



Enspire Administrators Guide

Release Level 7.3.2.70

(original publication date 8/20/2010)

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Publication Information

Release: Enspire Release 7.3.2.70

Publication date: November 13, 2012

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Getting Started

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About this Manual

The Enspire *Getting Started* manual is designed to introduce you to frequently used features, techniques, and procedures. Becoming familiar with the information in this manual will give you the skills and knowledge necessary to perform more detailed tasks throughout the Enspire software system.

This manual assumes that you have installed Enspire and that you are familiar with the Microsoft Windows operating environment.

What Is Enspire?

Enspire is a sophisticated software system designed to increase distributor productivity and profitability. Enspire takes advantage of the power of Microsoft Windows 2000 Server and Microsoft SQL Server using Windows 2000 Professional or Windows XP Professional clients. Only Enspire offers the unique combination of sophisticated, industry-specific software functionality and proven computer network technology.

Enspire Documentation

The documentation that comes with Enspire includes this *Getting Started* manual as well as an installation guide and online help.

- *Installation Guide* – The Enspire *Installation Guide* covers the requirements for preparing your data for the conversion to Enspire. It also provides a complete road map to setting up Enspire properly.
- *Online Help* – The online help provides detailed instructions on performing Enspire procedures as well as a definition of each field in Enspire.

Starting Enspire

Installing Enspire placed a shortcut icon on your desktop. To start Enspire, double click this icon.



You can also start Enspire from the Microsoft Windows taskbar.

1. Click the Start button on the Windows taskbar.
2. Position the mouse pointer over **Programs**.
3. Position the mouse pointer over **Dimasys**.
4. Click **Enspire**.

Logging On to Enspire

NOTE

*Until you set up a user in Enspire, you can log on only as the Enspire administrator. For instructions on setting up a user, see *Setting Up an Enspire User* later in this chapter.*

After you start Enspire, the User Authentication dialog appears. Here, you can log on using Microsoft Windows NT domain authentication or you can provide a user ID and password.

1. If you are logging on using domain authentication, select **NT Domain Authentication**. This option automatically uses your Windows NT user ID and password. Therefore, you need to have a network user ID and password.
2. If you are not using domain authentication, type a **User ID** and **Password**.
3. **Enspire System Server** and **Enspire Company Database** display the default options assigned to the user.
4. In most cases, you will have only one Enspire system server. However, if you have more than one Enspire system server and you need to change it, you must have the proper security. To select a different server, click the globe icon () then select the name of the new system server.
5. If you need to change the **Enspire Company Database**, make your selection from the grid. When you select a company, all the transactions processed are for that company only.

Company	Company Name	Database Name
HTEK	HYDRA-TEK	HTek
▶ TEST	ACME DISTRIBUTION CO.	test

On the Login screen the Company list defaults to showing companies sorted by ascending alphabetic order using the company field. You can resort by any shown field.

6. Click **OK** to log on to Enspire.

Setting Up an Enspire User

Setting up Enspire users determines the level of access each user has to Enspire. Setting up a user involves the procedures listed below.

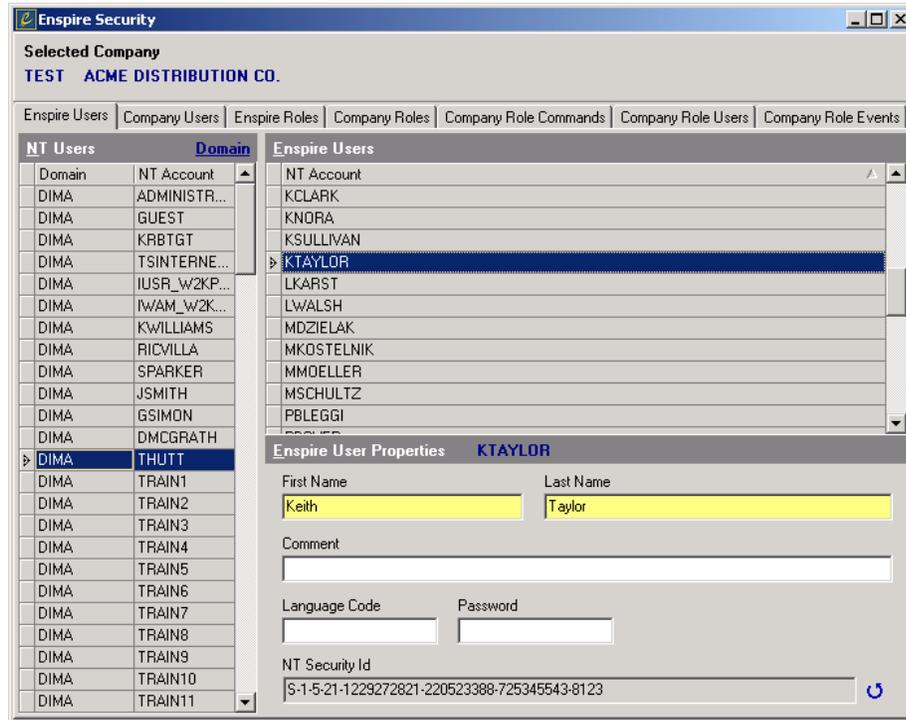
You perform these procedures in the Enspire Security dialog (Administration>System Control>Security). To access this dialog, you must log on as the Enspire administrator.

- assigning your Microsoft NT network users to Enspire
- assigning Enspire users to a company
- creating Enspire roles
- assigning Enspire roles to a company
- assigning commands to company roles
- assigning users to company roles
- assigning events to company roles

Assigning Microsoft NT Network Users to Enspire

The NT Users displayed in the Enspire Security dialog are generated from the network domain of the company network during the installation process. This procedure allows you to identify which of those users will be allowed access to Enspire. To grant NT Users access to Enspire:

1. In the Enspire Security dialog, click the **Enspire Users** tab.



2. In the NT Users grid, click and hold the mouse button down on the **NT Account** of the user you want to add as an Enspire user.
3. Drag the **NT Account** to the Enspire Users grid.
4. Release the mouse button.

To remove a user assigned to Enspire, drag the user from the Enspire Users grid back to the NT Users grid.

5. Complete the Enspire User Properties as follows:

First Name is the user's first name.

Last Name is the user's last name.

Comment allows you to provide additional information about the user.

Language Code is the language assigned to the user.

Password is the user's password to log on to the Windows NT network.

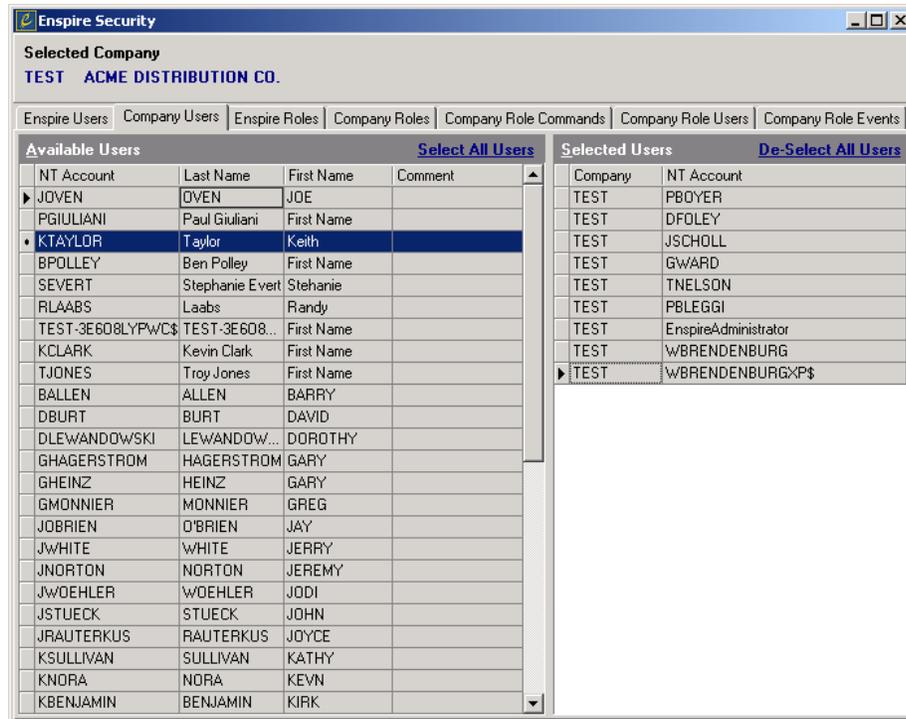
NT Security ID displays the user's security ID on the NT network.

6. Continue to the next procedure, which is Assigning Enspire Users to a Company.

Assigning Enspire Users to a Company

The company that was selected at sign on is displayed at the top of this window. To assign Enspire users to this company:

1. Click the **Company Users** tab.



2. In the Available Users grid, click and hold the mouse button down on the **NT Account** of the user you want to add as a company user. To add all users as company users, click the [Select All Users](#) function.
3. Drag the **NT Account** to the Selected Users grid.
4. Release the mouse button.

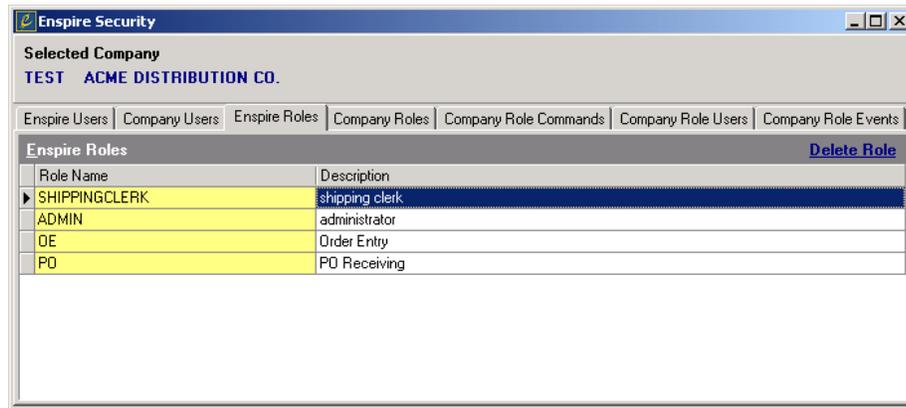
To remove a user assigned to the company, drag the user from the Selected Users grid back to the Available Users grid. To remove all users as company users, click the [De-Select All Users](#) function.

5. Continue to the next procedure, which is Creating Enspire Roles.

Creating Enspire Roles

Enspire roles are linked to users. They are also linked with commands that can be selected from the menu tree and also events that occur within Enspire. Thus, Enspire users are indirectly linked to the commands and the events through the company role. To create an Enspire role:

1. Click the **Enspire Roles** tab.

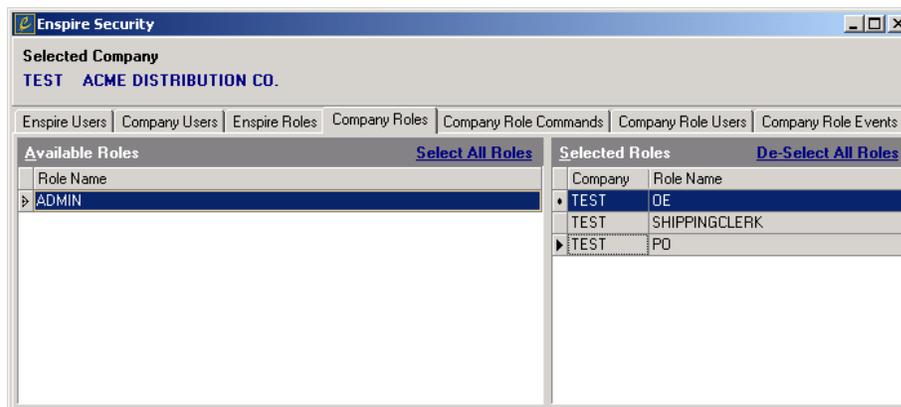


2. Click in the Enspire Roles grid.
3. Press the INSERT key on your keyboard.
4. In **Role Name**, type the code that identifies the role.
5. In **Description**, type the description of the role.
6. Continue to the next procedure, which is Assigning Enspire Roles to a Company.

Assigning Enspire Roles to a Company

Enspire provides the ability to have multiple companies in separate databases. This procedure assigns the roles created for Enspire to the specific company selected at sign on. To assign a role to a company:

1. Click the **Company Roles** tab.



2. In the Available Roles grid, click and hold the mouse button down on the **Role Name** you want to assign to this company.

The Available Roles grid contains the Enspire roles.

3. Drag the **Role Name** to the Selected Roles grid.
4. Release the mouse button.

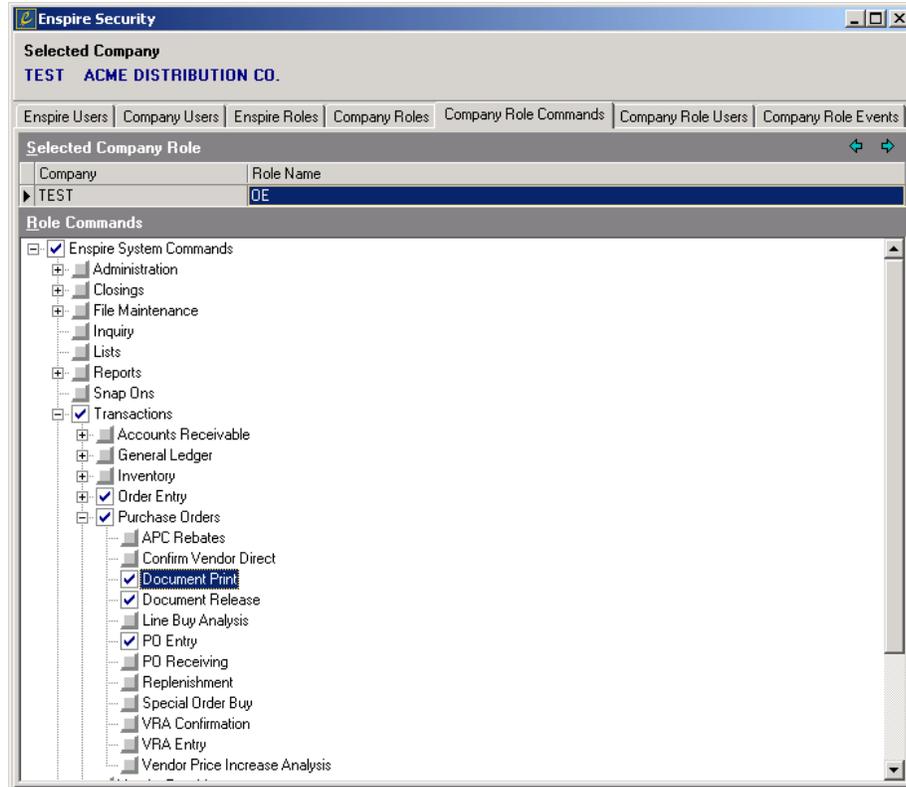
To remove a role assigned to the company, drag the role from the Selected Roles grid back to the Available Roles grid.

5. Continue to the next procedure, which is Assigning Commands to Company Roles.

Assigning Commands to Company Roles

The commands you assign to a company role determine the level of access that users who are assigned to that role have in Ensfire. To assign a command to a company role:

1. Click the **Company Role Commands** tab.



2. Select the role you want to assign commands to.

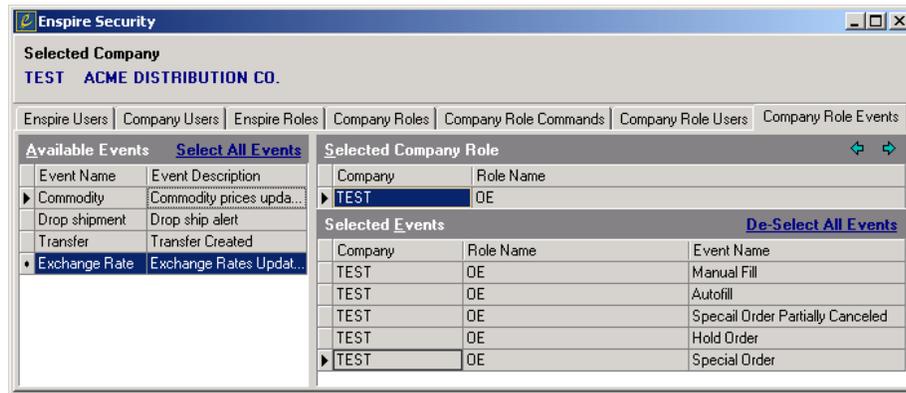
To select a role, click the arrows until the desired **Role Name** is displayed.



3. Select the commands you want to assign to the role.

To select commands, click the box () next to the command level you want to assign. A check mark appears in the box. To display the commands within a command level, click the plus sign (+) next to the level. To hide the commands within a command level, click the minus sign (-) next to the level. When you select a command level, all commands within that level are assigned to the selected **Role Name**. For example, if you select Ensfire System Commands, the role has access to all Ensfire commands. If you select File Maintenance, the role has access only to commands within File Maintenance. If you select Customer within File Maintenance, the role has access only to customer commands within File Maintenance.

1. Click the **Company Role Events** tab.



2. Select the company role you want to assign the events to.

To select a company role, click the arrows until the desired **Role Name** is displayed.



3. In the Available Events grid, click and hold the mouse button down on the **Event Name** you want to assign to the company role.
4. Drag the **Event Name** to the Selected Events grid.
5. Release the mouse button.

To remove an event assigned to a role, drag the event from the Selected Events grid back to the Available Events grid.

The initial Enspire User and Company User set up is now complete.

Field Colors

In Enspire, the color identifies the type of field. Yellow indicates a required field. You must complete a required field before you can save or post. White identifies an optional field. And Gray identifies a display-only field. The example below is from the Order Entry dialog. **Purchase Order** is one of the optional fields. **Terms** and **Source** are required. **Currency** and **Exchange Rate** are read only.

Purchase Order	Release	Currency	Exchange Rate
<input type="text"/>	<input type="text"/>	US	<input type="text"/>
Carrier	Service	Terms	Source
<input type="text"/>	<input type="text"/>	30	3
Ordered By	Department		
<input type="text"/>	<input type="text"/>		

NOTE

Terms and Source can be optional fields, depending on your selections in the Company Miscellaneous Control File dialog.

Data Entry Techniques

In Enspire, different types of fields require specific methods of entering or selecting data. In some cases, more than one technique is available.

- **Calculator** – The calculator gives you the option of figuring an amount, then inserting it into the field. For example, the Price field in the Order Entry Items grid allows you to accept the given price, type a new price, or calculate a new price.

Clicking the  icon displays the calculator.



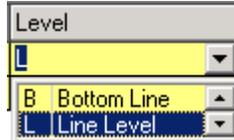
- **Check Boxes** – Check Boxes allow you to select one or more options from a list. They are also used to select a record for printing or releasing. A check mark indicates the option is selected. Clicking a check box or pressing the SPACE BAR on your keyboard toggles the check box between selected and unselected. In the example below from the Document Print dialog, document 2593 will be printed but 2594 will not be printed.

Print	Document	Created	Source
<input checked="" type="checkbox"/>	2593	3/15/2002	MAIN
<input type="checkbox"/>	2594	3/15/2002	MAIN

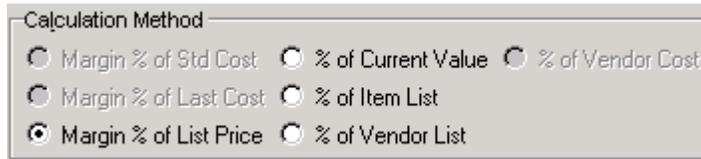
- **Dates** – Any field that requires a date gives you the option of typing the date directly into the field or selecting the date from the Calendar dialog. Clicking the  icon displays the Calendar dialog.



- **Drop-down Lists** – A drop-down list contains a list of available options. To select from a drop-down list, click the down arrow, then click the option you want to select. You can also begin typing and the list will display partial matches. In the example below from the Family Maintenance dialog, you select the discount level you want to apply.



- LookUps – Lookups enable you to search for specific records based on the criteria you provide. LookUps are discussed in the Enspire Environment chapter later in this manual.
- Radio Buttons – Radio buttons allow you to select only one option from a set of available options. The options are mutually exclusive. The example below is from the Inventory Cost Price Updates dialog. The currently selected option is **Margin % of List Price**. If you selected a different option, **Margin % of List Price** becomes unselected.



- Text Fields – To enter information in a text field, you activate it then type the information. To activate a text field, you can click it or press the TAB key to navigate through the dialog until the field becomes active. The example below is from the Item Master dialog.



Keyboard Shortcuts

Enspire gives you the choice of using the keyboard or the mouse to navigate through the application. To use the mouse, you simply point and click to select an option or perform a function. If you prefer the keyboard, you can use the shortcuts listed below.

- ALT – The ALT key plus an underlined letter opens a menu or displays a section of an Enspire dialog. For example, in the Item Master dialog, ALT+F displays the File menu and ALT+C displays the Codes section. You hold down the ALT key as you press the letter, then release both keys simultaneously.
- ALT+ ~ (ALT TILDE) – This key combination cycles through all Enspire dialogs that are currently open. For example, while you are in Order Entry, you can open Item Master and Customer Master, then use ALT+ ~ to move among those screens. ALT+ ~ functions in a manner similar to the ALT+TAB combination in Microsoft Windows.
- CTRL – The CTRL key activates a menu command. For example, CTRL+O executes the Open command on the File menu. Therefore, pressing CTRL+O in Item Master displays the Item LookUp dialog and allows you to select the item you want to open. You hold down the CTRL key as you press the letter, then release both keys simultaneously. Other CTRL key combinations are: CTRL+N (New), CTRL+D (Delete), and CTRL+S (Save).
- ENTER – The ENTER key moves the cursor to the next field in Enspire grids. If the cursor is in the last field of a row, pressing ENTER moves the cursor to the next row. If you are in the last field of the last row, pressing ENTER creates a new row.
- INSERT – The INSERT key creates a new row in an Enspire grid.

- TAB – The TAB key moves the cursor to the next field in Enspire grids. If the cursor is in the last field of a row, pressing TAB moves the cursor to the next row. If you are in the last field of the last row, pressing TAB creates a new row. TAB also moves the cursor from one field or button to the next in any Enspire dialog.

The Enspire Environment

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About this Chapter

This chapter covers the Enspire operating environment and describes functionality that is standard throughout the application.

Main Window

When you first open Enspire, the Main Window appears. Through menus and the Outlook Bar, the Main Window provides access to all programs within Enspire and also contains the Communications Area.

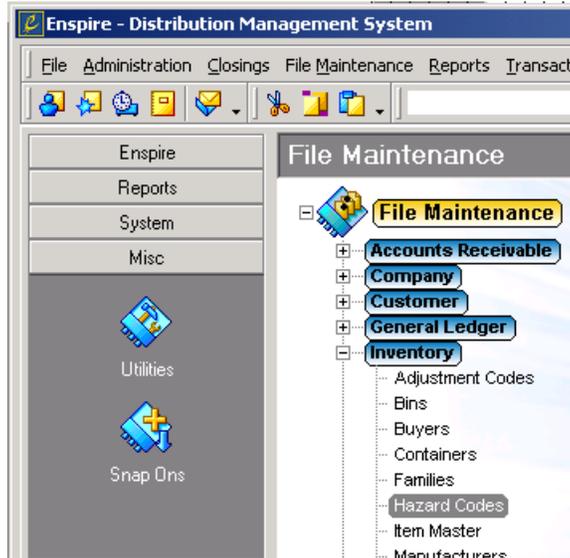
Menus

The menus appear across the top of the Main Window. To choose a command from a menu, you can use either the keyboard or the mouse. For example, to open Item Master with the keyboard, press ALT M to display the File Maintenance menu, press I to display the Inventory programs, then press M for Item Master. To open Item Master with a mouse, click the File Maintenance menu, position the mouse pointer over Inventory, then click Item Master.

- The File menu contains the **Exit** command. Choose **Exit** to close Enspire.
- The Administration menu provides access to system controls that establish default settings and operating parameters throughout Enspire.
- The Closings menu provides access to the Closing Module. From here, you can close the day, month, or year.
- The File Maintenance menu provides access to the Enspire setup programs, such as Item Master and Vendor Maintenance.
- The Reports menu provides access to the Enspire Report Explorer.
- The Transactions menu provides access to Enspire transactions, such as Order Entry and Replenishment.
- The Utilities menu provides access to Enspire utility programs, such as mass changes and setting the beginning balance of each GL account.
- The Help menu provides access to the Enspire online help.

Links Panel

The Links Panel provides shortcuts to Enspire programs. It is divided into groups and is located along the left side of the Main Window. A Links Panel group contains shortcuts to designated areas of Enspire. To display the shortcuts within a group, click the group name. The Links Panel comes configured with several groups and you can add your own groups. In the example below, the Links Panel groups are Enspire, Reports, System, and Misc and the shortcuts for the Misc, group are Utilities and Snap Ons.



Adding a Links Panel Group

1. Right click in the Links Panel.
2. From the menu that appears, select **Add Group**. A new group appears at the bottom of the Links Panel.
3. Type the name you want to assign to the new group.

Renaming a Links Panel Group

1. Right click the group you want to rename.
2. From the menu that appears, select **Rename Group**.
3. Type the new name.

Deleting a Links Panel Group

1. Right click the group you want to delete.
2. From the menu that appears, select **Remove Group**.

Adding a Shortcut to a Links Panel Group

1. Right click the group you want to add the shortcut to.
2. From the menu that appears, select **Customize**.
3. In the Customize dialog, drag the shortcut you want to add to the group.

To drag a shortcut, click the shortcut and hold the mouse button down. Move the mouse pointer to the group then release the mouse button.

Renaming a Shortcut

1. Right click the shortcut you want to rename.
2. Click **Rename Shortcut**.
3. Type the new name.

Deleting a Shortcut from a Links Panel Group

1. Right click the shortcut you want to delete.
2. Click **Remove Shortcut**.

Communications Area

The communications area allows you to create and receive messages, view events, chat, and set up reminders. This screen is a customizable grid that includes Company ID, IP Address, Logon ID, Machine Name, Port, and User ID in addition to the User Name, NT Account, Company, and Logged On Time displayed below. The communications area appears at the bottom of the Main Window.

- Current Logged On Users displays the names of current Enspire users and the times they logged on. You can right click on a user to chat with or send a message to that user.

User Name	NT Account	Company	Logged On Time
EnspireAdministrator	JSCHOOLMASTER	DIMA	6/22/2006 8:08:18 AM
EnspireAdministrator	DMCGRATH	DIMA	6/6/2006 10:55:41 AM
EnspireAdministrator	DMCGRATH	DIMA	6/30/2006 2:16:09 PM
EnspireAdministrator	DFAMIGLIETTI	DIMA	6/30/2006 4:52:27 PM

- The Messages section displays the messages you have received.
- Network Chat allows you to initiate or join an interactive chat with other Enspire users. To chat with only one user, right click that user in the Current Logged On Users section.
- Events are Enspire-related messages generated automatically by the software when certain processes occur. For example, if an order is placed on hold, Enspire generates an event. Only those users designated to view the event will receive it.

Event Name	Event Description	Event Message	Event Logged
Manual Fill	Manual Fill alert	Manual Fill needs to be run in MAIN for 611430-16BL	5/3/2002 3:45:12 PM
Hold Order	Hold Orders Updated	Current Orders on Hold = 76	5/23/2002 1:49:27 PM
Hold Order	Hold Orders Updated	Current Orders on Hold = 77	5/23/2002 3:45:48 PM
Drop shipment	Drop ship alert	Drop ship order 51 has been created.	5/24/2002 7:41:03 AM
Special Order	Special Order alert	Special Order for 101/8HSTBLKSP requires attention	5/27/2002 10:34:25 AM

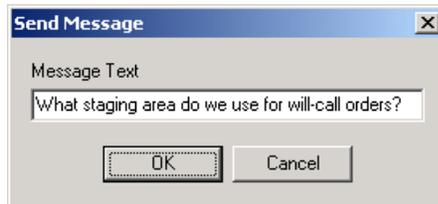
- The Reminders section allows you to create reminders and schedule when they will appear.

Sending a Message

1. In the Current Logged On Users section, right click the user or users you want to send the message to.

For instructions on selecting multiple users, see the Grids chapter.

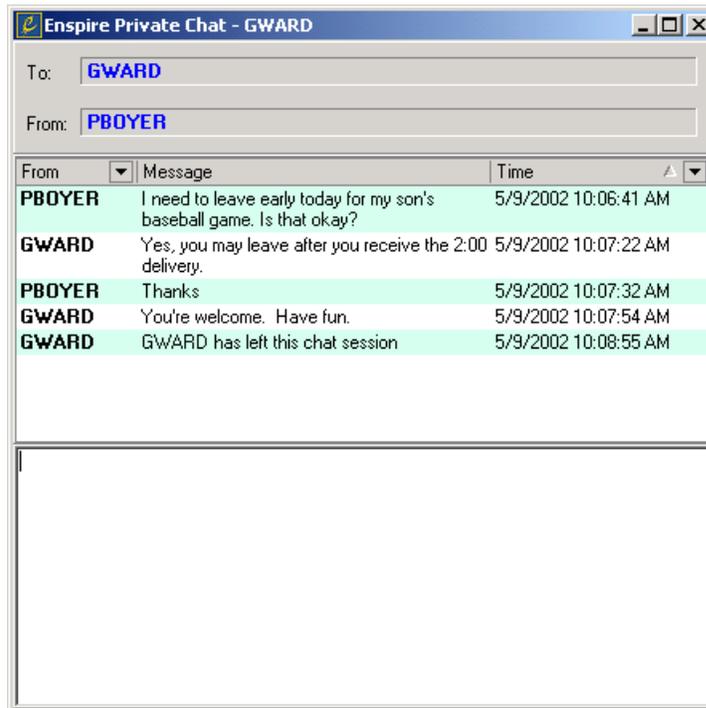
2. From the menu that appears, select **Send Message to Selected User(s)**.
3. In the Send Message dialog, type the message in **Message Text**.



4. Click **OK** to send the message.
If you do not want to send the message, click **Cancel**.
5. The messages you receive appear in the Messages section.

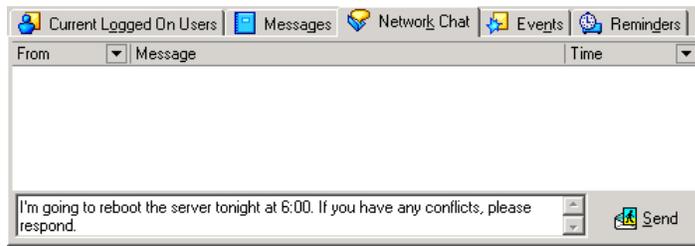
Chatting with a Single User

1. In the Current Logged On Users section, right click the user you want to chat with.
2. From the menu that appears, select **Private Chat**.
3. In the Private Chat dialog, type the text you want to send, then press the ENTER key on your keyboard. Pressing ENTER sends the text to the selected user.



Chatting with all Currently Logged On Users

1. In the Network Chat section, type your message, then click **Send**.



Standard Toolbar

The Standard toolbar appears at the top of many Enspire dialogs. The current dialog determines the available tools. The commonly used tools are described below.

- 
New creates a new record or batch. For example, in Item Master, choosing **New** allows you to add an item. In Order Confirmation, **New** creates a new confirmation batch. When you see this icon displayed, you can also use keyboard shortcuts of (CTRL + N) to open the New dialog.

- 
Open opens an existing batch or record. When you click **Open**, a LookUp dialog appears. LookUps are discussed later in this chapter. When you see the magnifying glass icon displayed in maintenance and transaction programs, you can also use keyboard shortcuts of (CTRL + O) to open the Open dialog.

- 
Save saves the current information, but does not post it to the database. When you see this icon displayed, you can also use keyboard shortcuts of (CTRL + S) to save your work.

- 
Cancel allows you to undo your changes since the last time you saved. If you are working in a grid and move to a different record, you can no longer cancel changes to a previous record.

- 
Delete deletes the selected record. Based on your setup, Enspire may prohibit you from deleting certain records. Also, you cannot delete records that are in use in other areas of Enspire. For example, you cannot delete an item if it is currently included on a transaction, such as an order or transfer, or if it is in a batch, such as a PO receipt batch.

- 
Post updates all affected records in the database with the current information. When you see this icon displayed, you can also use keyboard shortcuts of (CTRL + P) to post the transactions.

- 
Fetch retrieves records that match your selection criteria. When you see this icon displayed, you can also use keyboard shortcuts of (CTRL + F) to launch the Fetch dialog.

- 
Memo opens the Memo Link Maintenance dialog, which allows you to include messages with transactions that include the selected customer, vendor, item, or salesperson.

- 
Select Customer accesses the Select Customer dialog, where you can select a group of customers for orders, rebates and customer returns

processing.

-  **Select Maintenance** accesses the appropriate maintenance program to allow you to edit maintenance records from a different calling program. For example you can select this icon from the Ship To tab of the Customer Master Maintenance program to access the Ship To Locations dialog.
-  **Mandatory Memo** displays Memo Link for mandatory memos in the Customer Master, Vendor Master and Item Master dialogs.
-  **Non mandatory Memo** displays Memo Link for non mandatory memos in the Customer Master, Vendor Master and Item Master dialogs.

Adding Commands to the Toolbar

1. Click the down arrow at the end of the toolbar, then click **Add or Remove Buttons**.



2. Click **Customize**.
3. In the Customize dialog, click the Commands tab.
4. In Categories list, click the menu that contains the command you want to add.
5. In the Commands list, drag the command you want to add to the toolbar.

To drag a command, click and hold the mouse button down on the command. Move the mouse pointer to a valid position on the toolbar then release the mouse button. As you drag the command, an **X** indicates that you are not in a valid position. A **+** indicates that you are in a valid position.

Removing Commands from the Toolbar

1. Click the down arrow at the end of the toolbar, then click **Add or Remove Buttons**.



2. On the list of commands that appears, click the command you want to remove.

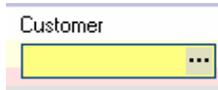
To add the command back to the toolbar, click the command again.

LookUps

Enspire lookups enable you to search for specific records based on the criteria you provide. For example, you can search for items based on item number, description, UPC code, and a variety of other information.

Depending on the type of record and the process from which the lookup is initiated, one or two methods can be used to perform the lookup:

- First method – From the File menu, choose **Open** or you can use the open icon available in the menu toolbar. For example, in the Item Master dialog, choosing **Open** allows you to use the Item LookUp to search for the item you want to open.
- Second method – Click the  magnifying glass or  (ellipse) icon in a field that supports lookups.
For example:
In the Order Entry dialog, you can perform a lookup to open the customer that is placing the order.

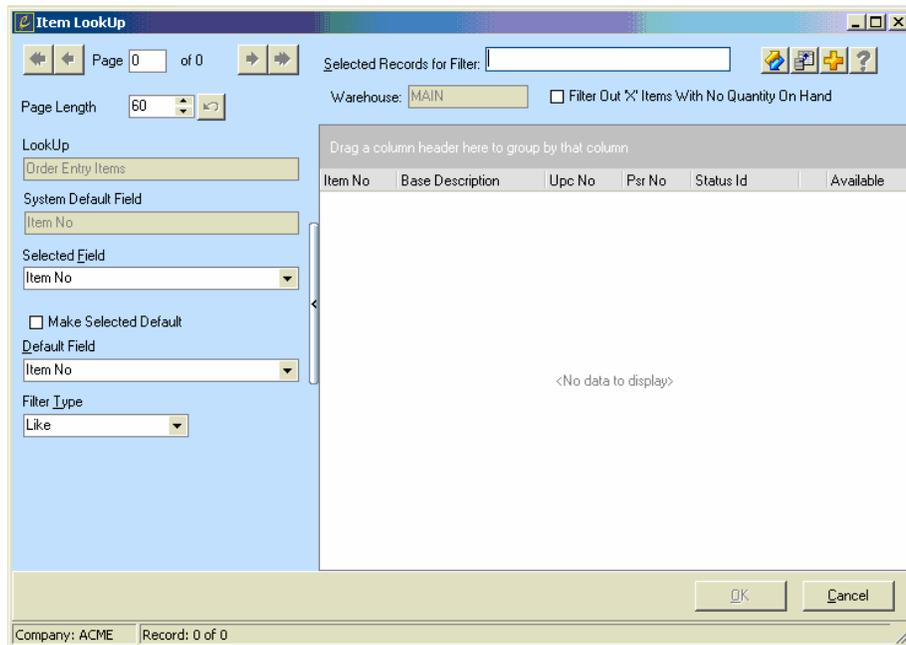


Inside edit dialog boxes or grids, you can also perform a lookup for the field containing the ellipse icon, such as Vendor or GL account rebate number as seen below.

Authorization	Description	Type	Vendor	GL Acct Rebate
INST-AAA	Instant AAA	I		4103-1
KDS	testing	D	JMC	6990-0
KTEST	keith test	I		4103-1
PBTEST	pbtest 10-8	C		2553-2

Performing a LookUp

The examples in this section use the Item LookUp dialog.



This example shows the default settings. Therefore, the lookup is based on item number and the **Filter Type** is set to Like.

To perform an item lookup:

1. Open the Item LookUp dialog.
2. You can enter optional search criteria in the fields on the left side of the screen:

The System Default Field for the lookup is display only.

Selected Field is the field to use when performing the lookup.

You can select the Make Selected Default checkbox to make the field you selected for the lookup be the default lookup field when you access this screen.

The Default Field is the field currently used for the lookup.

The Filter Type determines the comparison method for the lookup.
3. In **Selected Records for Filter**, type the text for the lookup. You can also leave this field blank.
4. (Optional) Some lookups have specific filter fields based on the type of lookup you are performing.

The Item Lookup screen contains additional filter fields:

Warehouse allows you to enter a warehouse to use to limit the lookup.

Filter out 'X' Items With No Quantity On Hand allows you to filter the items that are marked with X as the Item Status and there no Quantity On hand. Note that this filter only applies to the Items that are marked as X Status and not for any other item status.

The Document Lookup screen contains additional filter fields.

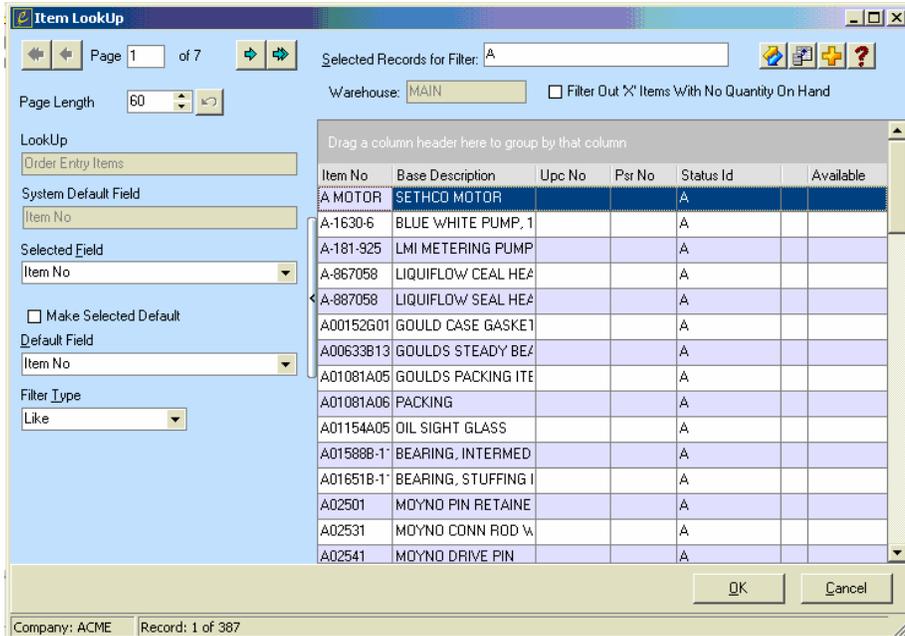
In the Status box, you can select to limit the lookup information by the available statuses: **Entered, Printed, Shipped** or **Closed**.

In the Type box, you can select to limit the lookup information by the available types of documents: **Basic, Drop Ship, Future, Recurring, Vendor Direct, Quote, Invoice, Direct Invoice, RMA, Credit** and **Direct Credit**.

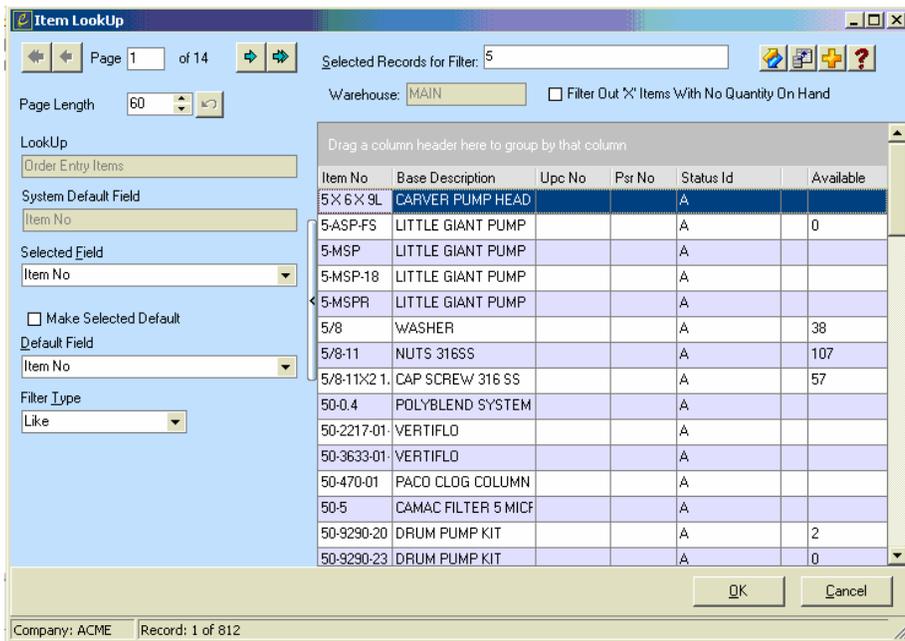
Different document type check boxes are available depending on the type of document lookup you are performing. Select the checkboxes for the document type you want to include in the lookup.

5. Click the **Fetch** button ().

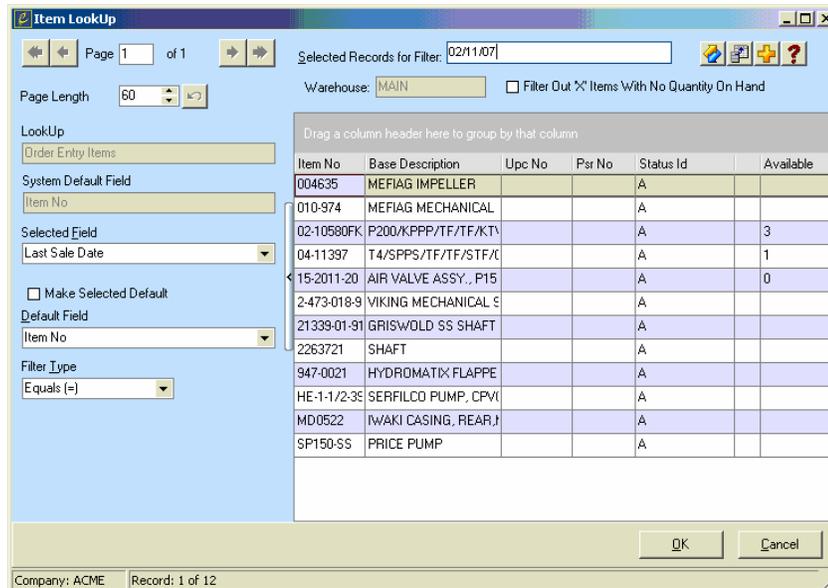
The lookup retrieves records based on the settings for **Selected Field** and **Filter Type** and the text you type in **Selected Records for Filter** and any available filter fields. The lookup in this example retrieves all items with an item number that begins with A.



In the example below, **Selected Field** has been changed from Item No to List Price. The **Filter Type** is now Less Than (<) and **Selected Records for Filter** is 5. Now, when you click **Fetch**, the lookup retrieves items that have a list price less than \$5.00.



In the example below, **Selected Field** has been changed from List Price to Last Sale Date. The **Filter Type** is now Equals (=) and **Selected Records for Filter** is 02/11/06. Now, when you click **Fetch**, the lookup retrieves items that were last sold on February 11, 2006.



Currently, the Last Sale Date column is not included in the lookup grid. To include it, you can click **Customize** (🔧), or right mouse click in any grid column header to present dialog used to manipulate data in the grid. For more information, see the Grids chapter.

Setting LookUp Defaults

You establish default settings for lookups in the Server LookUp Maintenance dialog.

1. Open the Server LookUp Maintenance dialog (Administration>System Control>Lookup Control).
2. Select the lookup you are setting the defaults for.

The lookups appear in a list on the left side of the dialog. To select a lookup, click it. After you select a lookup, it appears in the read-only **LookUp** field.

3. In **Default Field**, select the field used to perform the lookup.

For example, if the default field is Item Number, the lookup retrieves only those items with an item number that is at least a partial match to the information you type. In a lookup dialog, you can select a field other than the default to perform a lookup.

The options available in **Default Field** depend on the lookup you select.

4. In **Records Per Page**, type the maximum number of records you want to display at a time.
5. In **Filter Type**, set the filter used to determine the records retrieved by the lookup.

For example, if you select Equals, the data in a record must match exactly the value you type for the lookup. Otherwise, the record will be excluded from the lookup. In a lookup dialog, you can select a filter other than the default to perform a lookup.

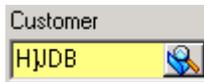
6. Click **OK**.

Quick Keys

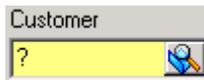
Quick keys expand Enspire's lookup capabilities by allowing you to override the Selected Field and perform the search based on the quick key you use. Hot Keys are user-defined quick keys that allow you to set up keyboard shortcuts.

Quick keys consist of a letter followed by a closing bracket. For example: you are creating an order for a customer named JDB Enterprises. If you click the lookup in the Customer field, the Customer LookUp dialog appears and you search for customers based on the current Selected Field option.

However, because you know the customer name, you can use the customer name quick key, as in the example below. This example limits the lookup to only those customers that begin with JDB. You can also use wildcards in combination with quick keys. For information on wildcards, see the Wildcards section later in this chapter.



Quick keys are available in all lookup dialogs as well as any lookup field. To see the quick keys that are available for a given lookup, type a ? (question mark) in the lookup field, then click the LookUp button or press ENTER.

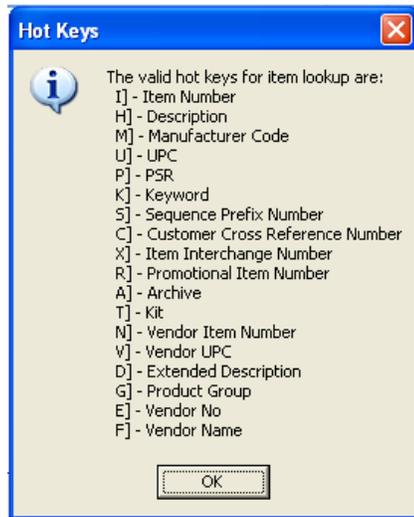


Each type of lookup has its own unique quick keys.

Listed below are the quick keys for the Customer lookup in the Sales Order Entry dialog.



Listed below are the quick keys for the Item lookup, which is accessed throughout Enspire.



Wildcards

Wildcards are characters that you can use in place of the actual characters. Wildcards allow you to enter partial information and still display the record or records you want to see. The wildcards are as follows:

- The % (percent sign) wildcard can represent a single character or multiple characters. For example, to match on vendors whose names begin with ABC, type ABC%. To match on vendors that end in ABC, type %ABC. To match on vendors who have ABC somewhere in their names, type %ABC%.
- The _ (underscore) wildcard represents a single character. For example, to match on vendors with the name ANDERSON or ANDERSEN, type ANDERS_N. Typing A_ matches on only those vendors whose names begin with A and are exactly two characters long.

You can also combine the wildcards. For example, to match on item numbers AB1100, CD1110, EF1120, and GH1130, type %11_0. Because the item number can begin with any number of characters, %11_0 would include other numbers, such as ABCD1170. However, it would exclude item numbers such as AB11220 because only one character can fall between the 1 and the 0.

Documents

An Enspire document is a printable record generated by the application. Documents include customer returns, inventory documents (transfers, requisitions, or work orders), invoices and credits, purchase order documents (purchase orders, vendor return authorizations (VRA), or quotes) and sales order documents (sales orders, backorders, will call orders, vendor direct orders, future orders, recurring orders, and quotes).

Printer Groups

Printer groups identify the default printer for each Enspire document and determine the printer assignments for your users and/or warehouses.

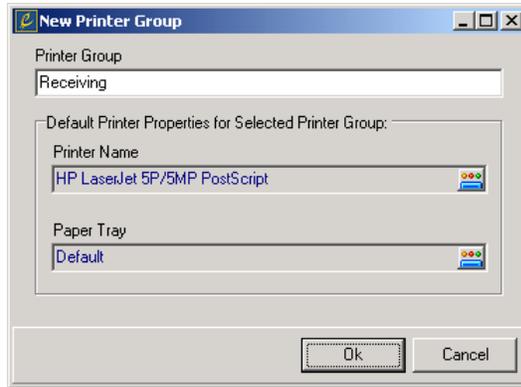
For warehouse documents, printing in Enspire follows the hierarchy listed below.

- If the warehouse has a printer group assigned, Enspire uses that printer group.

- If the warehouse does not have a printer group assigned, Enspire uses the printer group assigned to the user.
- If you do not have any printer groups defined, Enspire prints to the users default printer.

Setting Up a Printer Group with a Single Printer

1. Open the Document Printer Groups dialog (Administration>System Control>Printer Groups).
2. Click the **New Printer Group** button ().



3. In **Printer Group**, type the name of the new printer group.
4. In **Printer Name**, click the printer button () then select the default printer for the printer group.

This default is automatically assigned to all documents.

5. In **Paper Tray**, click the printer button () then select a paper tray.

The selected printer determines the paper tray options that are available. If you are unsure of which paper tray to select, select Default.

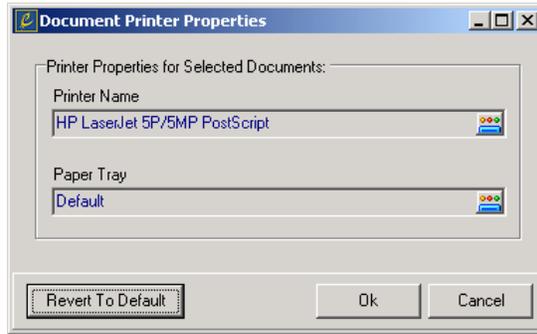
6. Click **OK**.

Setting Up a Printer Group with Multiple Printers

When you first create a printer group, you select a default printer that applies to all documents. To assign a different printer to an individual document, follow the steps below.

1. Open the Document Printer Groups dialog (Administration>System Control>Printer Groups).
2. In **Printer Group**, select a printer group.
3. In the Document grid, select the **Document Class** you want to assign a different printer to.

- Click the **Edit Selected Document Classes** button ()



- In **Printer Name**, click the printer button () then select the printer you want to assign to the document class.
- In **Paper Tray**, click the printer button () then select a paper tray.

The selected printer determines the paper tray options that are available. If you are unsure of which paper tray to select, select Default.

- Click **OK**.

Assigning a Printer Group to the Current User

- Open the User Profile Maintenance dialog (File Maintenance>System>User Profile).
- Click the **Enspire System** tab.
- In **Printer Group**, select the printer group you want to assign to the currently signed on user.user.

The printer group you select is assigned to the user who is currently logged on.

- Click **OK**.

Assigning a Printer Group to a Warehouse

- Open the Warehouse Maintenance dialog (File Maintenance>Inventory> Warehouse).

2. Click the **Information** tab.

The screenshot shows the 'Warehouse Maintenance' dialog box with the 'Information' tab selected. The 'Warehouse' grid at the top lists 'MAIN' with the name 'Main Texas Warehouse'. Below the grid, the 'Information' tab contains several fields: 'Manager' and 'Credit Manager' are empty dropdown menus; 'Dun and Bradstreet' is an empty text field; 'Profit Center' is set to '9999'; 'Buyer' is 'HOPE'; 'Markup' is '0'; 'Work Schedule' is 'STD'; 'Bank' is 'SJNB'; 'Printer Group' is 'Developer Printer'; 'Commit Level Times' are set to '6:00:00 AM' for 'One' and '4:00:00 PM' for 'Two'. The status bar at the bottom shows 'Company: TEST', 'AcctgDate: 5/15/2002', 'Acctg. Period: 5', 'Acctg. Year: 2002', and 'User: PBOYER'.

3. In the Warehouse grid, select a warehouse.
4. In **Printer Group**, select the printer group you want to assign to the warehouse.
5. Choose **Save**.

Grids

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About this Chapter

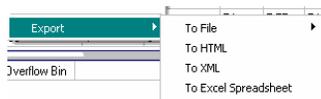
This chapter provides instructions on working with Enspire grids, including customizing, exporting, and printing.

Grids

Much of the information in Enspire is contained in grids. Grids provide a flexible means for displaying and working with Enspire information. A grid consists of columns, rows, and cells. In the example below, the first three columns are Print, Document, and Created. A row is a horizontal line of data within the grid. A cell is the point at which a column and row intersect. For example, in the third row under Document, the cell contains the document number 77942.

Document Type	Document	Line	Status	Document Date	Latest Ship D
Direct Invoice	407376	1	Entered	9/6/2006	9/6/2006
Direct Invoice	407380	1	Closed	9/6/2006	9/6/2006
Direct Invoice	407381	1	Closed	9/6/2006	9/6/2006
Quote	300330	1	Entered	9/6/2006	9/6/2006
Quote	300330	2	Entered	9/6/2006	9/6/2006
Basic Order	308609	1	Printed	9/6/2006	9/6/2006
Basic Order	308609	2	Printed	9/6/2006	9/6/2006
Direct Invoice	407379	1	Closed	9/6/2006	9/6/2006
Invoice	407374	1	Closed	9/6/2006	9/6/2006
Direct Credit	200474	1	Closed	9/5/2006	
FMA	300388	1	Printed	9/5/2006	
Basic Order	308599	1	Printed	9/5/2006	9/5/2006
Direct Invoice	407373	1	Entered	9/5/2006	9/5/2006
FMA	300386	1	Printed	9/5/2006	
Basic Order	308600	1	Printed	9/5/2006	9/5/2006
FMA	300387	1	Printed	9/5/2006	
FMA	300385	1	Printed	9/5/2006	
Basic Order	308589	1	Printed	8/25/2006	8/25/2006

The commands used to print, customize, and export grids are available when you right click within a grid column header. When you right click, a menu appears. To access a command on the menu, click the menu option that contains the command you want to use, then click the command. The example below displays the Export commands.



Entering Information into a Blank Grid

The steps below use the Brackets grid as an example.

Bracket	PD Amount	Broker %	Broker Amount

1. Click in the Brackets grid then press the INSERT key on your keyboard. A new row is added to the grid.

Bracket	PD Amount	Broker %	Broker Amount
* i			0

- To move from cell to cell in a grid, you can press the TAB key or the ENTER key on your keyboard, or you can click in a cell.

Creating a New Row in a Grid

If the cursor is in the last field of the last row, pressing the ENTER key or TAB key on your keyboard creates a new row.

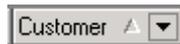
If all required fields in a grid contain valid values, you can press the INSERT key on your keyboard to create a new row. In the Brackets grid example below, pressing INSERT creates a new row because **PO Amount** contains a value for each existing record.

Brackets				
Bracket	PO Amount	▲	Broker %	Broker Amount
1	400			50
2	800			100
3	1500			125

Sorting and Grouping Information in a Grid

Enspire gives you the ability to sort information based on any column currently in the grid. You simply click the column you want to sort by. The first time you click a column, the information is sorted in ascending order. Click the column again to sort in descending order.

An arrow pointing up indicates the information is sorted by that column in ascending order.



An arrow pointing down indicates the information is sorted by that column in descending order.



To group information in a grid, you drag the column header you want to group by into the Group Panel. To display or hide the Group Panel, right click within the grid. On the menu that appears, click **Options**, then click **Show Group Panel**.

In the example below, the Group Panel is displayed.



In the example below, the Group Panel is not displayed.



To group by a single column:

- Click and hold the mouse button down on the column header you want to group by.
- Drag the column to the Group Panel.

To drag a column header, move the mouse pointer to the Group Panel then release the mouse button.

The examples below use the Documents grid in the Document Print dialog (Transactions>Order Entry>Document Print). In the first example, the information is not grouped.

