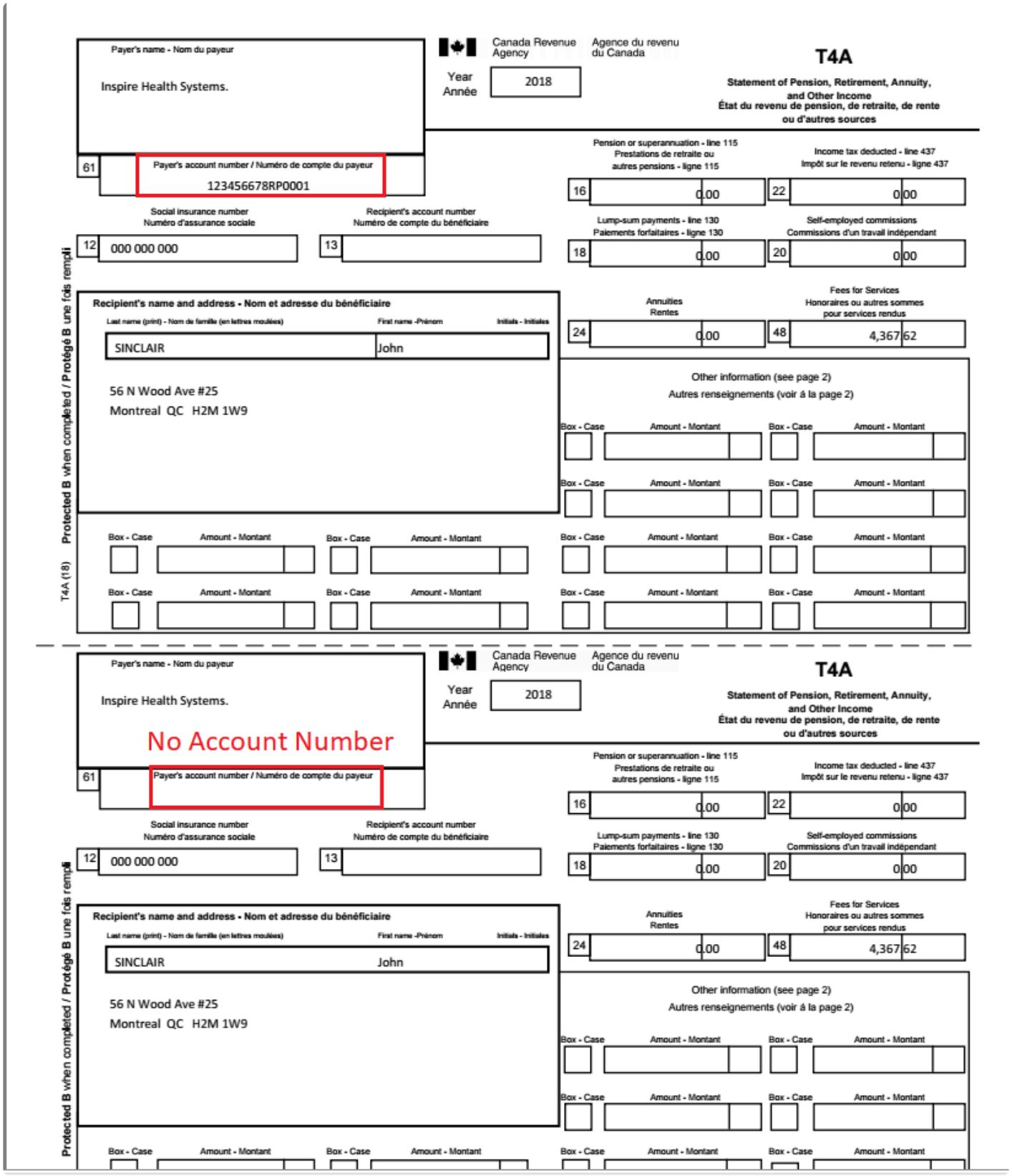
If printing T4As and T4A summary, give one copy to the recipient and send one copy to CRA along with the T4A summary. The recipients copy also includes instructions on how to report the T4A information on their income tax return. If remitting T4As electronically the recipient still needs to receive a 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	

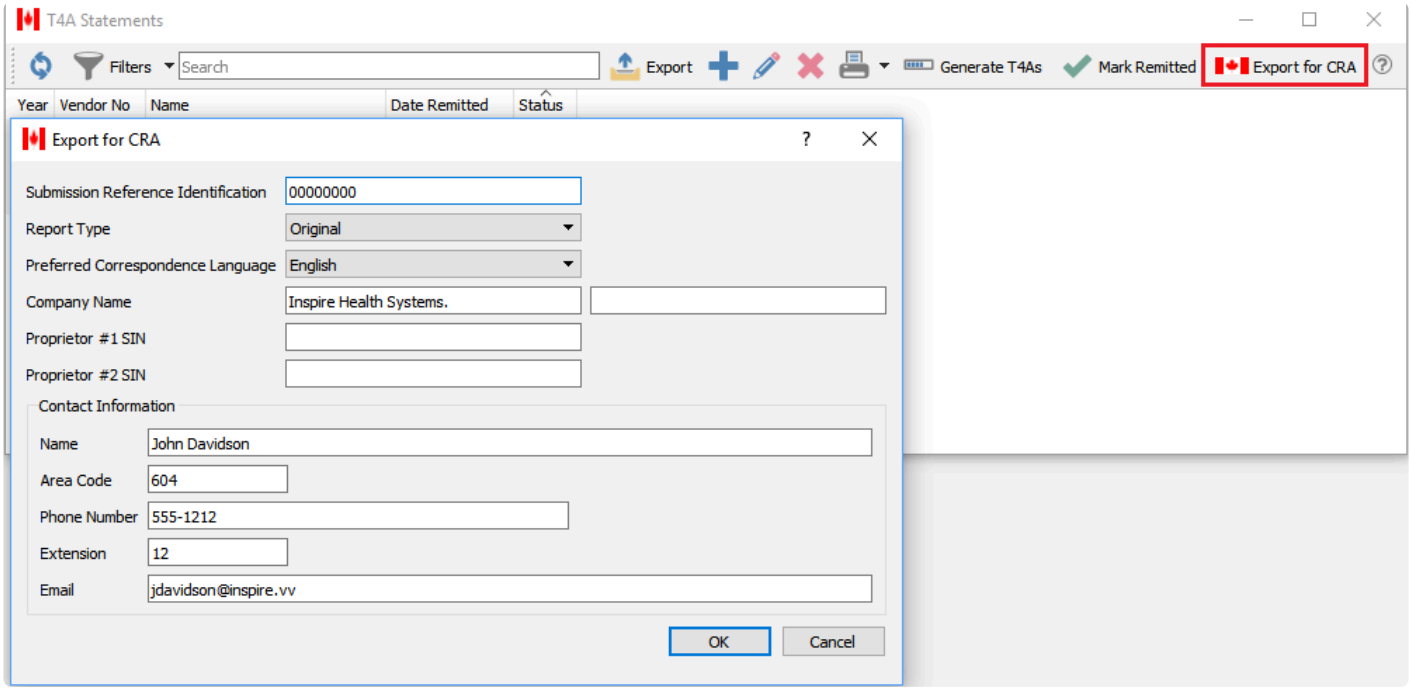
Use this information to complete and print the form on the following Canada Revenue Agency website.

https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t4asum/t4asum-fill-17e.pdf

T4A – Filing Electronically

Export File

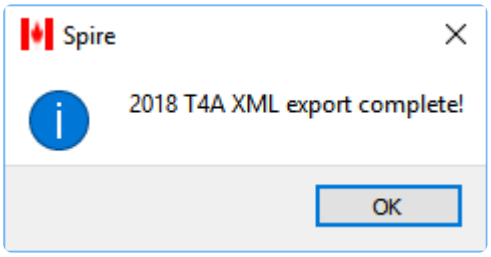
To file T4As by uploading to CRA, click on “Export for CRA” after the T4As have been generated and edited. This process creates an xml file that includes each T4A and the T4A summary. .



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.

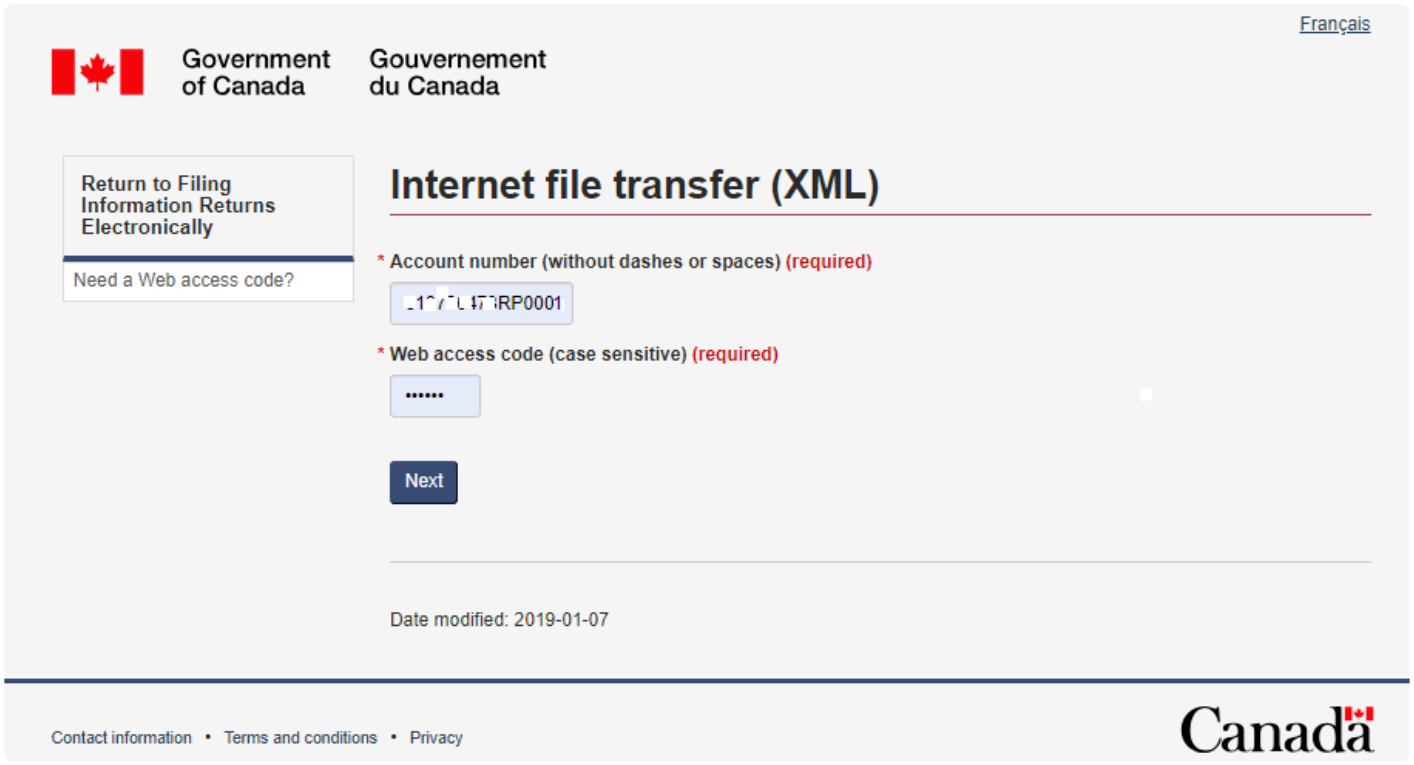
Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.



Upload File

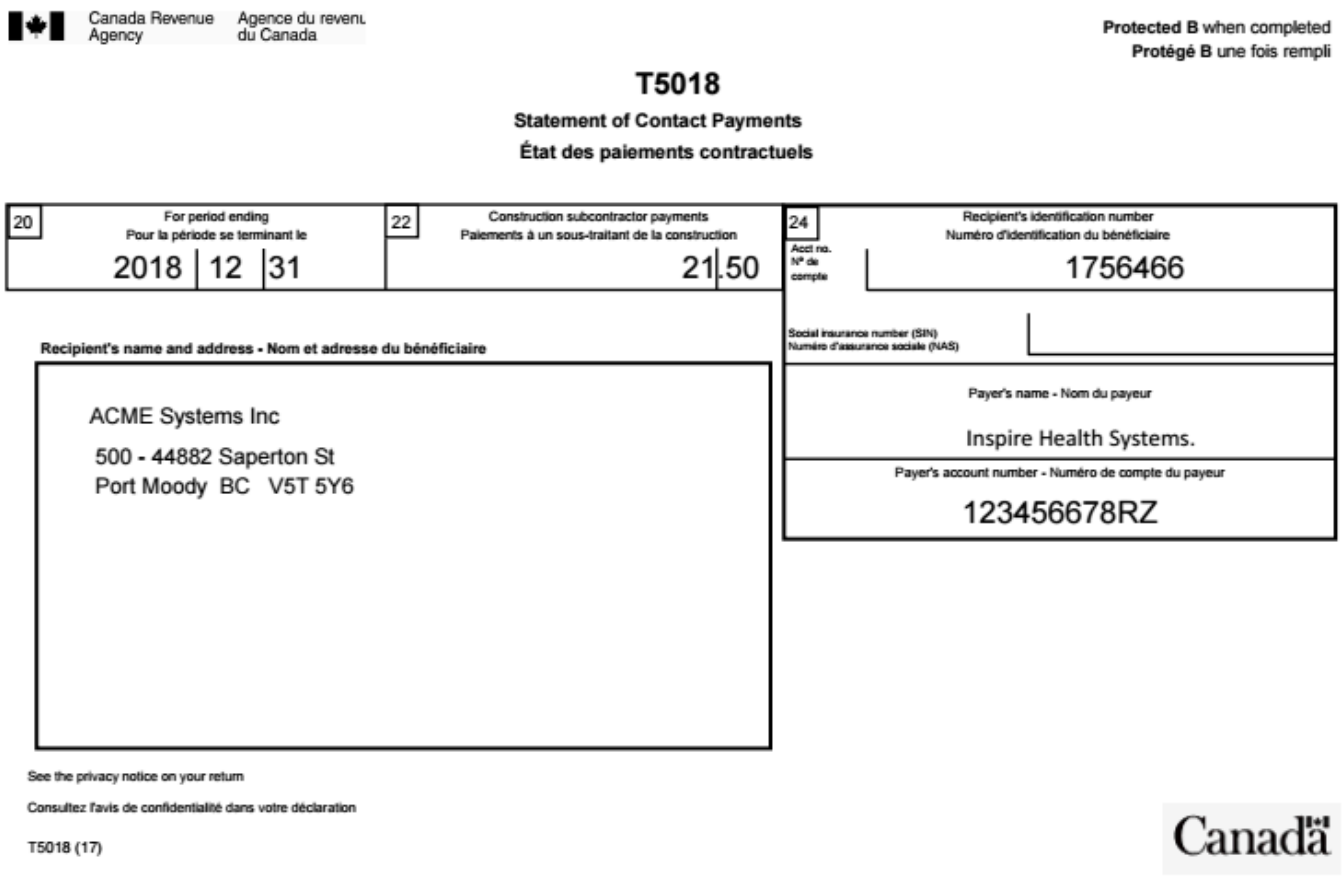
Once saved, log on to your credentials for uploading the file and follow on screen instructions.


Français
Government of Canada
Gouvernement du Canada
Return to Filing Information Returns Electronically
Need a Web access code?
Internet file transfer (XML)
* Account number (without dashes or spaces) (required)
RP0001
* Web access code (case sensitive) (required)
Next
Date modified: 2019-01-07
Contact information • Terms and conditions • Privacy
Canada

T5018 Statements

According to CRA you must issue T5018s if you are an individual, partnership, trust, or corporation involved in construction activities which provide your primary source of business income and you make payments to subcontractors for construction services, you must report amounts paid or credited (whether by cheque, cash, barter, or offset against an amount owing) These amounts must include the HST/GST in the total reported.

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



Canada Revenue Agency | Agence du revenu du Canada

Protected B when completed
Protégé B une fois rempli

T5018

Statement of Contact Payments
État des paiements contractuels

20 For period ending / Pour la période se terminant le	22 Construction subcontractor payments / Paiements à un sous-traitant de la construction	24 Recipient's identification number / Numéro d'identification du bénéficiaire
2018 | 12 | 31	21.50	Acct no. / N° de compte: 1756466

Social insurance number (SIN) / Numéro d'assurance sociale (NAS):

Recipient's name and address - Nom et adresse du bénéficiaire

ACME Systems Inc
500 - 44882 Saperton St
Port Moody BC V5T 5Y6

Payer's name - Nom du payeur: Inspire Health Systems.

Payer's account number - Numéro de compte du payeur: 123456678RZ

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T5018 (17)

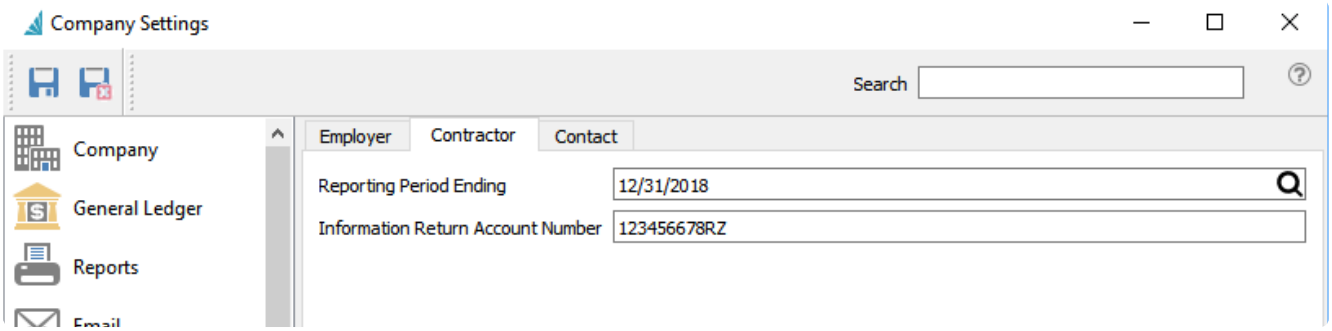
Canada

T5018 Company Settings

To be able to generate T4As some company settings need to be defined. These can be found in Company Settings -> Payroll -> Contractor and Contact

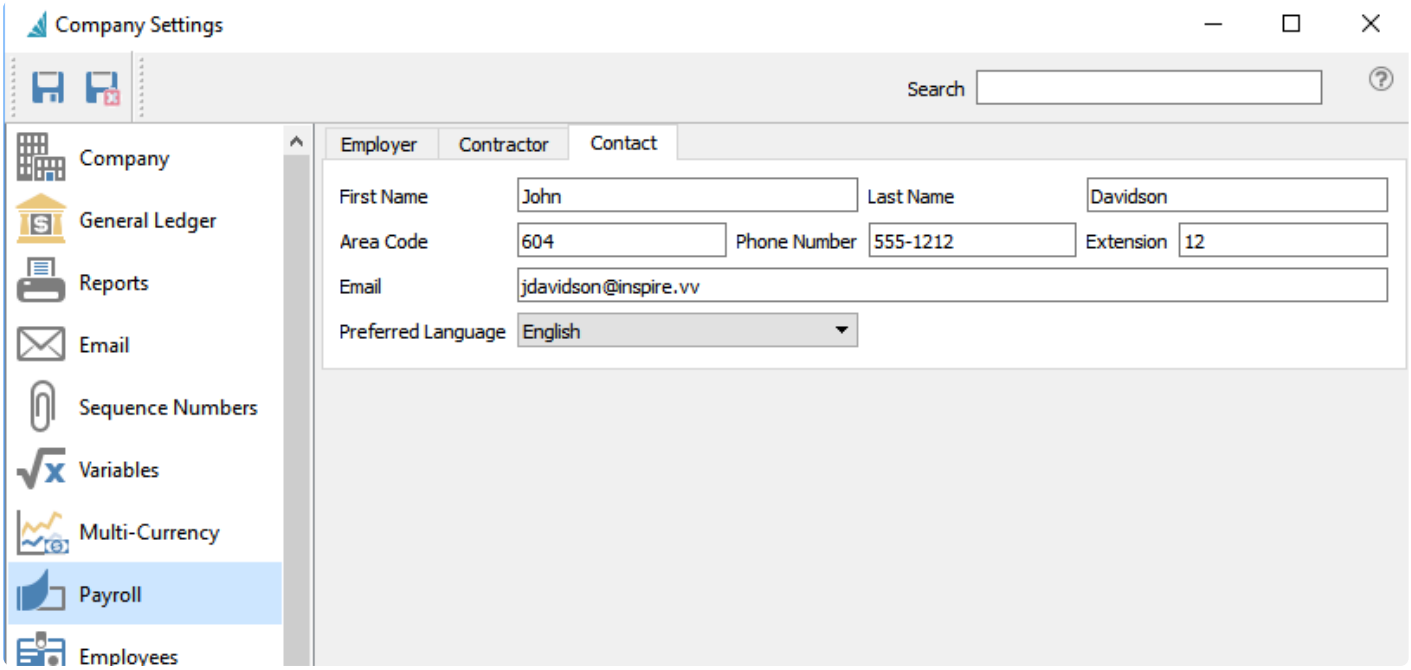
Contractor

- Reporting Period – The reporting period would be 1 year previous to this date.
- Information Return Account Number – The account number assigned to the company by CRA



Contact

This is the information for the person CRA would contact for questions regarding the T4A statements issued.

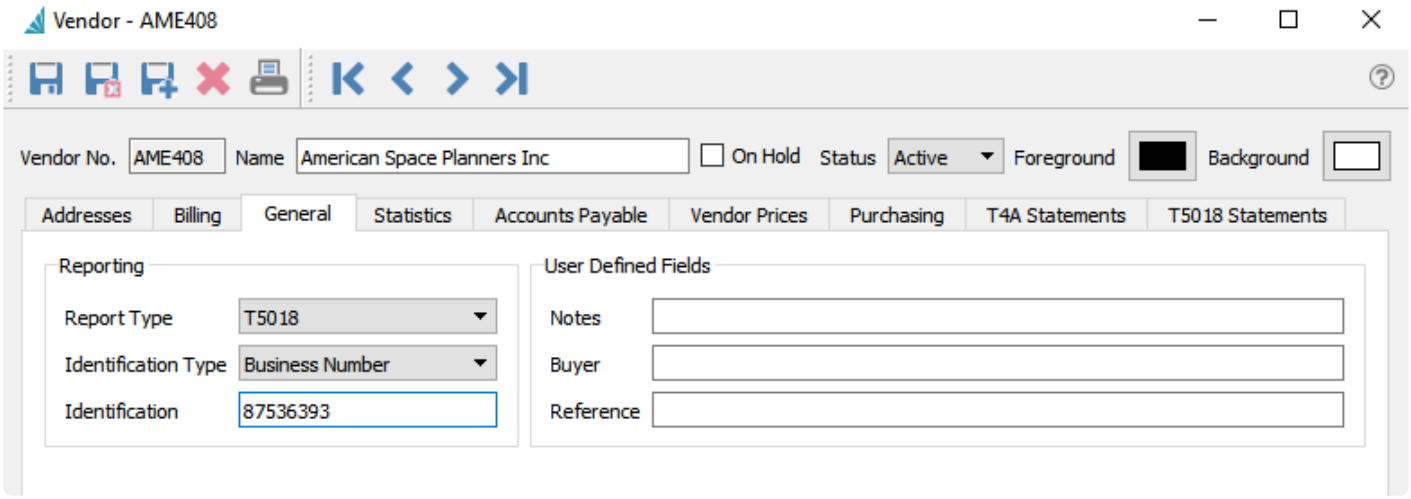


T5018 Vendor Settings

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

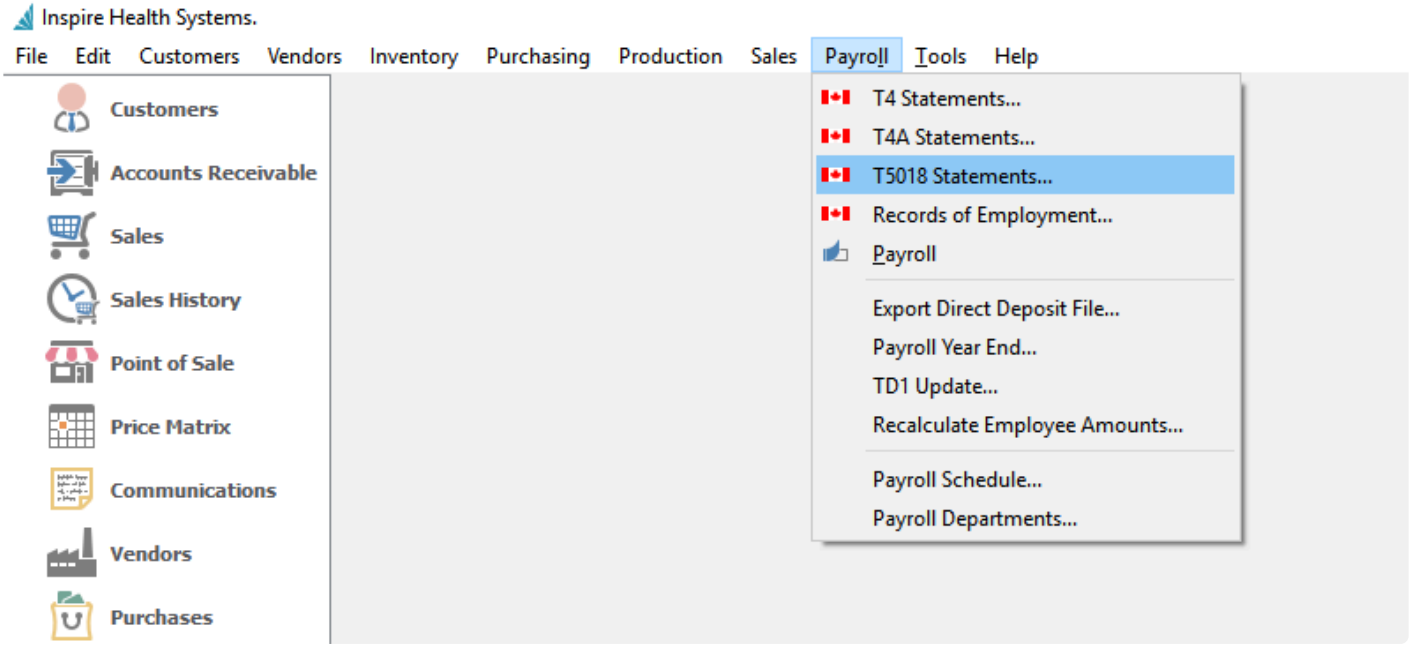
- Report Type – Select T5018
- Identification Type – Select one of the following Identification Type
  - “Social Insurance Number” if it is a Canadian individual
  - “Business Number” if it is a Canadian registered business
  - “Social Service Number” if it is an US individual
  - “Employer Identification 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



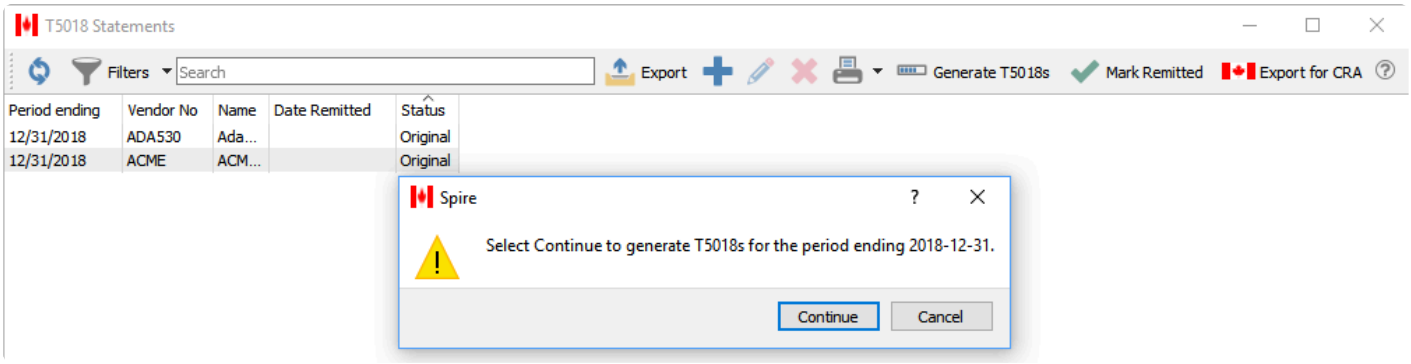
T5018 Creating Statements

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.

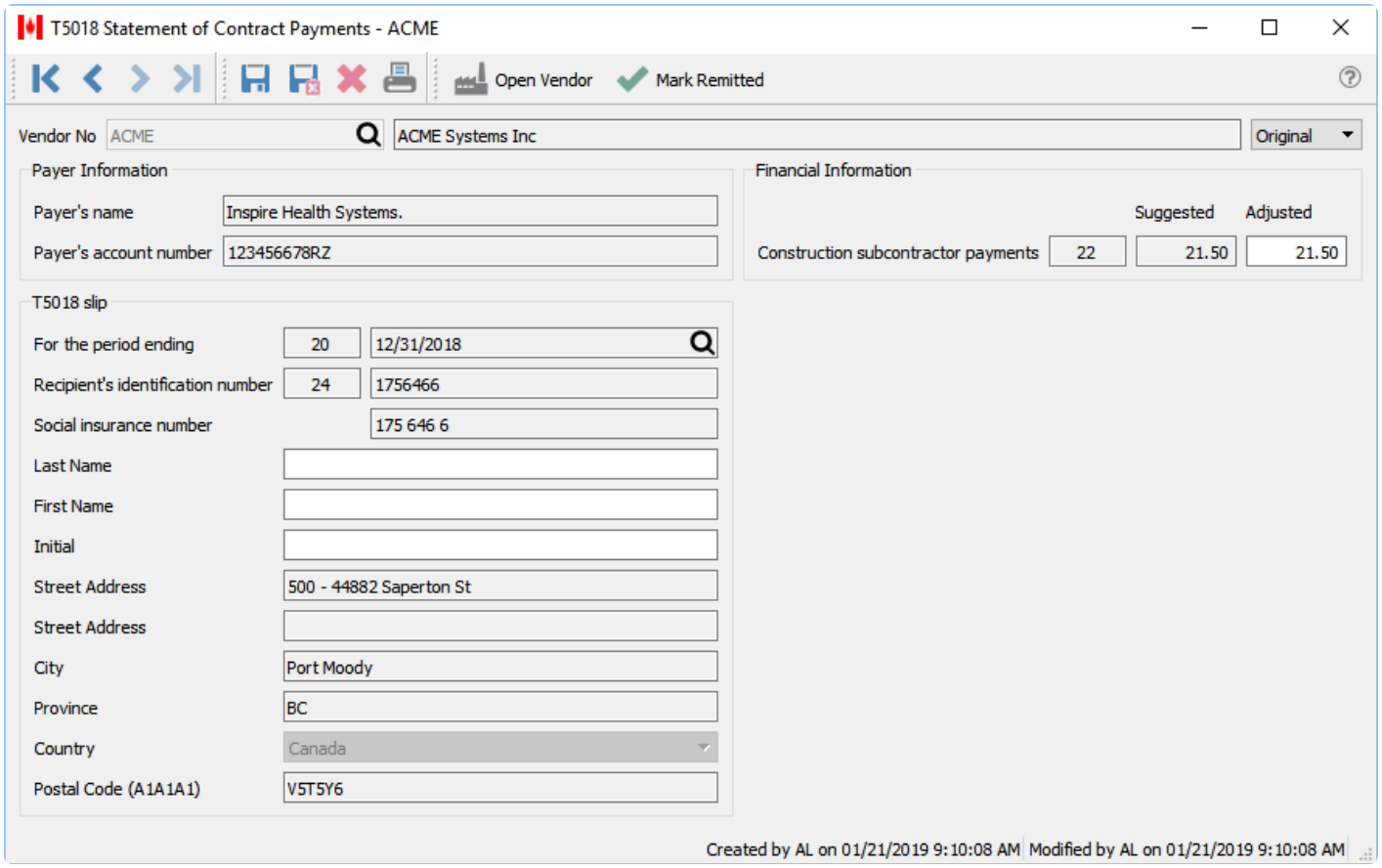


To add last years T4As for processing click the “Generate T5018” button.



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



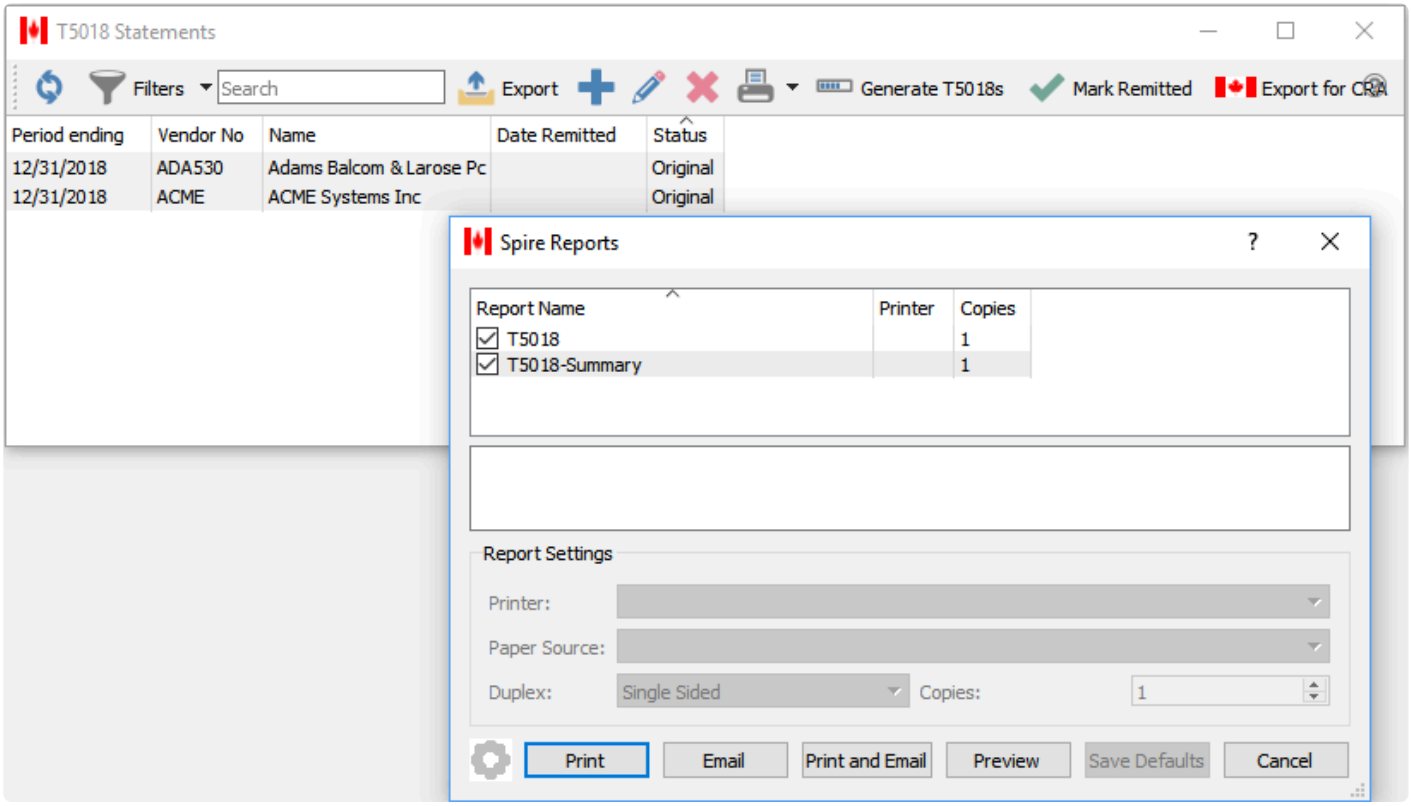
Mark Remitted – If the T5018 Statement has been remitted to CRA, clicking on the “Mark Remitted” will put a date stamp on the report. This will show the date under the column “Date Remitted”

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.

Protégé B une fois rempli

T5018

Statement of Contact Payments
État des paiements contractuels

20 For period ending / Pour la période se terminant le	22 Construction subcontractor payments / Paiements à un sous-traitant de la construction	24 Recipient's identification number / Numéro d'identification du bénéficiaire
2018 | 12 | 31	64,852.00	Acct no. / N° de compte: 34547678

Social insurance number (SIN) / Numéro d'assurance sociale (NAS):

Recipient's name and address - Nom et adresse du bénéficiaire

Adams Balcom & Larose Pc
2 Sutton Pl S #5727
Rouyn-Noranda QC J9X 3V4

Payer's name - Nom du payeur
Inspire Health Systems.

Payer's account number - Numéro de compte du payeur
123456678RZ

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T5018 (17)

Canada

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

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2018 | 12 | 31	64,852.00	Acct no. / N° de compte: 34547678

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Payer's name - Nom du payeur
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Payer's account number - Numéro de compte du payeur

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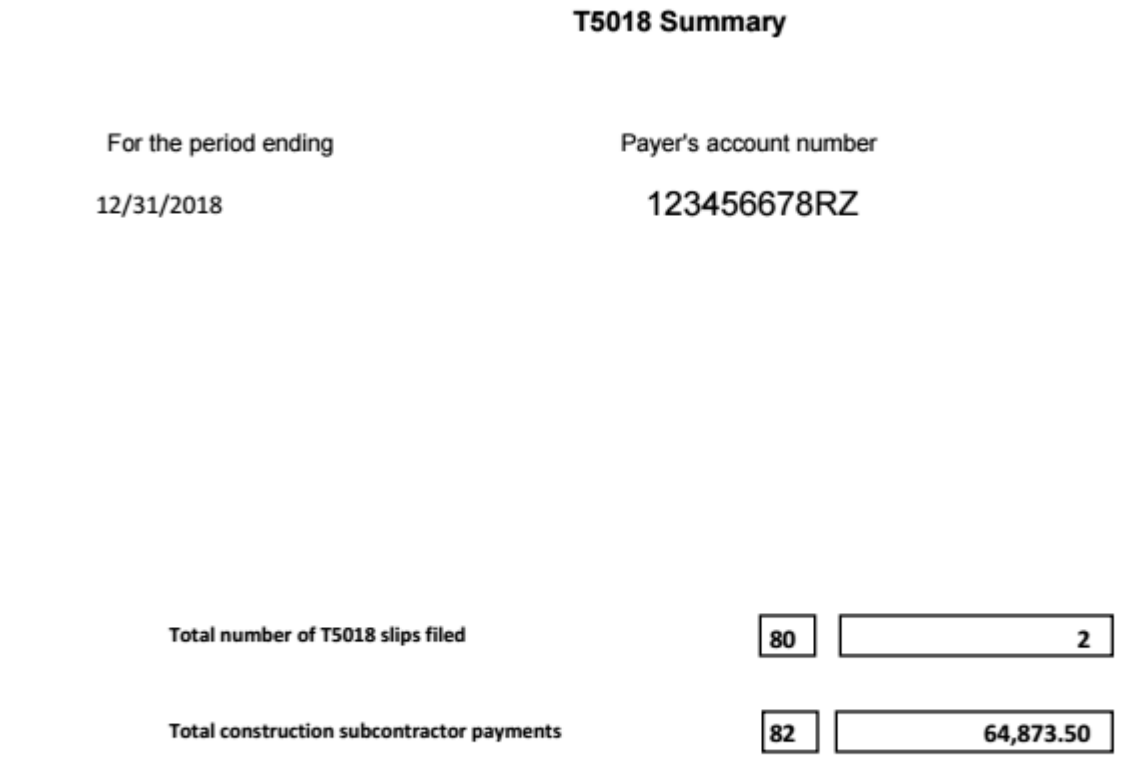
T5018 (17)

Canada

T5018 Summary

The T5018 summary is the total of all amounts included on all T5018s. Be sure to select print all when printing the summary.



T5018 Summary

For the period ending

12/31/2018

Payer's account number

123456678RZ

Total number of T5018 slips filed	**80**	**2**
Total construction subcontractor payments	**82**	**64,873.50**

Use this information to complete and print the form on the following Canada Revenue Agency website.

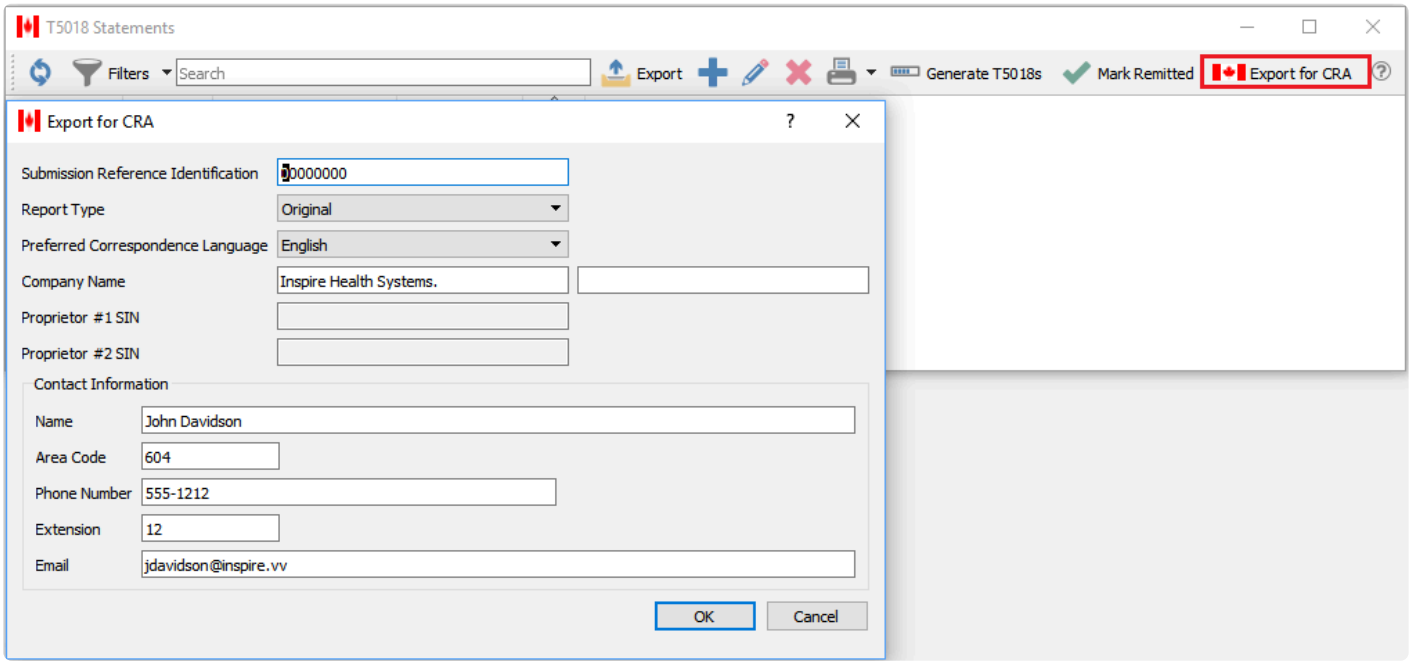
https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/t5018sum/t5018-sum-fill-17e.pdf

T5018 – Filing Electronically

Export File

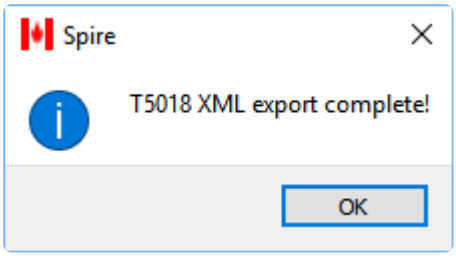
To file T5018 by uploading to CRA, click on “Export for CRA” after the T5018s have been generated and edited. This process creates an xml file that includes each T5018 and the T5018 summary. .

The information will get copied from company settings. This information can be edited prior to clicking OK to generate an xml file to upload.



Save File

Save the file to a secure location on your PC so it is accessible for uploading to CRA.



Upload File

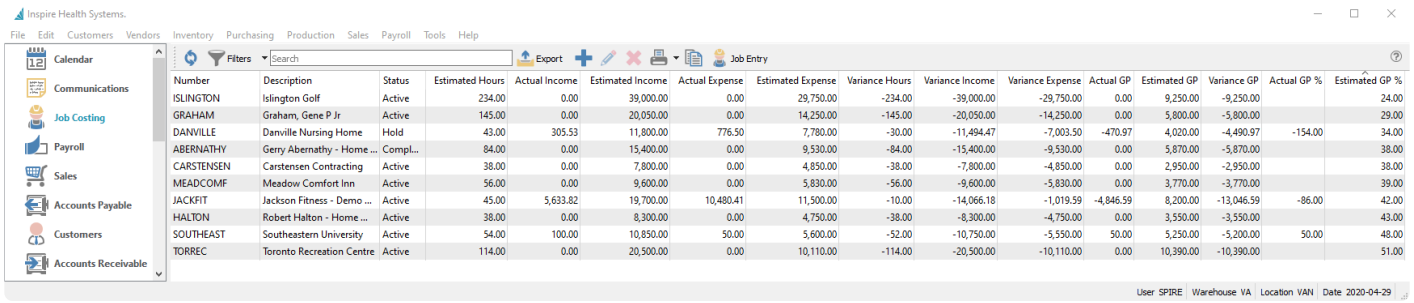
Once saved, log on to your credentials for uploading the file and follow on screen instructions.

Job Costing

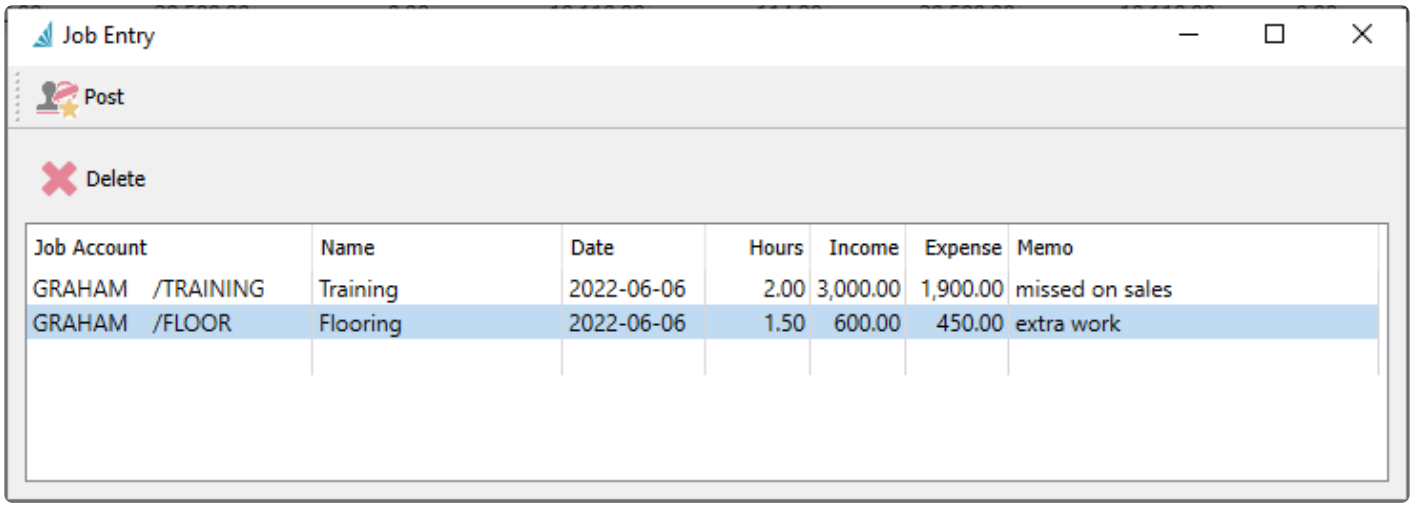
The Job Costing module allows assigning customer jobs to sales orders, purchase orders, and other transactions, to more easily track job progress, revenue and expenses and gauge profitability.

Job List

This screen shows a list of all customer jobs, their respective statuses and accumulated revenue and expenses. It has all the standard toolbar buttons available to create or edit jobs, filter or search for jobs, and export the list to an Excel or CSV file.



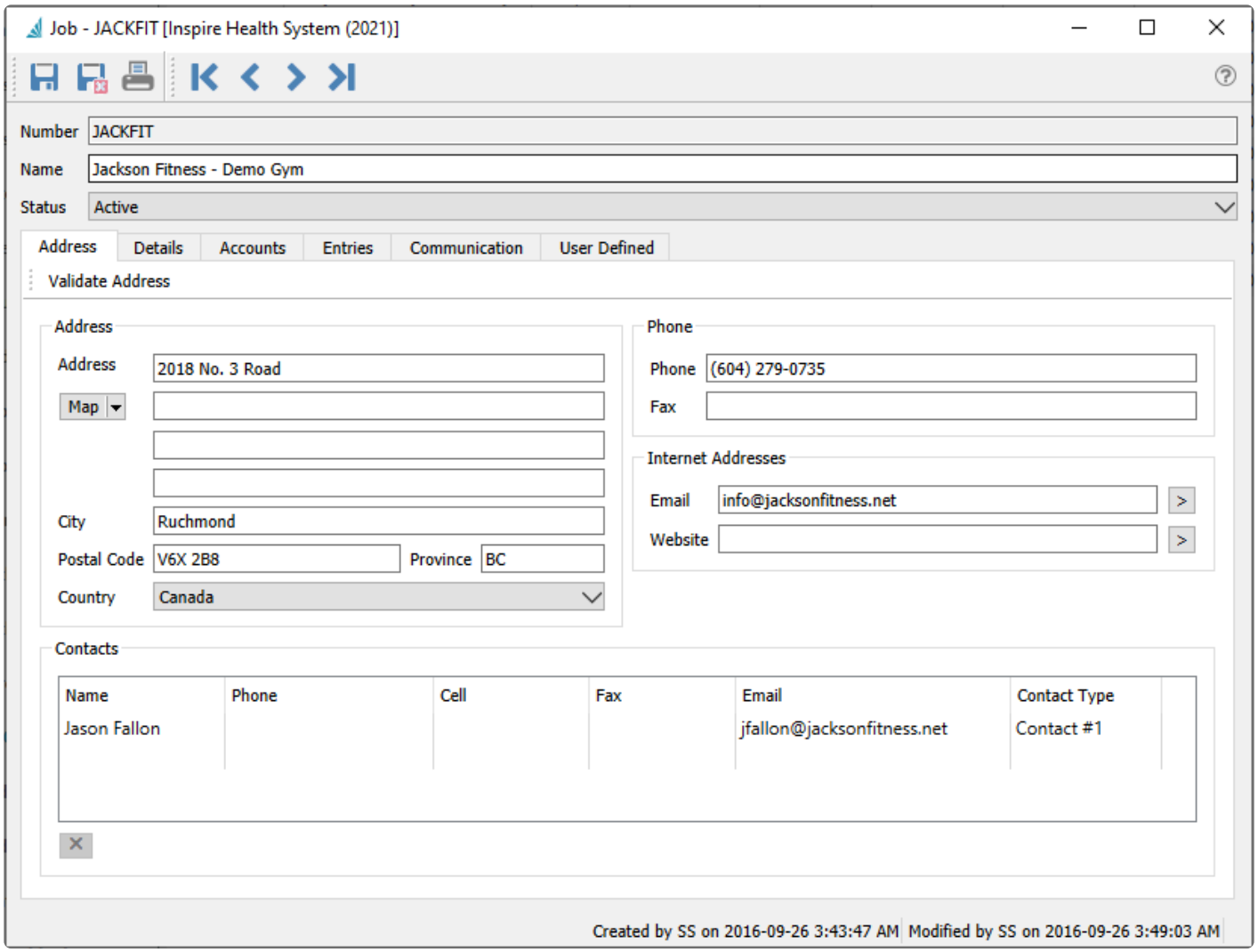
Job Entry – Create an ad-hoc transaction for a selected Job and sub-account, assigning a date, hours, income and expense amounts not linked to some other purchase or sales transaction.



Job Maintenance

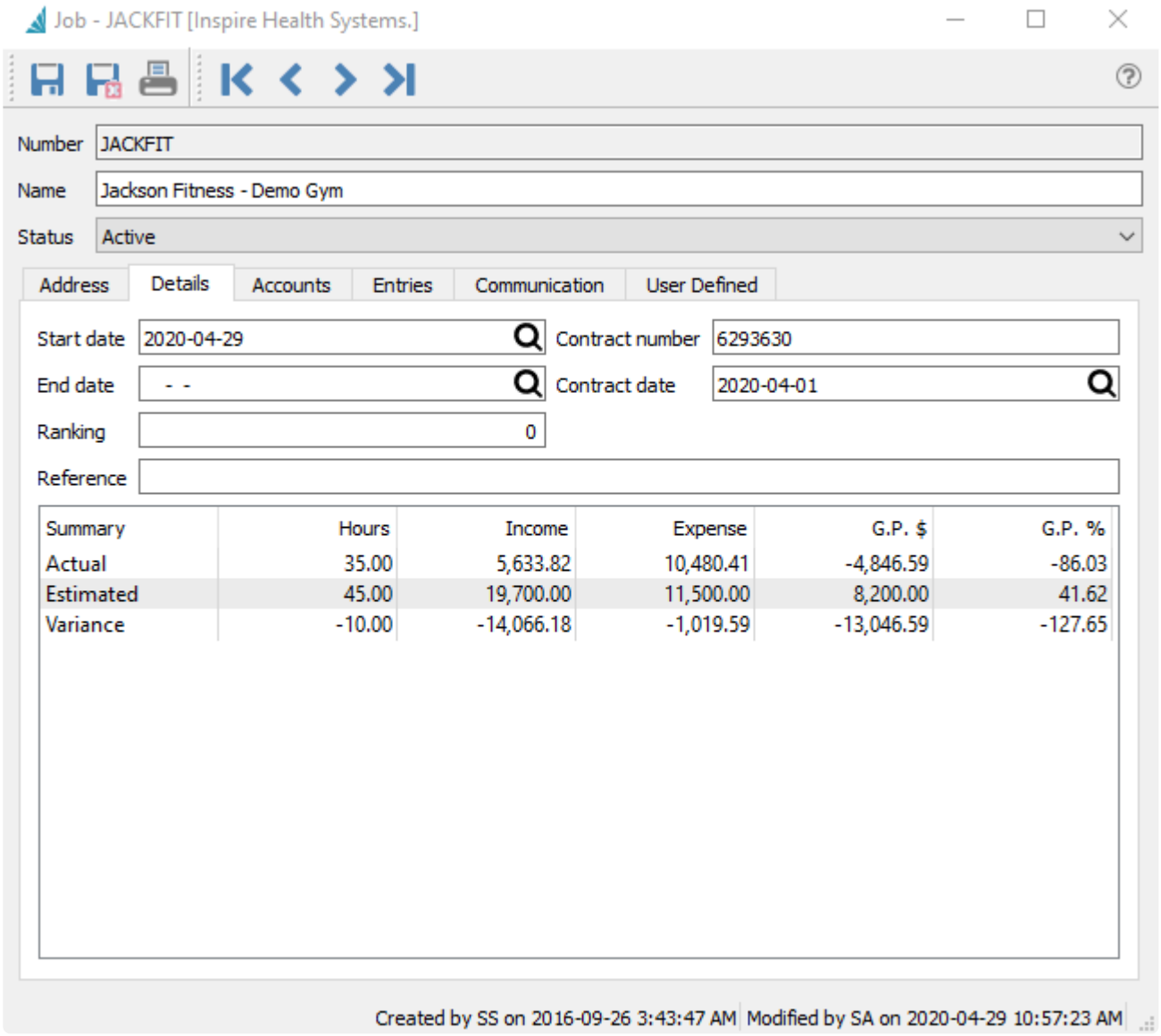
When editing a job, there are a number of tabs that display information about the job and the transactions posted so far. Regardless of which tab is displayed, at the top of the screen is the unique job number and the description used for easy identification. Jobs can have a status of Active while they are in progress, Hold if no transactions should be posted against this job, and Completed when the work is done and no transactions should be posted.

The Address tab simply stores the billing address of the customer for whom the job is being done.



Details

The Details tab allows storing overall information about the job and a summary of transactions to date.



Start Date – Date that job starts. Transactions older than this date are not prevented.
End Date – Date that the job is estimated to end. Transactions later than this date are not prevented.
Ranking – A number to allow for reporting and filtering, based on how you want to use this.
Reference – Information to describe the purpose of the job.
Contract Number – Contract number
Contract Date – Date of contract

Job Summary

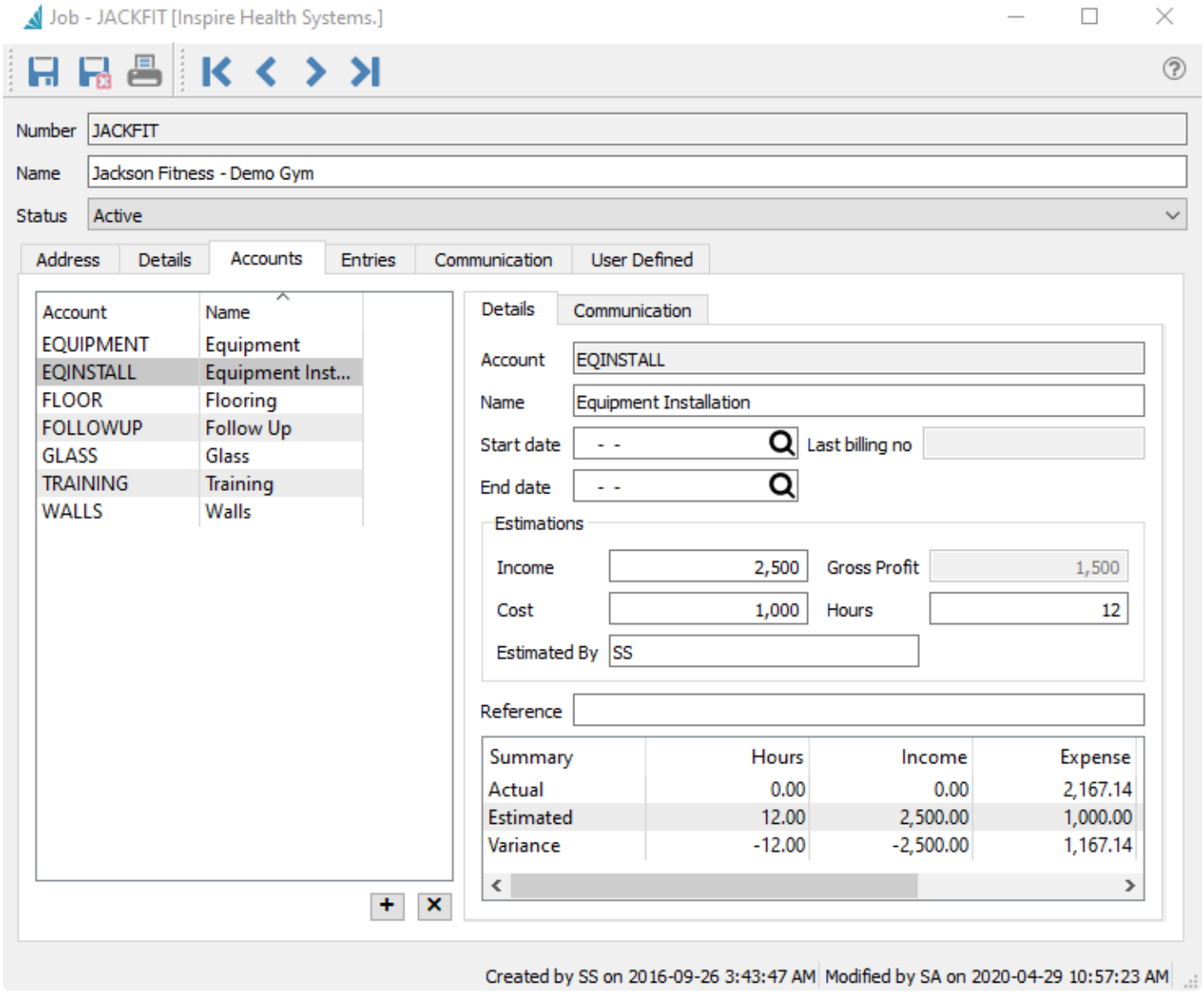
A grid is displayed showing the job totals for all transactions posted to the job, what was originally estimated, and the variance between these amounts. This is useful to track how much of a job has been completed, how close to the original estimate did the job transactions compare, and how profitable the job was.

- **Hours** – Sum of all hours posted from timecards for all accounts.
- **Income** – Total income amount posted from sales for all accounts.

- **Expense** – Total expense amount posted from purchases or timecards for all accounts
- **GP$** – Total Gross Profit amount from all accounts
- **GP%** – Total Gross Profit percentage calculated from the Total Income and Expenses

Accounts

The Accounts tab is where the separate stages of jobs are set up. You can create as many accounts as you required, where each one will be estimated for separately, and are also individually selected on transactions along with the job number. The more accounts you create, the more detailed you can analyze job performance, but also the more accounts you are responsible to maintain and choose from.



Account – Job account number, which must be unique within a job
Name – Job account name to best describe for selection and reporting.
Start Date – Date that this job account starts. Transactions older than this date are not prevented.
End Date – Date that this job account is estimated to end. Transactions later than this date are not

prevented.

Estimations

Income – The amount you expect to bill for this portion of the job.
Cost – The amount you expect to expense for this portion of the job, including both labour and purchases.
Gross Profit – The calculated difference between the estimated Income and Cost.
Hours – The number of labour hours you expect to spend on this portion of the job.
Estimated By – The person providing the estimate, either the full name or initials.

Reference – Information to describe the purpose of this job account portion.

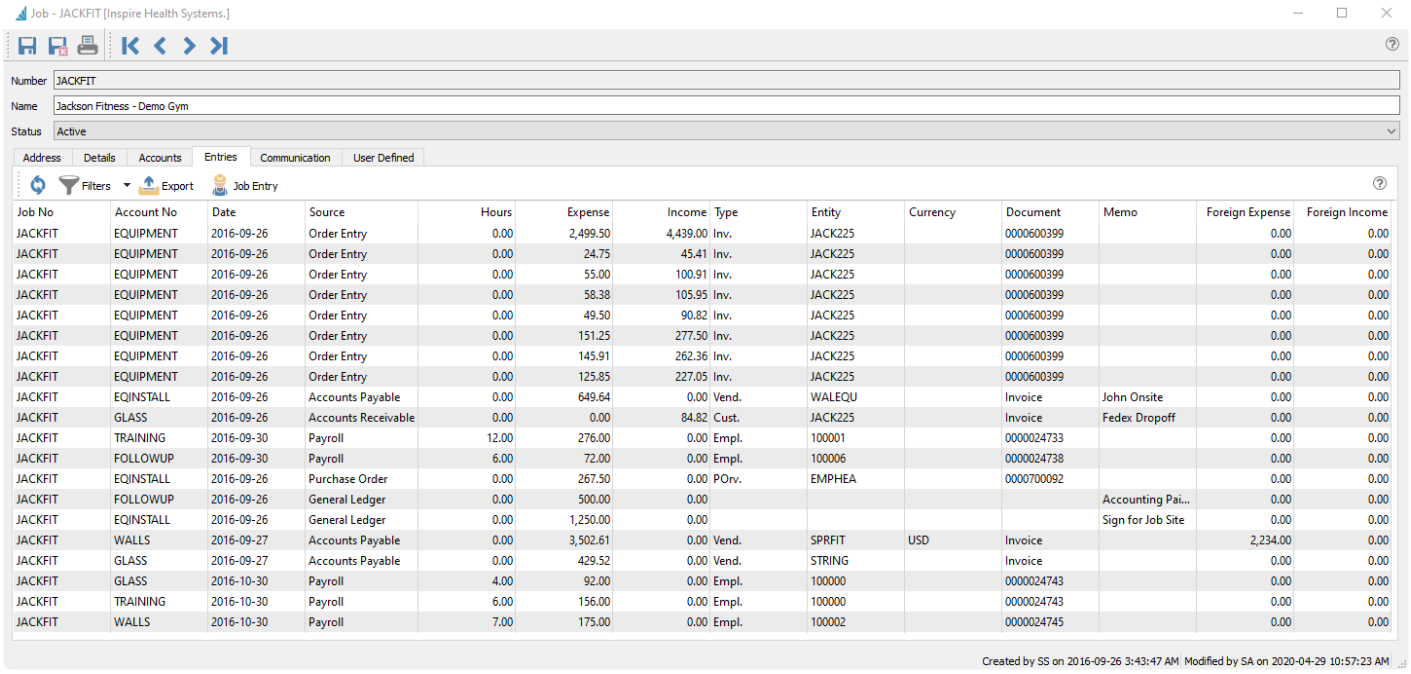
Job Account Summary

A grid is displayed showing the job account totals for all transactions posted to this job account, what was originally estimated, and the variance between these amounts. This is useful to track how much of this job account has been completed, how close to the original estimate did the job transactions compare, and how profitable this job portion was.

- **Hours** – Sum of all hours posted from timecards for this account.
- **Income** – Total income amount posted from sales for this account.
- **Expense** – Total expense amount posted from purchases or timecards for this account.
- **GP$** – Total Gross Profit amount from this account.
- **GP%** – Total Gross Profit percentage calculated from the Income and Expenses.

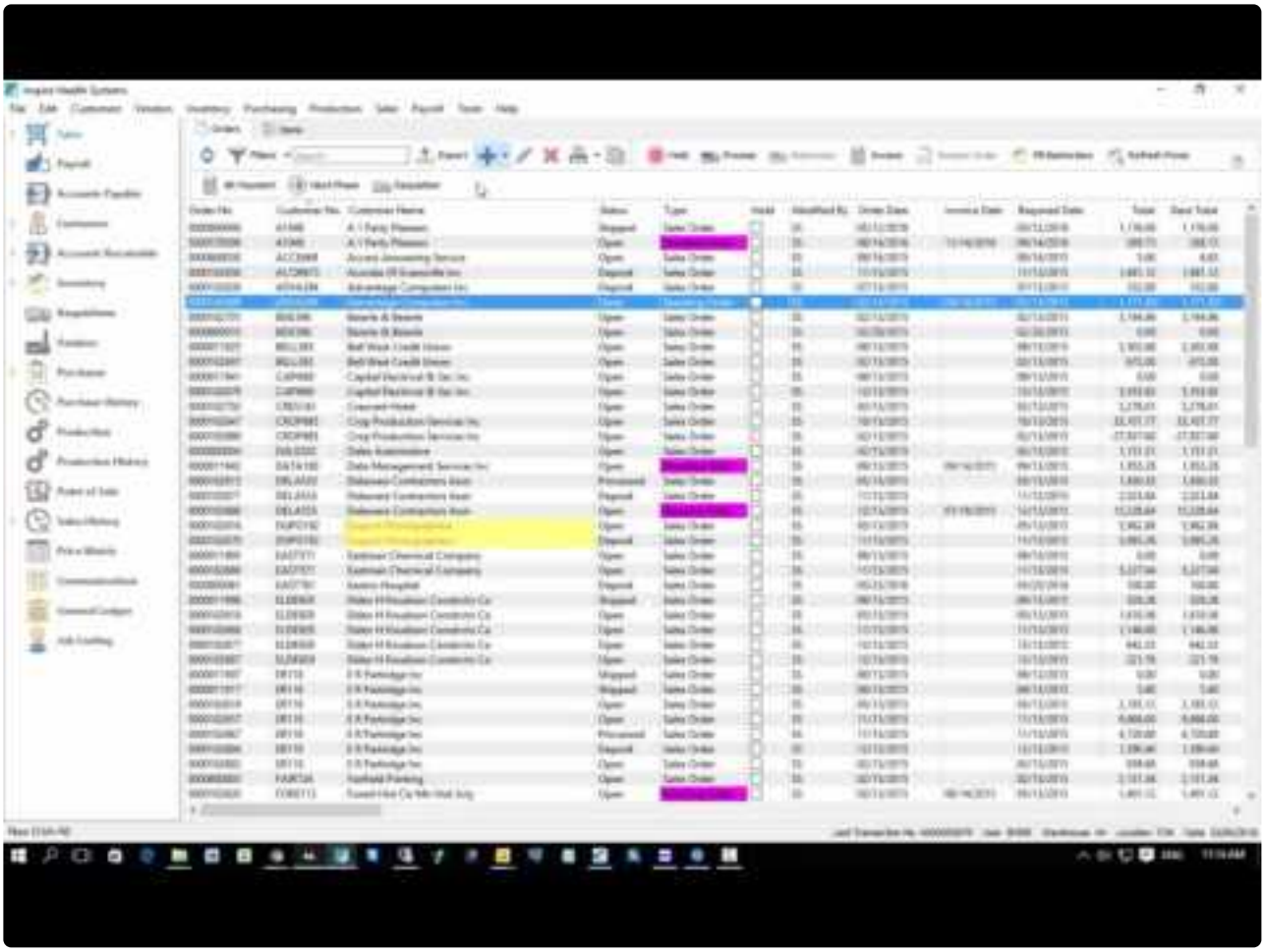
Entries

The Entries tab displays all transactions that have been posted with a reference to this job and any account. Here is where you can see the detailed breakdown of the Actual hours, expenses and income for each job account. You can also export the grid contents to an Excel or CSV file, or create a new ad-hoc Job Entry for this job to record any income or expenses that didn’t go through another module.



Job No – Job number, which will be only for this job being edited.
Account No – Job account number.
Date – Invoice entry date. If the date was changed on the Job tab of AR or AP invoices, this value is not sent to Job Costing.
Source – The module where the transaction was posted from. This could be Sales Order, Purchase Order, Accounts Receivable, Accounts Payable, Payroll, General Ledger, or JC (Job Costing entry).
Hours – Number of hours posted for any transaction type.
Expense – The amount from a Sales, PO, AR, AP or Timecard detail for this job, when the GL account is either a Cost of Sales or Expense account.
Income – The amount from a Sales or AR detail for this job, when the GL account is a Revenue account.
Type – A transaction type depending on the Source. Generally there is only one type per source, and this will be blank for GL or JC entries.
Entity – The Vendor, customer or employee number of the transaction. This will be blank for GL or JC entries.
Currency – Currency of the transaction. A blank value means that the base currency was used.
Document – The Invoice number from a Sales or Purchase order, or the Timecard number from Payroll. For AR or AP transactions, the Reference value will appear here if one was entered, otherwise it will simply display ‘Invoice’. This will be blank for GL or JC entries.
Memo – A description for the transaction, which can come from any module transaction to display here.
Foreign Expense – The Expense amount calculated in the currency of the vendor or customer, when a currency other than base was used.
Foreign Income – The Expense amount calculated in the currency of the customer, when a currency other than base was used.

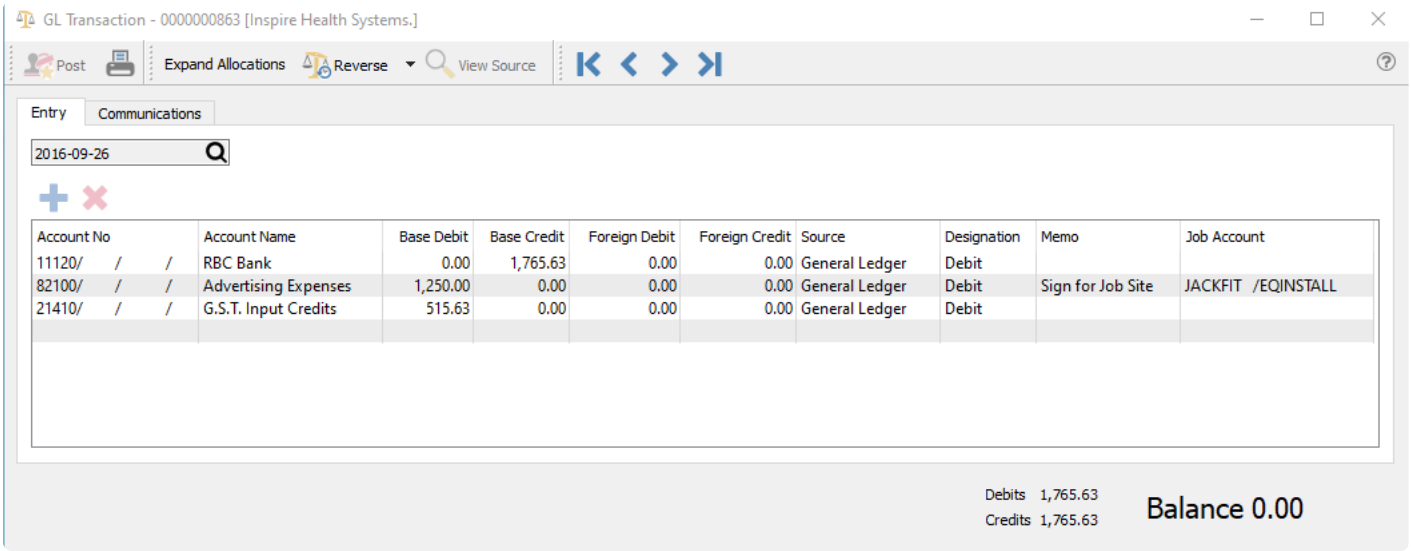
Video Instruction – Job Costing



https://www.youtube.com/embed/oCnWtNv_3gk?rel=0

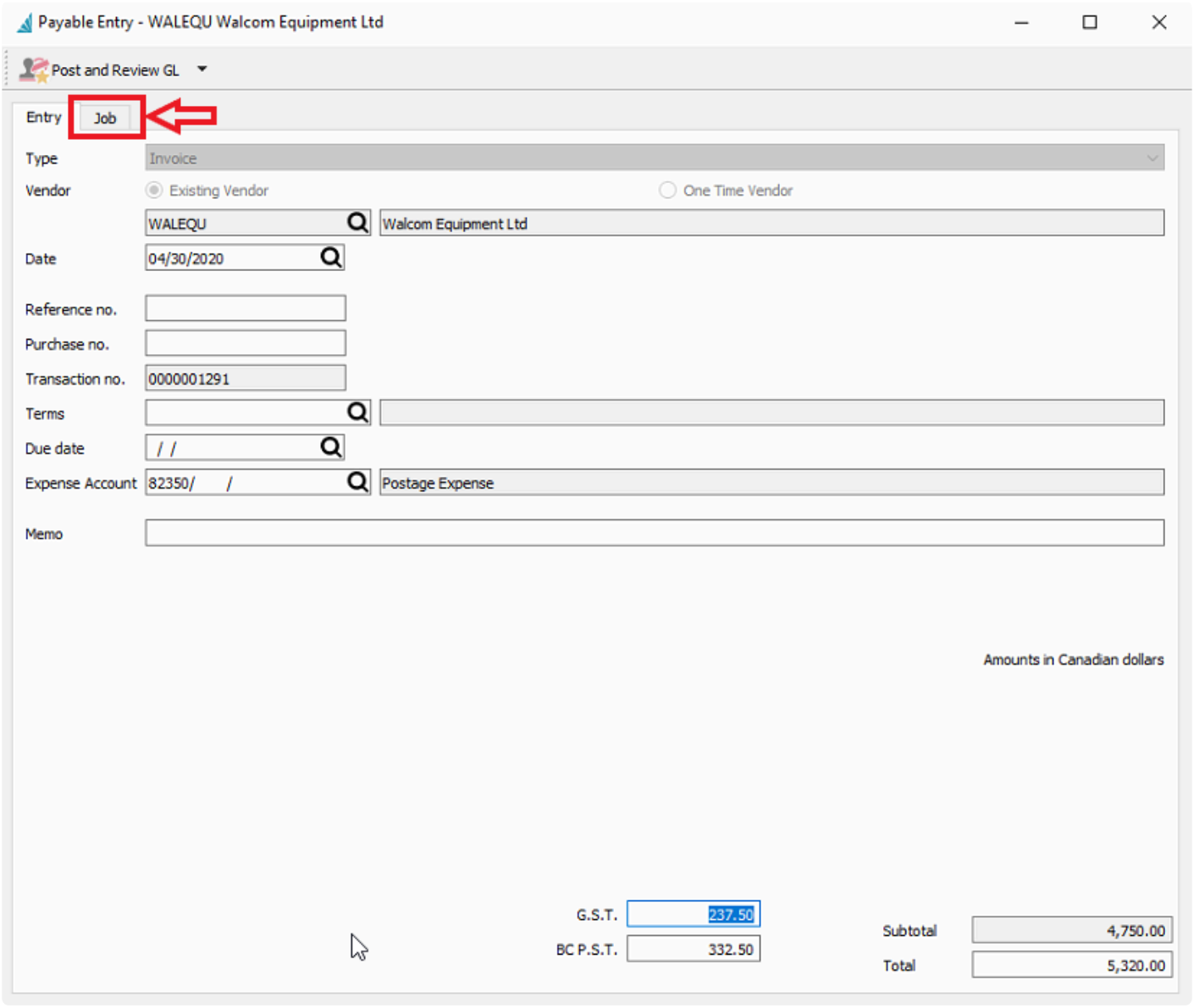
General Ledger

General Ledger journal entries can refer to a job and account on any line, though only Revenue, Expense and Cost of Sales accounts will be recognized for accumulating Actual posted amounts on the job and account. The Memo text will be visible on the job entry grid for this transaction.