Documents							
Drag a column header here to group by that column							
Print	Document	Created	Earliest	Latest	Customer	Warehouse	
<input checked="" type="checkbox"/>	77924	3/15/2002	3/15/2002	3/18/2002	LTI	MAIN	
<input checked="" type="checkbox"/>	77938	3/15/2002	3/15/2002	3/18/2002	WILCO	MAIN	
<input checked="" type="checkbox"/>	77942	3/15/2002	3/15/2002	3/18/2002	GDMCAB	MAIN	
<input checked="" type="checkbox"/>	77943	3/15/2002	3/15/2002	3/18/2002	NORTRA	MAIN	
<input checked="" type="checkbox"/>	77949	3/15/2002	3/18/2002	3/18/2002	WILCO	MAIN	
<input checked="" type="checkbox"/>	77918	3/15/2002	3/15/2002	3/18/2002	GENELE	MAIN	
<input checked="" type="checkbox"/>	77956	4/12/2002	4/15/2002	4/15/2002	SVPINC	MAIN	
<input checked="" type="checkbox"/>	77960	4/23/2002	4/23/2002	4/24/2002	DALCO	MAIN	
<input checked="" type="checkbox"/>	77964	4/24/2002	4/24/2002	4/24/2002	123	MAIN	

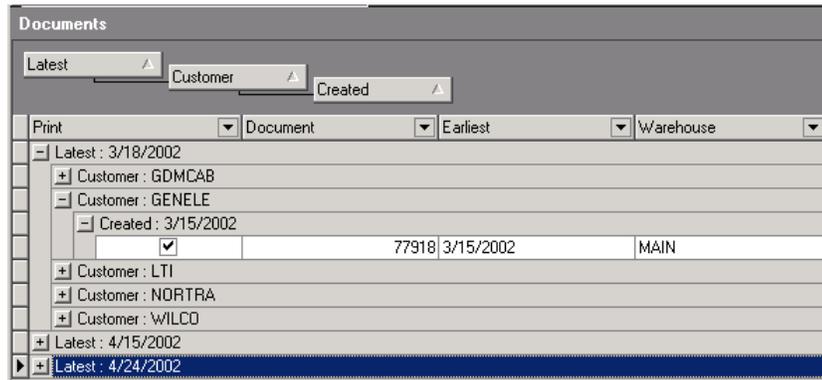
In the example below, the information is grouped by customer. You can click the plus sign (+) next to a customer to display each record belonging to that customer. Click the minus sign (-) to hide those records.

Documents							
Customer							
Print	Document	Created	Earliest	Latest	Warehouse		
+ Customer : 123							
- Customer : DALCO							
<input checked="" type="checkbox"/>	77960	4/23/2002	4/23/2002	4/24/2002	MAIN		
- Customer : GDMCAB							
<input checked="" type="checkbox"/>	77942	3/15/2002	3/15/2002	3/18/2002	MAIN		
- Customer : GENELE							
<input checked="" type="checkbox"/>	77918	3/15/2002	3/15/2002	3/18/2002	MAIN		
+ Customer : LTI							
+ Customer : NORTRA							

To group by multiple column headers, drag each column header to the Group Panel. In the example below, the information is grouped by customer and the date the document was created.

Documents							
Customer							
Created							
Print	Document	Earliest	Latest	Warehouse			
- Customer : 123							
- Created : 4/24/2002							
<input checked="" type="checkbox"/>	77964	4/24/2002	4/24/2002	MAIN			
- Customer : DALCO							
- Created : 4/23/2002							
<input checked="" type="checkbox"/>	77960	4/23/2002	4/24/2002	MAIN			
- Customer : GDMCAB							
- Created : 3/15/2002							
<input checked="" type="checkbox"/>	77942	3/15/2002	3/18/2002	MAIN			

The example below places the latest ship date in front of the other grouping levels. Now, Latest is the first grouping level.



Ungrouping a Grid

To ungroup: simply drag the column you no longer want to group by from the Group Panel back to the grid columns and release

Customizing a Grid

In some cases you may want to see more or less information than the default data for a particular grid, or you may wish to present the data in a different sequence. Therefore, Enspire gives you the ability to customize the grid and configure it to contain the information you want to see in the order you want to see it. The current grid parameters selected determine the information that is available.

Customizing a grid includes the following procedures:

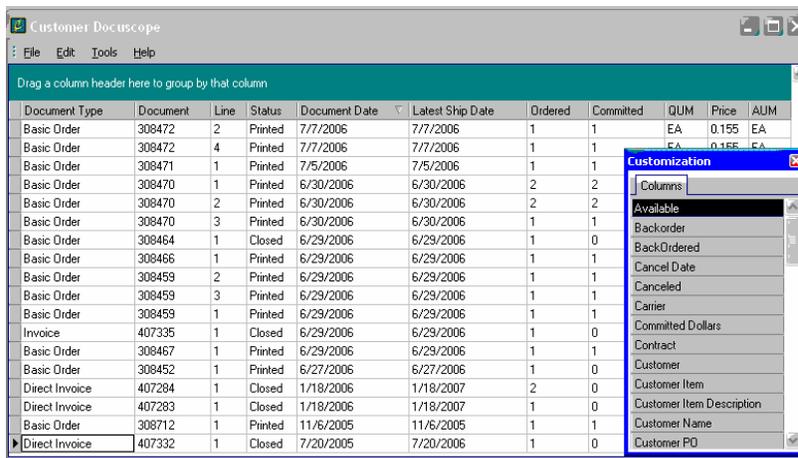
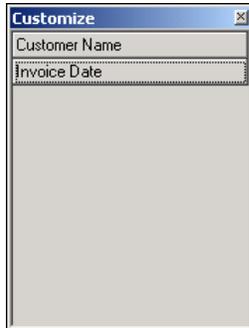
- Adding a Column
- Removing a Column
- Rearranging Columns
- Resizing a Column

The examples in this section use the Documents grid in the Customer Docuscope. To begin with, it contains the columns shown below.



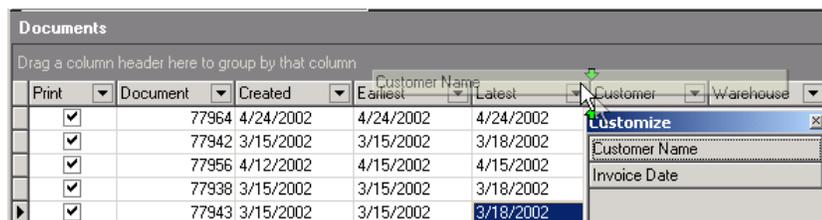
Adding a Column to a Grid

1. Right click within the grid column header.
2. On the menu that appears, click **Options**, then click **Customize**.



3. In the Customize dialog, click and hold the mouse button down on the column you want to add. This dialog contains the columns available to the grid but not currently included in the grid. In the example above, you can select from the column choices in the image
4. Drag the column to the grid, then release the mouse button.

In the example below, Customer Name is being dragged to the grid. When you release the mouse button, this column is placed between Latest and Customer based on the location of the down arrow.



Removing a Column from a Grid

Adding the Customer Name column in the procedure above gives you both the customer name and number in the grid.

Print	Docu...	Creat...	Earliest	Latest	Customer Name	Customer	Warehouse
<input checked="" type="checkbox"/>	77964	4/24/2002	4/24/2002	4/24/2002	AUTO CRIB TEST	123	MAIN
<input checked="" type="checkbox"/>	77942	3/15/2002	3/15/2002	3/18/2002	GDM ELEC. & MEDICAL G		
<input checked="" type="checkbox"/>	77956	4/12/2002	4/15/2002	4/15/2002	S.V. PROBE INC.	S	
<input checked="" type="checkbox"/>	77938	3/15/2002	3/15/2002	3/18/2002	WILCO WIRE TECHND	W	
<input checked="" type="checkbox"/>	77943	3/15/2002	3/15/2002	3/18/2002	NORTRA CABLE	N	

The example in this procedure removes the Customer column from the grid.

To remove a column:

1. Make sure the Customize dialog is displayed.
To display this dialog, right click within the grid column header. From the menu that appears, click **Options**, then click **Customize**.
2. In the grid column header, right mouse click on a column header, select **Remove This Column** from the presented dialog or select **Field Chooser** from the presented dialog,
3. When the customization dialog appears, you may click and hold the mouse button down on the column you want to remove and drag it to the customization dialog and then release it.

The Customer column is removed from the grid and placed back in the Customize dialog.

Print	Docum...	Created	Earliest	Latest	Customer Name	Warehouse
<input checked="" type="checkbox"/>	77964	4/24/2002	4/24/2002	4/24/2002	AUTO CRIB TEST	MAIN
<input checked="" type="checkbox"/>	77942	3/15/2002	3/15/2002	3/18/2002	GDM ELEC. & MI	
<input checked="" type="checkbox"/>	77956	4/12/2002	4/15/2002	4/15/2002	S.V. PROBE INC	
<input checked="" type="checkbox"/>	77938	3/15/2002	3/15/2002	3/18/2002	WILCO WIRE TE	
<input checked="" type="checkbox"/>	77943	3/15/2002	3/15/2002	3/18/2002	NORTRA CABLE	

Rearranging Columns in a Grid

If you want to see the current information in a grid, but in a different order, you can move column headers to different positions in the grid. The example in this procedure moves the Customer Name column between the Print and Document columns.

1. Click and hold the mouse button down on the column header you want to move.
2. Drag the column to its new position, then release the mouse button.

When you release the mouse button, Customer Name is placed between Print and Document.

Documents							
Drag a column header here to group by that column							
Print	Customer Name	Document	Created	Earliest	Latest	Warehouse	
<input checked="" type="checkbox"/>	AUTO CRIB TEST	77964	4/24/2002	4/24/2002	4/24/2002	MAIN	
<input checked="" type="checkbox"/>	GDM ELEC. & MEDICAL	77942	3/15/2002	3/15/2002	3/18/2002	MAIN	
<input checked="" type="checkbox"/>	S.V. PROBE INC.	77956	4/12/2002	4/15/2002	4/15/2002	MAIN	
<input checked="" type="checkbox"/>	WILCO WIRE TECHNO	77938	3/15/2002	3/15/2002	3/18/2002	MAIN	
<input checked="" type="checkbox"/>	NORTRA CABLE	77943	3/15/2002	3/15/2002	3/18/2002	MAIN	

Resizing a Column

Enspire allows you to increase or decrease the width of a column. If the column is too narrow to display the full column heading, you can position the mouse pointer over the column heading to display its full name.

To resize a column

1. Position the mouse pointer between two column headers. The pointer changes to a double arrow.



2. Click and hold the mouse button down, then drag in the direction you want to resize. In the example below, dragging to the left decreases the size of the Customer Name column. Dragging to the right increases the size of the Customer Name column.

Customer Name	Document
LAUNCHING TECHN	77924
GENERAL ELECTRON	77918

3. When the column header reaches the desired size, release the mouse button.

Selecting Records in a Grid

Selecting a record makes it the active row in the grid. If the Row Indicator is displayed, it identifies the selected row. If the Row Indicator is not displayed, the highlighted cell indicates the selected record.

In the first example below, the Row Indicator (▶) is displayed. In the second example, it is not displayed. In both examples, the second record is selected.

Print	Document	Created	Earliest	Latest	Customer	Warehouse
<input checked="" type="checkbox"/>	77938	3/15/2002	3/15/2002	3/18/2002	WILCO	MAIN
<input checked="" type="checkbox"/>	77949	3/15/2002	3/18/2002	3/18/2002	WILCO	MAIN
<input checked="" type="checkbox"/>	77956	4/12/2002	4/15/2002	4/15/2002	SVPINC	MAIN

Print	Document	Created	Earliest	Latest	Customer	Warehouse
<input checked="" type="checkbox"/>	77938	3/15/2002	3/15/2002	3/18/2002	WILCO	MAIN
<input checked="" type="checkbox"/>	77949	3/15/2002	3/18/2002	3/18/2002	WILCO	MAIN
<input checked="" type="checkbox"/>	77956	4/12/2002	4/15/2002	4/15/2002	SVPINC	MAIN

Selecting records in a grid includes the following procedures:

- Selecting a Single Record
- Selecting Multiple Records

Selecting a Single Record in a Grid

To select a single record with the mouse, click the record you want to select. To select a single record with the keyboard, press the TAB key until the grid becomes active. You can then use TAB, ENTER, or the arrow keys on your keyboard to move through the grid.

Selecting Multiple Records in a Grid

Some grids allow you to select more than one record at a time. You can select them consecutively or individually.

To select multiple records consecutively:

- Using the mouse, click the first record you want to select. Hold down the SHIFT key on your keyboard then click the last record you want to select. If the grid allows multiple selections, the first record, the last record, and all records in between are selected.
- Using the keyboard, position the cursor within the first record you want to select. Hold down the SHIFT key on your keyboard then press the down arrow until you have selected all the records you want to select.

To select multiple records individually, you must use the mouse:

- Hold down the CTRL key on your keyboard then click each record you want to select.

Deleting Records from a Grid

1. Select the record you want to delete.
2. Press the CTRL key and the DELETE key on your keyboard.

Some grids do not allow you to delete records. For example, in the Document Print dialog, you cannot delete records from the Documents grid. Instead, you can select not to print the document associated with the record or you can set the filters to exclude the record.

Printing a Grid

1. Right click in the grid you want to print.
2. On the menu that appears, click **Printing** then click **Print**.

Page Setup, **Print Preview**, and **Design Report** are discussed in the Enspire online help.

Exporting a Grid

You can export the information in an Enspire grid in a variety of formats, including tab or comma-separated text file, HTML, XML, or a Microsoft Excel spreadsheet.

To export a grid:

1. Right click in the grid column header you want to export.
2. On the menu that appears, click **Export** then click the format you want to use for the export.
3. In the Save dialog, type the file name then select where you want to save the file.
4. Click **Save**.

General Ledger

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About this Chapter

The information in this chapter is intended to show you how the general ledger works in Enspire. It is not meant to replace the advice of your accountant. It is recommended that you consult your accountant if you have any questions regarding your account structure, including the use of profit centers, departments, and subaccounts.

General Ledger Overview

To record financial information, Enspire uses the principles of double entry accounting. This method of accounting creates balancing debit and credit entries for every financial transaction. These transactions give you the ability to track where your money comes from and where it goes.

Setting up your general ledger in Enspire must follow the sequence listed below.

- Determine your account format
- Set up a profit center
- Create a chart of accounts
- Set up account sets

Determining the Format of Your General Ledger Accounts

The general ledger account structure must include an account number. Optionally, it can also include a subaccount.

When you post transactions that affect the general ledger, Enspire automatically creates the relationship between the account/subaccount and the profit center/department. Therefore, you do not need to manually create or copy a chart of accounts for each profit center. To determine the format of your general ledger accounts:

1. Open the Miscellaneous Control File dialog (File Maintenance>System>Misc Control).

2. Click the **General Ledger** tab.

- System Parameters	
Last Fiscal Year Closed	2000
Last GL Period Closed	11
Use 13th Accounting Period	<input type="checkbox"/>
Use Consolidated Balance Sheet	<input checked="" type="checkbox"/>
Balance Sheet Profit Center	ACME
Use GL Department Codes	<input checked="" type="checkbox"/>
GL Account # Length	8
GL SubAccount # Length	4
Retained Earnings Account #	2740-0
Net Income Account #	
- Data Entry Defaults	
Sales Tax Payable Account #	2210-0
- GL Account Sets	
Stocked Items	STD
Consignment Items	
Free Good Items	FG
Service Items	SVC
Miscellaneous Debit/Credit Items	
StockAid Items	AIDE
NonStocked Items	NW

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NOTE

There are other settings in this dialog that affect your general ledger, but this procedure discusses only the fields involved in formatting your accounts. For information on other fields, see the Enspire online help.

3. If you use departments, select **Use GL Department Codes**. Leave this option unselected if you do not use departments.
4. In **GL Account # Length**, type the number of characters in your general ledger account numbers, excluding the subaccount. The maximum number is 8.
5. In **GL Subaccount # Length**, type the number of characters in your general ledger subaccount numbers. The maximum number is 4. Set this option to 0 (zero) if you do not use subaccounts.
6. From the File menu, choose **Save**.

Sample Format

In the example below, the account number is 6000 and the sub account is 20.

- 6000-20 SALARIES

The examples below use the profit centers set up later in this chapter.

- Using account number 6000-20, posting transactions to the WEST location with department codes will result in the following account numbers:

WEST-OFF-6000-20 SALARIES

WEST-SALE-6000-20 SALARIES

WEST-WHSE-6000-20 SALARIES

- Using account number 6000-20, posting transactions to the EAST location with department codes will result in the following account numbers:

EAST-OFF-6000-20 SALARIES

EAST-SALE-6000-20 SALARIES

EAST-WHSE-6000-20 SALARIES

- Using account number 6000-20, posting transactions to the EAST location without department codes will result in the following account numbers:

EAST-6000-20 SALARIES

WEST-6000-20 SALARIES

Consolidating Balance Sheets

A consolidated balance sheet combines your balance sheet accounts for all profit centers into one profit center. You select to consolidate your balance sheets, as well as the profit center that consolidates them, in the CO Miscellaneous Control File dialog.

Use Consolidated Balance Sheet	<input checked="" type="checkbox"/>
Balance Sheet Profit Center	ACME

- Use Consolidated Balance Sheet** determines whether your company uses a consolidated balance sheet. Leave this option selected if you use consolidated balance sheets. Unselect this option if you do not use consolidated balance sheets. If **Use Consolidated Balance Sheet** is selected, you must select a **Balance Sheet Profit Center**.
- Balance Sheet Profit Center** identifies the profit center that the balance sheet accounts are consolidated under. If **Use Consolidated Balance Sheet** is not selected, leave **Balance Sheet Profit Center** blank.

If you do not consolidate your balance sheets, you have separate balance sheet accounts for each profit center. The example below uses the profit centers set up earlier in this chapter and the Accounts Receivable account, which is number 1110.

- If you do not consolidate your balance sheet accounts, the Accounts Receivable accounts appear as follows and you have separate amounts for each account.

ACME-1110 ACCOUNTS RECEIVABLE

EAST-OFF-1110 ACCOUNTS RECEIVABLE

EAST-SALE-1110 ACCOUNTS RECEIVABLE

EAST-WHSE-1110 ACCOUNTS RECEIVABLE

WEST-OFF-1110 ACCOUNTS RECEIVABLE

WEST-SALE-1110 ACCOUNTS RECEIVABLE

WEST-WHSE-1110 ACCOUNTS RECEIVABLE

- If you do consolidate your balance sheet accounts, the Accounts Receivable account appears as follows and the amounts for each profit center are totaled under the balance sheet profit center. In this case that profit center is ACME.

ACME-1110 ACCOUNTS RECEIVABLE

Setting Up a Profit Center

A profit center is a location within your business, such as a warehouse, for which general ledger accounts are tracked separately. If you do not use departments, the profit center is only the location. If you do use departments, the profit center is a combination of the location and department. Departments allow you to track revenue and expenses for each department. Departments are used for profit and loss accounts, but not for balance sheet accounts.

To set up a profit center:

1. Open the Profit Center Maintenance dialog (File Maintenance>General Ledger>Profit Centers).

Location	
Location	Description
ACME	Corporate Office
EAST	Dallas Warehouse
WEST	Fort Worth Warehouse

Department	
Dept Code	Description
OFF	Fort Worth Warehouse - Office Staff
SALE	Fort Worth Warehouse - Sales Staff
WHSE	Fort Worth Warehouse - Warehouse Staff

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2. From the File menu, choose **New**.
3. In **Location**, type a code that identifies this profit center.
This code can be up to eight characters long and is alphanumeric.
4. In **Description**, type a description of the profit center.

5. If you use departments, click in the Department grid then press the INSERT key on your keyboard.
6. In **Dept Code**, type a code that identifies a department within the profit center.
This code can be up to four characters long and is alphanumeric.
7. In **Description**, type a description of the department.
8. From the File menu, choose **Save**.

Creating the Chart of Accounts

General ledger accounts are specific categories for which separate financial activity is recorded. The chart of accounts defines and maintains all of the general ledger accounts in Enspire. When you add general ledger accounts to your chart of accounts, you must make sure that all of your balance sheet accounts come before your profit and loss accounts. In a typical structure, the balance sheet accounts are numbered 1000, 2000, or 3000. The profit and loss accounts are numbered 4000, 5000, 6000, and 7000.

Balance Sheet Accounts:

- The 1000 series accounts are assets.
- The 2000 series accounts are liabilities.
- The 3000 accounts are capital.

Profit and Loss Accounts:

- The 4000 series accounts are sales or revenues.
- The 5000 series accounts are cost of goods sold.
- The 6000 series accounts are expenses.
- The 7000 series accounts are miscellaneous.

Before setting up your Chart of Accounts, you must define your profit centers and determine the formats of the accounts, as discussed earlier in this chapter. Note that once the chart of accounts is keyed, the GL account number and subaccount field lengths cannot be changed so be certain your choices are accurate before you begin creating your chart of accounts.

To create your chart of accounts:

1. Open the Chart of Accounts Maintenance dialog (File Maintenance>General Ledger>Chart of Accounts).

Acct...	Subacct	Acct Combo	Description	Acct Type	Ratio Code	Parenthesis Ctrl	Balance
7260	0	7260-0	COMPUTER SOFT/HW	P	OE	C	\$7,048.24
7270	0	7270-0	TRAINING / CONSUL	P	OE	C	\$0.00
7270	10	7270-10	CONSULTING AGREE	P	OE	C	\$0.00
7280	0	7280-0	PRINTING, POSTAGE	P	OE	C	\$219.28
7290	0	7290-0	PERSONNEL	P	OE	C	\$0.00
7300	0	7300-0	EXCHANGE RATE GN	P	OE	C	\$0.00
7410	0	7410-0	DISCOUNTS TAKEN	P	OE	C	\$0.00
8020	0	8020-0	INTEREST EARNED	P	OI	D	(\$1.17)
8030	0	8030-0	DISCOUNTS TAKEN	P	OI	D	\$0.00
8070	0	8070-0	MISC- OTHER INCOM	P	OI	D	(\$74.00)
9020	0	9020-0	INTEREST- EXPENSE	P	IT	C	\$301.24
9030	0	9030-0	DISPOSAL OF ASSET	P	OE	C	\$0.00

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2. From the File menu, choose **New**.
3. In **Acct No.**, type an account number.
4. If you use subaccounts for the current account, type a subaccount number in **Subacct**. If you do not use subaccounts, leave **Subacct** set to 0 (zero).
5. In **Description**, type the description of the account.
6. In **Acct Type**, select an account type. The options are Balance Sheet, Memo, and Profit & Loss. A Memo account type allows you to include a note or a divider. For example, if you want to show the logical division of your chart of accounts, you can use a Memo to create a heading for each division.
7. In **Ratio Code**, select the ratio code that applies to the account.
8. From the File menu, choose **Save**.

Assigning Company General Ledger Accounts

Your company general ledger accounts are accounts that are required in Enspire. They identify the account to use when posting transactions to a specific area of the software. In the Company GL Account dialog below, transactions involving sales commissions payable are automatically posted to account 2335-0 which is a balance sheet account type.

Note that once you begin keying accounts on this window, you must complete an account number for every Description provided so your Chart of Accounts will need to have all of the displayed values created.

Description	Acct Type	GL Acct #	Dept
Accounts Payable	Balance Sheet	2050-0	
Accounts Receivable	Balance Sheet	1110-0	
A/R Payment Allowances	Profit/Loss	3040-0	
A/P Suspense Account for In-Transit Inventory	Balance Sheet	1220-0	
Sales Commissions Expense	Profit/Loss	5060-0	
Sales Commissions Payable	Balance Sheet	2335-0	
Cooperative Advertising Expense	Profit/Loss	2335-0	
Income, Customer Restocking Fees	Profit/Loss	3200-0	
Deposits	Profit/Loss	8070-0	
Income, Customer Finance Charges	Profit/Loss	3090-0	
Outgoing Freight Expense	Profit/Loss	4105-0	
Interest Income	Profit/Loss	8060-0	
Late Fees	Profit/Loss	6070-0	
Income, Customer Minimum Order Fees	Profit/Loss	3200-0	
PDS Cash Drawer Gain/Loss	Profit/Loss	3050-0	
Income, Purchase Discounts	Profit/Loss	8030-0	
Rebates Receivable from Vendors	Balance Sheet	1112-0	
Rebates Payable to Customers	Balance Sheet	2050-0	
Sales Discounts	Profit/Loss	3050-0	
Income, Customer Finance Charges	Profit/Loss	3090-0	
Sales Tax Paid on Purchased Items	Balance Sheet	7240-0	
Unearned Income (Liability)	Profit/Loss	8070-0	
Vendor, Restocking Fees	Profit/Loss	4150-0	
Gain/Loss on Exchange Rate Changes	Profit/Loss	7300-0	

Company: TEST AcctgDate: 7/3/2002 Acctg. Period: 7 Acctg. Year: 2002 User: PBOYER

To assign company general ledger accounts:

1. Open the Company GL Account dialog (File Maintenance>Company>GL Accounts).
2. In **GL Acct #**, select a general ledger account for each **Description** and **Acct Type** combination. The Open icon is provided to access the Lookup dialog for GL Accounts.
3. In **Dept**, assign a department for each of your profit and loss accounts. If you do not use departments, **Dept** is inactive.
4. From the File menu, choose **Save**.

Setting Up Account Sets

Account sets are groups of general ledger accounts that record item transactions. The number of account sets you have depends on the level of detail you want in your general ledger reporting. The fewer account sets you have, the less detailed your general ledger reporting capability.

The account types within an account set depend on the type of item. The item set types are as follows:

- C) Consignment Item – This type is used for consignment items, which are items you stock but do not pay for until you sell them. Consignment Item account sets include some of the same accounts as Standard Item account sets and also include a consignment costs payable account, which is credited when you sell consignment items. Consignment Item account sets do not include inventory-related accounts because consignment items are not valued as inventory.
- F) Free Good Item – This type is used for items that you give away. Free Good Item account sets include one inventory account and an expense account.
- M) Misc Debit/Credit – This type is used for miscellaneous debit or credit items.
- N) Non-Stock Item – This type is used for items that you sell but do not stock.
- S) Standard – This type is used for typical items, which are the items you purchase from a vendor and sell to a customer. Standard Item account sets include accounts for sales, sales discounts, family discounts, cost of sales, inventory on hand, inventory transfers, and inventory adjustments. Kits also include labor, packaging, and overhead accounts.
- V) Service Item – This type is typically used for labor and other services.
- X) StockAid Item – This type is used for items in StockAid.

The table below lists the accounts within each of the item set types:

Item Set Type	GL Accounts
Standard Item Type	<ul style="list-style-type: none"> • Cost of Sales: Physical Inventory - Records the dollar variance, if any, when you perform a physical inventory count. • Cost of Sales: Price Variance - During AP invoice matching, records the variance, if any, between the dollar amount you were charged and the dollar amount you received. • Cost of Sales: Product - Debited when you post an invoice. Credited when you post a credit memo. Cost of sales is determined by your company's inventory costing method. • Cost of Sales: Qty Variance - During AP invoice matching, records the variance, if any, between the quantity you were charged for and the quantity you received. • Inventory: Clearing Account - Maintains the value of received inventory before the vendor invoice is processed. • Inventory Clearing Account Vendor Direct - Maintains the value of received inventory before the vendor invoice is processed. Applies to vendor direct purchase orders. • Inventory: Stocked Items - Debited when you receive items. Credited when you ship items. The cost of inventory on hand is determined by your company's inventory costing method. • Inventory: Transfers In-transit - Credited when the item ships from the sending warehouse. Debited when the item arrives at the shipping warehouse. This account records the cost of inventory items transferred from this warehouse. In most cases, this account is a temporary clearing account.

Item Set Type	GL Accounts
	<ul style="list-style-type: none"> • Inventory: Vendor Direct - Credited when you post an invoice. Debited when you post a credit memo. This account records the amount included on a vendor direct purchase order. • Kit Credit Account: Labor - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of labor associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Overhead - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of overhead associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Packaging - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of packaging associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Setup Cost- Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of setup associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Line-level Family Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Line-level Sales Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Sales - Credited when you post an invoice. Debited when you post a credit memo. This account records the sales amount.
StockAid Item Type	<ul style="list-style-type: none"> • Cost of Sales: Physical Inventory - Records the dollar variance, if any, when you perform a physical inventory count. • Cost of Sales: Price Variance - During AP invoice matching, records the variance, if any, between the dollar amount you were charged and the dollar amount you received. • Cost of Sales: Product - Debited when you post an invoice. Credited when you post a credit memo. Cost of sales is determined by your company's inventory costing method. • Cost of Sales: Qty Variance - During AP invoice matching, records the variance, if any, between the quantity you were charged for and the quantity you received. • Inventory: Clearing Account - Maintains the value of received inventory before the vendor invoice is processed. • Inventory: Stocked Items - Debited when you receive items. Credited when you ship items. The cost of inventory on hand is determined by your company's inventory costing method.

Item Set Type	GL Accounts
	<ul style="list-style-type: none"> • Inventory: Transfers In-transit - Credited when the item ships from the sending warehouse. Debited when the item arrives at the shipping warehouse. This account records the cost of inventory items transferred from this warehouse. In most cases, this account is a temporary clearing account. • Line-level Family Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Line-level Sales Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Sales - Credited when you post an invoice. Debited when you post a credit memo. This account records the sales amount.
Service Item Type	<ul style="list-style-type: none"> • Clearing for Service Cost Expense - • Cost of Sales: Price Variance - During AP invoice matching, records the variance, if any, between the dollar amount you were charged and the dollar amount you received. • Cost of Sales: Product - Debited when you post an invoice. Credited when you post a credit memo. Cost of sales is determined by your company's inventory costing method. • Cost of Sales: Qty Variance - During AP invoice matching, records the variance, if any, between the quantity you were charged for and the quantity you received. • Inventory Clearing Account Vendor Direct - Maintains the value of received inventory before the vendor invoice is processed. Applies to vendor direct purchase orders. • Inventory: Vendor Direct - Credited when you post an invoice. Debited when you post a credit memo. This account records the amount included on a vendor direct purchase order. • Kit Credit Account: Labor - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of labor associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Overhead - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of overhead associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Packaging - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of packaging associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Line-level Family Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Line-level Sales Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family

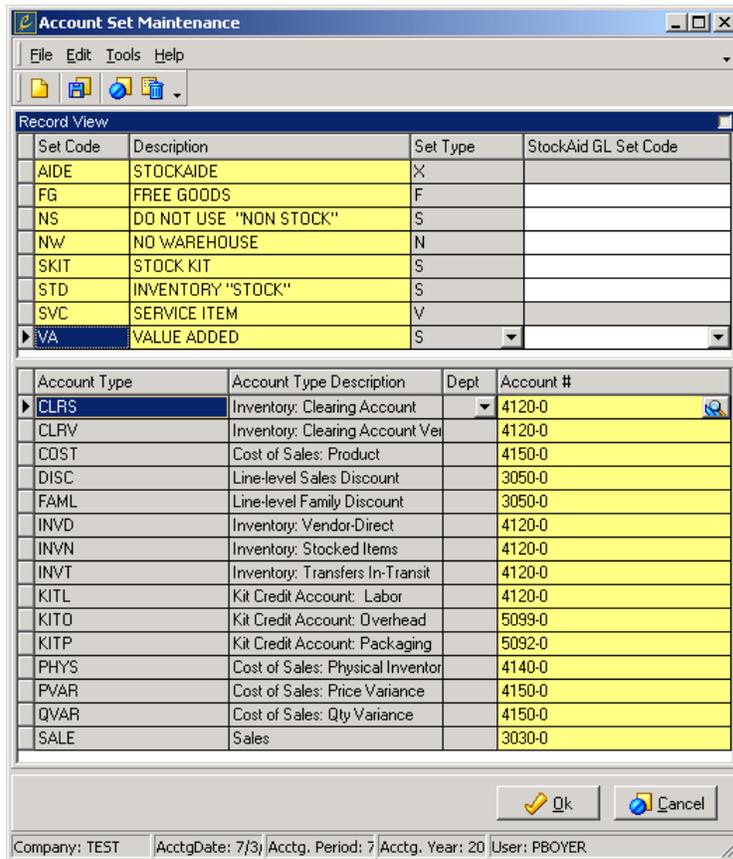
Item Set Type	GL Accounts
	<p>discounts at the line level only.</p> <ul style="list-style-type: none"> • Sales - Credited when you post an invoice. Debited when you post a credit memo. This account records the sales amount. • Service Cost Expense - Credited when you post an invoice. Debited when you post a credit memo. This account is an expense account that records your cost for the service.
Non-Stock Item Type	<ul style="list-style-type: none"> • Cost of Sales: Price Variance - During AP invoice matching, records the variance, if any, between the dollar amount you were charged and the dollar amount you received. • Cost of Sales: Product - Debited when you post an invoice. Credited when you post a credit memo. Cost of sales is determined by your company's inventory costing method. • Cost of Sales: Qty Variance - During AP invoice matching, records the variance, if any, between the quantity you were charged for and the quantity you received. • Inventory: Clearing Account - Maintains the value of received inventory before the vendor invoice is processed. • Inventory Clearing Account Vendor Direct - Maintains the value of received inventory before the vendor invoice is processed. Applies to vendor direct purchase orders. • Inventory: Stocked Items - Debited when you receive items. Credited when you ship items. The cost of inventory on hand is determined by your company's inventory costing method. • Inventory: Transfers In-transit - Credited when the item ships from the sending warehouse. Debited when the item arrives at the shipping warehouse. This account records the cost of inventory items transferred from this warehouse. In most cases, this account is a temporary clearing account. • Inventory: Vendor Direct - Credited when you post an invoice. Debited when you post a credit memo. This account records the amount included on a vendor direct purchase order. • Kit Credit Account: Labor - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of labor associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Overhead - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of overhead associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Packaging - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of packaging associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Setup Cost- Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of setup

Item Set Type	GL Accounts
	<p>associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account.</p> <ul style="list-style-type: none"> • Line-level Family Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Line-level Sales Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Sales - Credited when you post an invoice. Debited when you post a credit memo. This account records the sales amount.
Misc Debit/Credit Item Type	<ul style="list-style-type: none"> • Credited when you post an invoice. Debited when you post a credit memo. This account records the sales amount.
Free Good Item Type	<ul style="list-style-type: none"> • Free Goods Expense Account - Debited when you post an invoice. Credited when you post a credit memo. This account is an expense account and can be a regular cost-of-sales type of an account, a special marketing account, or another type of account. • Inventory: Clearing Account - Maintains the value of received inventory before the vendor invoice is processed. • Inventory Clearing Account Vendor Direct - Maintains the value of received inventory before the vendor invoice is processed. Applies to vendor direct purchase orders. • Inventory: Stocked Items - Debited when you receive items. Credited when you ship items. The cost of inventory on hand is determined by your company's inventory costing method. • Inventory: Transfers In-transit - Credited when the item ships from the sending warehouse. Debited when the item arrives at the shipping warehouse. This account records the cost of inventory items transferred from this warehouse. In most cases, this account is a temporary clearing account. • Inventory: Vendor Direct - Credited when you post an invoice. Debited when you post a credit memo. This account records the amount included on a vendor direct purchase order.
Consignment Item Type	<ul style="list-style-type: none"> • Consignments Payable - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of consignment items when they are sold. • Cost of Sales: Product - Debited when you post an invoice. Credited when you post a credit memo. Cost of sales is determined by your company's inventory costing method. • Kit Credit Account: Labor - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of labor associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Kit Credit Account: Overhead - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of overhead associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you

Item Set Type	GL Accounts
	<p>can use a cost-of-sales type of an account.</p> <ul style="list-style-type: none"> • Kit Credit Account: Packaging - Credited when you post an invoice. Debited when you post a credit memo. This account records the cost of packaging associated with a kit. When you set up a kit, you have the option of defining this cost. If you do not want to identify a specific account for this cost, you can use a cost-of-sales type of an account. • Line-level Family Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Line-level Sales Discount - Debited when you post an invoice. Credited when you post a credit memo. This account records the amount of family discounts at the line level only. • Sales - Credited when you post an invoice. Debited when you post a credit memo. This account records the sales amount.

To set up an account set:

1. Open the Account Set Maintenance dialog (File Maintenance>General Ledger> Account Sets).



2. From the File menu, choose **New**.

3. In **Set Code**, type a code for the account set.

This code is alphanumeric and can be up to four characters long.

4. In **Description**, type a description of the account set.
5. Select a **Set Type**. The item type assigned to an account set determines the types of accounts you must provide an account number for and the general ledger accounts that are affected during transactions that involve items belonging to that account set. The valid selections are:

- C) Consignment Item - Consignment items are items that are added to inventory, but you do not pay the vendor until they are sold.
- F) Free Good Item - Free goods are items that you ship to customers at no charge.
- M) Misc Debit/Credit - Miscellaneous debit and credit items allow you to add credits or debits to an order.
- N) Non-Stock Item - Non-Stock items are items that you sell but do not stock.
- S) Standard Item - Standard items are items that you stock and sell.
- V) Service Item - Service items are services your company provides, such as labor.
- X) StockAid Item - StockAid items do not fit the typical sales, purchasing, and inventory management processes.

6. If you want to assign a StockAid set code, select it in **StockAid GL Set Code**. **StockAid GL Set Code** is not active if you selected a **Set Type** of Misc Debit/Credit Item, Service Item, or StockAid Item.

The **StockAid GL Set Code** determines the account set assigned to items within the selected **Set Type** if those items are received into StockAid. If you do not select a **StockAid GL Set Code**, Enspire uses the default account set selected in the **StockAid Items** field in the General Ledger section of the CO Miscellaneous Control File dialog.

7. For each **Account Type** and **Account Type Description**, select a general ledger account number in **Account #**.

Account Type displays the account types within the selected **Set Code**.

Account Type Description displays the description of the account type.

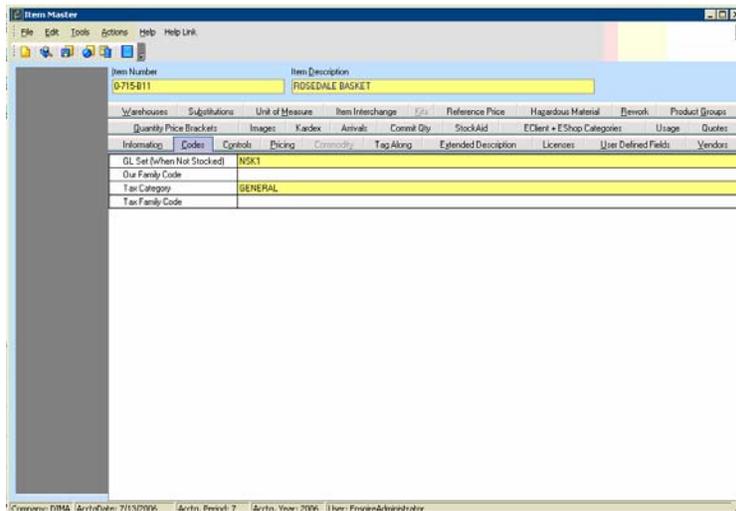
Account # is the general ledger account number assigned to the **Account Type** for the selected **Set Code**.

8. In **Dept**, assign a department for each of your profit and loss accounts. If you do not use departments, **Dept** is inactive.
9. From the File menu, choose **Save**.

Assigning an Account Set to an Item

1. Open the Item Master dialog (File Maintenance>Inventory>Item Master).
2. Open the item you want to assign the account set to. To open an item, choose **Open** from the File menu then use the lookup to search for the item.

3. Click the **Codes** tab.



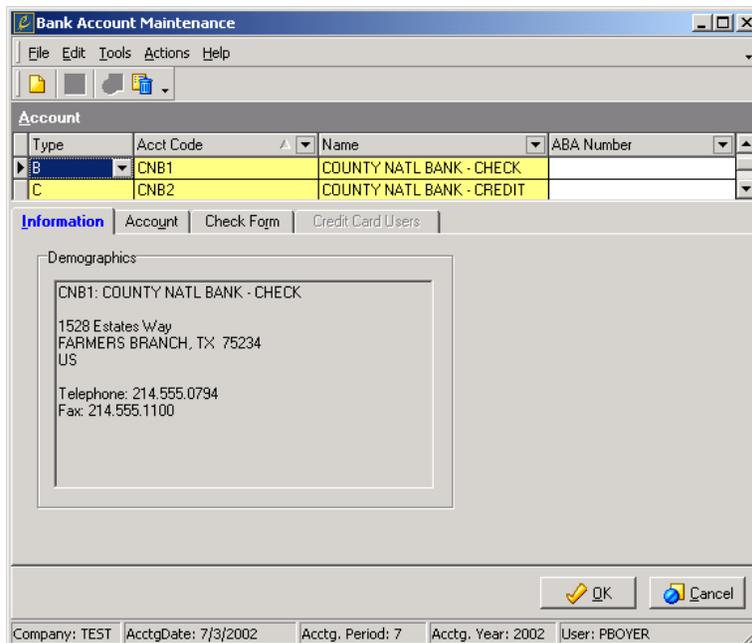
4. In **GL Set**, select an account set.
5. From the **File** menu, choose **Save**.

Adding a Bank

When you add a bank, you identify it as a checking bank or a credit card bank. Enspire requires bank records for checking and credit cards because of reconciliation issues. Checks and cash can be deposited immediately; however, you may have to wait several days or longer before you receive payment from a credit company.

To add a bank:

1. Open the Bank Account Maintenance dialog (File Maintenance>General Ledger>Banks).



2. From the File menu, choose **New**.
3. Complete the Bank grid as follows:

Type is the type of account. The options are: B-Bank Checking identifies the bank as the bank you use for checks and cash or C-Credit Card Bank identifies the bank as the bank you use for credit cards.

Acct Code is the code that identifies the bank in Enspire. This code is alphanumeric and can be up to four characters long.

Name is the full name of the bank.

ABA Number allows you to include the bank's American Bankers Association number.

4. On the Bank Information tab, double click in the Demographics area to display the Bank Address dialog. In this dialog, type the general bank information including address, phone and fax numbers, email address and web address. After you type this information, click **OK** to close the Bank Address dialog.
5. Click the **Account** tab and complete that information as described below. The example below applies to a **Type** of Bank Checking.

Account Number is your account number assigned by the bank.

Currency is the bank's currency. You define currencies in the Currency Maintenance dialog, located on the menu under File Maintenance>System>Currencies.

Max Check Amount is the maximum amount for which you can write a check on this account.

If you selected a **Type** of Credit Card, **Credit Limit** is your credit limit for the card.

Card Type identifies the card as a Mastercard, Visa, or other type of credit card.

Expiration Date is the date the credit card expires.

If you use departments, **Dept** is the department assigned to the fee account and the interest account.

Cash Acct # is the general ledger account to which deposits made to the bank are posted. Select  to access the Lookup dialog for GL Accounts.

If you selected a **Type** of Credit Card, **Credit Card Acct #** is the general ledger account to which deposits made to the bank are posted. Select  to access the Lookup dialog for GL Accounts.

Fee Acct # is the general ledger account to which fees paid to the bank are posted. Select  to access the Lookup dialog for GL Accounts.

Interest Acct # is the general ledger account to which interest earned from the bank is posted. Select  to access the Lookup dialog for GL Accounts.

- If you selected a **Type** of Bank Checking, click the **Check Form** tab and complete the check information as described below.

In the Automatic Checks group box: **Begin Check #** is the first check number assigned to your automatic checks. **End Check #** is the last check number assigned to your automatic checks. **Next Check #** is the number assigned to the next check written on this account. This number increases by one automatically each time a check is posted to this account. **Qty Available** displays the quantity of automatic checks still available.

In the Blank Checks group box: **Begin Check #** is the first check number assigned to your manual checks. **End Check #** is the last check number assigned to your manual checks. **Next Check #** is the number assigned to the next check written on this account. This number increases by one automatically each time a check is posted to this account. **Qty Available** displays the quantity of manual checks still available.

Check Stub Invoice Qty is the number of invoices that will fit on the check stub. For example, if this quantity is set to 10, then 10 invoices will be identified on the stub. Any quantity above 10 is included on a continuation stub, which you can then mail to the vendor along with the check and stub.

The Check Information group box allows you to type the **Company** and **Bank** information that will appear on your blank checks.

Number of Spaces Prior to the Account Number is the number of spaces you must pad the account number if the account number is fewer than 12 digits. For example, if your account number is 10 digits, set this option to 2. You type the account number in the Account section.

- If you selected a **Type** of Credit Card, click the **Credit Card Users** tab then press the INSERT key on your keyboard. Complete the information as described below.

User Name	Account #	Credit Limit	Expiration Date
Williams, Kimberly	5555-6666-7777-8888	25000	9/28/2002
Nelson, Tom	1111-2222-3333-4444	25000	9/28/2002

User Name is the user assigned to the credit card.

Account Number is the credit card's account number.

Credit Limit is the credit limit for the selected user.

Expiration Date is the date the credit card expires.

8. From the File menu, choose **Save**.

Bank Account Manager

The Enspire Bank Account Manager allows you to keep your company's bank accounts in order. You can make manual entries for bank fees and interest income, transfer funds from one account to another, and reconcile the accounts. You can also use the Bank Account Manager to track credit card transactions, including purchases, payments, balances, and available credit.

The Transaction Editor in the Bank Account Manager allows you to create a new Bank Fee, Interest Income, or Miscellaneous Adjustment transaction for the account selected in the Account List section of the Bank Account Manager. You can also transfer funds from one account to another.

NOTE: You can also enter bank fees, charges, and interest income transactions in the Reconcile section of the Bank Account Manager. If you enter these transactions in the Reconcile section, do not enter the same transactions in the Transaction Editor.

Creating a new bank transaction

1. Open the Bank Account Manager (Transactions>General Ledger>Bank Account Manager).
2. In the Account List tab section, select the bank or credit card in the grid that you are creating the new transaction for.
3. Click the **Register** tab to display the Register section.
4. Select **Transaction Editor** located on the right side above the transaction grid. The New Transaction section appears at the bottom of the Register section. If the Transfer section is displayed instead, click **New Transaction**.
5. If you prefer to create the new transaction in a table format, click **Table Format**. Clicking **Table Format** displays the Bank Account Manager Transactions dialog. The steps below apply to the New Transaction section and the Bank Account Manager Transactions dialog.
6. Select the **Type** of transaction you are creating. The types are:
 - F) Bank Fee - The fees charged your company for this account.
 - I) Interest Income - The interest you earn on this account.
 - M) Misc Adjustment - For example, if the bank incorrectly assesses you a fee or finance charge, you can create a miscellaneous adjustment to correct the error.
7. In **Acct #**, select the general ledger account affected by the new transaction.
8. In **Profit Center**, select your location associated with this transaction.
9. In **Bank Location**, select the profit center associated with the bank.
10. In **Ref #**, type a reference number for this transaction.

11. Enter the **Date** this transaction was created.
12. In **Amount**, enter the amount of the transaction. **Net Change** displays the amount the account has changed. If this amount appears in parentheses, it is subtracted from the account. Otherwise, it is added to the account.
13. In **Payee**, enter the person or company you are paying with the transaction.
14. In **Memo**, type additional information about the transaction.
15. When you are ready to post, click **Post**. If you are in the Bank Account Manager Transactions dialog, choose **Post** from the Actions menu. When you select Post the system displays a message indicating the post transaction is in progress.

If you want delete the transaction information instead of post it, click **Clear**.

Transferring Funds

The Bank Account Manager allows you to moves funds from one bank account to another.

To transfer funds:

1. Open the Bank Account Manager (Transactions>General Ledger>Bank Account Manager) then click the **Register** tab to display the Register section.
2. Select **Transaction Editor**.
3. At the bottom of the Register section, click **Transfer** to display the Transfer section.
4. Complete the From Account group box as follows:

Bank # is the bank that the funds are being transferred from. After you select a bank, its currency is displayed.

Profit Ctr is the profit center associated with the bank that is transferring the funds.

5. Complete the To Account group box as follows:

Bank # is the bank you are transferring the funds to.

Profit Ctr is the profit center associated with the bank that is receiving the transfer.

6. Enter the **Date** of the transfer.
7. Enter the **Amount** of the transfer.
8. If you want to include additional information, type it in **Memo**.
9. When you are ready to post, click **Post**.

If you want delete the transfer information instead of post it, click **Clear**.

General Ledger Journals

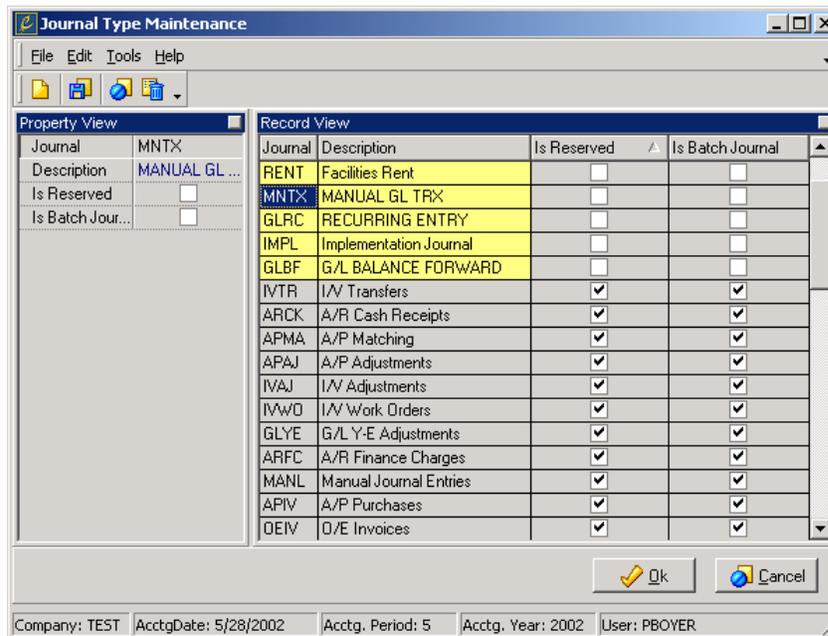
In Enspire, a journal is a record of current transactions. General ledger journals allow you to group specific types of Enspire transactions. For example, all payments are recorded in the APCK (A/P Payments) Journal. All inventory adjustments are recorded in the IVAJ (I/V Adjustments) Journal. Grouping like transactions in the same journal makes it easy to analyze specific information and generate meaningful reports.

General ledger journals fall into two categories: reserved and manual. Reserved journals are provided with Enspire and cannot be modified or deleted. They are reserved for automatic journal entries created automatically by posting transactions within the application.

Manual journals are journals you create to handle specific transactions not covered by the reserved journals. You must create at least one manual journal before you can set up a recurring journal entry. Recurring journals are based on a selected manual journal.

Creating a Manual Journal

1. Open the Journal Type Maintenance dialog (File Maintenance>General Ledger>Journals). This dialog contains both reserved and manual journals.



2. From the File menu, choose **New**.
3. In **Journal**, type the code that identifies the journal. This code is alphanumeric and can be up to four characters long.
4. In **Description**, type the description of the journal.
Is Reserved and **Is Batch Journal** are not available to the manual journals you create.
5. From the File menu, choose **Save**.

Setting Up a Recurring Journal Entry

A recurring journal entry is a journal entry that you make on a regular basis, such as monthly, bi-monthly, quarterly, semi-annually, or annually. Each period, Enspire automatically records the

recurring journal entries in the appropriate journal. You can add a recurring journal entry only to manual journals. You cannot add a recurring journal entry to a reserved journal.

To set up a recurring journal entry:

1. Open the Recurring Journal Entry Maintenance dialog (File Maintenance> General Ledger>Recurring Journal Entries).

Location	Acct No	Description	Debit Amt	Credit Amt
EAST-WHS	1030-0	CASH	\$0.00	\$2,200.00
ACME	1030-0	CASH	\$0.00	\$1,250.00
WEST-WH	1030-0	CASH	\$0.00	\$2,200.00
EAST-WHS	7650-0	Rent	\$2,200.00	\$0.00
ACME	7650-0	Rent	\$1,250.00	\$0.00
WEST-WH	7650-0	Rent	\$2,200.00	\$0.00
			5650.00	5650.00

2. From the File menu, choose **New**.
3. In the Journal Type group box, select a type. The type you select determines the fields that are available. This procedure used the Fixed type. The types are:
 - Allocation** uses fixed percentages and variable amounts. When the recurring journal entry is released, you provide the total amount to be allocated. The appropriate accounts are debited or credited a pre-determined portion of the allocated amount.
 - Fixed** uses the same debit or credit amount each time the journal entry is released.
 - Variable** uses a variable amount. When the recurring journal entry is released, you provide the amount.
4. In **Recur Set**, type the code that identifies the recurring journal entry. This code is alphanumeric and can be up to eight characters long.
5. In **Recur Description**, type the description of the recurring journal entry.
6. In **Journal**, select the manual journal where the entry will be made.
7. In **Source Code**, type a source code for this entry. This code is used for informational and reporting purposes. It is alphanumeric and can be up to eight characters long.

8. If the entry is a reversing entry, select **Is Reversed** then type a **Reverse Description** and a **Reverse Source Code**.

Is Reversed determines whether the recurring journal entry is reversed when the month is closed. Reversed entries are typically used for revenues, expenses, and liabilities that partially accrue during the current accounting period, but are not fully accounted for until the next period. Entries are automatically reversed when the month is closed.

9. In **Location**, select the location that the recurring journal applies to.
10. In **Acct No**, select the number of the account debited or credited by the recurring journal entry.
11. In **Debit Amt**, type the amount that the account is debited.
12. In **Credit Amt**, type the amount that the account is credited.
13. Set the release parameters.

In the Property View, **Release 1 – Release 13** determine whether the recurring journal entry will be released during that period. Select **Y** if the entry will be released during that period. Select **N** if the entry will not be released during that period. **D** indicates that the entry has already been released for the period.

14. When **Total Balance** equals \$0.00, you can save the entry. To save it, choose **Save** from the File menu.

Releasing a Recurring Journal Entry

When you release a recurring journal entry, Enspire credits or debits the general ledger accounts affected by the entry. You release recurring journal entries by type. The procedure below releases recurring journal entries that have a type of Fixed. For information on releasing Allocation and Variable recurring journal entries, see the Enspire online help.

To release Fixed recurring journal entries:

1. Open the Recurring Journal Entry Release dialog (Transactions>General Ledger>Recurring Release).
2. In the Journal Type group box, select **Fixed**.
3. Click **Post**.
4. In the Post dialog, select whether you want to post only the selected entry or all entries of the selected journal type.



5. Click **OK**.

Distributing payroll amounts

If you use a payroll service to pay your employees, Payroll allows you to identify and distribute to your general ledger the amount you paid each employee. To use Payroll, you must have your employees set up in Enspire.

1. Open the GL Payroll dialog (Transactions>General Ledger>Payroll).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. In **Bank #** select the bank that processes your payroll check.

Account # displays your account number at the bank.

Name displays the full name of the selected bank.

5. Select a **Profit Center**. The cash account associated with this profit center will be credited the amount of the payroll check.
6. Select the **Frequency** of the payroll checks you are distributing. For example, if you are distributing checks to employees you pay every week, select Weekly.
7. Enter a **Payment Date**. This is the date you distribute the payroll check.
8. If you want to define the pay period, enter a **Pay Period Begin Date** and a **Pay Period End Date**.

Pay Period Begin Date is the first date included in this pay period. **Pay Period End Date** is the last date included in this period.

9. From the Actions menu, choose **Load Employees** to retrieve employees into the GL Transactions grid.
10. Complete the grid as follows.

Acct # is the general ledger account affected by this payroll transaction.

Description displays the description of the account.

Profit Center is the profit center that will be debited the specified **Amount**.

Description allows you to type a description of this transaction.

Amount is the amount of the payroll check to be distributed to the selected account and profit center.

11. Click in the Payroll Checks grid then press the INSERT key on your keyboard. Complete the Payroll Checks grid as follows:

Check # is the number of the check you are distributing. This number is not the number of the

payroll check that the employee receives.

Employee # is the number of the employee included in the payroll distribution.

Last Name and **First Name** display the name of the selected employee.

Profit Center is the location where the employee works.

Pay Freq displays the frequency with which you pay the employee.

Check Amount is the net amount paid to the employee. This amount does not include any deductions, such as tax, 401k, and insurance, withheld from the employee's pay.

12. When you have finished creating payroll entries, you can save the batch or choose **Post** to post it. If you save the batch without posting it, you can modify it at a later time.

Setting up a budget

Budgets give you the ability to compare the projected budgets to actual account balances for any or all of your profit centers. In Enspire, you have several different options for creating budgets. You can type in separate amounts for each period, use the same amount for all periods, base the current budget on the previous year's actuals, or change an existing budget by a specified amount or percentage.

To set up a budget

1. Open the Budget Maintenance dialog (File Maintenance>General Ledger>Budgets).
2. To create a new budget, choose **New** from the File menu. Complete the New Budget dialog as follows:

Budget Code is the code that identifies the budget. This code is alphanumeric and can be up to eight characters long.

Description is the description of the new budget.

Profit Center is the profit center you are creating the budget for.

Account Type determines the type of account you are creating the budget for. For example, if you select Profit & Loss, the budget you create applies only to profit and loss accounts.

Acctg Year is the accounting year you are creating the budget for.

Click **OK** to accept the settings and close the New Budget dialog.

3. To open an existing budget, select the **Budget Code** you want to open.
4. Click the tab that represents the type of budget you want to set up, then complete the information in that section. Steps for completing each section are described below.
5. After you create a budget, choose **Save** from the File menu.

Change by Specified Amount

This type allows you to increase or decrease the amount of each period's budget for the selected account by the same amount. To create this type of budget:

1. Click the **Change by Specified Amount** tab.
2. In the Budget grid, select the **Location** and **Account** combination you are changing the budget amount for.
3. In **Amount**, type the amount by which you want to change each period's budget. To increase the amount, simply type the amount. To decrease the amount, type a negative sign (-) in front of the amount.
4. Click **Execute** to calculate the budget.

Change by Specified Percentage

This type allows you to increase or decrease the amount of each period's budget for the selected account by the same percentage. To create this type of budget:

1. Click the **Change by Specified Percentage** tab.
2. In the Budget grid, select the **Location** and **Account** combination you are changing the budget amount for.
3. In **Percentage**, type the percentage by which you want to change each period's budget. To increase the percentage, simply type the percentage. To decrease the percentage, type a negative sign (-) in front of the percentage.
4. Click **Execute** to calculate the budget.