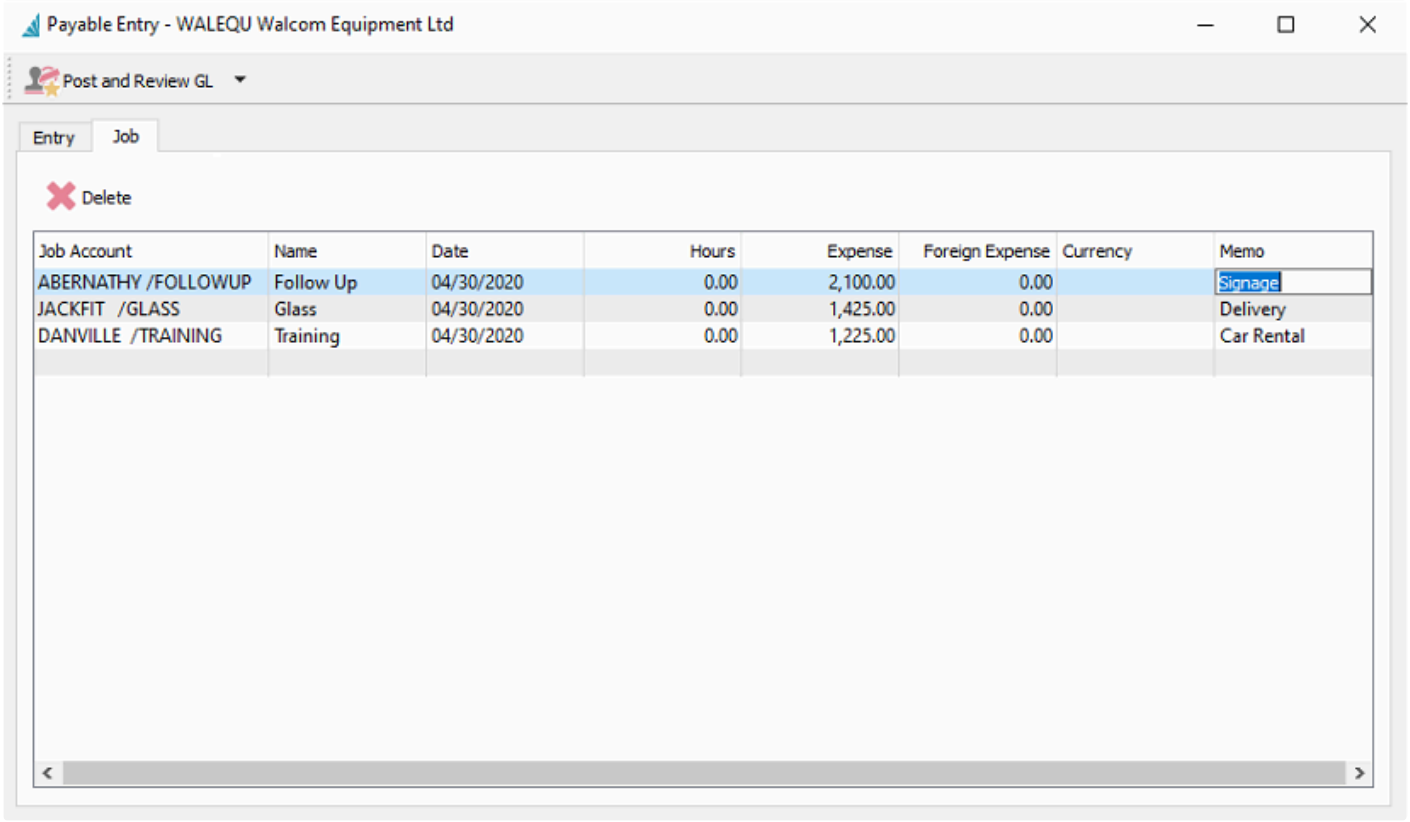
Accounts Payable

After creating an Accounts Payable invoice, including the transaction Reference value and the amount, you can access the Job tab to enter the job and account values.



You can enter one or more job and account lines for a single Accounts Payable invoice. Distributed amounts are without taxes, and the total of all line amounts cannot exceed the invoice pre-tax amount, though it can be less if the invoice is not solely for job-related expenses.

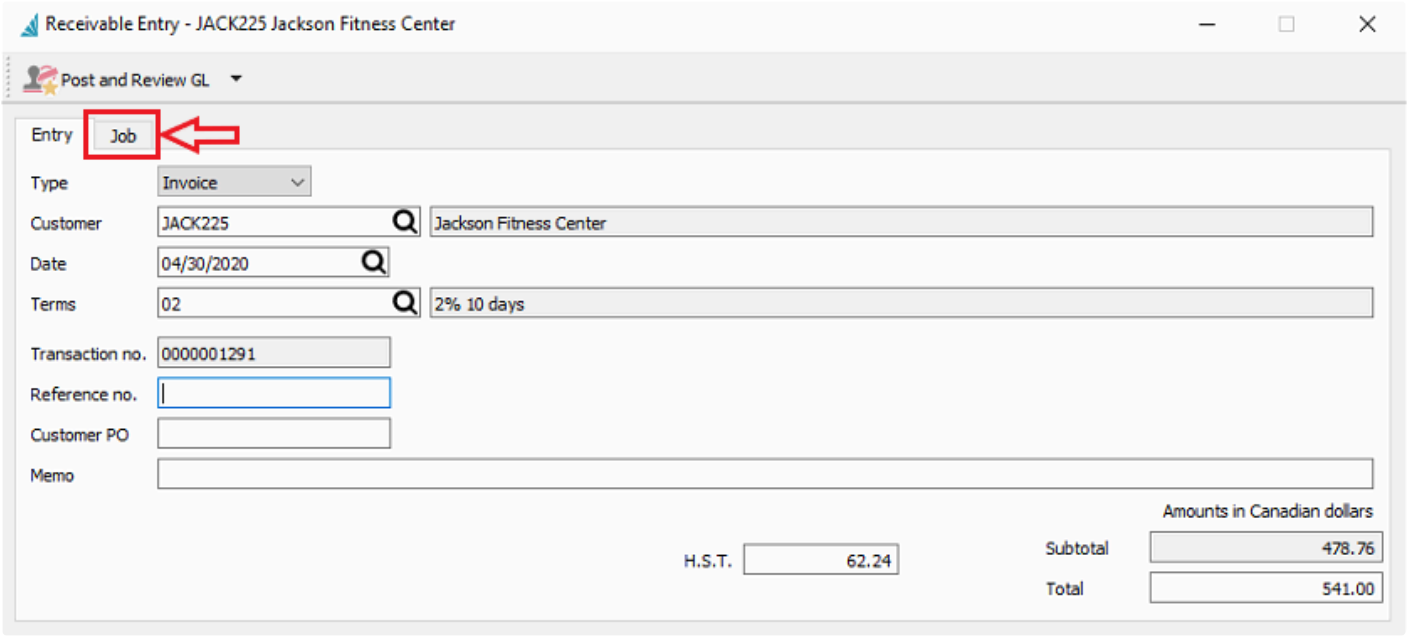
When all job lines have been added, posting the invoice will update the Hours and Expense values for Job and Account summary Actual amounts, and a transaction entry for each line.



Job Account – To add a new job allocation, click the in the blank row for this column to reveal the job/account finder. Select the desired job/account value.
Name – Job Account name for identification.
Date – The date for the Job allocation.
Hours – Expense Hours to allocate as time spent on this job account.
Expense – Expense amount to allocate to this job account.
Memo – Optional text description that will be available to see on the job Entries screen.
Foreign Expense – The Expense amount calculated in the currency of the vendor, when a currency other than base was used.
Currency – Currency of the transaction. A blank value means that the base currency was used.

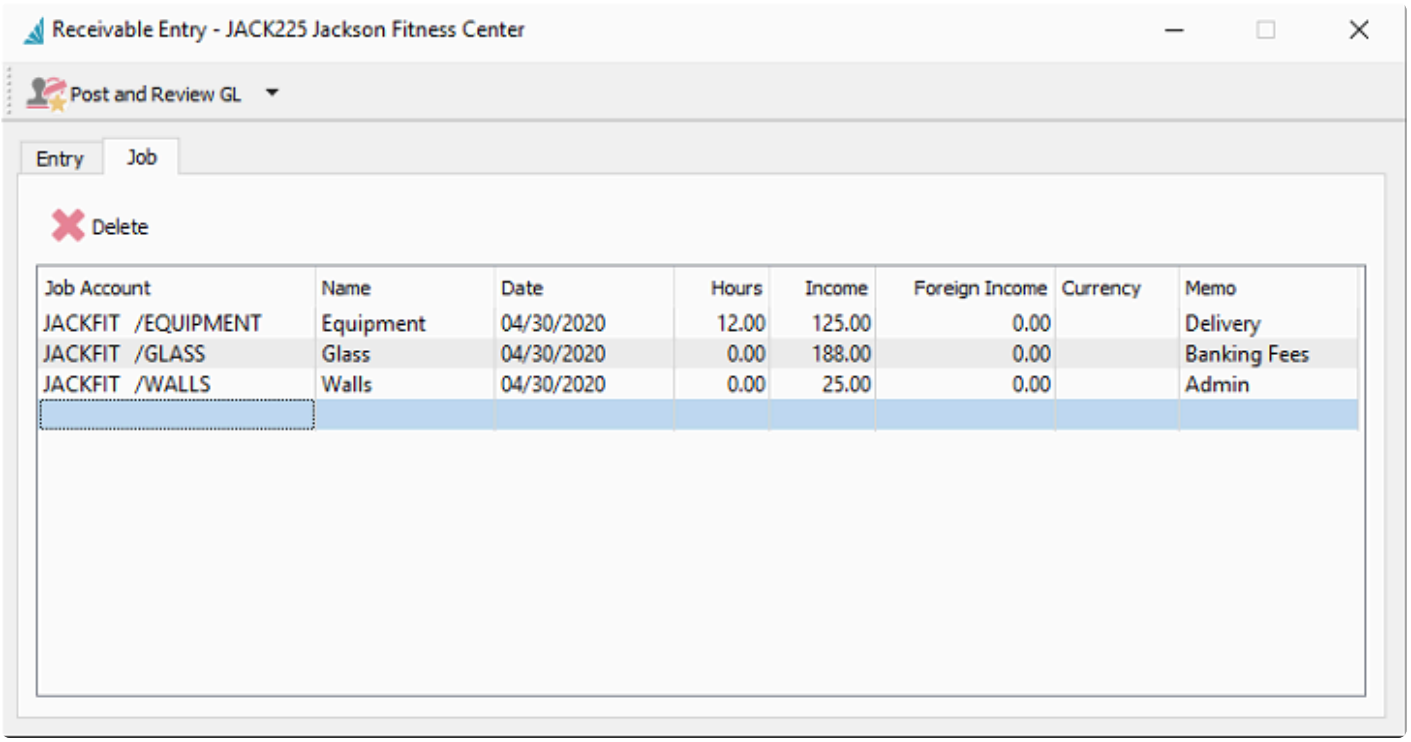
Accounts Receivable

After creating an Accounts Receivables invoice, including the transaction Reference value and the amount, you can access the Job tab to enter the job and account values. This is sometimes used to add extra fees that are not posted through a sales order/invoice.



You can enter one or more job and account lines for a single Accounts Receivable invoice. Distributed amounts are without taxes, and the total of all line amounts cannot exceed the invoice pre-tax amount, though it can be less if the invoice is not solely for job-related expenses.

When all job lines have been added, posting the invoice will update the Income values for Job and Account summary Actual amounts, and a transaction entry for each line.

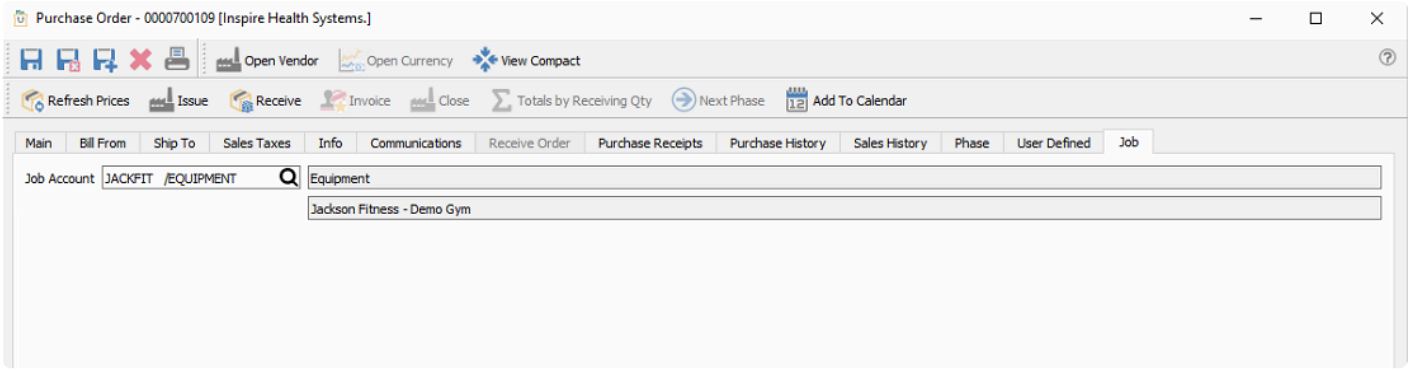


Job Account – To add a new job allocation, click the in the blank row for this column to reveal the job/account finder. Select the desired job/account value.
Name – Job Account name for identification.
Date – The date for the Job allocation.
Hours – Income Hours to allocate as time spent on this job account, though not typically used for receivables or sales.
Income – Income amount to allocate to this job account.
Memo – Optional text description that will be available to see on the job Entries screen.
Foreign Income – The Income amount calculated in the currency of the vendor, when a currency other than base was used.
Currency – Currency of the transaction. A blank value means that the base currency was used.

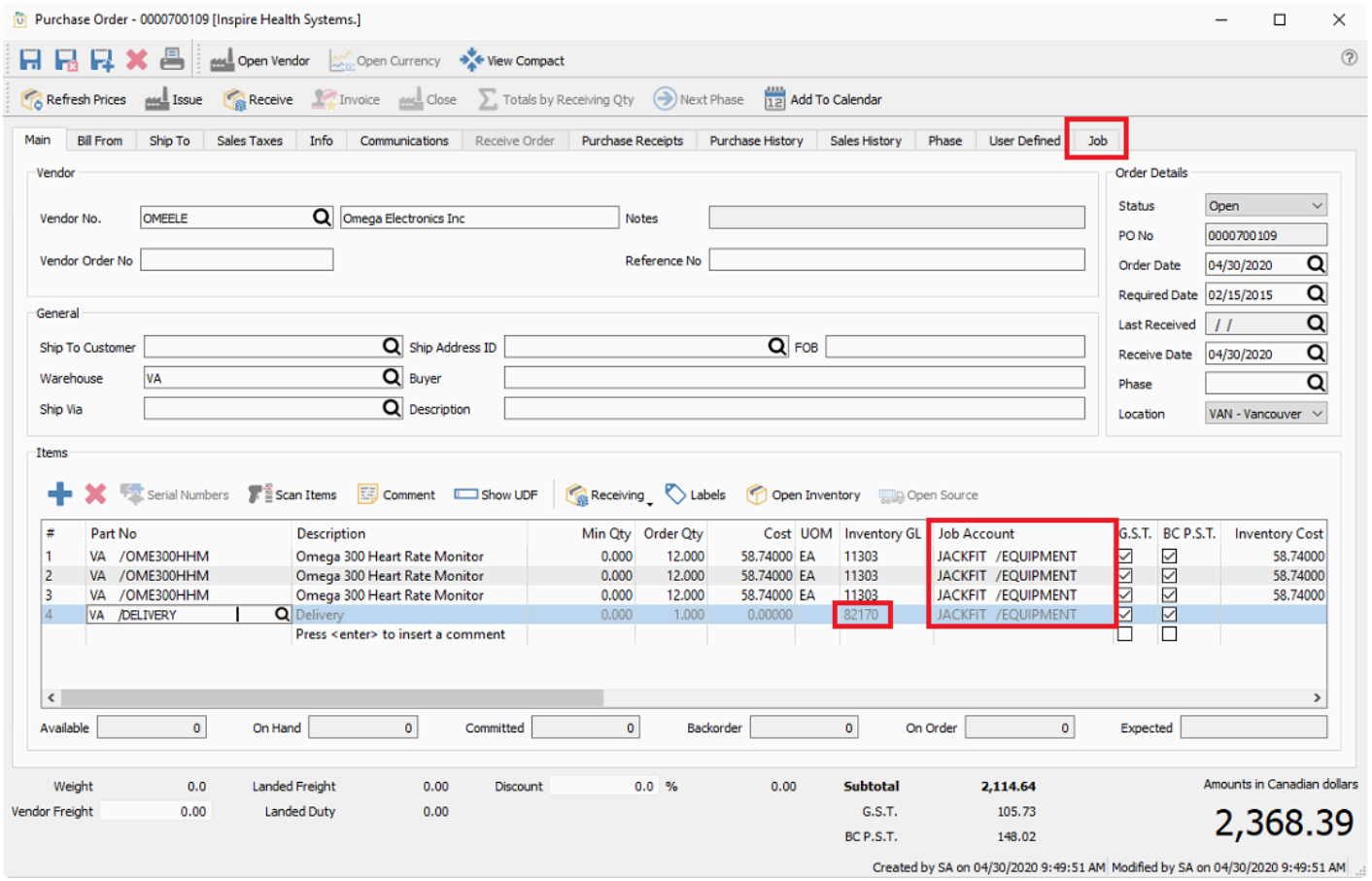
Purchase Orders

Jobs and Accounts can be selected on Purchase Order details, and will be posted to job details when the GL account used is either an expense or cost of goods account. PO Details with inventory accounts will be ignored with respect to jobs.

One way to select a job and account for a purchase order is to open the Job tab and do so here. After the selection, each detail line of the PO will be populated with the selected job and account.



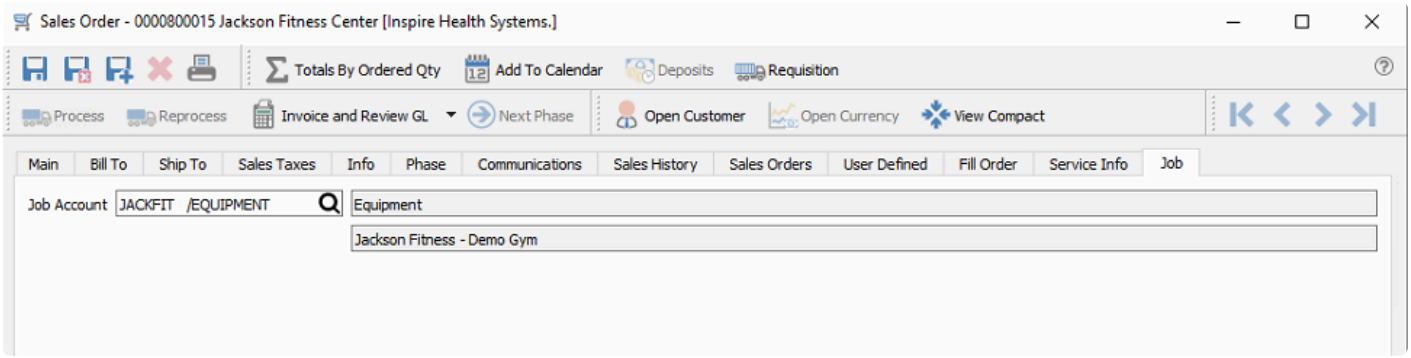
You can also select a job and account for each detail line of the purchase order without visiting the Job tab, which is typical when many jobs will be referenced on this purchase order. If there is a job/account set for a non expense detail line, then it will be ignored for the information posted to Job Costing.


Purchase Order - 0000700109 [Inspire Health Systems.]
Open Vendor
Open Currency
View Compact
Refresh Prices
Issue
Receive
Invoice
Close
Totals by Receiving Qty
Next Phase
Add To Calendar
Main
Bill From
Ship To
Sales Taxes
Info
Communications
Receive Order
Purchase Receipts
Purchase History
Sales History
Phase
User Defined
Job
Vendor
Vendor No.
OMEELE
Omega Electronics Inc
Notes
Vendor Order No
Reference No
Order Details
Status
Open
PO No
0000700109
Order Date
04/30/2020
Required Date
02/15/2015
Last Received
Receive Date
04/30/2020
Phase
Location
VAN - Vancouver
General
Ship To Customer
Ship Address ID
FOB
Warehouse
VA
Buyer
Ship Via
Description
Items
Serial Numbers
Scan Items
Comment
Show UDF
Receiving
Labels
Open Inventory
Open Source
Part No Description Min Qty Order Qty Cost UOM Inventory GL Job Account G.S.T. BC P.S.T. Inventory Cost
1 VA /OME300HHM Omega 300 Heart Rate Monitor 0.000 12.000 58.74000 EA 11303 JACKFIT /EQUIPMENT 58.74000
2 VA /OME300HHM Omega 300 Heart Rate Monitor 0.000 12.000 58.74000 EA 11303 JACKFIT /EQUIPMENT 58.74000
3 VA /OME300HHM Omega 300 Heart Rate Monitor 0.000 12.000 58.74000 EA 11303 JACKFIT /EQUIPMENT 58.74000
4 VA /DELIVERY Delivery 0.000 1.000 0.00000 82170 JACKFIT /EQUIPMENT
Press <enter> to insert a comment
Available
On Hand
Committed
Backorder
On Order
Expected
Weight 0.0
Vendor Freight 0.00
Landed Freight 0.00
Landed Duty 0.00
Discount 0.0 % 0.00
Subtotal 2,114.64
G.S.T. 105.73
BC P.S.T. 148.02
Amounts in Canadian dollars
2,368.39
Created by SA on 04/30/2020 9:49:51 AM Modified by SA on 04/30/2020 9:49:51 AM

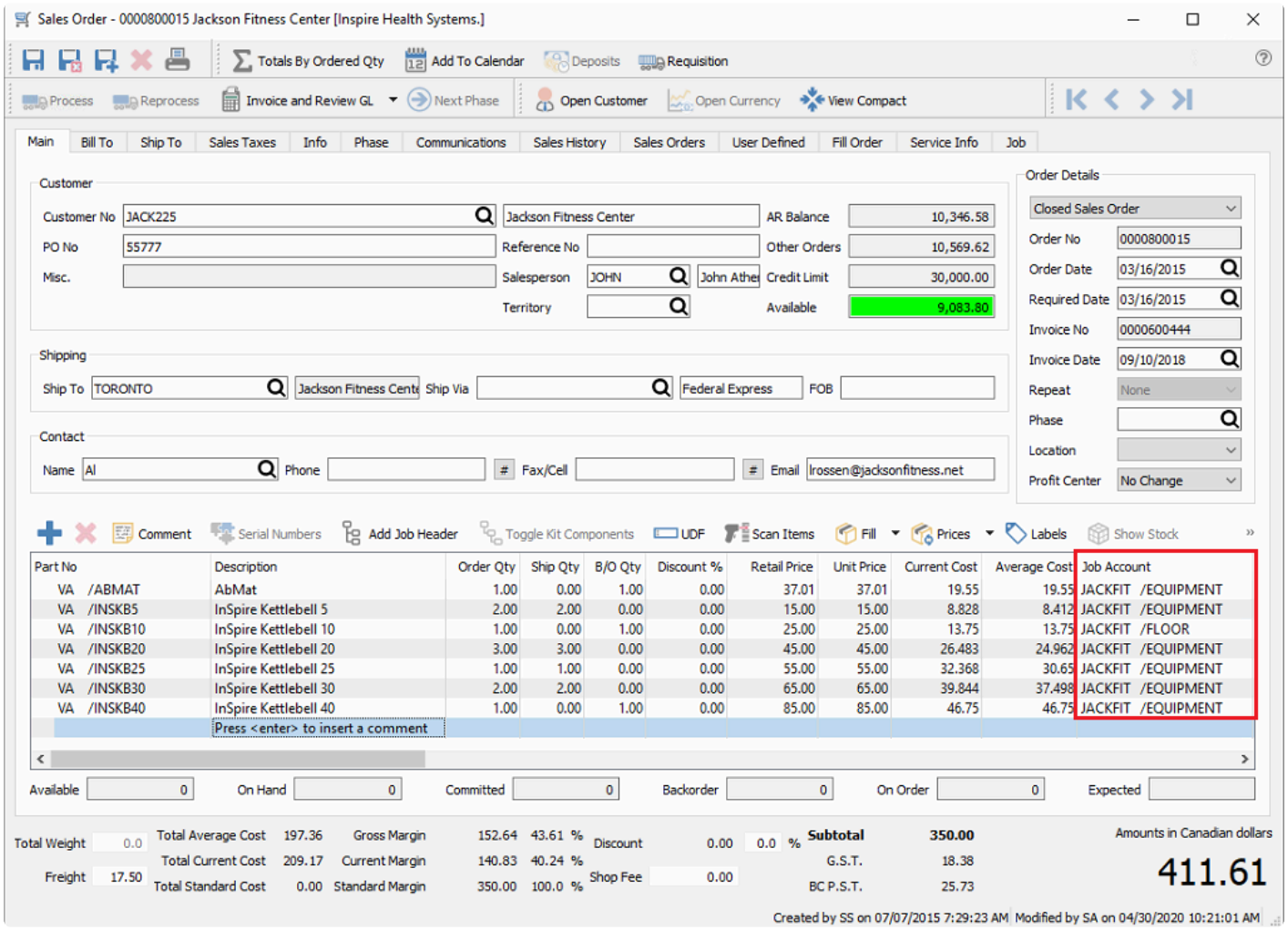
Sales Orders

Jobs and Accounts can be selected on Sales Order details, and will be posted to job details when the GL account used is either a sales or cost of goods account. Sales Details with inventory accounts will be ignored with respect to jobs.

One way to select a job and account for a sales order is to open the Job tab and do so here. After the selection, each detail line of the sales order will be populated with the selected job and account.



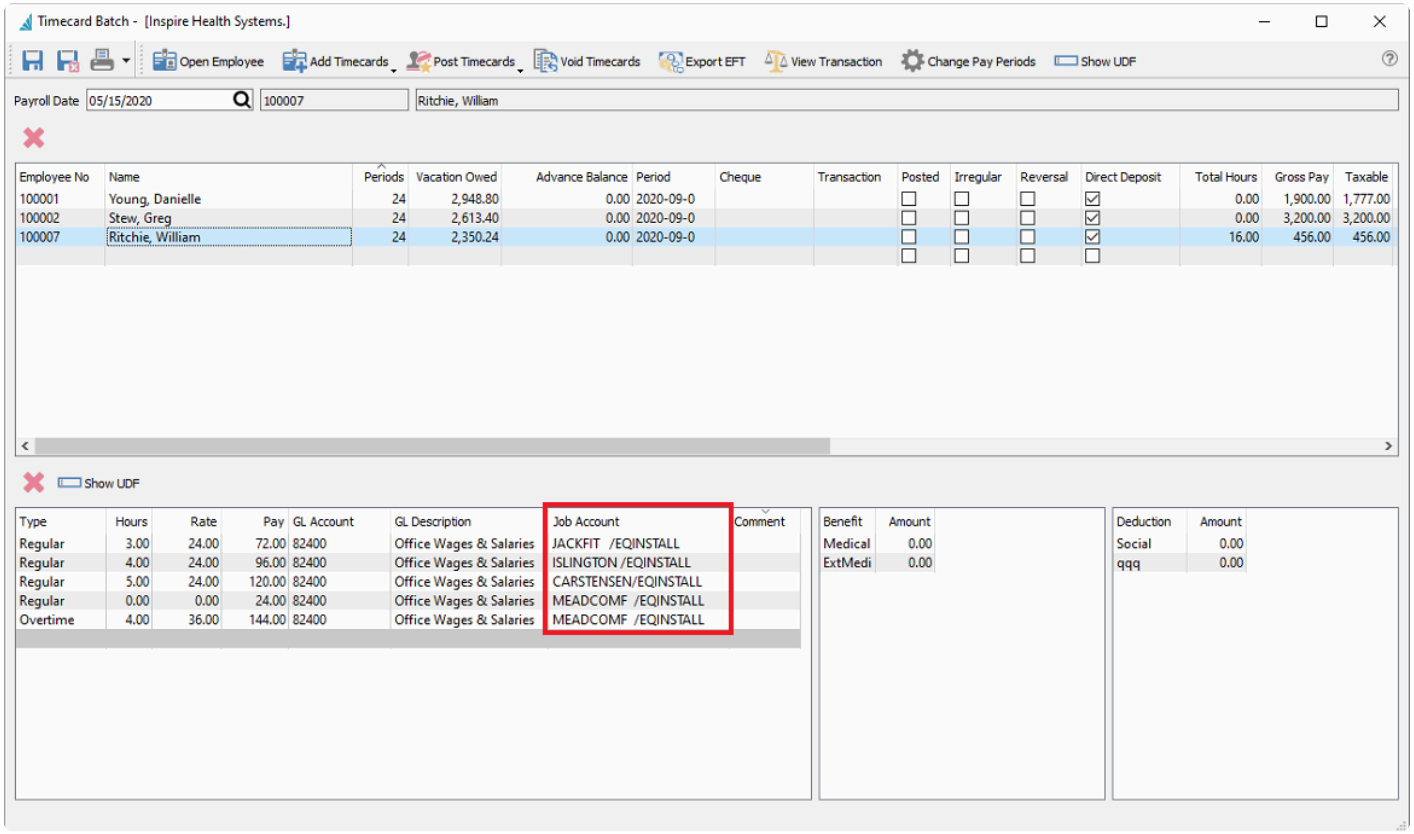
You can also select a job and account for each detail line of the sales order without visiting the Job tab, which is typical when many jobs will be referenced on this sales order. If there is a job/account set for a non expense detail line, then it will be ignored for the information posted to Job Costing.



When the invoice is posted, the sales amounts updates the job/account Actual income, and the cost of goods amounts updates the job/account Actual expenses.

Payroll

Each timecard pay code can be identified with a separate job/account, creating hours and expense amounts for the job.



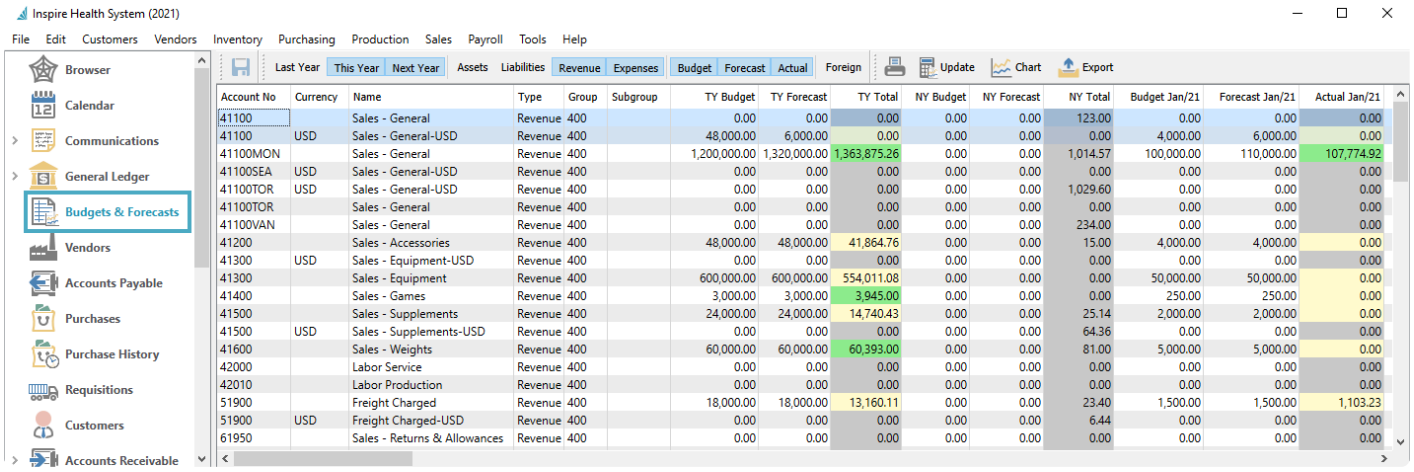
When the payroll timecards are posted a percentage of the overhead (burden) gets allocated to each job on the timecard. Included in the overhead is:

- Employment insurance (EI)
- Canada Pension Plan (CPP)
- Workers Compensation
- Benefits

If a timecard is reversed it also reverses the overhead from the job.

Budgets & Forecasts

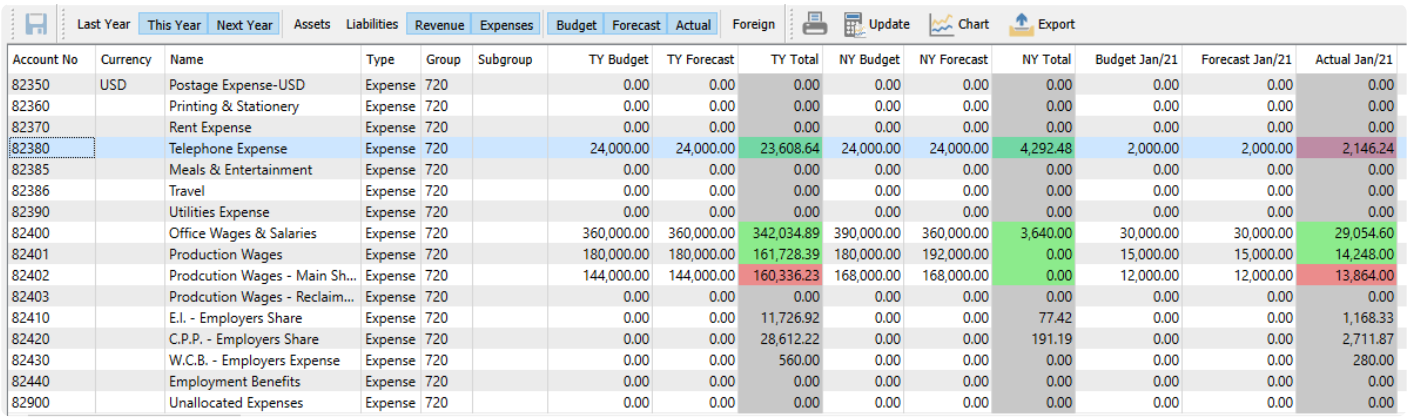
The Budget & Forecasts module allows you to assign budget and forecast amounts to your General Ledger Accounts, to monitor how closely actual posted amounts coincide with the budgeted values. Budgets and forecasts are two independent sets of amounts that may be used for different purposes, such as the Budget being the outlook at the beginning of the year and the Forecast being edited to match year end expectations. Typically budgets and forecasts are only maintained for accounts of type Revenue or Expense, but you may enter amounts for any account type.



Account No	Currency	Name	Type	Group	Subgroup	TY Budget	TY Forecast	TY Total	NY Budget	NY Forecast	NY Total	Budget Jan/21	Forecast Jan/21	Actual Jan/21
41100		Sales - General	Revenue	400		0.00	0.00	0.00	0.00	0.00	123.00	0.00	0.00	0.00
41100	USD	Sales - General-USD	Revenue	400		48,000.00	6,000.00	0.00	0.00	0.00	0.00	4,000.00	6,000.00	0.00
41100MON		Sales - General	Revenue	400		1,200,000.00	1,320,000.00	1,363,875.26	0.00	0.00	1,014.57	100,000.00	110,000.00	107,774.92
41100SEA	USD	Sales - General-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41100TOR	USD	Sales - General-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	1,029.60	0.00	0.00	0.00
41100TOR		Sales - General	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41100VAN		Sales - General	Revenue	400		0.00	0.00	0.00	0.00	0.00	234.00	0.00	0.00	0.00
41200		Sales - Accessories	Revenue	400		48,000.00	48,000.00	41,864.76	0.00	0.00	15.00	4,000.00	4,000.00	0.00
41300	USD	Sales - Equipment-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41300		Sales - Equipment	Revenue	400		600,000.00	600,000.00	554,011.08	0.00	0.00	0.00	50,000.00	50,000.00	0.00
41400		Sales - Games	Revenue	400		3,000.00	3,000.00	3,945.00	0.00	0.00	0.00	250.00	250.00	0.00
41500		Sales - Supplements	Revenue	400		24,000.00	24,000.00	14,740.43	0.00	0.00	25.14	2,000.00	2,000.00	0.00
41500	USD	Sales - Supplements-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	64.36	0.00	0.00	0.00
41600		Sales - Weights	Revenue	400		60,000.00	60,000.00	60,393.00	0.00	0.00	81.00	5,000.00	5,000.00	0.00
42000		Labor Service	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42010		Labor Production	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51900		Freight Charged	Revenue	400		18,000.00	18,000.00	13,160.11	0.00	0.00	23.40	1,500.00	1,500.00	1,103.23
51900	USD	Freight Charged-USD	Revenue	400		0.00	0.00	0.00	0.00	0.00	6.44	0.00	0.00	0.00
61950		Sales - Returns & Allowances	Revenue	400		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To change either a Budget or Forecast amount, simply click into the cell you wish to edit and type the amount. If you enter an amount into a cell pertaining to a full year Budget or Forecast, a calculation is made to distribute the amount equally across the 12 or 13 fiscal periods.

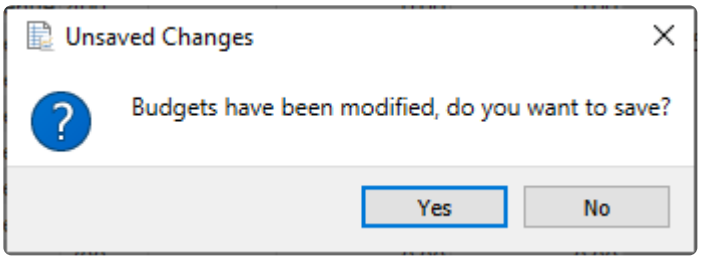
When there is a variance between a Budget and Actual amount for an account, either for a specific month or for the entire year, the Actual amount will be highlighted with colour to indicate the status of being over or under budget. For Revenue and Liability account types, the Actual amount will be green if it is greater than the Budget, or yellow if it is less. For Expense and Asset account types, the Actual amount will be green if it is less than the Budget, or red if it is greater.



Account No	Currency	Name	Type	Group	Subgroup	TY Budget	TY Forecast	TY Total	NY Budget	NY Forecast	NY Total	Budget Jan/21	Forecast Jan/21	Actual Jan/21
82350	USD	Postage Expense-USD	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82360		Printing & Stationery	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82370		Rent Expense	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82380		Telephone Expense	Expense	720		24,000.00	24,000.00	23,608.64	24,000.00	24,000.00	4,292.48	2,000.00	2,000.00	2,146.24
82385		Meals & Entertainment	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82386		Travel	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82390		Utilities Expense	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82400		Office Wages & Salaries	Expense	720		360,000.00	360,000.00	342,034.89	390,000.00	360,000.00	3,640.00	30,000.00	30,000.00	29,054.60
82401		Production Wages	Expense	720		180,000.00	180,000.00	161,728.39	180,000.00	192,000.00	0.00	15,000.00	15,000.00	14,248.00
82402		Prodcution Wages - Main Sh...	Expense	720		144,000.00	144,000.00	160,336.23	168,000.00	168,000.00	0.00	12,000.00	12,000.00	13,864.00
82403		Prodcution Wages - Reclaim...	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82410		E.I. - Employers Share	Expense	720		0.00	0.00	11,726.92	0.00	0.00	77.42	0.00	0.00	1,168.33
82420		C.P.P. - Employers Share	Expense	720		0.00	0.00	28,612.22	0.00	0.00	191.19	0.00	0.00	2,711.87
82430		W.C.B. - Employers Expense	Expense	720		0.00	0.00	560.00	0.00	0.00	0.00	0.00	0.00	280.00
82440		Employment Benefits	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82900		Unallocated Expenses	Expense	720		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Columns may be repositioned in the order you require.

Save – This button becomes active if any changes are made to a Budget or Forecast amount, for any month or year or account. Click this to commit the change. If you do not save new amounts and leave the Budgets & Forecasts module, a prompt will appear to indicate this and let you either save or discard the changes.



You may choose to display or suppress various rows or columns on the grid by toggling a combination of buttons on the toolbar. Year and Amount column selections must both be enabled in order to see the respective amounts for that year.

- **Last Year –** Enable to display all Last Year monthly and full year columns.
- **This Year –** Enable to display all This Year monthly and full year columns.
- **Next Year –** Enable to display all Next Year monthly and full year columns..

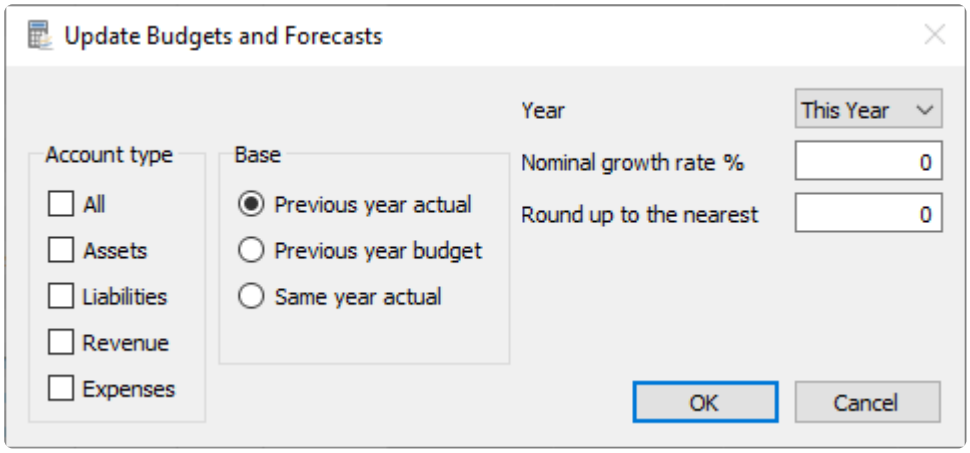
- **Assets –** Enable to see all asset GL account rows.
- **Liabilities –** Enable to see all liability GL account rows.
- **Revenue –** Enable to see all revenue GL account rows.
- **Expenses –** Enable to see all expense GL account rows.

- **Budget –** Enable to display all Budget monthly and full year columns.
- **Forecast –** Enable to display all Forecast monthly and full year columns.
- **Actual –** Enable to display all Actual monthly and full year columns.

Foreign – Enable to display and enter amounts in the foreign currency associated with the GL account, independent to amounts entered in the base currency. After saving, you can click the Foreign button to switch between base and foreign currency values for non-base currency GL accounts.

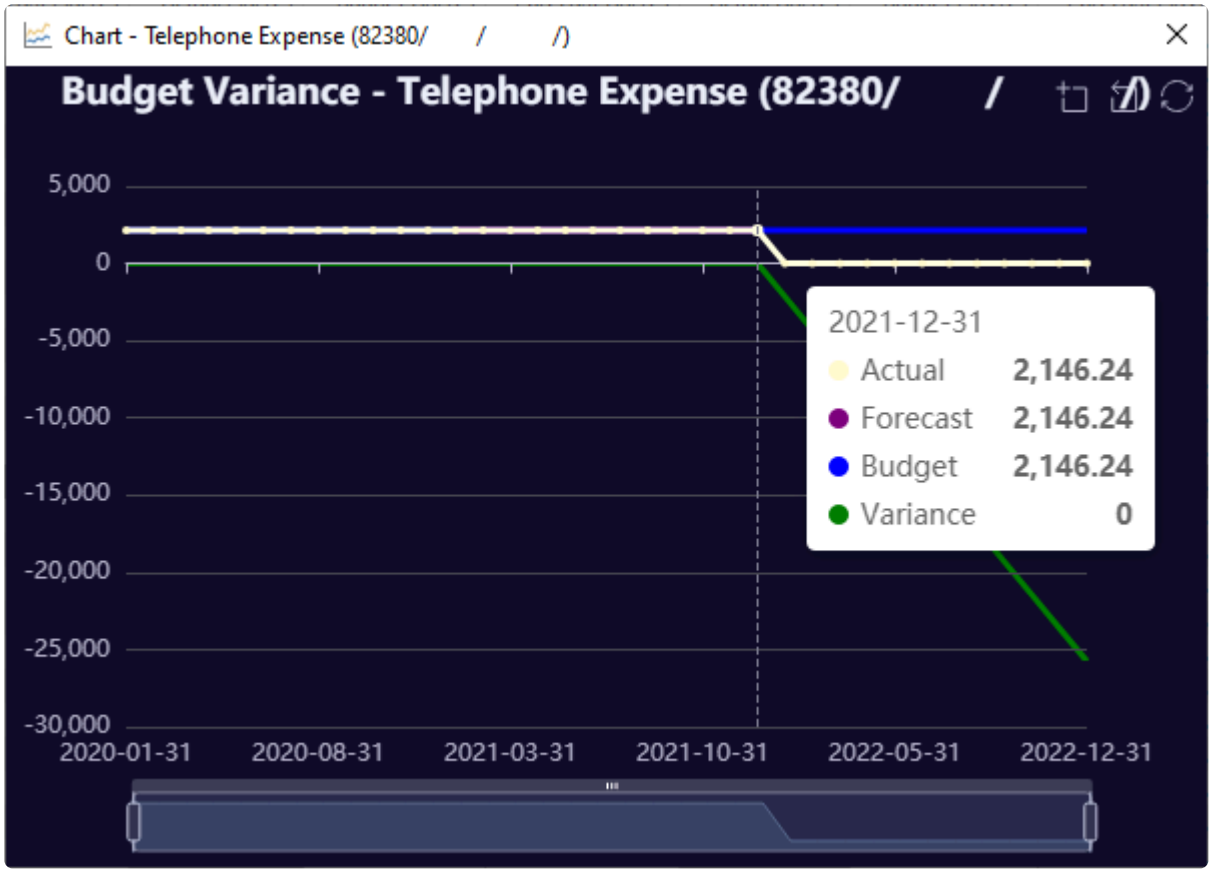
Print – Print reports that use the Budget & Forecasts template.

Update – Change budget amounts for a group of accounts all at once, copied from existing account values.



- **Account Type –** Select which GL account types you would like included in the update.
- **Base –** Select the amount that you wish to copy. Previous and Same year choices are relative to the target Year selection.
- **Year –** Select the target year where you wish to write the updated amounts.
- **Nominal growth rate % –** Enter the percentage change for the new budget amounts, with a positive rate increasing the budgets and a negative rate decreasing them.
- **Round up to the nearest –** Typically used when updating from Actual amounts. Enter the value to which each monthly budget amount will be rounded to. Often you would choose a power of 10 such as 1, 100, 1000 etc. but any value can be used.

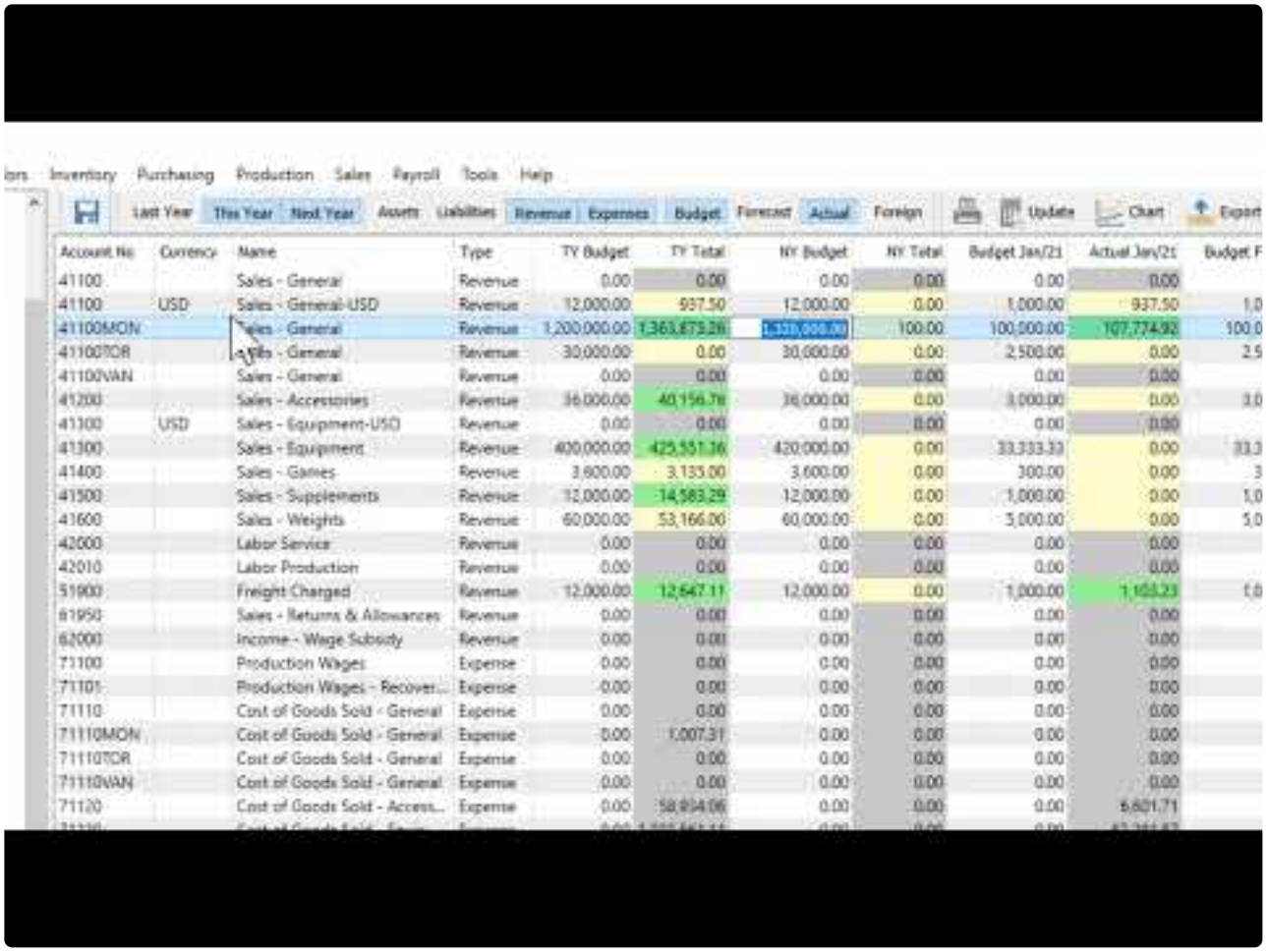
Chart – Select one GL account and then click the Chart button to see a budget variance chart that displays line graphs for Budget, Forecast Actual and accumulated Variance amounts across the most recent 3 fiscal years.



Use the mouse to position to a specific month and reveal a pop-up screen with the exact values. A range selector below the graph allows you to select the starting and ending months for the graph, if there are periods you don't wish to see, such as future months with no Actual amounts.

Export – Exports the visible rows and columns to an Excel file. This is useful for modifying amounts in the spreadsheet and using the Import Tool to update budgets and forecasts, for a group of accounts and amounts that cannot be set through the Update procedure.

For a demonstration on how to use the Budgets and Forecasts module, watch this video:



https://www.youtube.com/embed/WhJUhI76BYk?rel=0

User Defined Fields

Overview

The User Defined Field (UDF) module allows you to add and use fields that are not included by default in the Spire program. There are several types of data fields that can be added, with optional formatting parameters if desired, if you have security rights to do so. UDF data can also be added to stock or custom reports.

One use-case example is if a food product in inventory needed the ability to be identified as ‘Gluten Free’. This value could then be printed on packing slips and invoices.

The UDF tab appears in all modules, therefore extra data fields can be added wherever it is required. UDF data can also be organized into multiple tabs so that information can be grouped.

Available field data types are:

- Text
- Multiline Text
- Integer
- Numeric
- Currency
- Percent
- Date
- Boolean

Any UDF field can be set as Required, so that a record cannot be added or saved with a blank value in that field. An example would be when creating a new customer, the UDF field “Wants Emailed Newsletter” and the options are a drop down of ‘Yes’ or ‘No’ the person adding that new customer would be forced to select one of the choices before saving.

Most of these data types support field value validation. For instance, you can specify if a date field is allowed to be a blank, and if it defaults to blank or to today’s date. An entered date can be forced to be within the current month or current fiscal year.

Configuring Your Custom Fields

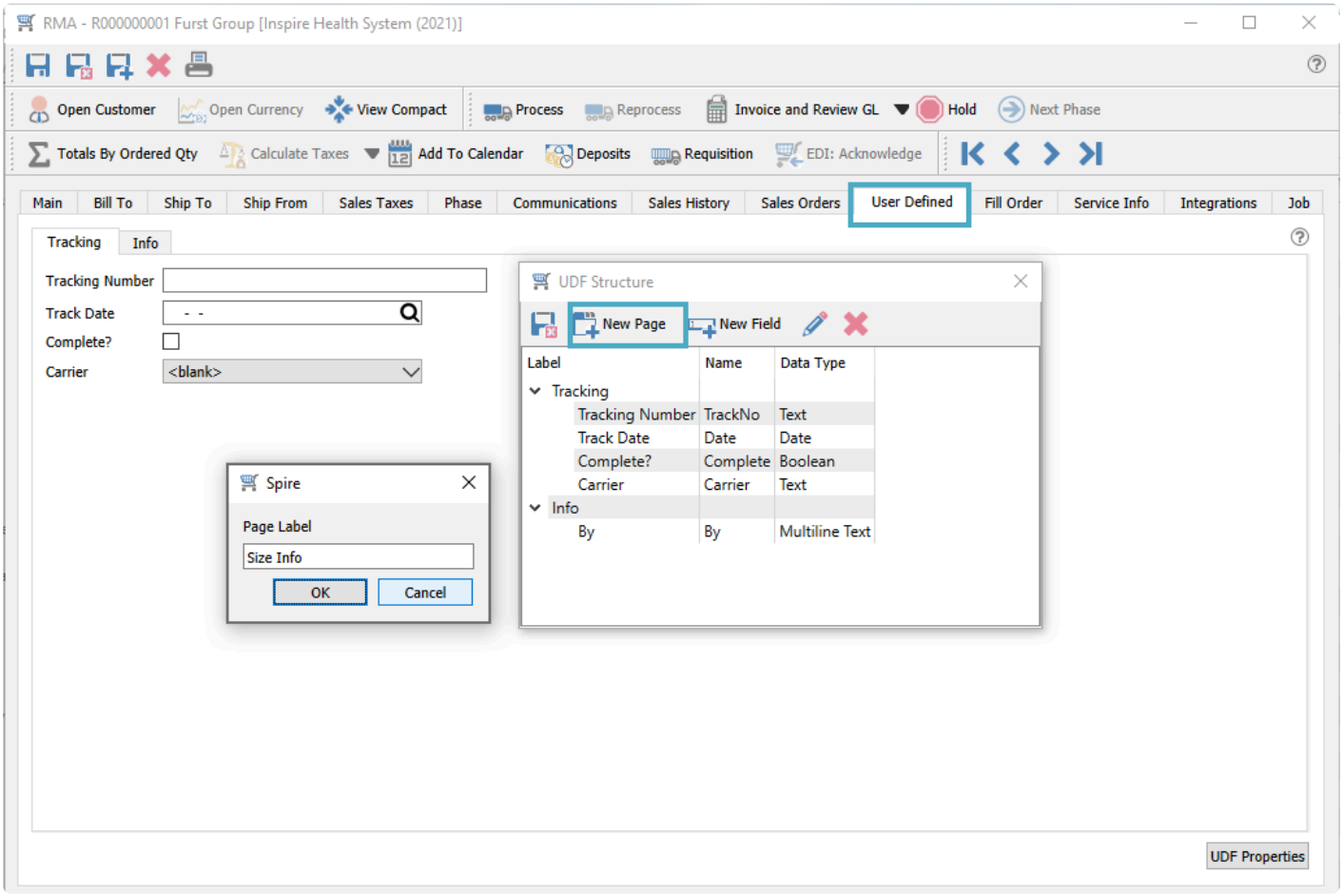
To be able to Edit UDF Structure, this User Setting option must be enabled in the General area.

To add or change a UDF field in a module, open the tab “User Defined” while editing one of the records in that module. This example will demonstrate UDF fields on Sales orders, which are also simultaneously maintained in Sales History.

Open any sales order and the ‘User Defined’ tab. If you have user security rights, the UDF Properties button at the lower right will be visible, for accessing the UDF structure setup screens.

Page Tabs

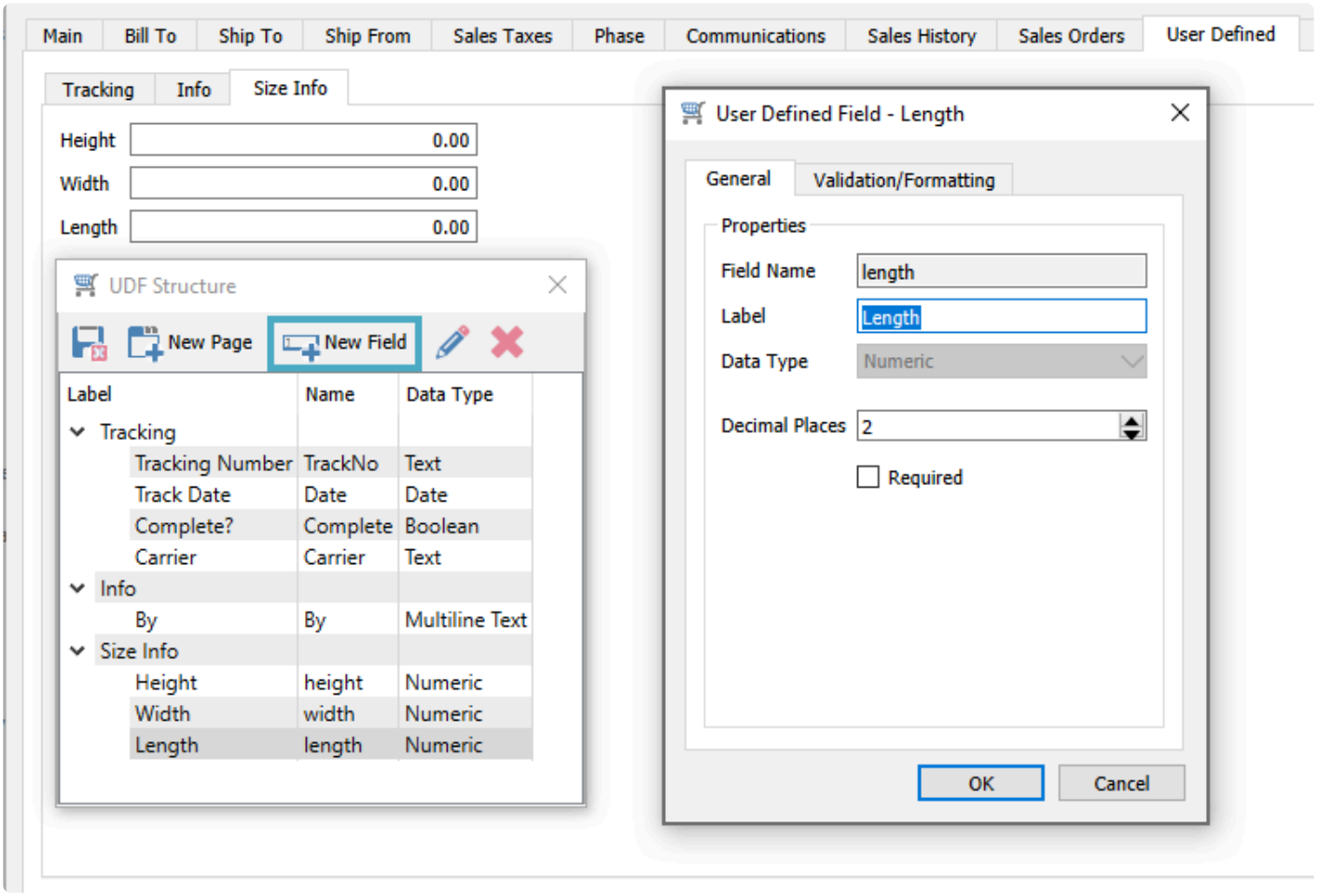
First, you need to have at least one ’Page’ for assigning UDF fields. Click the New Page button to add the first or any subsequent page, which will display as a tab name. Pages can be organized and sorted as needed.



Fields

On each page within the UDF structure, you can add as many fields as required. For example, highlight the

'Size Info' page and click the New Field button to add a field.



In this example we added 3 new numeric fields to the 'Size Info' page.

- Height
- Width
- Length

Field Name – A unique identifier for the UDF field within this module.

Label – How you want the UDF field to be identified for users.

Data Type – Choose the type from the list of available selections:

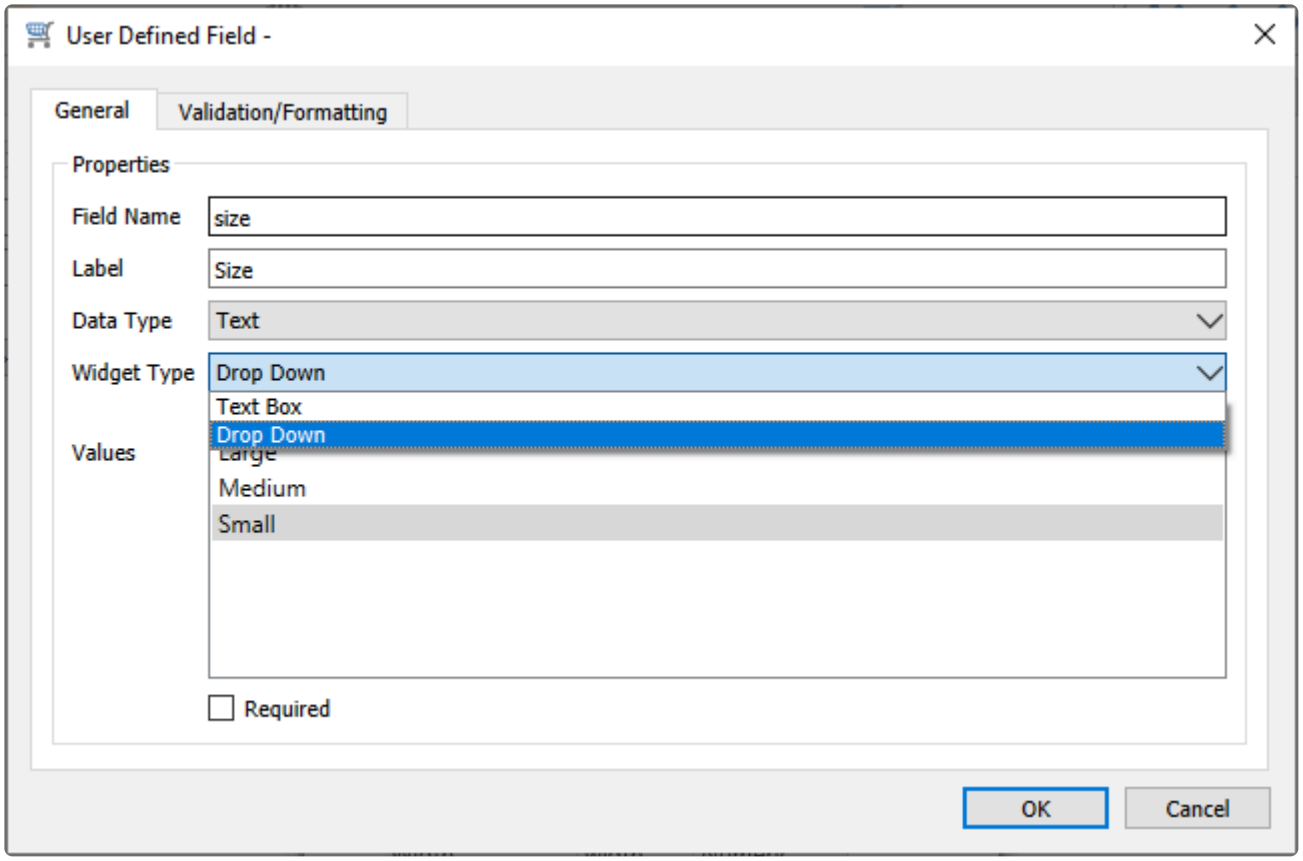
- Text
- Multiline Text
- Integer
- Numeric
- Currency
- Percent
- Date

- Boolean (True/False checkbox)

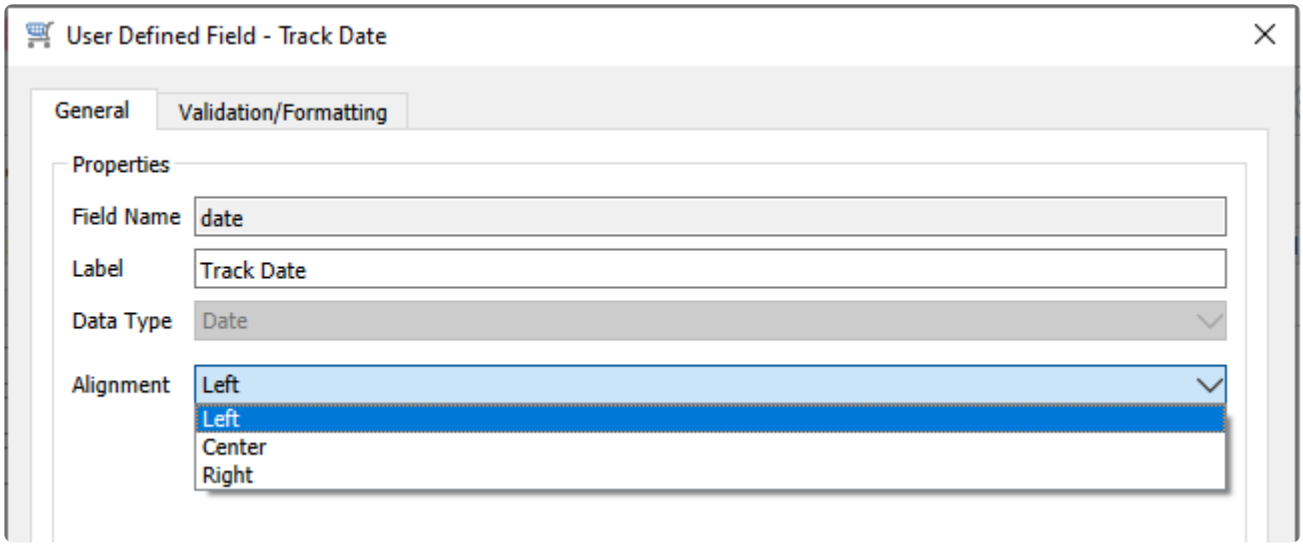
Decimal Places – For number types except Integers, you can set the precision for decimal entry, which defaults to 2.

Required – If you want to ensure that a UDF has a non-blank value, enable the Required setting on the field from the General tab.

For Text fields, you can determine if the field will be for simple text entry, or if there will be a drop-down for choosing values you enter here.



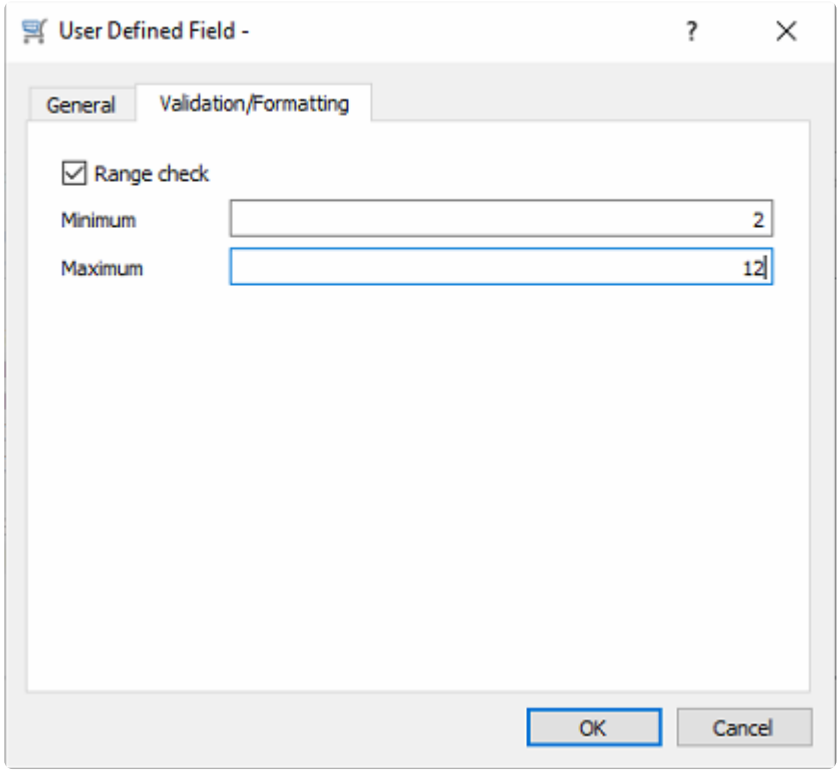
Alignment – For Text Box and Date types, you can choose how the value is positioned within the UDF field object.



From the UDF Structure screen, you can drag fields and drop them to re-sort them within the same page, or move them to a different page if desired.

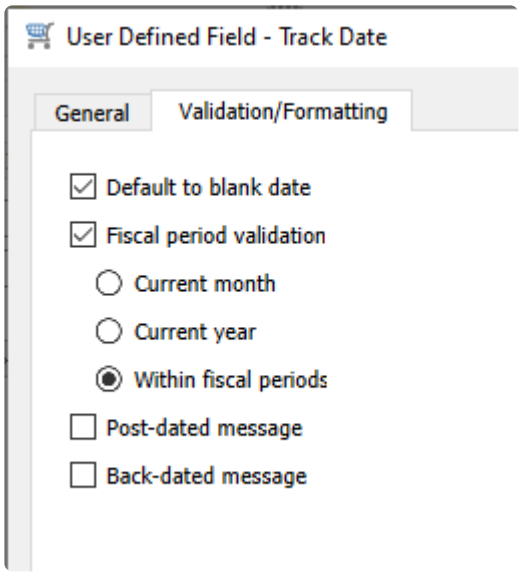
Validation

If you want to enforce entered UDF field values to fall within a particular range for consistency or to protect against errors, these can be defined on the Validation/Formatting tab. Each field data type has different validation options available. For for the four number-based fields, you can assign whether the UDF field value must fall within a specified minimum and/or maximum range.



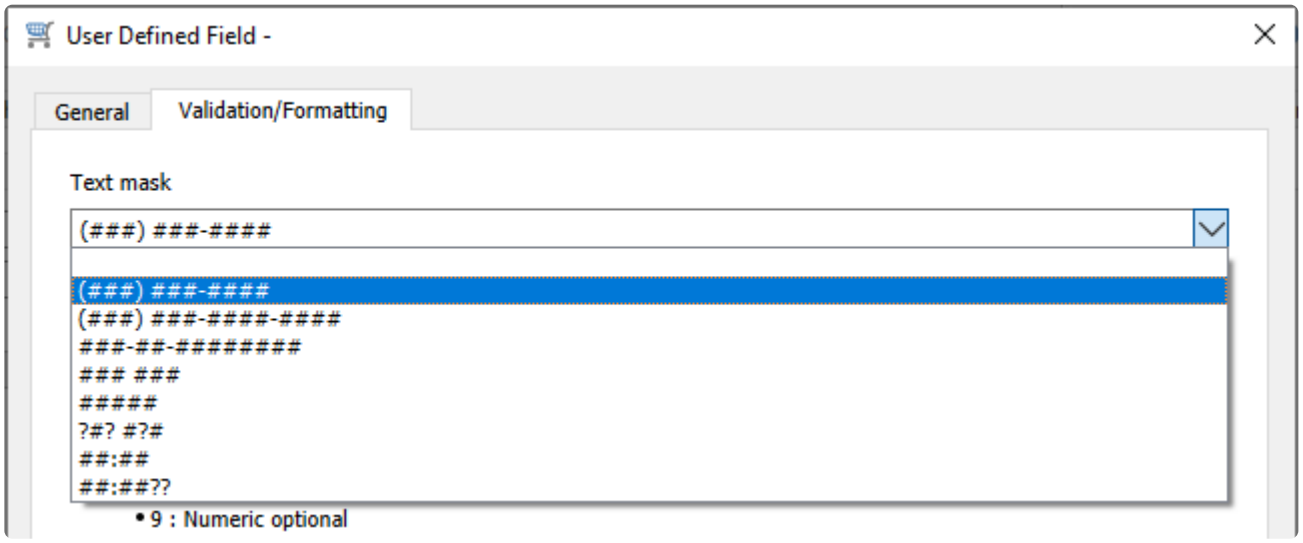
Here, the UDF field value must be between 2 and 12, inclusive.

For Date fields, validation includes options for whether blank is the default value, if the entered date must be within a certain range, and if a warning message appears.



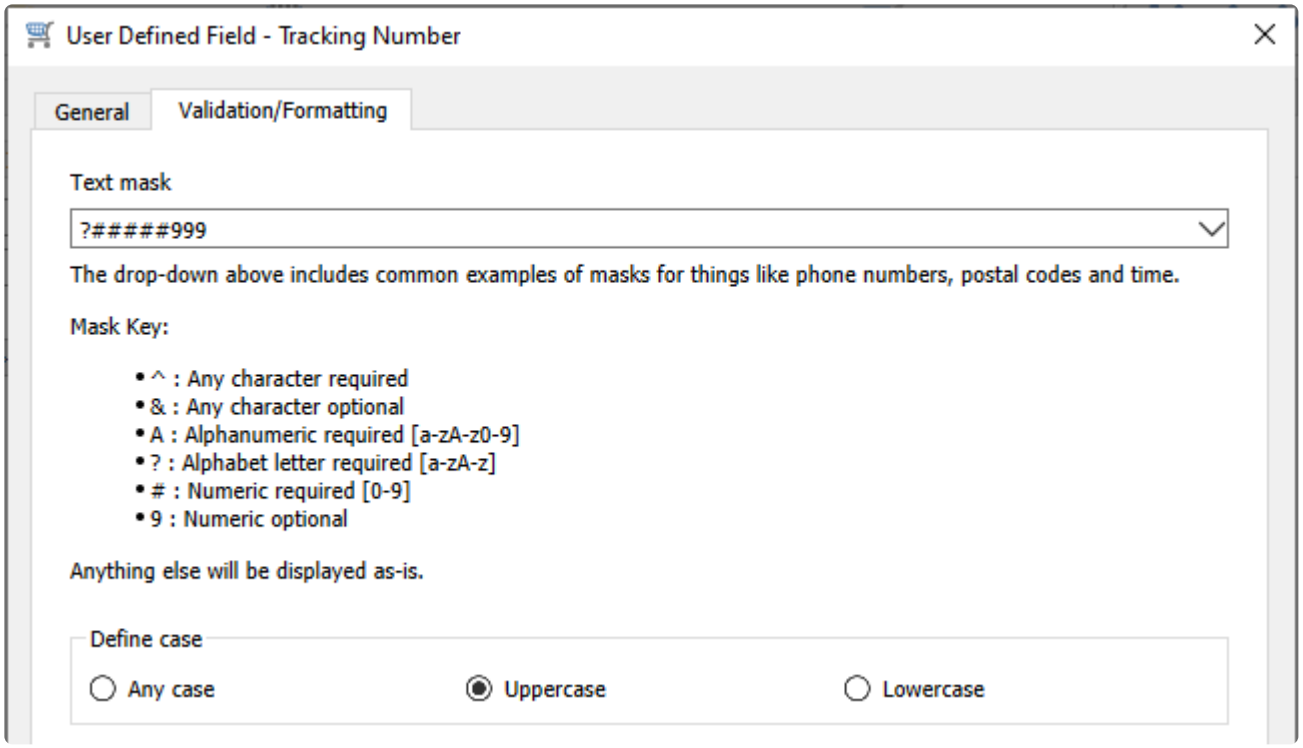
If either the post-dated or back-dated message options are selected, you will be prompted with a warning message that the date is outside the validation range but still be allowed to save it.