Specify Annual Budget

This type allows you to type a specific amount for each period and have that amount deducted from the annual budget. To create this type of budget:

1. Click the **Specify Annual Budget** tab.
2. In **Amount**, type the amount of the annual budget.
3. Under 1, type the budget for the first period. Under 2, type the budget for the second period, and so on. As you type each period's budget, Enspire keeps a running total of the remaining annual budget.
4. Click **Execute** to calculate the budget.

Equal Amount Inserted Each Month

This type assigns the same amount to each period. To create this type of budget:

1. Click the **Equal Amount Inserted Each Period** tab.
2. In the Budget grid, select the **Location** and **Account** combination you are changing the budget amount for.
3. In **Amount**, type the budget amount you want to assign to each period.
4. Click **Execute** to calculate the budget.

Import Last Year's Actuals

This type imports the previous year's amounts, per period per G/L account, and uses that as the current budget. To create this type of budget:

1. Click the **Import Last Year's Actuals** tab.
2. Click **Execute Import of Last Year's Actuals** to import the information.

Import Current Year's Actuals

This type imports the current amounts so far this year, per period per G/L account, and uses that as the current budget. To create this type of budget:

1. Click the **Import Current Year's Actuals** tab.
2. Click **Execute Import of Current Year Actuals** to import the information.

Manual Entry

This type allows you to enter the budget amount for each period's budget for the selected account. To create this type of budget:

1. Click the **Manual Entry** tab.
2. In the Budget grid, select the **Location** and **Account** combination you are creating the budget for.
3. In **Period 1**, type the budget amount for the first period. In **Period 2**, type the budget amount for the second period, and so on.

Inventory

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About this Chapter

This chapter covers the basics for setting up your warehouses and items. It also includes information on the Enspire inventory costing methods, units of measure, and pricing hierarchy.

Inventory Costing Methods

The inventory costing method you use determines how Enspire figures the value of your inventory for accounting purposes, invoices, and calculating margins. The selected method is also used as the basis for calculating an item's actual cost.

The inventory costing methods are:

FIFO (First-In-First-Out)

LIFO (Last-In-First-Out)

Weighted Average

FIFO (First-In-First-Out)

This method uses the incoming unit cost of the oldest quantity on hand. If the quantity in the transaction exceeds the oldest on-hand quantity, Enspire uses the cost of the next oldest item for the remainder of the stock required to fill the transaction. For example: Two weeks ago you purchased 100 items for a cost of \$1.00 each. One week later you purchased an additional 100 of the same item for \$.90 each. Now, you have an order for 150. Using FIFO, the cost per unit for the first 100 items is \$1.00 and the cost per unit for the other 50 is \$.90.

LIFO (Last-In-First-Out)

This method uses the incoming unit cost of the most recent purchase of an item. If the quantity in the transaction exceeds the quantity of your most recent purchase, Enspire uses the cost of the next oldest item for the remainder of the stock required to fill the transaction. For example: Two weeks ago you purchased 100 items for a cost of \$1.00 each. One week later you purchased an additional 100 of the same item for \$.90 each. Now, you have an order for 150. Using LIFO, the cost per unit for the first 100 items is \$.90 and the cost per unit for the other 50 is \$1.00.

Weighted Average

This method uses the average unit costs of existing inventory. Each time an item's on-hand quantity increases, Enspire recalculates the weighted average. Enspire starts with the value of the existing on-hand quantity (quantity * cost), adds the value of the incoming quantity, then divides by the new on-hand quantity. The resulting weighted average cost is assigned to each item. For example: Two weeks ago you purchased 100 items for a cost of \$1.00 each. One week later you purchased an additional 100 of the same item for \$.90 each. Now, you have an order for 150. Using Weighted Average, the cost per unit for the 150 items is \$.95. $(100 * \$1.00) + (100 * \$.90) = \$190.00$. $\$190.00$ (total cost) / 200 (on-hand quantity) = \$.95 (average unit cost).

Units of Measure

An item's unit of measure identifies how it is stocked, purchased, and sold. Enspire includes the following units of measure.

SKU UM – The SKU unit of measure is typically the lowest unit of measure for the item. If you allow fractional quantities for an item, it may have a unit of measure smaller than its SKU. The SKU unit of measure is extremely important. Enspire uses it when you enter physical counts and to display all inventory quantities. Enspire also uses the SKU unit of measure to store all costs, prices, and quantities for the item. All other units of measure are defined based on the SKU unit of measure.

Amount UM – The Amount unit of measure (AUM) is used to display an item’s unit prices and costs.

Quantity UM – The Quantity unit of measure (QUM) is the unit of measure in which you order and/or sell an item.

In the example below from Order Entry, the quantity unit of measure (QUM) for the first item is feet (FT) and its amount unit of measure (AUM) is C, which stands for 100 feet. Therefore, the order quantity is 14,500 feet at a price of \$12.98 per 100 feet. If the QUM were C and the AUM were FT, the order would be 1,450,000 feet (14,500 X 100) at a price of \$12.98 per foot.

Line	Type	Item	Quantity	Commit	Back Order	Canceled	Shipped	QUM	Price	AUM
1	S	101/8HSTBL	14500	0	0	0	0	FT	12.98	C
2	N	1.	2500	0	0	0	0	EA	2.95	EA

Converting Units of Measure

When you convert units of measure, you identify the number of SKU units in a single amount unit of measure and the number of SKU units in a single quantity unit of measure. For example, if the SKU unit of measure is Ounce and the QUM is Pound, the conversion rate is 16 (16 ounces in a pound). If the SKU unit of measure is Each and the AUM is Case, the conversion rate is the number of Eaches per Case. If a Case contains 10 Eaches, the conversion rate is 10. The conversion rate is 1 if the AUM or the QUM equals the SKU unit of measure. You convert units of measure in the Pricing section of the Item Master dialog and the Controls section of the Item Vendor Maintenance dialog. For information on these dialogs, see the Enspire online help.

Pricing Hierarchy

The pricing hierarchy in Enspire determines the price charged a given customer for a given item. Enspire applies item prices in the order listed below. Information on setting up each of these pricing capabilities is available in the Enspire online help.

1. Promotional Pricing – If no promotions exist for an item, Enspire searches for a contract price.
2. Contract Priority – Enspire searches all contracts associated with the customer based on the priority assigned to each contract.
3. Quantity Price – This method uses the price in the appropriate quantity price bracket.
4. Product Group – This method calculates the price based on the item’s product group.
5. Price Column – This method uses the price from the appropriate price column.
6. List Price – This method uses the list price as set in the Item Master dialog.

Enspire searches the hierarchy and stops when a price is found. For example, if an item has promotional pricing, Enspire applies that price and does not search further, even though a price later in the hierarchy may be lower. However, in the Codes section of the ShipTo Locations dialog, **Auto Select Best Price Applicable to this Location** ensures that a customer always receives the lowest price, no matter where it appears in the hierarchy. See the online help for more information on this option.

Replenishment Paths

Replenishment paths allow you to identify the primary source of replenishment for stocked items. If a source for replenishment is one of your warehouses, the replenishment path can help prevent inefficient inventory movement related to non-recurring transfers between warehouses. You select a replenishment

path for an item in the Reorder section of the Warehouse Item Master dialog. A replenishment path can be either a vendor, a different warehouse, or an assembly.

- **Vendor** - Selecting a vendor as the replenishment path identifies that vendor as your typical source of replenishment for the item.
- **Warehouse** - You should create a replenishment path for each warehouse that serves as a supplying warehouse for one or more other warehouses. For example, you have a central warehouse that purchases items and transfers them to several branch warehouses when necessary. Assigning the central warehouse as the replenishment path allows the replenishment process to build transfers instead of purchase orders for those items.
- **Assembly** - An assembly replenishment path is used for stocked kits to indicate that they are assembled from other inventory items, not replenished from an external source. To create an assembly replenishment path, select your home warehouse as both the destination warehouse and source warehouse.

To add a replenishment path:

1. Open the Replenishment Path Maintenance dialog (File Maintenance>Inventory>Replenishment Paths).
2. From the File menu, choose **New**.
3. In **Path Code**, type a code that identifies the replenishment path. This code is alphanumeric and can be up to eight characters long.
4. In **Description**, type a description of the replenishment path.
5. If you are adding a vendor as the replenishment path, select a **Vendor**. If a warehouse is the replenishment path, leave **Vendor** blank.

Vendor Name displays the name of the selected vendor.

6. If you are adding a transfer warehouse as the replenishment path, enter a **Transfer Markup**. This markup is the percentage applied to the cost of the item to determine the cost of transferring it from the source warehouse to the destination warehouse. Specifying a markup percentage creates income for the source warehouse and results in a higher capitalized cost for the destination warehouse. If you do not want to specify a markup, leave **Transfer Markup** blank.
7. If you are adding a transfer warehouse as the replenishment path and you want to maintain lead time statistics, select **Track Transfer**. Leave this option unselected if you want to maintain the lead times manually.
8. If you are adding a transfer warehouse as the replenishment path, enter the number of **Transfer Lead Days**. This option is the number of days required to transfer the item from the source warehouse to the destination warehouse.
9. If you are adding a transfer warehouse as the replenishment path, select a **Source Warehouse**. This warehouse is the one that supplies the item to the destination warehouse selected in **Dest Warehouse**. If a vendor supplies the item, do not select a **Source Warehouse**.
10. Select a **Dest Warehouse**. This warehouse is the one that receives the item or items associated with the replenishment path. If you are setting up an assembly replenishment path, the destination warehouse must be the same as the source warehouse.

11. From the File menu, choose **Save**.

Service Oriented Replenishment

On the Inventory tab of the CO Miscellaneous Control File program, the Use Service Oriented Replenishment checkbox enables Service Oriented Replenishment at the company level. This option will be disabled by default.

Service Oriented Replenishment, now allows calculating the suggested order quantity based on a formula to keep the suggested quantity to an optimal value, which will avoid either ordering too much or ordering not enough quantities.

The Service Oriented Replenishment option:

- applies for the warehouse Items with reorder method as 'C' – Class or 'Q' – EOQ.
- will not validate for the item class to be within class 4, rather it will consider items from class 1 to class 12.
- will always override the existing line point based calculations for the items with reorder method as C or Q.

The Service Oriented Replenishment logic to calculate the suggested order quantity is as follows:

When the value of the Line Point Quantity minus the Net Available Quantity is greater than the Enspire Order Quantity then the system will consider the Suggested Order Quantity as the Line Point Quantity minus the Net Available Quantity. Otherwise it will use the Enspire Order Quantity as the Suggested Order Quantity.

Note that the System will not perform any modifications to the Order Quantity on the following conditions:

1. The order quantity is increased by the current backlog for stock orders (S lines). Since X number of items are already committed, it makes sense to increase the purchase amount by this quantity so that your available stock can be roughly as intended after the immediate fills of open orders during receiving. This also ensures that the order quantity is always at least enough to fill the current backlog.
2. The order quantity is decreased by the quantity currently on order for stock purchases (S lines). Since X numbers of items are already on order, the system decreases the order quantity by that amount to ensure that double-ordering.

The following built-in “common sense” checks will not be performed on every order quantity calculated. The order quantity will not be automatically adjusted accordingly if any of the following conditions are encountered.

1. The recommended order quantity will not exceed the Line Point + Order Quantity.

2. If the item does not have a defined shelf life, the order quantity never exceeds a 1 year supply. If there is a shelf life, the maximum order quantity is the expected amount that will be sold within the shelf life of the product.
3. The order quantity must be at least enough to last for one review cycle based on expected usage.
4. The order quantity must be at least a two weeks' supply based on expected usage.
5. The order quantity must be at least equivalent to one “standard pack” as defined in the Item/Vendor record.

Usage Formulas

Inventory usage formulas match your buying habits to replenishment calculations for each item that you stock. Enspire includes separate formulas for seasonal and nonseasonal items. During replenishment, Enspire applies each of the formulas to an item and then determines the best replenishment amount based on the accuracy of each formula's past performance when calculating replenishment for the item. Enspire automatically uses the formula with the smallest average variance between the recommended replenishment quantity and your actual usage for the item.

Each of the formula descriptions in this topic refer to the table below. Period 1 is the most recently completed period, period 2 is the next most recently completed period, and so on.

Period	1	2	3	4	5	6
Usage	80	84	76	58	54	49

Some of the formulas described below use a nonseasonal or a seasonal trend factor.

- **Nonseasonal Trend Factor** - The average increase or decrease in usage during the previous inventory periods as specified in **Trend Months**. For example, if **Trend Months** is 4 and usage increased by 20 percent during the previous four periods, Enspire adds 20 percent to the calculation. Therefore, if the replenishment calculation is 200 before applying the trend, the actual replenishment including the trend is 240 (20 percent of 200 is 40). If usage decreased by 20 percent, Enspire subtracts 20 percent from the calculation.
- **Seasonal Trend Factor** - The difference in usage between the previous inventory periods of this year, as specified in **Trend Months**, and the same inventory periods last year. For example, if **Trend Months** is 3 and you sold 20 more items this year than during the same three periods last year, Enspire adds 20 to the calculation. If you sold 20 fewer items this year than during the same three periods last year, Enspire subtracts 20 from the calculation.

The formulas are as follows:

- **3-WT-0 Weighted Std 5.0/2.0/1.0** - This formula applies to nonseasonal items. It calculates a weighted average usage for the previous three periods. The usage in period 1 is multiplied by 5. The usage in period 2 is multiplied by 2. The usage in period 3 is multiplied by 1. These amounts are then added together and the sum is divided by the total weight used in the calculation, which is 8 (5+2+1). Periods 4, 5, and 6 are ignored. Using the table above, the replenishment calculated by this formula is 80.5, which is rounded to 81. ($80 \times 5 = 400$. $84 \times 2 = 168$. $76 \times 1 = 76$. $400 + 168 + 76 = 644$. $644 / 8 = 80.5$.)
- **3-EVEN-3 Weighted Sea 1.0/1.0/1.0 + Sea Trend** - This formula applies to seasonal items. It averages the usage recorded the previous year in the period you are calculating replenishment for and the following two periods. The weight applied to each of those three periods is 1. Therefore, the actual usage is used in the calculation. After calculating the average, Enspire applies the Seasonal Trend Factor.
- **5-WT-4 Weighted Std 3.0/2.5/2.0/1.5/1.0 + Trend** - This formula applies to nonseasonal items. It calculates a weighted average usage for the previous five periods then adds the Nonseasonal Trend Factor. The usage in period 1 is multiplied by 3. The usage in period 2 is multiplied by 2.5. The usage in period 3 is multiplied by 2. The usage in period 4 is multiplied by 1.5. The usage in period 5 is multiplied by 1. The usage in period 3 is multiplied by 1. These amounts are then added together and the sum is divided by the total weight used in the calculation, which is 10

($3+2.5+2+1.5+1$). Period 6 is ignored. Using the table above, the replenishment calculated by this formula is 74.3, which is rounded to 75. ($80 \times 3 = 240$. $84 \times 2.5 = 210$. $76 \times 2 = 152$. $58 \times 1.5 = 87$. $54 \times 1 = 54$. $240 + 210 + 152 + 87 + 54 = 743$. $743 / 10 = 74.3$.) The Nonseasonal Trend Factor is added to 75.

- **3-EVEN-0 Year Ago Upcoming 3 Months** - This formula applies to seasonal items. It averages the usage recorded the previous year in the period you are calculating replenishment for and the following two periods. That average is used as the replenishment quantity. No seasonal trend is applied.
- **1-EVEN-3 Weighted Sea 1.0 + Sea Trend** - This formula applies to seasonal items. It applies the Seasonal Trend Factor to the usage recorded the previous year during the period you are calculating replenishment for.
- **2-WT-2 Weighted Sea 2.0/1.0** - This formula applies to seasonal items. It calculates a weighted average of the usage recorded the previous year in the period you are calculating replenishment for and the following period. The usage in period 1 is multiplied by 2. The usage in period 2 is multiplied by 1. These amounts are then added together and the sum is divided by the total weight used in the calculation, which is 3 (2+1). Using the table above, the replenishment calculated by this formula is 81.3, which is rounded to 82. ($80 \times 2 = 160$. $84 \times 1 = 84$. $160 + 84 = 244$. $244 / 3 = 81.3$.) No seasonal trend is applied.
- **6-EVEN-0 Six Month Rolling Average** - This formula applies to nonseasonal items. It calculates the average usage recorded during the previous six periods. Using the table above, the replenishment calculated by this formula is 66.83, which is rounded to 67. ($80 + 84 + 76 + 58 + 54 + 49 = 401$. $401 / 6 = 66.83$.)
- **6-EVEN-4 Six Month Rolling Average w/4 Trend** - This formula applies to nonseasonal items. It calculates the average usage recorded during the previous six periods then adds the Nonseasonal Trend Factor. Using the table above, the six month rolling average is 66.83, which is rounded to 67. ($80 + 84 + 76 + 58 + 54 + 49 = 401$. $401 / 6 = 66.83$.) The Nonseasonal Trend Factor is added to 67.
- **3-EVEN-4 Three Month Rolling Avg w/4 Trend** - This formula applies to nonseasonal items. It calculates the average usage recorded during the previous three periods then adds the Nonseasonal Trend Factor. Using the table above, the three month rolling average is 80. ($80 + 84 + 76 = 240$. $240 / 3 = 80$.) The Nonseasonal Trend Factor is added to 80.
- **3-EVEN-0 Three Month Rolling Average** - This formula applies to nonseasonal items. It calculates the average usage recorded during the previous three periods. Using the table above, the replenishment calculated by this formula is 80. ($80 + 84 + 76 = 240$. $240 / 3 = 80$.)
- **2-WT-3 Weighted Sea 2.0/1.0 + Sea Trend** - This formula applies to seasonal items. It calculates a weighted average of the usage recorded the previous year in the period you are calculating replenishment for and the following period. The usage in period 1 is multiplied by 2. The usage in period 2 is multiplied by 1. These amounts are then added together and the sum is divided by the total weight used in the calculation, which is 3 (2+1). Using the table above, the replenishment calculated by this formula is 81.3, which is rounded to 82. ($80 \times 2 = 160$. $84 \times 1 = 84$. $160 + 84 = 244$. $244 / 3 = 81.3$.) The Seasonal Trend Factor is then added to 82.
- **2-WT2-3 Weighted Sea 4.0/1.0 + Sea Trend** - This formula applies to seasonal items. It calculates a weighted average of the usage recorded the previous year in the period you are calculating replenishment for and the following period. The usage in period 1 is multiplied by 4. The usage in period 2 is multiplied by 1. These amounts are then added together and the sum is divided by the total weight used in the calculation, which is 5 (4+1). Using the table above, the replenishment calculated by this formula is 80.8, which is rounded to 81. ($80 \times 4 = 320$. $84 \times 1 = 84$. $320 + 84 = 404$. $404 / 5 = 80.8$.) The Seasonal Trend Factor is then added to 81.

- **5-WT-0 Weighted Std 3.0/2.5/2.0/1.5/1.0** - This formula applies to nonseasonal items. It calculates a weighted average usage for the previous five periods. The usage in period 1 is multiplied by 3. The usage in period 2 is multiplied by 2.5. The usage in period 3 is multiplied by 2. The usage in period 4 is multiplied by 1.5. The usage in period 5 is multiplied by 1. The usage in period 6 is multiplied by 1. These amounts are then added together and the sum is divided by the total weight used in the calculation, which is 10 (3+2.5+2+1.5+1). Period 6 is ignored. Using the table above, the replenishment calculated by this formula is 74.3, which is rounded to 75. (80x3=240. 84x2.5=210. 76x2=152. 58x1.5=87. 54x1=54. 240+210+152+87+54=743. 743/10=74.3.)

Adding a Usage Formula

The usage formulas provided with Enspire are sufficient to calculate accurate replenishment levels. However, if you want to add a usage formula of your own, follow the steps below.

1. Open the Usage Formula dialog (File Maintenance>Inventory>Usage Formulas).
2. From the File menu, choose **New**.
3. Type a **Code** that identifies the formula. This code is alphanumeric and can be up to eight characters long.
4. In **Item Type**, select whether the formula applies to Seasonal or Nonseasonal items.
5. Type a **Description** of the code.
6. **System** remains unselected because this usage formula is user-defined.
7. In **Trend Months**, enter the number of months included in trend calculations. For more information, see the Seasonal Trend Factor and Nonseasonal Trend Factor definitions in the Usage Formula topic.
8. In **Month 1** through **Month 6**, enter the weight you want to apply to each month. A weight of 0 (zero) indicates that month is not included in the replenishment calculation. For information on weights that are applied, see the definitions of the formulas in the Usage Formula topic.
9. From the File menu, choose **Save**.

To create a usage adjustment:

1. Open the Usage & Freeze Adjustments dialog (Transactions>Inventory>Usage Freeze Adjustments).
2. In the Filters group box, select the filter or filters that you want to apply.
3. From the Actions menu, choose **Fetch**. After you choose **Fetch**, the Items grid contains the items that met your filtering criteria.
4. In the Items grid, select **Sel** for the item that you want to create a usage adjustment for.
5. In the Usage grid, type an **Adjusted Amount** and select a **Adjust Code**. If Usage grid is not displayed, click the **Usage** tab.

Adjusted is the quantity that you are adjusting the usage to. For example, if the actual usage is 10 and you want to adjust the usage to 25, you type 25 in **Adjusted**.

Adjust Code is the reason for the usage adjustment.

6. Repeat step 4 and step 5 for each item you want to create a usage adjustment for.
7. From the File menu, choose **Save** (CTRL+S).

Frozen Items

When an item is frozen, Enspire does not calculate reordering controls for that item. The item will appear on replenishment worksheets and all purchasing functionality applies. However, you must set the reordering controls manually. The Usage & Freeze Adjustments dialog allows you to view the items that are frozen for the current month or the previous month. You can also change the reason for freezing the item as well as reset the item's reordering controls.

To view frozen items and change the freeze code if necessary:

1. Open the Usage & Freeze Adjustments dialog (Transactions>Inventory>Usage Freeze Adjustments).
2. In the Filters group box, select the filter or filters that you want to apply.
3. From the Actions menu, choose **Fetch**. After you choose **Fetch**, the Items grid contains the items that met your filtering criteria.
4. If necessary, make any changes to an item in the Items grid.
5. From the File menu, choose **Save**.

Disabling Item Freezes in Reorder Control Calculation

When Enspire finds a sporadic usage of an item it sets the item to freeze code of 'P' – permanent freeze and the reorder method of the item will be modified to 'M' Min/Max from any other reorder types (Will not modify the 'D' Do not re order types).

Item Freezes can be disabled during the reorder control calculations during the month end process or during the manual reorder control calculation process.

On the Inventory tab of the CO Miscellaneous Control File program, the Disable Item Freezes in Reorder Control Calculation checkbox is available to disable item freezes during the reorder control calculations during the month end process or during the manual reorder control calculation process at the company level. This option will be disabled by default.

The system will not perform the above operation when the new option “Disable Item Freezes in Reorder Control Calculation” is set to true since there is no sporadic freeze conditions check with this option.

Enspire will perform the following actions on the reorder control calculation only when there is no manual freeze, Permanent freeze or new item Freeze:

- Update the optimized usage formula based if the option “Auto Set Usage Formula” is set to true and if the item is non seasonal.
- Monthly usage based on the usage forecast.
- Daily usage based on the above monthly usage and business days in the forecast period.
- Calculate Lead time, Line Point, Order Point and EOQ for item with reorder method in 'C', 'M', 'Q' and 'S' without any of Item class restrictions.

Setting Up a Warehouse

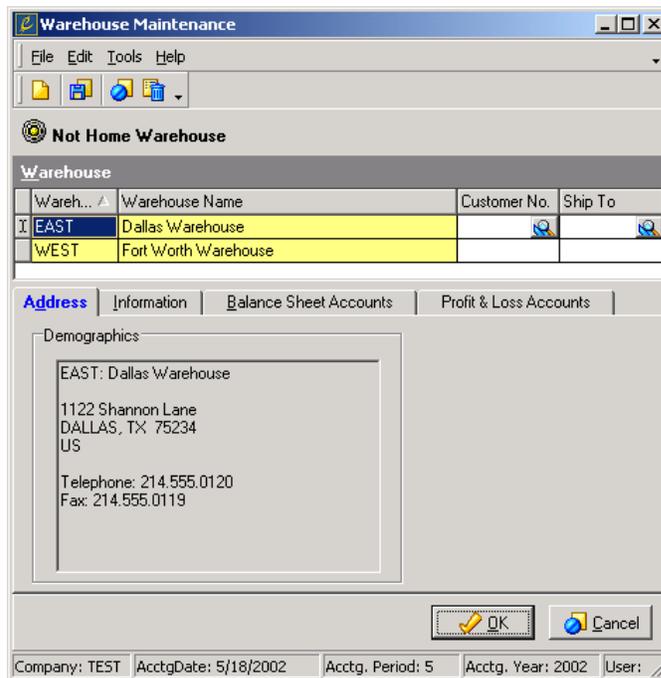
In Enspire, a warehouse refers to each of your company's stocking and shipping locations. For example, if you have one main warehouse that feeds two branch warehouses, you need to set up three warehouse in Enspire.

NOTE

*The sample dialog in step 1 below displays **Not Home Warehouse**. This message indicates that the warehouse selected in the Warehouse grid is not the default warehouse assigned to the current user. You assign a home warehouse to a user in **Whse Code** in the User Profile dialog (File Maintenance>System>User Profile).*

To set up a warehouse:

1. Open the Warehouse Maintenance dialog (File Maintenance>Inventory> Warehouse).



2. From the File menu, choose **New**.
3. Complete the Warehouse grid as follows:

Warehouse is the code that identifies the warehouse in Enspire. This code is alphanumeric and can be up to eight characters long.

Warehouse Name is the full name of the warehouse.

Customer No allows you to assign a customer to the warehouse.

ShipTo allows you to assign one of the selected customer's ship-to locations to the warehouse. If you leave **ShipTo** blank, all of the selected customer's ship-to locations are assigned to the warehouse.

4. In the Address section, double click in the Demographics area to display the Warehouse Address dialog. In this dialog, type the general warehouse information including address,

phone and fax numbers, email address and web address. After you type this information, click **OK** to close the Warehouse Address dialog.

- Click the **Information** tab and complete that information as described below.

Manager is the name of the warehouse manager. Whenever manual fills must be performed, Enspire automatically sends an email to the user selected here.

Credit Manager is the name of the credit manager at the warehouse. Whenever orders are placed on a credit hold, Enspire automatically sends an email to the user selected here.

Dun and Bradstreet is the Dun and Bradstreet number for the warehouse.

Profit Center is the profit center where transactions involving this warehouse are posted.

Buyer is the default buyer for the warehouse. During replenishment, the buyer selected here is used if no buyer is assigned to the item being replenished or to that item's vendor.

Markup is the markup percentage applied when this warehouse receives a transfer from a different warehouse. For example, if the markup is 1, this warehouse is charged an extra 1 percent per unit cost for the items being transferred. The markup percentage of an applicable warehouse-to-warehouse replenishment path overrides the markup percentage specified here.

Work Schedule identifies the work week for the warehouse. You create work schedules in the Workday Schedules dialog (File Maintenance> Company>Workday Schedules).

Bank is the bank where point-of-sale receipts are deposited.

The Commit Level Times group box determines the time of day when orders are considered commit level **One** or commit level **Two**. An order taken between the time of day established in **One** and the time of day established in **Two** is considered a commit level 1. An order taken after the time established in **Two** is considered a commit level 2. For example: The time in **One** is 6:00 AM. The time in **Two** is 5:00 PM. An order taken between 6:00 AM and 5:00 PM is a level 1. An order taken between 5:01 PM and 5:59 AM is a level 2.

Printer Group is the printer group assigned to this warehouse. For information on printer groups, see the Enspire Environment chapter.

6. Click the **Balance Sheet Accounts** tab and complete that information as described below.

These accounts are used in the automatic journal entries and therefore the account selection made here needs to be accurate. Consult with your accountant to ensure that you are selecting the appropriate GL account.

Address	Information	Balance Sheet Accounts	Profit & Loss Accounts
Intra-Company Receivables	1299-0		Intra-Company Receivables
Intra-Company Payables	2099-0		Intra-Company Payables

Intra-Company Receivables identifies the balance sheet account where transfer accounts receivable are debited. Select  to access the the GL Master Account Lookup.

Intra-Company Payables identifies the balance sheet account where transfer accounts payable are credited. Select  to access the the GL Master Account Lookup.

7. Click the **Profit & Loss Accounts** tab and complete that information as described below.

These accounts are used in the automatic journal entries and therefore the account selection made here needs to be accurate. Consult with your accountant to ensure that you are selecting the appropriate GL account.

Address	Information	Balance Sheet Accounts	Profit & Loss Accounts
Income	3030-0		SALES - STD PROD
Expense	7230-0		WAREHOUSE SUPPLIES
Freight	4100-10		FREIGHT IN-DEAR

Income identifies the profit and loss account where income, typically handling fees, from transfers is credited. Select  to access the the GL Master Account Lookup.

Expense identifies the profit and loss account where expenses, typically handling fees, generated by transfers are debited. Select  to access the the GL Master Account Lookup.

Freight identifies the profit and loss account where freight income generated by transfers is credited and freight expenses are debited. Select  to access the the GL Master Account Lookup.

8. From the File menu, choose **Save**.

Setting Up a Family Discount

A family allows you to grant discounts based on the price, units, weight, or volume of items on an order that belong to the same family. Family discounts are applied after any other pricing method for an individual item, such as quantity tables, price columns, and group pricing. To avoid double discounting when items are priced using promotions and/or contracts, you can disable family discounts. The family discount code is then assigned to an item master.

To set up a family discount:

1. Open the Family Maintenance dialog (File Maintenance>Inventory>Families).

Family	Description	Min Buy	Level	Basis	Rounding	Single Item Discount	Use Customer Bracket
PT	Power Tools	\$500.00	L	D	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LMBR	Lumber	\$1,000.00	L	D	2	<input type="checkbox"/>	<input type="checkbox"/>

Bracket	Amount	Discount Rate %
1	500	3
2	750	4
3	1000	5
4	2000	10
5	3000	13

2. From the File menu, choose **New**.
3. Complete the Family grid as follows:

Family is the code that identifies the family discount pricing table. This code is alphanumeric and can be up to four characters long.

Description is the description of the family.

Min Buy is the lowest amount that can be purchased to qualify for a discount associated with the selected family.

Level determines whether Enspire applies the discount to the bottom line or includes the discount in the line price. The options are as follows: B) Bottom Line - This option applies the family discount to all items within the family and displays the amount of the discount on the invoice. The prices of individual items do not reflect the family discount. L) Line Level - This option figures the amount of the family discount into the unit price and displays the adjusted price for each item. The options are as follows:

B) Bottom Line - This option applies the family discount to all items within the family and displays the amount of the discount on the invoice. The prices of individual items do not reflect the family discount.

L) Line Level - This option figures the amount of the family discount into the unit price and displays the adjusted price for each item.

Basis determines how Enspire calculates the discounts for the selected family.

Calculating Family Discounts:

When you create a family discount table, you select a **Basis** option. This option determines the basis used for calculating the discount. The options are:

- D) Cumulative Dollars - This option bases the discount on the total dollar amount of items within the family that are included on the order.
- N) None - This option indicates that the family has no discounts associated with it. Select None when you want to disable the family pricing discount but not delete the Family Code.
- Q) Quantity Table for Item - This option uses the item's quantity table to determine the discount. However, the Bracket is still determined by the total number of items within the family that are on the order. You establish an item's quantity discounts in the Quantity Price Brackets section of the Item Master dialog. You can also establish quantity discounts that apply to a specific warehouse in the Quantity Price Brackets section of the Warehouse Item Maintenance dialog.
- U) Units - This option bases the discount on the total number of items within the family that are on the order.
- V) Volume - This option bases the discount on the total volume of the items within the family that are on the order.
- W) Weight - This option bases the discount on the total weight of the items within the family that are on the order.

Rounding determines whether you round the price after applying the family discount to 2, 3, or 4 decimal places. For example, the price is \$1.3472. Selecting 4 leaves the price as is. Selecting 3 changes the price to \$1.347. Selecting 2 changes the price to \$1.35.

Single Item Discount determines whether Enspire calculates the family discount if an order includes only one item within the family. Select this option to apply the appropriate family discount to single item orders. Leave this option unselected if you do not want to apply single item discounts.

Use Customer Bracket determines whether the customer's minimum quantity bracket also applies to the family pricing table. You determine the minimum quantity bracket in the Pricing section of the Customer ShipTo Locations dialog. For example: **Use Customer Bracket** is selected. Bracket number 2 of a family discount requires that the customer purchase 100 items to receive the associated family discount. A customer has a minimum quantity bracket of 2 and orders 10 items. The customer receives the discount associated 100 items, as determined by bracket 2, because of the minimum quantity bracket. If **Use Customer Bracket** is unselected, the customer receives the family discount associated with 10 items.

4. In the Brackets grid, create a bracket for each discount level within the family. To create a bracket, select a **Family** in the Family grid. Click in the Brackets grid then press the INSERT key on your keyboard. Complete the Brackets grid as follows:

Bracket identifies each of the levels used to calculate the discounts for the current family.

Amount, Units, Weight, or Volume determine the dollar amount, quantity, weight, or volume a customer must purchase to receive the discount associated with the bracket. The **Basis** option you select in the Family grid determines the column that appears here.

Discount Rate % is the discount percentage for the bracket. To calculate the discount, this percentage is multiplied by the purchase amount.

- From the File menu, choose **Save**.

Setting Up a Product Group

Product groups allow you to group items for sales analysis and give you the ability to simplify various functions in Enspire, such as item pricing and creating contracts. For example, if you have an item that varies in color but not in price, you can assign each of the items to the same product group and create one pricing scheme for the entire group. Assigning prices at the group level ensures consistency among the items in the group and makes maintaining prices much easier. You can also assign the same account set to all items in the group.

To further refine the product group sales analysis, you can create subgroups, which are groups within a product group. For example, you have a product group called Pool Cleaners. This product group contains the following subgroups: Gallons per Minute, Pump Size, and Type. The Pump Size subgroup contains the following values: 1 horsepower, 1.5 horsepower, and 2 horsepower. Now, when you assign the Pool Cleaners product group to an item, you can assign it a value from each of the subgroups.

To set up a product group:

- Open the Product Group Maintenance dialog (File Maintenance>Inventory> Product Groups).

Group Code	Description	Auto Set Std Cost	Auto Set Avg C
TEST	Test Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HELL1	Another Group Code	<input type="checkbox"/>	<input type="checkbox"/>
JMC	Yet Another Test	<input type="checkbox"/>	<input type="checkbox"/>
COMP	Compressors	<input type="checkbox"/>	<input type="checkbox"/>
ZXCIV	testing1	<input type="checkbox"/>	<input type="checkbox"/>
JKC	JKC Test	<input type="checkbox"/>	<input type="checkbox"/>
Z4PSTUD	White Pine 2" x 4" studs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QAZ	Test	<input type="checkbox"/>	<input type="checkbox"/>
DP	doug	<input type="checkbox"/>	<input type="checkbox"/>
PVCJ	PVC Pipe	<input type="checkbox"/>	<input type="checkbox"/>
TRS	Traditional Group S	<input type="checkbox"/>	<input type="checkbox"/>
TRAD	Traditional Items Test	<input type="checkbox"/>	<input type="checkbox"/>
GCD1	Group Code 1	<input type="checkbox"/>	<input type="checkbox"/>

- From the File menu, choose **New**.
- Complete the Group grid as follows:

Group Code is the code that identifies the product group. This code is alphanumeric and can be up to eight characters long.

Description is the description of the product group.

4. In **Method**, select how the prices for items in the group are calculated. If you do not want to create pricing for items in the group, leave **Method** blank. For a description of each **Method** option, see Calculating Product Group Pricing below.

Calculating Product Group Pricing

When you create a product group, you have the option of setting up a pricing table that applies to all items assigned to that group. The **Method** you assign to the group determines how Enspire calculates the prices. The **Method** options are:

C) Cost Up - This option increases the item's cost by the specified percentage to calculate the pricing. The selected Cost Basis determines the cost used in the calculation. The Bracket into which the item falls determines the percentage.

D) Dollar Amount - This option assigns a specific dollar amount to each item within the group. The Bracket into which the item falls determines the amount.

L) List Down - This option decreases the item's list price by the specified percentage to calculate the pricing. The Bracket into which the item falls determines the percentage. You establish the list price for an item when you add it to Enspire.

M) Margin Percentage - This option increases or decreases the item's cost to achieve the specified margin percentage. The selected Cost Basis determines the cost used in the calculation. The Bracket into which the item falls determines the percentage.

R) Reference Price Down - This option increases the reference price by the specified percentage to calculate the pricing. The Bracket into which the item falls determines the percentage. You determine the reference price in the Cost section of the Item Vendor Maintenance dialog.

U) Up Charge - This option increases the item's list price by the specified percentage to calculate the pricing. The Bracket into which the item falls determines the percentage. You establish the list price for an item when you add it to Enspire.

X) List Multiplier - This option uses the specified percentage of the list price to calculate the pricing. The Bracket into which the item falls determines the percentage.

5. If you want to assign the same account set to all items in the selected product group, including subgroups, select it in **Account Set**. If necessary, you can select a different account set for an item in the Item Master dialog.
6. The **Cost Basis** is required when the method field is selected.

Cost Basis determines the cost used to calculate the price for the items within the groups. The options are as follows: A) Actual Cost - This option uses the cost determined by your company's inventory costing method, LIFO, FIFO, or weighted average. R) Next Cost - This option uses the cost of the item when you last purchased it. S) Standard Cost - This option uses the item's standard cost, as established in the Pricing section of the Item Maintenance dialog.

7. In **Round**, select how you want to round the price for items in this group. **Round** determines whether you round the item's price to 2, 3, or 4 decimal places. For example,

the price of an item is \$1.93626. Selecting 4 changes the price to \$1.9363. Selecting 3 changes the price to \$1.936. Selecting 2 changes the price to \$1.94.

8. If you want to add subgroups, click in the Sub Groups grid then press the INSERT key on your keyboard. In **Code**, type the code that identifies this subgroup. This code is alphanumeric and can be up to eight characters long. In **Description**, type the description of the subgroup.
9. If you want to add values to the subgroup, verify that the sub group tab is selected and click in the sub group grid then press the INSERT key on your keyboard. In **Code**, type the code that identifies the value. This code is alphanumeric and can be up to eight characters long. In **Description**, type the description of the sub group.
10. **Group Brackets** are required when your method field is selected. To add a group pricing bracket, click in the Group Brackets grid then press the INSERT key on your keyboard. In **Qty**, type the quantity of items within the product group an order must include to qualify for the pricing in the bracket. In **%**, type the percentage applied to the cost or price of the items within the selected group. The selected **Method** determines the cost or price the percentage applies to. In **Add on Amt**, type the amount added to the price of each item within the group.
11. From the File menu, choose **Save**.

You assign a product group and subgroup values to an item in the Product Groups section of the Item Master dialog. If the product group includes subgroups, you must assign a value from each subgroup to the item.

Adding an Item

Enspire allows you to maintain extensive, detailed records for each of your items. Therefore, you have many decisions to make when you add an item. This section of the Getting Started manual covers the main procedures and decisions involved when you add an item. For details on the fields available when you add an item, see the online help.

In addition to adding an item, the procedures covered in this section are:

Establishing a List Price and Units of Measure

Adding a Warehouse Item Record

Adding a Vendor Item Record

To add an item:

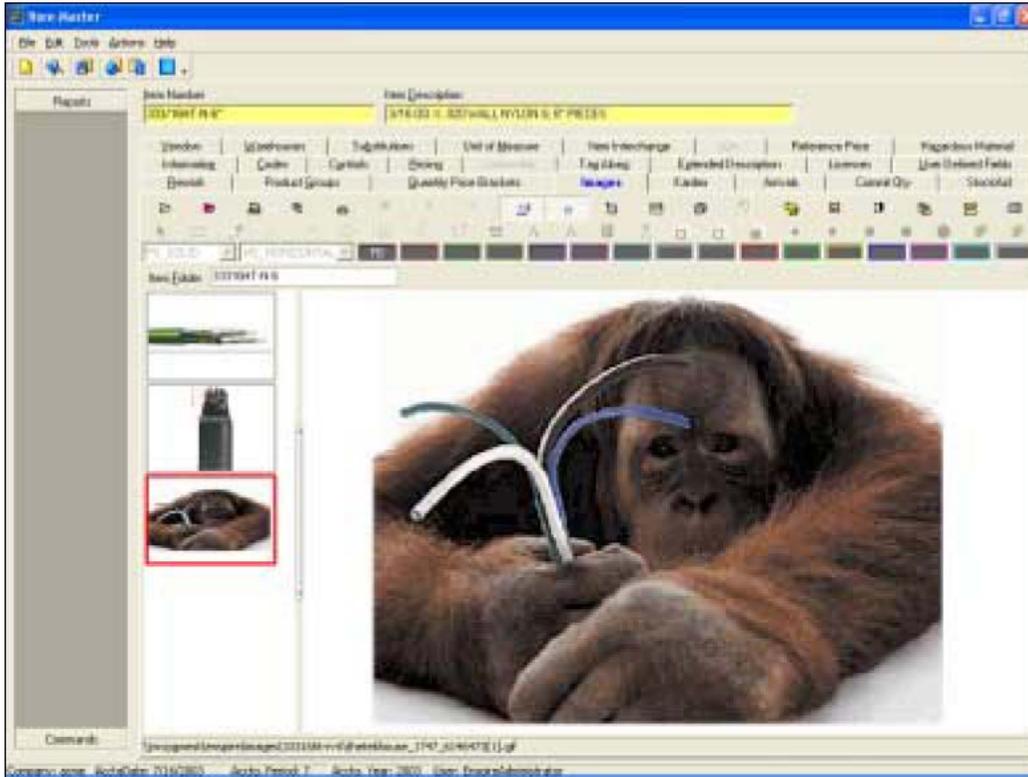
1. Open the Item Master dialog (File Maintenance>Inventory>Item Master).

2. From the File menu, choose **New**.
3. Type an **Item Number**.
4. Type a **Description**.

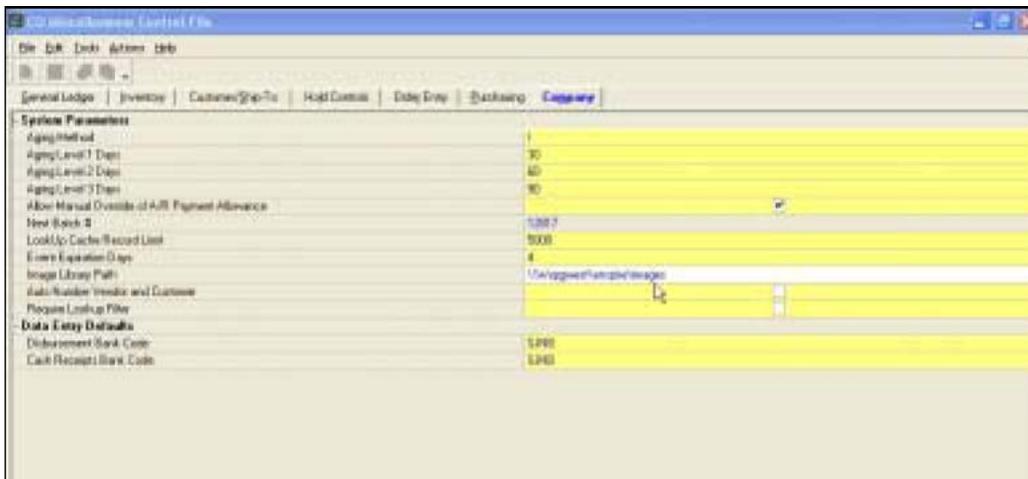
After you type an item number and description, you can proceed through the sections of the Item Master dialog in the order they appear. If a section is grayed out, it currently does not apply to the item. In the sample Item Master dialog above, Commodity is grayed out. Therefore, you cannot assign commodities to the item. If you want to enable the Commodity section, you select **Commodity Priced Item** in the Controls section.

Item Imaging

Item Imaging provides Enspire users with the capability to store and display pictures of the company's items. You can include graphic images in a variety of formats, including gif, jpeg, and bitmap. The available images appear as thumbnails to the left. When you click a thumbnail, it appears in the workspace. Item Imaging is available in Enspire's Item Master and Order Entry dialog.



To make an image available for use in Enspire, it must be saved in a folder within your image library path. You identify the image library path in the Company section of the Company Miscellaneous Control File dialog. Once this is done, the images are available in Item Master & Order Entry.



Item Master - Images Section

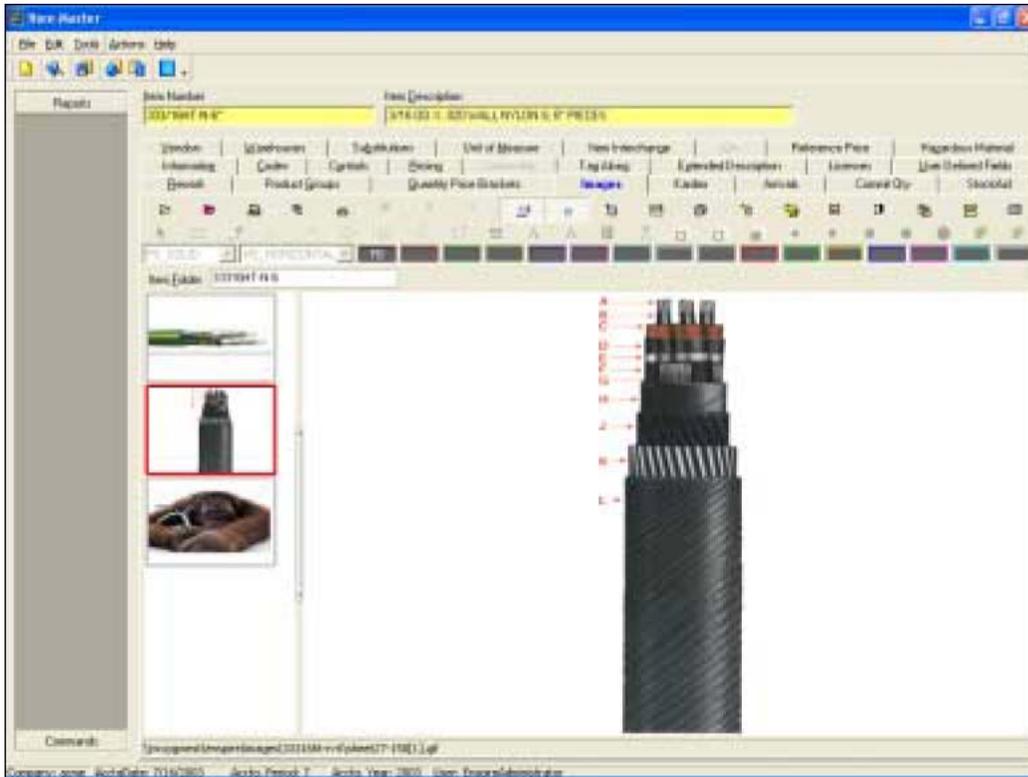
The Item Master Images Section enables you to set up or view item imaging when you are setting up or revising an item.

Creating an Item Image Folder

After creating a new item or selecting an existing item, click on the Images tab to access the Images Section.

NOTE: If an item includes an image, a camera icon appears in the Item LookUp dialog. You can double click the camera to display the image or images associated with the item.

When this section is initially opened, Enspire creates a folder for the item's image(s) within the Images path identified in the Miscellaneous Control File. This folder name, labeled Item Folder, can be found immediately above the "thumbnails" section of the image display. The Item folder name is identical to the Item Number unless the item number contains \, /, :, *, ?, ", <, >, or |, which are characters prohibited by Windows naming convention. If the prohibited characters are contained in the item number, Enspire removes the characters from the item number and names the image folder accordingly without the prohibited characters. Should you choose to, you may edit the name of the folder in any manner you want. Enspire saves the relationship between the folder and the item number within the database.



Selecting an Item for Display

Item Imaging displays the picture contained in the item's folder in thumbnail format on the left hand side of the screen. To display in the image area, simply click on one of the thumbnails.

Adding an Object to the Image Area

You can add objects to the image area only when you are in annotation mode. When you are in this mode, the shape tools and the color palette become active. If you are not in annotation mode, click the Toggle Annotation Mode tool. This tool and others are discussed in the appendix of this paper.

1. If necessary, toggle into annotation mode.
2. Click the thumbnail of an image to display it in the image area.
3. Click the object you want to add. For information on these tools, see Object Tools below.
4. Click and hold the mouse button down in the image area.
5. Drag the mouse until the object is the desired size then release the mouse button. For instructions on resizing an object, see below.

Resizing an Object

1. Click the object you want to resize. When you click the object, a square handle appears at each corner of the object.
2. Click and hold the mouse button down on one of the handles.
3. Drag in the direction you want to resize.
4. When the object reaches the desired size, release the mouse button.

Changing the Foreground and Background Colors

1. Select an object.
2. To change its foreground color, click the color in the color palette. The current foreground color is marked with an FG.
3. To change its background color, right click the color in the color palette. The current background color is marked with a BG.
4. You can also right click an object, then click **Properties** and select **Foreground Color** or **Background Color**. In the Windows Color dialog, select a color then click **OK**.

Establishing a List Price and Units of Measure

An item's list price is the price of the item for each pricing unit of measure. You can use the list price as the actual price you charge for an item. You can also use the list price as the starting point for calculating prices in contracts, discounts, and promotions.

The units of measure assigned to an item determine how it is stocked, purchased, and sold. For more information, see the Units of Measure section earlier in this chapter.

WARNING!

Carefully consider your SKU unit of measure before you assign it to the item. You cannot change the SKU unit of measure after it has been assigned.

To establish an item's list price and units of measure:

1. In the Item Master dialog (File Maintenance>Inventory>Item Master), add or open an item.

- Click the **Pricing** tab.

Information	Codes	Controls	Pricing	Commodity	Tag Along	Extended Description
SKU UM				EA		
Quantity UM				EA		
Quantity Conversion (#SKU per 1 Quantity unit)				1		
Price UM				EA		
Price Conversion (#SKU per 1 Price unit)				1		
List Price				\$2.95		
Last Cost				\$0.77		
Standard Cost				\$0.77		
Catalog						
Page						
Minimum Margin %				10		
Maximum Discount %				0		
Broken Carton Percentage Fee				0		
Date Last Priced				4/12/2002		

- In **SKU UM**, select the SKU unit of measure for the item. This value cannot be changed once you save this record. Choose your value carefully.
- In **Quantity UM**, select the quantity unit of measure for the item.
- In **Quantity Conversion**, type the number of SKU units in one quantity unit of measure.
- In **Price UM**, select the price unit of measure for the item.
- In **Price Conversion**, type the number of SKU units in one price unit of measure.
- In **List Price**, type the item's list price.

Adding a Warehouse Item Record

You create a warehouse item record for each warehouse where you stock the item. If an item does not have a warehouse item record, it is considered a nonstocked item. During order entry, if you include an item that is not stocked at the selected warehouse, it is considered a nonstocked item for that order, even though the item may be stocked at a different warehouse.

You create warehouse item records in the Warehouse Item Maintenance dialog. If a field in this dialog contains a different value than the same field in the Item Master dialog, the value in the Warehouse Item Maintenance dialog is used. For example, if an item's list price in the Item Master dialog is \$2.95 and in the Warehouse Item Maintenance dialog the list price is \$2.85, Enspire uses \$2.85 as the list price.

NOTE

This procedure covers the general steps for adding a warehouse item record. For detailed information on the fields within the Warehouse Item Maintenance dialog, see the Enspire online help.

To add a warehouse item record:

- In the Item Master dialog (File Maintenance>Inventory>Item Master), add or open an item.

- Click the **Warehouses** tab, then click the **Edit Warehouse Items** button.

Warehouse Item Maintenance

File Edit Tools Help

Item Number: TW-1007-26PR Item Description: TWIST UL1007 #26 PAIR

Whse Code	Warehouse Description
EAST	Dallas Warehouse
WEST	Fort Worth Warehouse

Reserved Quantity | Kardex | Usage | Inventory Recap | Arrivals | Commit Qty | Inventory Layers

Controls | Reorder | Statistics | Lot/Wrt/No | Serial | Quantity Price Brackets | History

Date Opened: 5/20/2002

Active:

Last Sold Date:

Last Received Date:

Prior Received Date:

List Price: \$.00

Spill On Profit:

Spill Rate %: 0

Spill Amount: 0

Taxable:

GL Set: NW

Primary Bin:

Overflow Bin:

Date Of Last Physical Count:

Date Last Out:

Freeze Code: N

Freeze Date: 5/20/2002

Freeze for Months: 6

Manual Freeze:

Pay Commission:

Use Auto Lot Control No:

OK Cancel

Company: TEST AcctgDate: 5/20/2002 Acctg. Period: 5 Acctg. Year: 2002 User: PBOYER

- From the File menu in the Warehouse Item Maintenance dialog, choose **New**.
- In the Warehouse grid, select a warehouse in **Whse Code**.
- After you have completed each section within the Warehouse Item Maintenance dialog, choose **Save**.
- If you want to add another warehouse item record for the same item, choose **New**. If you are finished, click **OK**.

Adding a Vendor Item Record

A vendor item record maintains information specific to a given item and vendor combination, including a vendor's units of measure and costs for an item. A vendor item record is required for the item to be included in Costulator calculations and if you want to replenish the item automatically through a vendor. You create vendor item records in the Item Vendor Maintenance dialog.

NOTE

This procedure covers the general steps for adding a vendor item record. For detailed information on the fields within the Item Vendor Maintenance dialog, see the Enspire online help.

To add a vendor item record:

- In the Item Master dialog (File Maintenance>Inventory>Item Master), add or open an item.

- Click the **Vendors** tab, then click the **Edit Vendor Items** button.

Item Number	Item Description	SKU
TW-1007-26PR	TWIST UL1007 #26 PAIR	EA

Vendor #	Vendor Name	Vendor Item	Vendor Item Description
CMP	CONTROL MAST...	26TWIST	26 Twist - Pair
ACE	ACE MFG.	PAIR-TWIST26	Pair-Twist 26 - any color

Controls		Cost	Unit of Measure
Opened	5/20/2002		
Active	<input checked="" type="checkbox"/>		
Vendor Family Code			
Minimum Purchase: EA	1.0000		
Only Multiples of Minimum	<input type="checkbox"/>		
Quantity UM	EA		
Quantity Conversion	1		
Quantity Equation	1 EA(s) = 1 EA		
Amount UM	EA		
Amount Conversion	1		
Amount Equation	1 EA(s) = 1 EA		
Vendor Catalog Name			
Page #			
Last Lead Time	0		
Previous Lead Time	0		
Freeze Avg Leadtime	<input type="checkbox"/>		
Currency	US		
Tariff			
Rounding	2		
Use Landed Cost	<input type="checkbox"/>		

Company: TEST AcctgDate: 5/20/2002 Acctg. Period: 5 Acctg. Year: 2002 User: PBOYER

- From the File menu in the Item Vendor Maintenance dialog, choose **New**.
- In the Vendor grid, use the lookup in **Vendor #** to select a vendor.
- In **Vendor Item**, type the vendor's number for the item.
- In **Vendor Item Description**, type the vendor's description of the item.
- After you have completed each section within the Item Vendor Maintenance dialog, choose **Save**.
- If you want to add another vendor item record for the same item, choose **New**. If you are finished, click **OK**.

Setting Up Promotional Items

Promotions are temporary price or cost changes on a selected item. Price promotions are your price incentives offered to your customers. Cost promotions are incentives offered by a vendor to your company. A promotional item can include a price promotion, a cost promotion, or both, if you pass some of the cost promotion savings on to your customers. All promotions are given unique item numbers and are associated with items currently in Enspire. If an item selected during order entry has a promotion associated with it, Enspire gives you the option of using the promotional item.

You can set up promotions for individual items, all items within a product group, or all items within a family.

To help you assess the impact of a promotion, Enspire tracks a variety of information, including: the number of hits and misses, quantity sold, dollar sales and costs, and percentage profit.

NOTE

This procedure covers the general steps for adding a promotional item. For detailed information on the fields within the Promotion Maintenance dialog, see the Enspire online help.

To set up a promotion:

1. Open the Promotion Maintenance dialog (File Maintenance>Inventory> Promotional Items).

2. From the File menu, choose **New**.
3. Select a **Timing Method**. The method you select determines the fields in the Timing section and also whether the promotion is open-ended or has a definite time frame. The options are: D) Predefined Beginning and End Dates - This option assigns a beginning date and an ending date to the promotion. O) Open Ended - This option establishes an open-ended duration for the promotion. P) Accounting Period - This option sets the duration by accounting period. The following fields are associated with a **Timing Method** of D. The options are:
 - D) Predefined Beginning and End Dates - This option assigns a beginning date and an ending date to the promotion.
 - O) Open Ended - This option establishes an open-ended duration for the promotion.

P) Accounting Period - This option sets the duration by accounting period.

Begins is the first date of the promotion.

Ends is the last date of the promotion.

First Buy Date is the first date on which customers can buy items through this promotion.

Last Buy Date is the last date on which customers can buy items through this promotion.

Show Days Before is the number of days before the promotion begins that the promotional pricing dialog is displayed during order entry. For example, if you want to receive notification of the promotion for ten days prior to the date on which the promotion begins, type 10. If you do not want to show the promotional pricing before the date it begins, set **Show Days Before** to 0 (zero).

Show Days After is the number of days after the promotion ends that the promotional pricing dialog is still displayed during order entry. For example, if you want to be able to reference the promotional price during order entry for 20 days after the promotion ends, type 20. If you do not want to show the promotional pricing after it ends, set **Show Days After** to 0 (zero).

Purge After Days is the number of days after the promotional pricing ends that it is deleted from Enspire.

4. Click the **Details** tab then complete the Details grid as follows:

Item is the item assigned to the promotion.

Promotional Item is the number assigned to the item for the duration of this promotion.

Product Group assigns all items in the product group to the promotion.

Family assigns all items in the family to the promotion.

5. For each item, product group, or family in the Details grid, complete the appropriate section or sections within the Details section. Each section is described below. For specific information on the fields in each section, see the Enspire online help.

The Controls section establishes the pricing method for the promotion and determines whether discounts and/or rebates are applied in addition to the promotion.

The Price Quantity Table section establishes the quantity brackets for promotions you offer your customers. This section is active if you select a **Price Method** of Q) Price/Qty Table in the Controls section.

The Cost Quantity Table section establishes the quantity brackets for promotions your vendors offer to you. This section is active if you select a **Price Method** of Q) Price/Qty Table in the Controls section and if you selected a vendor in the Details grid.

The History section displays the performance history of the promotion.

6. Click the **Customers** tab then add customers to the promotion.

To add a single customer, select it in **Cust #**.

To add multiple customers, you can select them individually in **Cust #** or you can use filters to select multiple customers at once. To use filters, click **Use Filters**. In the Filter Customers dialog, select the filters you want to apply then click **OK**. For a description of the Filter Customers dialog, see the Enspire online help.

To add all customers and their ship-to locations, click **Use Filters**. Leave the Filter Customers dialog blank then click **OK**.

7. After you have set up the promotion, choose **Save**.

Duplicating a Promotion

Enspire gives you the ability to copy the items in one promotion and use them in a different promotion. If you have promotions that include some of the same items, copying them can save you a lot of setup time.

NOTE: Duplicating a promotion copies only the items.

To duplicate a promotion:

1. In Promotional Items (File Maintenance>Inventory>Promotional Items), open or create a promotion. This is the promotion that the items will be copied to.
2. From the Actions menu, choose **Duplicate Promotion**.
3. In the Duplicate Promotion dialog, select a **Source Promotion**. This is the promotion that contains the items you want to copy.
4. Click **OK**.
5. If you want to copy items from more than one promotion, repeat step 2 through step 4.

Using StockAid

In Enspire, StockAid manages a special category of inventory items and helps you maximize the return on these items. StockAid items can include one-of-a-kind items, special purchases, returned items, close-outs, unsold special orders, damaged goods, and refurbished items. The items received into StockAid do not fit the typical sales, purchasing, and inventory management processes.

Additionally, you can assign a StockAid item the same number as an Item Master number. If the numbers are the same, Enspire gives you the option of selecting the StockAid item during order entry or when you create a quote.

You cannot create StockAid items manually. Instead, you have the option of assigning items to StockAid automatically during any of the following transactions:

The sold quantity for an on-order nonstocked item is decreased.

An RMA assigns some or all returned items to StockAid instead of restocking them.

When you receive a purchase order or a transfer, you receive some items into StockAid.

You create a special buy-out purchase order for items to be sold through StockAid.

Editing a StockAid item

Note that the information you enter here does not affect information stored in the Item Master.

1. Open the Stockaid Maintenance dialog (File Maintenance>Inventory>StockAid Items).
2. From the File menu, choose **Open** to display the StockAid LookUp dialog.
3. Select the StockAid item you want to modify, then click **OK**.
4. If you want to change the number of the StockAid item, type the new number in **Item #**. Typing a new number here does not affect the item's number in Item Master. It applies only to the StockAid item.
5. If you want to change the description of the StockAid item, type the new description in **Description**. Typing a new description here does not affect the item's description in Item Master. It applies only to the StockAid item.
6. Click the **Information** tab and complete the information as follows:

Note: If the fields under Information are not displayed, click the plus sign (+) to display them. To hide them, click the minus sign (-).

- **Warehouse** identifies the warehouse where the item is stored.
 - **Item #** and **Description** identify the item. If you want to change the number and/or description of the StockAid item, type the new information here. Typing a new number or description does not affect the item's number or description in Item Master. It applies only to the StockAid item.
 - **Vendor Item #** is the vendor's number for the item.
 - **Created** is the date the item became a StockAid item.
 - **Control Number** is the item's lot number or serial number.
 - **Bin** is the primary bin where the item is stored.
 - **Age** identifies how long the item has been a StockAid item. The **Age** is the difference between the **Created** date and the current date.
7. In the Controls section, complete the following:

Note: If the fields under Controls are not displayed, click the plus sign (+) to display them. To hide them, click the minus sign (-).

- **Decimal Allowed** determines whether you can enter increments less than one, such as .5 or 2.3, when recording transactions for this item. Select **Decimal Allowed** to allow increments of less than one. Leave this option unselected to require whole numbers.
- **Used** identifies whether the item is used or new. Select **Used** if the item is used. Leave this option unselected if the item is new.
- **Apply Customer Rebates** determines whether the item is eligible for a customer rebate. Select **Apply Customer Rebates** to apply a customer rebate to the item. Leave this option unselected if the item is not eligible for a customer rebate. To be eligible for a customer

rebate, the item must first meet the other eligibility requirements, as established in the Customer Rebates dialog.

- **Apply Vendor Rebates** determines whether the item is eligible for a vendor rebate. Select **Apply Vendor Rebates** to apply a vendor rebate to the item. Leave this option unselected if the item is not eligible for a vendor rebate. To be eligible for a vendor rebate, the item must first meet the other eligibility requirements, as established in the Vendor Rebate Maintenance dialog.
- **Buyer** is the buyer associated with the item.
- **GL Set** is the general ledger account set used to record transactions for this item.
- **Inside Salesperson** identifies the inside salesperson responsible for selling the item. The salesperson you select here overrides the salesperson assigned to the customer that purchases the item. You can change the salesperson during order entry.
- **Outside Salesperson** identifies the outside salesperson responsible for selling the item. The salesperson you select here overrides the salesperson assigned to the customer that purchases the item. You can change the salesperson during order entry.
- **Price Method** determines how Enspire prices the item. The options are as follows:
 - F) Fixed - This option uses the amount in **Customer Price** under Price/Cost as the price for the item.
 - S) Standard - This option uses the available pricing methods for the customer and takes into consideration the item's product group and/or family, if applicable, as well as the list price and unit cost as specified under Price/Cost.
- **Commission Method** determines how Enspire calculates the commission for this item. The options are as follows:
 - F) Fixed - This option uses the spiff assigned to the item. You set the spiff under Price/Cost.
 - N) None - This option indicates that no commission is paid for selling this item.
 - S) Standard - This option bases the commission on an established commission plan. The commission is based on the customer price and commission cost, as established under Price/Cost.

8. In the **Price/Cost** section, complete the following:

If the fields under Price/Cost are not displayed, click the plus sign (+) to display them. To hide them, click the minus sign (-).

- **List Price** is the price of the item. If you selected a **Price Method** of Standard under Controls, this price can be used in list-based or margin-based pricing formulas.
- **Customer Price** is the customer price for the item. This price is used if you selected a **Price Method** of Fixed under Controls.
- **Unit Cost** is the cost for each unit of the item.
- **Commission Cost** is the cost used to calculate the commission paid for the item. This cost applies if you selected a **Commission Method** of Standard under Controls.

- **Spiff** is the fixed amount paid for selling the item. This amount applies if you selected a Commission Method of Fixed under Controls.
- **List Value** is the total value of the original quantity based on the **List Price**.

9. In the **Quantities** section, complete the following:

If the fields under Quantities are not displayed, click the plus sign (+) to display them. To hide them, click the minus sign (-).

The quantities are displayed in the item's quantity unit of measure, which is listed in **UM**.

- **Original Quantity** is the quantity originally available for sale when this item became a StockAid item.
- **Current Quantity** is the quantity of the item currently at the warehouse.
- **Quantity Damaged** is the number of items currently considered damaged.
- **Written-off Available** is the quantity of the item that has been written off but is available for sale.
- **Written-off Unavailable** is the quantity of the item that has been written off and is not available for sale.
- **Commit Today** is the quantity of the item that is committed today.
- **Commit Later** is the quantity of the item that is committed later.
- **Available** is the quantity of items currently available for sale.
- **UM** is the item's quantity unit of measure.

10. In the **Reserved For** section, complete the following:

If the fields under Reserved For are not displayed, click the plus sign (+) to display them. To hide them, click the minus sign (-).

- **Customer** is the customer that the item is reserved for. If you select a customer here, the item cannot be sold to a different customer.
- **Customer Name** displays the name of the selected customer.
- **ShipTo** is the customer's ship-to location that the item is reserved for. If you select a ship-to location here, the item cannot be sold to a different location.
- **ShipTo Name** displays the name of the selected ship-to location.

11. To add an extended description, click the **Extended Description** tab complete the following:

Click in the Extended Description grid then press the INSERT key on your keyboard.

- In **Language**, select the language associated with the extended description.
- Select a **Print Flag**. The option you select determines the when the extended descriptions are printed. You can create multiple extended descriptions for a StockAid item and print a specific message depending on the flag you set. The options are as follows:
A) All documents - This option prints the extended description on all internal and external documents.

C) Customer documents only - This option prints the extended description only on documents given to the customer, such as invoices.

E) External documents only - This option prints the extended description on vendor and customer documents.

I) Internal documents only - This option prints the extended description only on documents used internally, such as packing slips and pick tickets.

N) Do not print - This option does not print the extended description.

V) Vendor documents only - This option prints the extended description only on documents given to the vendor, such as VRAs.

Type the extended description in the text area.

If you want to add special formatting, such as a different font or size or bold or italicized text, you can use the Enspire Editor. To open the editor, right click in the text area then click **Edit**.

12. To add user defined fields to the stockaid item, click User Defined Fields tab. A field appears in this section if it has a UDF class of StockAid assigned to it in the UDF Field Maintenance dialog.
13. After you have completed each section within the Stockaid Maintenance dialog, choose **Save**.

Item Kardex in Enspire

The Item Kardex in Enspire provides item history for both document-based transactions and batch-based transactions. The history includes the date and type of the transaction, the item quantity included on the transaction, the available quantity and on-hand quantity at the time of the transaction, and a description of the transaction.

The Item Kardex includes a history of closed document-based transactions for a given item. Examples of document-based transactions are:

- Confirmed orders
- Confirmed transfers
- Purchase order receipts

Historical information for batch-based transactions is available through the Historical Inventory section of the Warehouse Item Maintenance dialog. Examples of batch-based transactions are:

- Physical inventory worksheets
- Quantity Adjustments
- Assembly work orders

Vendors

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About this Chapter

This chapter covers the basics for setting up your vendors. It also includes information on brokers, vendor contracts, vendor families, and reason codes.

Adding a Vendor

Vendors identify the companies and individuals from which you purchase goods and/or services. Setting up vendors in Enspire gives you the ability to track replenishment, purchasing transactions, and accounts payable transactions by vendor.

NOTE

This procedure covers the initial steps for adding a vendor. For detailed information on the sections and fields within the Vendor Maintenance dialog, see the Enspire online help.

To add a vendor:

1. Open the Vendor Maintenance dialog (File Maintenance>Vendor >Vendor Master).

2. From the File menu, choose **New**.
3. In **Vendor #**, type a vendor number.
4. In **Vendor Name**, type the complete name of the vendor.
5. In **Status**, select the current status of the vendor.

O) Open is the status automatically assigned to new vendors. The status options are as follows:

C) Closed – This option indicates that you no longer use this vendor. You cannot create purchase orders or record invoices for a vendor with a status of Closed.

H) Hold – This option indicates that you currently do not use this vendor. You cannot create purchase orders for a vendor with a status of Hold. However, you can record invoices.

O) Open – This option indicates that the vendor is available for all transactions.

6. In the Information section, double click in the Vendor Demographics area to display the Vendor Address dialog. In this dialog, type the general vendor information including address, phone and fax numbers, email address, and web address. After you type this information, click **OK** to close the Vendor Address dialog.
7. If you know the vendor's tax number, you can type it in **Tax Number**.
8. In **1099**, select the type of 1099 vendor this vendor is. If the vendor is not a 1099 vendor, select N) None – No 1099 Misc will be prepared.
9. If you stock and resell the items that this vendor sells to your company, select **Item Supplier**. Leave this option unselected if you do not stock and resell the items this vendor supplies. For example, if a vendor provides a service, such as maintenance, leave Item Supplier unselected. If you use this vendor only for vendor direct shipments or for items your company uses but does not resell, such as office supplies or bottled drinking water, leave Item Supplier unselected.
10. If this vendor is an individual, not a company, select **Individual**. Leave this option unselected if this vendor is not an individual.
11. If you know the vendor's customer number for your business, you can type it in **Our Account**.
12. After you have completed each section within the Vendor Maintenance dialog, choose **Save**.

If a section of the Vendor Maintenance dialog is grayed out, it currently does not apply to the vendor. For example, if the vendor is not an item supplier, several sections, such as Families and Landed Cost, are inactive.

Setting Up a Broker

Brokers are companies or individuals that serve as go-betweens for your company and foreign vendors. Setting up brokers in Enspire allows you to calculate brokerage fees and determine whether they are capitalized or expensed. Capitalized brokerage fees adjust the landed cost of each item to reflect that item's share of the fee.

To add a broker:

1. Open the Broker Maintenance dialog (File Maintenance>Vendor>Brokers).

Broker	Description	Min Fee	Max Fee	Is Capitalized
CTI	Cow Town Importers	25	2000	<input checked="" type="checkbox"/>
DALIMP	Dallas Importers	50	1500	<input checked="" type="checkbox"/>

Bracket	PO Amount	Broker %	Broker Amount
1	1000	5	0
2	3500	4	0
3	7000	2	100
*	12000	1	100

Company: TEST AcctgDate: 5/21/2002 Acctg. Period: 5 Acctg. Year: 2002 Use

2. From the File menu, choose **New**.
3. In **Broker**, type the code that identifies this broker. This code is alphanumeric and can be up to eight characters long.
4. In **Description**, type a description of the broker.
5. In **Min Fee**, type the minimum fee charged by the broker per order. For example: The **Min Fee** is \$50. The fee percentage is 3 percent. The purchase order amount is \$1,000. Based on the fee percentage, the fee would be \$30. However, the **Min Fee** amount increases the fee to \$50.
6. In **Max Fee**, type the maximum fee charged by the broker per order. For example: The Max Fee is \$1,500. The fee percentage is 10 percent. The purchase order amount is \$25,000. Based on the fee percentage, the fee would be \$2,500. However, the Max Fee amount decreases the fee to \$1,500.
7. In **Is Capitalized**, select whether the brokerage fees are capitalized. Select this option to capitalize brokerage fees. Leave this option unselected if you expense brokerage fees instead of capitalize them.
8. If **Is Capitalized** is selected, complete the brackets grid for the selected broker as follows:

Bracket identifies the various levels used to calculate brokerage fees when you capitalize the fees.

PO Amount is the maximum dollar amount of the order for the bracket. For example, if the **PO Amount** for Bracket 1 is \$1,000, an order above that amount would fall into a subsequent bracket.

Broker % is the fee percentage for the bracket. To calculate the brokerage fee, this percentage is multiplied by the **PO Amount**. If you want to use a flat amount instead of a calculated percentage, leave **Broker %** set to 0 (zero) and type the dollar amount in **Broker Amount**. If you want to use a flat amount in addition to a calculated percentage, type the percentage in **Broker %** and the dollar amount in **Broker Amount**.

Broker Amount is the dollar amount of the brokerage fee. If you want to use a calculated percentage instead of a flat dollar amount, leave **Broker Amount** set to \$0.00 and type the percentage in **Broker %**. If you want to use a flat amount in addition to a calculated percentage, type the percentage in **Broker %** and the dollar amount in **Broker Amount**.

9. From the File menu, choose **Save**.

Creating a Vendor Contract

A vendor contract defines special costs for any or all of the items that vendor sells. You can use a vendor contract to assign costs to individual items, all items within a vendor family, or all items within a product group. Contract costs can be applied in addition to or instead of vendor family discounts and vendor rebates. You can also set up vendor contracts that apply only when you sell items to a specific customer.

To create a vendor contract:

1. In the Vendor Maintenance dialog (File Maintenance>Vendor>Vendor Master), open the vendor you want to create the contract for.

- Click the **Contracts** tab, then click **Edit Vendor Contracts**.

The screenshot shows the 'Vendor Contract Maintenance' dialog box. The 'Vendor' section is filled with 'DAL727' and 'DALLAS SUPPLIES AND SERVICES'. The 'Contract' table has two rows: 'DAL727B' with description 'Twst June Only', begin date '6/1/2002', and end date '6/30/2002'; and 'DAL727A' with description 'Twst Open-ended'. The 'Items' section has 'Begin Date' set to '5/29/2002' and 'End Date' blank. The 'Item' table has two rows: 'TW1007' with method 'D', discount rate '12', round '4', and unit cost '\$0.00'; and 'TW1007-18PR' with method 'Q', discount rate blank, round '4', and unit cost '\$0.00'. The 'Description' field is filled with 'TWIST UL1007 #18 PAIR'. The status bar at the bottom shows 'Company: TEST', 'AcctgDate: 5/21/2002', 'Acctg. Period: 5', 'Acctg. Year: 2002', and 'User: PBOYER'.

Contract	Description	Begin Date	End Date	Cust #	Ship #
DAL727B	Twst June Only	6/1/2002	6/30/2002		
DAL727A	Twst Open-ended				

Item	Method	Discount Rate %	Round	Unit Cost	Table Type
TW1007	D	12	4	\$0.00	
TW1007-18PR	Q		4	\$0.00	D

- From the File menu in the Vendor Contract Maintenance dialog, choose **New**.
- Complete the Contract grid as follows:

Contract is the code that identifies the contract. This code is alphanumeric and can be up to 10 characters long.

Description is the description of the contract.

Begin Date is the date the contract takes effect. If you do not provide a begin date, the contract takes effect immediately.

End Date is the last date the contract is in effect. If you do not provide an end date, the contract will remain in effect indefinitely.

Cust # is the customer the contract applies to. If the vendor contract is not customer-specific, leave **Cust #** blank. Selecting a customer means that you receive the contract costs from the vendor only when you sell the items to the customer selected here.

Ship # is the customer's ship-to location the contract applies to. If you want the contract to apply to all of the customer's ship-to locations, leave **Ship #** blank. If you did not select a customer, **Ship #** is inactive.
- Add items, product groups, and/or vendor families to the contract. Adding items is discussed below. For information on adding product groups and vendor families to a contract, see the Enspire online help.

6. After you have added items, product groups, and/or vendor families to the contract, choose **Save**.
7. If you want to add another contract for the same vendor, choose **New**. If you are finished, click **OK**.

Adding Items to a Vendor Contract

1. In the Contract grid of the Vendor Contract Maintenance dialog, select the contract you want to add items to. A sample Vendor Contract Maintenance dialog is in step 2 of Creating a Vendor Contract.
2. If the Items section is not the current section, click the **Items** tab.
3. If the begin date for the item is different than the begin date for the overall contract, type the **Begin Date** in the Items section. If the begin dates are the same, leave **Begin Date** blank in the Items section.
4. If the end date for the item is different than the end date for the overall contract, type the **End Date** in the Items section. If the end dates are the same, leave **End Date** blank in the Items section.
5. If vendor rebates are included in addition to this contract, select **Rebates**. If rebates are not included with this contract, leave **Rebates** unselected.
6. If family discounts are included in addition to this contract, select **Family**. If family discounts are not included with this contract, leave **Family** unselected.
7. Complete the Item grid as follows:

Item is the item included on the contract.

Method determines how the item's cost is calculated for the contract. If you select a method of Quantity Table, the Vendor Quantity Contracts Brackets dialog appears. Here, you set the quantity discounts for the contracts. For information on this dialog, see the Enspire online help.

Discount Rate % is the percentage discounted from the selected method. **Discount Rate %** is inactive for the Fixed and Quantity Table methods.

Round determines whether you round the item's contract price to 2, 3, or 4 decimal places. For example, the price of an item is \$1.93626. Selecting 4 changes the price to \$1.9363. Selecting 3 changes the price to \$1.936. Selecting 2 changes the price to \$1.94.

Unit Cost is the item's cost per unit on the contract. **Unit Cost** is active if you selected a **Method** of Fixed.

Table Type is the type of quantity table that calculates the contract price for the item. **Table Type** is active only if you selected a method of Quantity Table.

8. In **Comment**, you can type additional information for the item.
9. When you have finished creating the contract, choose **Save**.

Setting Up a Vendor Family

A vendor family is a collection of items that the vendor has grouped together to determine quantity discounts. The discount can be based on the cost, units, weight, or volume of items being purchased that belong to the same family.

To set up a vendor family:

1. In the Vendor Maintenance dialog (File Maintenance>Vendor>Vendor Master), open the vendor you want to set up the family for.
2. Click the **Families** tab, then click **Edit Vendor Families**.
3. Complete the Families grid as follows:

Family is the code that identifies the family. This code is alphanumeric and can be up to eight characters long.

Description is the description of the family.

Min Buy is the lowest amount that can be purchased to qualify for a discount associated with the selected family.

Level determines whether Enspire applies the discount to the bottom line or includes the discount in the unit cost. The options are as follows: B) Bottom Line - This option applies the family discount to all items within the family and displays the amount of the discount on the invoice. The costs of individual items do not reflect the family discount. L) Line Level - This option figures the amount of the family discount into the unit cost and displays the adjusted cost for each item.

Table Basis determines the method used to select the appropriate family discount Bracket.

Rounding determines whether you round the cost after applying the family discount to 2, 3, or 4 decimal places. For example, the cost is \$1.3472. Selecting 4 leaves the cost as is. Selecting 3 changes the cost to \$1.347. Selecting 2 changes the cost to \$1.35.

Single Item Discount determines whether Enspire calculates the family discount if a purchase includes only one item within the family. Select this option to apply the appropriate family discount to single item orders. Leave this option unselected if you do not want to apply single item discounts.

4. In the Brackets grid, create a bracket for each discount level within the family. To create a bracket, select a **Family** in the Family grid. Click in the Brackets grid then press the INSERT key on your keyboard. Complete the Brackets grid as follows:

Bracket identifies each of the levels used to calculate the discounts for the current family.

Amount, Units, Weight, or Volume determine the dollar amount, quantity, weight, or volume a customer must purchase to receive the discount associated with the bracket. The **Basis** option you select in the Family grid determines the column that appears here.

Discount Rate % is the discount percentage for the bracket. To calculate the discount, this percentage is multiplied by the purchase amount.

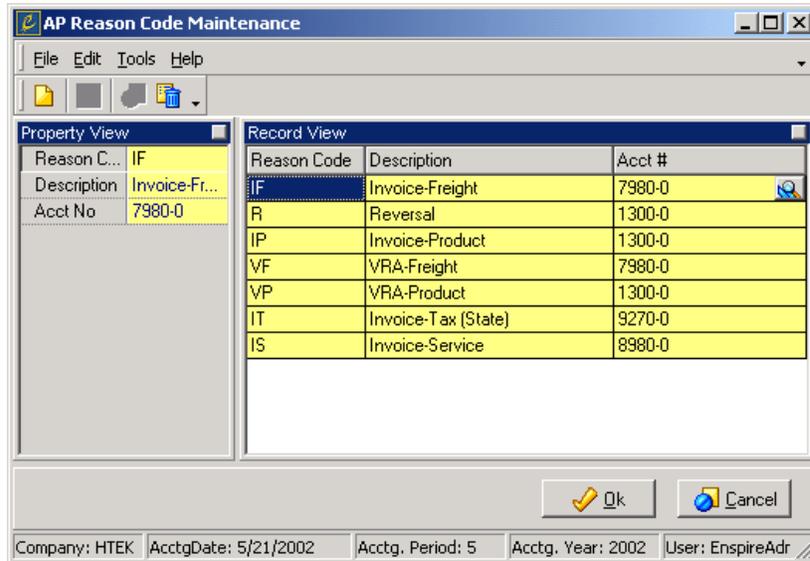
5. From the File menu, choose **Save**.

Adding an A/P Reason Code

A/P reason codes allow you to track and analyze the reasons for accounts payable adjustments and determine the default general ledger account when you enter adjustments.

To add an A/P reason code:

1. Open the AP Reason Code Maintenance dialog (File Maintenance>Vendor> Reason Codes).



2. In **Reason Code**, type the code that identifies the reason code. This code is alphanumeric and can be up to four characters long.
3. In **Description**, type the description of the reason code.
4. In **Acct #**, select the default general ledger account number associated with the reason code. If necessary, you can override this account when using the reason code.
5. From the File menu, choose **Save**.

Setting Up Vendor Payment Classes

Vendor payment classes are user-defined methods for grouping, sorting, and comparing vendors according to the payment terms assigned to them. You assign a class to a vendor in the Vendor Maintenance dialog. The terms assigned to a vendor class override the terms assigned to specific vendors belonging to the class, with the exception of split proximo and installment type terms.

To add a vendor payment class:

1. Open the Vendor Payment Classes dialog (File Maintenance>Vendor>Classes).
2. From the File menu, choose **New**.
3. In **Class Code** type that identifies the vendor class. This code is alphanumeric and can be up to four characters long.
4. Type a **Description** of the class.
5. In **Days to Pay**, enter the number of days you can take to pay the vendors within this class. For example, if you want to create a class where you must pay a vendor withing 30 days, type 30 here.

6. If vendors within the class are on hold, select **Hold Flag**. Leave this option unselected if you do not want to place those vendors on hold. The **Status** option in the Vendor Maintenance dialog overrides the vendor class **Hold Flag** setting. For example, if a vendor has a status of Open, assigning that vendor to a class for which you selected **Hold Flag** does not change the status from Open to Hold.

Number of Vendors displays the number of vendors currently assigned to each class.

7. From the File menu, choose **Save**.

Posting AP Adjustments

An AP adjustment allows you to make adjustments to vendor invoices. You can adjust invoices only if they have a balance less than or greater than zero, and if they are not split invoices. If you select a split invoice here, a message appears and asks if you want to delete the split payment plan.

To create an AP adjustment:

1. Open the Adjustments dialog (Transactions>Vendor Payables>Adjustments).
2. In **Invoice #**, select the invoice being adjusted. The amount of the invoice appears in the Invoice Amount group box. This group box is discussed below.

Vendor # is the vendor associated with the invoice.

Profit Center displays the profit center affected by the adjustment.

3. Select the **Reason** for the adjustment.

Description displays the description of the selected reason.

Curr is the vendor's currency.

XRate is the exchange rate between your currency and the vendor's currency.

4. Complete the Adjustments section as follows:

Acct # is the general ledger account assigned to the selected **Reason** code. This account is debited or credited the amount of the adjustment. If necessary, you can select a different account.

Location is the location affected by the adjustment.

Description displays the description of the selected account.

Dept displays the department, if any, affected by the adjustment.

5. When you are ready to post, choose **Post** from the Actions menu.

Invoice Amount Group Box

- **Original Balance** is the original amount of the invoice.

- **Previous Payment/Adj** displays the amount of the payments or adjustments involving this invoice. This amount is the difference between the original balance and the current balance.
- **Current Balance** is the current amount of the invoice.
- **Adjustment Amount** is the amount of the adjustments applied to the selected invoice so far. You type this amount in **Amount** in the Adjustments grid.
- **Adjusted Balance** is the balance of the invoice after the adjustment.

Credit Application

Credit Application allows you to apply credit memos to vendor invoices.

To apply a credit memo to one or more open items for a vendor:

1. Open the Credit Application dialog (Transactions>Vendor Payables>Credit Application).
2. From the File menu, choose Open.
3. In the Vendor LookUp dialog, select a vendor then click OK.
4. In the Credit Memo grid, select the credit memo you want to apply.
The Credit Memo grid contains the credit memos associated with the selected vendor.

Memo lists the available credit memos.

Status ID is the current status of the credit memo.

Date is the date of the invoice to which the credit memo applies.

Original Amt is the original amount of the credit memo.

Current Amt is the amount of the credit memo still available to apply.

After you select a credit memo, Credit Memo displays the one you selected.

5. In the Invoice grid, select the invoice you are applying the credit memo to. The Invoice grid contains the invoices to which you can apply a credit memo.

Invoice # lists the available invoices.

Status ID is the current status of the invoice.

Date is the date the invoice was created.

Original Amount is the amount of the invoice when it was created.

Current Balance is the amount still owed for the invoice.

6. In Credit Applied, type the amount of the credit memo being applied to the selected invoice.
7. In Disc Applied, type the amount of the discount being applied to the selected invoice.

8. From the Actions menu, choose **Post**.

Invoice Corrections

Invoice Corrections allows you to change general information, such as terms, dates, and discounts. You can also create or delete split payments. You do not use Invoice Corrections to change the amount due for an invoice. To change the amount, you create an AP adjustment.

To correct an invoice:

1. Open the Invoice Corrections dialog (Transactions>Vendor Payables>Invoice Corrections).
2. From the File menu, choose **Open**.
3. In the Accounts Payable Open Items LookUp dialog, select the invoice you want to correct then click **OK**.

Invoice # is the number of the invoice being corrected.

PO # is the number of the purchase order, if any, that generated the invoice.

Vendor # and **Name** identify the vendor associated with the invoice.

Currency is the vendor's currency.

4. The General Information group box allows you to change dates, terms, and/or discount information related to the invoice being corrected.

Date Entered is the date the invoice was entered into Enspire.

Terms are your payment terms for this invoice.

Invoice Date is the date on the invoice.

Due Date is the date the next payment is due for the invoice.

Discount Amount is the amount of the discount you are eligible to receive on this invoice.

Discount Date is the date by which you must make the payment to receive the discount.

Status ID displays the current status of the invoice. The options are: 0) Available - This option indicates that the invoice is available for payment. 9) Hold - This option indicates that the invoice is on hold and should not be paid.

Split Payments identifies whether split payment records have been created for this invoice. A check mark indicates that this invoice included split payments.

Credit Memo # identifies the credit memo applied to the invoice.

5. If you want to include additional information about the correction, click in the **Comments** text area and type the information.
6. If you want to create or modify split payment information, click the **Split Payments** tab.

7. When you are ready to post the corrections, choose **Post** from the Actions menu.

History Group Box

The History group box displays the date and check number of the most recent payment, as well as the date of the most recent adjustment.

- **Last Payment Date** is the date of the most recent payment.
- **Last Payment Check #** is the number of the check used to make the most recent payment on the invoice.
 - **Last Adjustment Date** is the date the invoice was most recently adjusted. This date is blank if no adjustments have been made to the invoice.

Financials Group Box

The Financials group box displays the original amounts of the invoice and also includes the amounts of the adjustments, credits, and payments applied to the invoice.

- **Original Subtotal** displays the amount of the invoice's original subtotal.
- **Original Tax** displays the amount of the invoice's original tax.
- **Original Freight** displays the amount of the invoice's original freight.
- **Current Disc Available** displays the amount of the discount that is currently available for the corrected invoice.
- **Net Balance** is the amount owed on the invoice.
- **Adjustments** displays the amount of the adjustments made to the invoice.
- **Payments** displays the amount of the payments already applied to the invoice.
- **Credits Applied** displays the amount of the credits applied to the invoice.
- **Current Balance** displays the amount owed on the invoice.

Splitting Payments

The Split Payments section of Invoice Corrections allows you to divide the total amount due for an invoice into two or more payments.

To create a split payment:

1. In the Invoice Corrections dialog (Transactions>Vendor Payables>Invoice Corrections), open an invoice then click the **Split Payments** tab.
2. Click in the Split Payments grid then press the INSERT key on your keyboard.
3. In **Split %**, type the percentage of the invoice total for this payment. For example, if the invoice total is \$100.00 and the split percentage is 50, then the amount due for this payment is \$50.00.

4. In **Due Date**, enter the date the payment is due.

Date Paid is the date payment was actually made.

Current Amt is the amount due for this payment.

5. In **Disc Avail**, enter the amount of the discount to be applied to this payment.

Net Amt is the amount due after applying the discount, if available.

Recording Vendor Payments Made Outside of Enspire

Manual Checks allows you to record payments made outside of Enspire with manual checks, cash, bank drafts, or wire transactions. When you record manual checks, you allow Enspire to debit accounts payable, credit the proper cash account, flag invoices as paid, and update the necessary system files.

To record payments:

1. Open the Manual Checks dialog (Transactions>Vendor Payables>Manual Checks).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. In **Bank #**, select the bank that will process the payment.
5. In **Type**, select the type of payment. The options are B) Bank Draft, C) Cash, K) Check, and W) Wire.

If you select a **Type** of check, you must first print a corresponding blank check before you can record a manual check in Enspire.

6. In **Check #**, type the payment number. For example, if you selected a **Type** of Check, you would type the check number here.

Currency is the bank's currency.

XRate is the exchange rate between the bank's currency and your currency.

7. In **Vendor #**, select the vendor you are paying.

Vendor Name displays the name of the selected vendor.

Currency is the vendor's currency.

8. Enter the **Date** of the payment.
9. **Is Deposit** determines whether you are using the payment as a deposit to the vendor. Select **Is Deposit** if the payment is a deposit. Leave this option unselected if the payment is not a deposit.

10. If you want to include additional information about the payment, click in the **Comments** text area and type the information.
11. In **Payment Amount**, type the amount of the payment.
Amount Allocated displays the amount of the payment you have already distributed.
Balance Available displays the amount of the payment yet to be distributed.
12. Click the **Invoices** tab and select the invoice or invoices you want to pay.
13. Click in the Invoices grid then press the INSERT key on your keyboard.
14. Select the **Invoice** to be paid.
Gross is the gross amount of the invoice.
15. In **Disc**, type the amount of the discount, if any, associated with the invoice.
Net Amount is the amount due after applying the discount, if available.
16. In **Payment**, type the amount of the payment to apply to the invoice.
17. If you want to print the register for this payment, choose **Print Select** from the File menu.
18. When you have finished applying the payment to the selected invoice or invoices, choose **Post Batch** from the Actions menu.

Voiding Vendor Payments Posted in the Current Period

The Voided Check dialog allows you to void payments posted in the current period. You cannot void payments posted in a closed period.

To void a check:

1. Open the Voided Check dialog (Transactions>Vendor Payables>Voided Checks).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. Click in the Check grid then press the INSERT key on your keyboard. The Check grid is discussed below.
5. In **Payment #**, select the payment you are voiding.
6. From the Actions menu, choose **Fetch Invoices** (CTRL+F). Choosing **Fetch Invoices** displays the invoice or invoices associated with the selected payment.

7. In the Invoice grid, select whether you want to reinstate the invoices.

If you select **Reinstate**, the invoice is reinstated as an open payable. If **Reinstate** is not selected, Enspire debits the Cash account and credits the account or accounts you select in the Non-reinstated Invoice Distributions grid.

8. If **Reinstate** is not selected, select the distribution account or accounts to credit.

To select an account, click in the Non-reinstated Invoice Distributions grid then press the INSERT key on your keyboard. Complete the grid as follows:

Acct # is the general ledger account to credit.

Profit Center is the location where the account is being credited.

Amount is the amount to credit the account.

9. Print the Voided Check Register. To print the register, choose **Print Select** from the File menu, then choose AP Voided Check Register (Proof). The register is also available for printing after you post.
10. From the Actions menu, choose **Post Batch**.

Matched Invoice Processing

When you receive an invoice from a vendor and enter it into Enspire, you have the option of using Matched Invoice Entry or Service Invoice Entry. Use Matched Invoice Entry when you buy items for the purpose of reselling them. Use Service Invoice Entry when you buy services or items that you do not intend to resell, such as supplies.

NOTE: If you enter a cost variance during matched invoice processing, make sure that you save the line you entered the variance on. Enspire does not recognize the variance until the line has been saved. You can save a line simply by moving to a different line or by choosing **Save** from the File menu.

To process matched invoices:

1. Open the Matched Invoice Entry dialog (Transactions>Vendor Payables>Matched Invoice Processing).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. Complete the Invoice portion of the Invoice grid as follows:

In **Vendor #**, select a vendor.

In **Invoice #**, type the number of the invoice you are matching the line items on the received purchase order to.

In **Entry Date**, enter the date you entered the invoice into Enspire.

In **Invoice Date**, enter the date on the invoice.

Select the vendor's **Terms** for this invoice.

In **Due Date**, enter the date payment is due. This date defaults based on the **Invoice Date** and the selected **Terms**.

1099 identifies the vendor as a 1099 vendor. Leave **1099** unselected if the vendor is not a 1099 vendor.

5. Complete the Purchase Order portion of the Invoice grid as follows:

Vendor # is the vendor associated with the purchase order.

Receipt # is the purchase order receipt number.

XRate displays the exchange rate between your currency and the vendor's currency.

Curr displays the currency used by the PO vendor.

Doc # allows you to match an invoice to items on a specific purchase order. To use a specific purchase order, type that PO number here. If you want to match to all purchase orders for the selected PO vendor, leave **Doc #** blank.

Class allows you to match to a specific element of a purchase order. For example, if you want to match to only the freight charges, select F) Freight. If you want to match to everything on a purchase order, leave **Class** blank. The options are: B) Brokerage, D) Duty, F) Freight, I) Item, and L) Landed Cost

L/C Code is the landed cost code that identifies the type of landed cost you are receiving. You can select an **L/C Code** if you selected a **Class** of L) Landed Cost. Selecting an **L/C Code** allows you to match on that specific code. Leave **L/C Code** blank to match on all landed cost codes.

6. In the Invoice group box, type the **Invoice Amount**. If you capitalize freight charges, the invoice amount includes those charges. If you do not capitalize freight charges, they are excluded from the invoice amount.

Matched Amount displays the amount you have already matched.

Bal-to-Distribute displays the amount remaining to be matched.

The Totals group box displays information for the purchase order selected in **Doc #**.

PO displays the amount of the purchase order.

Adjustment displays the amount of the adjustments made to the invoice.

Cost Variance displays the difference between the original cost of the items on the purchase order and their adjusted cost.

Qty Cost Variance displays the difference between the original quantity of the items on the purchase order and their adjusted quantity.

7. If you want to include additional information about the invoice, click in the **Comments** text area and type the information.
8. If you want to process more than one invoice, click in the Invoice grid then press the INSERT key on your keyboard. Complete the steps above for the invoice.

If you want to continuing process the invoices selected, click the Invoice Header tab.

9. In the Invoice Header section, you provide the invoice amount, including taxes, freight, and discounts, and also select whether this invoice is a prepayment to the vendor.

Payee is the vendor's payee.

Acct# is vendor's account number for your company.

Pre-Pay determines whether this invoice is prepaid.

Select **Pre-Pay** and complete the following if the invoice is prepaid:

In **Type**, select the type of payment. The options are B) Bank Draft, C) Cash, K) Check, and W) Wire.

In **Bank #**, select the bank that will process the payment.

Enter the **Date** the prepayment was made.

In **Ref #**, type the payment number. For example, if you selected a **Type** of Check, you would type the check number here.

Leave the **Pre-Pay** option unselected if the invoice is not prepaid.

The Invoice Amount group box displays the matched amount and allows you to included discounts and expensed taxes and freight. The amounts appear in both domestic currency and foreign currency, if applicable.

Matched Amount displays the amount of the items selected for matching in the PO Items section.

Disc is the discount amount and date by which you must pay the invoice in order to receive the discount.

Expensed Taxes is the amount of taxes you are expensing.

Expensed Freight is the amount of the freight you are expensing.

Invoice Total displays the amount due for the invoice. To calculate this amount, Enspire subtracts the discount from the matched amount, then adds the expensed taxes and the expensed freight.

10. In the PO Items section you select the items included on the invoice. To select items, choose **Fetch** (CTRL+F) from the Actions Menu. The items that appear in this section depend on the vendor, receipt, purchase order, and/or class selected in the Invoice grid.
11. In the PO Items grid, select **Sel** for each item included on the invoice. To select all items at once, click the double check mark at the top of the grid. **Sel**, when selected, includes the item in the invoice matching process. A check mark indicates the item is included. Click in the box to place the check mark. You can also click the check button at the top of the grid to select the current item. If you want to exclude the item, click in the box again to remove the check mark. You can also click the eraser button at the top of the grid to unselect the current item.

As long as an item is included in the PO Items grid, it is part of the batch and is unavailable to other users and processes in Enspire. To release items that you do not select, choose **Clear PO Items** from the Actions menu. Clearing these items makes them available to other areas of Enspire.

Receipt # displays the receipt number Enspire assigned to the purchase order when it was

received.

Doc # is the number of the purchase order that includes the item.

Received is the date you received the purchase order into Enspire.

Item lists the items you can include on the invoice.

Class displays the class into which the item falls. The options are: B) Brokerage, D) Duty, F) Freight, I) Item, and L) Landed Cost.

12. **UM** displays the item's amount unit of measure. You can change this unit of measure if necessary.

PO displays the item's unit cost when you received it.

AP is the item's unit cost from the invoice. You can change this cost if necessary.

13. If you need to make an adjustment to the item's cost, type the amount in **Adjust**. **Adjust** allows you to make adjustments to the cost to write off small amounts. This adjustment does not affect the unit cost. For example, you might make an adjustment

of \$.01 because of differences in rounding. If you want to update the unit cost, choose **Unit Cost Adjustment** from the Actions menu.

14. **UM** displays the item's quantity unit of measure. You can change this unit of measure if necessary.

Rcvd displays the quantity of the item you received.

15. **Billed** is the quantity of the item the invoice is billing you for. You can change this quantity if necessary.

16. If the item is for a job, complete the **Job** group box as follows:

Code identifies the job.

Category is the type of job. The options are: E) Equipment, L) Labor, M) Material, and O) Overhead.

17. If you are creating split payments or if you want to view or edit the general ledger distribution, complete the required information in the appropriate section of the Matched Invoice Entry dialog.

18. You can save the batch or choose **Post Batch** to post it. If you save the batch without posting it, you can modify it at a later time.

Selecting Invoices for Payment

After you post invoices, either through Matched Invoice Processing or Service Invoices, you can select them for payment.

NOTE: If you want to pay multiple vendors from a single bank, you must fetch the invoices after you select each vendor. In step 6 below, the **Vendor** field definition includes an example.

To select an invoice for payment:

1. Open the Payment Selection dialog (Transactions>Vendor Payables>Payment Selection).
2. If you want to create a new batch, choose **New** to display the AP Payment Batch dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. In **Bank #**, select the bank to be used to pay the selected invoices.

Currency displays the bank's currency.

5. If the bank's currency is different than your currency, enter the exchange rate in **XRate**.
6. In the Vendor Filter Criteria portion of the Bank grid, set the filters to determine the vendors whose invoices you can select to pay.

Vendor allows you to pay invoices belonging to a single vendor. If you select a vendor here, only invoices that belong to that vendor are available for payment. Leave **Vendor** blank if you do not want to filter by a single vendor. Leaving **Vendor** blank retrieves invoices for all vendors based on your other filter criteria. You can also retrieve invoices for multiple vendors individually. For example, if you want to retrieve invoices for vendors 100 and 200 and pay them from the same bank, type 100 in **Vendor** then choose **Fetch Invoices**. After those invoices are displayed, type 200 in **Vendor** then choose **Fetch Invoices**. Now, invoices for both vendors appear in the Invoices grid.

Include Foreign determines whether you include foreign vendors when selecting invoices for payment. Select **Include Foreign** to include foreign vendors. Leave this option unselected to exclude foreign vendors.

Min Balance Due allows you to include invoices at or above the designated minimum balance. If you enter a minimum balance, only invoices at or above that minimum will be available for payment. Leave **Min Balance Due** blank to include invoices regardless of balance.

Class allows you to include only those invoices for vendors that belong to the selected class. If you want to include all invoices regardless of vendor class, leave **Class** blank.

Include EFT determines whether you include vendors that allow you to pay electronically when selecting invoices for payment. Select **Include EFT** to include vendors that you pay electronically. Leave this option unselected to exclude vendors you pay electronically.

7. In the Invoice Filter Criteria portion of the Bank grid, set the filters to determine the invoices you can select to pay.

Discount Date allows you to include invoices based on the discount date you provide. If you select a date here, only invoices with that discount date are available for payment. Leave **Discount Date** blank if you do not want to filter by a single discount date. The discount date is the date you must pay the invoice by in order to receive the discount. Any payments made after the discount date do not receive the discount.

Due Date allows you to include invoices based on the due date you provide. If you select a date here, only invoices that have a due date on or before the date you select are available for payment. Leave **Due Date** blank if you do not want to filter by due date.

Include Credits determines whether you include credit memos. Select **Include Credits** to include credit memos. Leave this option unselected to exclude credit memos.

8. If you want to use more than one bank to pay invoices, click in the Bank grid then press the INSERT key on your keyboard. Complete the steps above for the bank.

If you select more than one bank, invoices retrieved for one bank are not available to a different bank.

9. From the Actions menu, choose **Fetch Invoices**. Choosing **Fetch Invoices** retrieves invoices based on your filtering criteria and places them in the Invoices grid.

The Invoices section allows you to select the invoices to be paid and enter the discount and payment amounts. The invoices that appear in the Invoices grid will be paid by the bank selected in the Bank grid. The Invoices section allows you to select the invoices to be paid and enter the discount and payment amounts. The invoices that appear in the Invoices grid will be paid by the bank selected in the Bank grid.

To pay an invoice:

1. Select **Sel** for each invoice you want to pay. As long as an invoice is included in the Invoices grid, it is part of the payment batch and is unavailable to other users and processes in Enspire. If you have invoices that you did not select to pay, you can clear them from the batch and make them available. To clear invoices you did not select to pay, select **Clear Non-selected Invoices** from the Actions menu.

Invoice displays the number of the invoice or credit memo.

Doc Code identifies the document as either a C) Credit Memo or I) Invoice.

Due Date is the date payment is due.

Vendor No is the vendor associated with the invoice.

Disc Date is the date by which you must make the payment to receive the discount.

Gross Amt is the gross amount due for the invoice.

EFT identifies whether the vendor accepts electronic funds transfers for payment. The options are Y) Yes and N) No.

Exch Rate is the exchange rate between your currency and the vendor's currency.

2. Select the **Type** of payment. The options are: F) Full Payment, N) No Payment, P) Partial Payment, and S) Split Payment.
3. In **Disc Avail**, type the discount associated with the invoice.
4. In **Payment Amt**, type the amount of the payment.

5. After you have typed a payment amount for each of the invoices you want to pay, print the Preliminary Check Register.
6. To print the Preliminary Check Register, choose **Print Select** from the File menu. In the Document Print Selection dialog, select **Preliminary Check Register** then click **OK**.
7. To print the checks, choose **Print Select** from the File menu.
8. In the Document Print Selection dialog, select **Print Checks** then click **OK**. In the Check Print dialog, select **Print** for each check you want to print.
9. Print the Daily Check Register. To print the Daily Check Register, choose **Print Select** from the File menu. In the Document Print Selection dialog, select **Daily Check Register** then click **OK**. A message appears and asks if all checks and continuation stubs printed correctly. If they printed correctly, click **Yes**. If they did not print correctly, click **No**.
10. From the Actions menu, choose **Post Batch**.

Recurring Invoice Release

Recurring invoices provide an easy method for handling repetitive expenses such as monthly utilities, rent, or service contracts. Using a recurring invoice reduces data entry and helps ensure consistent distributions. You can use a recurring invoice when the amount is the same every time or when the amount varies. You set up recurring invoices in the Recurring Invoices section of the Vendor Maintenance dialog.

NOTE: The date you post a recurring invoice release batch does not determine the invoice date. The invoice date is determined by the Next Release Date for each invoice included in the batch. You establish the Next Release Date when you set up the recurring invoice. This date is displayed in **Next Rel** in the Invoices grid, which is discussed below.

To release a recurring invoice:

1. Open the Recurring Invoice Release dialog (Transactions>Vendor Payables>Recurring Invoice Release).
2. Select a **Release-Thru Date**. Any recurring invoices with a release date on or before the date entered here are available for this release.
3. In the Mode group box, select how you want to release the recurring invoices. The options are **Manual** and **Auto (Batch)**.

When you set up a recurring invoice, **Auto Release** determines whether the recurring invoice is released automatically or manually. If **Auto Release** is selected, the recurring invoice can be released automatically. If **Auto Release** is not selected, the recurring invoice must be released manually. When you release recurring invoices, you have the option of selecting **Auto** or **Manual**. If you select **Auto**, recurring invoices that have **Auto Release** selected are released automatically. You do not need to select them for release during the recurring invoice release process. If you select **Manual**, you need to retrieve and release recurring invoices manually. Selecting **Manual** also retrieves recurring invoices that have **Auto Release** selected. You then have the option of releasing them manually. You set up recurring invoices in the Recurring Invoices section of the Vendor Maintenance dialog (File Maintenance>Vendor>Vendor Master).

4. If you selected a Mode of **Auto (Batch)**, choose **Post** from the Actions menu.
5. If you selected a Mode of **Manual**, complete the following steps.
6. From the actions menu, choose **Fetch Invoices** (CTRL+F).

The Invoice Amount group box and the GL Distribution grid display invoice information for the invoice selected in the Invoice grid. These features are discussed below.

7. In the Invoices grid, select **Rel** for each invoice you want to release.

As long as an invoice is included in the Invoice grid, it is unavailable to other users and processes in Enspire. If you have invoices that you did not select to release, you can clear them and make them available. To clear invoices you did not select to release, choose **Clear Unselected Invoices** from the Actions menu.

8. From the Actions menu, choose **Post**.

Recurring Invoice Release Screen Details

Invoice Grid

The Invoices grid displays invoice and release information for the recurring invoices that you can release. This grid appears only if you selected the **Manual Mode** option.

- **Rel** indicates whether an invoice is selected for release. Click the box to place a check and select the invoice. If you want to unselect the invoice, click the box again and remove the check. Enspire releases the selected invoices when you choose **Post**.
- **Vendor** displays the vendor associated with the invoice.
- **Invoice** displays the number of the invoice.
- **PO#** is the purchase order number, if any, associated with the invoice.
- **Freq** displays the frequency of the recurring invoice. The options are: B) Bi-monthly, M) Monthly, and Q) Quarterly.
- **Rel Day** displays the day of the month the invoice is scheduled for release.
- **Last Rel** displays the most recent date on which the invoice was released.
- **Next Rel** displays the invoice's next date of release.
 - **Rel Count** displays the number of times the invoice has been released so far.
 - **Max Rel** displays the maximum number of times the invoice can be released.
 - **1099** displays whether this invoice is a 1099 invoice. Y indicates that it is a 1099 invoice. N indicates that it is not a 1099 invoice.
 - **Terms** displays the terms of sale associated with the invoice.
 - **Prepaid** indicates whether this invoice has already been paid. A prepaid invoice is one that is paid before it arrives.

Invoice Amount Group Box

The Invoice Amount group box displays the various amounts associated with the invoice currently selected in the Invoices grid.

- **Gross** displays the gross amount due for the invoice.
- **Discount** displays the amount of the discount applied to the invoice.
- **Tax** displays the amount of tax associated with the invoice.
- **Freight** displays the freight charges associated with the invoice.
- **Total** displays the net amount due for the invoice.

GL Distribution Grid

The GL Distribution grid displays the general ledger accounts affected by the release of the invoice selected in the Invoices grid.

- **Profit Center** displays the profit center associated with the invoice.
- **Acct #** and **Description** identify the general ledger account.
- **Amount** is the amount credited to the general ledger account.

Service Invoices

When you receive an invoice from a vendor and enter it into Enspire, you have the option of using Matched Invoice Entry or Service Invoices. Use Matched Invoice Entry when you buy items for the purpose of reselling them. Use Service Invoices when you buy services or items that you do not intend to resell, such as supplies.

To process service invoices:

1. Open the Service Invoice Entry dialog (Transactions>Vendor Payables>Service Invoices).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. Complete the Invoice grid as follows:

Invoice # is the number of the invoice to be paid. The number must be unique for this vendor and period.

Vendor # is the vendor that sent you the invoice.

Type determines whether the unmatched document is an I) Invoice or a C) Credit Memo.

Invoice Date is the date on the invoice.

Terms identifies the terms of the payment.

Due Date is the date payment is due.

PO # is the purchase order associated with the invoice.

Line # is the line number in the Invoice grid.

Profit Center displays your company's profit center associated with this invoice.

1099 identifies the vendor as a 1099 vendor. If **1099** is selected, the vendor is a 1099 vendor. If **1099** is unselected, the vendor is not a 1099 vendor.

Ref # is an optional, user-defined reference number for the invoice.

5. If you want to include additional information about the invoice, click in the **Comments** text area and type the information.
6. If you want to process more than one invoice, click in the Invoice grid then press the INSERT key on your keyboard. Complete the steps above for the invoice.
7. In the Invoice Header section, you provide the invoice amount, including taxes, freight, and discounts, and also select whether this invoice is a prepayment to the vendor. Complete the following:

Payee is the vendor's payee.

Acct# is vendor's account number for your company.

Pre-Pay determines whether this invoice is prepaid. Select **Pre-Pay** if the invoice is prepaid. Leave this option unselected if the invoice is not prepaid.

The Amount group box establishes the amount due for the invoice, including discounts, taxes, and freight. The amounts are displayed in the domestic currency and foreign currency, if applicable.

Subtotal is the subtotal of the invoice. The subtotal does not take into account discounts, taxes, and freight charges.

Disc is the discount amount and date by which you must pay the invoice in order to receive the discount.

Taxes is the amount of the tax associated with the invoice.

Freight Charge is the amount of the freight you are paying.

Invoice Total is the total amount due for the invoice. The total includes the subtotal, discounts, taxes, and freight charges.

Bal-to-Distribute displays the amount still to be distributed.

Check Comments allows you to include comments that print on the check stub when the invoice is paid.

8. The Distribution Summary section determines the amount of the invoice distributed to the selected general ledger accounts and warehouse locations. Complete this section as follows:

Acct # is the general ledger account that is credited or debited by the specified **Amount**.

Description displays the description of the selected account.

Location identifies the warehouse location affected by the matched invoice entry.

Job Code is the job associated with the service invoice entry. If no job is associated with this entry, leave **Job Code** blank.

Job Category is the category into which the selected Job Code falls. If you did not select a **Job Code**, **Job Category** is not available.

Amount is the amount distributed to the selected general ledger account for the selected location.

9. If you are creating split payments, complete the Split Payments section.
10. You can save the batch or choose **Post Batch** to post it. If you save the batch without posting it, you can modify it at a later time.

Voiding Check Payments in the Current Period

The Voided Check dialog allows you to void payments posted in the current period. You cannot void payments posted in a closed period.

To void a check:

1. Open the Voided Check dialog (Transactions>Vendor Payables>Voided Checks).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. Click in the Check grid then press the INSERT key on your keyboard. The Check grid is discussed below.
5. In **Payment #**, select the payment you are voiding.
6. From the Actions menu, choose **Fetch Invoices** (CTRL+F). Choosing **Fetch Invoices** displays the invoice or invoices associated with the selected payment.
7. In the Invoice grid, select whether you want to reinstate the invoices.

If you select **Reinstate**, the invoice is reinstated as an open payable. If **Reinstate** is not selected, Enspire debits the Cash account and credits the account or accounts you select in the Non-reinstated Invoice Distributions grid.

8. If **Reinstate** is not selected, select the distribution account or accounts to credit.

To select an account, click in the Non-reinstated Invoice Distributions grid then press the INSERT key on your keyboard. Complete the grid as follows:

Acct # is the general ledger account to credit.

Profit Center is the location where the account is being credited.

Amount is the amount to credit the account.

9. Print the Voided Check Register. To print the register, choose **Print Select** from the File menu, then choose AP Voided Check Register (Proof). The register is also available for printing after you post.
10. From the Actions menu, choose **Post Batch**.

Accounts Receivable

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About this Chapter

This chapter covers the basics for setting up your Accounts Receivable information. It includes information on customer classes, holds, and contracts.

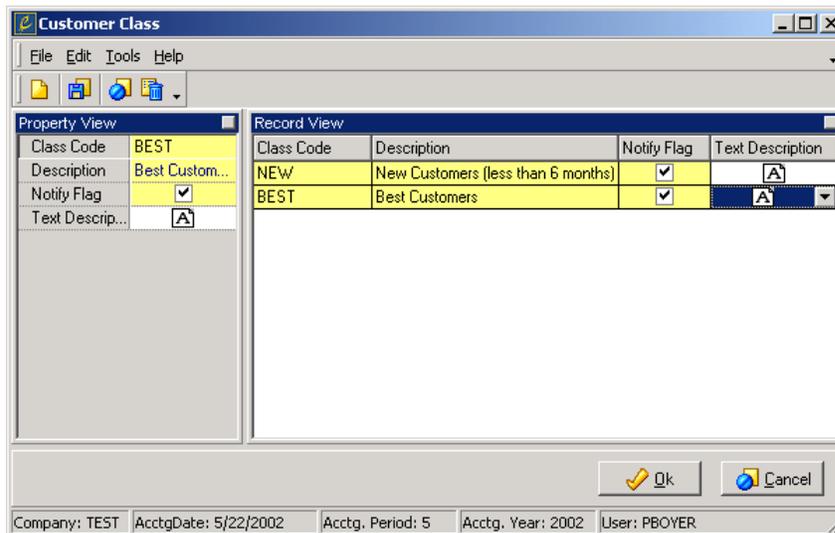
Creating a Customer Class

Customer classes are user-defined methods for grouping, sorting, and comparing customers. For example, creating a class called New and assigning new customers to it, gives you the ability to group and analyze your new customers. You assign a class code to a customer in the Customer Master Maintenance dialog.