For Text Box fields, you can create a mask to enforce consistent formatting. Some common text masks can be selected from a drop-down field, such as for formatted phone numbers.



More specific formatting can be defined, that determines the number of characters you are allowed to enter, the type of character in each position, and if letters must be in upper or lowercase.

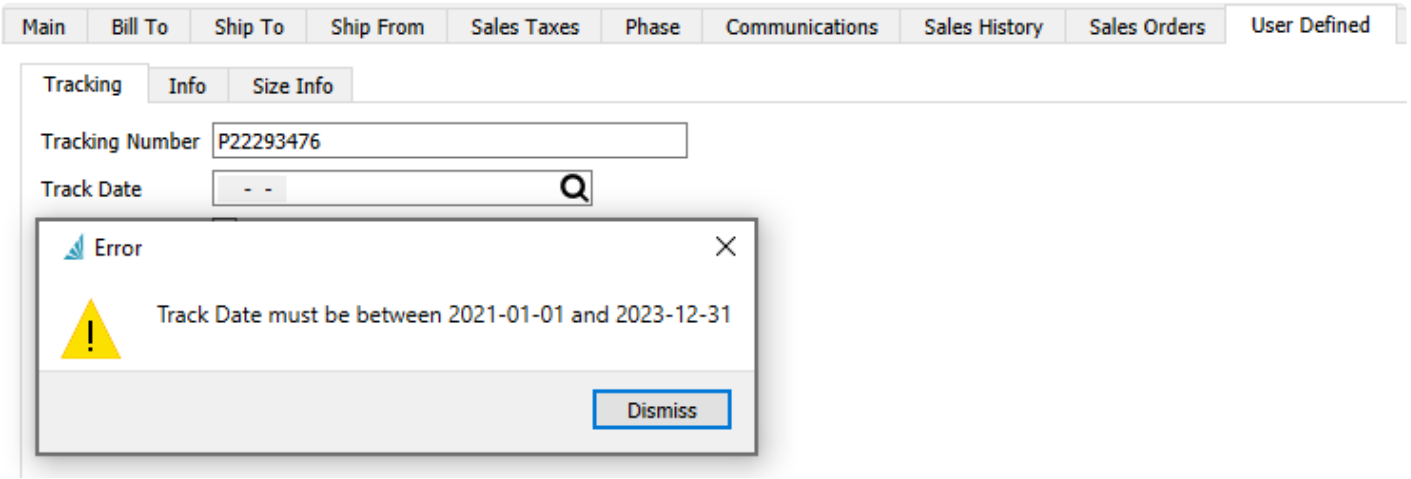
Below is an example for a code that starts with an uppercase letter, followed by a number from five to eight digits.


User Defined Field - Tracking Number
General
Validation/Formatting
Text mask
?#####999
The drop-down above includes common examples of masks for things like phone numbers, postal codes and time.
Mask Key:
• ^ : Any character required
• & : Any character optional
• A : Alphanumeric required [a-zA-z0-9]
• ? : Alphabet letter required [a-zA-z]
• # : Numeric required [0-9]
• 9 : Numeric optional
Anything else will be displayed as-is.
Define case
Any case
Uppercase
Lowercase

Entering UDF Data & Using them in Reports

Entering data in UDFs

Entering data into the fields that you created is done from the User Defined tab of the module.

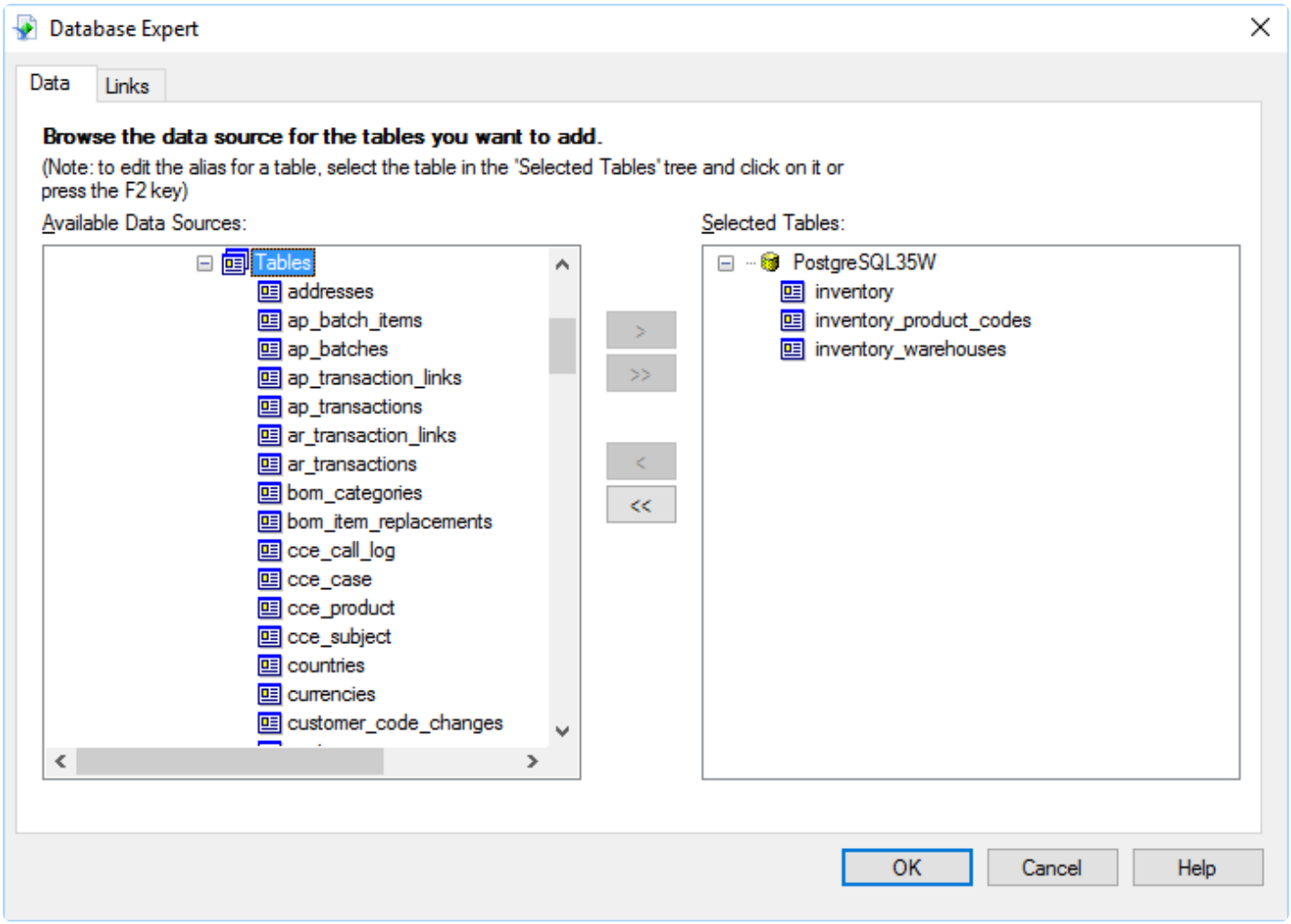


Text formatting in UDF setup is respected and will prevent you from typing too many or the wrong type of characters. Any validation errors will appear immediately after exiting a field with an incorrect value.

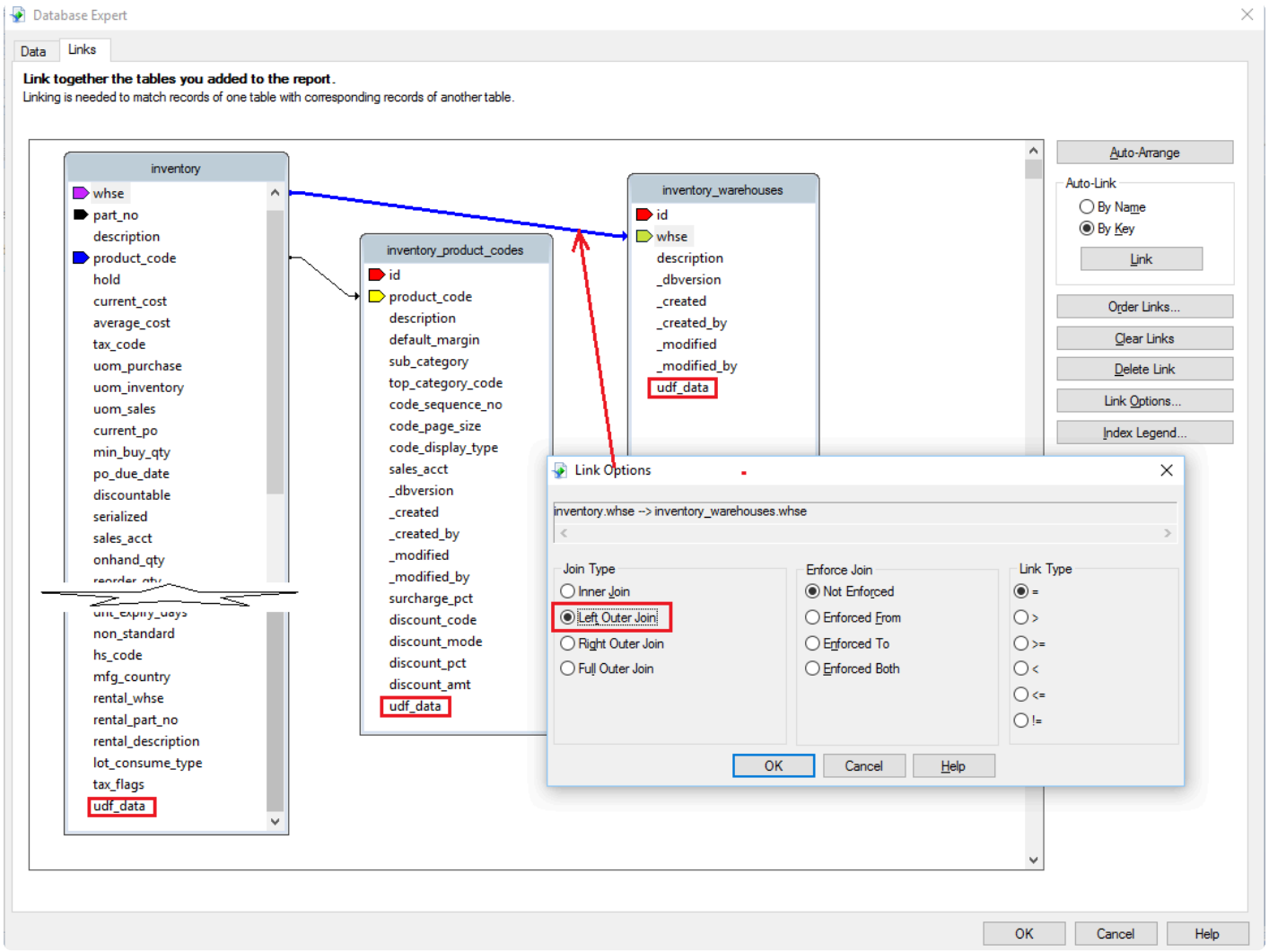
Creating Reports on UDF data

Open Crystal Reports and edit the report that needs UDF data added to it. In this example we will edit the ‘Inventory Stock Status’ report.

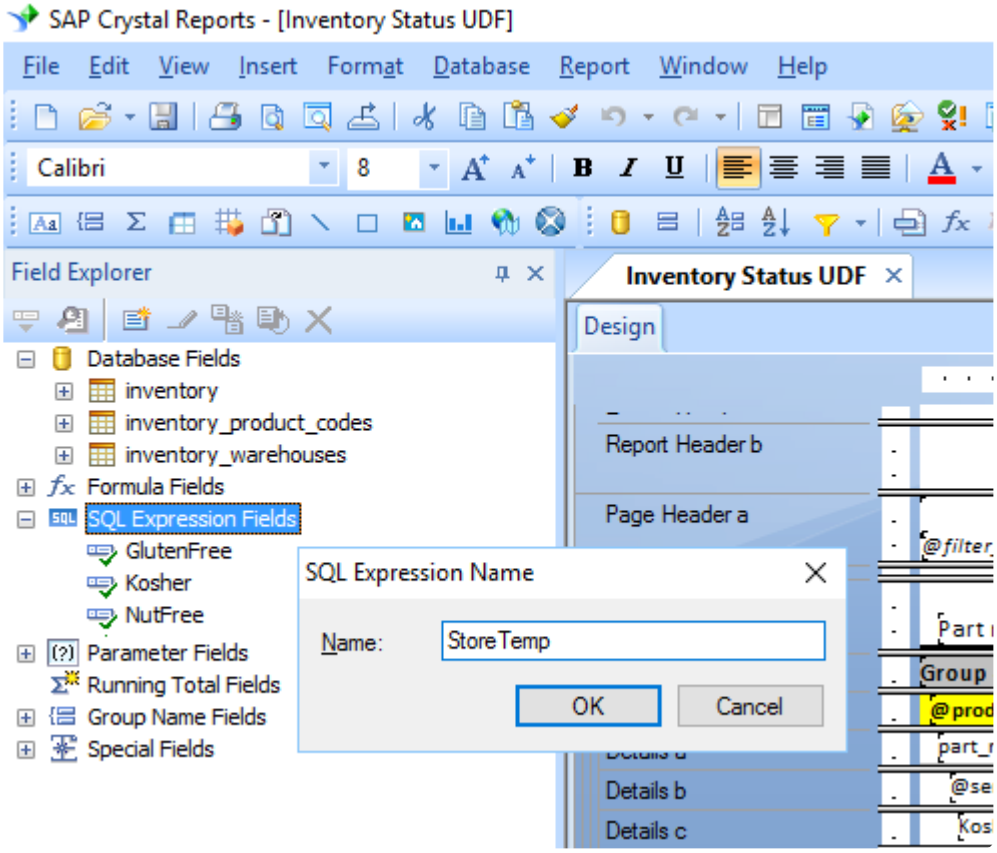
Go to ‘Database Expert’ and add the tables that are required for the report.



Set the join type to ‘Left OuterJoin’
Click OK

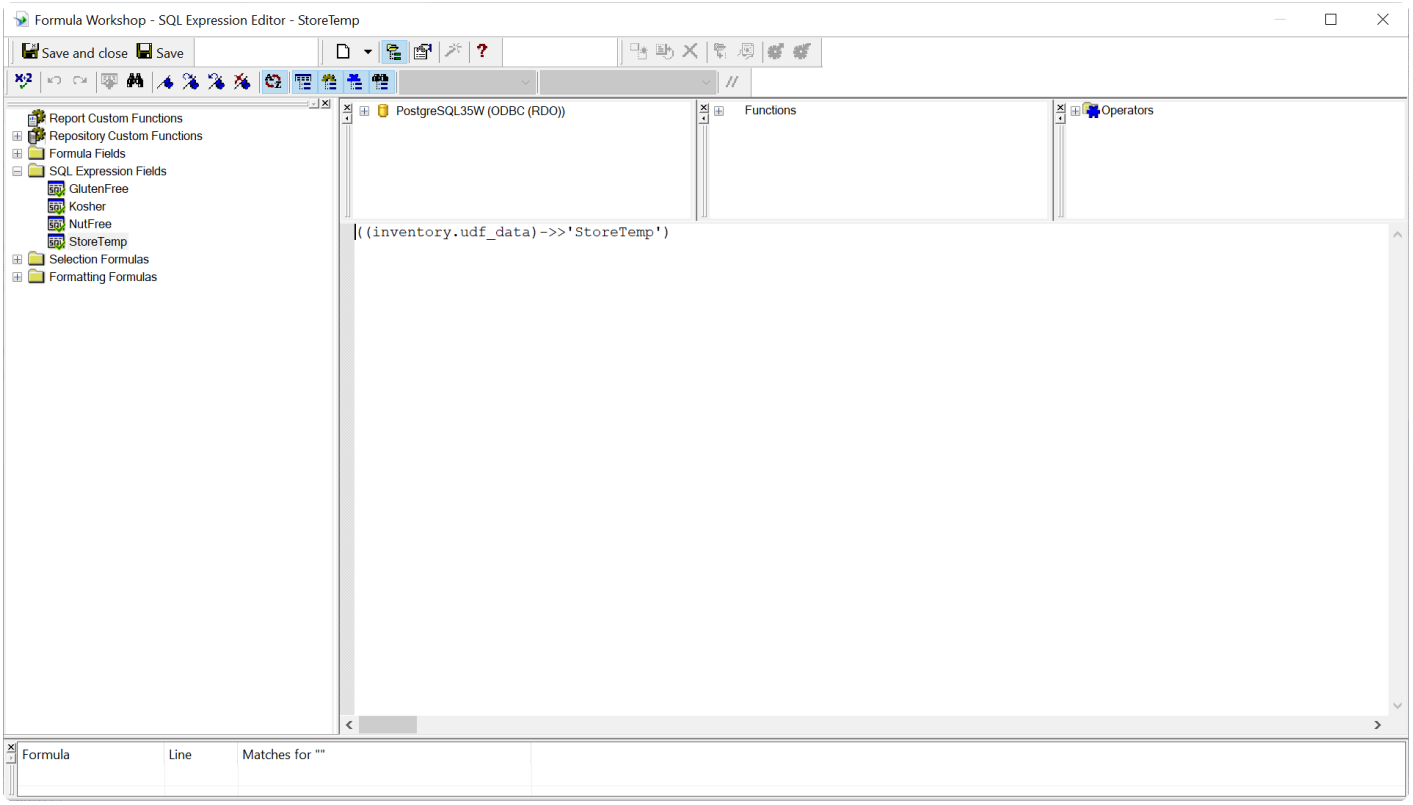


Add a SQL Expression Field by right clicking and selecting ‘New’



Give the SQL Expression a name. This example is ‘StoreTemp’

The SQL expression looks like this – ((inventory.udf_data)->>‘StoreTemp’)::numeric



Other examples”

- ((inventory.udf_data)->>‘GlutenFree’)::boolean
- ((inventory.udf_data)->>‘Kosher’)
- ((inventory.udf_data)->>‘NutFree’)

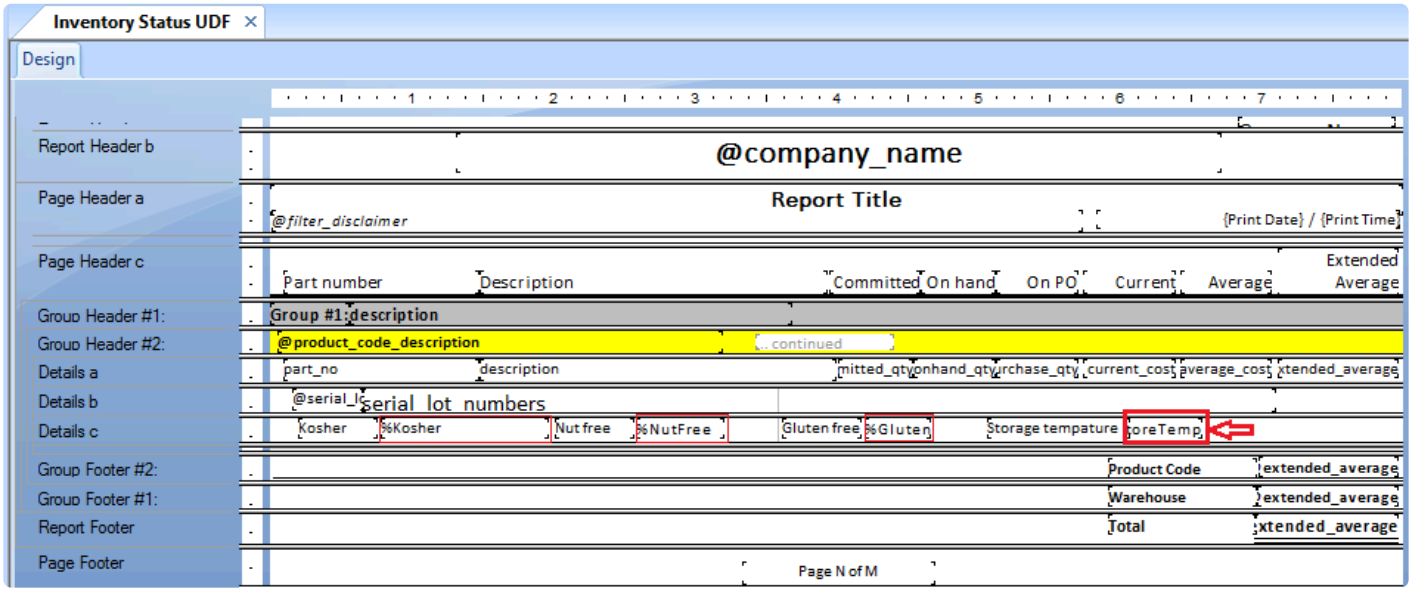
NOTE

- the Field Name is case sensitive
- ::numeric denotes a number field in Crystal Reports Designer
- ::date denotes a date field
- ::boolean denotes True/False
- if ::type is left off then it will be a text field

Once data is saved here is what it looks like stored in a field called udf_data

295	172	VA	CUCBBT12548K	Chin Up Bar 1.25" x 48" Bent	
296	25007	VA	TAPSTARCH	Modified Tapicoa Starch	
297	36	VA	INSKB5	InSpire Kettlebell 5	
298	25002	VA	COCPOW	Cocoa Powder	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"
299	25020	VA	SLTCARM	Salted Caramel	"Kosher"=>"TRUE", "NutFree"=>"TRUE", "StoreTemp"=>"12"
300	5	VA	INSKB15	InSpire Kettlebell 15	
301	51	VA	INSKB20	InSpire Kettlebell 20	
302	34	VA	INSKB35	InSpire Kettlebell 35	
303	44	VA	INSWP45	InSpire Weight Plate 45	
304	20	VA	SP500FM	Springfield 500 Floor Mat	
305	18	VA	INSDB40	InSpire Dumbbell 40	
306	14	VA	NATBEL55	Weight Lifting Belt Model 5	
307	42	VA	INSDB15	InSpire Dumbbell 15	
308	24992	VA	PROTEINMIX	Protein Mix	"Kosher"=>"FALSE", "StoreTemp"=>"5", "GlutenFree"=>"TRUE"

The expression can now be added to the report.In this example we added 4 UDF fields along with a label.



The printed report

Inspire Health Systems

Inventory Status UDF

** Report includes selected records*

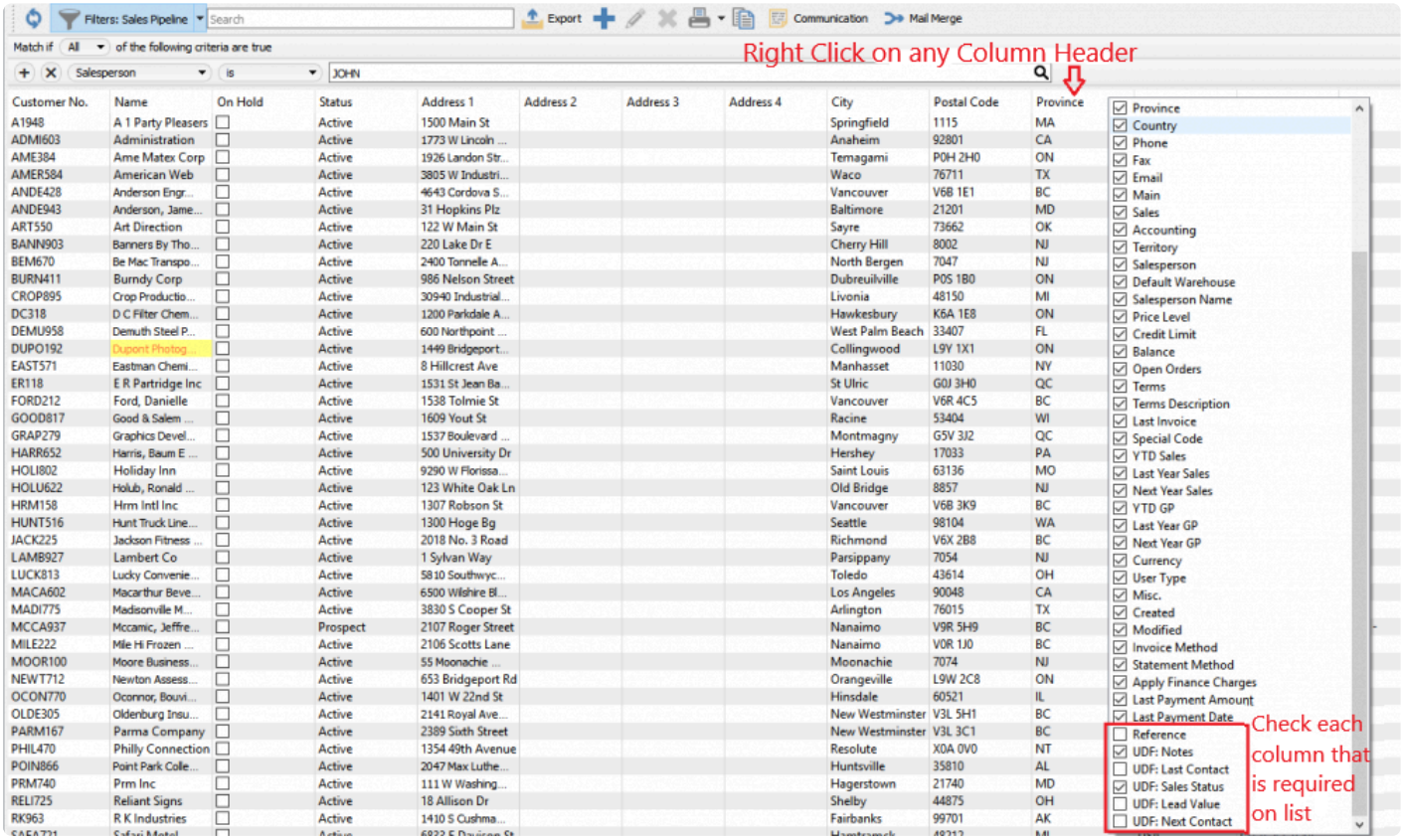
April 15, 2016 / 7:04 am

Part number	Description	Committed	On hand	On PO	Current	Average	Extended Average
VA	**Inspire Health Systems**						
No Product Code							
YOGURTCOATING	High Protein Yogurt Coating		9,700		0.45	0.45	4,365.00
Lot: 6,000 5678909			1,500 436352DS77				
2,200 4T657756							
Kosher TRUE	Nut free TRUE		Gluten free 1	Storage tempature	5.00		
					Total		**4,365.00**

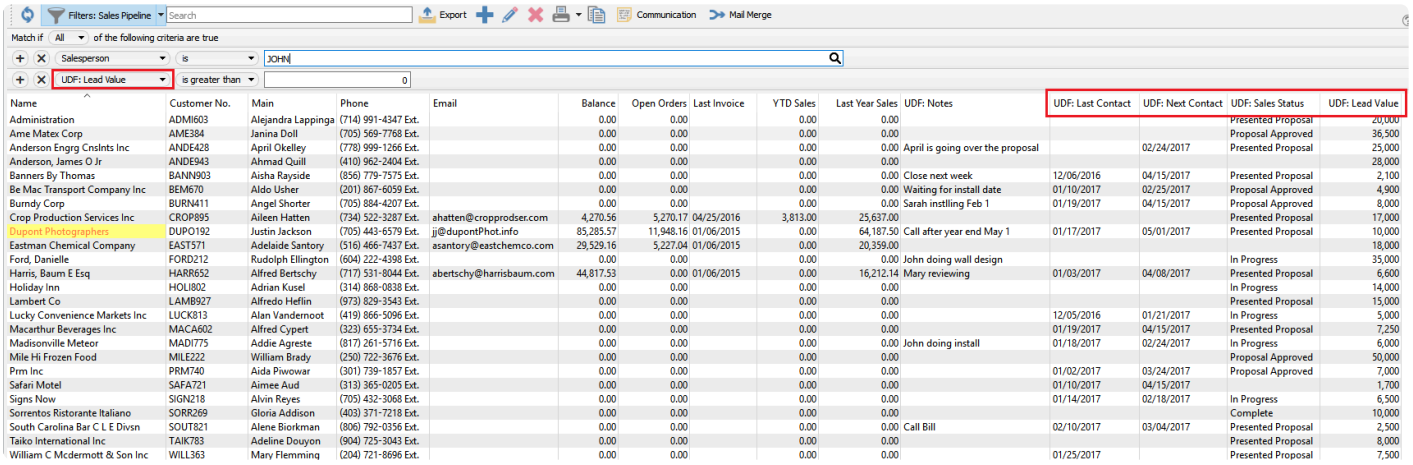
User Defined Fields – On the List

All user defined fields are available to be added as columns to list view grids. By default they are not displayed. To add a UDF column to a list view, right click on the grid header and select each of the UDF fields you want added to the list.

> NOTE: With the addition of UDF's to the list view, if there is data that you want to track and Spire does not have a field for it, simply add what is required and this data is presented in an easy to see format.



> NOTE: In the below example you can see that the sales pipeline data added to the customer lists are even available to be used in filters, and therefore exports as well.



Name	Customer No.	Main	Phone	Email	Balance	Open Orders	Last Invoice	YTD Sales	Last Year Sales	UDF: Notes	UDF: Last Contact	UDF: Next Contact	UDF: Sales Status	UDF: Lead Value
Administration	ADMI603	Alejandra Lappinga	(714) 991-4347 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	20,000
Ame Matex Corp	AME384	Janina Doll	(705) 569-7768 Ext.		0.00	0.00		0.00	0.00				Proposal Approved	36,500
Anderson Engrg Cnslnts Inc	ANDE428	April Okelley	(778) 999-1266 Ext.		0.00	0.00		0.00	0.00	April is going over the proposal		02/24/2017	Presented Proposal	25,000
Anderson, James O Jr	ANDE943	Ahmad Quill	(410) 962-2404 Ext.		0.00	0.00		0.00	0.00					28,000
Banners By Thomas	BANN903	Aisha Rayside	(856) 779-7575 Ext.		0.00	0.00		0.00	0.00	Close next week	12/06/2016	04/15/2017	Presented Proposal	2,100
Be Mac Transport Company Inc	BEM670	Aldo Usher	(201) 867-6059 Ext.		0.00	0.00		0.00	0.00	Waiting for install date	01/10/2017	02/25/2017	Proposal Approved	4,900
Burndy Corp	BURN411	Angel Shorter	(705) 884-4207 Ext.		0.00	0.00		0.00	0.00	Sarah instlling Feb 1	01/19/2017	04/15/2017	Proposal Approved	8,000
Crop Production Services Inc	CROP895	Aileen Hatten	(734) 522-3287 Ext.	ahatten@cropprodser.com	4,270.56	5,270.17	04/25/2016	3,813.00	25,637.00				Presented Proposal	17,000
Dupont Photographers	DUPO192	Justin Jackson	(705) 443-6579 Ext.	jj@dupontPhot.info	85,285.57	11,948.16	01/06/2015	0.00	64,187.50	Call after year end May 1	01/17/2017	05/01/2017	Presented Proposal	10,000
Eastman Chemical Company	EAST571	Adelaide Santory	(516) 466-7437 Ext.	asantory@eastchemco.com	29,529.16	5,227.04	01/06/2015	0.00	20,359.00					18,000
Ford, Danielle	FORD212	Rudolph Ellington	(604) 222-4398 Ext.		0.00	0.00		0.00	0.00	John doing wall design			In Progress	35,000
Harris, Baum E Esq	HARR652	Alfred Bertschy	(717) 531-8044 Ext.	abertschy@harrisbaum.com	44,817.53	0.00	01/06/2015	0.00	16,212.14	Mary reviewing	01/03/2017	04/08/2017	Presented Proposal	6,600
Holiday Inn	HOLI802	Adrian Kusel	(314) 868-0838 Ext.		0.00	0.00		0.00	0.00				In Progress	14,000
Lambert Co	LAMB927	Alfredo Heflin	(973) 829-3543 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	15,000
Lucky Convenience Markets Inc	LUCK813	Alan Vandernoot	(419) 866-5096 Ext.		0.00	0.00		0.00	0.00		12/05/2016	01/21/2017	In Progress	5,000
Macarthur Beverages Inc	MACA602	Alfred Cypert	(323) 655-3734 Ext.		0.00	0.00		0.00	0.00		01/19/2017	04/15/2017	Presented Proposal	7,250
Madisonville Meteor	MADI775	Addie Agreste	(817) 261-5716 Ext.		0.00	0.00		0.00	0.00	John doing install	01/18/2017	02/24/2017	In Progress	6,000
Mile Hi Frozen Food	MILE222	William Brady	(250) 722-3676 Ext.		0.00	0.00		0.00	0.00				Proposal Approved	50,000
Prm Inc	PRM740	Aida Piwowar	(301) 739-1857 Ext.		0.00	0.00		0.00	0.00		01/02/2017	03/24/2017	Proposal Approved	7,000
Safari Motel	SAFA721	Aimee Aud	(313) 365-0205 Ext.		0.00	0.00		0.00	0.00		01/10/2017	04/15/2017		1,700
Signs Now	SIGN218	Alvin Reyes	(705) 432-3068 Ext.		0.00	0.00		0.00	0.00		01/14/2017	02/18/2017	In Progress	6,500
Sorrentos Ristorante Italiano	SORR269	Gloria Addison	(403) 371-7218 Ext.		0.00	0.00		0.00	0.00				Complete	10,000
South Carolina Bar C L E Divsn	SOUT821	Alene Biorkman	(806) 792-0356 Ext.		0.00	0.00		0.00	0.00	Call Bill	02/10/2017	03/04/2017	Presented Proposal	2,500
Taiko International Inc	TAIK783	Adeline Douyon	(904) 725-3043 Ext.		0.00	0.00		0.00	0.00				Presented Proposal	8,000
William C Mcdermott & Son Inc	WILL363	Mary Flemming	(204) 721-8696 Ext.		0.00	0.00		0.00	0.00		01/25/2017		Presented Proposal	7,500

Utilities

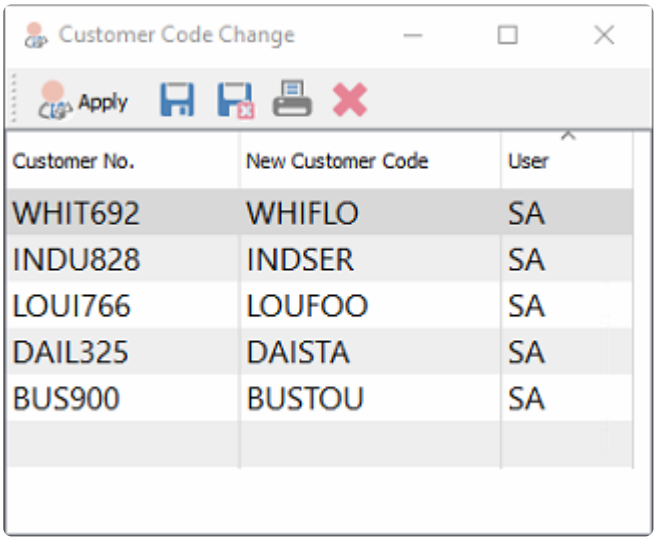
The following section will provide you with an overview of the utilities included in Spire which will include the following topics.

- Customer Code Change
- Inventory Code Change
- Vendor Code Change

Customer Code Change

The Customer code change utility allows you to modify the customer number not only on the main record but also everywhere else it is in use, such as sales orders, price matrix records, requisitions and more. Once a code change is applied, it will appear as if the new customer code was always used. No history of the old code is kept.

This utility is accessed from the top Customers menu, choosing Customer Code Change. To be able to run this utility, you need to have the User security setting for Customer / Change Customer Code enabled.



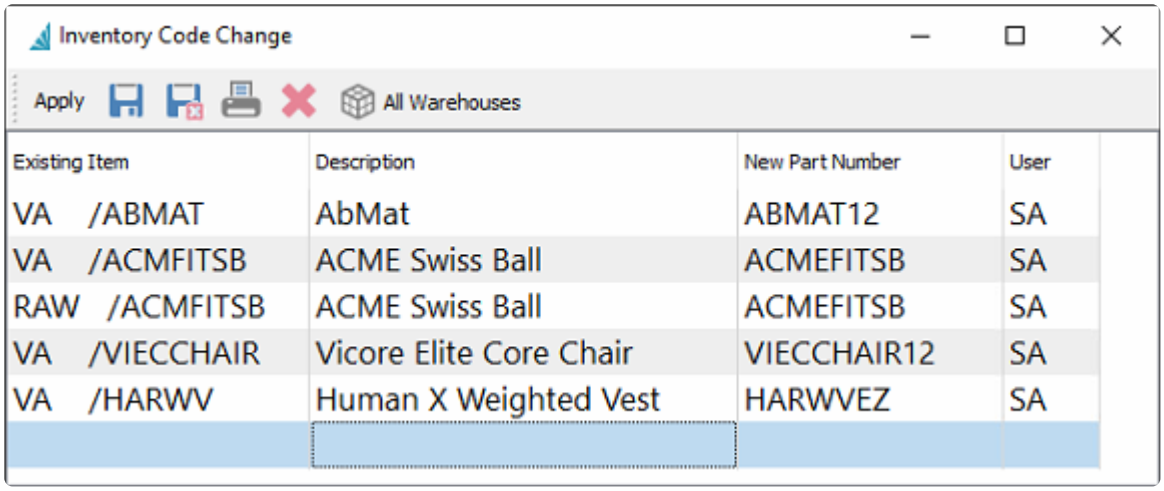
Apply – Posts the change to the record, transactions, history and other records the customer number is referred to.
Save – Saves the selected list while in progress.
Save Close – Saves the list and also closes the window
Print – Prints report for list
Delete – Deletes the selected line

NOTE:- Posting changes requires exclusive use of Spire; however adding changes to the list does not.