When you select a customer during order entry, a message appears based on that customer's class. For example, you could create a class called Best and assign your top customers to it. Then, you could create a message to remind your order entry personnel that they are dealing with one of your best customers.

To create a customer class:

1. Open the Customer Class dialog (File Maintenance>Accounts Receivable> Classes).



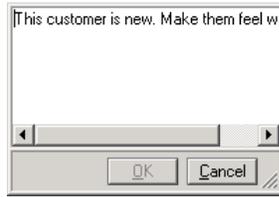
2. From the File menu, choose **New**.
3. Complete the Customer Class grid as follows:

Class Code is the code that identifies the customer class. This code is alphanumeric and can be up to 50 characters long.

Description is the description of the customer class. If **Notify Flag** is selected, this description appears during order entry for each customer you assign this class to.

Notify Flag, when selected, causes Enspire to display the class description when you create an order for a customer belonging to this class. Leave this option unselected if you do not want to receive notification during order entry.

Text Description allows you to type a longer description of the class. Click the down arrow, type your message in the text box, then click **OK**.



4. From the File menu, choose **Save**.

Creating a Customer Contract

Enspire includes two types of contracts you can assign to customers: price contracts and quantity contracts.

- A price contract provides specific pricing to a customer based on the items that are purchased. To calculate contract prices, you can use a quantity table or a pricing formula, or you can establish a specific price for the item. You assign a price contract to a customer in the Price Contracts section of the Customer Master Maintenance dialog.
- A quantity contract is a means of tracking purchase quantities. A quantity contract does not influence pricing or quantity breaks. You use customer quantity contracts when a customer agrees to purchase a given quantity of certain items during a specific time frame. The quantity contract tracks the dollar amount and/or the quantity of units purchased. You can also have Enspire automatically void the contract when the customer reaches the contracted amount or quantity. Quantity contracts can also be used to guarantee minimum stock levels for a specific customer. You assign a quantity contract to a customer in the Qty Contracts section of the Customer Master Maintenance dialog.

Creating a Customer Price Contract

1. Open the Contract Price Assignments dialog (File Maintenance>Accounts Receivable>Contract Price Assignments).
2. To open this dialog through the Customer Master Maintenance dialog, click the **Customer** tab, click **Price Contracts**, then click **Edit Price Contract**.

Item	U/M	List Price	Cost	Method	Formula	Formula %	Cost Basis	Round	Contract Price	Margin %	Customer Rebates	Family Discounts
TW106...	M	\$79.00	\$18.80	F	L	6		2	\$74.26	74.68	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TW1007-2...	M	\$82.80	\$19.80	Q	L			2			<input type="checkbox"/>	<input checked="" type="checkbox"/>
101/4CPX...	FT	\$0.16	\$0.08	F	L	7.5		2	\$0.15	46.67	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. In the Contract Price Assignments dialog, choose **New** from the File menu.
 4. In **Contract**, type the code that identifies the contract. This code is alphanumeric and can be up to ten characters long.
 5. In **Description**, type a description of the contract.
 6. In **Start Date**, type the date the contract takes effect.
 7. In **End Date**, type the last date the contract remains in effect.
 8. In **Cost Basis**, select the cost used to calculate the cost for the contract. The options are:
 - A) Actual Cost - This option uses the cost determined by your company's inventory costing method: LIFO, FIFO, or weighted average.
 - R) Next Cost - This option uses the cost of the item when you last purchased it.
 - S) Standard Cost - This option uses the item's standard cost, as established in the Pricing section of the Item Master dialog.
 9. In **Currency**, select the currency in which the prices for the contract are calculated.
 10. Assign a **Priority** to the contract.

Priority determines the order in which Enspire applies the contracts, if you have more than one price contract assigned to a customer. Enspire applies the contract with the greatest priority that also meets the beginning date and ending date requirements. For example, a contract with a priority of 1 is applied before a contract with a priority of 2.

11. In **Rounding**, select whether you round the contract price to 2, 3, or 4 decimal places. For example, the price is \$1.3472. Selecting 4 leaves the price as is. Selecting 3 changes the price to \$1.347. Selecting 2 changes the price to \$1.35.
12. If items on the contract are also eligible for customer rebates, select **Customer Rebates**. If items are not eligible for rebates, unselect **Customer Rebates**.
13. If items on the contract are also eligible for family discounts, select **Family Discounts**. If items are not eligible for family discounts, unselect **Family Discounts**.
14. Add items, product groups, and/or families to the contract. Adding items is discussed below. For information on adding product groups and families to a contract, see the Enspire online help.
15. After you have added items, product groups, and/or families to the contract, choose **Save**.

Adding Items to a Price Contract

1. In the Details section of the Contract Price Assignments dialog, click **Items**.
2. If the start date for the item is different than the start date for the overall contract, type the **Start Date** in the Items section. If the start dates are the same, leave **Start Date** blank in the Items section.
3. If the end date for the item is different than the end date for the overall contract, type the **End Date** in the Items section. If the end dates are the same, leave **End Date** blank in the Items section.
4. Complete the Item grid as follows:

Item is the item included on the contract.

UM is the item's unit of measure that determines the contract price.

Method determines how the item's price is calculated for the contract. If you select a method of Quantity, the Price Contract Quantity Brackets dialog appears. Here, you set the quantity discounts for the contracts. For information on this dialog, see the Enspire online help.

Formula determines the formula used to calculate the contract price.

Formula % is the percentage discounted from the selected method. **Formula %** is inactive for the Manual and Quantity methods.

Cost Basis is the cost used in the formula calculation to determine the contract price. **Cost Basis** is inactive for Dollar Amount, List Down, Reference Price Down, and List Multiplier formulas.

Round determines whether you round the contract price to 2, 3, or 4 decimal places. For example, the price is \$1.3472. Selecting 4 leaves the price as is. Selecting 3 changes the price to \$1.347. Selecting 2 changes the price to \$1.35.

If this item is also eligible for customer rebates, select **Customer Rebates**. If it is not eligible for rebates, unselect **Customer Rebates**.

If this item is also eligible for family discounts, select **Family Discounts**. If it is not eligible for family discounts, unselect **Family Discounts**.

5. If you selected a method of Quantity, **Use Customer Bracket** becomes active.

Use Customer Bracket determines whether the customer's minimum quantity bracket also applies to the price contract quantity table. You determine the minimum quantity bracket in the Pricing section of the Customer Master Maintenance dialog. For example: **Use Customer Bracket** is selected. Bracket number 2 of the price contract requires that the customer purchase 100 items to receive the associated contract price. A customer has a minimum quantity bracket of 2 and orders 10 items. The customer receives the contract price associated 100 items, as determined by bracket 2, because of the minimum quantity bracket. If **Use Customer Bracket** is unselected, the customer receives the contract price associated with 10 items.

6. When you have finished adding items to the contract, choose **Save**.

Assigning a Price Contract to a Customer

Assigning a price contract to a customer makes the contract available to that customer and its ship-to locations.

To assign a price contract to a customer:

1. In the Contract Price Assignments dialog, open the contract you want to assign.
2. Click the **Customers** tab.
3. To add a single customer, click in the Customer grid then press the INSERT key on your keyboard.

To add customers based on filters you apply, click **Add Customers**. In the Filter Customers dialog, select the filters you want to apply then click **OK**.

4. Complete the Price Contracts grid as follows:

Customer is the customer being assigned to the contract.

Priority determines the order in which Enspire searches the contracts for a match. Once a match is found, Enspire uses that contract and ignores others with a lower priority. The highest priority is 1.

ShipTo is the customer's ship-to location the contract applies to. If you want the contract to apply to all customer ship-tos, leave **ShipTo** blank.

Begin Date is the first date this contract takes effect for this customer. This date must be equal to or later than the begin date for the contract.

End Date is the last date this contract is in effect for this customer. This date must be equal to or earlier than the end date for the contract.

5. From the File menu, choose **Save**.

Creating a Customer Quantity Contract

Before you can create a quantity contract for a customer, that customer must have at least one price contract assigned to it.

To assign a quantity contract to a customer:

1. In the Customer Master Maintenance dialog, click the **Customer** tab.
2. Click **Qty Contracts** then click **Edit Quantity Contract**.

Price Contract				Customer			
Contract #	Description	Begin Date	End Date	Ship #	Start Date	End Date	
10-B	10-B 45% MAR...	1/10/2001					

Item Information			Effective Peri...		Quantity			Amount			
Item	UM	Void Price	Begin	End	Min Stock	Contract	Actual	Balance	Contract	Actual	Balance
101/4CPK-100...	FT	<input checked="" type="checkbox"/>			0	1500	0	1500	\$0.00	\$0.00	\$0.00
TW1061-2...	FT	<input type="checkbox"/>			0	0	0	0	\$900.00	\$0.00	\$900.00

3. In the Quantity Contract dialog, choose **New** from the File menu.
4. In **Contract #**, select the price contract associated with the quantity contract.
5. In **Ship #**, select the ship-to location that the quantity contract applies to.
6. If you want to set a different start date and end date for the selected ship-to location, type those dates in **Start Date** and **End Date**.
7. Add items to the contract.
8. To add an item, click in the Items grid then press the INSERT key on your keyboard. Complete the Items grid as described in the steps below.
9. Complete the Item Information fields in the Items grid as follows:

Item is the item included on the contract. Only items included on the selected price contract are available here.

Void Price determines whether you void the price contract associated with the item once the customer has met the conditions of the quantity contract. Select this option to void the price contract. Leave this option unselected to keep the price contract in force.

10. Complete the Effective Period fields in the Items grid as follows:

If you want to set a different start date and end date for this item, enter those dates in **Begin Date** and **End Date**.

11. Complete the Quantity fields in the Items grid as follows:

If you are guaranteeing that you will have a certain quantity always in stock for the customer, type that quantity in **Min Stock**.

If you are contracting that you will sell a certain quantity to the customer, type that quantity in **Contract**. Otherwise, leave **Contract** set to 0 (zero). **Actual** displays the contracted quantity the customer has already purchased. **Balance** displays the quantity that the customer must still purchase to fulfill the contract.

12. Complete the Amount fields in the Items grid as follows:

If you are contracting that you will sell a certain amount to the customer, type that amount in **Contract**. Otherwise, leave **Contract** set to 0.00. **Actual** displays the contracted amount the customer has already purchased. **Balance** displays the amount that the customer must still purchase to fulfill the contract.

13. When you have finished adding items to the contract, choose **Save**.

14. If you want to add another contract for the same customer, choose **New**. If you are finished, click **OK**.

Freight Allowances

A freight allowance is the amount discounted from freight charges for a given order. To calculate freight allowances, Enspire uses the total freight charges including handling fees, COD fees, and insurance. If you assign a freight allowance code to a customer, the allowance associated with the bracket appears automatically during order entry. However, you can override the amount of the allowance if necessary. You assign a freight allowance code to a customer in the Shipping section of the Customer ShipTo dialog.

To add freight allowances:

1. Open the Freight Allowances dialog (File Maintenance>Accounts Receivable>Freight Allowances).
2. From the File menu, choose **New**.
3. In **Allowance Code**, type a code that identifies the allowance. This code is alphanumeric and can be up to 10 characters long.
4. Select a **Basis**. The basis you select determines the value used to calculate the allowance. The options are as follows:

A) Amount - This option uses the amount of the order to calculate the allowance.

U) Units - This option uses the quantity of the items being ordered to calculate the allowance.

V) Volume - This option uses the volume of the items being ordered to calculate the allowance.

W) Weight - This option uses the weight of the items being ordered to calculate the allowance.

5. Click in the Brackets grid then press the INSERT key on your keyboard.
6. Complete the Brackets grid as follows:

Bracket identifies the various levels used to calculate freight allowances. Enspire provides the bracket numbers automatically and they cannot be changed.

Order Amount, Order Units, Order Volume, or Order Weight is the quantity or amount used to determine whether an order qualifies for the associated freight allowance. For example, if you select a **Basis** of Volume, then the freight allowance depends on the volume you type here.

Allowance Amount is the amount of the allowance for the bracket. To specify a percentage instead of, or in addition to, an amount, use **Rate %**.

Rate % is the percentage of the freight charges used as the allowance for this bracket. To specify an amount instead of, or in addition to, a percentage, use **Allowance Amount**.

7. From the File menu, choose **Save**.

In the example below, no freight allowances are given for orders under \$100. Orders between \$100 and \$499.99 receive an allowance of \$2.00. Orders between \$500 and \$999.99 receive an allowance of 50 percent of the freight charges. Orders of \$1,000 and above receive an allowance of 100 percent of the freight charges, which means customers assigned to this allowance code pay no freight on orders of \$1,000 and over.

Brackets			
Brac...	Order Amount	Allowance Amount	Rate %
1	\$100.00	2	0
2	\$500.00	0	50
3	\$1,000.00	0	100

Freight Charges

Freight charges allow you to override the rates charged by your inside and/or outside carriers with the rates on the freight table you set up here. When you assign a freight table to a customer, Enspire applies the charges associated with the appropriate bracket instead of using the freight charges for the selected carrier. You can also enter a specific freight charge during order entry. The freight charges in a table are based on the amount of the order.

To set up a freight charges table:

1. Open the Freight Charges dialog (File Maintenance>Accounts Receivable>Freight Charges).
2. From the File menu, choose **New**.
3. In **Charge Code**, type a code that identifies the charge. This code is alphanumeric and can be up to 10 characters long.
4. Select a **Basis**. The **Basis** you select determines how the freight charges are calculated. The options are as follows:

a.) $\text{Frt Amt} + (\text{NetBill} * \text{Rate})$ - This option multiplies the amount you are billing the customer by the percentage in **Rate %** and adds that amount to the **Freight Amount**. You determine the **Rate %** and the **Freight Amount** in the Brackets grid. In the example below, a \$40 order has a freight charge of \$5. A \$70 order has a freight charge of \$6.40 (2 percent of \$70 is \$1.40, which is then added to the **Freight Amount** of \$5.) A \$300 order has a freight charge of \$15, which is 5 percent of \$300.

Brackets				
Bracket	▲	Order Amount	Freight Amount	Rate %
1		\$0.00	5	0
2		\$50.00	5	2
3		\$200.00	0	5
4		\$500.00	0	7

b) $\text{Frt Amt} * \% \text{Filled}$ - This option multiplies the **Freight Amount** by the percentage of the order that has been filled. You determine the **Freight Amount** in the Brackets grid. In the example below, a \$200 order that is 50 percent filled has a freight charge of \$3, which is 50 percent of \$6. A \$700 order that is 30 percent filled has a freight charge of \$4.20, which is 30 percent of \$14.

Brackets				
Bracket	▲	Order Amount	Freight Amount	Rate %
1		\$0.00	4	
2		\$50.00	5	
3		\$100.00	6	
4		\$500.00	14	
5		\$1,000.00	23	

5. Click in the Brackets grid then press the INSERT key on your keyboard.
6. Complete the Brackets grid as follows:

Bracket identifies the various levels used to calculate freight charges. Enspire provides the bracket numbers automatically and they cannot be changed.

Order Amount is the minimum amount required for an order to qualify for the associated freight charge.

Freight Amount is the amount of the freight charge for the bracket.

Rate % is the percentage of the order amount that is applied as a freight charge.

7. When you have finished adding brackets, choose **Save** from the File menu.

Reason Codes

A/R reason codes allow you to track and analyze the reasons for accounts receivable adjustments, credit memos, and debit memos. Adjustment reason codes also determine the default general ledger account when you enter adjustments.

To add an A/R reason code:

1. Open the Reason Code Maintenance dialog (File Maintenance>Accounts Receivable>Reason Codes).
2. From the File menu, choose **New**.
3. Select a **Document Type**. The type you select determines the type of document associated with the corresponding reason code. The types are:
 - A) Adjustments - Only reason codes with this type are available for selection when you create an AR adjustment.
 - C) Credit Memos - Reason codes with this type are available for selection when you create a credit memo. If you try to select a reason code with a type of Adjustments or Debit Memos, you receive a warning. However, you can still use that reason code.
 - D) Debit Memos - Reason codes with this type are available for selection when you create a debit memo. If you try to select a reason code with a type of Adjustments or Credit Memos, you receive a warning. However, you can still use that reason code.
4. In **Reason Code**, type a code that identifies the reason. This code is alphanumeric and can be up to four characters long.
5. In **Description**, type a description of the code.
6. If you want the Reason Code Analysis report to include transactions that use this reason code, select **Printed**. If **Printed** is not selected, the Reason Code Analysis report does not include transactions that use this reason code.
7. In **GL Expense Acct #**, select the general ledger account associated with the reason code. If necessary, you can override this account when using the reason code.
8. If you are using departments, select the department associated with the reason code in **Dept**. **Dept** is inactive if you do not use departments.
9. From the File menu, choose **Save**.

Salesperson

In Enspire, you can set up both inside and outside sales people and track a variety of information for your sales force, including: commissions, spiffs, and quotas. You assign an inside and/or an outside salesperson to a customer in the Codes section of the Customer ShipTo dialog. This salesperson is assigned to orders for the customer during order entry.

To add a sales person:

1. Open the Salesperson Maintenance dialog (File Maintenance>Accounts

Receivable>Sales Persons).

2. From the File menu, choose **New**.
3. In **Sales Rep Code**, type a code that identifies this salesperson.

Name displays the salesperson's last name after you type it in **Last Name**.

4. If the salesperson is involved in inside sales, select **Inside OK**.
5. If the salesperson is involved in outside sales, select **Outside OK**.

Inside OK indicates that the salesperson handles inside sales. **Outside OK** indicates that the salesperson handles outside sales. Select both **Inside OK** and **Outside OK** to indicate that the salesperson handles both inside and outside sales. If neither **Inside OK** nor **Outside OK** is selected, the sales person is not available for selection during order entry or as a default salesperson in the Codes section of the Customer ShipTo Locations dialog.

6. Complete the information in the Personal Info tab as follows:

First Name is the salesperson's first name.

Last Name is the salesperson's last name.

Social Security # is the salesperson's Social Security Number.

Hired Date is the date the employee was hired.

Commission Plan is the commission plan assigned to the salesperson. For information, click Commission Plans.

Spiff determines whether the salesperson is eligible to receive Spiffs. If the salesperson is not eligible for spiffs, leave this option unselected. Spiffs are percentages of sales or profits, or flat per-unit amounts paid to a salesperson as incentive for selling particular items. You determine whether you pay spiffs on an item in the Controls section of the Item Master dialog. You determine how the spiff is paid in the Controls section of the Warehouse Item dialog.

The Demographics area displays the salesperson's address, phone, and email information. To add or edit this information, double click in the Demographics area to display the Salesperson Address dialog.

7. If another sales person receives an override from this salesperson's commission, create a commission override. Commission overrides create additional commission awards. They do not reallocate existing commissions. To reallocate existing commissions, you create a commission adjustment. To create a commission override, click the **Commission Override** tab. Click in the Commission Override grid, then press the INSERT key on your keyboard and complete the grid as follows:

Override Rate % is the percentage of the salesperson's commission that is given to the selected **Override Rep** as a commission override. For example: A salesperson's commission is 10 percent. Another salesperson receives a 1

percent commission on sales that the first salesperson makes. If the first salesperson sells an item for \$100, that salesperson receives \$10 in commission and the second salesperson receives \$1 as an override.

Description allows you to include a description of the override.

Override Rep is the salesperson or salespersons awarded the commission override.

8. If you want to set sales and/or profit quotas for the salesperson, click the **Yearly Recap** tab. In **Year**, select the year you want to set the quotas for then click **Fetch**.

In **Sales Quota**, type the amount of sales the salesperson should have for each period.

In **Profit Quota**, type the amount of profit the company should earn from the salesperson's sales.

In **Units Quota**, type the number of units the salesperson should sell during each period.

9. From the File menu, choose **Save**.

To review the salesperson's performance for a given year, click the **Yearly Recap** tab. In **Year**, select the year you want to review then click **Fetch**. The Recap grid contains the following information:

- **Period** lists the accounting periods.
- **Sales Quota** is the amount of the sales the salesperson should have for each period.
- **Profit Quota** is the amount of the profit the company should earn from the salesperson's sales.
- **Units Quota** is the quantity of units the salesperson should sell during each period.
- **Sales** is the amount of the salesperson's actual sales.
 - **Cost** is the cost of the items sold by the salesperson.
 - **Units** is the quantity of units the salesperson actually sold.
 - **Commission** is the commission earned by the salesperson.
 - **Profit** is the profit your company has earned on sales by this salesperson.
 - **Margin %** is the margin your company has earned on sales by this salesperson.

Sales Teams

Sales teams allow you to group salespeople and assign each salesperson to a specific item, group of items, and or a specific customer type. For example, you can build sales teams that handle large accounts, or, you can build sales teams based on an individual salesperson's expertise with a particular item.

To create a sales team:

1. Open Sales Team Maintenance dialog (File Maintenance>Accounts Receivable>Sales Teams).
2. From the File menu, choose **New**.
3. In **Sales Team Code**, type a code that identifies this sales team. This code is alphanumeric and can be up to four characters long.
4. In **Name**, type the name you want to assign to the sales team.
5. If the sales team is involved with inside sales, select **Inside OK**.
6. If the sales team is involved with outside sales, select **Outside OK**.

Inside OK indicates that the sales team handles inside sales. **Outside OK** indicates that the sales team handles outside sales. Select both **Inside OK** and **Outside OK** to indicate that the sales team handles both inside and outside sales.

7. If you want to assign individual items, all items with a product group, and/or a specific customer type to members of a sales team, click the **Groups & Items** tab. Click in the Groups & Items grid then press the INSERT key on your keyboard and complete the grid as follows:

Salesrep is the salesperson assigned to the item and/or product group.

Product Group is the group that contains the items you want to assign to the selected salesperson.

Item is the item you want to assign to the selected salesperson.

Commission Plan is the commission plan assigned to the selected salesperson when that salesperson sells the assigned items or sells to customers belonging to the selected customer type. When the salesperson sells the assigned items or sells to the selected customer type, the plan selected here overrides the plan, if any, assigned to the salesperson in the Salesperson Maintenance dialog.

Customer Type allows you to assign a customer type to a salesperson. Whenever the salesperson sells to a customer within the selected type, that salesperson receives commission based on the selected **Commission Plan**. For information on customer types, click Type Codes.

8. If you want to set sales and/or profit quotas for the sales team, click the **Yearly Recap** tab. In **Year**, select the year you want to set the quotas for then click **Fetch**.

In **Sales Quota**, type the amount of sales the sales team should have for each period.

In **Profit Quota**, type the amount of profit the company should earn from the sales

team's sales.

9. From the File menu, choose **Save**.

The Recap grid contains the following information:

- **Period** lists the accounting periods.
- **Sales Quota** is the amount of the sales the sales team should have for each period.
- **Profit Quota** is the amount of the profit the company should earn from the sales team's sales.
- **Sales** is the amount of the sales team's actual sales.
- **Cost** is the cost of the items sold by the sales team.
- **Commission** is the commission earned by the sales team.

Terms of Sale

Terms of sale refer to the terms you grant your customers as well as the terms your vendors grant you. You assign terms of sale to customer ship-to locations in the Codes section of the ShipTo Locations dialog. You assign terms of sale to vendors in the Buy Codes section of the Vendor Maintenance dialog.

Enspire includes the terms of sale described below. Click a term to display instructions for setting it up.

- **COD Plus**

COD Plus allows you to collect an outstanding balance from a customer while invoking COD terms on current shipments. For example: A customer has an outstanding balance of \$1,000. This customer wants to purchase an additional \$500 worth of merchandise. COD Plus allows you to charge for the current merchandise as well as add a portion of the outstanding balance, either as a percentage or a flat rate. Enspire then applies the extra COD amount to the outstanding balance until it is paid off. Once it is paid off, the COD Plus term functions as a typical COD.

- **Installment**

Installment allows you to set up a payment plan for a customer. You can schedule up to 99 payments and include an interest rate, late fees, and early payment discounts.

- **Manual**

Manual establishes a specific due date for use on an invoice. For example, you negotiate a large sale. As part of the negotiation, you agree that payment is due on 11/22/02. You could use manual terms to define that specific date as the due date.

- **Proximo**

Proximo defines the due dates and, optionally, discount dates as specific days of the month. For example, if the discount date is the first and the due date is the 15th, a customer has until the first of the month to receive the payment discount. You can split proximo terms into installment-like payments.

Or, you can set up proximo terms as one full payment. The full payment option typically includes declining discount percentages in each period. Proximo terms differ from installment terms in that proximo terms do not allow for interest or late fees. Proximo terms also give you the ability to include different levels of prompt payment discounts.

- **Standard**

Standard allows you to set up standard terms of sale, for example, Net 30 and 2 Percent 10 Days Net 30. Standard terms can be COD or non-COD. If they are not COD, they involve a number of days within which full payment is due. Non-COD Standard Terms can also include a discount.

- **Conditional**

Conditional functions in a similar manner to Standard terms. Additionally, Conditional terms allow you to set up the following conditions: minimum order amount, maximum order amount, and maximum days past due. If none of the conditions are met, the standard terms are used. However, if at least one of the

conditions is met, Enspire uses the **Terms Code** selected in the Conditional Terms group box.

Setting Up COD Plus Terms of Sale

COD Plus allows you to collect an outstanding balance from a customer while invoking COD terms on current shipments. For example: A customer has an outstanding balance of \$1,000. This customer wants to purchase an additional \$500 worth of merchandise. COD Plus allows you to charge for the current merchandise as well as add a portion of the outstanding balance, either as a percentage or a flat rate. Enspire then applies the extra COD amount to the outstanding balance until it is paid off. Once it is paid off, the COD Plus term functions as a typical COD.

To set up COD plus terms of sale:

1. Open the Terms of Sale Maintenance dialog (File Maintenance>Accounts Receivable>Terms of Sale).
2. From the File menu, choose **New**.
3. In **Terms Code**, type a code that identifies the terms of sale. This code is alphanumeric and can be up to four characters long.
4. In **Description**, type a description of the terms of sale.
5. Select a **Type** of C) COD Plus. After you select a **Type**, the COD Plus section becomes the active section.
6. If you want to include a brief message on any invoice that uses this COD Plus terms of sale, type it in **Message**.
7. **OK for Vendors** is not available to COD Plus terms.
8. Select the **Customer** that the terms apply to.
9. If the terms apply only to a single ship-to location, select it in **Ship No**.

Leave **Ship No** blank if the terms apply to all of the customers ship-to locations.

10. **Start Date** displays the date the terms were created, which is also the date the terms begin.
11. Select a **COD Type**. The types are as follows:
 - a) POS Payment Required - This option indicates that payment is required when the order or invoice is entered into Enspire.
 - b) COD Terms, No Credit Hold - This option indicates that COD terms apply and that the credit hold code is turned off.
 - c) COD Terms, Credit Hold Allowed - This option indicates that COD terms apply and that the credit hold code is turned on.

12. Complete the Open Balance Amount group box as follows:

Original is the original amount of the outstanding balance.

Collected is the amount of the outstanding balance that you have collected so far.

Remainder is the amount of the balance still outstanding.

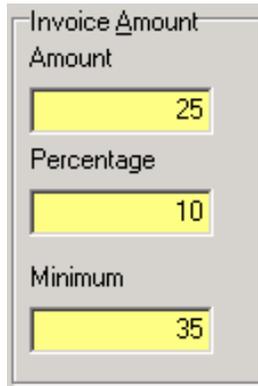
13. Complete the Invoice Amount group box as follows:

Amount is the extra amount added to the invoice until the outstanding balance is paid off.

Percentage is the percentage of the invoice amount that is applied to the outstanding balance until it is paid off.

Minimum is the minimum amount that you want to apply to the outstanding balance. If the amount to be applied to the outstanding balance is lower than the **Minimum**, Enspire automatically increases that amount to the minimum. **Minimum** applies only if you provide a **Percentage** and the **Minimum** amount must be greater than the amount in **Amount**.

In the example Invoice Amount group box below, a flat amount of \$25 plus 10 percent of the invoice amount is added to each invoice until the outstanding balance is paid off. If the invoice amount is \$200, \$45 is added to that invoice (\$25 plus 10 percent of \$200). If the invoice amount is \$75, \$35 is added to that invoice because \$25 plus \$7.50 (10 percent of the invoice amount) does not equal the minimum of \$35.



The image shows a software interface for configuring invoice terms. It is titled "Invoice Amount" and contains three input fields, each with a yellow background and a grey border. The first field is labeled "Amount" and contains the value "25". The second field is labeled "Percentage" and contains the value "10". The third field is labeled "Minimum" and contains the value "35".

14. From the File menu, choose **Save**.

Setting Up Conditional Terms of Sale

Conditional functions in a similar manner to Standard terms. Additionally, Conditional terms allow you to set up the following conditions: minimum order amount, maximum order amount, and maximum days past due. If none of the conditions are met, the standard terms are used. However, if at least one of the conditions is met, Enspire uses the **Terms Code** selected in the Conditional Terms group box.

To set up conditional terms of sale:

1. Open the Terms of Sale Maintenance dialog (File Maintenance>Accounts Receivable>Terms of Sale).
2. From the File menu, choose **New**.
3. In **Terms Code**, type a code that identifies the terms of sale. This code is alphanumeric and can be up to four characters long.
4. In **Description**, type a description of the terms of sale.
5. Select a **Type** of T) Conditional. After you select a **Type**, the Standard section becomes the active section.
6. If you want to include a brief message on any invoice that uses this Conditional terms of sale, type it in **Message**.
7. **OK for Vendors** is not available to Conditional terms.
8. Select a **COD Type**. The types are as follows:
 - a) Not COD Terms - This option indicates that COD terms do not apply. If you select this option, you determine when the payment is due in **Full Payment Due**.
 - b) POS Payment Required - This option indicates that payment is required when the order or invoice is entered into Enspire.
 - c) COD Terms, No Credit Hold - This option indicates that COD terms apply and that the credit hold code is turned off.
 - d) COD Terms, Credit Hold Allowed - This option indicates that COD terms apply and that the credit hold code is turned on.
9. In **Full Payment Due** enter the number of days until full payment is due. For example, if the number of days is set to 30, the full payment is due 30 days after the invoice date. This option applies only if you selected a **COD Type** of Not COD Terms.
10. Set up the discount levels. Click in the Discount Brackets grid. Press the INSERT key on your keyboard then complete the Discount Brackets grid as follows:

Bracket identifies the various levels used to calculate contract prices. Enspire provides the bracket numbers automatically and they cannot be changed.

Days is the maximum number of days after the invoice date that a payment can be made and still qualify for the discount.

Discount Rate % is the percentage discounted from the amount due if payment is made within the specified number of days.

11. If you selected a **COD Type** of Not COD Terms, the Payment Message group box appears. Complete the Payment Message group box as follows:

Message determines the format of the message included on the invoice. The format options are as follows:

- a) Net Amount Message - This message appears in the body of the invoice and displays the net amount due if the invoice is paid by a specific date, for example: "If paid by 07/27/02, your net amount due is \$545.67."
- b) Gross Amount Message - This message appears in the body of the invoice and displays the gross amount due if the invoice is not paid by a specific date, for example: "If NOT paid by 01/20/03, your gross amount due is \$9,023.18."
- c) Pay on Date Message - This message appears at the bottom of the invoice and displays the amount a customer should pay after a specific number of days, for example: "After 10 days, please pay \$121.77."

- d) Deduct Amount Message - This message appears in the body of the invoice and displays the amount the customer can deduct from the payment if the invoice is paid before a specific date, for example: "If paid before 11/22/02, you may deduct \$25.00."

N) Do not Include Message - This option does not include a message on the invoice.

Days is the number of days added to the invoice date to determine the date included in the message. For example: You select a **Message** option of 1. The invoice date is May 7, 2002. **Days** is set to 5. The date that appears on the message is May 12, 2002.

Base determines the invoice amount used for calculating payment discounts. The options are:

- B) Invoice Subtotal before Surcharge
- S) Invoice Subtotal before Tax and Freight
- T) Invoice Total

Adj % is the percentage to increase or decrease the amount used in the payment message.

If the amount of an invoice is \$500 and its due date is July 22, 2002, the example Payment Message group box below would include the message that the customer could deduct \$50 (an adjustment of 10 percent of the invoice total before a surcharge) if the

invoice is paid on or before July 27, 2002 (5 days after the invoice date).

12. Complete the Conditional Terms group box as follows:

Terms Code identifies the conditional terms to use if any of the minimum/maximum order amount or maximum days past due conditions are met.

Min Order Amount determines the minimum amount an order must exceed to qualify for the terms established in the Discount Brackets grid. If the amount of the order is less than or equal to the **Min Order Amount**, Enspire uses the conditional terms selected in **Terms Code**.

Max Order Amount determines the maximum amount an order cannot exceed to qualify for the terms established in the Discount Brackets grid. If the dollar amount of the order is greater than or equal to the **Max Order Amount**, Enspire uses the conditional terms selected in **Terms Code**.

Max Past Due determines the maximum number of days past due that any invoice for the customer cannot exceed in order to qualify for the terms established in the Discount Brackets grid. If the number of days past due is greater than or equal to the **Max Past Due**, Enspire uses the conditional terms selected in **Terms Code**. When determining the maximum days past due, Enspire ignores invoices in dispute.

In the example Conditional Terms group box below, any order less than \$99,999 qualifies for the terms in the Discount Brackets grid as long as the customer has no invoice 5 days or more past due.

Conditional Terms:

Terms Code
07

Min Order Amount
0

Max Order Amount
99999

Max Past Due
5

13. From the File menu, choose **Save**.

Setting Up Installment Terms of Sale

Installment allows you to set up a payment plan for a customer. You can schedule up to 99 payments and include an interest rate, late fees, and early payment discounts.

To set up installment terms of sale:

1. Open the Terms of Sale Maintenance dialog (File Maintenance>Accounts Receivable>Terms of Sale).
2. From the File menu, choose **New**.
3. In **Terms Code**, type a code that identifies the terms of sale. This code is alphanumeric and can be up to four characters long.
4. In **Description**, type a description of the terms of sale.
5. Select a **Type** of I) Installment. After you select a **Type**, the Installment section becomes the active section.
6. If you want to include a brief message on any invoice that uses this Installment terms of sale, type it in **Message**.
7. If you want to use these terms of sale as vendors' terms that apply to you or as your terms that apply to your customers, select **OK for Vendors**. Leave **OK for Vendors** unselected to indicate that the terms of sale are your terms that apply only to your customers.
8. In **Installments**, enter the number of installments for these terms of sale.
9. In **Interest Rate %**, type the annual interest rate. For example, if you type 9, the annual interest rate is 9 percent.
10. Complete the Discount group box as follows:

Percentage is the percentage of the payment discounted if the payment is early.

Days is the number of days before the due date a payment must be made in order to receive the discount specified in **Percentage**. For example: A payment is due on the 16th. **Days** is set to 5. To receive the discount, the payment must arrive on or before the 11th.

11. Complete the Frequency group box as follows:

Code determines the frequency of the installment payments. The options are as follows:

F) Fixed - This option allows you to specify the day of the month on which the payment is due. You type the day in **Day**. For example, if you type 10, the payment is due on the tenth of every month.

M) Monthly - This option sets the first of every month as the due date.

S) Semi-Monthly - This option sets the first and the sixteenth of every month as the due dates.

X) Every X Days - This option allows you to determine the number of days

between payments. You type the number of days in **Day**. For example, if you type 15, a payment is due every 15 days.

Day applies if you select a **Code** of Fixed or Every X Days. If you select Fixed, **Day** is the day of the month on which the payment is due. If you select Every X Days, **Day** is the number of days between payments.

12. Complete the Late Fees group box as follows:

Percentage is the percentage added to the payment if the payment is made after the **Grace Period** expires.

Amount is the flat amount added to a payment if the payment is made after the **Grace Period** expires.

Minimum is the minimum late fee assessed. If the late fee is lower than the **Minimum**, based on the specified **Percentage** and/or **Amount**, Enspire automatically increases the late fee to the minimum.

Grace Period is the number of days after the due date that late fees start accruing. For example: A payment is due on the 10th. **Grace Period** is set to 3. Any payment not made by the 13th is subject to the late fees.

13. Enter a **Cutoff Day**. The **Cutoff Day** establishes the day beyond which the first payment is due one period later. For example: The payment is due on the 5th of every month. The **Cutoff Day** is set to 25. If a purchase is made on May 23, the first payment is due on June 5. However, if the purchase is made on May 26, the first payment is due on July 5.

14. Complete the Payment Message group box as follows:

Message determines the format of the message included on the invoice. The format options are as follows:

a) Net Amount Message - This message appears in the body of the invoice and displays the net amount due if the invoice is paid by a specific date, for example: "If paid by 07/27/03, your net amount due is \$545.67."

b) Gross Amount Message - This message appears in the body of the invoice and displays the gross amount due if the invoice is not paid by a specific date, for example: "If NOT paid by 01/20/03, your gross amount due is \$9,023.18."

c) Pay on Date Message - This message appears at the bottom of the invoice and displays the amount a customer should pay after a specific number of days, for example: "After 10 days, please pay \$121.77."

d) Deduct Amount Message - This message appears in the body of the invoice and displays the amount the customer can deduct from the payment if the invoice is paid before a specific date, for example: "If paid before 11/22/02, you may deduct \$25.00."

N) Do not Include Message - This option does not include a message on the invoice.

Days is the number of days added to the invoice date to determine the date included in the message. You can enter as many as 45, 60, or 90 days to add to the invoice date. For example: You select a **Message** option of 1. The invoice date is May 7, 2002. **Days** is set to 5. The date that appears on the message is May 12, 2002.

Base determines the invoice amount used for calculating payment discounts. The options are:

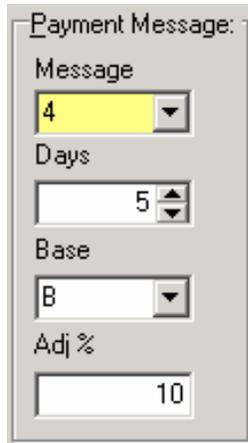
B) Invoice Subtotal before Surcharge

S) Invoice Subtotal before Tax and Freight

T) Invoice Total

Adj % is the percentage to increase or decrease the amount used in the payment message.

If the amount of an invoice is \$500 and its due date is July 22, 2002, the example Payment Message group box below would include the message that the customer could deduct \$50 (an adjustment of 10 percent of the invoice total before a surcharge) if the invoice is paid on or before July 27, 2002 (5 days after the invoice date).



The image shows a dialog box titled "Payment Message:". It contains four fields: "Message" is a dropdown menu with "4" selected; "Days" is a spin box with "5" entered; "Base" is a dropdown menu with "B" selected; and "Adj %" is a spin box with "10" entered.

15. From the File menu, choose **Save**.

Setting Up Manual Terms of Sale

Manual establishes a specific due date for use on an invoice. For example, you negotiate a large sale. As part of the negotiation, you agree that payment is due on 11/22/02. You could use manual terms to define that specific date as the due date.

To set up manual terms of sale:

1. Open the Terms of Sale Maintenance dialog (File Maintenance>Accounts Receivable>Terms of Sale).
2. From the File menu, choose **New**.
3. In **Terms Code**, type a code that identifies the terms of sale. This code is alphanumeric and can be up to four characters long.
4. In **Description**, type a description of the terms of sale.
5. Select a **Type** of M) Manual. After you select a **Type**, the Manual section becomes the active section.
6. If you want to include a brief message on any invoice that uses this Manual terms of sale, type it in **Message**.
7. If you want to use these terms of sale as vendors' terms that apply to you or as your terms that apply to your customers, select **OK for Vendors**. Leave **OK for Vendors** unselected to indicate that the terms of sale are your terms that apply only to your customers.
8. In **Manual Date**, enter the date on which the total payment is due.
9. If you want to provide a discount if the payment is made before the **Manual Date**, enter the discount percentage in **Discount**. If you do not want to provide a discount, leave **Discount** set to 0 (zero).
10. From the File menu, choose **Save**.

Setting Up Proximo Terms of Sale

Proximo defines the due dates and, optionally, discount dates as specific days of the month. For example, if the discount date is the first and the due date is the 15th, a customer has until the first of the month to receive the payment discount. You can split proximo terms into installment-like payments. Or, you can set up proximo terms as one full payment. Proximo terms differ from installment terms in that proximo terms do not allow for interest or late fees. Proximo terms also give you the ability to include different levels of prompt payment discounts.

To set up proximo terms of sale:

1. Open the Terms of Sale Maintenance dialog (File Maintenance>Accounts Receivable>Terms of Sale).
2. From the File menu, choose **New**.
3. In **Terms Code**, type a code that identifies the terms of sale. This code is alphanumeric and can be up to four characters long.
4. In **Description**, type a description of the terms of sale.
5. Select a **Type** of P) Proximo. After you select a **Type**, the Proximo section becomes the active section.
6. If you want to include a brief message on any invoice that uses this Proximo terms of sale, type it in **Message**.
7. If you want to use these terms of sale as vendors' terms that apply to you or as your terms that apply to your customers, select **OK for Vendors**. Leave **OK for Vendors** unselected to indicate that the terms of sale are your terms that apply only to your customers.
8. Complete the Day of Month group box as follows:

Discount is the day of the month on or before which payment must be made in order to receive the early payment discount.

Full Payment is the day of the month on which the full payment is due.

Cutoff Day establishes the day beyond which the payment is due one period later. For example: The payment is due on the 5th of the month. The **Cutoff Day** is set to 25. If a purchase is made on May 23, the payment is due on June 5. However, if the purchase is made on May 26, the payment is due on July 5.

9. In **Start Date**, enter the date the proximo aging process begins.
10. In **Discount Rate %**, type the discount percentage the customer receives if the payment is made in full and by the day of the month in **Discount**.
11. If you are creating a split proximo, select **Split Proximo**. A split proximo allows for multiple payments and/or discounts. Leave **Split Proximo** unselected if you plan on requiring one full payment and offering a discount based on when that payment is made.
12. If **Split Proximo** is selected, click in the Split Table grid. Press the INSERT key on your keyboard and complete the Split Table grid as follows: If **Split Proximo** is not selected, skip this step.

Split identifies the number of payments within the split proximo. Enspire provides the split numbers automatically and they cannot be changed.

Split % is the percentage of the total payment associated with the corresponding split

number.

Discount Rate % is the percentage discount applied if the payment is made by the day of the month in **Discount**.

In the split proximo example below, the proximo aging process begins on July 27, 2002. Because it is after the cutoff date of the 25th, the customer can earn a 12 percent discount (the discount rate for the first payment in the Split Table grid) as long as 75 percent of the total payment is made by September 10. If the first payment is made after September 10, the discount no longer applies. However, the customer can still earn the 5 percent discount on the second payment if that payment is made before October 10.

The screenshot shows the 'Proximo' configuration window. On the left, there are dropdown menus for 'Day of Month: Discount' (10), 'Full Payment' (30), and 'Cutoff' (25). The 'Start Date' is 7/27/2002. The 'Discount Rate %' field is empty. The 'Split Proximo' checkbox is checked. On the right, the 'Split Table' grid is displayed with the following data:

Split	Split %	Discount Rate %
1	75	12
2	25	5

13. If **Split Proximo** is not selected, click in the Split Table grid. Press the INSERT key on your keyboard and complete the Split Table grid as follows: If **Split Proximo** is selected, complete the previous step and skip this step.

Bracket identifies the various levels of discounts. Enspire provides the bracket numbers automatically and they cannot be changed.

Day is the day of the month by which payment must be made in order to receive the discount in the bracket.

Discount Rate % is the percentage discount applied if the payment is made by the day of the month in **Discount**.

In the proximo example below, the proximo aging process begins on July 27, 2002. Because it is before the cutoff date of the 28th, payment must be made by August 10 to receive the full 15 percent discount as established in **Discount Rate %**. If payment is made after August 10, the customer can still earn a 10 percent discount if full payment is made by August 15, which is the date established in bracket 1. If payment is made after August 25, no discount is earned.

Manual	Installment	Proximo	CODPlus	Standard
--------	-------------	----------------	---------	----------

Day of Month:	Start Date	Split Table	
Discount	7/27/2002	Bracket	Days
10		1	15
Full Payment	Discount Rate %	2	20
30	15	3	25
Cutoff	<input type="checkbox"/> Split Proximo		
28			

14. Complete the Payment Message group box as follows:

Message determines the format of the message included on the invoice. The format options are as follows:

- a) Net Amount Message - This message appears in the body of the invoice and displays the net amount due if the invoice is paid by a specific date, for example: "If paid by 07/27/02, your net amount due is \$545.67."
- b) Gross Amount Message - This message appears in the body of the invoice and displays the gross amount due if the invoice is not paid by a specific date, for example: "If NOT paid by 01/20/03, your gross amount due is \$9,023.18."
- c) Pay on Date Message - This message appears at the bottom of the invoice and displays the amount a customer should pay after a specific number of days, for example: "After 10 days, please pay \$121.77."
- d) Deduct Amount Message - This message appears in the body of the invoice and displays the amount the customer can deduct from the payment if the invoice is paid before a specific date, for example: "If paid before 11/22/02, you may deduct \$25.00."
- N) Do not Include Message - This option does not include a message on the invoice.

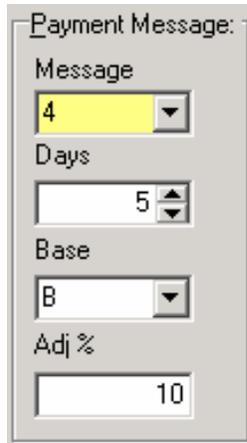
Days is the number of days added to the invoice date to determine the date included in the message. You can enter as many as 45, 60, or 90 days to add to the invoice date. For example: You select a **Message** option of 1. The invoice date is May 7, 2002. **Days** is set to 5. The date that appears on the message is May 12, 2002.

Base determines the invoice amount used for calculating payment discounts. The options are:

- B) Invoice Subtotal before Surcharge
- S) Invoice Subtotal before Tax and Freight
- T) Invoice Total

Adj % is the percentage to increase or decrease the amount used in the payment message.

If the amount of an invoice is \$500 and its due date is July 22, 2002, the example Payment Message group box below would include the message that the customer could deduct \$50 (an adjustment of 10 percent of the invoice total before a surcharge) if the invoice is paid on or before July 27, 2002 (5 days after the invoice date).



The image shows a dialog box titled "Payment Message:". It contains the following fields:

- Message:** A dropdown menu with the value "4" selected.
- Days:** A numeric input field with the value "5".
- Base:** A dropdown menu with the value "B" selected.
- Adj %:** A numeric input field with the value "10".

15. From the File menu, choose **Save**.

Setting Up Standard Terms of Sale

Standard allows you to set up standard terms of sale, for example, Net 30 and 2 Percent 10 Days Net 30. Standard terms can be COD or non-COD. If they are not COD, they involve a number of days within which full payment is due. Non-COD Standard Terms can also include a discount.

To set up standard terms of sale:

1. Open the Terms of Sale Maintenance dialog (File Maintenance>Accounts Receivable>Terms of Sale).
2. From the File menu, choose **New**.
3. In **Terms Code**, type a code that identifies the terms of sale. This code is alphanumeric and can be up to four characters long.
4. In **Description**, type a description of the terms of sale.
5. Select a **Type** of S) Standard. After you select a **Type**, the Standard section becomes the active section.
6. If you want to include a brief message on any invoice that uses this Standard terms of sale, type it in **Message**.
7. If you want to use these terms of sale as vendors' terms that apply to you or as your terms that apply to your customers, select **OK for Vendors**. Leave **OK for Vendors** unselected to indicate that the terms of sale are your terms that apply only to your customers.
8. Select a **COD Type**. The types are as follows:
 - 1) Not COD Terms - This option indicates that COD terms do not apply. If you select this option, you determine when the payment is due in **Full Payment Due**.
 - 2) POS Payment Required - This option indicates that payment is required when the order or invoice is entered into Enspire.
 - 3) COD Terms, No Credit Hold - This option indicates that COD terms apply and that the credit hold code is turned off.
 - 4) COD Terms, Credit Hold Allowed - This option indicates that COD terms apply and that the credit hold code is turned on.
9. In **Full Payment Due** enter the number of days until full payment is due. For example, if the number of days is set to 30, the full payment is due 30 days after the invoice date. This option applies only if you selected a **COD Type** of Not COD Terms.
10. Set up the discount levels. Click in the Discount Brackets grid. Press the INSERT key on your keyboard then complete the Discount Brackets grid as follows:

Bracket identifies the various levels used to calculate contract prices. Enspire provides the bracket numbers automatically and they cannot be changed.

Days is the maximum number of days after the invoice date that a payment can be made and still qualify for the discount.

Discount Rate % is the percentage discounted from the amount due if payment is made within the specified number of days.
11. If you selected a **COD Type** of Not COD Terms, the Payment Message group box

appears. Complete the Payment Message group box as follows:

Message determines the format of the message included on the invoice. The format options are as follows:

1) Net Amount Message - This message appears in the body of the invoice and displays the net amount due if the invoice is paid by a specific date, for example: "If paid by 07/27/02, your net amount due is \$545.67."

2) Gross Amount Message - This message appears in the body of the invoice and displays the gross amount due if the invoice is not paid by a specific date, for example: "If NOT paid by 01/20/03, your gross amount due is \$9,023.18."

3) Pay on Date Message - This message appears at the bottom of the invoice and displays the amount a customer should pay after a specific number of days, for example: "After 10 days, please pay \$121.77."

4) Deduct Amount Message - This message appears in the body of the invoice and displays the amount the customer can deduct from the payment if the invoice is paid before a specific date, for example: "If paid before 11/22/02, you may deduct \$25.00."

N) Do not Include Message - This option does not include a message on the invoice.

Days is the number of days added to the invoice date to determine the date included in the message. For example: You select a **Message** option of 1. The invoice date is May 7, 2002. **Days** is set to 5. The date that appears on the message is May 12, 2002.

Base determines the invoice amount used for calculating payment discounts. The options are:

B) Invoice Subtotal before Surcharge

S) Invoice Subtotal before Tax and Freight

T) Invoice Total

Adj % is the percentage to increase or decrease the amount used in the payment message.

If the amount of an invoice is \$500 and its due date is July 22, 2002, the example Payment Message group box below would include the message that the customer could deduct \$50 (an adjustment of 10 percent of the invoice total before a surcharge) if the invoice is paid on or before July 27, 2002 (5 days after the invoice date).

Payment Message:

Message
4

Days
5

Base
B

Adj %
10

12. From the File menu, choose **Save**.

Territory Codes

Territory Codes give you the ability to analyze sales by individual territories. You assign a territory to a customer ship-to location in the Codes section of the ShipTo Locations dialog.

To add a territory code:

1. Open the Territory Maintenance dialog (File Maintenance>Accounts Receivable>Territory Codes).
2. From the File menu, choose **New**.
3. In **Territory Code**, type a code that identifies the territory. This code is alphanumeric and can be up to four characters long.
4. In **Description**, type a description of the territory.
5. From the File menu, choose **Save**.

Customers

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About this Chapter

This chapter covers the basics for setting up your customers. It also includes information on customer ship-to locations.

Adding a Customer

In Enspire, customers are the companies or individuals that purchase items and/or services from your company. Each customer you set up in Enspire must have at least one ship-to location. Optionally, you can also include a separate bill-to and/or pay-from customer.

NOTE

This procedure covers the initial steps for adding a customer. For detailed information on the sections and fields within the Customer Master Maintenance dialog, see the Enspire online help.

To add a customer:

1. Open the Customer Master Maintenance dialog (File Maintenance>Customer> Customer Master).

2. From the File menu, choose **New**.
3. In **Customer**, type a customer number.
4. In **Currency**, select the currency the customer uses.
5. In **Credit Limit**, type the amount of the customer's credit limit. If the total amount of the customer's orders exceeds the credit limit, the customer is placed on a credit hold.
6. In **Class Code**, select the class, if any, that you want to assign to the customer. For information on customer classes, see Customer Classes earlier in this chapter.
7. In **Customer Name**, type the full name of the customer.

8. In **Customer XRef Name**, type the name the customer calls itself. You can use this name as a cross-reference for the name in **Customer Name**. For example, the customer's legal name is Triple J Construction. However, when someone from the company calls to place an order, the caller identifies the company as JJJ. Having JJJ as the cross-reference name gives you the ability to search for the customer by either Triple J Construction or JJJ.
9. In the Information section, double click in the Customer Demographics area to display the Customer Address dialog. In this dialog, type the general customer information including address, phone and fax numbers, email address and web address. After you type this information, click **OK** to close the Customer Address dialog.
10. If you want to assign a pay-from customer to this customer, use the lookup to select it in **PayFrom Customer**.
11. After you have completed each section within the Customer Master Maintenance dialog, choose **Save**.

Adding a Ship-to Location

A ship-to location defines the location or locations where you deliver items and/or services to a customer. Each customer you set up in Enspire must have at least one ship-to location. If a customer has multiple locations, setting up each one as a ship-to location allows you to maintain separate operating parameters for each ship-to location, ship orders to each of the locations, and track customer history at the ship-to level.

NOTE

This procedure covers the initial steps for adding a ship-to location. For detailed information on the sections and fields within the ShipTo Locations dialog, see the Enspire online help.

To add a ship-to location:

1. Open the ShipTo Locations dialog (File Maintenance>Customer>ShipTo Locations).

To open this dialog from within the Customer Master Maintenance dialog, click the **ShipTo** tab then click **Edit ShipTo Locations**. You can then skip step 2.

ShipTo	Name	Comment	Status
JJJ-1	JJJ DALLAS LOCATION	When shipping here, deliver t...	0

Documents | User Defined Fields | Licenses | Departments | History
Information | Controls | Codes | Pricing | Billing | Activity | Shipping

JJJ-1: JJJ DALLAS LOCATION
 794 Industrial Drive
 CARROLLTON, TX, 75006
 US
 Telephone: 214.555.5550
 Fax: 214.555.5551

Date Opened: 5/22/2002

Company: TEST | AcctgDate: 5/22/2002 | Acctg. Period: 5 | Acctg. Year: 2002 | User: PBOYE

2. Open the customer you are adding the ship-to location to.

To open a customer, choose **Open** from the File menu. In the Customer LookUp dialog, select the customer you want to open then click **OK**.

3. From the File menu, choose **New**.
4. Complete the ShipTo grid as follows:

ShipTo is the code that identifies this ship-to location. This code is alphanumeric and can be up to eight characters long.

Name is the name of the ship-to location.

Comment allows you to type a brief comment about the ship-to location.

Status is the current status of the ship-to location.

5. After you have completed each section within the ShipTo Locations dialog, choose **Save**.

AR Adjustments

Enspire gives you the ability to make adjustments to invoices, on-account amounts, balance-forward amounts, finance charge accruals, credits, and debits. You record A/R adjustments in the A/R Adjustments dialog. After documents are added to a batch, you can print an adjustment journal and the adjustment distributions. For information, click Printing AR Adjustment Documents.

The list below provides several examples of when you might perform an A/R adjustment.

- **Finance Charges** - If a customer refuses to pay a finance charge, and you would rather forgive the finance charge than lose that customer's business, you can create an A/R adjustment and select a Document Type of Finance Charge.
- **Small Balance Due** - If a customer underpays an invoice by a small amount, you can create an A/R adjustment to bring the balance due to zero (0).
- **Sales Tax Errors** - Because of an incorrect tax jurisdiction or tax rates that changed, an invoice may incorrectly state the amount of tax due. You can create an A/R adjustment to correct the tax. For information, click Sales Tax Adjustment.
- **Bad Debt** - If you determine that you cannot collect on an invoice, you can create an A/R adjustment that credits A/R and debits a bad debt expense account.

NOTE: Adjustments should not be used as a substitute for credit memos or to compensate for questionable business practices. Use A/R adjustments sparingly. Adjustments do not affect inventory or cost of goods sold.

To record an AR adjustment:

1. Open the A/R Adjustments dialog (Transactions>Accounts Receivable>Adjustments).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to add an adjustment to an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. In **Reason Code**, select the default reason for the adjustments.

This reason is applied to each document in the Invoices grid, whether you select it individually or retrieve it based on filters. Therefore, you want to select the reason code that will apply to the majority of documents. If necessary, you can select a different reason code for a document.

5. In the Automatic Adjustment Filters group box, select any filters that you want to apply.

These filters allow you to retrieve documents based on the selected filters. If you do not use filters, you enter the documents one at a time. When you create A/R adjustments, the Automatic Adjustment Filters allow you to retrieve documents based on the criteria you provide. In the example below, only documents created for customer KPJ between July 27, 2003, and July 31, 2003, that also have a finance charge balance between \$0.01 and \$2.00 will be included in the adjustment.

Customer	Document Type	From Date	To Date	Bal. From	Bal. To	Adjustment Limit
KPJ	F	7/27/2003	7/31/2003	0.01	2	2

Customer is the specific customer that you are entering the adjustment for.

Document Type is the type of document you want to adjust. The available types are:

- C) Credit Memo
- D) Debit Memo
- F) Finance Charge
- I) Invoice
- O) On-account

From Date is the earliest date a document can have and still be included as part of the adjustment batch.

To Date is the latest date a document can have and still be included as part of the adjustment batch.