Inventory Code Change

The Inventory code change utility allows you to modify the part number not only on the main record but also everywhere else it is in use, such as sales orders, purchase orders, price matrix records, requisitions and more. Once a code change is applied, it will appear as if the new part number was always used. No history of the old code is kept.

This utility is accessed from the top Inventory menu, choosing Inventory Code Change. To be able to run this utility, you need to have the User security setting for Inventory / Change Inventory Code enabled.



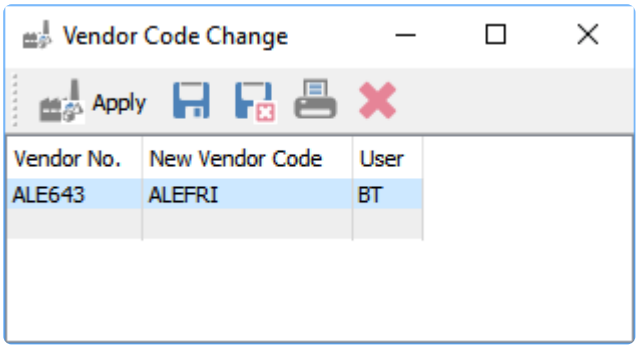
Apply – Posts the change to the record, transactions, history and other records the item number is referred to.
Save – Saves the selected list while in progress.
Save Close – Saves the list and also closes the window
Print – Prints report for list
Delete – Deletes the selected line
All Warehouses – When a highlighted item on the list is located in multiple warehouses, this will replicate the code change for this part number for all other warehouses.

NOTE:- Posting changes requires exclusive use of Spire; however adding changes to the list does not.

Vendor Code Change

The Vendor code change utility allows you to modify the vendor number not only on the main record but also everywhere else it is in use, such as purchase orders, vendor price records, requisitions and more. Once a code change is applied, it will appear as if the new vendor code was always used. No history of the old code is kept.

This utility is accessed from the top Vendors menu, choosing Vendor Code Change. To be able to run this utility, you need to have the User security setting for Vendor / Change Vendor Code enabled.



Apply – Posts the change to the record, transactions, history and other records the vendor number is referred to.
Save – Saves the selected list while in progress.
Save Close – Saves the list and also closes the window
Print – Prints report for list
Delete – Deletes the selected line

NOTE:- Posting changes requires exclusive use of Spire; however adding changes to the list does not.

Optional Add-ons

The following section will provide you with an overview of the available Add-on modules for Spire.

This includes the following Add-Ons currently available for Spire:

- Production Manager
- Service Manager
- Canadian Payroll
- User Defined Fields

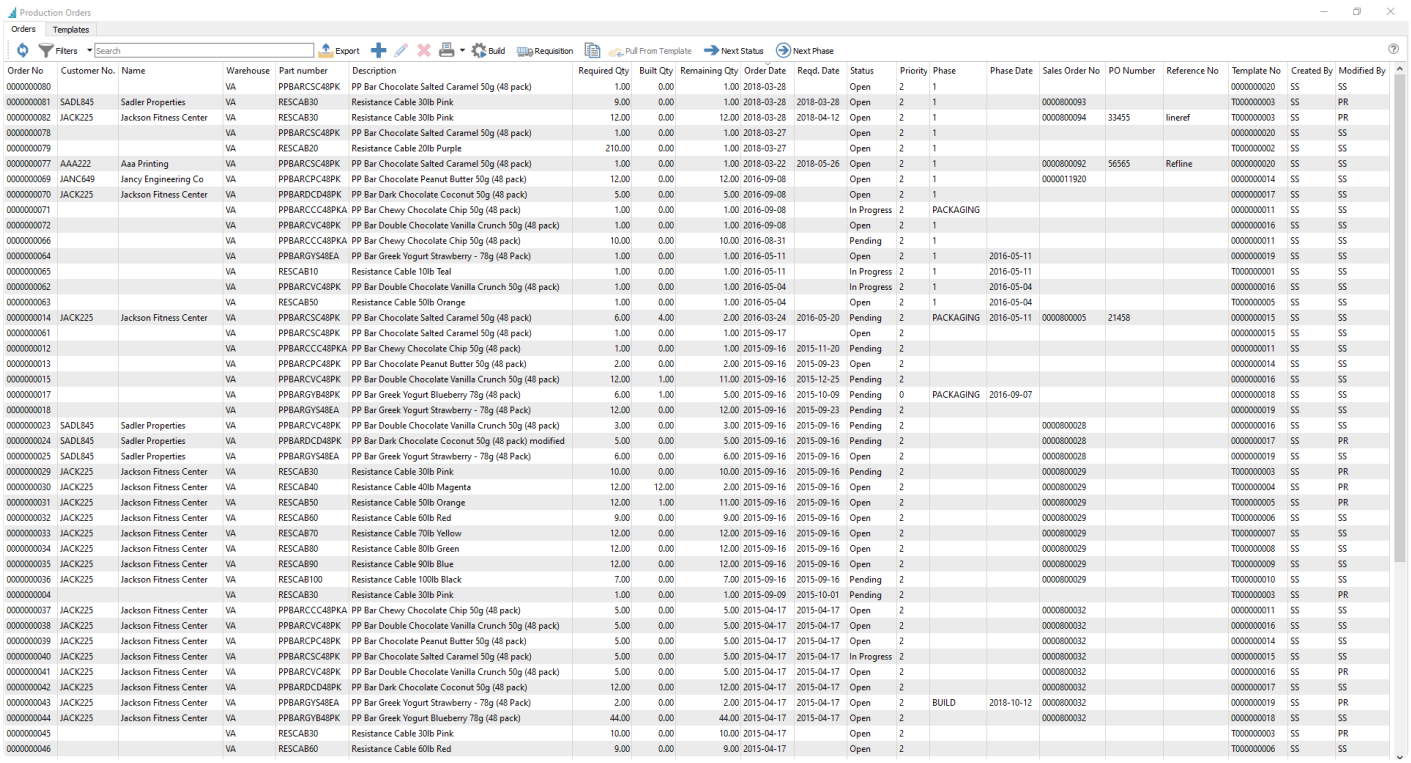
Production Manager (option)

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:

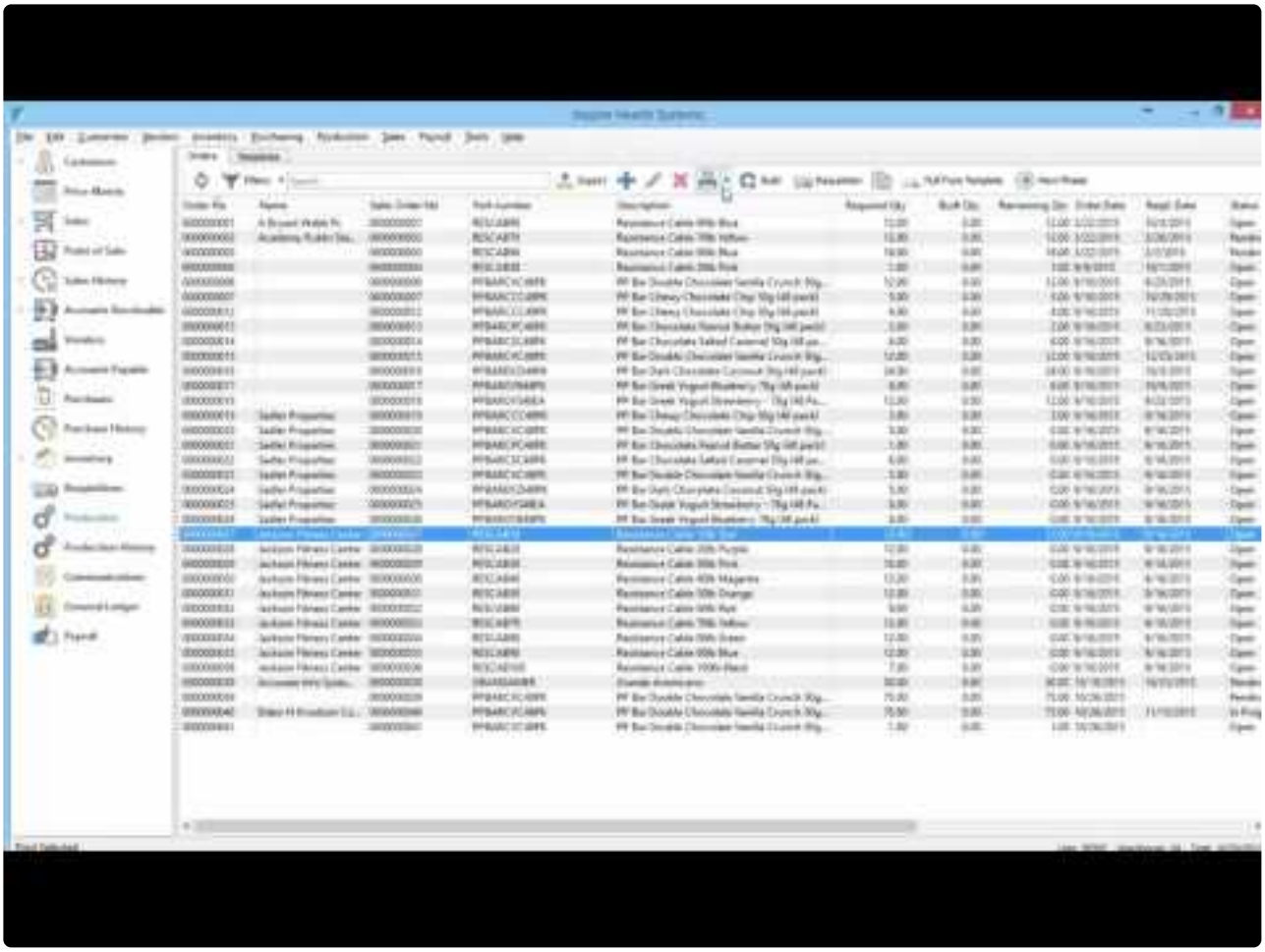
- Commit raw materials before production begins
- Link production order to sales orders
- Customize production builds on the fly
- Create subassemblies for a single product
- Track work in progress (WIP)
- Manage production phases with one click
- Automatically generate requisitions from inventory shortages 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



Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Order Date	Reqd. Date	Status	Priority	Phase	Phase Date	Sales Order No	PO Number	Reference No	Template No	Created By	Modified By
0000000080			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-28		Open	2	1					0000000020	SS	SS
0000000081	SADL845	Sadler Properties	VA	RESCAB30	Resistance Cable 30lb Pink	9.00	0.00	1.00	2018-03-28	2018-03-28	Open	2	1		0000800093			T000000003	SS	PR
0000000082	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	12.00	0.00	12.00	2018-03-28	2018-04-12	Open	2	1		0000800094	33455	lineref	T000000003	SS	PR
0000000078			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-27		Open	2	1					0000000020	SS	SS
0000000079			VA	RESCAB20	Resistance Cable 20lb Purple	210.00	0.00	1.00	2018-03-27		Open	2	1					T000000002	SS	SS
0000000077	AAA222	Aaa Printing	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-22	2018-05-26	Open	2	1		0000800092	56565	Refline	0000000020	SS	SS
0000000069	JANC649	Jancy Engineering Co	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	0.00	12.00	2016-09-08		Open	2	1		0000011920			0000000014	SS	SS
0000000070	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	2016-09-08		Open	2	1					0000000017	SS	SS
0000000071			VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	0.00	1.00	2016-09-08		In Progress	2	PACKAGING					0000000011	SS	SS
0000000072			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	0.00	1.00	2016-09-08		Open	2	1					0000000016	SS	SS
0000000066			VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	10.00	0.00	10.00	2016-08-31		Pending	2	1					0000000011	SS	SS
0000000064			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1.00	0.00	1.00	2016-05-11		Open	2	1	2016-05-11				0000000019	SS	SS
0000000065			VA	RESCAB10	Resistance Cable 10lb Teal	1.00	0.00	1.00	2016-05-11		In Progress	2	1	2016-05-11				T000000001	SS	SS
0000000062			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	0.00	1.00	2016-05-04		In Progress	2	1	2016-05-04				0000000016	SS	SS
0000000063			VA	RESCAB50	Resistance Cable 50lb Orange	1.00	0.00	1.00	2016-05-04		Open	2	1	2016-05-04				T000000005	SS	SS
0000000014	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	4.00	2.00	2016-03-24	2016-05-20	Pending	2	PACKAGING	2016-05-11	0000800005	21458		0000000015	SS	SS
0000000061			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2015-09-17		Open	2						0000000015	SS	SS
0000000012			VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	0.00	1.00	2015-09-16	2015-11-20	Pending	2						0000000011	SS	SS
0000000013			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	2015-09-16	2015-09-23	Open	2						0000000014	SS	SS
0000000015			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	1.00	11.00	2015-09-16	2015-12-25	Pending	2						0000000016	SS	SS
0000000017			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	1.00	5.00	2015-09-16	2015-10-09	Pending	0	PACKAGING	2016-09-07				0000000018	SS	SS
0000000018			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	12.00	0.00	12.00	2015-09-16	2015-09-23	Pending	2						0000000019	SS	SS
0000000023	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	2015-09-16	2015-09-16	Pending	2			0000800028			0000000016	SS	SS
0000000024	SADL845	Sadler Properties	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack) modified	5.00	0.00	5.00	2015-09-16	2015-09-16	Pending	2			0000800028			0000000017	SS	PR
0000000025	SADL845	Sadler Properties	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00	0.00	6.00	2015-09-16	2015-09-16	Open	2			0000800028			0000000019	SS	SS
0000000029	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	10.00	2015-09-16	2015-09-16	Pending	2			0000800029			T000000003	SS	PR
0000000030	JACK225	Jackson Fitness Center	VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	12.00	2.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000004	SS	PR
0000000031	JACK225	Jackson Fitness Center	VA	RESCAB50	Resistance Cable 50lb Orange	12.00	1.00	11.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000005	SS	PR
0000000032	JACK225	Jackson Fitness Center	VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	9.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000006	SS	SS
0000000033	JACK225	Jackson Fitness Center	VA	RESCAB70	Resistance Cable 70lb Yellow	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000007	SS	SS
0000000034	JACK225	Jackson Fitness Center	VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000008	SS	SS
0000000035	JACK225	Jackson Fitness Center	VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000009	SS	SS
0000000036	JACK225	Jackson Fitness Center	VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	7.00	2015-09-16	2015-09-16	Pending	2			0000800029			T000000010	SS	SS
0000000004			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	2015-09-09	2015-10-01	Pending	2						T000000003	SS	PR
0000000037	JACK225	Jackson Fitness Center	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000011	SS	SS
0000000038	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000016	SS	SS
0000000039	JACK225	Jackson Fitness Center	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000014	SS	SS
0000000040	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	In Progress	2			0000800032			0000000015	SS	SS
0000000041	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000016	SS	PR
0000000042	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	12.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000017	SS	SS
0000000043	JACK225	Jackson Fitness Center	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	2.00	2015-04-17	2015-04-17	Open	2	BUILD	2018-10-12	0000800032			0000000019	SS	PR
0000000044	JACK225	Jackson Fitness Center	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000018	SS	SS
0000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	10.00	2015-04-17		Open	2						T000000003	SS	PR
0000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	9.00	2015-04-17		Open	2						T000000006	SS	SS

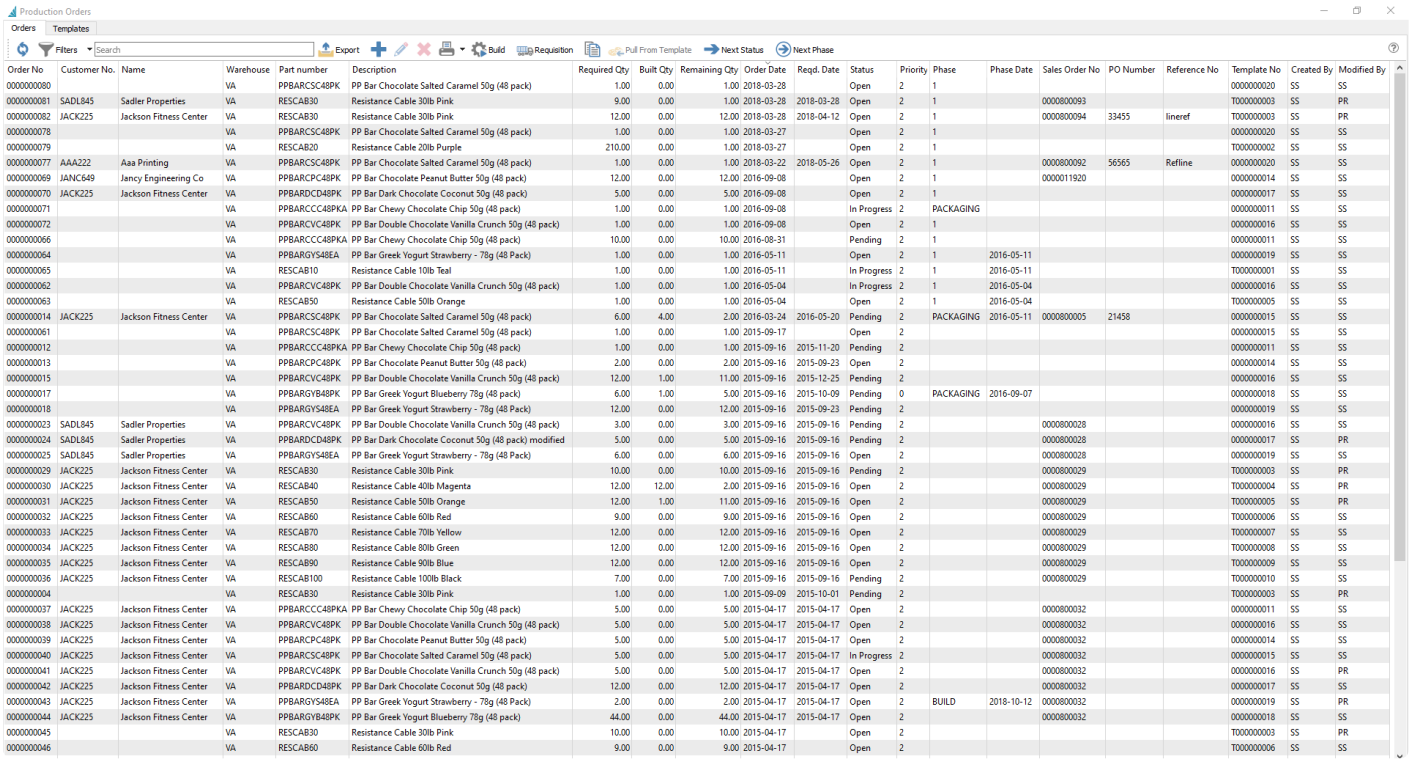
Video Instruction of Production Manager



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

Order List

Production Order list



Order No	Customer No.	Name	Warehouse	Part number	Description	Required Qty	Built Qty	Remaining Qty	Order Date	Reqd. Date	Status	Priority	Phase	Phase Date	Sales Order No	PO Number	Reference No	Template No	Created By	Modified By
0000000080			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-28		Open	2	1					0000000020	SS	SS
0000000081	SADL845	Sadler Properties	VA	RESCAB30	Resistance Cable 30lb Pink	9.00	0.00	1.00	2018-03-28	2018-03-28	Open	2	1		0000800093			T000000003	SS	PR
0000000082	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	12.00	0.00	12.00	2018-03-28	2018-04-12	Open	2	1		0000800094	33455	lineref	T000000003	SS	PR
0000000078			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-27		Open	2	1					0000000020	SS	SS
0000000079			VA	RESCAB20	Resistance Cable 20lb Purple	210.00	0.00	1.00	2018-03-27		Open	2	1					T000000002	SS	SS
0000000077	AAA222	Aaa Printing	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2018-03-22	2018-05-26	Open	2	1		0000800092	56565	Refline	0000000020	SS	SS
0000000069	JANC649	Jancy Engineering Co	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	0.00	12.00	2016-09-08		Open	2	1		0000011920			0000000014	SS	SS
0000000070	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	0.00	5.00	2016-09-08		Open	2	1					0000000017	SS	SS
0000000071			VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	0.00	1.00	2016-09-08		In Progress	2	PACKAGING					0000000011	SS	SS
0000000072			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	0.00	1.00	2016-09-08		Open	2	1					0000000016	SS	SS
0000000066			VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	10.00	0.00	10.00	2016-08-31		Pending	2	1					0000000011	SS	SS
0000000064			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1.00	0.00	1.00	2016-05-11		Open	2	1	2016-05-11				0000000019	SS	SS
0000000065			VA	RESCAB10	Resistance Cable 10lb Teal	1.00	0.00	1.00	2016-05-11		In Progress	2	1	2016-05-11				T000000001	SS	SS
0000000062			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	0.00	1.00	2016-05-04		In Progress	2	1	2016-05-04				0000000016	SS	SS
0000000063			VA	RESCAB50	Resistance Cable 50lb Orange	1.00	0.00	1.00	2016-05-04		Open	2	1	2016-05-04				T000000005	SS	SS
0000000014	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	6.00	4.00	2.00	2016-03-24	2016-05-20	Pending	2	PACKAGING	2016-05-11	0000800005	21458		0000000015	SS	SS
0000000061			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	0.00	1.00	2015-09-17		Open	2						0000000015	SS	SS
0000000012			VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	0.00	1.00	2015-09-16	2015-11-20	Pending	2						0000000011	SS	SS
0000000013			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	2.00	0.00	2.00	2015-09-16	2015-09-23	Open	2						0000000014	SS	SS
0000000015			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	12.00	1.00	11.00	2015-09-16	2015-12-25	Pending	2						0000000016	SS	SS
0000000017			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	6.00	1.00	5.00	2015-09-16	2015-10-09	Pending	0	PACKAGING	2016-09-07				0000000018	SS	SS
0000000018			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	12.00	0.00	12.00	2015-09-16	2015-09-23	Pending	2						0000000019	SS	SS
0000000023	SADL845	Sadler Properties	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	3.00	0.00	3.00	2015-09-16	2015-09-16	Pending	2			0000800028			0000000016	SS	SS
0000000024	SADL845	Sadler Properties	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack) modified	5.00	0.00	5.00	2015-09-16	2015-09-16	Pending	2			0000800028			0000000017	SS	PR
0000000025	SADL845	Sadler Properties	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	6.00	0.00	6.00	2015-09-16	2015-09-16	Open	2			0000800028			0000000019	SS	SS
0000000029	JACK225	Jackson Fitness Center	VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	10.00	2015-09-16	2015-09-16	Pending	2			0000800029			T000000003	SS	PR
0000000030	JACK225	Jackson Fitness Center	VA	RESCAB40	Resistance Cable 40lb Magenta	12.00	12.00	2.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000004	SS	PR
0000000031	JACK225	Jackson Fitness Center	VA	RESCAB50	Resistance Cable 50lb Orange	12.00	1.00	11.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000005	SS	PR
0000000032	JACK225	Jackson Fitness Center	VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	9.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000006	SS	SS
0000000033	JACK225	Jackson Fitness Center	VA	RESCAB70	Resistance Cable 70lb Yellow	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000007	SS	SS
0000000034	JACK225	Jackson Fitness Center	VA	RESCAB80	Resistance Cable 80lb Green	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000008	SS	SS
0000000035	JACK225	Jackson Fitness Center	VA	RESCAB90	Resistance Cable 90lb Blue	12.00	0.00	12.00	2015-09-16	2015-09-16	Open	2			0000800029			T000000009	SS	SS
0000000036	JACK225	Jackson Fitness Center	VA	RESCAB100	Resistance Cable 100lb Black	7.00	0.00	7.00	2015-09-16	2015-09-16	Pending	2			0000800029			T000000010	SS	SS
0000000004			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	0.00	1.00	2015-09-09	2015-10-01	Pending	2						T000000003	SS	PR
0000000037	JACK225	Jackson Fitness Center	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000011	SS	SS
0000000038	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000016	SS	SS
0000000039	JACK225	Jackson Fitness Center	VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000014	SS	SS
0000000040	JACK225	Jackson Fitness Center	VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	In Progress	2			0000800032			0000000015	SS	SS
0000000041	JACK225	Jackson Fitness Center	VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	5.00	0.00	5.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000016	SS	PR
0000000042	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	12.00	0.00	12.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000017	SS	SS
0000000043	JACK225	Jackson Fitness Center	VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	2.00	0.00	2.00	2015-04-17	2015-04-17	Open	2	BUILD	2018-10-12	0000800032			0000000019	SS	PR
0000000044	JACK225	Jackson Fitness Center	VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	44.00	0.00	44.00	2015-04-17	2015-04-17	Open	2			0000800032			0000000018	SS	SS
0000000045			VA	RESCAB30	Resistance Cable 30lb Pink	10.00	0.00	10.00	2015-04-17		Open	2						T000000003	SS	PR
0000000046			VA	RESCAB60	Resistance Cable 60lb Red	9.00	0.00	9.00	2015-04-17		Open	2						T000000006	SS	SS

Refresh – Refreshes the list of production orders for changes that others have made.

Filters – Sets filters to see just the production orders required.

Search – Enter the word(s) to find info from the header or details of production orders.

Export – Exports the filtered list to Excel or .csv.

Add – Adds a Production Order

Edit – Edits a Production Order

Delete Deletes selected production order(s).

Print – Prints selected Production Order(s).

Build – Builds selected Production Order(s) to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – Requisition shortages for selected Production Order(s).

Copy – Copies a Production Order to a new one.

Pull From Templates – Pulls details from the template from which the production order(s) were derived. This is useful to update the production order if the template has been edited.

Next Status – Moves the selected production order to the next status.

Next Phase – Moves the production order to the next phase based on the custom phases setup in production.

Order No – The sequence number assigned to the production order. It gets the next sequence from Company Settings/Sequence numbers.

Customer No – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

Name – The name of the customer the production order is for.

Warehouse – The warehouse where the item will be 'Built' into.

Part Number – The part number of the item that will be built.

Description – The description of the item that will be built.

Required Qty. – The quantity that is required to be built. This can be entered manually or can come from the shortage on a sales order when requisitioned.

Built Qty – The quantity that has been built so far on this production order.

Remaining Qty – How many are left to be built on this production order.

Order Date – The date the order was added.

Reqd. Date – The date that is required 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.

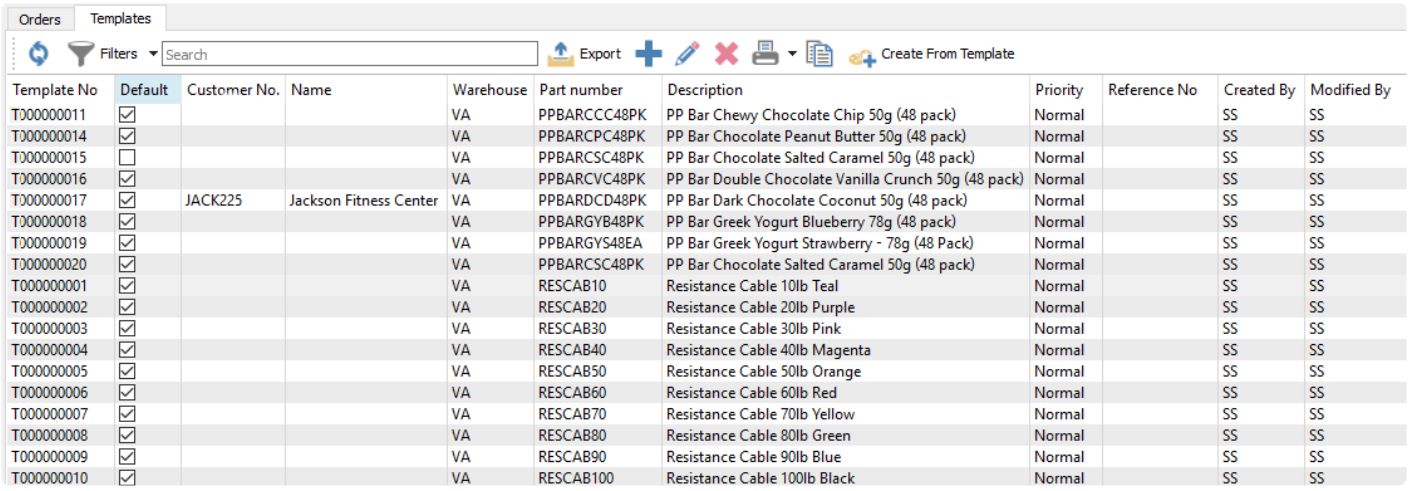
Created By – The initials of the user that created this production order.

Modified By – The initials of the user that last modified this production order.

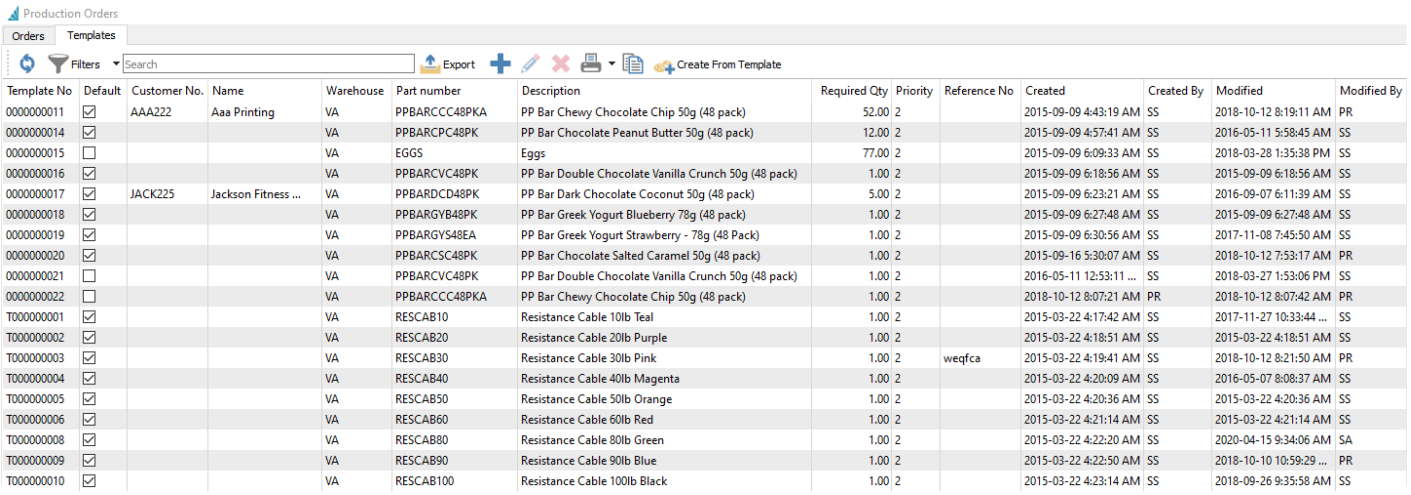
Template No – The template number that this production order was derived from. If this is blank it means that it was created as a custom order from the start. A production order can become a template for later use.

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.



Template No	Default	Customer No.	Name	Warehouse	Part number	Description	Priority	Reference No	Created By	Modified By
T000000011	☑			VA	PPBARCCC48PK	PP Bar Chewy Chocolate Chip 50g (48 pack)	Normal		SS	SS
T000000014	☑			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	Normal		SS	SS
T000000015	☐			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal		SS	SS
T000000016	☑			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	Normal		SS	SS
T000000017	☑	JACK225	Jackson Fitness Center	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	Normal		SS	SS
T000000018	☑			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	Normal		SS	SS
T000000019	☑			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	Normal		SS	SS
T000000020	☑			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	Normal		SS	SS
T000000001	☑			VA	RESCAB10	Resistance Cable 10lb Teal	Normal		SS	SS
T000000002	☑			VA	RESCAB20	Resistance Cable 20lb Purple	Normal		SS	SS
T000000003	☑			VA	RESCAB30	Resistance Cable 30lb Pink	Normal		SS	SS
T000000004	☑			VA	RESCAB40	Resistance Cable 40lb Magenta	Normal		SS	SS
T000000005	☑			VA	RESCAB50	Resistance Cable 50lb Orange	Normal		SS	SS
T000000006	☑			VA	RESCAB60	Resistance Cable 60lb Red	Normal		SS	SS
T000000007	☑			VA	RESCAB70	Resistance Cable 70lb Yellow	Normal		SS	SS
T000000008	☑			VA	RESCAB80	Resistance Cable 80lb Green	Normal		SS	SS
T000000009	☑			VA	RESCAB90	Resistance Cable 90lb Blue	Normal		SS	SS
T000000010	☑			VA	RESCAB100	Resistance Cable 100lb Black	Normal		SS	SS



Template No	Default	Customer No.	Name	Warehouse	Part number	Description	Required Qty	Priority	Reference No	Created	Created By	Modified	Modified By
0000000011	☑	AAA222	Aaa Printing	VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	52.00	2		2015-09-09 4:43:19 AM	SS	2018-10-12 8:19:11 AM	PR
0000000014	☑			VA	PPBARCPC48PK	PP Bar Chocolate Peanut Butter 50g (48 pack)	12.00	2		2015-09-09 4:57:41 AM	SS	2016-05-11 5:58:45 AM	SS
0000000015	☐			VA	EGGS	Eggs	77.00	2		2015-09-09 6:09:33 AM	SS	2018-03-28 1:35:38 PM	SS
0000000016	☑			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	2		2015-09-09 6:18:56 AM	SS	2015-09-09 6:18:56 AM	SS
0000000017	☑	JACK225	Jackson Fitness ...	VA	PPBARDCD48PK	PP Bar Dark Chocolate Coconut 50g (48 pack)	5.00	2		2015-09-09 6:23:21 AM	SS	2016-09-07 6:11:39 AM	SS
0000000018	☑			VA	PPBARGYB48PK	PP Bar Greek Yogurt Blueberry 78g (48 pack)	1.00	2		2015-09-09 6:27:48 AM	SS	2015-09-09 6:27:48 AM	SS
0000000019	☑			VA	PPBARGYS48EA	PP Bar Greek Yogurt Strawberry - 78g (48 Pack)	1.00	2		2015-09-09 6:30:56 AM	SS	2017-11-08 7:45:50 AM	SS
0000000020	☑			VA	PPBARCSC48PK	PP Bar Chocolate Salted Caramel 50g (48 pack)	1.00	2		2015-09-16 5:30:07 AM	SS	2018-10-12 7:53:17 AM	PR
0000000021	☐			VA	PPBARCVC48PK	PP Bar Double Chocolate Vanilla Crunch 50g (48 pack)	1.00	2		2016-05-11 12:53:11 ...	SS	2018-03-27 1:53:06 PM	SS
0000000022	☐			VA	PPBARCCC48PKA	PP Bar Chewy Chocolate Chip 50g (48 pack)	1.00	2		2018-10-12 8:07:21 AM	PR	2018-10-12 8:07:42 AM	PR
T000000001	☑			VA	RESCAB10	Resistance Cable 10lb Teal	1.00	2		2015-03-22 4:17:42 AM	SS	2017-11-27 10:33:44 ...	SS
T000000002	☑			VA	RESCAB20	Resistance Cable 20lb Purple	1.00	2		2015-03-22 4:18:51 AM	SS	2015-03-22 4:18:51 AM	SS
T000000003	☑			VA	RESCAB30	Resistance Cable 30lb Pink	1.00	2	weqfca	2015-03-22 4:19:41 AM	SS	2018-10-12 8:21:50 AM	PR
T000000004	☑			VA	RESCAB40	Resistance Cable 40lb Magenta	1.00	2		2015-03-22 4:20:09 AM	SS	2016-05-07 8:08:37 AM	SS
T000000005	☑			VA	RESCAB50	Resistance Cable 50lb Orange	1.00	2		2015-03-22 4:20:36 AM	SS	2015-03-22 4:20:36 AM	SS
T000000006	☑			VA	RESCAB60	Resistance Cable 60lb Red	1.00	2		2015-03-22 4:21:14 AM	SS	2015-03-22 4:21:14 AM	SS
T000000008	☑			VA	RESCAB80	Resistance Cable 80lb Green	1.00	2		2015-03-22 4:22:20 AM	SS	2020-04-15 9:34:06 AM	SA
T000000009	☑			VA	RESCAB90	Resistance Cable 90lb Blue	1.00	2		2015-03-22 4:22:50 AM	SS	2018-10-10 10:59:29 ...	PR
T000000010	☑			VA	RESCAB100	Resistance Cable 100lb Black	1.00	2		2015-03-22 4:23:14 AM	SS	2018-09-26 9:35:58 AM	SS

Refresh – Refreshes the list of templates for changes that others have made.

Filters – Sets filters to see just the templates required.

Search – Enter word(s) to find info from the header or details of templates.

Export – Exports the filtered list to Excel or .csv.

Add – Adds a template

Edit – Edits a template

Delete Deletes selected template(s).

Print – Prints selected template(s). Reports with ‘Production Template List’ as the Crystal Reports template will be presented for printing.

Copy – Copies the selected template to a new one.

Create From Templates – Pulls details from the template to a new production order.

Template No – The sequence number assigned to the template. It gets the next sequence from Company Settings/Sequence numbers.

Customer No – The customer that this template is usually for.

Name – The name of the customer that this template is usually for.

Warehouse – The warehouse where the item will be ‘Built’ into.

Part Number – The part number of the item that will be built.

Description – The description of the item that will be built.

Required Qty – Quantity when the Template of the Production Order was created

Priority – User can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

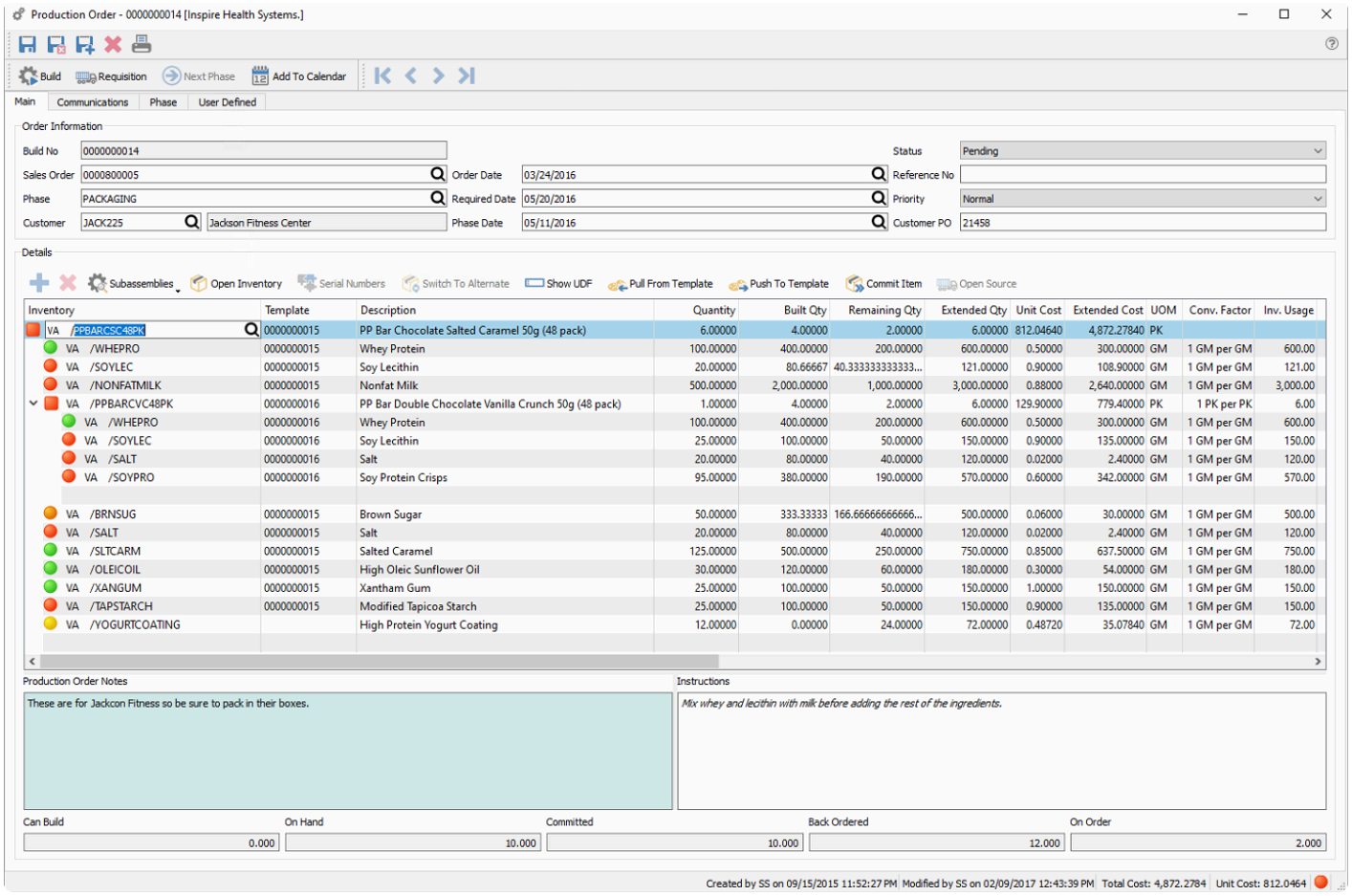
Reference No – Alphanumeric value an User can add to the template record

Created By – The initials of the user that created this template.

Modified By – The initials of the user that last modified this template.

Production Order

Once a production order has been created it can go through several steps before it gets built and received to inventory. Click on the add or edit icon to open a production order.



Header

Save – Saves the production order.

Save/Close – Saves and closes the production order.

Save/Create New – Saves and creates a new production order

Delete – Deletes production order.

Print – Prints Production Order.

Build – Builds Production Order to receive the finished product using the total component cost, and relieves the components from inventory.

Requisition – Requisition shortages for Production Order.

Next Phase – Pushes the production order in the next phase in the sequence.

Add To Calendar – Adding a note or date to the Production Order – for more details click on the link Calendar

Navigation – Moves from order to order in the sale order that the list is in.

Communications – Any number of notes can be added.

Phase – What phase the production order is currently in.

User Defined – User defined fields can be added to the production order to track info that Spire does not have by default.

Build No – The number assigned to this production order coming from the next number in the sequence taken from Company Setting/Sequence/Production.

Sales Order – The sales order number that this production order is from. This can be manually entered or come from sales order requisitions.

Phase – What phase the production order is currently in.

Customer – The customer that this production order is for. It can be added manually or it can come from sales orders when a user requisitions a manufactured item.

Order Date – The date the order was added.

Required. Date – The date that is required fore this production order to be completed. This date is either added manually or will come from the required date of a sales order requisition.

Phase Date – The date that this production order was moved into its current phase

Status – The status of the production order.

Reference No – A reference number that gets manually entered.

Priority – Users can set a priority so that they can sort by this to see the most important ones, or derive a report based on priority.

Customer PO – The customers purchase order number.

Detail Menu

Add – Adds a component or sub-assembly line.

Delete Deletes a component or sub-assembly line.

Sub Assemblies – Allows the user to toggle sub-assemblies on or off and to expand all available sub-assemblies.

A sub-assembly is indicated by a square dot on the detail line instead of a round one.

When sub-assemblies have the arrow in front of them and the production order gets built, it will consume the components of the sub-assemblies and NOT a finished sub-assembly.

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

Serial Numbers – Used to select serial or lot numbers of the components.

Switch to Alternate – If an item is short as indicated by a red or yellow dot, clicking this button on a detail line will switch the item for its alternative as set in inventory edit.

Show UDF – Shows the user defined fields for the details of a production order. Used to track extra info not normally in Spire. (Note- a license for Spire UDF is required)

Pull From Template – Used to pull the components onto the production order from the template indicated on the top assembly item.

Push To Template – Pushes changes on this production order back to the template from which this order was derived.

Commit Item – Commits the components in inventory for the selected line of the order.

Open Source – Opens the related sales order that requisitioned the inventory item for production.

Details

Inventory – The item being built on the top, and the components and sub-assemblies beneath it.

Description – The description of the items.

Quantity – The quantity of the finished item on top and the quantities of components and sub-assemblies that will be consumed beneath it.

Built Qty – The quantity of the top item that have been built so far and quantity of components and sub-assemblies that have been consumed so far.

Remaining Qty – How many are still left to build and consume.

Extended Qty – Extended quantity of components calculated by the total to be built times the quantity of the component.

Unit Cost – The cost of the top item is the sum of the components cost, The component cost comes from the inventory cost.

UOM – The unit of measure being built and consumed.

Conv. Factor – The conversion factor for the unit of measure.

Inv. Usage – The inventory usage is calculated by (quantity being built) X (Component quantity) X (UOM conversion factor).

Lead – The lead time from the supplier.

Vendor No – The vendor the component is usually purchased from.

Category – The category for the top and components. This is just used for reporting.

Exp. Yield% – The expected yield for this top item.

Exp. Scrap% – The expected scrap for this component.

Exp. Scrap Qty – The expected scrap quantity for this component.

Act. Scrap Qty – The actual scrap quantity for this component. This is usually edited just before building the production order.

Assemble Qty – The quantity to assemble based on yield.

Assembled Qty – The top item quantity that was built based on yield.

Date – The date the line was committed.

Employee – The employee code can be added manually to indicate who was responsible. (Canada Only)

Employee Name – The employee name selected above.

Requisition Type – If this production order was created from a requisition, it will indicate ‘Inventory’ if it was requisitioned from the inventory list, or Sales Order’ if it came from a sales order’

Requisition No – The purchase order or sales order the requisition came from.

Extended Cost – Extended cost for this production order list

Template – The template from which this order came from. If blank it was created manually as a custom order.

Revision – The revision number of the template.

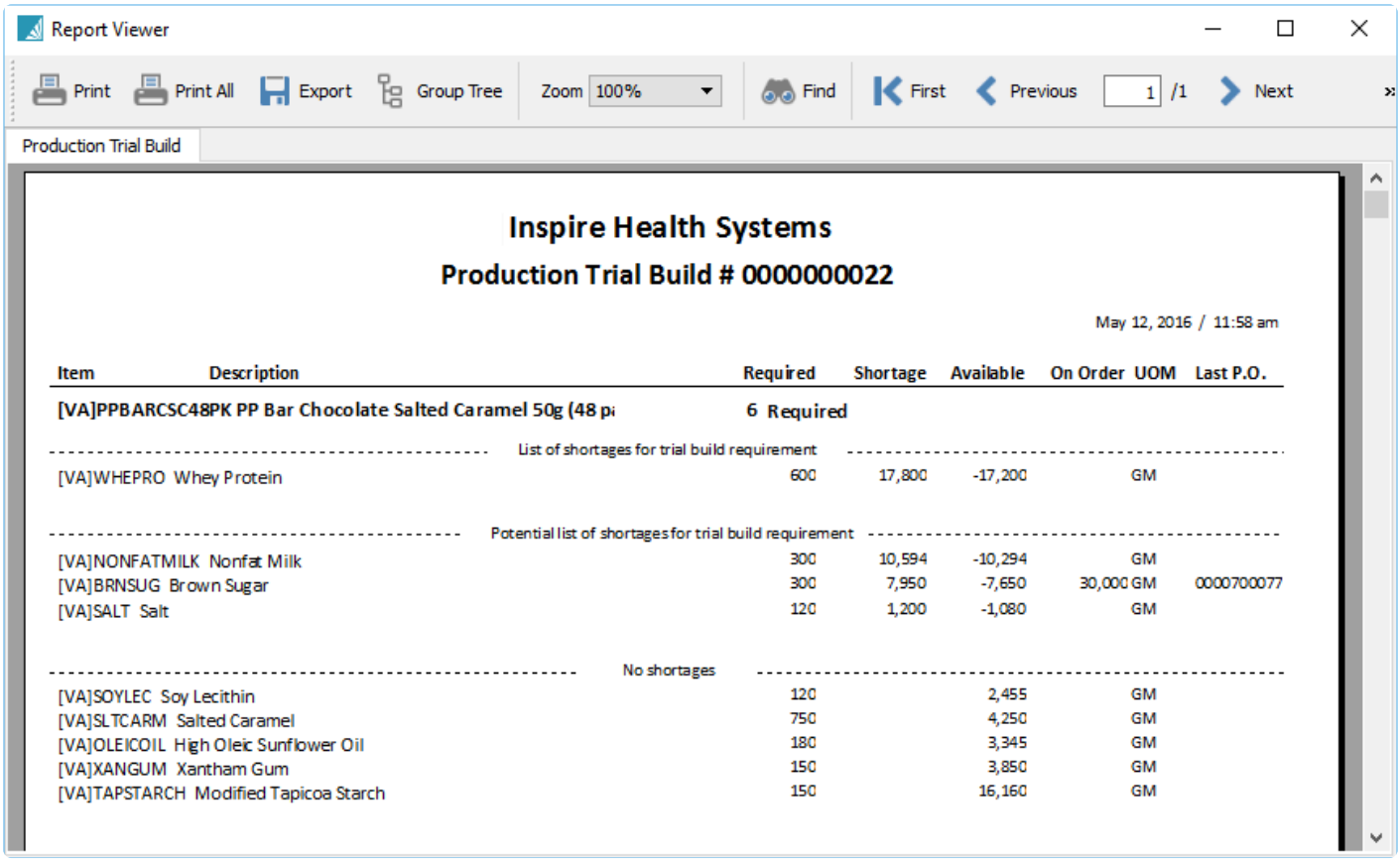
Processing

To meet the requirements of a production order the user can either visually look at the order to see if it can be built by looking at the colored indicators.

Green – on the top item means that all components or sub-assemblies are available to proceed.
Yellow – means that this production order can be built but at least one component is over-committed elsewhere. Once built other orders may now be short.
Red – tells the user that one or more components are not available. In company settings/Inventory if "Prohibit overshipping" is checked, then the user cannot build.

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

To get a printed version of shortages, click on the print icon and select "Production Trial Build" report.



Once a production order has been scheduled the company would normally print a 'Production Order' also know as a traveler.

Service Manager

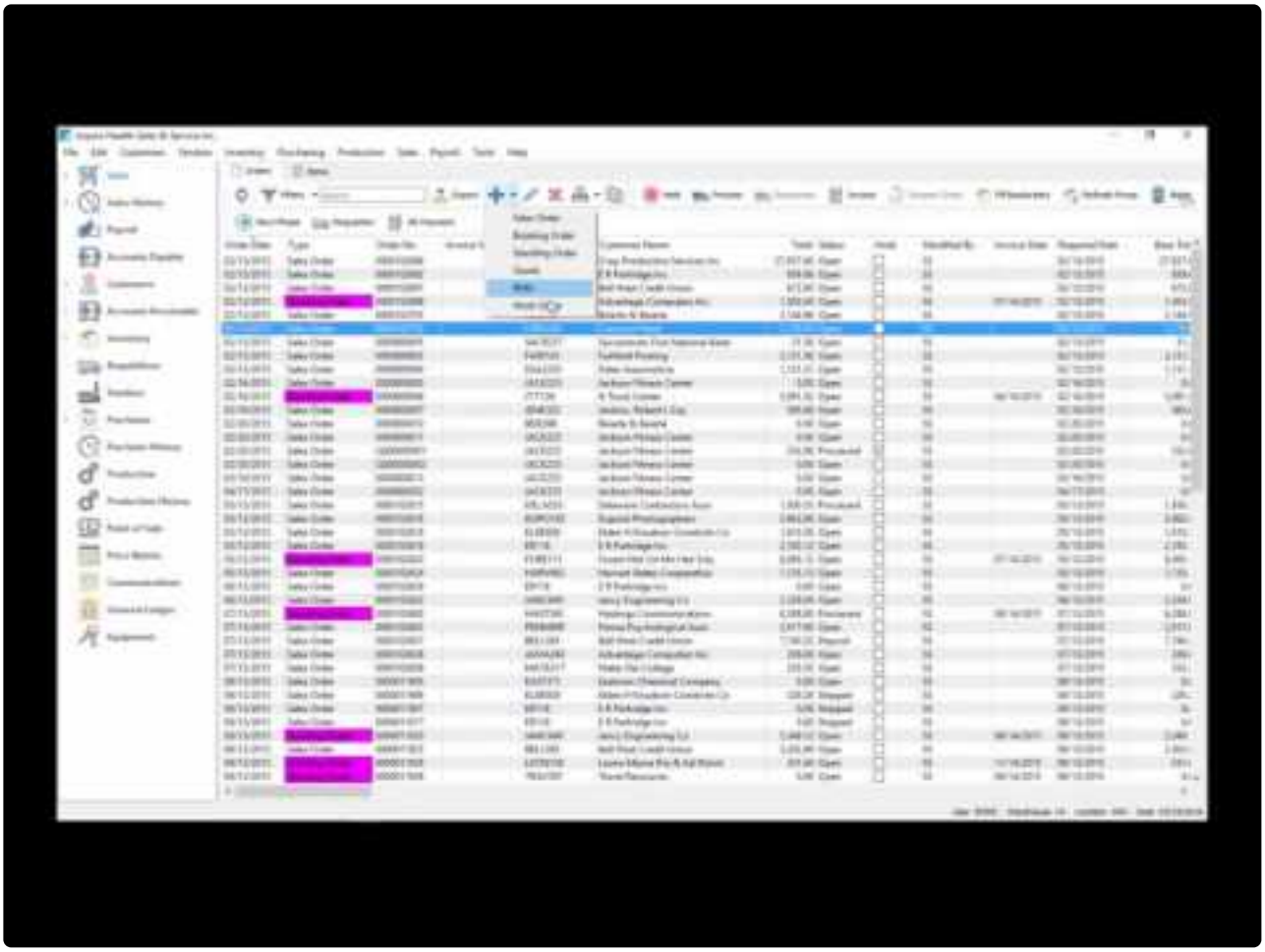
The Service Manager add-on will help improve customer satisfaction and increase the efficiency of your service business. This add-on gives you quick access to all service records, making it easy to track the history of each piece of equipment.

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

Note: The video below is in reference to Spire version 2.0. The Equipment module is no longer an independent module in Spire. All the Equipment/Service Manager details above have been moved to Equipment or Service tab in the Customer record. For more details please go to Customers in the manual.

Video Instruction –

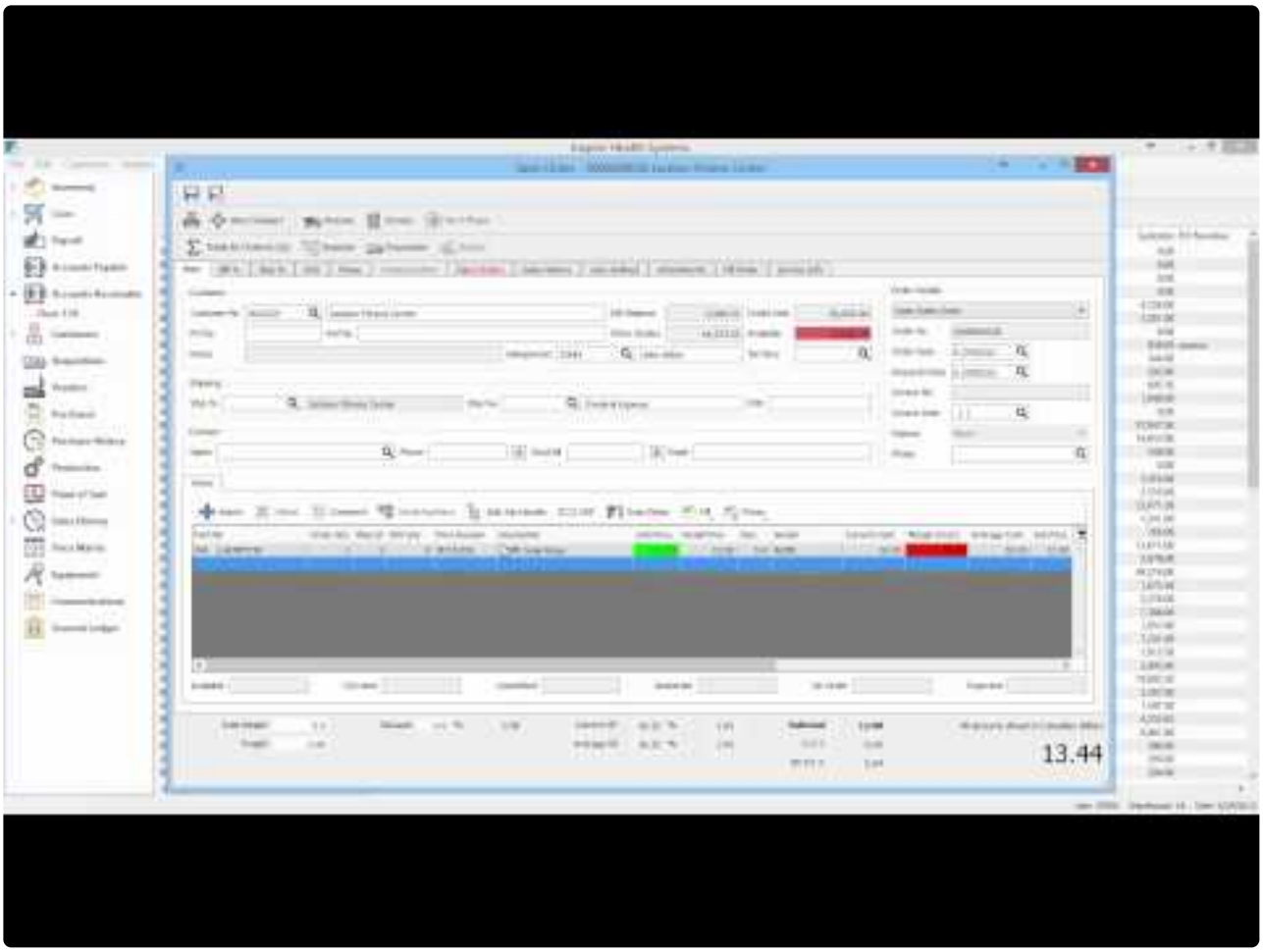


https://www.youtube.com/embed/o1GX7TeC-Tg?rel=0

FAQs

Customer Specific Part Numbers

Video Instruction – How to use ‘Price Matrix’ to set customer specific part numbers.



https://www.youtube.com/embed/InBHlpSs3Pg?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.

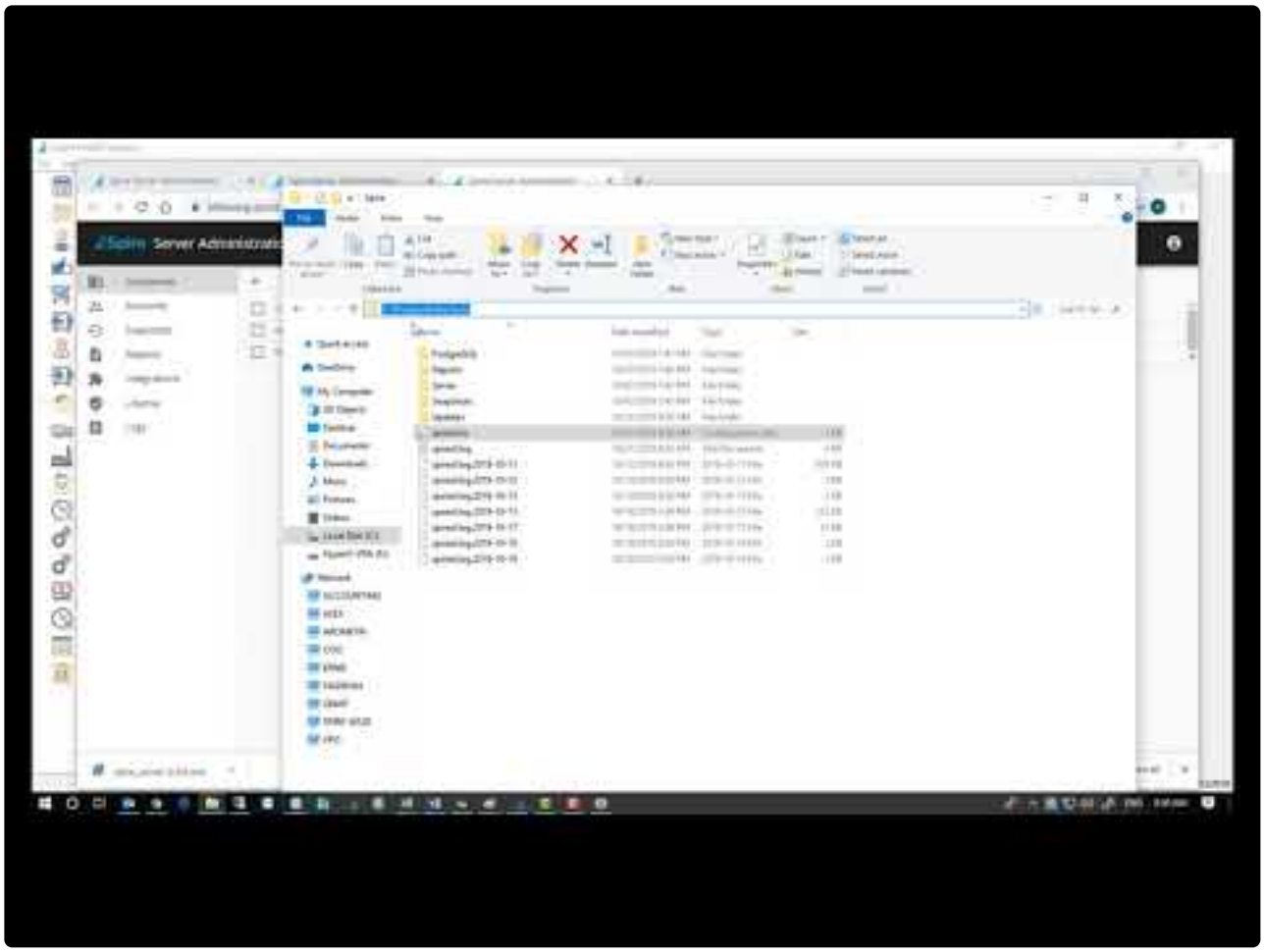
This is especially helpful in sales entry when adding items and using all defaults or maybe a few changes.

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 32 bit Spire ODBC connection.



https://www.youtube.com/embed/5HlwPinMmzQ?rel=0

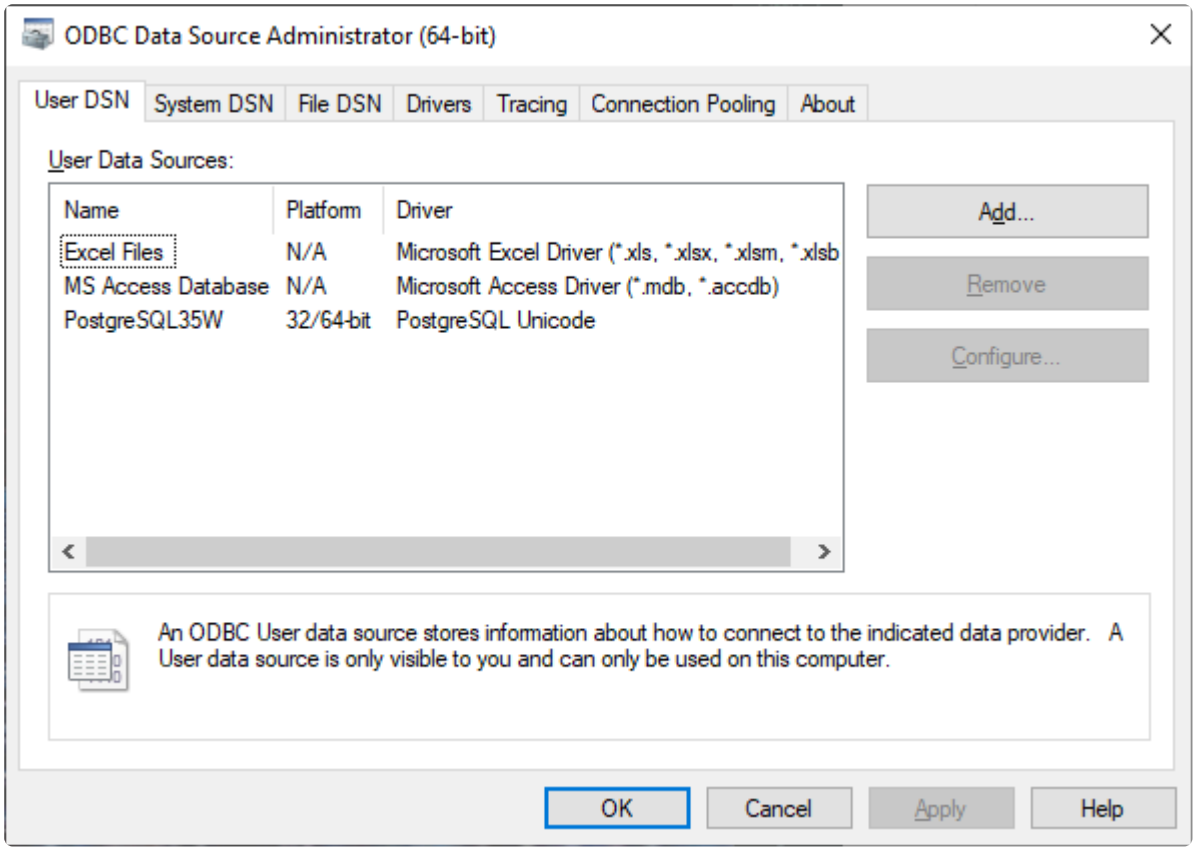
Upgrading to 64 bit ODBC

Crystal Reports 2020 is now 64 bit and will require a 64 bit PostgreSQL ODBC driver to develop or edit reports.

The current 64 bit driver can be downloaded from This Link

These instructions are to be performed on machine that is running Spire Server and has the Postgres database server installed.

1. Unzip the downloaded file and install the driver.
2. Start the ODBC Data Source Administrator (64-bit)
3. You should see that the 32 bit DSN for PostgreSQL35W was copied over and it should look like this;



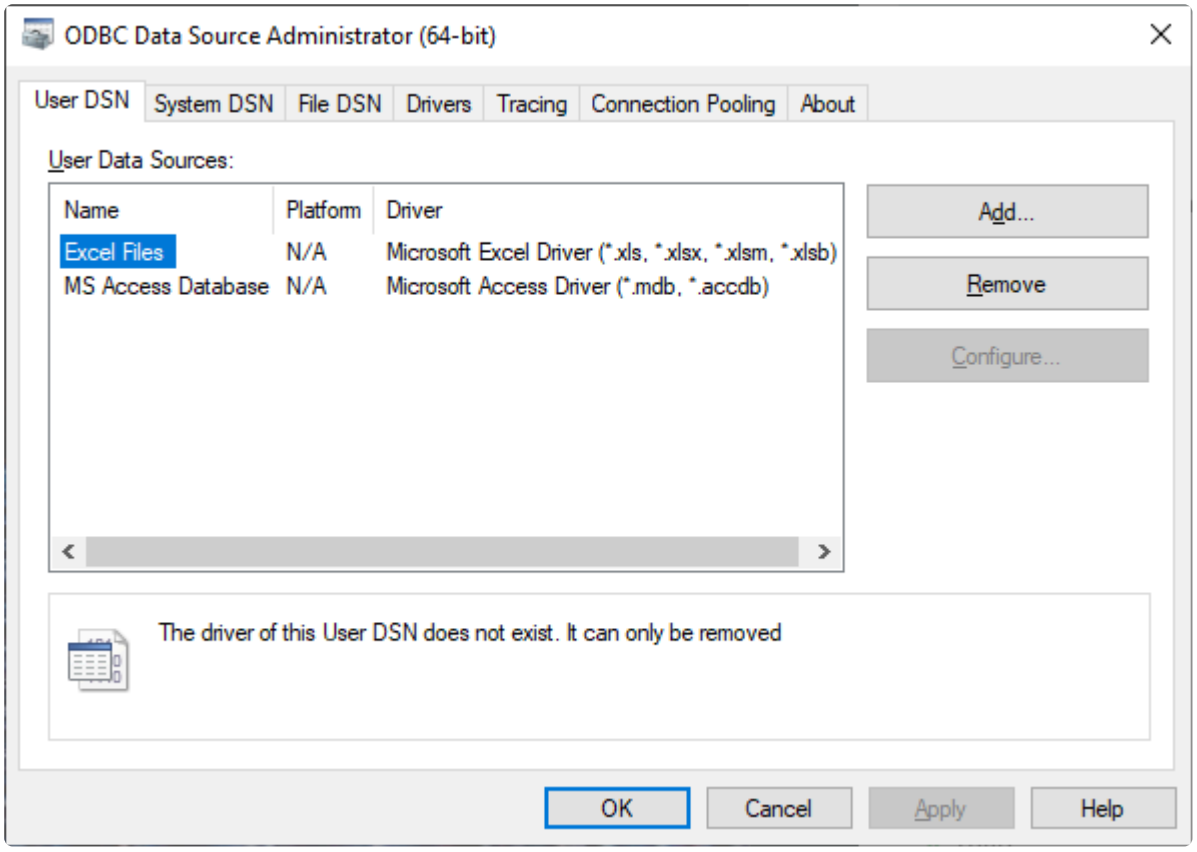
Crystal Reports 2020 will now work on the PC for report development.

If you did not already have a 32 bit ODBC driver for the Spire database then follow these instructions:

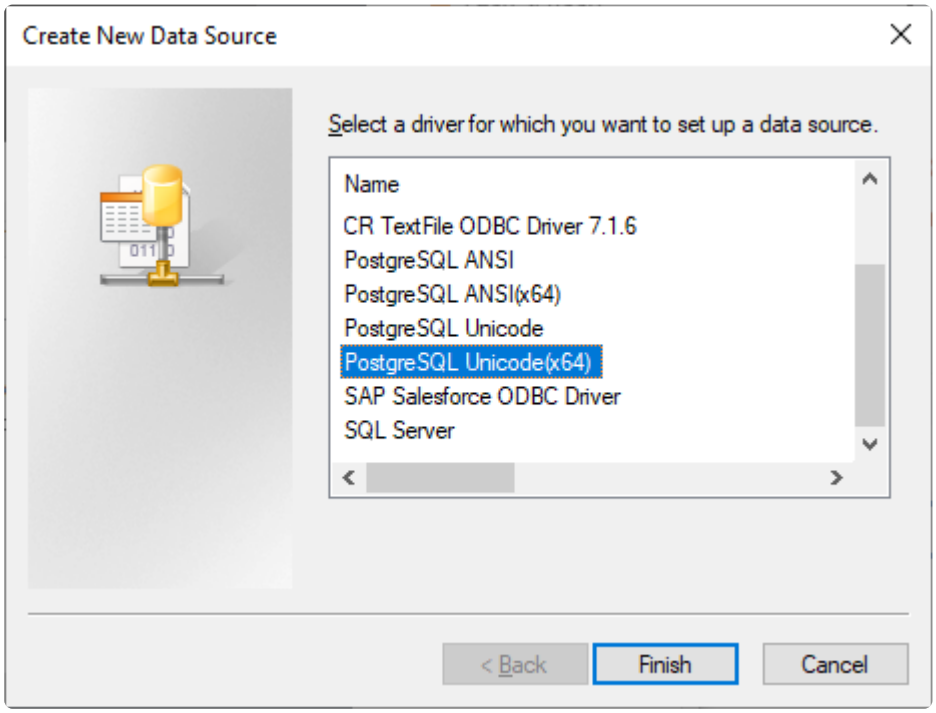
1. Unzip the downloaded file and install the driver.

2. Start the ODBC Data Source Administrator (64-bit)

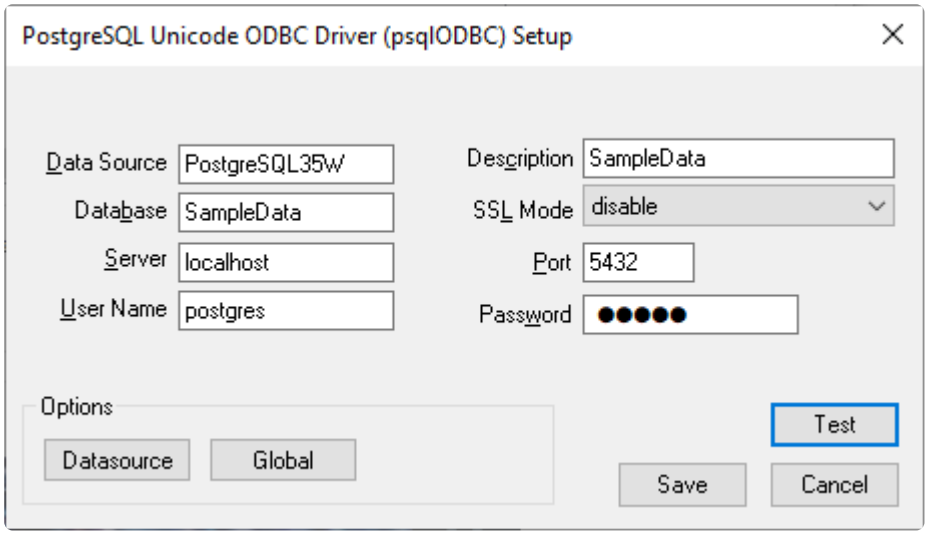
3. The screen will like this, Click the Add button



4. The screen will look like this, Scroll down and select the PostgreSQL Unicode(x64) and click Finish



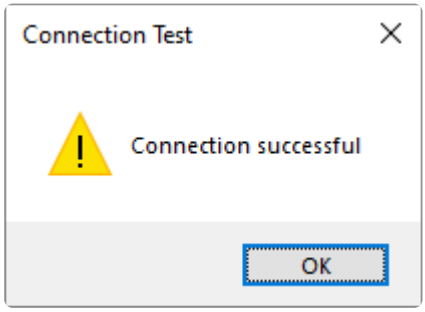
5. The screen will look like this, Fill it in as shown;



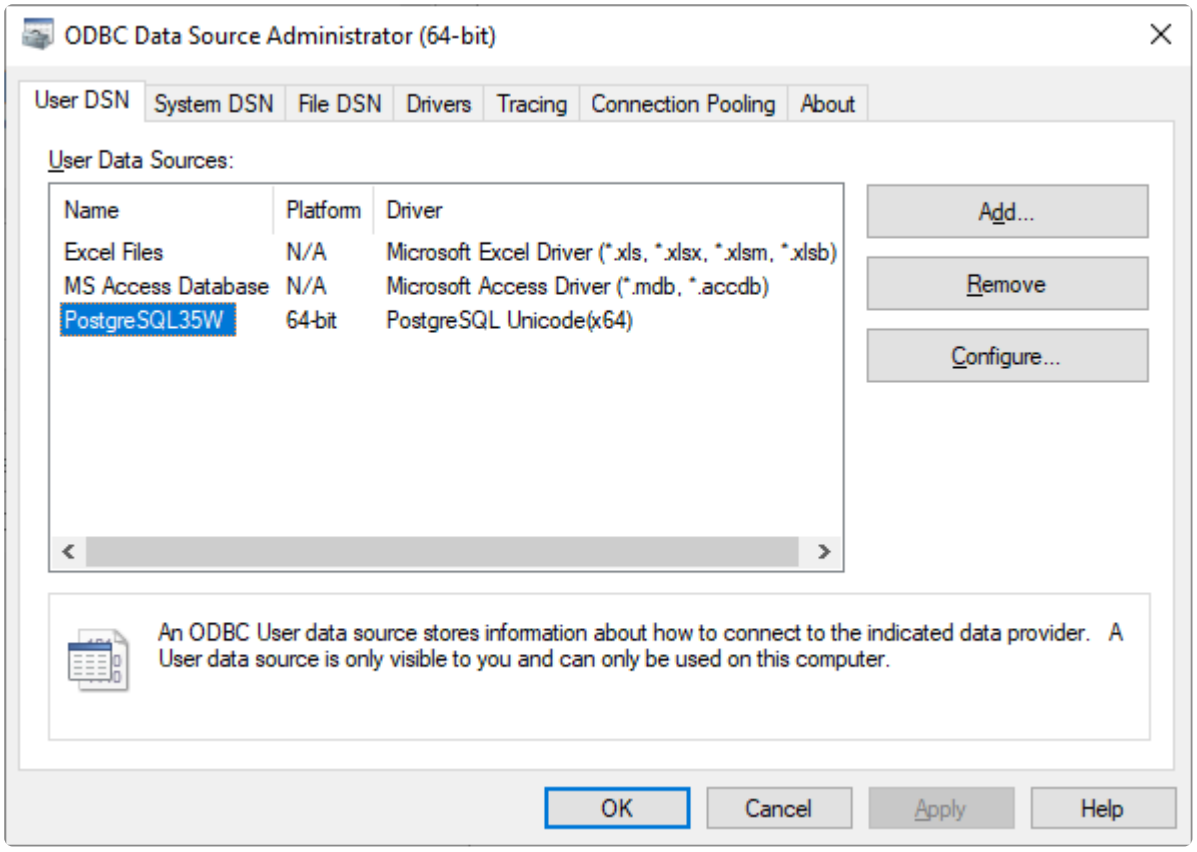
Note you need to have a Company in Spire Server Administration where the database name is “SampleData”, case sensitive.
Use the the password for “postgres” as was set up when Spire Server was first installed, the same password is used in pgAdmin, also case sensitive

Note: Alternatively you can use ‘spireapp’ in the User Name field and fill in the password found in c:\programdata\spire\spire.ini file
The password is found on the line that looks like the line below and the password is between the “:” and the “@” as highlighted, case sensitive;
dburl =postgresql://spireapp:,b6!nbtGrtkmLpz^@localhost/spire

6. Click Test and you should receive this;



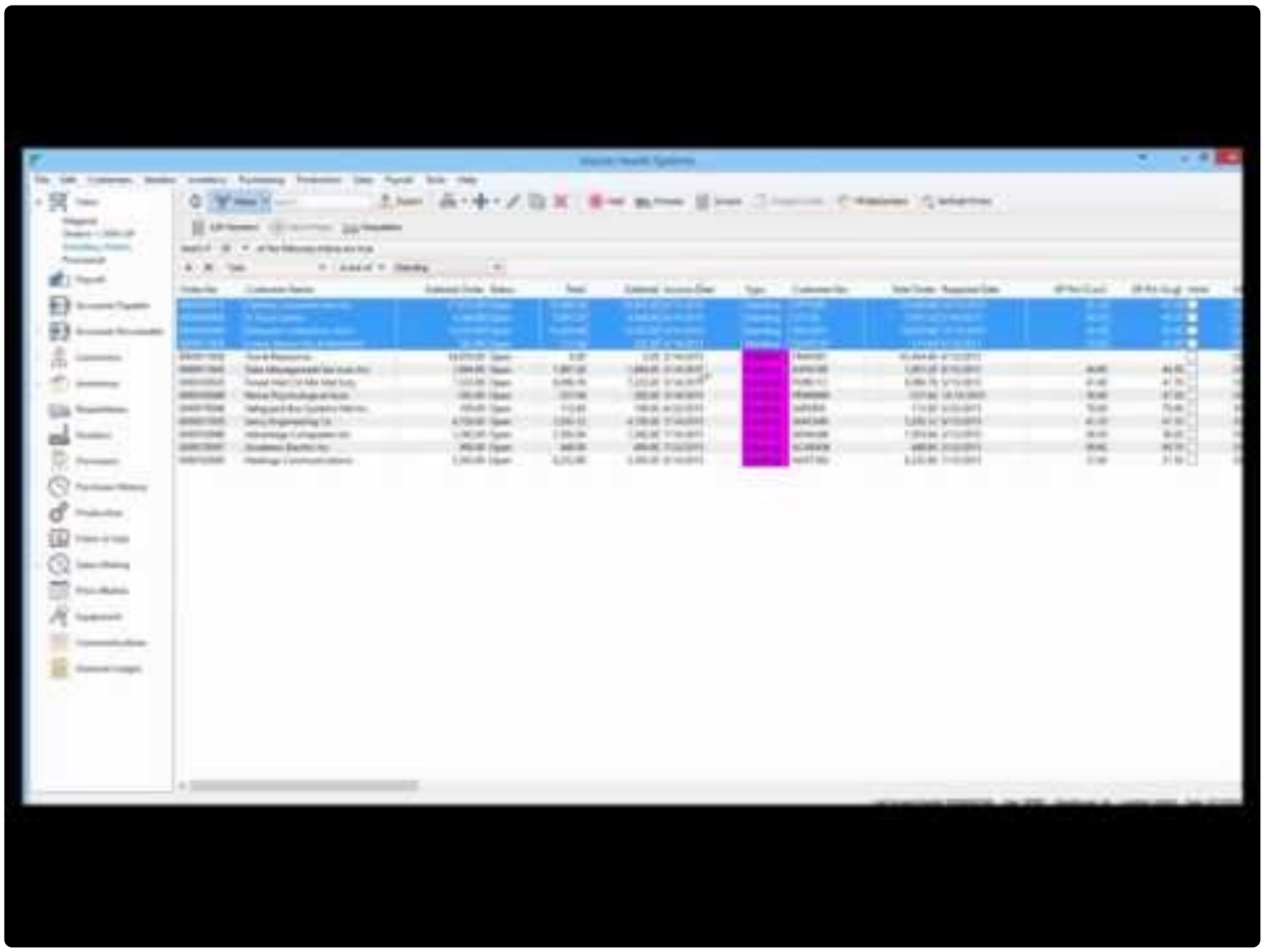
7. Click OK and then Save and you will see this;



8. Click OK and the ODBC driver is ready for Crystal Reports to use with Spire reports.

Standing Orders

Video Instruction – How to create standing orders with an invoice repeat cycle.