Bal From is the lowest balance a document can have and still be included as part of the adjustment batch.

Bal To is the highest balance a document can have and still be included as part of the adjustment batch.

Adjustment Limit is the maximum amount of an adjustment. For example, an **Adjustment Limit** of \$10.00 adjusts the balance of all included documents by \$10.00. If the current balance is between -\$10.00 and \$10.00, Enspire sets the balance to \$0.00.

After you select the filters you want to apply, choose **Fetch** from the Actions menu.

6. From the Actions menu, choose **Fetch**. Choosing **Fetch** displays the documents that meet the filter criteria in the Invoices grid.
7. If you do not set any filter criteria, click in the Invoices grid then select the **Document** you want to adjust.

Customer and **Cust Name** identify the customer associated with the document.

8. **Reason** displays the selected **Reason Code**. If you want to assign a different reason code, select it in **Reason**.

Invoice Date displays the date the document was created.

9. In **Location**, select your profit center associated with the adjustment.
10. In **Dept**, select the department for the adjustment. **Dept** is inactive if you do not use departments.
11. **Account** displays the general ledger account and sub-account associated with the selected reason code. If you want to assign a different account, select it in **Account**.

Current Balance displays the current balance on the document.

12. In **Adjust Amount**, type the amount of the adjustment.

Adjusted Balance displays the new balance associated with the document. To calculate this amount, Enspire adds the amount in **Adjust Amount** to the current balance. If the sales tax is being adjusted, **Adjusted Balance** also includes that amount.

Tax Adjust Amount displays the amount of the sales tax adjustment. For information, click Sales Tax Adjustment.

13. When you have finished typing adjustment amounts, you can save the batch or choose **Post** to post it. If you save the batch without posting it, you can modify it at a later time. For information on posting batches, click **Posting** at the beginning of this topic.

Printing AR Adjustment Documents

When you have finished entering an adjustment batch, you can print the adjustment journal and distributions.

- The adjustment journal lists the adjustments in the batch.
- The adjustment distributions include the general ledger accounts that were debited or credited when you posted the adjustment batch.

To print these documents from AR Adjustments:

1. From the File menu, choose **Print Select** or **Print Preview**.
2. In the Document Print selection dialog, select **Adjustment Journal** or **Adjustment Distributions**.
3. Click **OK**.

When you click **OK**, the selected document is displayed in the Report Explorer. From here, you can choose **Print** from the File menu to print it.

Applying Customer Payments

The Check Application dialog allows you to apply customer payments, on-accounts, deposits, and credit memos to invoices. You apply payments to invoices in the Checks section. You apply on-accounts, deposits, and credit memos to invoices in the Credits section.

If you want to apply payments automatically, choose **Auto Apply Checks** from the Actions menu.

NOTE: To apply on-accounts, deposits, and credit memos in Check Application, the customer must have a payment included in the Check Entry batch you select in step 2 below. If the customer does not have a payment included in the batch, you must use Credit Application instead of Check Application.

You can also create on-accounts and deposits. For information, click On-Accounts and Deposits.

To apply a payment to one or more invoices:

1. Open the Check Application dialog (Transactions>Accounts Receivable>Check Application).
2. Open the Check Entry batch that contains the payment or payments you want to apply.

To open a batch: From the File menu, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.

3. Make sure the Checks section is displayed. If this section is not displayed, click the **Checks** tab.
4. If you want to load all invoices for the payments listed in the Checks grid, choose **Load All Check App Invoices** from the Actions menu.
5. In the Check grid, select the payment you want to apply. The Checks section of the Check Application dialog allows you to apply check, cash, and credit card payments to customer invoices.

The Check grid lists the information, including customer and amount, for each payment you want to apply to the designated invoice or invoices.

- **Cust #** and **Cust Name** identify the customer making the payment.
- **Type** is the type of payment. The types are: 1) Check, 2) Cash, and 3) Credit Card.
- **Suspend** identifies whether the payment has been suspended. To suspend a payment, you choose **Suspend** from the Actions menu. For more information, click Actions menu.
- **Check #** is the number of the check or credit card used to make the payment.
- **Is Deposit** identifies whether the payment is a deposit. To create a deposit, you choose **Create Deposit** from the Actions menu. For more information, click Actions menu.
- **Orig Order #** is the number of the original order associated with the deposit. **Orig Order #** does not apply if the payment is not a deposit.
- **Action** identifies whether the payment is a payment, a deposit, or an on-account.

- **Amount** is the amount of the payment.
- **Amount Applied** is the amount of the payment applied to the invoice, or as a deposit or on-account.
- **Remaining Balance** is the amount remaining to apply.
- **XR Gain** is the gain achieved based on the exchange rate.

The Invoices grid lists the invoices to which you can apply the payment.

- **Sel** identifies whether the invoice is selected for payment. Leave **Sel** unselected for the invoices that you do not want to include in the payment. A check mark identifies the invoice as selected. If you do not want to include an invoice, click **Sel** to remove the check mark and unselect **Sel**.
- **Document** displays the number of the invoice.
 - **Cust #** and **Ship#** identify the customer and ship-to location associated with the invoice.
 - **Invoice Date** is the date the invoice was created.
 - **Due Date** displays the date on which the payment is due.
 - **PO #** is the customer's purchase order number associated with the invoice.
 - **Order #** is the number of the order that generated the invoice.
 - **Payment** is the amount of the payment applied to the invoice.
 - **Allowance** is the amount of the allowance for this invoice.
 - **Acct #** is the general ledger account that is debited the amount of the allowance. The default account is the A/R Payment Allowances account selected in the Company GL Account dialog (File Maintenance>Company>GL Accounts).
 - **Original Balance** is the original amount of the invoice.
 - **Original XCRate** is the exchange rate at the time the invoice was created.
 - **Profit Ctr** is the profit center that has its account debited the amount of the allowance.
 - **Remaining Bal** is the amount still owed on the invoice.

The Invoice Details display information for the invoice selected in the Invoices grid.

- **Terms** and **Terms Description** identify the terms of sale that apply to the customer. For information on terms of sale, click the Terms of Sale button at the beginning of this topic.
- **Days Late** is the number of days the payment is late.
- **Customer's Last Payment** displays the date of the customer's most recent payment.
- **Average Days to Pay** displays the average number of days the customer takes to pay

you.

- **Original Balance** is the original balance of the invoice.
 - **Current Balance** is the amount still owed on the invoice after the payment has been applied.
 - **Pending Payments** displays the amount of the payments still to be made toward the invoice.
 - **Interest** is the amount of interest owed on the invoice.
 - **Late Fee** is the amount of the late fee owed on the invoice.
6. In the Invoice grid, select the **Sel** box for each invoice you want to apply the payment to. Even if you do not select **Sel**, the invoice is still unavailable to other processes in Enspire. To make the invoice available, you can choose **Release Unselected Invoices** from the Actions menu. Posting the batch also releases unselected invoices.
 7. In **Payment**, type the amount you want to apply to the invoice. If you have not selected **Sel**, typing a payment amount automatically selects **Sel**.

If the terms of sale assigned to the customer includes a discount, that discount appears in **Allowance** when you select **Sel**.

8. If you want to apply a discount, you can accept the amount that appears in **Allowance**, type a different amount, or click the button in the **Allowance** field to display the Discount Table dialog. This dialog lists the discounts that are available to the customer based on the customer's terms of sale. Double click the discount you want to apply. If you do not want to apply a discount from the Discount Table dialog, click the **x** in the top right of the dialog to close it.
9. In **Acct #**, select the general ledger account that is debited the amount of the allowance. The default account is the A/R Payment Allowances account selected in the Company GL Account dialog (File Maintenance>Company>GL Accounts).
10. In **Profit Ctr**, select the profit center that has its account debited the amount of the allowance.
11. When you have finished applying payments, deposits, and/or credit memos to invoices, you can save the batch or choose **Post** to post it. If you save the batch without posting it, you can modify it at a later time. If any of the payments in the Check grid have a remaining balance, you cannot post the batch. You can save the batch and post it later or you can create an on-account or a deposit.

To apply a credit memo, on-account, or deposit to one or more invoices:

1. Open the Check Application dialog (Transactions>Accounts Receivable>Check Application).
2. Open the batch that contains the credit memo, on-account, or deposit you want to apply. To open a batch: From the File menu, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
3. Make sure the Credits section is displayed. If this section is not displayed, click the **Credits** tab.

The Credits section of the Check Application dialog allows you to apply credit memos, on-account amounts, and deposits to customer invoices. This section includes the following grids: Credit, Deposit, and Invoice. The Credit grid appears when you click

Credit Memos and OnAcct. The Deposit grid appears when you click **Deposits**. These grids contain the same information.

- **Cust #** and **Cust Name** identify the customer associated with the deposit or on-account.
- **Doc Code** identifies the credit as an O) on-account or D) deposit.
- **Invoice** displays the number of the on-account or deposit.
- **Original Balance** is the original amount of the on-account or deposit.
- **Invoice Date** is the date the on-account or deposit was created.
- **Current Balance** is the amount of the on-account or deposit remaining to be applied.
- **Amount Applied** is the amount of the on-account or deposit that has been applied.
- **Pending Balance** is the amount of the on-account or deposit remaining to apply.

The Invoices grid lists the invoices to which you can apply the on-account or deposit.

- **Sel** identifies whether the invoice is selected for payment. Leave **Sel** unselected for the invoices that you do not want to include in the payment. A check mark identifies the invoice as selected. If you do not want to include an invoice, click **Sel** to remove the check mark and unselect **Sel**.
 - **Document** displays the number of the invoice.
 - **Cust #** and **Ship#** identify the customer and ship-to location associated with the invoice.
 - **Invoice Date** is the date the invoice was created.
 - **Due Date** displays the date on which the payment is due.
 - **PO #** is the customer's purchase order number associated with the invoice.
 - **Order #** is the number of the order that generated the invoice.
 - **Payment** is the amount of the payment applied to the invoice.
 - **Original XCRate** is the exchange rate at the time the invoice was created.
 - **Allowance** is the amount of the allowance for this invoice.
 - **Remaining Balance** is the amount still owed on the invoice.
- The Invoice Details display information for the invoice selected in the Invoices grid.
- **Days Late** is the number of days the payment is late.
 - **Terms** and **Terms Description** identify the terms of sale that apply to the customer. For information on terms of sale, see Terms of Sale.
 - **Customer's Last Payment** displays the date of the customer's most recent payment.

- **Average Days to Pay** displays the average number of days the customer takes to pay you.
 - **Original Balance** is the original balance of the invoice.
 - **Current Balance** is the amount still owed on the invoice after the payment has been applied.
 - **Pending Payments** displays the amount of the payments still to be made toward the invoice.
 - **Current Discount Available** is the amount of the discount currently available to the invoice.
4. To apply a credit memo or an on-account balance, click **Credit Memos and OnAcct**. Or, to apply a deposit, click **Deposits**.
 5. In the Credit grid, select the credit memo or on-account amount you want to apply. Or, in the Deposits grid, select the deposit you want to apply.
 6. In the Invoice grid, select the **Sel** box for each invoice you want to apply the credit memo, on-account, or deposit to. Even if you do not select **Sel**, the invoice is still unavailable to other processes in Enspire. To make the invoice available, you can choose **Release Unselected Invoices** from the Actions menu. Posting the batch also releases unselected invoices.
 7. In **Payment**, type the amount you want to apply to the invoice.
 8. When you have finished applying payments, deposits, and/or credit memos to invoices, you can save the batch or choose **Post** to post it. If you save the batch without posting it, you can modify it at a later time. For information on posting batches, click **Posting** at the beginning of this topic.

Check Application Actions Menu Options -

The following commands are available on the Check Application Actions menu. They are listed in alphabetical order.

- **Auto Apply Checks** automatically applies a check to an invoice when the amount of the check equals the amount of the invoice. For example, if you have a check for \$200 and a check for \$300 as well as an invoice for \$200 and an invoice for \$300, choosing **Auto Apply Checks** automatically applies the \$200 check to the \$200 invoice and the \$300 check to the \$300 invoice.

If you choose **Auto Apply Checks** and no checks can be automatically applied, a message appears and gives you the option of applying the checks based on the earliest due date of the invoices. Click **Yes** on the message to apply the checks. Click **No** if you do not want to apply the checks automatically.

- **Create Deposit** identifies the payment selected in the Check grid as a deposit. For information, click On-Accounts and Deposits.
- **Create On-Account** places the amount of the payment on the customer's account. For information, click On-Accounts and Deposits.
- **Load All Check App Invoices** retrieves at one time all invoices that are associated with the payments in the Check grid. When you open a batch in Check Application, Enspire retrieves only the invoices associated with the payment currently selected in the Check grid. When you select a different payment, Enspire retrieves the invoices associated with that payment. The **Load All Check App Invoices** command gives you the option of retrieving all invoices at once instead of retrieving them payment by payment. When you use this command, you can move from one payment to the next without waiting for Enspire to retrieve the associated invoices. This command

does not affect the invoices that are retrieved. It simply eliminates the retrieval time when you select a different payment.

NOTE: Once an invoice is retrieved, it is not available to other areas of Enspire until it is released. For information, see **Release Unselected Invoices** below.

- **Refresh Open Items** updates the list of open items in the Invoice grid. The open items include invoices, debit memos, finance charges, or balance-forward amounts. For example, if you post an invoice for a customer after you have created a Check Application batch, that invoice is not automatically included in the batch. Only open items that are available when the Check Application batch was created are included in the Invoice grid. To include open items that were posted after the Check Application batch was created, use **Refresh Open Items**. This command applies only to the section that is currently displayed. For example, if you choose **Refresh Open Items** while the Checks section is displayed, the Invoice grid in the Credits section is not updated.

Additionally, if an open item is included in a different batch, it is not available to the Check Application batch. When you release the open item from the batch it is in, it becomes available to other areas of Enspire. Therefore, choosing **Refresh Open Items** will also include open items that have been released from other batches.

- **Release** unsuspects a payment. For information, see **Suspend** below.
- **Release Unselected Invoices** removes unselected invoices from the batch and makes them available to other areas of Enspire or to a different Check Application batch. If an invoice is included in a Check Application batch, it is not available to other Enspire processes until you release it. Therefore, an invoice that you expect to see in a different batch may not show up there because it is currently included in a Check Application batch. When you post a Check Application batch, unselected invoices are released automatically.
- **Remove Deposit** removes the deposit designation of the check selected in the Check grid.
- **Suspend** allows you to exclude payments when you post the batch. For example, if you want to research a payment but you do not want it to delay posting other payments, you can suspend it. Enspire ignores any payment that you suspend. If one or more invoices is selected, you cannot suspend the payment. To unsuspect a payment, choose **Release**.

Check Entry

Check Entry allows you to record payments you receive from customers. The payments can be checks, cash, or credit cards and Enspire keeps track of each type of payment that you enter.

While different users can create check batches simultaneously, you cannot enter payments from the same customer in different batches. After payments are added to a batch, you can print a deposit slip and a Cash Application Worksheet. For information, click [Printing Check Entry Documents](#).

As you enter payments, Enspire automatically sorts them based on the selected column heading. For instructions on keeping payments in the same order as you entered them, click [Displaying Payments in the Order You Enter Them](#).

To record customer payments:

1. Open the AR Check Entry dialog (Transactions>Accounts Receivable>Check Entry).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. In **Bank**, select the bank where you will deposit the payments you are entering.

After you select a bank, the **Bank Name** and **Currency** appear.

5. If the Checks section is not displayed, click the **Checks** tab.
6. Click in the Checks grid.
7. Select the **Customer** you are entering the payment for.

Customer Name displays the name of the selected customer.

8. Select the **Type** of payment. The types are: a) Check, b) Cash, and c) Credit Card.
9. If the payment is a deposit, select **Deposit**. Leave **Deposit** unselected if the payment is not a deposit. For example, you may require that a customer put down a 10 percent deposit before you guarantee a large order.

If you select **Deposit**, you have the option of entering an order number associated with the deposit.

10. Type a **Reference #**. This number is used to identify the payment. If the payment **Type** is 1) Check, **Reference #** is typically the check number.
11. If the payment is a deposit to be applied to a specific order, type the order number in **Orig Order #**.
12. Type the **Amount** of the payment.

13. From the File menu, choose **Save**.
14. When you have finished entering payments, you can print a deposit slip and/or a cash application worksheet. Printing these documents is optional. For information, click Printing Check Entry Documents.

Printing Check Entry Documents

When you have finished entering payments in a Check Entry batch, you can print a deposit slip and a Cash Application Worksheet.

- The bank deposit slip identifies the bank where you will deposit the payments and also includes the customer, payment type, the amount of each payment, and the total to be deposited.
- The Cash Application Worksheet lists the credits and invoices associated with the customers selected in the Check Entry batch. The worksheet allows you to make notes about how you will apply the payments before you process Check Application.

To print these documents from Check Entry:

1. From the File menu, choose **Print Select** or **Print Preview**.
2. In the Document Print selection dialog, select **Bank Deposit** or **Cash Application Worksheet**.
3. Click **OK**.

When you click **OK**, the selected document is displayed in the Report Explorer. From here, you can choose **Print** from the File menu to print it.

Credit Application

Credit Application allows you to apply customer credit memos, on-accounts, and deposits to open items. The open items include invoices, debit memos, finance charges, or balance-forward amounts.

To apply a customer credit memo or deposit to an open item:

1. Open the Credit Memo Application dialog (Transactions>Accounts Receivable>Credit Application).
2. In the Customers with Credits grid, double click the customer that has a credit you want to apply.

Customer with Credits Grid

This grid lists the customers that have credits you can apply to open items. Double click a customer to display its credits and open items.

- **Customer No** and **Customer Name** identify the customer.
- **Credit Balance** displays the amount of credit the customer currently has.
- **Credit Count** displays the number of credits (credit memos, on-accounts, and deposits) the customer currently has.

When you double click a customer, the customer's credits appear in the Credits for Customer grid:

Credits for Customer Grid

This grid lists the credits that the customer currently has.

- **Credit No** identifies the credit. A plus sign (+) next to the credit number indicates that it has been selected to be applied to one or more invoices. Click the plus sign to display the invoices. Click the minus sign (-) to hide the invoices.
- **Doc Code** is the type of credit. The options are: C) Credit memos, O) On-accounts, and D) Deposits.
- **Invoice Date** is the date the credit was created.
- **Original Balance** is the original amount of the credit.
 - **Current Balance** is the amount of the credit remaining to be applied.
 - **Amount Applied** is the amount of the credit that has been applied to the selected invoice or invoices.
 - **Pending Balance** is the amount of the credit that will be available after the amount in **Amount Applied** is posted.

And the customer's open items you can apply the credits to appear in the Invoices for Customer grid.

Invoices for Customer Grid

This grid lists the invoices for the selected customer.

- **Invoice No** is the number of the invoice.
 - **Doc Code** identifies the type of document. The types are: I) Invoices, D) Debit Memos, F) Finance Charges, and B) Balance-forward Amount.
 - **Invoice Date** is the date the invoice was created.
 - **Due Date** is the date the invoice is due.
 - **PO No** is the customer purchase order number associated with the invoice.
 - **Order No** is the order that generated the invoice.
 - **Original Balance** is the original amount of the invoice.
 - **Current Balance** the amount of the invoice that is still outstanding.
 - **Payment Amount** is the amount of the credit or credits that has been applied to the invoice.
 - **Pending Balance** is the amount of the invoice that will still be outstanding after the amount in **Payment Amount** is posted.
3. Use one of the techniques described below to apply the credit to one or more open items. The techniques are: Selecting Invoices, Entering Invoice Numbers, and Assigning Credits to Invoices.
 4. If you want to remove one or more credits from an open item, click the plus sign (+) next to the open item. In the list that appears below the open item, select the credit you want to remove. Press the DELETE key on your keyboard.
 5. If you want to remove one or more open items from a credit, click the plus sign (+) next to the credit. In the list that appears below the credit, select the open item you want to remove. Press the DELETE key on your keyboard.

Selecting Invoices

This procedure allows you to apply a credit to one invoice at a time.

1. In the Credits for Customer grid, select the credit you want to apply.
2. In the Invoices for Customer, select the open item you are applying the credit to.
3. Press the SPACE BAR on your keyboard.

When you press the SPACE BAR, the open item is selected and a plus sign (+) appears next to it. You can click the plus sign to display information for the credit or credits assigned to the open item. Click the minus sign (-) to hide this information.

4. When you are ready to post the credit application, choose **Post** from the Actions menu.

Entering Invoice Numbers

This procedure allows you to apply a credit to multiple invoices at the same time.

5. In the Credits for Customer grid, double click the credit you want to apply. The Credit Memo Invoices dialog appears.

You enter the invoices in the Invoices Allocated to Credit Memo grid.

6. In **Invoice No**, type the number of the invoice you are applying the credit to.
7. In **Payment Amount**, type the amount of the credit you are applying to the invoice.
8. When you have finished typing invoice numbers and amounts, click **OK**. If you do not want to apply the credit to the designated invoices, click **Cancel**.

Assigning Credits to Invoices

This procedure allows you to assign multiple credits to an invoice at the same time:

1. In the Invoices for Customer grid, double click the invoice you want to apply the credit or credits to.

You enter the credits in the Credit Memos Allocated to Invoice grid.

2. In **Invoice No**, type the number of the credit you are applying to the invoice.
3. In **Payment Amount**, type the amount of the credit you are applying to the invoice.
4. When you have finished typing credit numbers and amounts, click **OK**. If you do not want to apply the credits to the invoice, click **Cancel**.

On-Accounts and Deposits

In addition to applying customer payments to invoices, Check Application (Transactions>Accounts Receivable>Check Application) gives you the option of creating on-accounts or deposits. You can view and apply the on-accounts and deposits in the Credit Memo Application dialog (Transactions>Accounts Receivable>Credit Application) as well as the Credits section of the Check Application dialog.

- On-accounts can be created if a customer overpays or if you receive a payment that does not apply to a specific order or invoice. For example, if a customer pays you \$100 when the invoice was for \$90, you can apply \$90 of the payment toward the invoice then create an on-account for \$10. Enspire would then generate a credit memo for the customer for \$10. If a customer pays you \$100 but no order has been entered for that customer yet, you can create an on-account for the entire \$100.
- Typically, you create a deposit when you require a downpayment from a customer, either in general or for a specific order. Optionally, you can enter an order number when you create a deposit. You can designate a payment as a deposit in either Check Application or Check Entry.

To create an on-account:

1. Enter the payment in a Check Entry batch (Transactions>Accounts Receivable>Check Entry).
2. Open that Check Entry batch in Check Application (Transactions>Accounts Receivable>Check Application).
3. In the Checks grid, select the payment you want to use to create an on-account.
4. From the Actions menu, choose **Create On-Account**.

This command is not available if any invoices are selected in the Invoice grid and the entire amount of the payment can be applied to the selected invoices. If only part of the payment can be applied to the selected invoices, choose **Create On-Account** to create an on-account for the remaining balance of the payment. If no invoices are selected, Enspire creates an on-account for the entire amount of the payment.

5. If you want to remove the on-account designation from the payment, select the payment then choose **Remove On-Account** from the Actions menu.
6. When you have finished, you can save the batch or choose **Post** to post it. If you save the batch without posting it, an on-account is not created and you can modify the batch at a later time.

To create a deposit in Check Application:

1. Enter the payment in a Check Entry batch (Transactions>Accounts Receivable>Check Entry).
2. Open that Check Entry batch in Check Application (Transactions>Accounts Receivable>Check Application).
3. In the Checks grid, select the payment you want to use to create a deposit.
4. From the Actions menu, choose **Create Deposit**.

This command is not available if any invoices are selected in the Invoice grid and the entire amount of the payment can be applied to the selected invoices. If only part of the payment can be applied to the selected invoices, choose **Create Deposit** to create a deposit for the remaining balance of the payment. If no invoices are selected, Enspire creates a deposit for the entire amount of the payment.

5. If you want to remove the deposit designation from the payment, select the payment then choose **Remove Deposit** from the Actions menu.
6. When you have finished, you can save the batch or choose **Post** to post it. If you save the batch without posting it, a deposit is not created and you can modify the batch at a later time.

DB/CR Memos

You use DB/CR Memos to create miscellaneous credit or debit memos. The credit or debit memos you create here do not affect commissions.

- Debit memos can be used to add an amount that was omitted from an invoice or to restore charges when a payment was applied to an invoice in error. For example, if you forgot to charge a customer for freight, you can create a debit memo for that customer. A debit memo debits your Accounts Receivable account and credits the account or accounts you select.
- You can create credit memos here whenever you issue a credit without a return or if a return arrives with no RMA. If item returns and RMAs are involved, credit memos are generated through the RMA process. You can also create a credit memo to apply a price credit. For example, a customer did not receive the contracted price for an order and realized after receiving the invoice that they were overcharged. A credit memo credits your Accounts Receivable account and debits the account or accounts you select.

After you create a debit or credit memo, you can print it. For information, click Printing Debit or Credit Memo Documents.

NOTE: Only one debit memo or one credit memo is created per batch.

The steps below apply to creating a debit memo or a credit memo.

1. Open the DB/CR Memo dialog (Transactions>Accounts Receivable>DB/CR Memo).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. In the Type group box, select **Debit Memo** if you are creating a debit memo, or select **Credit Memo** if you are creating a credit memo.
5. Select the **Customer** you are creating the memo for.
6. Select the customer's **ShipTo** location you are creating the memo for.
7. In **Location**, select the profit center affected by the memo.
8. Select the **Reason** for the memo. To jump to information on reasons, click Reason Codes.
9. Select the **Terms** of sale for the selected customer.
10. If the memo is associated with a specific invoice, type the invoice number in **Invoice #**.

The number you type here is for information purposes only when you create the memo for a specific invoice.

11. In **Date Created**, enter the date the memo was created.
12. If you want to assign a salesperson to this memo, select an **Outside Salesrep** or an **Inside Salesrep**.
13. If the customer's **Currency** is a foreign currency, type an **Exchange Rate**.
14. Complete the Amounts group box as follows:

Gross Amount is the total amount of the memo.

Discount is the amount of the discount, if any, associated with the debit memo. If you are creating a credit memo, **Discount** is inactive. The amount entered here is subtracted from the

Gross Amount when Enspire calculates the **Total** amount.

Freight is the amount of the freight, if any, associated with the memo. The amount entered here is added to the **Gross Amount** when Enspire calculates the **Total** amount.

If the memo is taxable, select **Is Taxable**. If the memo is not taxable, leave **Is Taxable** unselected.

Total Tax displays the tax on the memo.

Total displays the total amount of the memo, including discounts, freight, and tax.

If an inventory cost is associated with the debit memo, type the cost in **Cost**. You may need to provide a cost if profit-based or margin-based sales commissions are accrued for the debit memo. For example, if you create a \$50 debit memo and \$25 of it is the cost of inventory, you do not want to pay commission on the full \$50 if the salesperson should only be paid based on profit. Typing a **Cost** of \$25 prohibits that amount from being included in the commission calculation. If you are creating a credit memo, **Cost** is inactive.

15. Type a **Description** of the memo.
16. Complete the GL Distribution grid as follows:

Acct # is the general ledger account or accounts affected by the memo. A debit memo credits these accounts. A credit memo debits these accounts.

Amount is the amount of the memo that applies to the selected account. **Percent** displays the percentage of the memo assigned to the selected account.

17. If you are creating a debit memo that has a discount and/or a cost associated with it, the GL Accounts group box becomes active. Complete this grid as follows:

Discount Account is the general ledger account credited by the discount associated with the debit memo. **Amount** displays the amount entered in **Discount**.

Cost of Sales is the general ledger account credited by the cost associated with the debit memo. **Amount** displays the amount entered in **Cost**.

Inventory Account is the general ledger account debited by the cost associated with the debit memo. **Amount** displays the amount entered in **Cost**.

18. When you have finished creating the memo, you can save the batch or choose **Post** to post it. If you save the batch without posting it, you can modify memo at a later time. For information on posting batches, click **Posting** at the beginning of this topic.

Printing Debit or Credit Memo Documents

When you have finished entering a credit memo or a debit memo, you can print the memo, a memo register, and a list of the memo distributions.

- The debit memo includes the reason for the memo, the customer it was created for, the amounts for freight, tax, and discounts, and the total amount of the debit memo.
- The memo register presents the memo information in a different layout.
- The memo distributions include the general ledger accounts that were debited or credited.

To print these documents from DB/CR Memos:

1. From the File menu, choose **Print Select** or **Print Preview**.
2. In the Document Print selection dialog, select **Memo Document Print**, **Memo Register** or **Memo Distributions**.

Memo Distributions is not available until after you post the debit or credit memo. You must print the distributions before you exit the DB/CR Memo dialog. Otherwise, this option will not be available.

3. Click **OK**.

When you click **OK**, the selected document is displayed in the Report Explorer. From here, you can choose **Print** from the File menu to print it.

Invoice Corrections - Accounts Receivable

Invoice Corrections allows you to correct general information on an invoice, such as pay-from, invoice date, and terms. You also use Invoice Corrections to mark an invoice as disputed. For more information, refer to Disputed Invoices.

You do not use Invoice Corrections to change the amount due for an invoice. To change the amount, you create an A/R adjustment.

NOTE: If you change the terms of sale when you correct an invoice, a message appears and gives you the option of recalculating the due date based on the new terms. Click **Yes** in the message to recalculate the due date. Click **No** if you do not want to recalculate the due date. For example,

To create an invoice correction:

1. Open the Invoice Corrections dialog (Transactions>Accounts Receivable>Invoice Corrections).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. Select the **Invoice** you want to correct. An invoice is not available here until it has been posted. If an invoice has not been posted, you can open it in Order Entry and make some of the corrections listed here, such as customer purchase order number and terms.
5. In the Corrections group box, make your corrections to any or all of the following information.

PayFrom is the customer responsible for paying the invoice.

ShipTo is the customer's ship-to location to which you ship the items associated with the invoice.

Invoice Date is the date the invoice was created.

Terms identifies the payment terms for this invoice. If you change the terms of sale, a message appears and gives you the option of recalculating the due date based on the new terms. Click **Yes** in the message to recalculate the due date. Click **No** if you do not want to recalculate the due date.

Currency is the currency used by the customer to pay this invoice.

Disputed identifies whether this invoice is under dispute. A check mark indicates the invoice is under dispute. For more information, refer to Disputed Invoices.

Dispute Date is the date the invoice first became disputed.

Release Dispute Date is the date the invoice is no longer being disputed.

Fax Date is the date you faxed the invoice to the customer.

Customer PO is the customer's purchase order number associated with the invoice.

Exchange Rate is the rate between your currency and the foreign currency, if applicable, used to pay the invoice.

COD identifies whether this invoice is COD. A check mark indicates that the invoice is COD.

COD Tag is the tag number associated with the COD.

Department is the customer's department associated with the invoice.

Dispute Memo allows you to type additional information about a disputed item.

6. When you have finished creating the invoice correction, you can save the batch or choose **Post** to post it. If you save the batch without posting it, you can modify it at a later time. For information on posting batches, click **Posting** at the beginning of this topic.

You can select to display the Billing Recap information in your **Domestic Currency** or, if applicable, the **Foreign Currency**.

- **Gross Amount** is the gross amount of the invoice.
- **Discount** is the total amount of all discounts that apply to the invoice.
- **Freight** is the freight charges associated with the invoice.
- **Tax** is the amount of the tax applied to the invoice.
- **Total** is the amount charged to the customer. The total is the gross amount, minus the discount, plus the tax and freight.
- **Current Balance** is the amount the customer currently owes on the invoice.
- **# of Payments** is the number of payments made on the invoice.
- **Total Paid** is the total amount of the invoice the customer has paid so far.
- **Last Paid** is the date of the last payment made on the invoice.
- **Last Payment** is the amount of the last payment made on the invoice.
- **Last Check** is the check number used to make the last payment on the invoice.
- **Last NSF** identifies the most recent insufficient funds check received for this invoice.
- **Allowances** is the amount of the allowances.
- **Adjustments** is the amount of the adjustments made to the invoice.
- **Refunds** is the amount of the refunds made to the customer based on this invoice.
- **CM Applied** displays the amount of all credit memos applied to this invoice.

Disputed Invoices

If a customer wants to dispute an invoice, debit memo, or finance charge, you designate it as disputed in Invoice Corrections.

- Placing an open item in dispute prevents aging of the open amount.
- An invoice or debit memo in dispute does not accrue finance charges. Note: For invoices, you have the option to calculate the finance charge without subtracting the disputed invoices from total amount for finance charges. The CO Miscellaneous Control File - Company Section contain the **Subtract Disputed Invoices from total Amount for Finance Charges** setting, which provides you the option to calculate finance charges without subtracting the disputed invoices from the total. If the option is set to True (Checked), which is the default, the system the system calculates finance charges after subtracting any disputed invoices from the total outstanding amount. If you want to calculate the finance charge without subtracting the disputed invoices from total amount, de-select (Uncheck) the Subtract Disputed Invoices from total Amount for Finance Charges option.
- Disputed items are excluded from credit limit consideration and will not contribute to placing a credit hold on the account.
- Disputed items remain active in the system until paid in full or adjusted to zero.
- Disputed items may be processed as any other non-disputed item.
- When the disputed flag is removed from an unpaid item, the aging and finance charge accrual are calculated as if the dispute never occurred.

To identify an open item as disputed:

1. In the Invoice Corrections dialog (Transactions>Accounts Receivable>Invoice Corrections), open or create a batch.
2. Select the invoice, debit memo, or finance charge being disputed.
3. Select **Disputed**.
4. If you want to include a note about the dispute, type it in **Dispute Memo**.
5. Save or post the batch.

NSF Checks

An NSF (insufficient funds) check occurs when your bank returns a previously applied customer check because of insufficient funds in the customer's account. Recording an NSF check reverses the effects of the previous payment application. After checks are added to a batch, you can print a deposit slip and a Cash Application Worksheet. For information, click Printing Check Entry Documents.

Note: If you do not know the check number of the NSF check, you must create a debit memo instead of an NSF check.

To enter an NSF check:

1. Open the NSF Checks dialog (Transactions>Accounts Receivable>NSF Checks).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. Click in the Customer grid then press the INSERT key on your keyboard.
5. Select the **Customer** that gave you the NSF check.

Cust Name displays the name of the selected customer.

6. Select the **Bank** that processed the NSF check.
7. In **Check**, type the check number.

Currency displays the customer's currency.

Processed displays the number of times the bank has processed the check.

Date Paid displays the date the customer made the payment.

Check Amount displays the amount of the insufficient check.

Foreign Amount displays the amount of the check written in foreign currency.

The Invoice grid displays each invoice you applied the check to. This grid is discussed below.

8. When you have finished adding NSF checks, you can save the batch or choose **Post** to post it. If you save the batch without posting it, you can modify it at a later time. For information on posting batches, click **Posting** at the beginning of this topic.

Invoice Grid

The Invoice grid displays each invoice you applied the check to.

- **Doc #** is the number of the invoice the check was applied to.
- **Date Applied** is the date the check was applied to the invoice.
- **Amount Applied** is the amount of the check applied to the invoice.
- **Commission (Cash Basis)** is the amount of the commission paid based on the amount of the

check applied to the invoice. This amount displays commission paid on a cash basis, not an accrual basis.

- **Tax (Cash Basis)** is the amount of the tax associated with the portion of the check applied to the invoice. This amount displays tax paid on a cash basis, not an accrual basis.

Printing NSF Check Documents

When you have finished entering an NSF check batch, you can print the NSF check register and distributions.

- The NSF check register lists the NSF checks in the batch.
- The NSF check distributions include the general ledger accounts that were debited or credited when you posted the NSF check batch.

To print these documents from NSF Checks:

1. From the File menu, choose **Print Select** or **Print Preview**.
2. In the Document Print selection dialog, select **NSF Check Register** or **NSF Check Distributions**.

NSF Check Distributions is not available until after you post the NSF check batch. You must print the distributions before you exit the NSF Checks dialog. Otherwise, this option will not be available. However, you can print the distributions from the Report Explorer.

3. Click **OK**.

When you click **OK**, the selected document is displayed in the Report Explorer. From here, you can choose **Print** from the File menu to print it.

Refund Checks

Refund Checks allows you to issue refund checks to customers who have unused credit items such as credit memos and on-account records. When you create a refund check, the credit is no longer available and does not appear in Credit Application or Check Application. If you void the refund check, the credit becomes available again.

To create a refund check:

1. Open the Refund Checks dialog (Transactions>Accounts Receivable>Refund Checks).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. In the Filters group box, select the filters, if any, that you want to apply.

Customer allows you to select a specific customer. If you want to retrieve credit memos and/or on-accounts for several customers, but do not want to retrieve all customers, you can retrieve customers one at a time. To retrieve them one at a time, select a **Customer** then select **Credit Memos** and/or **On-Accounts**. From the Actions menu, choose **Fetch**. Credit memos and/or on-accounts are retrieved for the selected customer and placed in the check grid. Repeat those steps for each customer you want to create refund checks for. The Checks grid contains credit memos and/or on-accounts for all customers you retrieve. If you leave **Customer** blank, Enspire retrieves credit memos and/or on-accounts for all customers.

Credit Memos retrieves credit memos when you choose **Fetch**. If you do not want to retrieve credit memos, unselect **Credit Memos**.

On-Accounts retrieves on-accounts when you choose **Fetch**. If you do not want to retrieve on-accounts, unselect **On-Accounts**.

5. Select the **Bank** that will process the refund check.
6. If you want to use the electronic signature set up for the bank, select **Use Signature**. Leave this option unselected if you do not want to use the electronic signature. You create an electronic signature in the Bank Account Maintenance dialog. To jump to information on that topic, click **Banks**.
7. If the Check section is not currently displayed, click the **Check** tab.
8. From the Actions menu, choose **Fetch**. Choosing **Fetch** displays the credit memos and/or on-account balances associated with the customer.
9. To issue a full or partial refund for a credit memo or on-account, select **Pay** in the Check grid.

Customer # and **Cust Name** identify the customer you are creating the refund for.

Document is the credit memo or on-account you are creating the refund for. CM in the document number identifies it as a credit memo. OA in the document number identifies it as an on-account.

Balance is the balance remaining on the document.

Invoice Date is the date the credit memo or on-account was created.

10. In **Refund**, type the amount of the refund check.
11. If you want to include a comment with any or all of the refund checks, complete the Comment group box as follows:

In the Check grid, select the document you want to create a comment for. Click in the text box and type the comment.

Print Comment determines whether you include the comment when printing the refund check. To print the comment, select a credit memo or on-account balance in the Refund Checks grid, then select Print Comment.

Apply to All, when selected, applies the comment to each refund in the batch. Leave **Apply to All** unselected to apply the comment only to the credit memo or on-account balance currently selected in the Checks grid.

12. Print the refund check. To display the procedure for printing refund checks, click Printing Refund Checks.
13. When you have finished creating refund checks, you can save the batch or choose **Post** to post it. If you save the batch without posting it, you can modify it at a later time. For information on posting batches, click **Posting** at the beginning of this topic.

Printing Refund Checks

1. In the Refund Checks dialog, select the credit memos and/or on-accounts you want to print refund checks for.
2. To print the check, choose **Print Select** from the File menu. If you want to preview the check before you print it, choose **Print Preview**.
3. In the Document Print Selection dialog, select the document you want to print then click **OK**.

First, you must print the **Preliminary Check Register**. After the preliminary check register prints and you are ready to print the checks, repeat step 2 and select **Print Checks**. The Check Print dialog appears.

4. In the Check Print dialog, make sure **Print** is selected for each check that you want to print. If you do not want to print a check, unselect **Print**.
5. After you print the checks, you can open the Document Print Selection dialog and print the **Final Check Register**.
6. You can then open the Document Print Selection dialog and print the **Refund Distributions**, which shows you how the refund check affects your general ledger.

Refund Distributions is not available until after you post the batch. You must print the distributions before you exit the Refund Checks dialog. Otherwise, this option will not be available. However, you can print the distributions from the Report Explorer.

7. Click **OK**.

Order Entry

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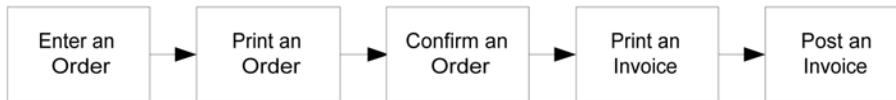
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About this Chapter

This chapter covers creating a basic order and also takes you through the order entry cycle. It also discusses order types, order status, and holds.

Order Entry Flowchart

This flowchart shows the general path an order takes from order entry through confirmation and invoice posting. Each of the procedures in the flowchart is discussed later in this chapter.



Order Types and Subtypes

When you create an order, you select an order type. The types are:

- Basic
- Drop Ship
- Direct Invoice
- Future
- Quote
- Recurring

Basic Order Type

A Basic order is a one-time order that should be shipped and invoiced as soon as possible. Enspire commits the stock when each item quantity is entered. If stock is unavailable for an order line, the line can be converted to a special order or retained as a backordered line item. When you create a basic order, you must select a subtype. The subtypes are: Blind Shipment, Ship Complete, Standard, Tag & Hold, and Will Call.

Blind Shipment Subtype

Blind Shipment creates an order that you ship directly to your customer's customer. However, the order looks like it was shipped by your customer instead of by your company.

Ship Complete Subtype

A ship complete order is a basic order with an additional requirement that all items on the order must ship at the same time. If all items on the order are not in stock when the picking ticket is printed, Enspire prints SHIP COMPLETE instead of the customer address on the picking ticket. The in-stock items are picked and placed in a staging area until the remaining stock is received. You print the final picking ticket when the last of the stock is received and you can completely fill the order. The final picking ticket indicates that the order is a previously printed Ship Complete order and shows the address and the staging area where the other stock is located. If Must Ship Complete is selected for the customer, a new basic order is automatically converted to a Ship Complete order during order entry. You select Must Ship Complete in the Controls section of the Customer ShipTo dialog.

Standard Subtype

Standard creates a one-time order that should be shipped and invoiced as soon as possible. Enspire commits the stock when each item quantity is entered.

Tag & Hold Subtype

A tag & hold order is an order that will be picked from stock, placed in a staging area, but not immediately shipped. Enspire prints TAG & HOLD instead of the customer address. When the order is released, another picking ticket is printed that includes the customer address and the staging area where the stock is located. The release date is the date the order should be shipped and the cancel date is the date the order should be deleted and stock uncommitted if the order has not been released. As part of the close-day process, Enspire indicates which tag and hold orders should be released or deleted.

Will Call Subtype

A will call order is an order that the customer will pick up at your location. Because you do not ship the order, Enspire prints WILL CALL instead of the customer address. You confirm the order and proceed with invoicing after the customer picks up the order. The ship date is the expected date of pickup. Optionally, you can enter the release time of day for the pickup date.

Direct Invoice

A direct invoice order allows you to print an invoice quickly from within Order Entry. This type is typically used for point-of-sale transactions.

Drop Ship Order Type

A drop ship order is an order that will ship from a warehouse location other than the warehouse assigned to the customer. A drop ship order is used when the order entry operator knows ahead of time that the assigned warehouse has no stock available for the desired items. You cannot assign a drop ship order type to an order. Enspire creates a drop ship order automatically when you select a disposition of drop ship.

Future Order Type

A future order is an order that is released at a later date, typically more than 30 days from today's date. Enspire does not commit stock for a future order until it is released. The earliest release date for a future order is equal to the longest lead-time for any item on the order plus fourteen days. Enspire automatically releases future orders when the day prior to the release date is closed. When the order is released, Enspire commits the stock, if available. If stock is unavailable when the order is released, Enspire automatically initiates a backorder.

Quote

A quote allows you to provide customers or prospects with pricing and availability information. Quotes can include taxes, carriers, shipping charge, and minimum order charges. No stock is committed and no documents, such as pick tickets and packing slips, can be generated from a quote.

Recurring Order Type

A recurring order is an order that is shipped on a regular basis, such as daily, weekly, or monthly. Use this order when the same items and quantities are shipped for every recurring order. Enspire commits stock, if available, when the order is released. If stock is unavailable when the order is released, Enspire automatically initiates a backorder.

Recurring Order Type

A recurring order is an order that is shipped on a regular basis, such as daily, weekly, or monthly. Use this order when the same items and quantities are shipped for every recurring order. Enspire commits stock, if available, when the order is released. If stock is unavailable when the order is released, Enspire automatically initiates a backorder.

Remote

A remote order is an order placed by a customer then released into Enspire. When you release remote orders, they are converted to basic sales orders with a status of Entered and available stock is committed.

What the Order Status Means

An order's status identifies where that order is within the order entry process. For example, an order status of Printed means that the order has been created and printed and is now ready to be confirmed. The status options are: Entered, Printed, and Shipped.

- Entered indicates that the order is either partially or completely entered, but a packing slip or a picking ticket has not yet been printed.
- Printed indicates that at either a packing slip or a picking ticket has been printed for the order
- Shipped indicates that the order has been confirmed, an invoice has been created, and that all lines on the order have a disposition of Completed Line. If one or more lines on the order has a disposition other than Completed Line, the order's status is reset to Entered.

Order Line Dispositions

Initially, Enspire assigns a disposition to an order line based on the order type, item type, and/or available quantity. In some cases, you can change the disposition. The dispositions are as follows:

- Back Order – Applies if back orders are allowed and there is not sufficient quantity to fill the order line.
- Completed – Indicates there is enough quantity on-hand to fill the line.
- Drop Ship – Creates a drop-ship order for the item and ships the item from the warehouse selected in the Drop Ship Warehouse Selection dialog. This dialog appears when you select the Drop Ship disposition. Select the drop-ship warehouse, then click OK. The Document field in the Items grid displays the drop ship order number.
- Future – Applies if you will ship the item at a later date. The earliest ship date for the line must be greater than today's date plus the items' lead time (as set in the Reorder section of the Warehouse Item Master dialog) plus the future release days (as set in the Order Entry section of the Miscellaneous Control File dialog).
- Miscellaneous – Assigned to Miscellaneous Debit or Credit items.
- Purchase Order – Creates a purchase order for the item. The Costulator appears and allows you to select a vendor from which to purchase the item. The Document field in the Items grid displays the purchase order number.

- Recurring – Assigned to items included on orders with an order type of Recurring.
- Special Order – Makes the item available for a special order buy. For information on special order buys, see the Purchasing chapter.
- Transfer – Creates a transfer for the item and transfers the item from the warehouse selected in the Transfer Warehouse Selection dialog. This dialog appears when you select the Transfer disposition. Select the transfer warehouse, then click OK. The Document field in the Items grid displays the transfer number.
- Vendor Direct – Creates a vendor direct purchase order for the item. The Costulator appears and allows you to select a vendor from which to purchase the item. The Document field in the Items grid displays the purchase order number.
- Work Order – Occurs when you have to assemble a stocked kit rather than pull one from pre-assembled stock.
- StockAid – Indicates that the line is being filled with items from StockAid.

Hold Controls

When an order is placed on hold, it cannot be printed until the hold or holds are removed. You can set up Enspire to place orders on hold for a variety of reasons, including questionable credit, incomplete information, and outstanding balances. Managing hold orders allows you to determine which orders are ready to be processed and to view relevant information for the orders currently on hold. This information can include customer credit standing, license status, and margin levels.

Enspire includes the following types of holds.

- A) Authorization Hold – Enspire places this hold when a point-of-sale credit card payment is waiting for an authorization number. You cannot override this hold.
- B) Bad Check Hold – If you have received an insufficient funds check from a customer within a specified number of days, Enspire places that customer's orders on hold. You set the number of days in the Hold Controls section of the Miscellaneous Control File dialog.
- C) Credit Hold – If a customer exceeds its credit limit, or if the customer is due for a credit review, Enspire can place a credit hold on that customer's orders and invoices. You set credit limits and credit review dates in the Credit section of the Customer Master Maintenance dialog.
- H) Customer Margin Hold – A customer margin hold occurs if you do not achieve the specified minimum margin when selling to a customer. You establish this margin in the Pricing section of the ShipTo Locations dialog.
- I) Inactive Account Hold – If a customer has not placed an order within the specified number of days, Enspire places that customer's orders on an inactive account hold. You set the number of days in the Hold Controls section of the Miscellaneous Control File dialog.
- L) License Hold – A license hold occurs when a customer orders a regulated item and a license number is not available, either manually or from a license table.
- M) Margin Hold – A margin hold occurs if you do not achieve the specified minimum margin on an order. You establish this margin in the Hold Controls section of the Miscellaneous Control File dialog.

- N) New Account Hold – This hold type applies to new customers, based on the Date Opened date in the Information section of the Customer Master Maintenance dialog. You set the number of days a customer is considered new in the Hold Controls section of the Miscellaneous Control File dialog.
- O) Order Limit Hold – If a customer exceeds its maximum amount allowed in a single order, Enspire places the order on hold. You set the single order maximum in the Pricing section of the Customer ShipTo dialog.
- P) Past Due Hold – When the age, in days, of a customer's oldest unpaid and undisputed invoice is greater than the specified number of days, Enspire places that customer's orders on hold. You set the number of days in the Credit section of the Customer Master Maintenance dialog.
- S) Status Hold – A status hold is a manual hold that you place on a customer's ship-to location in the Customer ShipTo dialog.
- W) Warehouse Hold – A warehouse hold allows you to minimize the number of shipments for backorders and consolidate multiple backorders for shipping. You can set or remove a warehouse hold during order entry.
- Z) Zero Cost/Price Hold – If an order contains items, excluding free goods, with a zero cost or price, Enspire places the order on a zero cost/price hold.

Hold Order Management Filtering Criteria

The Filtering Criteria group box in the Hold Order Management dialog allows you to determine the orders and/or invoices made available for adding or removing holds. You can filter on any or all of the following.

- **Warehouse Code** allows you to identify a specific warehouse. Leave **Warehouse Code** blank to make available orders and invoices from all warehouses.
- The Lock Status group box determines whether you retrieve all orders and invoices that meet the filter criteria, or only documents that have one or more holds placed on them. **Locked** retrieves only documents that have one or more holds placed on them that also meet the filter criteria. **All** retrieves all documents that meet the filter criteria.
- The Customer group box allows you to retrieve orders and invoices based on a range of customers. **Begin** is the first customer in the range. **End** is the last customer in the range.
- The Document group box determines whether you retrieve invoices, orders, or both. It also allows you to retrieve documents based on a range of documents. **Orders**, when selected, includes orders in the range of documents. Leave this option unselected if you do not want to include orders. **Invoices**, when selected, includes invoices in the range of documents. Leave this option unselected if you do not want to include invoices. **Begin Doc #** is the number of the first document in the range. **End Doc #** is the number of the last document in the range.

The Filter Criteria below retrieves all orders that belong to the West warehouse that also have a document number between 77679 and 77684.

The screenshot shows a 'Filter Criteria' dialog box with the following settings:

- Warehouse Code:** WEST
- Lock Status:** All (radio button selected)
- Customer:** Begin and End fields are empty.
- Document:**
 - Orders
 - Invoices
 - Begin Doc #:** 77679
 - End Doc #:** 77684

Placing an Order on Hold Manually

The parameters you establish determine when Enspire places an order on hold automatically. However, in some instances, you may want to override the automatic hold controls and place an order on hold manually. For example, if you receive a bad check from a customer on the same day that customer places an order, you can place that order on a Bad Check Hold to make sure the order is not shipped before the bad check is entered into Enspire.

Holds that are applied manually remain in effect until hold conditions are re-evaluated and reset, which happens when you close the day. Hold conditions for an individual order are re-evaluated and reset each time you open that order. For example, if you do not enter the bad check into Enspire before you close the day or open the order, the hold is removed.

To place an order on hold manually:

1. Open the Hold Order Management dialog (Transactions>Order Entry>Hold Orders and Invoices).
2. Set the Filter Criteria you want to use to retrieve orders. Because you want to retrieve only orders, make sure **Invoices** is unselected. For information on the filters, see Hold Order Management Filtering Criteria above.
3. From the Actions menu, choose **Fetch**.

Choosing **Fetch** retrieves the orders according to your filtering criteria.

4. In the Orders grid, select the order or orders you want to place on hold.
5. In the Hold Switch group box, select the **Type** of hold you want to place. A list of the hold types is included earlier in this chapter.
6. Click **Lock**.

The holds appear under Hold Switches in the Orders grid. In the example below, order 77679 has a bad check hold and a credit hold applied to it, order 77682 has a warehouse hold applied to it, and order 77684 has a bad check hold applied to it.

Doc #	A	B	C	H	I	L	M	N	D	P	S	W	Z
77679		B	C										
77682												W	
77684		B											

7. After you have applied all the holds you want to apply, choose **Post** from the Actions menu.

Removing Holds

Enspire removes holds automatically when the hold condition no longer applies. Holds that you remove manually are reset when hold conditions are re-evaluated and reset, which happens when

you close the day. Hold conditions for an individual order are re-evaluated and reset each time you open that order.

Removing Holds in Hold Order Management

1. Open the Hold Order Management dialog (Transactions>Order Entry>Hold Orders and Invoices).
2. Set the Filter Criteria you want to use to retrieve orders. Because you want to retrieve only orders, make sure **Invoices** is unselected. For information on the filters, see Hold Order Management Filtering Criteria earlier in this chapter.

3. From the Actions menu, choose **Fetch**.

Choosing **Fetch** retrieves the orders according to your filtering criteria.

4. In the Orders grid, select the order or orders you want to remove holds from.
5. In the Hold Switch group box, select the **Type** of hold you want to remove. A list of the hold types is included earlier in this chapter.
6. Click **Unlock**.
7. After you have removed all the holds you want to remove, choose **Post** from the Actions menu.

Removing Holds in Order Entry

1. Open an order in Order Entry (Transactions>Order Entry>Order Entry).
2. From the Actions menu, choose **Totals**.
3. In the Totals dialog select the hold or holds you want to remove.

In the Hold Management group box, a check mark identifies each hold that is currently placed on the order. In the example below, Order Limit is not a current hold and New Account is.



<input type="checkbox"/>	Order Limit
<input checked="" type="checkbox"/>	New Account

4. Click **OK**.

Creating a Basic Order

A basic order with a standard subtype is the most common type of order created in Enspire. The procedures and techniques used to create a basic order can be applied to the other order types.

To create a basic order:

1. Open the Sales Order Entry dialog (Transactions>Order Entry>Order Entry). When you create a new order, the **Type** defaults to B) Basic and the **Sub Type** defaults to S) Standard.

2. In **Customer**, use the lookup to select a customer.

If this customer is set up to display a class notification message, that message appears. If a mandatory memo is assigned to the customer, that memo appears. You can also choose **Memo** from the Tools menu or the  icon to display customer memos. If a hold applies to the order, you are given the option to cancel the order or continue. If open orders exist for the customer, the Open Orders dialog appears. You can select an order with a status of Entered and include additional items on that order.

3. Use the lookup to select a customer **ShipTo** location.
4. Select the **Warehouse** that will ship the order to the customer. The warehouse assigned to the ship-to location defaults here. You can change it if necessary. You assign a warehouse in the Codes section of the ShipTo Locations dialog.
5. If you are committing the stock today, leave **Commit Today** selected. If you are committing the stock later, unselect **Commit Today**.

This option determines whether stock for the order is committed today or later. The warehouse time settings and the ship-to's earliest ship days determine if **Commit Today** is available. You set the earliest days to ship in the Shipping section of the ShipTo Locations dialog. If **Commit Today** is unselected, you cannot print pick tickets or packing slips for the order. These forms are the only ones that move an order into printed status.

6. Complete the Customer Information group box as follows:

Purchase Order is the customer's purchase order number, if any, associated with the order.

Release is the customer's release number for this order.

Currency displays the currency the customer uses to pay for this order.

Exchange Rate displays the exchange rate from the customer's currency into your currency.

Carrier is the carrier that will deliver the order.

Service describes the type of service the carrier will provide for this order.

Terms are the terms assigned to the customer for this order. The Terms ID selected in the Codes section of the Customer Master Maintenance dialog appears as the default here. You can change it if necessary. If you select an installment term, a warning appears to make sure that you want to assign installment terms.

Source identifies the marketing tool that prompted the order.

Ordered By is the person who placed the order.

Department is the department of the person who placed the order.

7. Accept or change the order dates. The dates available to a basic order are as follows:

Ordered is the date you created the order.

Earliest Ship is the earliest date the order can ship.

Latest Ship is the last date the order can ship.

Cancel On is the date after which the customer can refuse an order. For example, a customer wants you to cancel an order if you cannot ship it within 10 days. In this case, you would set the **Cancel On** date to ten days from the **Ordered** date. **Cancel On** is used for informational purposes only. Enspire will not automatically cancel orders based on this date.

8. Add items to the order. For instructions, see Adding an Item to an Order below.

Adding an Item to an Order

1. Click in the Items grid.
2. In **Item**, use the lookup to select an item.

After you select an item, the Prices dialog displays the pricing options available to the customer for the selected item. In the User Profile dialog, if **Show Pricing during OE** is selected, the Prices dialog appears automatically after you select an item. Enspire automatically applies the correct price based on the pricing hierarchy. To display the Prices dialog at any time, choose **Show Prices** from the Actions menu.

You can click **B** or choose **Show BTO** from the Actions menu to access the BTO Details dialog from if you are adding a BTO Kit or a BTO Assembly.

You can click  or choose **Show Schedule** from the Actions menu to access the Schedule Plan dialog, which is used to set up a scheduled line.

3. In **Quantity**, type the quantity you want to order.

If Enspire can commit the entire quantity to the order, the **Commit** quantity equals the ordered **Quantity** and the **Disposition** is set to C-Completed Line. If the entire quantity cannot be committed, Enspire commits the available quantity and backorders the remaining quantity. The **Disposition** is set to B - Back Order Line. If backorders are not allowed, Enspire commits the available quantity, cancels the remaining quantity, and sets the Disposition to C - Completed Line.

4. If you want to change the item's quantity unit of measure, select it in **QUM**.

An item's default quantity unit of measure appears in **QUM**. You assign the default to the item in the Pricing section of the Item Master dialog.

5. If you want to change the price, type the new price in **Price**.

Enspire automatically applies the correct price based on the pricing hierarchy. If you have the proper security clearance, you can change an item's price during order entry. In **Price**, you can type a new price or use one of the modifiers to calculate a price. For example, if you type C10, the price for the item is cost plus 10 percent. If you type L10, the price for the item is the list price minus 10 percent. For a complete list of price modifiers, see the Enspire online help.

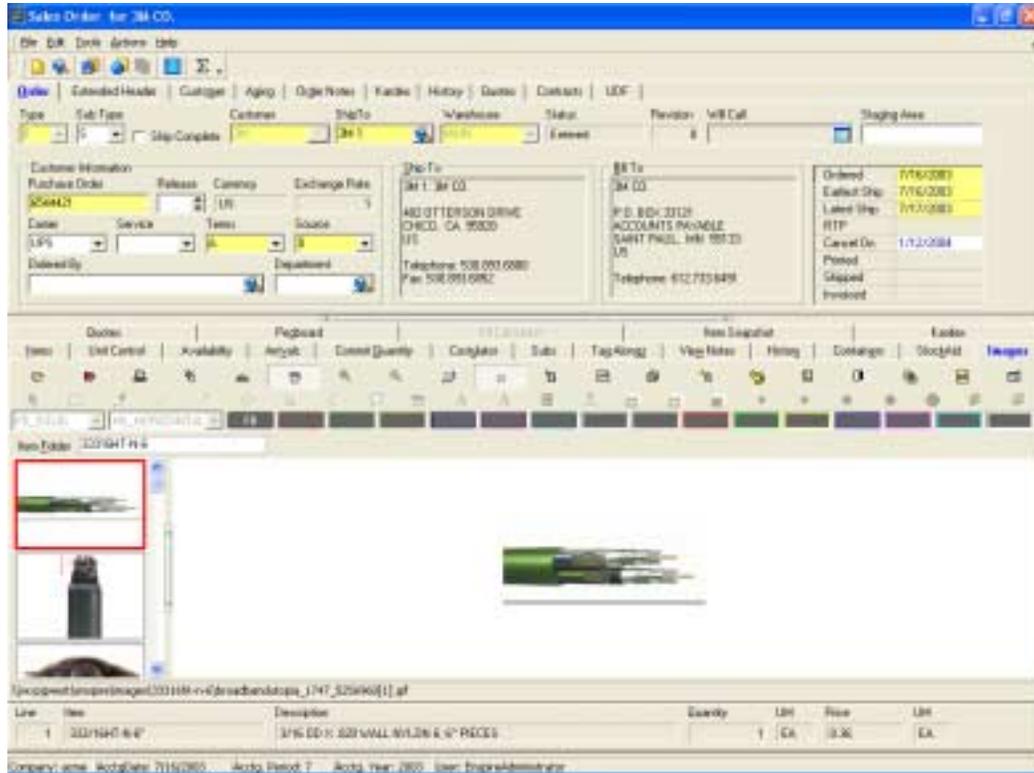
6. If you want to change the item's amount unit of measure, select it in **AUM**.

An item's default amount unit of measure appears in **AUM**. You assign the default to the item in the Pricing section of the Item Master dialog.

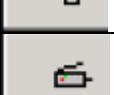
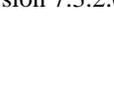
7. If necessary, change the item's **Disposition**. For information on dispositions, see Order Line Dispositions earlier in this chapter.
8. When you have finished adding items to the order, choose **Save**.

Order Entry - Images Section

The Order Entry dialog provides the same Item Imaging capabilities that are found within Item Master. The Images tab is located in the details (lower) section of the dialogue. Refer to the Item Master - Images Section for detailed instructions.



Appendix Image Tools

	Open displays the Open dialog and allows you to select an image to open. When you open an image, it does not have to be located in the image library path folder. After you open it, you can save it in that folder.
	Save allows you to save the current image in the image library path folder. Choosing Save displays the Save As dialog.
	Print sends the contents of the image area to the selected printer based on your printer group.
	Scan Image allows you to scan an image if your computer is connected to a scanner.
	Select Scanner allows you to select a scanner for scanning an image. Choosing Select Scanner displays the Select Source dialog. Here, you select a scanner then click Select .
	Toggle Panning Zooming gives you the ability to zoom to enlarge the image area or pan to a specific part of the image area.
	Zoom In increases the size of the contents of the image area. If Best Fit is selected, Zoom In is not available.
	Zoom Out decreases the size of the contents of the image area. If Best Fit is selected, Zoom Out is not available.

	Best Fit Image resizes the image to fit the image area.
	Center Image positions the contents of the image area in the center of the area.
	Reset Zoom restores the zoom to its original level.
	Cut to Clipboard removes the current image and places it on the clipboard.
	Copy to Clipboard copies the current image to the clipboard.
	Paste from Clipboard places the image on the clipboard into the image area.
	Undo Image undoes the last change to the image.
	Toggle Annotation Mode toggles the image area in and out of annotation mode. You must be in annotation mode to add or edit objects.
	Invert reverses the colors of the current image. Object colors are not inverted.
	Rotate 90 rotates the current image 90 degrees.
	Rotate 180 rotates the current image 180 degrees.
	Effect Manager allows you to change the appearance of the image. Choosing Effect Manager displays the Filters and Effects dialog.

Object Tools

	Edit Annotation allows you to select and edit objects.
	Rectangle draws squares and rectangles.
	Hilite draws a highlighted area. The foreground color determines the color of the hilite.
	Line draws a straight line.
	Arrow draws a line with an arrow point at the end.
	Ellipse draws ovals and circles.
	Polyline draws custom shapes. Each time you click in the image area, a line is drawn that is connected to the previous line. To end the drawing, right click the mouse.
	Freehand draws a continuous line as long as you hold the mouse button down.

	Polygon draws custom shapes. Each time you click in the image area, a line is drawn that is connected to the previous line. To end the drawing, right click the mouse.
	Insert Image allows you to insert a saved graphic.
	Label creates a text label with a colored background. To change the text in the label, right click the label, select Label Properties then Text . In the Text dialog, type the new text for the label. Load from File allows you to import text into the label. Save to File allows you to export the label text to a text file.
	Transparent Label functions in the same manner as Label but it does not have a background color.
	Draw Notes allows you to create a text box. The foreground color controls the color of the text and the background color controls the color of the text box.
	Rubberstamp allows you to place text and graphics onto the image. Click the rubber stamp tool then click in the image area. The Rubber Stamp Properties dialog appears. The Stamps area lists the stamps you can use. Click a stamp then click OK . The stamp appears in the image area. For instructions on creating a new stamp, click Creating a Rubberstamp.
	Opaque gives the selected object a solid white fill.
	Transparent gives the selected object a transparent fill.
	Solid gives the selected object a solid fill. The fill color is the foreground color.
	Line Width changes the line width of the selected line or shape.
	Bring to Front positions the selected object in front of all other objects.
	Send to Back positions the selected object behind all other objects.

Printing an Order

Printing an order generates pick tickets, acknowledgements, packing slips, and other forms related to the order. You must print or preview pick tickets or packing slips to move an order from Entered status to Printed status. You can print a single order from Order Entry and you can print one or more orders from Document Print.

Before you can print an order, you must remove all holds currently placed on the order. For information on removing holds, see Hold Controls earlier in this chapter.

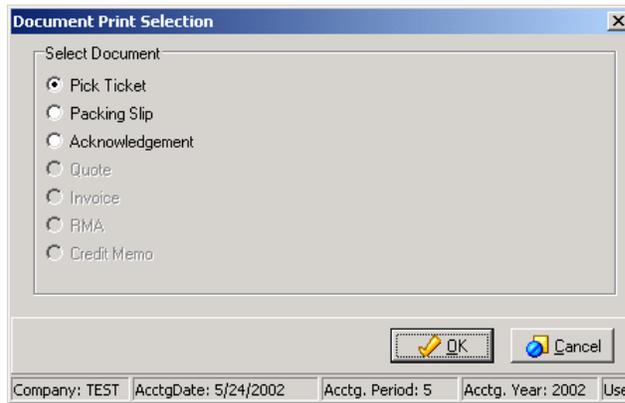
Printing an Order from Order Entry

1. In the Sales Order Entry dialog (Transactions>Order Entry>Order Entry), open the order you want to print.

To open an order, choose **Open** from the File menu. In the Order Entry Document LookUp dialog, select the order you want to open then click **OK**.

2. Select the  icon or choose **Totals** from the Actions menu.
3. In the Totals dialog, remove the holds, if any, currently placed on the order.
4. From the File menu, choose **Print Select**.

- In the Document Print Selection dialog, select the document you want to print.



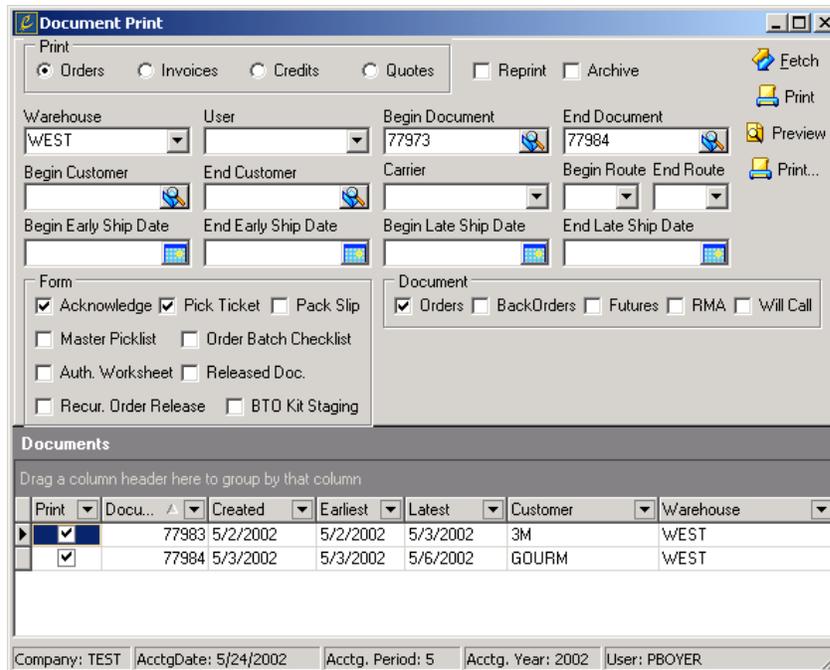
- Click **OK**.

Printing an Order from Document Print

The Document Print dialog for Order Entry gives you the ability to print orders, invoices, credits, and quotes. You can also filter the orders that are available to print. For example, if you select a warehouse, only orders belonging to that warehouse will be available for printing. If you type a range of order numbers, Enspire retrieves only the orders within that range.

To print an order from Document Print:

- Open the Document Print dialog for Order Entry (Transactions>Order Entry>Document Print).



- In the Print group box, select **Orders**.

3. Select any filters that you want to apply. In the sample dialog above, Enspire retrieves only those orders that belong to the West warehouse that have a document number between 77973 and 77984.
4. In the Form group box, select the form or forms you want to print.
5. In the Document group box, select the document or documents that you want to print the forms for.
6. Click **Fetch**. When you click **Fetch**, the documents that meet your filtering criteria appear in the Documents grid.
7. In the Documents grid, make sure **Print** is selected for each document you want to print.
8. If you want to print the selected documents, click **Print**. If you want to preview the selected documents, click **Preview**.

Previewing a document allows you to review it onscreen then decide if you want to print a hard copy. When you preview an order, it is displayed in the Enspire Report Explorer. Previewing or printing packing slips and/or pick tickets sets an order's status to Printed.

Confirming an Order

After you print an order, you are ready to confirm it. You confirm an order when it has been loaded and is ready for shipping, or when it has already been shipped. After you confirm an order, you can print the shipping manifest, driver route sheet, and COD tags. Posting an order confirmation batch creates an invoice for each order included in the post and changes the status of those orders to Shipped.

To confirm an order:

1. Open the Order Confirmation dialog (Transactions>Order Entry>Order Confirmation).

Time	Confirm	Type	Document	Customer	Carrier	Service C...	Box Count	Picked By	Packed By
10:15:26 AM	<input checked="" type="checkbox"/>	B	77966	AIRTRONICS INC	UPS	3	3	PBOYEF	PBOYER
10:14:19 AM	<input checked="" type="checkbox"/>	B	77980	ABC MANUFACTU	FED X	2	1	PBOYER	PBOYER

Document: 77966 Customer: AIRTRO Customer Name: AIRTRONICS INC.

Company: TEST AcctgDate: 5/24/2002 Acctg. Period: 5 Acctg. Year: 2002 User: PBOYER

2. Open or create the confirmation batch you want to add the order to.

To create a new confirmation batch, choose **New** from the File menu. In the Batch Maintenance dialog, you can accept the batch description or type a new one, then click **OK**.

To add orders to an existing confirmation batch, choose **Open** from the File menu. In the Batch LookUp dialog, select the batch you want to open, then click **OK**.

3. In **Warehouse**, select the warehouse responsible for shipping the order you are confirming.
4. In **Ship Date**, select the shipping date you want to assign to all the orders you confirm.
5. Complete the Orders grid as follows:

Time is the time the order was added to the confirmation batch.

Select **Confirm** for each order you want to confirm when the batch is posted.

Type displays the type of order you are confirming.

Document is the number of the order you are confirming.

Customer displays the customer that placed the order.

Carrier is the carrier that will deliver the order to the customer.

Service Code identifies how the carrier will deliver the order.

Box Count is the number of boxes in the order.

Picked By identifies the person or department that selected the items included in the order.

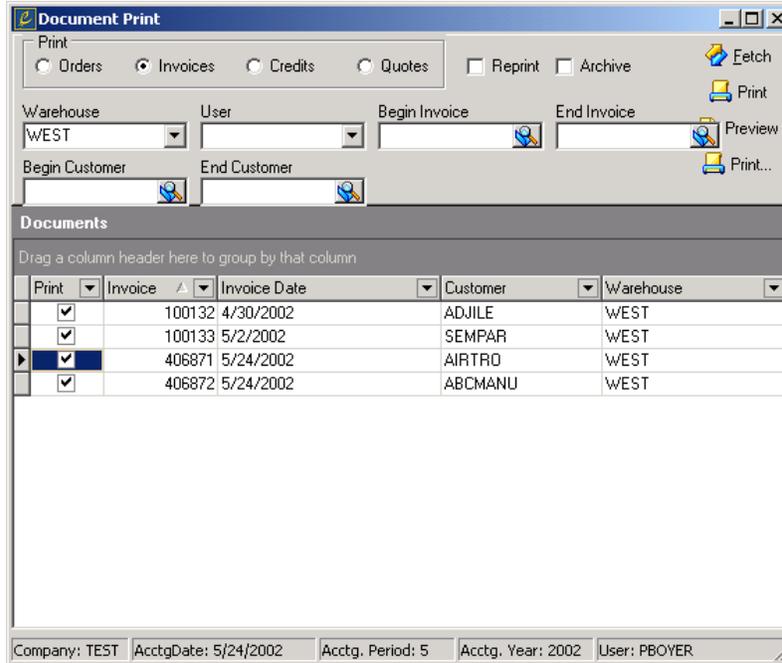
Packed By identifies the person or department that packed the items included in the order.

6. If you want to view the manifest, choose **Manifest** from the Actions menu.
7. If you want to view the freight charges, choose **Freight** from the Actions menu.
8. When you are finished adding orders to the batch and are ready to confirm it, choose **Confirm** from the Actions menu.

Printing an Invoice

Before you can post an invoice, it must be printed. To print an invoice:

1. Open the Document Print dialog for Order Entry (Transactions>Order Entry>Document Print).



2. In the Print group box, select **Invoices**.
3. Select any filters that you want to apply. In the sample dialog above, Enspire retrieves only those invoices that belong to the West warehouse.
4. Click **Fetch**. When you click **Fetch** the documents that meet your filtering criteria appear in the Documents grid.
5. In the Documents grid, make sure **Print** is selected for each document you want to print.
6. If you want to print the selected documents, click **Print**. If you want to preview the selected documents, click **Preview**.

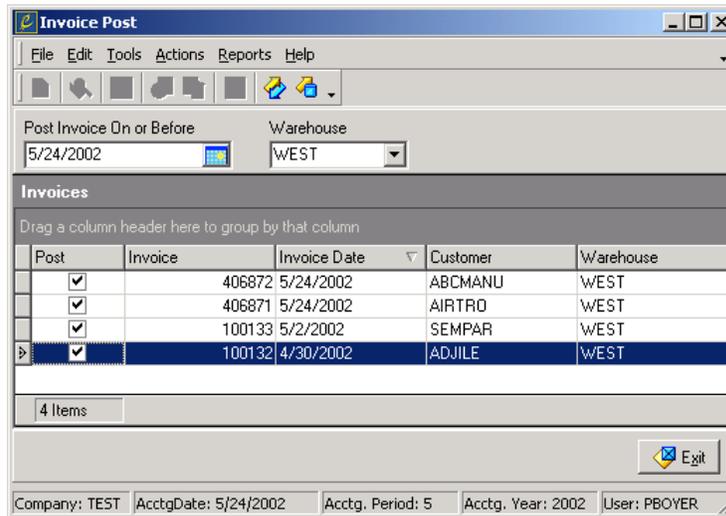
Previewing a document allows you to review it onscreen then decide if you want to print a hard copy.

Posting an Invoice

Posting an invoice updates accounts receivable and customer statistics and creates an A/R open item for the customer being invoiced.

To post an invoice:

1. Open the Invoice Post dialog (Transactions>Order Entry>Invoice Post).



2. In **Post Invoice On or Before**, select the last date for including invoices in the post. All invoices with a date earlier than or equal to the date selected here are eligible for posting.
3. If you want to post only those invoices that belong to a specific warehouse, select it in **Warehouse**.
4. From the Actions menu, choose **Fetch**.
5. In the Invoices grid, make sure **Post** is selected for each invoice you want to post.
6. When you are ready to post, choose **Post** from the actions menu.

Document Release

The Document Release dialog allows you to release the following types of Order Entry documents:

- **Future** - A future order is an order that is released at a later date, typically more than 30 days from today's date. Enspire does not commit stock for a future order until it is released. The earliest release date for a future order is equal to the longest lead-time for any item on the order plus fourteen days. Enspire automatically releases future orders when the day prior to the release date is closed. You can release them manually here. When the order is released, Enspire commits the stock, if available.
- **Recurring** - A recurring order is an order that is shipped on a regular basis, such as daily, weekly, or monthly. Use this order when the same items and quantities are shipped for every recurring order. Enspire commits stock, if available, when the order is released.
- **Tag & Hold** - A tag & hold order is an order that will be picked from stock, placed in a staging area, but not immediately shipped. Enspire prints TAG & HOLD instead of the customer address. When the order is released, another picking ticket is printed that includes the customer address and the staging area where the stock is located. The release date is the date the order should be shipped and the cancel date is the date the order should be deleted and stock uncommitted if the order has not been released. As part of the close-day process, Enspire indicates which tag and hold orders should be released or deleted.
- **Quotes** - A quote allows you to provide customers or prospects with pricing and availability information. Quotes can include taxes, carriers, shipping charge, and minimum order charges. No stock is committed and no documents, such as pick tickets and packing slips, can be generated from a quote.
- **ScratchPad** - A ScratchPad entry allows you to perform a price and availability inquiry without a customer number. You can use a ScratchPad entry to create a potential order or create an actual order. If you release a ScratchPad entry that includes a discontinued item, all quantity that can be committed to the line will be committed. Any quantity that cannot be committed will be canceled. A discontinued item is an item that has a status of X) Sell Qty on Hand Only.
- **Remote** - A remote order is an order placed by a customer then released into Enspire. When you release remote orders, they are converted to basic sales orders with a status of Entered and available stock is committed.

To release a document:

1. Open the Document Release dialog (Transactions>Order Entry>Document Release).
2. In the Release group box, select the type of document you want to release. The available types are listed above.
3. Select the filters, if any, that you want to apply. Filtering is discussed below.
4. If you selected **Recurring** in the Release group box, select the **Frequency** you want to release. For example, if you select M) Monthly, only recurring orders set up to be released monthly are retrieved when you click **Fetch**.
5. If you selected **Quotes** in the Release group box, select an **Earliest Ship Date**. This date is the earliest ship date assigned to orders generated from the quotes you release.
6. If you want to retain the quote after you release it, select **Keep Quote**. Unselect this option if you want to delete the quote when the order is created.
7. If you selected **Quotes**, **ScratchPads**, or **Remote** in the Release group box, select the **Order Type** you want to generate when you release. You can also select D) Customer Default. This option uses the customer's default order type. You select this default in the Codes section of the Customer ShipTo Locations dialog.

NOTE: If select an order type of D) Customer Default, the ship complete setting for the order being released is determined by the Ship Complete setting for the customer in the Controls section of the ShipTo Locations dialog. If you select any other order type, then ship complete is set to No

for the order, which allows the order to ship if it is not complete.

8. If you selected **Quotes**, **ScratchPads**, or **Remote** in the Release group box, type a **Staging Area**. This area is the staging area for the items on the document you release.
9. In the Insufficient Quantity group box, select how Enspire handles insufficient quantities. The options are:

Backorder puts the items on backorder. If backorders are not allowed, Enspire automatically creates a special order.

Special Order creates a special order buy for the item.

Automatically Purchase creates a purchase order for the item.

10. If you want to release vendor requests for quotes, select **Release VRQs**.

Selecting **Release VRQs** generates requests for vendor quotes for each line that has a disposition of G) VRQ on the documents being released.

11. If you want to create a contract based on the quote, complete the Contract group box.
12. Click **Fetch**. When you click **Fetch**, the documents that meet your filtering criteria appear in the Documents grid.
13. In the Documents grid, make sure **Release** is selected for each document you want to release. A check mark indicates the document will be released. Click in the box to place the check mark. If you want to exclude the document, click in the box again to remove the check mark.

You can also select or unselect all documents in the grid..

14. Click **Release**.

Filtering Order Entry Documents

Enspire gives you the ability to filter the documents you can select to release.

- **Tag & Hold Order** is the number of the Tag & Hold order you want to release. Leave **Tag & Hold Order** blank to release all tag and hold orders. This field appears only if you select Tag & Hold in the Release group box.
- **Begin Release Date** is the first date included in the release. If you do not want to retrieve orders based on a beginning date, leave **Begin Release Date** blank. This field appears only if you select **Future** or **Recurring** in the Release group box.
- **End Release Date** is the last date included in the release. If you do not want to retrieve orders based on an ending date, leave **End Release Date** blank. This field appears only if you select **Future** or **Recurring** in the Release group box.
- **Begin Customer** is the first customer included in the release. If you do not want to retrieve orders based on a beginning customer number, leave **Begin Customer** blank. This field appears if you select any document except **Tag & Hold** in the Release group box.
- **End Customer** is the last customer included in the release. If you do not want to retrieve orders based on an ending customer number, leave **End Customer** blank. This field appears if you select any document except **Tag & Hold** in the Release group box.
- **Begin Order** is the first order included in the release. If you do not want to retrieve orders based on a beginning order number, leave **Begin Order** blank. This field appears only if you select **Future** or **Recurring** in the Release group box.

- **End Order** is the last order included in the release. If you do not want to retrieve orders based on an ending order number, leave **End Order** blank. This field appears only if you select **Future** or **Recurring** in the Release group box.
- **Begin Quote** is the first quote included in the release. If you do not want to retrieve quotes based on a beginning quote number, leave **Begin Quote** blank. This field appears only if you select **Quote** in the Release group box.
- **End Quote** is the last quote included in the release. If you do not want to retrieve quotes based on an ending quote number, leave **End Quote** blank. This field appears only if you select **Quote** in the Release group box.
- **Begin ScratchPad** is the first ScratchPad entry included in the release. If you do not want to retrieve ScratchPad entries based on a beginning ScratchPad number, leave **Begin ScratchPad** blank. This field appears only if you select **ScratchPad** in the Release group box.
- **End ScratchPad** is the last Scratchpad included in the release. If you do not want to retrieve ScratchPad entries based on an ending Scratchpad number, leave **End ScratchPad** blank. This field appears only if you select **ScratchPad** in the Release group box.
- **Salesrep** allows you to release documents that belong to a specific salesperson. Leave **Salesrep** blank to make available documents that belong to all salespeople. This field appears only if you select **Quote**, **ScratchPad**, or **Remote** in the Release group box.
- **Territory** allows you to release documents that belong to a specific territory. Leave **Territory** blank to make available documents that belong to all territories. This field appears only if you select **Quote** or **Remote** in the Release group box.
- **Route** allows you to release documents that belong to a specific route. Leave **Route** blank to make available documents that belong to all routes. This field appears only if you select **Quote** or **Remote** in the Release group box.
- **Warehouse** allows you to release documents that belong to a specific warehouse. Leave **Warehouse** blank to make available documents that belong to all warehouses. This field appears only if you select **ScratchPad** or **Remote** in the Release group box.

Point-of-Sale (POS) Deposits

Direct Invoice Data Flow

Point-of-Sale Deposits applies a point-of-sale payment to the point-of-sale transaction that generated the payment. Posting point-of-sale payments creates a transaction in the Bank Account Manager. Posting point-of-sale deposits also

NOTE: You cannot delete a point-of-sale payment from this dialog. You delete point-of-sale payments in the Totals dialog, which is available through Order Entry.

To post a point-of-sale deposit:

1. Open the Point-of-Sale deposits dialog (Transactions>Order Entry>Point of Sale Deposits).
2. If you want to retrieve point-of-sale transactions based on the date they were created, enter a date in **Post Deposit on or Before**. All transactions with a date earlier than or equal to the date selected here are eligible for posting. Leave **Post Deposit on or Before** blank to retrieve all point-of-sale transactions that have not had deposits posted for them.
3. If you want to retrieve point-of-sale deposits for a single warehouse, select it in **Warehouse**. Leave **Warehouse** blank to retrieve point-of-sale transactions for all warehouses.
4. From the Actions menu, choose **Fetch**.
5. In the Payments grid, make sure **Post** is selected for each transaction you want to post. A check mark indicates the document is included in the posting. Click in the box to place the check mark. If you want to exclude the document, click in the box again to remove the check mark.
6. From the Actions menu, choose **Post**.

Direct Invoice Data Flow

1. Create an order in Order Entry (Transactions>Order Entry>Order Entry).
2. Assign the order a **Type** of E) Direct Invoice, then select a subtype and add the items you want to include on the order.
3. From the Actions menu, choose **Totals** to open the Totals dialog and remove any holds that apply to the order.
4. In the Payments tab, enter the payment then print a receipt.
5. Record the deposit in Point-of-Sale Deposits (Transactions>Order Entry>Point of Sales Deposits).
6. Post the invoice. Posting an invoice updates accounts receivable and customer statistics and creates an A/R open item for the customer being invoiced. You post invoices in Invoice Post (Transactions>Order Entry>Invoice Post).

RMA Confirmation

Confirming an RMA (return merchandise authorization) generates a credit memo and, if applicable, increments available and damaged quantities. You confirm an RMA when it has been received in full.

To confirm an RMA:

1. Open the RMA Confirmation dialog (Transactions>Order Entry>RMA Confirmation).
2. If you want to create a new batch, choose **New** to display the Batch Maintenance dialog. If necessary, type a different **Batch Description**, then click **OK**.
3. If you want to open an existing batch, choose **Open** to display the Batch LookUp dialog. Select the batch you want to open, then click **OK**.
4. In **Warehouse**, select the warehouse that received the items being returned.
5. In **Date Received**, enter the date the warehouse received the items being returned.
6. Complete the RMA grid as follows:

Time is the time the RMA confirmation was created.

RMA is the RMA being confirmed.

Customer displays the customer for which you created the RMA being confirmed.

Carrier is the carrier that returned the items associated with the RMA being confirmed.

Received By is the person who received the items that were returned.

Inspected By is the person who inspected the items that were returned.

7. The Items section lists the items included on the RMA selected in the RMA grid. To receive an item being returned, complete the following

In the Items grid, make sure **Receive** is selected for each item you want to receive. A check mark indicates the item will be received. Click in the box to place the check mark. If you want to exclude the item, click in the box again to remove the check mark.

Line is the line on the RMA that the item appears on.

Type is the item type, such as stocked, nonstocked, or assembly.

Item is the item being returned.

Due is the quantity due to be returned.

8. In **Received**, type the quantity of the item you received.

UM displays the unit of measure in which you received the item.

9. If you received damaged items, type the damaged quantity in **Damaged**. The damaged quantity you type here is included with, not in addition to, the quantity you typed in **Received**. For example, if you receive 3 items and 2 are damaged, the **Received** quantity is 3 and the Damaged quantity is 2.

Action determines how you handle the item when or if it is returned. The actions are as follows:

A) Damaged Item (returned) - The item was damaged and the customer is returning it.

D) Damaged Credit (not returned) - The item was damaged but the customer is not returning it.

E) Entry Error (returned) - An entry error resulted in too many items being shipped. The customer is returning the surplus.

P) Picking Error (exchange) - The wrong item was shipped. The customer is returning it in exchange for the correct item.

R) Price Credit (not returned) - The customer was charged an incorrect price and should be credited.

S) Shortage Credit (not returned) - The quantity shipped was less than the quantity invoiced and the customer should be credited.

T) Other Credit (returned) - The item was returned for a miscellaneous reason.

W) Other Credit (not returned) - The item was not returned.

Disposition identifies whether the item was returned to stock (K) or returned to the vendor through a VRA (V).

VRA is the number of the VRA used to return the item to the vendor.

VRA Line is the line on the VRA on which the item appears.

10. If you entered a **Damaged Quantity**, select a **Damage Disposition**. The options are K) Return to Stock and V) VRA.
11. If the item is unit controlled or if you want to view the notes associated with the item, complete

the required information in the appropriate section of the RMA Confirmation dialog. To display the help topic for a section, click the RMA Confirmation Dialog button at the beginning of this topic.

12. When you are ready to confirm the RMA, choose **Confirm** from the Actions menu.

Entering RMA Unit Control Numbers

The Unit Control section allows you to provide new control numbers when you confirm an RMA that includes lot, serial, weight, or volume controlled items.

To enter a new control number:

1. Select the unit controlled item.
2. Click **New**.
3. Complete the Unit Control grid as follows:

Type is the type of unit control. The options are: L) Lot, S) Serial, V) Volume, and W) Weight.

Control # is the control number assigned to the item.

Quantity is the quantity being returned.

RMA Totals dialog

The Totals dialog for RMAs allows you to review the amount of the credit that was generated by the RMA. You can also include other amounts to be included in the credit, such as surcharges, freight charges, and freight allowances.

If you are creating a refund for the RMA, the Refunds section allows you to enter the amount of the refund.

Totals Section

The Document Totals group box displays the various totals for the RMA, including discounts, surcharges, freight, and taxes.

If you want to put the RMA on hold, select **On Hold**.

- **Line Total** displays the total price for all items on the RMA. An item's price appears under **Price** in the Items section of the Customer Returns Entry dialog.
- **Discounts** displays the family discount and the bottom line discount totals as well as the amount of the instant rebate. To show the discounts, click the plus sign (+) next to **Discounts**. To hide the discounts, click the minus sign (-) next to **Discounts**.

Family Discount is the amount of bottom line and line level family discounts.

Bottom Line is the amount of bottom line and line level price column discounts.

Instant Rebate is the amount of the instant rebate.

- **Charges** displays the surcharge and restocking fee associated with the RMA.
 - **Subtotal** displays the subtotal for the RMA. Enspire calculates the subtotal as follows: Line total - Discounts + Charges = Subtotal.
 - **Freight** displays the various freight charges and the freight allowance for the order.
 - **Taxes** displays the total amount of the taxes for the committed items only or for the entire order.
 - **Total** displays the total amount of the committed items only or of the entire order.
- The Document Analysis group box displays analysis information such as estimated cost of the items on the order, maximum lead time, and rebates associated with the order.
- **Order** is the amount of the order.
 - **Sale** is the actual amount of the sale, including discounts, surcharges, upcharges, and freight.
 - **Cost** is your cost for the items included on the order.
 - **Profit** is the amount of profit you earn on this order.
 - **Margin** is the margin you achieve on this order.
 - **Hits** displays the number of items and quantities you were able to fill on this order.
 - **Fill Rate %** is the percentage of items you were able to fill completely for this order.
 - **Stock %** is the percentage of stocked items included on the order.
 - **Stock** displays the value of the stocked items included on the order.
 - **Miscellaneous %** is the percentage of items included on the order that are neither stocked nor nonstocked.
 - **Miscellaneous** displays the value of the items included on the order that are neither stocked nor nonstocked.
 - **Nonstock %** is the percentage of nonstocked items included on the order.
 - **Nonstock** displays the value of the nonstocked items included on the order.
 - **Customer Rebate** displays the amount rebated to the customer.
 - **Vendor Rebate** displays the amount of the rebate you receive from the vendor.
 - **Free Goods** displays the amount of free goods included in the order.
 - **COD Plus** is the extra amount included on the order to cover COD plus charges.

Making Cash or Credit Card Point-of-Sale Refunds

The Refunds section of the RMA Totals dialog allows you to make cash or credit card point-of-sale refunds. If you selected an RMA type of RMA, only credit card refunds are allowed. If you selected an RMA type of Direct Credit Memo, cash refunds or credit card refunds are allowed.

Posting the refund in Point-of-Sale Deposits creates an accounts receivable open item for the refund. This open item has a type of R. For information, click Point-of-Sale Deposits. When you confirm the RMA, a credit memo is generated that offsets open item generated when the refund was posted.

- **Amount** displays the amount of the RMA.
- **Amount Due** is the amount still owed the customer for the items on the RMA. When you type an amount in the Refunds grid, the amount you type is subtracted from the **Amount Due**.
- **Process** begins the process for PC Charge or ICVerify credit card refunds. Clicking **Process** opens the ICVerify Transactions dialog. For information, refer to Setting Up Enspire to Use Credit Card

Authorizations in the online help.

- **Settings** allows you to set up Enspire to use PC Charge or ICVerify. For information, refer to Setting Up Enspire to Use Credit Card Authorizations in the online help.

The Refunds grid allows you to enter the amount of the point-of-sale payment. Click in the Payments grid then press the INSERT key on your keyboard.

- **Method** is the type of refund. The methods are 2) Cash and 3) Credit Card.
- **Amount** is the amount of the refund.
- If you selected a **Method** of Credit Card, complete the credit card information as follows:

Card Type is the type of credit card, as established in the Credit Card dialog.

Card # is the credit card number.

Authorization # is the credit card authorization number.

Expires is the date the credit card expires. Enter the date in MMYYYY format, for example 112006 is November of 2006.

If you are using PC Charge or ICVerify and need to set up Enspire to use it, click **Settings**. For information, refer to Setting Up Enspire to Use Credit Card Authorizations in the online help.

CVV2 is the four-digit credit card verification number.

- **Paid By** is the name of the person who made the payment.
- **Status** displays the current status of the refund.
- **Street** is the street address of the company receiving the refund.
- **Zip** is the zip code of the company receiving the refund.

Transfer/Replicate Orders

Transfer/Replicate Orders allows you to create a new document based on an existing document. Transferring a document transfers the document from one customer to another. Replicating a document retains the document for the original customer and creates a copy of it for a different customer. A document must be in Entered or Printed status for it to be transferred or replicated.

You can transfer or replicate recurring orders, future orders, or quotes.

NOTE: If you want to transfer a different type of order entry document, such as a basic order or an invoice, you can use the **Import Items** command available from the Order Entry Actions menu. For information, click Importing Items into an Order.

To transfer or replicate a document:

1. Open the Transfer/Replicate Customer Orders dialog (Transactions>Order Entry>Transfer/Replicate Orders).
2. If you want to transfer the document from one customer to another, select **Transfer**.
3. If you want to copy the order, select **Replicate**.
4. In **Document**, select the document you want to transfer or copy.

ShipTo displays the name, address, and other contact information for the ship-to location associated with the customer.

BillTo displays the name, address, and other contact information for the customer's bill-to location.

5. In **Customer**, select the customer you are transferring or copying the document to.
6. In **ShipTo**, select the customer's ship-to location you are transferring or copying the document to.

ShipTo displays the name, address, and other contact information for the ship-to location.

BillTo displays the name, address, and other contact information for the customer's bill-to location.

7. From the Actions menu, choose **Post**.

Importing an Item into an Order

If you have an item or items on one order that you also want to include on a different order, you can import those items.

To import an item into an order:

1. Open or create the order you want to import items into.
2. After you complete the header information, such as order type and customer information, choose **Import Items** from the Actions menu.
3. In the Order Entry Document LookUp dialog, select the document that contains the items you want to import then click **OK**.
4. Before the items are imported, you have the option of repricing the lines. If you want to reprice the items based on the customer you are creating the order for, click **Yes** when the reprice message appears. If you want the prices to remain the same as they are on the document you are importing from, click **No** when the reprice message appears.

All items on the selected document are imported into the current document. You can then edit or delete any of those items and add new items to the order.

Purchasing

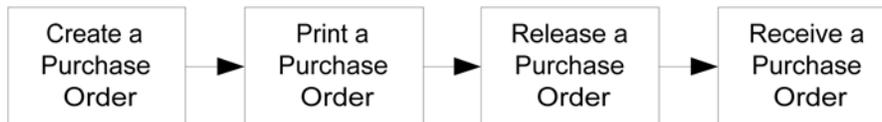
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About this Chapter

This chapter covers replenishing items and takes you through the purchasing cycle. It also discusses the Costulator and special order buys.

Purchasing Flowchart

This flowchart shows the general path a purchase order takes from creation through receiving. Each of the procedures in the flowchart is discussed in this chapter.



Purchase Order Types

When you create a purchase order, you can select one of the following types.

- Basic – This type creates a standard purchase order. Basic is the most common type of purchase order.
- Buyout – This type applies if you are buying out the inventory of a different company. Items purchased on a Buyout purchase order are considered StockAid items.
- Quote – This type creates a quote instead of an actual purchase order. A quote allows you to check a vendor’s cost and availability without creating a purchase order.
- Rework – This type applies if the purchase order contains only items that need to be reworked. A reworked item is an item sent to a vendor for servicing and received back as a different item. Some examples of services a vendor could perform are: finishing, coating, milling, and assembling.
- Vendor Direct – This type indicates that the vendor will deliver the items on the purchase order directly to your customer.

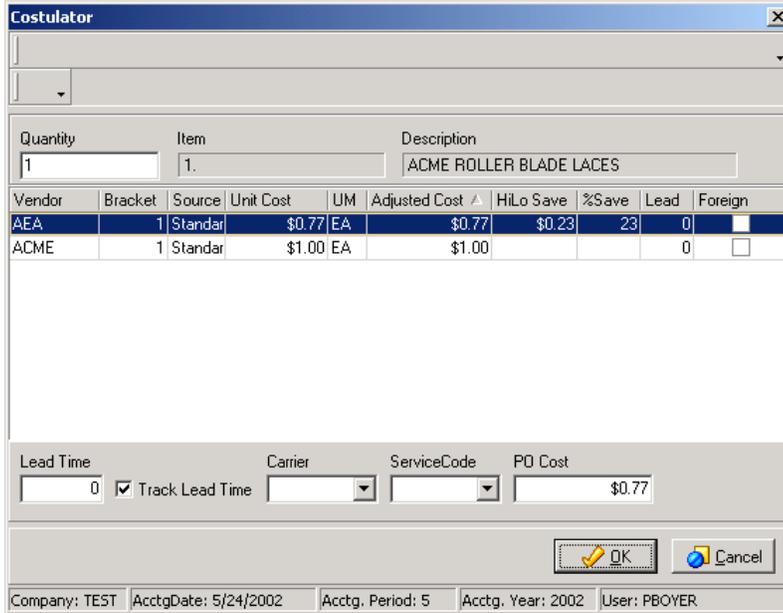
What the Purchase Order Status Means

A purchase order’s status identifies where that purchase order is within the purchasing process.

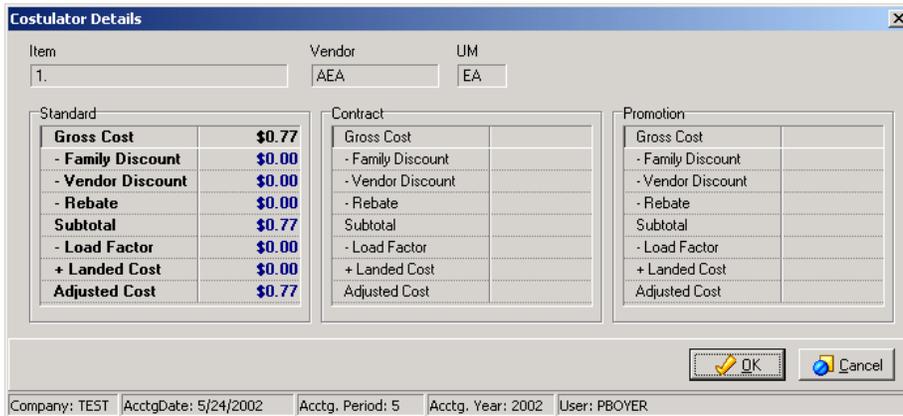
- C) Closed – This status indicates that the purchase order has been posted and all items received or otherwise accounted for.
- E) Entered – This status indicates that the purchase order has been entered but has not been printed or released.
- P) Printed – This status indicates that the purchase order has been entered and printed, but not released.
- R) Released – This status indicates the purchase order has been sent to the vendor.
- V) Voided – This status indicates that the purchase order has been voided.
- W) Worksheet – This status indicates that the purchase order is a worksheet.

Costulator

The Costulator is an extremely valuable tool that considers all factors to determine the lowest cost vendor for an item. The vendor with the lowest purchase order cost is not necessarily the vendor with the lowest overall cost. Therefore, the Costulator performs an intelligent cost analysis that includes contracts, promotions, discounts, rebates, landed cost, and load factors. The Costulator is available in Enspire programs where you need to compare vendor costs. For example, in the Special Order Buy dialog, the Costulator appears when you select to purchase an item if that item has more than one vendor.



The Costulator Details dialog shows you the cost breakdown for the selected vendor.



Replenishing Items

Even though Enspire gives you the ability to create purchase orders manually, doing so bypasses the automatic replenishment capabilities built into the software. To calculate the proper replenishment levels, Enspire uses a method of EOQ, Item Class, Min/Max, or Seasonal in combination with accepted inventory optimization techniques.

When you post, the Documents Used in Post dialog appears and lists the purchase orders and transfers created or appended when you posted the worksheet. If a purchase order currently exists for a vendor selected during replenishment, Enspire appends that purchase order. Enspire appends

purchase orders only if they are in Entered status and if they are not tied to another document such as a sales order or requisition. For example, if a line on a sales order generates a purchase order, the replenishment process will not append that sales order.

You can then edit purchase orders in PO Entry. For more information, see *Editing a Purchase Order*.

Service Oriented Replenishment

On the Inventory tab of the CO Miscellaneous Control File program, the Use Service Oriented Replenishment checkbox enables Service Oriented Replenishment at the company level. This option will be disabled by default.

Service Oriented Replenishment, allows calculating the suggested order quantity based on a formula to keep the suggested quantity to an optimal value, which will avoid either ordering too much or ordering not enough quantities.

The Service Oriented Replenishment option:

- applies for the warehouse Items with reorder method as 'C' – Class or 'Q' – EOQ.
- will not validate for the item class to be within class 4, rather it will consider items from class 1 to class 12.
- will always override the existing line point based calculations for the items with reorder method as C or Q.

The new Service Oriented Replenishment logic to calculate the suggested order quantity is as follows:

When the value of the Line Point Quantity minus the Net Available Quantity is greater than the Enspire Order Quantity then the system will consider the Suggested Order Quantity as the Line Point Quantity minus the Net Available Quantity. Otherwise it will use the Enspire Order Quantity as the Suggested Order Quantity.

Note that the System will not perform any modifications to the Order Quantity on the following conditions:

1. The order quantity is increased by the current backlog for stock orders (S lines). Since X number of items are already committed, it makes sense to increase the purchase amount by this quantity so that your available stock can be roughly as intended after the immediate fills of open orders during receiving. This also ensures that the order quantity is always at least enough to fill the current backlog.
2. The order quantity is decreased by the quantity currently on order for stock purchases (S lines). Since X numbers of items are already on order, the system decreases the order quantity by that amount to ensure that double-ordering.

The following built-in “common sense” checks will not be performed on every order quantity calculated. The order quantity will not be automatically adjusted accordingly if any of the following conditions are encountered.

1. The recommended order quantity will not exceed the Line Point + Order Quantity.
2. If the item does not have a defined shelf life, the order quantity never exceeds a 1 year supply. If there is a shelf life, the maximum order quantity is the expected amount that will be sold within the shelf life of the product.
3. The order quantity must be at least enough to last for one review cycle based on expected usage.
4. The order quantity must be at least a two weeks' supply based on expected usage.
5. The order quantity must be at least equivalent to one “standard pack” as defined in the

Item/Vendor record.

Creating a Preliminary Worksheet

A preliminary worksheet allows you to filter the items you want to replenish. After you create a preliminary worksheet, you can autobuy the items or edit the worksheet.

To create a preliminary replenishment worksheet:

1. Open the Stocked Items Replenishment dialog (Transactions>Purchase Orders>Replenishment).

The screenshot shows the 'Stocked Items Replenishment Worksheet 1767' dialog box. The 'Preliminary Worksheet' section has the following values: Type: D, Destination: From, Buyer: From, Source Vendor: From, Manufacturer: From, Source Warehouse: From, Product Group: From, Costulator: Use Primary. The 'Summary' table is as follows:

Buyer	Vendor	Source Warehouse	<= OP	OP Amt	OP < Qty < Lp	LP Amt	Use LP
HOPE	INTGRD		4	\$266.00	1	\$97.50	<input checked="" type="checkbox"/>
HOPE	SUMI		3	\$180.58	4	\$558.76	<input type="checkbox"/>
HOPE	TYTON		1	\$630.00	12	\$4,420.46	<input type="checkbox"/>
	ACE		1	\$2,000.00	1	\$43.75	<input type="checkbox"/>
HOPE	GENCAB		1	\$497.70			<input type="checkbox"/>
HOPE	ATLANT		1	\$645.00	1	\$76.96	<input type="checkbox"/>
				11.00	4299.28	19.00	5287.43

The 'Items' table is as follows:

Warehouse	Item	Unit Cost	Qty Suggested	UOM	AutoBuy
WEST	611015-20YEL	\$0.01		5000 FT	<input type="checkbox"/>
WEST	611015-18RED	\$0.02		5000 FT	<input type="checkbox"/>
WEST	611015-20BRN	\$0.01		5000 FT	<input type="checkbox"/>
WEST	611015-20BLK	\$0.01		5000 FT	<input type="checkbox"/>
WEST	611015-20ORG	\$0.01		5000 FT	<input type="checkbox"/>

The footer shows: Company: TEST, AcctgDate: 5/24/2002, Acctg. Period: S, Acctg. Year: 2002, User: PBOYER.

2. From the File menu, choose **New**.
3. Select a **Type**. When you create a replenishment worksheet, the **Type** defaults to D) Demand Buy, which is the type used in these steps. The types are as follows:

D) Demand Buy identifies items that appear to be in need of replenishment, based on an item's order point and/or line point. The Demand Buy type is the type typically recommended for stock purchases.

K) Kit Only identifies only stocked kits that need replenishing.

P) Promo Buy selects all items that meet the specified criteria that are also part of a vendor promotion.

T) Total Review selects all items that meet the specified criteria. A Total Review helps ensure that the buyer monitors the status of all items and provides greater human control and involvement.

4. If you want to retrieve only those items that have a review date on or before a specific date, select that date in **Review Date**.

The review date determines when Enspire checks the item to see if it should be replenished. You set the review date for an item in the Reorder section of the Warehouse Item Maintenance dialog.

5. Select any filters that you want to apply.

For example, if you select a range of buyers, only items belonging to those buyers will be available. If you also type a review date, only items that have a review date on or before the date you select, that also belong to the selected range of buyers, will be included on the worksheet.

6. In the Costulator group box, select whether you use the Costulator or the primary vendor. If an item is replenished through a transfer, the settings in the Costulator group box are ignored.

If you select **Use Primary**, Enspire uses an item's default vendor to replenish the item. You select the default vendor for an item in the Vendors section of the Item Master dialog.

If you select **Use Costulator**, Enspire uses the vendor with the lowest overall cost for the item to replenish it.

7. If you selected **Use Costulator** and want to apply a tolerance, type the tolerance in **Tolerance %** and/or **Tolerance Amount**.

The tolerance you apply determines the point at which you use the cheapest vendor instead of the primary vendor for an item. For example, if you set the **Tolerance Amount** to 1, the cheapest vendor's cost must be at least \$1.00 below the primary vendor's cost in order for Enspire to use the cheapest vendor. If you set the **Tolerance %** to 3, the cheapest vendor's cost must be at least three percent below the primary vendor's cost in order for Enspire to use the cheapest vendor. To always use the cheapest vendor when you use the Costulator, you must set **Tolerance %** and **Tolerance Amount** to 0 (zero).

8. If you want to consider stocked kits in the replenishment, select **Include Kits**. Leaving **Include Kits** unselected excludes stocked kits from the replenishment process.
9. If you want to identify warehouses that have a surplus, select **Include Surplus**. Identifying the surplus gives you the option of transferring in the items you need instead of ordering them from a vendor. Leave **Include Surplus** unselected if you do not want to take into account surplus stock at other warehouses.
10. If you want to base the replenishment on the line point instead of the order point, select **Use Line Point**.

If you select **Use Line Point**, Enspire uses the line point for all items included in the replenishment. If you want to select individual items for which to use the line point, leave **Use Line Point** unselected, then select **Use LP** in the Summary grid after you fetch the items. Line Point is the quantity that determines when you order an item. The line point quantity is calculated by adding the order point quantity and the item's usage during the review cycle. Order Point is the quantity that determines when an item needs immediate replenishment. The order point quantity is calculated by multiplying the usage rate by the lead time, then adding the safety allowance amount. You establish an item's order point and line point in the Reorder section of the Warehouse Item Maintenance dialog.

Note: When the Service Oriented Replenishment option is enabled on the Inventory tab of CO Misc Control, then the system will always set the replenishment summary option Use LP to True for the items below Line Point.

11. Click **Fetch** to retrieve the items that meet your filtering criteria.
12. Create a replenishment worksheet or autobuy the items.

For information, see Creating a Replenishment Worksheet and Autobuying Items below.

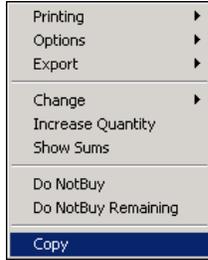
Creating a Replenishment Worksheet

You create a replenishment worksheet if you want to edit the preliminary worksheet. You can change the quantities, units of measure, or costs, and select the items you want to purchase. If you do not need to edit the preliminary worksheet, you can perform an autobuy, as described in Autobuying Items later in this chapter.

To create a replenishment worksheet:

1. In the Stocked Items Replenishment dialog (Transactions>Purchase Orders>Replenishment), create a preliminary worksheet.
2. Click the **Worksheet** tab.
3. A message appears and asks if you are ready to begin editing the worksheet. If you are ready, click **Yes**. If you want to return to the preliminary worksheet, click **No**.
4. If necessary, you can edit the following information:
 - Buyer** is the buyer responsible for purchasing the item. The default buyer, as assigned in the Reorder section of the Warehouse Item Maintenance dialog, initially appears here.
 - Quantity** is the quantity that Enspire recommends that you purchase.
 - QUM** is the item's quantity unit of measure.
 - Unit Cost** is the cost per each amount unit of measure.
 - AUM** is the amount unit of measure.
5. Select **Buy** for each item you want to replenish.
6. Resolve the items that you did not select to replenish.

Resolving an item indicates that you do not want to purchase it. To resolve an individual item, right click the item. From the menu that appears, select **Do Not Buy**. To resolve all unselected items on the worksheet, right click anywhere in the worksheet. From the menu that appears, select **Do Not Buy Remaining**.



7. From the Actions menu, choose **Post**.

Autobuying Items

When you autobuy items, Enspire creates purchase orders for the recommended quantities. You can autobuy all items on the preliminary worksheet or select specific items that you want to autobuy.

To autobuy all items on the preliminary worksheet:

1. In the Stocked Items Replenishment dialog (Transactions>Purchase Orders>Replenishment), create a preliminary worksheet.
2. From the Actions menu, choose **AutoBuy All**.
3. From the Actions menu, choose **Post**.

If you want to autobuy most, but not all, of the items on a preliminary worksheet, you can choose **AutoBuy All** then exclude the items you do not want to autobuy. For example, a preliminary worksheet includes 100 items and you want to autobuy 95 of them. Instead of selecting the 95 items you want to purchase, you can autobuy all of them then unselect the five items you do not want to purchase.

To unselect items after choosing **AutoBuy All**:

1. From the Actions menu, choose **AutoBuy**.
2. Select the item or items that you do not want to autobuy.
3. Click **UnBuy**.
4. Click **OK**.

To select the items you want to autobuy:

1. In the Stocked Items Replenishment dialog (Transactions>Purchase Orders>Replenishment), create a preliminary worksheet.
2. From the Actions menu, choose **AutoBuy**.
3. In the Replenishment AutoBuy dialog, select the items or items you want to autobuy.
4. Click **Buy**.

5. If you selected to autobuy an item, but decide you want to exclude it from the autobuy, select that item then click **UnBuy**.
6. After you have selected the items you want to autobuy, click **OK**.
7. From the Actions menu, choose **Post**.

Creating a Special Order Buy

You create a special order buy when a sales order or requisition includes nonstocked items or when a customer does not want to wait for a stocked item to be back ordered. Posting a special order buy creates or appends purchase orders to include the items on the special order buy. You can then edit those purchase orders in PO Entry. For more information, see Editing a Purchase Order.

To create a special order buy:

1. Open the Special Order Buy dialog (Transactions>Purchase Orders>Special Order Buy).

Type	Purchase	Doc...	Line	Item	Vendor	Quan...	QUM	Unit Cost	AUM	Link Ums	On Hold	D...
Sales Orde	<input checked="" type="checkbox"/>	77965	1	1.	AEA	1	EA	\$0.77	EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/25/2
Sales Orde	<input checked="" type="checkbox"/>	77969	1	1.	AEA	4	EA	\$0.77	EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/29/2
Sales Orde	<input checked="" type="checkbox"/>	77970	1	101/8CPX-10	CANUSA	1000	FT	\$0.06	FT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/29/2
Sales Orde	<input checked="" type="checkbox"/>	77450	1	161/4K2CLR	SUMI	1200	FT	\$0.66	FT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/21/2
Sales Orde	<input type="checkbox"/>	77463	1	KTMISC		2000	EA	\$0.00	EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/21/2
Sales Orde	<input type="checkbox"/>	307476	1	TW-1007-26F		500	EA	\$0.00	EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/24/2

Source	Carrier	Vendor Item Number	Unit Weight	Unit Volume	PD #	Item
WEST		1.	0	0		1.
Consumer	Consignee	Leadtime	Total Weight	Total Volume	Line #	Description
3M		0 <input checked="" type="checkbox"/> Track Leadtime	0	0		ACME ROLLER BLADE LACES
Inside Rep	Outside Rep	Entered By	Earliest Date	Latest Date	RTP Date	Buyer
REP1		First Name Philip Boyer	4/25/2002	4/26/2002		
						Family
						Currency
						US

Company: TEST AcctgDate: 5/27/2002 Acctg. Period: 5 Acctg. Year: 2002 User: PBOYER

2. If you want to create a special order buy for sales orders and/or requisitions that belong to a single warehouse, select it in **Warehouse**. If you want to create a special order buy for sales orders and/or requisitions that belong to all warehouses, leave **Warehouse** blank.
3. From the Actions menu, choose **Fetch**.
4. The items available for the special order buy appear in the Unresolved section. Here you can select to use the Costulator or an item's default vendor.
5. If you want to use an item's default vendor instead of selecting a vendor through the Costulator, select the item or items you want to purchase then choose **Default** from the Actions menu. When you choose **Default**, **Purchase** is

selected for each item. When you post the special order buy, a purchase order will be created or appended to include the item.

6. If you want to use the Costulator, click **Purchase** for the item you want to buy.

When you click **Purchase**, the Costulator appears. You can also double click a row in the grid to display the Costulator for that item. For information on the Costulator, see Costulator earlier in this chapter.

In the Costulator, select the ` you want to buy the item from then click **OK**. When you click **OK**, **Purchase** is selected for the item. When you post the special order buy, a purchase order will be created or appended to include the item.

7. If you do not want to buy an item, click **Purchase** again to unselect it.
8. After you have selected the item or items you want to purchase, choose **Post**.

When you post, the Documents Used in Post dialog appears and lists the purchase orders created or appended when you posted the special order buy. If a purchase order currently exists for a vendor, Enspire appends that purchase order. Enspire appends purchase orders only if they are in Entered status and if they are not tied to another document such as a sales order or requisition. For example, if a line on a sales order generates a purchase order, the special order buy process will not append that sales order.