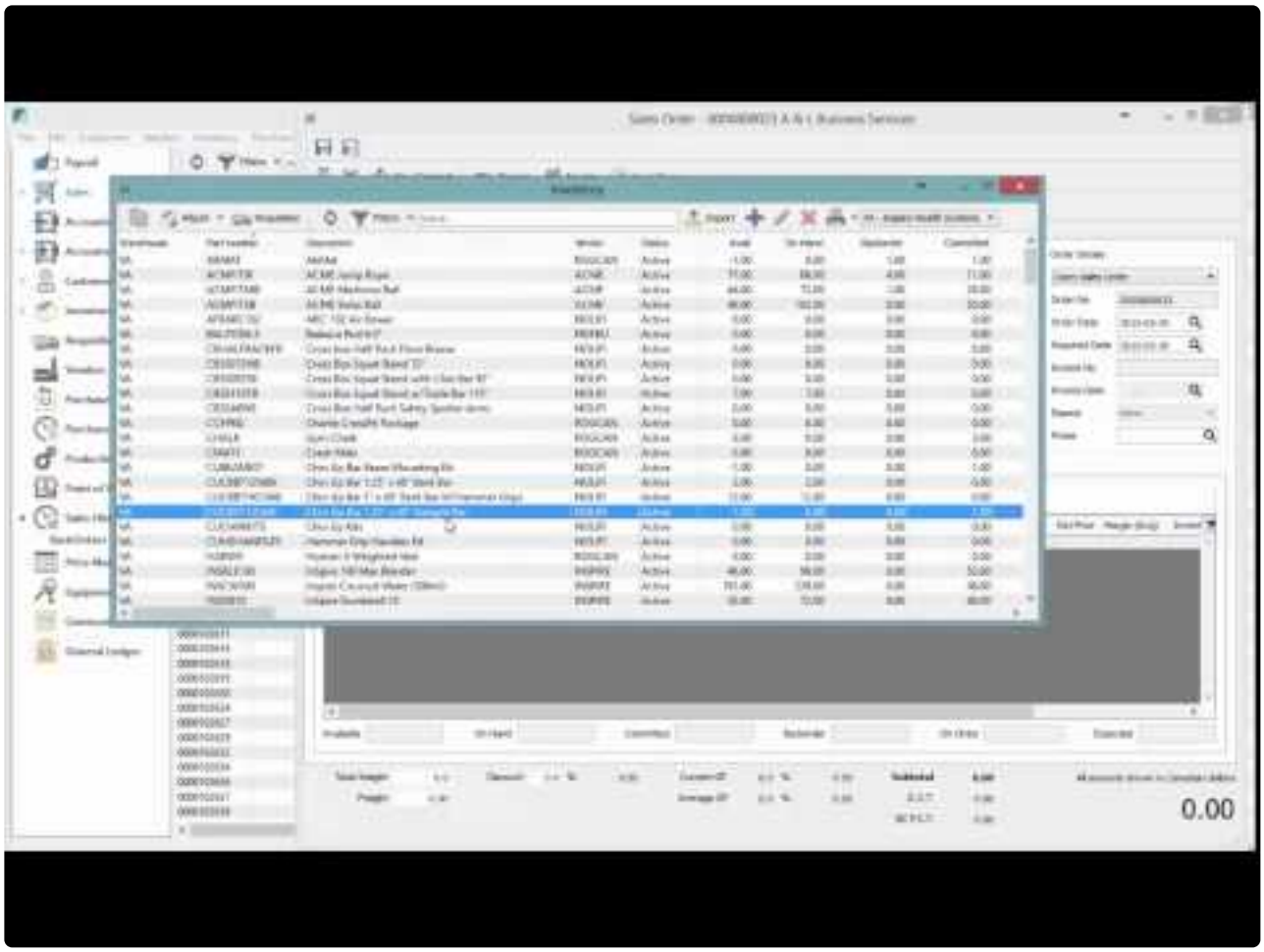
https://www.youtube.com/embed/AXFiuvOUmyY?rel=0

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

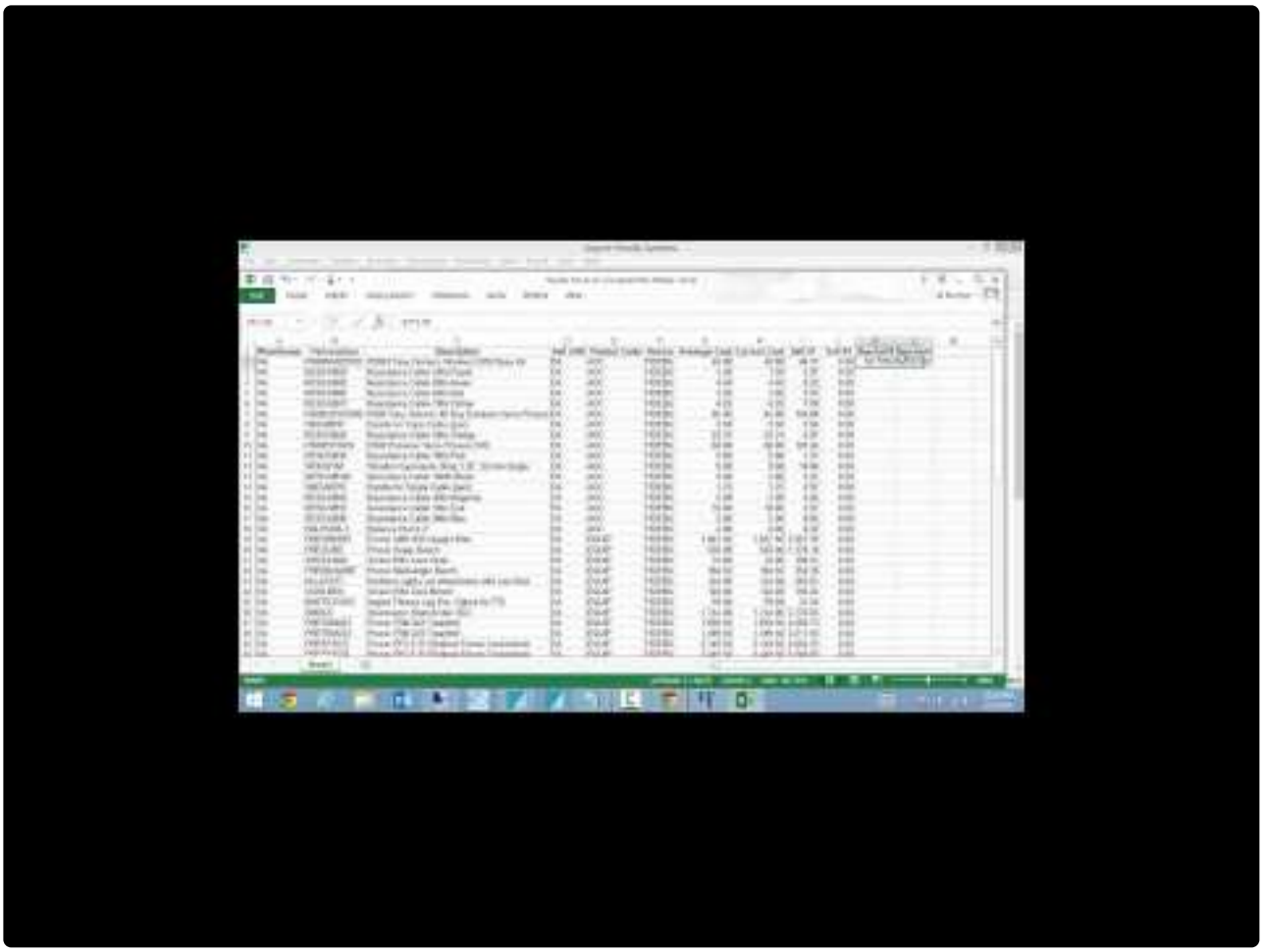
Video Instruction – Use FKey hot keys as shortcuts in Spire



https://www.youtube.com/embed/5to3gzqCvDk?rel=0

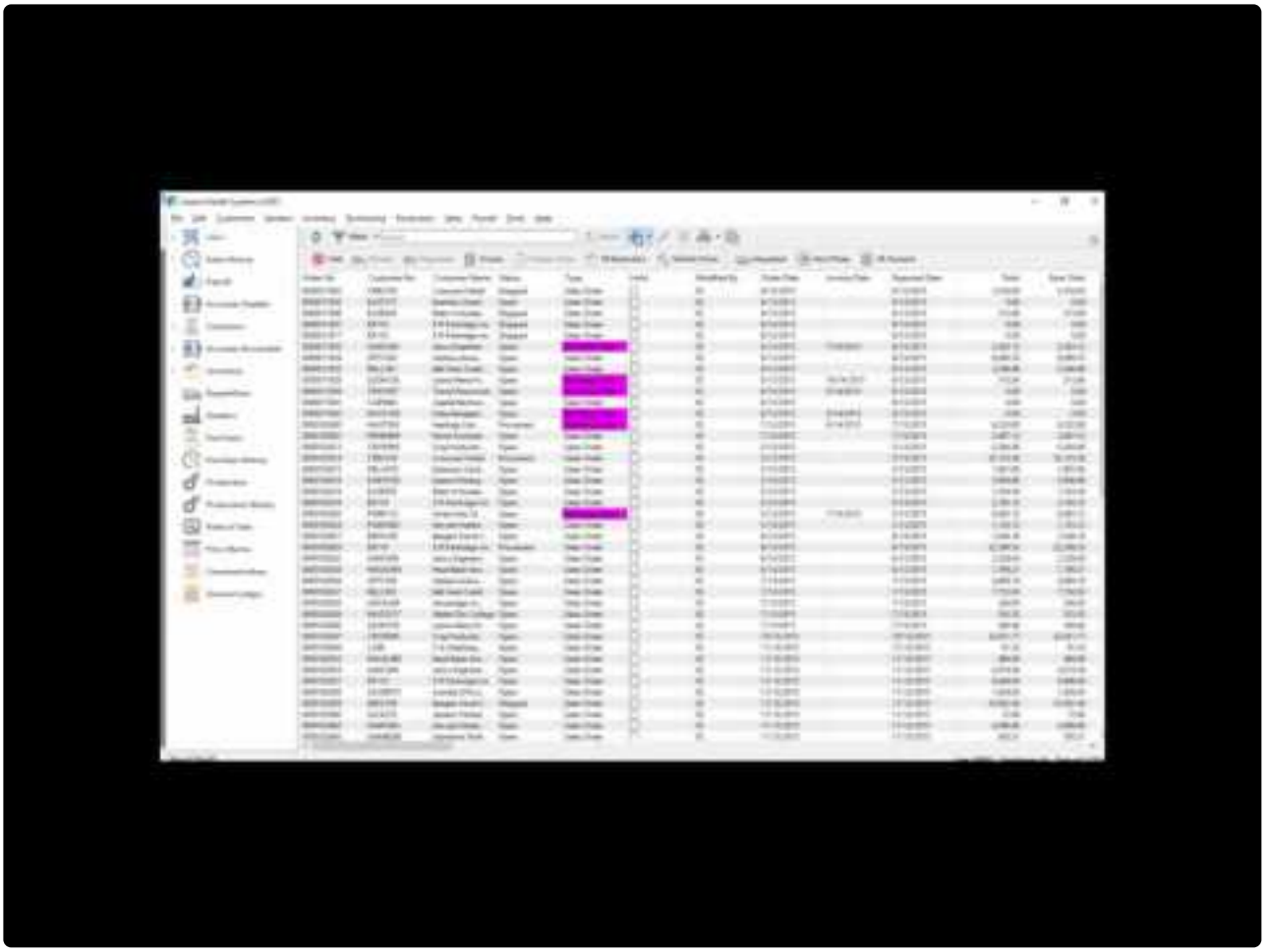
Importing New Prices

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

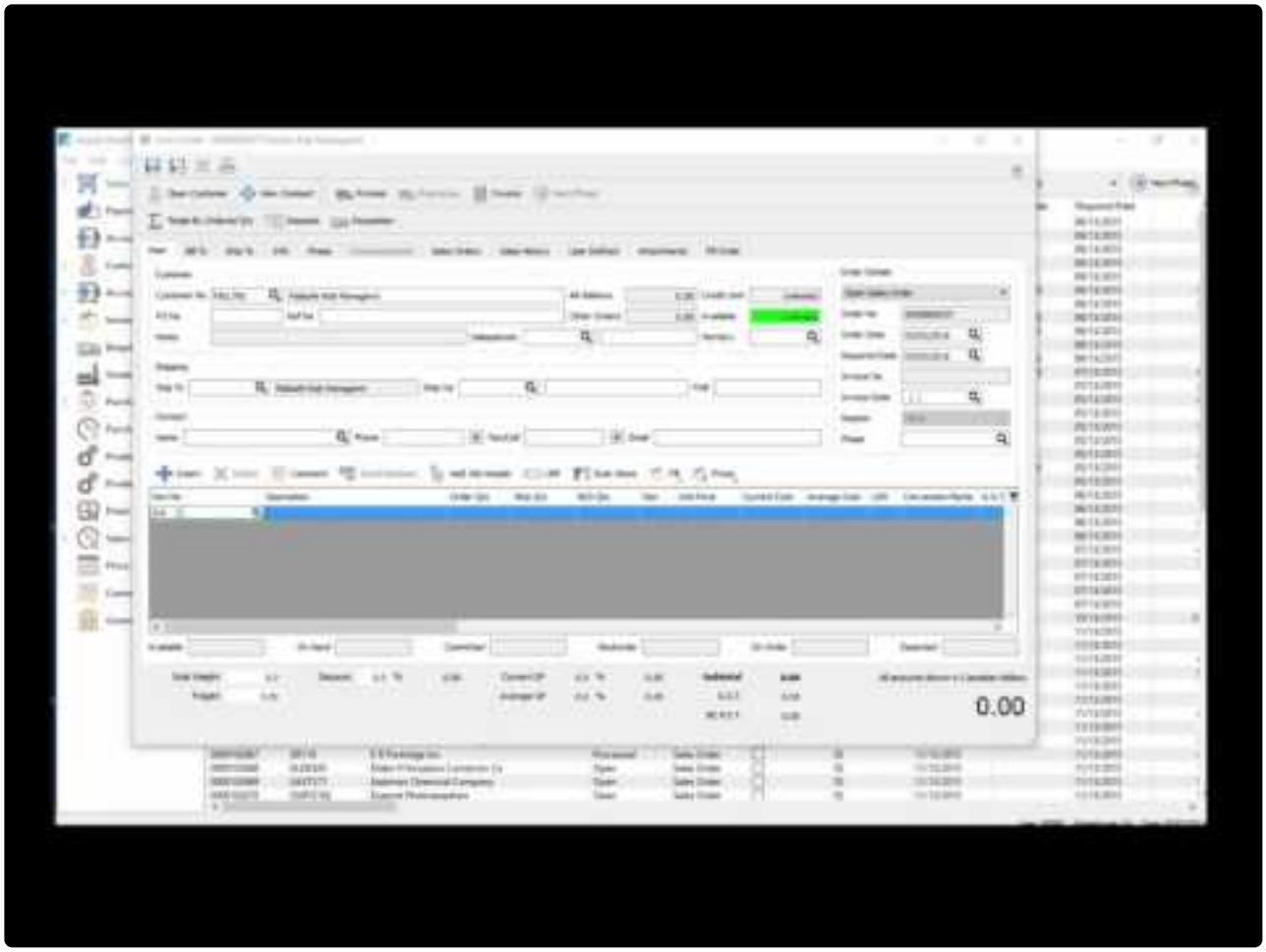
https://www.youtube.com/embed/BdoOKA1t7l4?rel=0

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

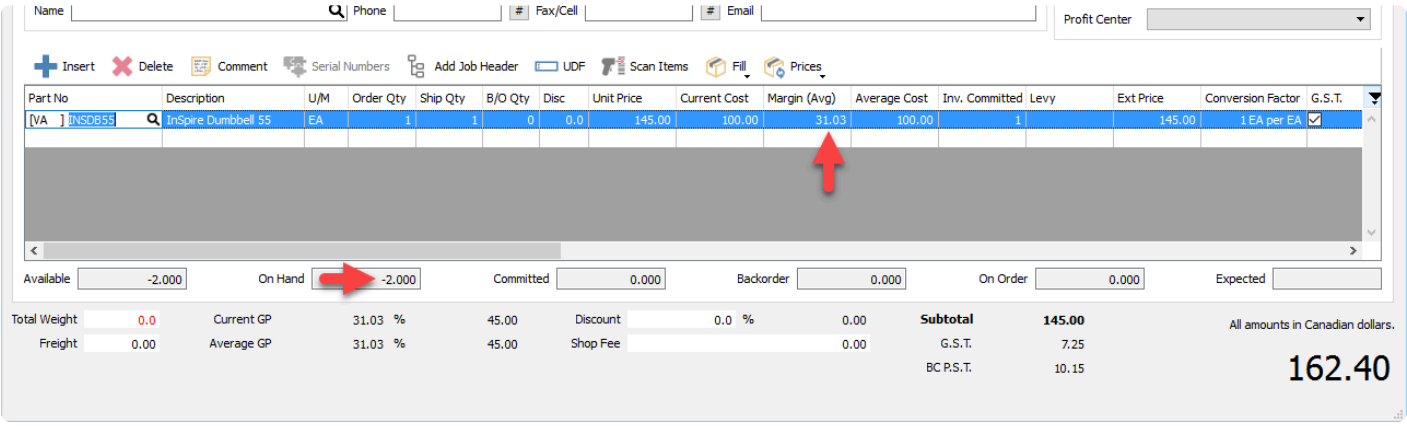
Receiving Negative Inventory

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.

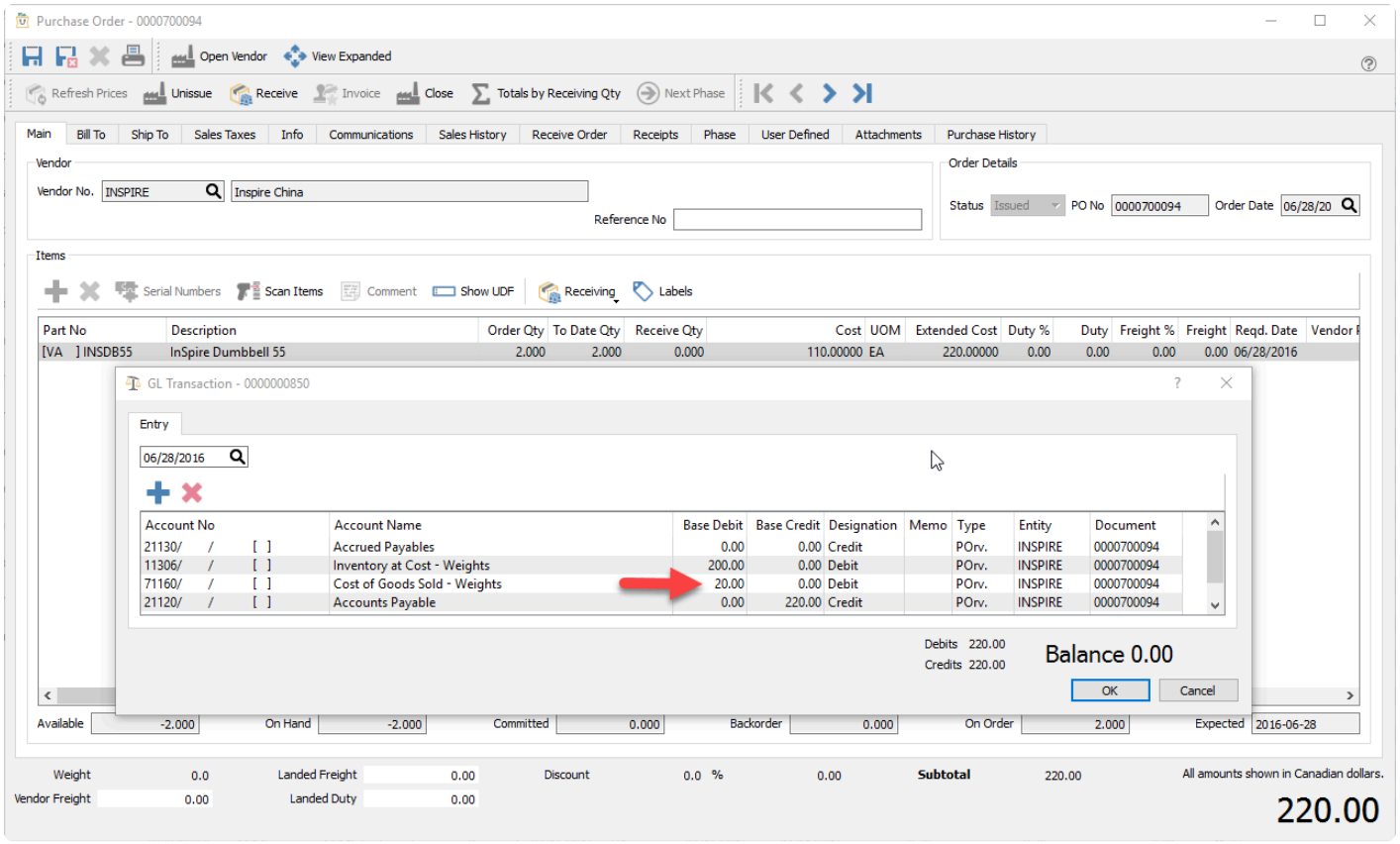
Item INSDB55
Average Cost $100
On-Hand negative 2
Sell $145
Margin 31.03%
Replacement cost $110.

We see on this sales order that the cost is $100, the margin is 31.03% and the on-hand is -2.



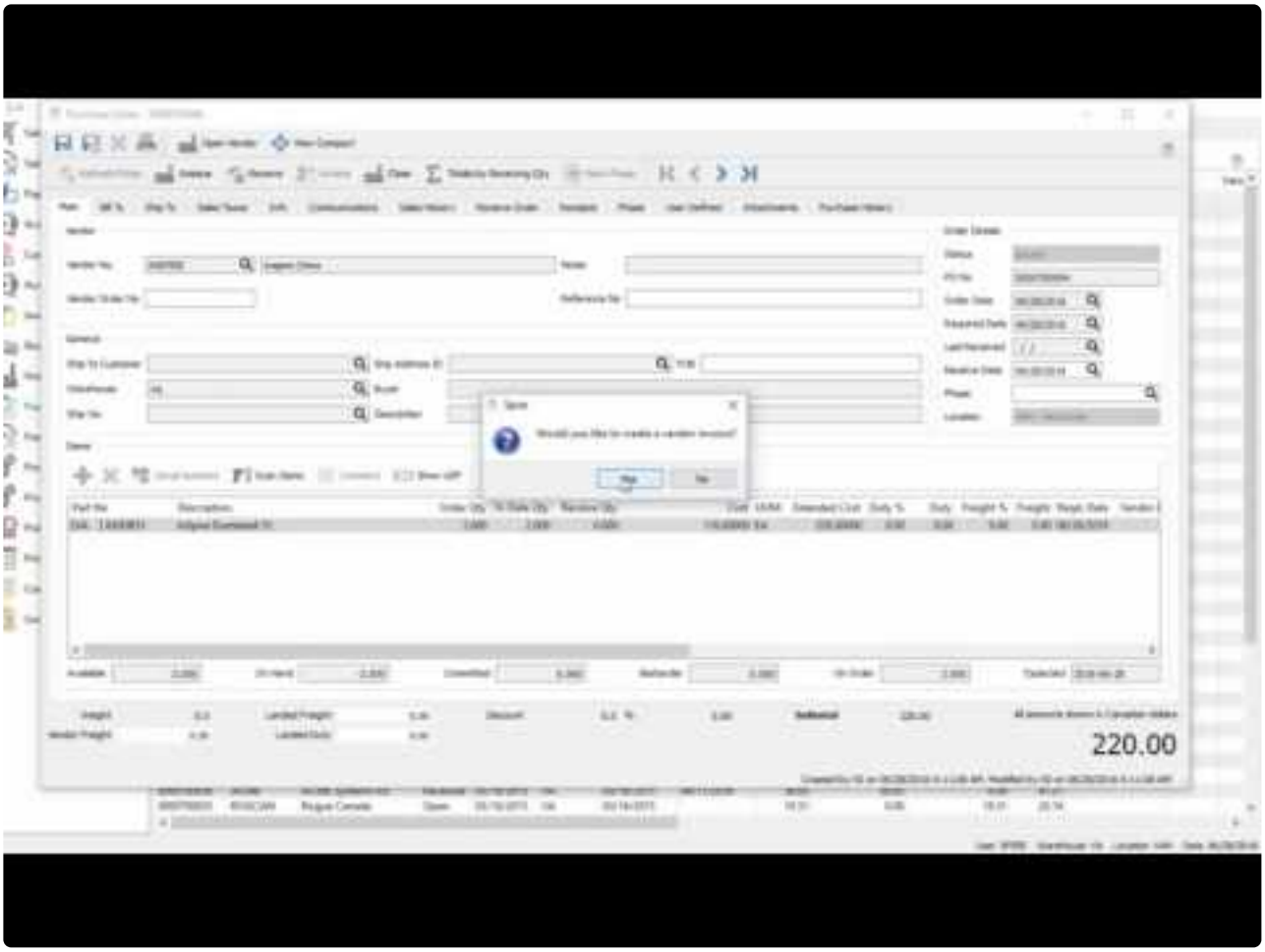
If we would have had received the quantity into stock previous to selling it the cost would have been $12 instead of $10. This means that the sale was posted to the customer and to the GL at the wrong cost.

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

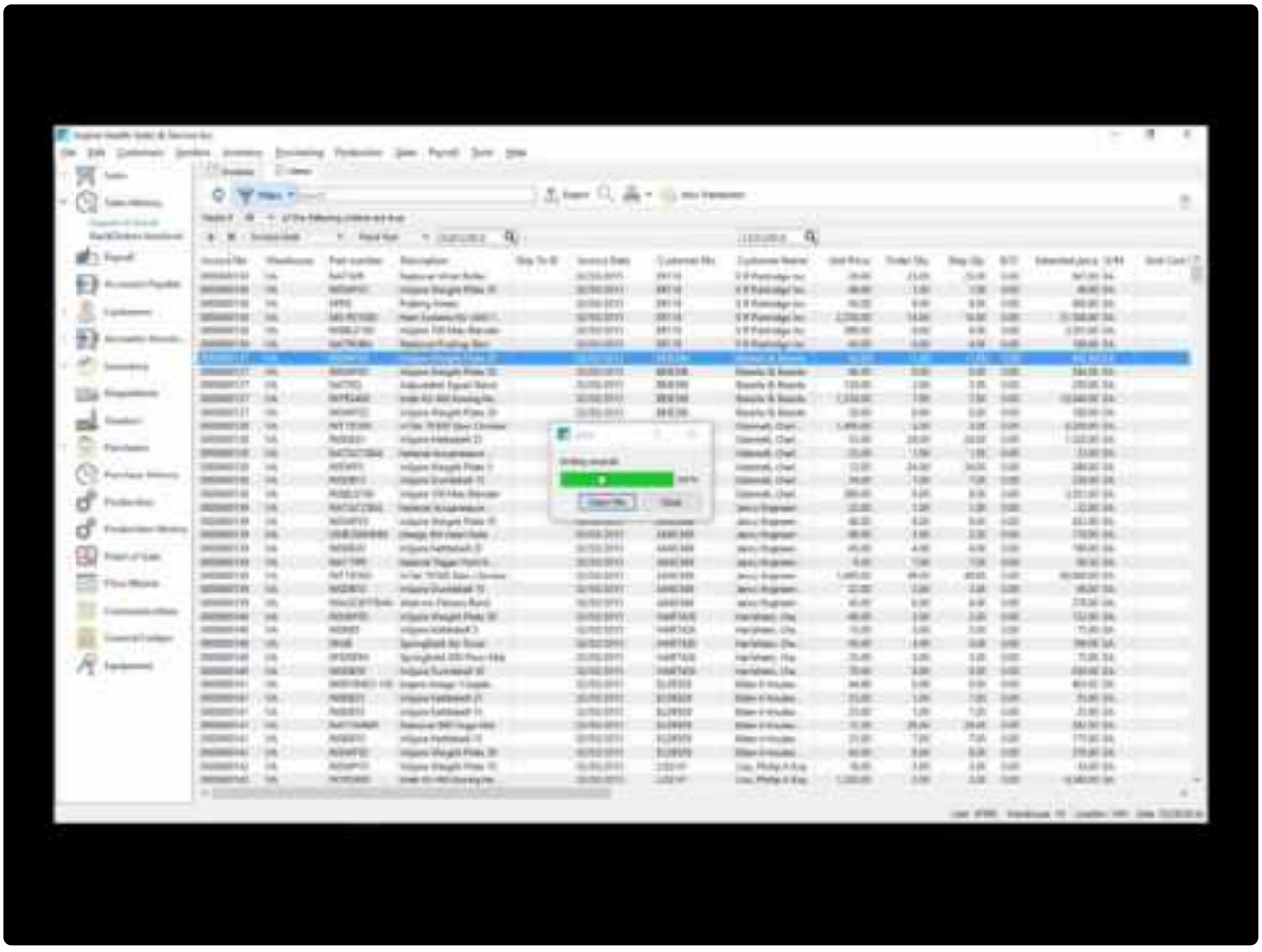
Excel Pivot Tables

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.

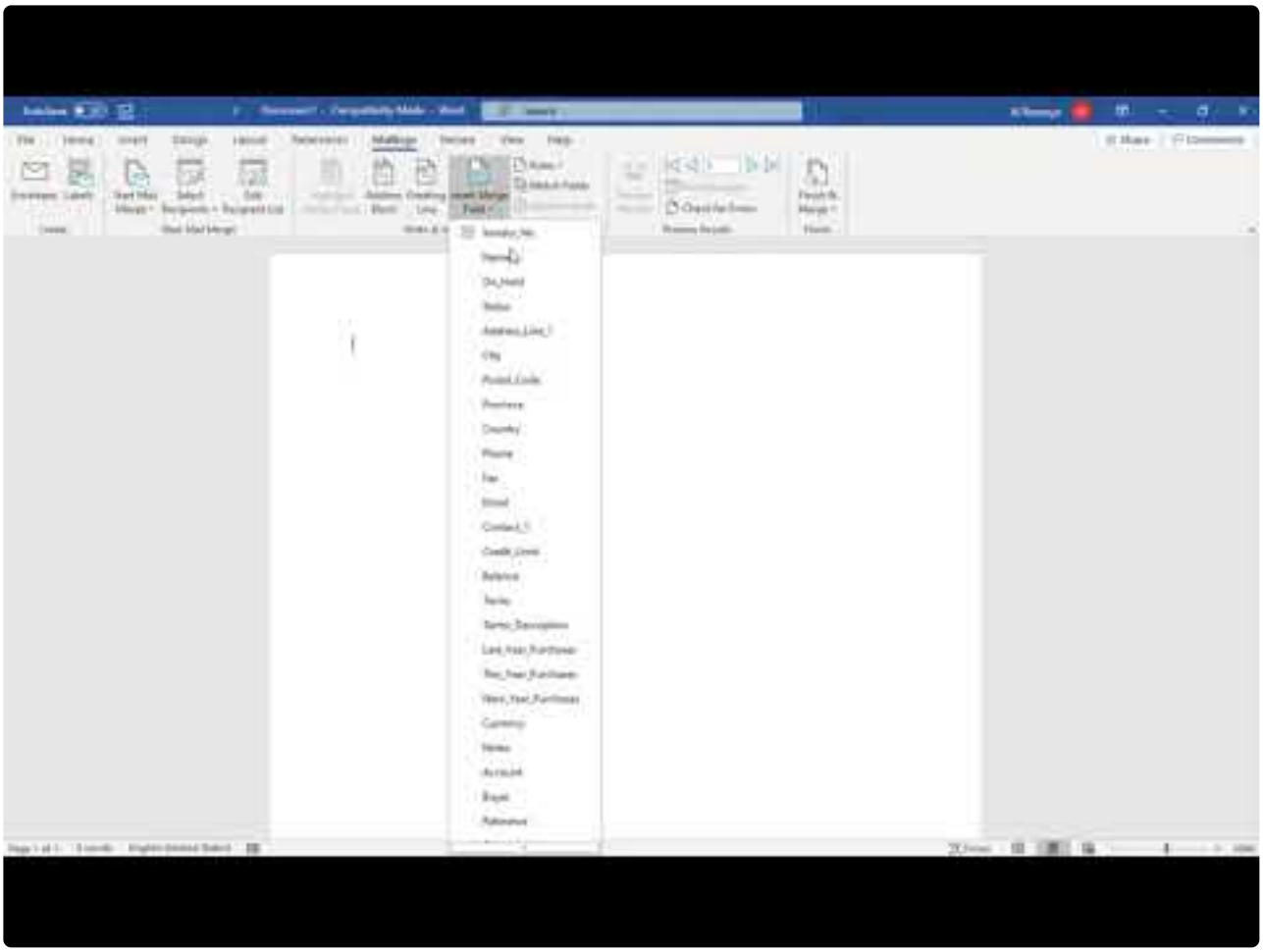
Video Instruction –



https://www.youtube.com/embed/8kKRqQkzaUU?rel=0

Mail Merge by Exporting from List

This video shows how to create a mail or email merge from exported Spire lists.



https://www.youtube.com/embed/JbPJCzTNtn8?rel=0