Editing a Purchase Order

The purchase orders that Enspire creates automatically are available for editing in the Purchase Order Entry dialog. Here, you can add or delete items as well as edit the quantities, units of measure, and costs. As mentioned earlier in this chapter, you can bypass Enspire's automatic replenishment capabilities to create a purchase order manually. However, this is not recommended because Enspire uses proven inventory optimization techniques to calculate automatically the proper replenishment levels.

This section provides instructions on opening a purchase order for editing. For a complete description of the Purchase Order Entry dialog, see the Enspire online help.

To open and edit a purchase order:

1. Open the Purchase Order Entry dialog (Transactions>Purchase Orders>PO Entry).

2. From the File menu, choose **Open**.
3. In the Purchase Order Document LookUp dialog, select the purchase order you want to open then click **OK**.
4. When you have finished editing the purchase order, choose **Save**.

Creating a Purchase Order Manually

If you decide to bypass Enspire's automated replenishment capabilities, you can create a purchase order manually. This section provides instructions on creating a purchase order and adding items to it. For a complete description of the Purchase Order Entry dialog, see the Enspire online help.

To create a purchase order manually:

1. Open the Purchase Order Entry dialog (Transactions>Purchase Orders>PO Entry). For an example of this dialog, see Editing a Purchase Order above.
2. Select the **Vendor** you are creating the purchase order for.
3. Select the destination **Warehouse** for the items on the purchase order.
4. In **Doc Type**, select the type of purchase order you are creating. The types are:
 - B) Basic - This option is for a standard purchase order.
 - D) Vendor Direct - This option indicates that the vendor will deliver the items on the purchase order directly to your customer.

O) Buyout - This option applies if you are buying out the inventory of a different company. Items purchased on a Buyout purchase order are considered StockAid items.

Q) Quote - This option creates a quote instead of an actual purchase order.

R) Rework - This option applies if the purchase order contains only items that need to be reworked.

5. Accept or change the following purchase order dates.

Due is the date the items are scheduled to arrive at the selected warehouse.

Ship By is the date on which the vendor should ship the items on the purchase order. After you save the purchase order, you cannot change this date. Any changes to the ship by date are reflected in **Due**.

Cancel is the date on which the purchase order should be cancelled and considered closed if you have not received the items.

Opened displays the date the purchase order was created.

Released displays the date you released the purchase order.

6. Add items to the purchase order. For instructions, see Adding an Item to a Purchase Order below.

Adding an Item to a Purchase Order

1. Click in the Items grid.
2. In **Item**, use the lookup to select an item.
3. If the destination warehouse for this item is different than the warehouse selected when you created the purchase order, select the warehouse in **Warehouse**.
4. In **Disposition**, select the reason you are purchasing the item.
5. If the selected disposition requires a document number, enter the number in **Document**. For example, if you are purchasing the items to fill a transfer, you provide the number of the transfer here.
6. In **Quantity**, type the quantity you want to order.
Back Ordered displays the quantity of the item the vendor had to place on back order.
Canceled displays the quantity of the item canceled from the purchase order.
Received displays the quantity of the item you have received.
7. In **QUM**, select the item's quantity unit of measure.
8. You can accept the **Unit Cost** or type a new one.
9. In **AUM**, select the item's amount unit of measure.
10. When you have finished adding items to the purchase order, choose **Save**.

Printing a Purchase Order

You can print a single purchase order from Purchase Order Entry and you can print one or more orders at a time from Document Print.

To print a purchase order from Purchase Order Entry:

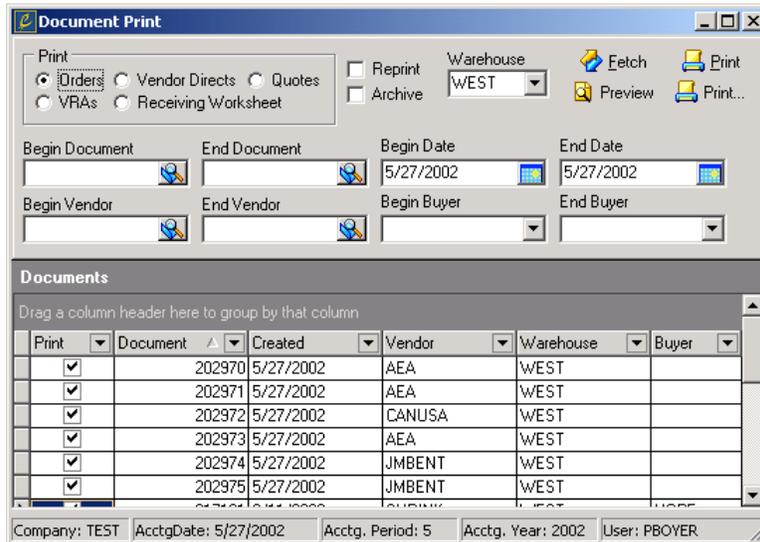
1. In the Purchase Order Entry dialog (Transactions>Purchase Orders>PO Entry), open the purchase order you want to print.

To open a purchase order, choose **Open** from the File menu. In the Purchase Order Document LookUp dialog, select the purchase order you want to open, then click **OK**.

2. From the Actions menu, choose **Recap**.
3. In the Recap dialog, choose **Print Select** from the File menu.

To print a purchase order from the Document Print dialog:

1. Open the Document Print dialog for Purchase Orders (Transactions>Purchase Orders>Document Print).



2. In the Print group box, select **Orders**.
3. Select any filters that you want to apply. In the sample dialog above, Enspire retrieves only those purchase orders that belong to the West Warehouse that were also created on May 27, 2002.
4. Click **Fetch**. When you click **Fetch**, the documents that meet your filtering criteria appear in the Documents grid.
5. In the Documents grid, make sure that **Print** is selected for each document you want to print.
6. If you want to print the selected documents, click **Print**. If you want to preview the selected documents, click **Preview**.

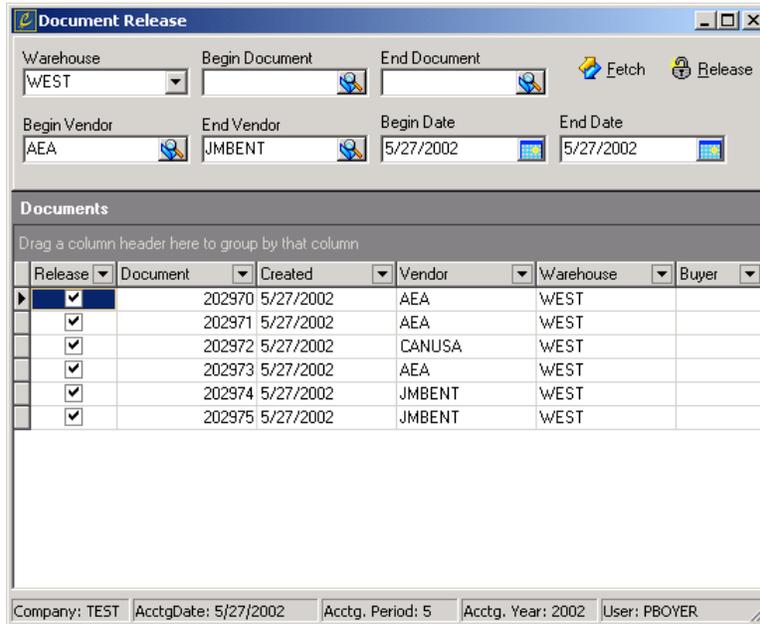
Previewing a document allows you to review it onscreen then decide if you want to print a hard copy. When you preview a purchase order, it is displayed in the Enspire Report Explorer. Previewing a purchase order sets its status to Printed.

Releasing a Purchase Order

You release a purchase order when you are ready to send it to the vendor. Releasing a purchase order changes its status to confirmed and makes it ready for receiving.

To release a purchase order:

1. Open the Document Release dialog (Transactions>Purchase Orders>Document Release).



Release	Document	Created	Vendor	Warehouse	Buyer
<input checked="" type="checkbox"/>	202970	5/27/2002	AEA	WEST	
<input checked="" type="checkbox"/>	202971	5/27/2002	AEA	WEST	
<input checked="" type="checkbox"/>	202972	5/27/2002	CANUSA	WEST	
<input checked="" type="checkbox"/>	202973	5/27/2002	AEA	WEST	
<input checked="" type="checkbox"/>	202974	5/27/2002	JMBENT	WEST	
<input checked="" type="checkbox"/>	202975	5/27/2002	JMBENT	WEST	

2. Select any filters that you want to apply. In the sample dialog above, Enspire retrieves purchase orders that belong to the West warehouse, that were created for all vendors with vendor numbers between AEA and JMBENT, and that were created on May 27, 2002.
3. Click **Fetch**. When you click **Fetch**, the documents that meet your filtering criteria appear in the Documents grid.
4. In the Documents grid, make sure that **Release** is selected for each document you want to release.
5. Click **Release**.

Receiving a Purchase Order

Receiving a purchase order replenishes your on-hand quantities and automatically fills backordered and special-ordered items. You can receive by purchase order or by individual item. When you receive a purchase order, the PO Receipt dialog shows you the items and quantities due and allows you to provide the quantity actually received as well as the damaged quantity. If you receive less than the quantity due, Enspire automatically creates a back order or cancels the remaining quantity. If you receive more than the quantity due, Enspire gives you the option of selling it, putting it into StockAid, creating a vendor return authorization, or receiving the excess into stock.

When the purchase order is fully received, its status changes to closed and it becomes available to accounts payable.

To receive a purchase order:

1. Open the PO Receipt dialog (Transactions>Purchase Orders>PO Receiving).

2. Create or open the Receipt batch you want to add the purchase order to.

To add purchase orders to an existing receipt batch, choose **Open** from the File menu. In the Batch LookUp dialog, select the batch you want to open, then click **OK**.

To create a new receipt batch, choose **New** from the File menu. In the Batch Maintenance dialog, you can accept the batch description or type a new one, then click **OK**.

3. Click in the Receipts grid, then press the INSERT key on your keyboard.
4. Select a **Warehouse**.
5. After you select a warehouse, select a **Vendor** or a **Purchase Order**.
6. Select the **Purchase Order** or **Item** that you want to receive.
7. In **Received**, type the quantity received.
8. If you received damaged items, type the damaged quantity in **Damaged**. The damaged quantity you type here is included with, not in addition to, the quantity you typed in **Received**. For example, if you receive 22 items and 6 are damaged, the **Received** quantity is 22 and the **Damaged** quantity is 6.
9. If you received excess items, select an **Excess Disposition**. This field becomes active if you type a **Received** quantity that is greater than the **Due** quantity.
10. In the Receiving grid, select **Receive** for each item you want to receive. To select all items, you can choose **Receive All** from the Actions menu. **Receive All** is available only

if you selected **Allow Automatic Purchase/Transfer Receiving** in the Inventory section of the CO Miscellaneous Control File dialog.

To select to receive an item, click the box under **Receive** to place a check mark. If you want to unselect Receive, click the box again and remove the check mark. To unselect Receive for all items, you can choose **Clear All** from the Actions menu. You can also select a “range” of records in a receiving batch by using the shift-click and/or cntrl-click keys to multi-select items in the grid. Under the Actions menu you can select to **Receive Selected** or **Clear Selected** for the items you selected in the grid.

11. From the Actions menu, choose **Post**.

Creating or Editing Vendor Return Authorizations

VRA Entry allows you to create or edit vendor return authorizations. You can also create VRAs automatically when you receive damaged items or when you create an RMA or direct credit memo. You use a VRA whenever you need to return items to a vendor.

The steps below show you how to create a VRA. For information on a specific section, click the Vendor Return Entry Dialog button.

To create a VRA:

1. Open the Vendor Return Entry dialog (Transactions>Purchase Orders>VRA Entry).
2. From the File menu, choose **New**.

To open a VRA, choose **Open** from the File menu.

3. Select the **Vendor** you are creating the VRA for.

Our Account displays your account number as assigned by the vendor.

4. Select a **Claim Vendor**.

The claim vendor is responsible for crediting your company for the returned item. Typically, the vendor and the claim vendor will be the same. However, in some cases, you may need to select a different claim vendor. For example, if an item is damaged during delivery, the carrier may be responsible for issuing your company a credit. Therefore, you select that carrier as the claim vendor. To be able to select a carrier as a claim vendor, the carrier must first be set up as a vendor.

5. Select the **Warehouse** that is returning the items.
6. If the VRA is associated with an RMA, type the RMA number in **RMA #**.

Status displays the current status of the VRA.

Currency is the vendor's currency.

7. If necessary, you can type a new **Exchange Rate**. The exchange rate is the multiplier used to convert your currency to the vendor's currency. For example, your currency is US dollars and the vendor's currency is pesos. If you type 5, then 5 dollars equal 1 peso. If you type .2, then 1 dollar

equals 5 pesos.

8. In **Date Opened**, enter the date the VRA was created.

Shipping Date displays the date the items on the VRA will be shipped back to the vendor.

9. If the vendor charges you a percentage of the cost as a restocking fee, enter the percentage in **Restocking Rate**.
10. In **Ship Via**, select the carrier that will deliver the items to the vendor.
11. Select the carrier's **Service Code**. This code identifies the type of service, such as overnight or standard, the carrier provides to return the items.
12. If applicable, enter the **Consignee** associated with the VRA. **Revision** displays the number of times the document has been printed. Enspire increments this number each time you print the VRA.
13. Complete the following in the Items section to view the items currently included on the VRA and add items.
 - **Link UMs** ensures that the quantity unit of measure and the amount unit of measure are the same. When **Link UMs** is selected, changing one unit of measure automatically changes the other. When **Link UMs** is not selected, you can change one unit of measure without changing the other one.
 - **Line** is the number of the line on which the item appears on the VRA.
 - **Line Type** is the type of item you are returning. The types are :N) Nonstocked and S) Stocked.
 - **Item** is the item being returned.
 - **Disposition** identifies the reason you are returning the item. The options are:
 - C) Customer Return - This option is used automatically whenever a VRA is created from an RMA or a credit memo.
 - D) Damaged - This option is used if the item is damaged. If there is a quantity damaged for an item, that quantity is decreased for each item returned.
 - I) Wrong Product - Use this option if the vendor ships you the wrong item or an unacceptable substitute.
 - J) Rejected Product - Use this option if an item is rejected because it did not meet quality standards or specifications.
 - U) Surplus Stock - Use this option if the vendor allows you to return surplus stock.
 - Z) Other - Use this option for a miscellaneous reason for a return.
 - **Document** is the document originally used to acquire the item from the vendor.
 - **Line** is the number of the line on which the item appears on the document.
 - **Quantity** is the quantity you are returning.
 - **Commit** is the quantity on hand that you can actually return. For example, if the VRA is tied to an RMA for a customer that is returning four items. If you have only received two of the items by the time you create the VRA, the **Quantity** would be 4 and the **Commit** would be 2.
 - **QUM** is the item's quantity unit of measure.
 - **Unit Cost** is the cost of the item, per unit. Enspire retrieves this cost from your purchase order that originally purchased the item. If no purchase order exists, you must enter the unit cost.

- **AOM** is the item's amount unit of measure.
- **Amount** displays the cost of the items you are returning.
- **Weight** displays the weight of the items you are returning.
- **Volume** displays the volume of the items you are returning.
- **Restock Fee** determines whether the vendor charges you a restocking fee for returning the item. Select **Restock Fee** if the vendor charges you a restocking fee. Leave this option unselected if the vendor does not charge you a restocking fee. The fee is based on the **Restock Rate** entered in the Vendor Return section.

VRA Confirmation

You confirm a VRA when you ship the items you are returning.

To confirm a VRA:

1. Open the VRA Confirmation dialog (Transactions>Purchase Orders>VRA Confirmation).
2. From the File menu, choose **New**.

To open a VRA confirmation, choose **Open** from the File menu.

3. Select the **VRA** you are confirming.
4. In **Ship Date**, enter the date you ship the items on the VRA back to the vendor.
5. In **Freight**, enter the amount of the freight that you are paying. If the vendor is paying the freight, leave **Freight** set to zero.
6. Select the **Carrier** that will deliver the items to the vendor.
7. Select the type of **Service** that the carrier provides.
8. Type the carrier's **Waybill** number.
9. If you want to put the vendor invoice on hold, select **Put on Hold**.

If **Put on Hold** is selected, Enspire generates an invoice for the vendor when you post the VRA confirmation. That invoice is placed on hold. To change the status from on hold to available, use Invoice Corrections (Transactions>Vendor Payables>Invoice Corrections).

10. The Details section of the Confirm Vendor Direct Purchase Order dialog allows you to confirm the items and quantity included on the vendor direct purchase order. If you do not need to make any changes, you simply select **Receive**.

Otherwise, select **Receive** after you make your changes to the following:

- **Receive** determines whether the customer received the items. A check mark indicates that the item will be confirmed. Click in the box to place the check mark. If you do not want to confirm the item, click in the box again to remove the check mark.
- **Line #** is the line on the purchase order on which the item appears.
- **Item** is the item number of the item being confirmed.
- **Due** is the quantity of the item included on the purchase order.
- **Shipped** is the quantity of the item actually shipped to the customer.

- **BO** is the quantity of the item on back order.
- **Canceled** is the quantity originally included on the purchase order that you have since canceled.
- **QUM** is the item's quantity unit of measure.
- **Unit Cost** is the cost per item.
- **AUM** is the item's amount unit of measure.
- **Link UMs** ensures that the quantity unit of measure and the amount unit of measure are the same. When **Link UMs** is selected, changing one unit of measure automatically changes the other. When **Link UMs** is not selected, you can change one unit of measure without changing the other one.

11. (Optional) The Unit Control section allows you to provide new control numbers for unit-controlled items. If the item is unit controlled, complete the following.

Select the unit controlled item you want to provide a lot or serial number for.

Click **New**.

If the item is lot-controlled, the Unit Control Selection - Lot dialog appears. In **Commit**, type the quantity you want to commit from each **Control #**. If you can use items from more than one lot for this transaction, select **OK to Mix**. Click **OK**.

If the item is serial-controlled, the Unit Control Selection - Serial dialog appears. Select **Commit** for each serial number you want to commit to this transaction. Click **OK** and complete the Unit Control Grid.

Unit Control Grid

- **Type** is the type of unit control. The options are: L) Lot, S) Serial, V) Volume, and W) Weight.
- **Weight Type** determines how the item is weight-controlled. L) Bulk Weight means you buy and sell the item according to the weight of the entire lot. S) Piece Weight means you buy and sell the item according to the weight of the individual items within the lot.
- **Quantity** is the quantity of items associated with the control number. If the Type is S) Serial, the quantity is 1 and cannot be changed.
- **Weight/Volume** is the weight or volume of the item.
- **Control #** is the control number assigned to the item.
- **Vendor Control #** is the vendor's control number for the item.
- **Bin** is the number of the bin where the item is located.

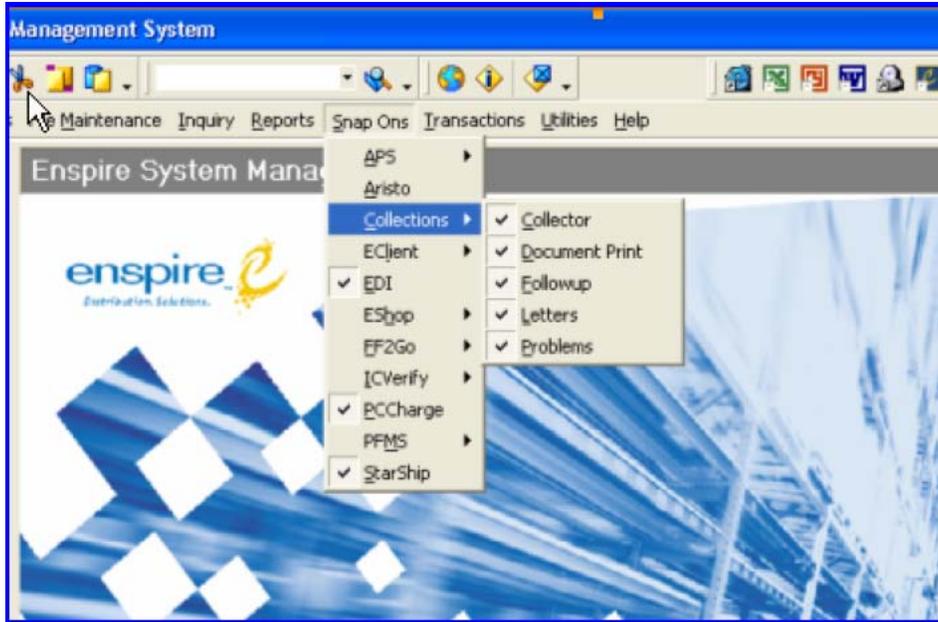
12. You can save or choose Post to post the VRA Confirmation. If you save without posting, you can modify it at a later time.

Collections

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About this Chapter

This chapter covers the Collections snap-on in Enspire. Collections allows you to monitor your collection efforts. You can set up Enspire users as collectors, create collection letters, and monitor your follow-up contacts with customers that have past-due invoices.



The collections data flow is as follows:

1. Set up collectors, letters, and problems.
 - A collector is an Enspire user who can be assigned to contact customers that have past-due invoices. You designate users as collectors in Collector (Snap Ons>Collections>Collector).
 - Collection letters are letters sent to customers that have past-due invoices. You create collection letters in Letters (Snap Ons>Collections>Letters).
 - Problems identify the reasons that an invoice is past due. You add problems in Problems (Snap Ons>Collections>Problems).
2. Follow up past-due invoices.
 - The Follow-up portion of the Collections snap-on allows you to view and update your collection history with a given customer. You follow up past-due invoices in Follow-up (Snap Ons>Collections>Follow-up).

Collector

Collector allows you to designate the Enspire users who will serve as collectors for past-due invoices. Enspire assigns past-due customers to a collector automatically based on the collector's current load of past-due invoices.

To add a collector:

1. Open the Collector dialog (Snap Ons>Collections>Collector).



2. From the File menu, choose **New** (CTRL+N).
3. In **Title**, type the code that identifies this collector.
4. In **Collector**, select an Enspire user.
5. Assign a **Start Date**. This date is the first date the collector can be assigned a past-due invoice.
6. Select a **Status**. The status determines whether the collector is:
 - A) Active**
 - I) Inactive**

An active collector can be assigned past-due invoices. An inactive collector cannot be assigned past-due invoices.
7. In **\$/Minute**, type your cost per minute for the collector to try and collect past-due invoices. For example, if you pay a collector \$10 per hour, your cost per minute would be \$.17, which is \$10 divided by 60 minutes.
8. Select **Collector** or **Supervisor** as the collector's role.
9. In **Max Instant Adjust**, type the maximum amount the collector can adjust an invoice. For example, if you want to give the collector the ability to adjust an overdue invoice by \$100, type 100 here.
10. If you want to give the collector the ability to change a customer's terms, select **Change Cust Terms**. Leave this option unselected if you do not want the collector to be able to change a customer's terms.
11. If you want the collector to be available to all warehouses, select **All Warehouses**. If you want the collector to be available only to the warehouse assigned in User Profile, leave **All Warehouses** unselected.
12. **Follow-up** allows the collection's administrator to determine whether individual collectors are assigned follow-ups.

Selecting **A, Assign Follow-ups**, activates the collector.

Selecting **N, No Follow-ups**, de-activates the collector.
13. If you want to have the ability to reassign the collector, select **Reassign Collector**. Leave this option unselected if you do not want to reassign the collector.
14. From the **File** menu, choose **Save** (CTRL+S).

Collection Letters

Letters allows you to create collection letters, assign them to Enspire templates, and determine when you want to send the letters. You can also select to include the customer statement when you send the letter. In addition to collection letters, Enspire also provides templates for anniversary letters. The letter templates are available through the Report Explorer, in the following folder: Enspire Standard Reports>Snap Ons Reports>Credit Collection.

To set up a collection letter:

1. Open Letters (Snap Ons>Collections>Letters).
2. From the **File** menu, choose **New** (CTRL+N).
3. In **Letter Code**, type a code that identifies the letter.
4. In **Letter Name**, type a title or description of the letter.
5. In **Doc Code of Letter**, select the Report Explorer template you want to assign to the letter.

The letter templates are available through the Report Explorer, in the following folder: Enspire Standard Reports>Snap On Reports>Credit Collection.
6. If you want to include the customer statement when you send this letter, select **Attach Statement**. Leave this option unselected if you do not want to send the statement.
7. Select a **Trigger**. The trigger identifies the occurrence that places the letter in the Letter Queue section of the Follow-up dialog. The options are:
 - A) **Anniversary** allows you to send letters to customers based on their anniversary date of becoming your customer.
 - F) **First Pay** enables you to send letters to customers after they make their first payments.
 - I) **Inactive** permits you to send letters to customers that have been inactive for a given number of days.
 - N) **New Customer** makes it possible to send letters to new customers.
 - P) **Past Due** allows you to send letters to customers past due.
 - S) **Large Sale** enables you to send letters to customers who have recently made a large purchase from your company.
8. In **Letter Cost**, type your cost for sending the letter. For example, this cost can include postage, paper, toner, and labor.
9. Select a **Time Frame Code** and **Time Frame Value**. These options determine when a letter is added to the Letter Queue section of the Follow-up dialog. For example, if the **Time Frame Code** is Days and the **Time Frame Value** is 60, this letter is added to the Letter Queue section whenever an invoice is 60 days or more past due. The Time Frame Codes are:
 - A) **Amount**
 - D) **Days**
 - M) **Months**
 - Y) **Years**

NOTE: The letter must be in the Cust Letter Setup section of the Follow-up dialog before it can be added to the Letter Queue section.
10. In **# Max Send**, type the maximum number of times this letter is to be sent to a customer.

- If you want this letter included automatically in the Cust Letter Setup section of the Follow-up dialog, select **Is Global**. Leave this option unselected if you do not want the letter to be included automatically. You can add the letter manually if necessary.

Is Global makes the letter available for all customers. When a customer has a past-due invoice and is placed in the Follow-up dialog, global letters are automatically included in the Customer Letter Setup section of the Follow-up dialog. If **Is Global** is not selected, you must add the letter to the Cust Letter Setup section for each customer you want to send the letter to.

- Type the text for the letter.

You type the letter in the **Body of Letter** area at the bottom of the Letters dialog. Simply click in this area and begin typing.

NOTE: You can override this text for specific customers in the **Customer-Specific Body Text** area in the Letter Queue section of the Follow-up dialog.

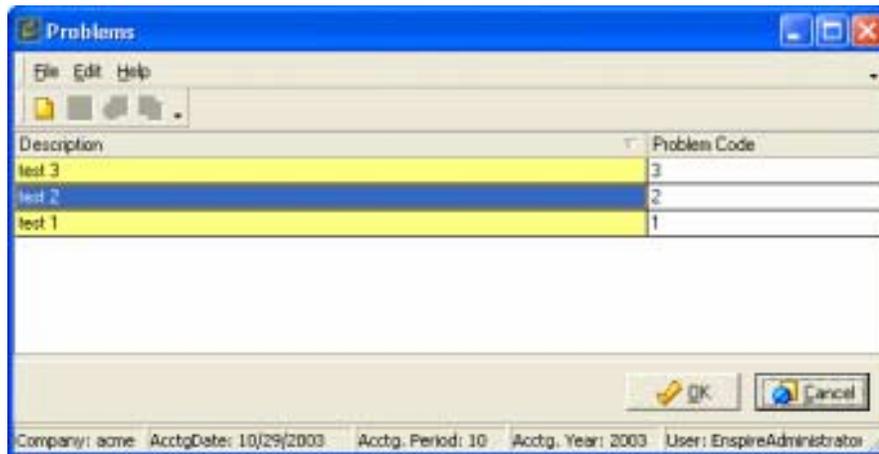
- From the **File** menu, choose **Save** (CTRL+S).

Collection Problems

Problems allow you to identify reasons that invoices become past due. You can then assign a problem to an invoice during follow-up.

To add a collection problem:

- Open Problems (Snap Ons>Collections>Problems).



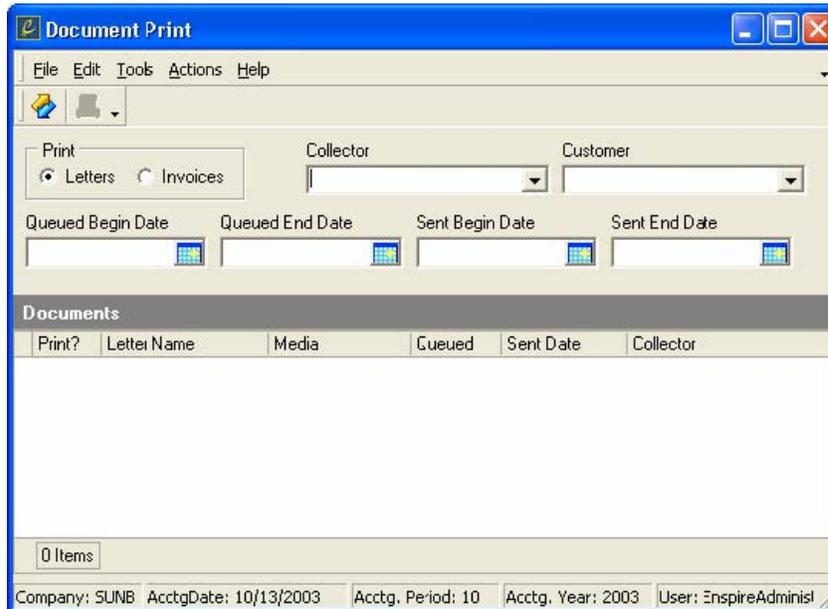
- From the **File** menu, choose **New** (CTRL+N).
- In **Problem Code**, type the code that identifies the problem.
- In **Description**, type the description of the problem.
- From the **File** menu, choose **Save** (CTRL+S).

Document Print - Collections

The Document Print dialog for collections allows you to select the letters you want to print or reprint. You can also select to print past-due invoices. If you select to print a letter, that letter prints for each customer that is scheduled to receive it.

To print letters or past-due invoices:

1. Open the Document Print dialog (Snap Ons>Collections>Document Print).



2. In the **Print** group box, select the type of document you want to print. The options are **Letters** and **Invoices**. If you select **Letters**, all letters that are currently in the letter queue that also meet your filtering criteria will be available for printing. If you select **Invoices**, all invoices that are past due as of the current date that also meet your filtering criteria will be available for printing.
3. Select the filters, if any that you want to apply.

Collector retrieves only those documents that belong to the selected collector. Leave this option blank if you do not want to filter by collector.

Customer retrieves only those documents that belong to the selected customer. Leave this option blank if you do not want to filter by customer.

Queued Begin Date retrieves documents based on the date they were added to the Letter Queue section of the Follow-up dialog. The date you select here is the first date for which documents are included. Leave this option blank if you do not want to filter by the beginning date.

Queued End Date retrieves documents based on the date they were added to the Letter Queue section of the Follow-up dialog. The date you select here is the last date for which documents are included. Leave this option blank if you do not want to filter by the ending date.

Sent Begin Date retrieves documents based on the date they were sent to the customer. The date you select here is the first date for which documents are included. Leave this option blank if you do not want to filter by the beginning date.

Sent End Date retrieves documents based on date sent to the customer. The date you select here is the last date for which documents are included. Leave this option blank if you do not want to filter by the ending date.

4. From the **Actions** menu, choose **Fetch**. When you choose **Fetch**, the documents that meet your filtering criteria appear in the Documents grid.
5. In the Documents grid, make sure **Print** is selected for each document you want to print. A check mark indicates the document is included in the printing. Click in the box to place

the check mark. If you want to exclude the document, click in the box again to remove the check mark.

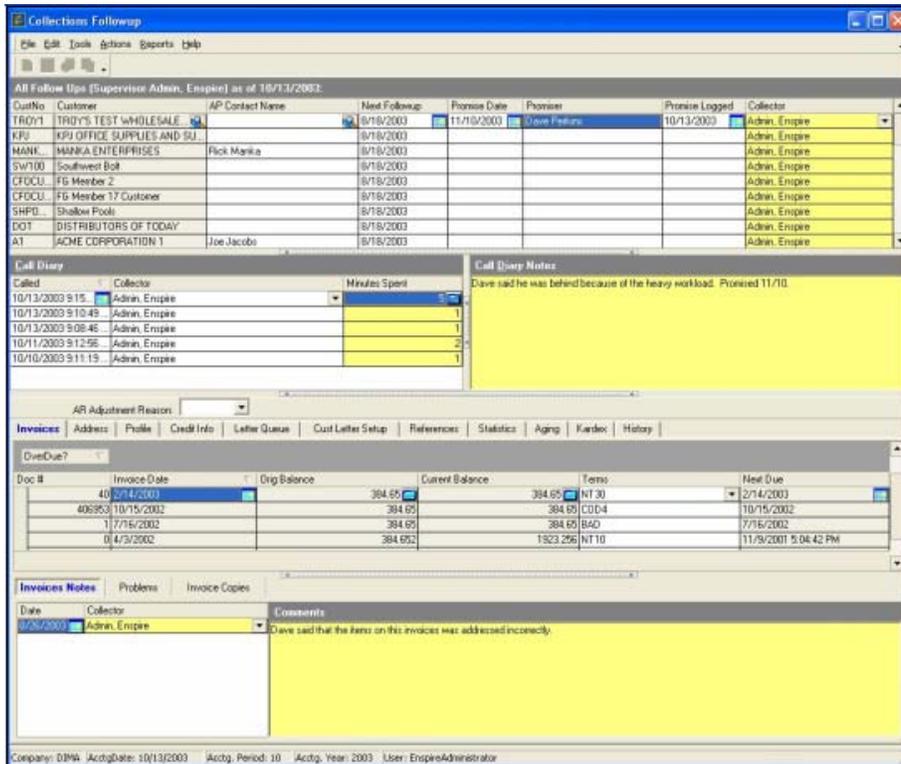
- If you want to print the selected documents, choose **Print Select** (CTRL+P) from the **File** menu. If you want to preview the selected documents, choose **Print Preview**.

Follow-up Dialog

The Follow-up dialog lists the customers that have past due invoices, the collector assigned to each customer, a record of the calls made to each customer, and other invoice information. When a customer has one or more past-due invoices, that customer is listed in the Follow-up dialog automatically. When you select a customer, all of the customer's invoice history is provided for your analysis and action.

Follow-up Grid

You click Snap Ons>Collections>Follow-up to display the Collections Follow-up dialog.



This grid contains the customers, assigned to the using collector, that have past-due invoices and that are scheduled to be contacted by the next follow-up date. The invoices for the selected customer appear in the Overdue Invoices section with the following information:

- Customer** lists the customers that have past-due invoices.
- AP Contact Name** is your contact in the customer's accounts payable department.
- Next Follow-up** is the date the collector will contact the customer again.
- Promise Date** is the date the customer promised to pay by.
- Promisor** is the person who made the promise.
- Promise Logged** is the date the payment promise was made.
- Collector** is the Enspire user who is assigned to the customer as a collector.

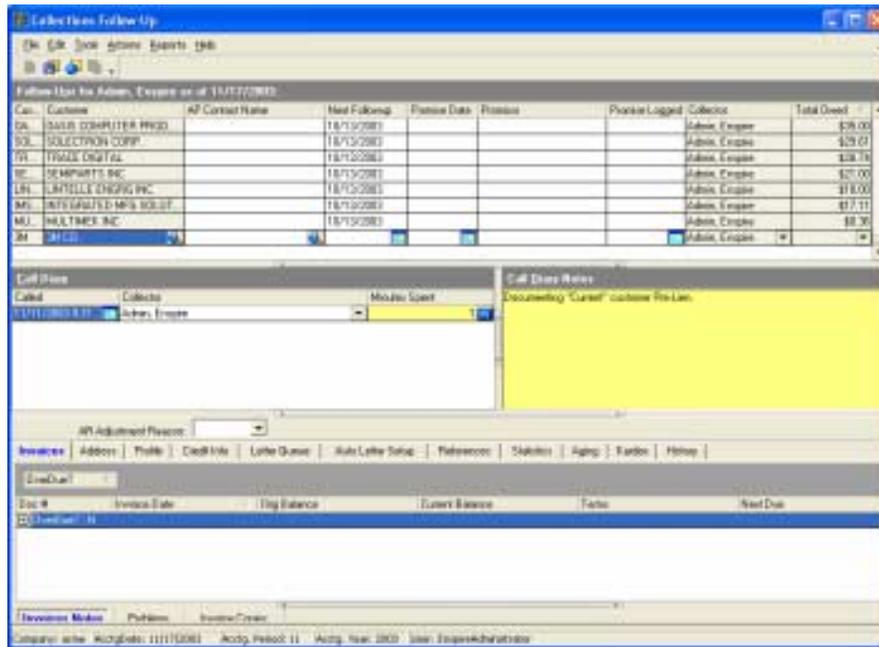
- **Total Owed** represents the outstanding balance for each of the customers listed. You may sort the data in the follow-up grid by clicking on any of the preceding column headings. For instance, if you wish to sort by the largest outstanding amount, click on the Total Owed column heading.

“Current” Customer Follow-up

At times, you may wish to look up customers that are not delinquent. Documentation and review of pre-lien agreements is an excellent example of why you might choose to look-up current customers. The following steps describe how to look-up a customer that is current with their payments:

Click in the Follow-up grid and press the INSERT key.

Use the look-up icon to select the customer you would like to document or evaluate.



Call Diary Grid

This grid lists the collection calls that were made to the customer.

- **Called** is the date of the call.
- **Collector** is the collector who made the call.
- **Minutes Spent** is the length of time, in minutes, of the call.
- **Call Diary Notes** allows you to type notes about the call. The notes that are displayed apply to the call selected in the Call Diary grid. To type a note, click in the Call Diary Notes area and begin typing.

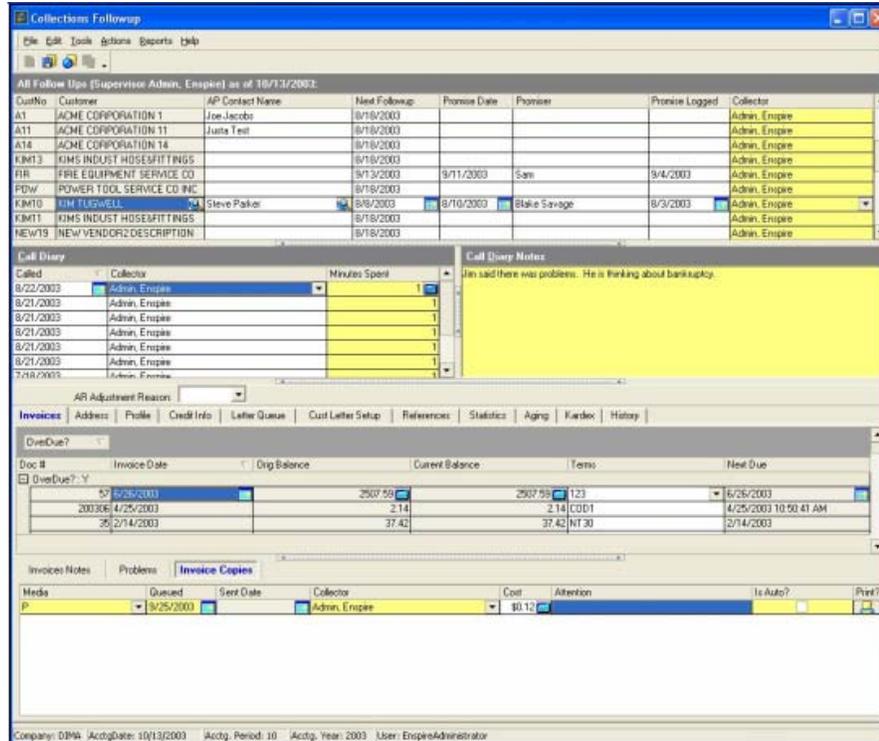
Adding a Call to the Call Diary

1. In the Follow-up dialog (Snap Ons>Collections>Follow-up), select the customer you are adding the call for.
2. Click in the Call Diary grid and press the INSERT key on your keyboard.
3. In **Called**, select the date the call was placed.
4. Select the **Collector** who placed the call.

5. In **Minutes Spent**, type the length of the call, in minutes.

Invoices

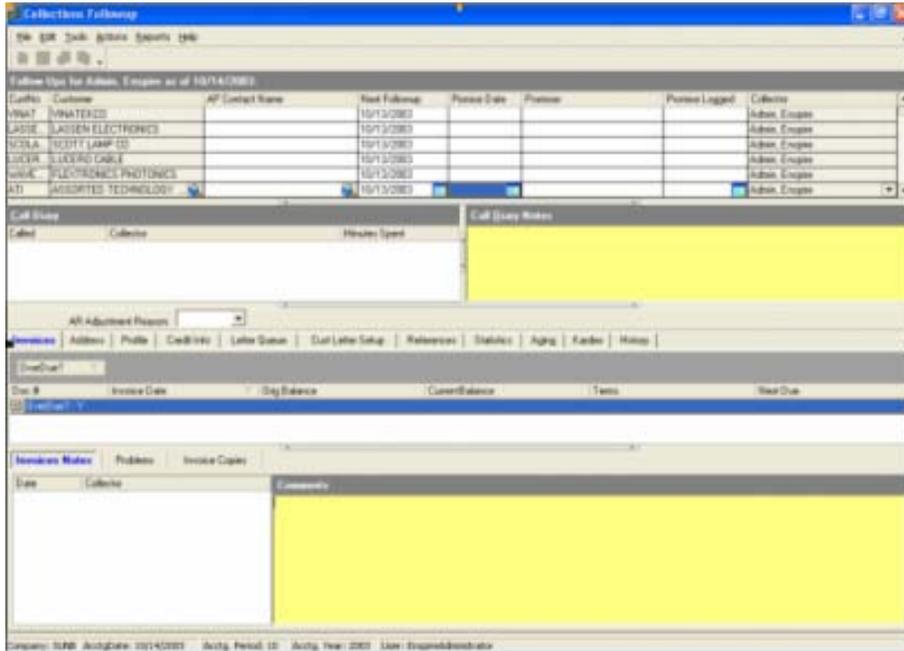
The Invoices tab provides a listing of all invoices that have been issued to the selected customer.



- **Doc #** lists the document number of all invoices.
- **Invoice Date** represents the date that each invoice was created.
- **Orig Balance** shows the original amount owed
- **Current Balance** displays the amount owed at present.
- **Terms** shows the credit terms that the purchase was made under.
- **Next Due** lists the date at which the next payment is due.

Invoice Notes

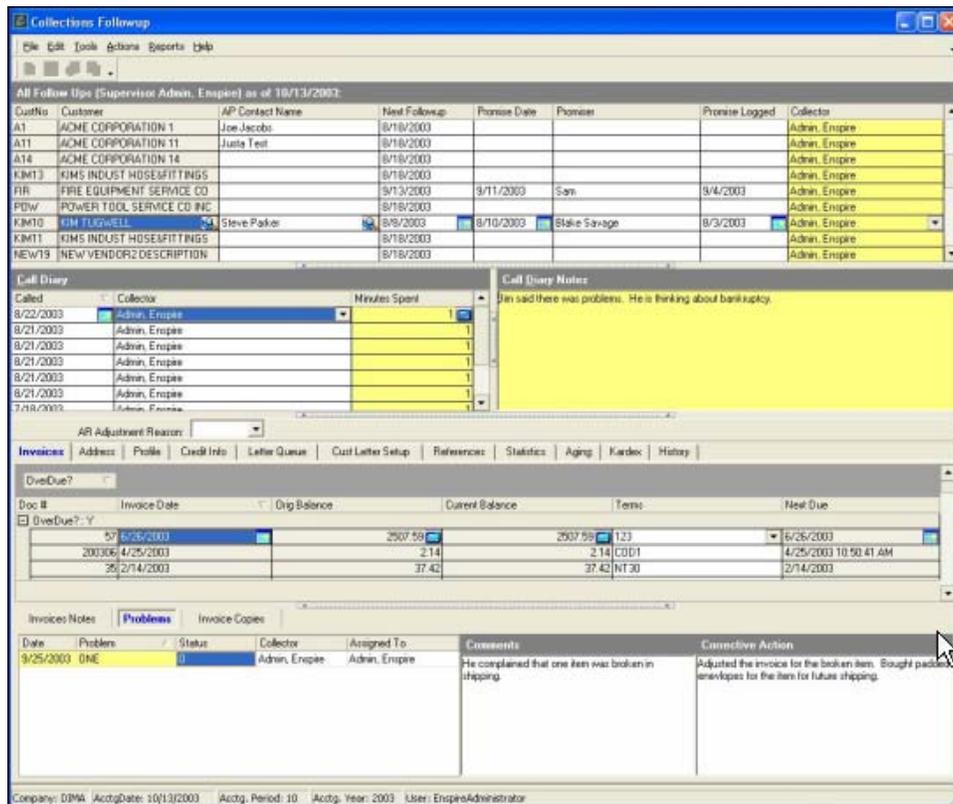
The Invoice Notes tab enables you to document issues and thoughts for each invoice.



- **Date** certifies when the documentation occurred.
- **Collector** records the name of the collector making the input.
- **Comments** used to document key issues concerning the invoice.

Invoice Problems

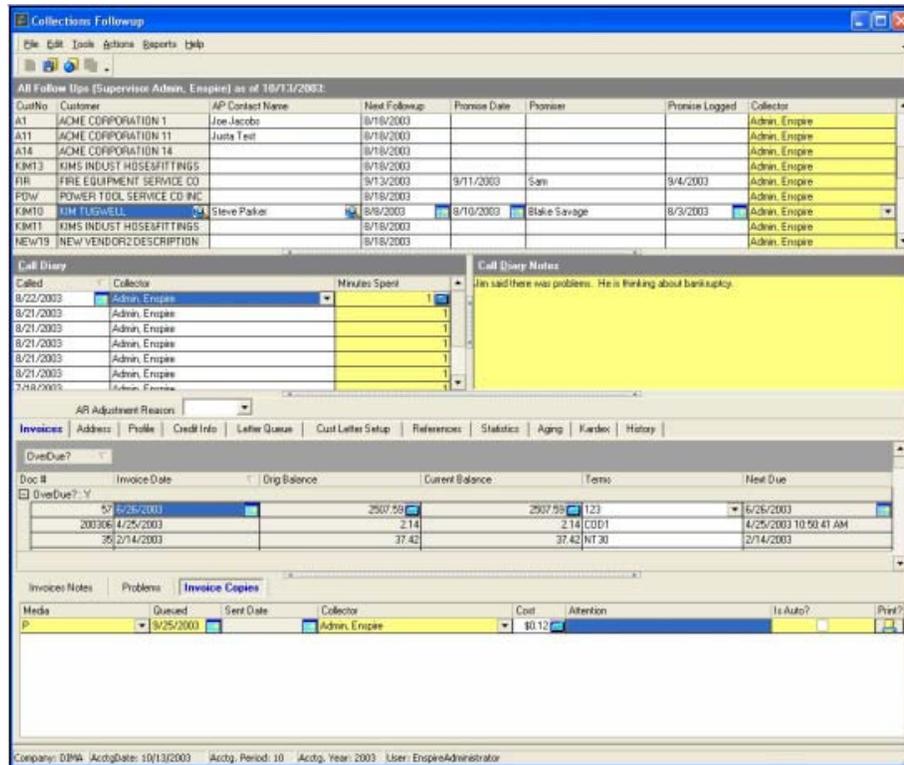
The Invoice Problems tab provides you the ability to document disputes or concerns involving selected invoices.



- **Date** documents when the problem was recorded.
- **Problems** provides the ability to categorize problems with codes setup within Snap Ons>Collections>Problems.
- **Status** enables documentation of the problem condition. Available options are
 - C - Cancelled**
 - O - Open**
 - R - Resolved**
- **Collector** identifies the collector handling the problem.
- **Assigned To** names the individual to who the problem is given to for resolution
- **Comments** used to document key issues concerning the invoice problem
- **Corrective Action** used to record specific step(s) taken to resolve the problem.

Invoice Copies

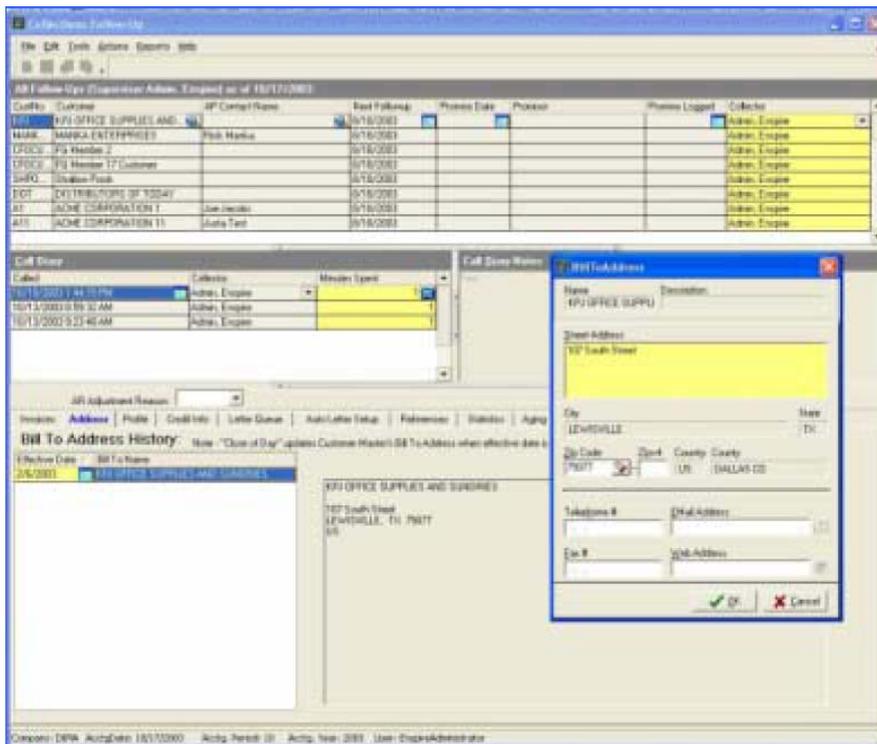
Invoice Copies enable you to send a copy of the selected invoice via fax, e-mail or printed copy. After clicking the Invoice Copies tab, you must press the INSERT key to activate the dialog.



- **Media** allows you to select which form of output you would like to use:
 - E - Email**
 - F - Fax**
 - P - Paper**
- **Queued** shows the date the invoice copy is initiated
- **Sent Date** shows the date the invoice copy was actually sent
- **Collector** records the collector who sent the copy
- **Cost** documents the cost of distributing the copy
- **Attention** enables you to address the invoice copy to a designated individual
- **Auto Gen** lets you know if the print is generated automatically
- **Print?** executes document processing

Address

The Address section allows you to keep track of the customer's bill-to locations. The bill-to addresses apply to the customer selected in the Follow-up grid.



- **Effective Date** is the date the bill-to location was added to Enspire.
- **Bill To Name** is the name of the bill-to location.

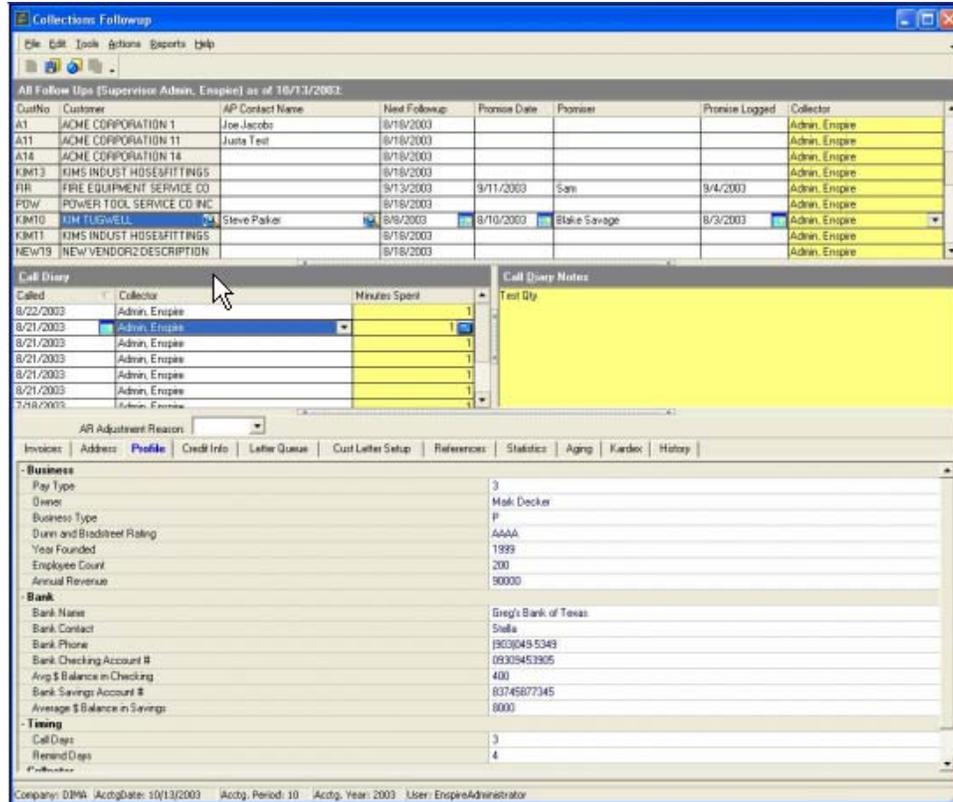
To add a new bill-to address, click in the Bill To grid then press the INSERT key on your keyboard. Type an **Effective Date** and **Bill To Name**. Double click in the **Address** area then complete the Address dialog, which is described below.

Address Dialog

- **Address** is the customer's address.
- **City** is the city where the customer is located.
- **State** is the state where the customer is located.
- **Zip** is the customer's zip code.
- **Country** is the country where the customer is located.
- **Telephone** is the customer's telephone number.
- **Fax** is the telephone number for the customer's fax machine.
- **Email Address** is the customer's e-mail address.
- **Web Address** is the customer's internet address.

Profile

The Profile section allows you to provide business and banking information about the customer. This information applies to the customer selected in the Follow-up grid. This section is divided as follows: Business, Bank, and Timing. To display the information within one of those headings, click the plus sign (+). To hide the information, click the minus sign (-).



Business

- **Pay Type** identifies how reliable the customer is in making payments. The types are as follows: **0) Good, 1) Slow, 2) Temporary Financial Issues, 3) Serious Financial Issues, 4) Avoider.**
- **Owner** is the owner of the customer's business.
- **Business Type** is the type of business the customer has.
- **Dun and Bradstreet Rating** is the customer's Dun and Bradstreet number.
- **Year Founded** is the year the customer's business was started.
- **Employee Count** is the number of employees working for the customer.
- **Annual Revenue** is the amount of money the customer makes in a year.

Bank

- **Bank Name** is the bank that the customer uses.
- **Bank Contact** is your contact at the customer's bank.
- **Bank Phone** is the phone number of the customer's bank.
- **Bank Checking Acct #** is the customer's checking account number.
- **Avg \$ Balance in Checking** is the average amount in the customer's checking account.

- **Bank Savings Account #** is the customer's savings account number.
- **Avg \$ Balance in Savings** is the average amount in the customer's savings account.

Timing

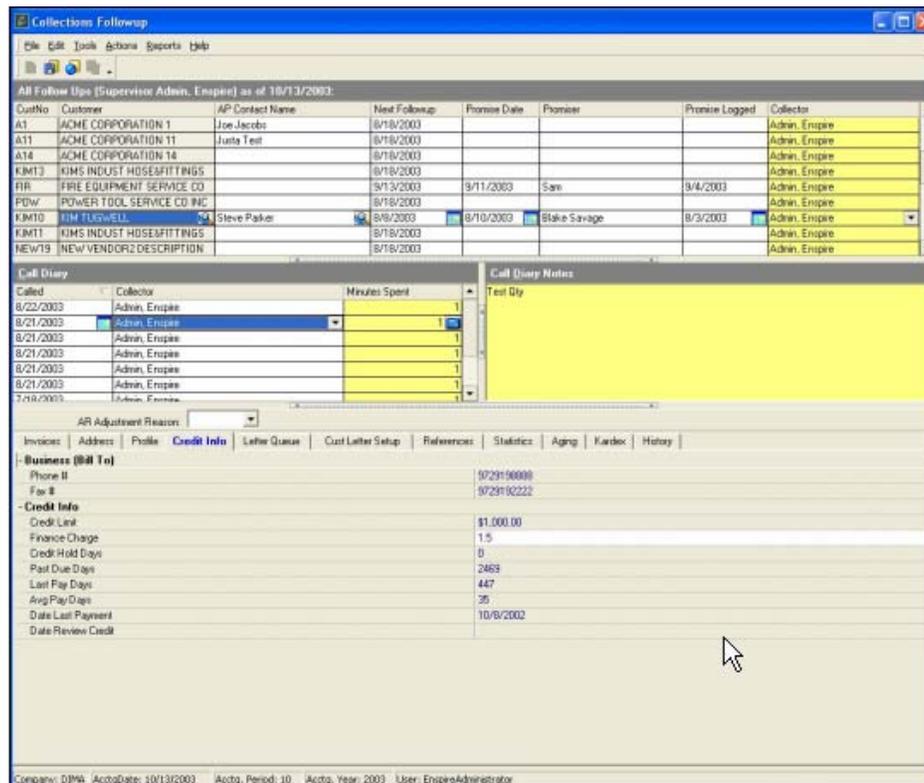
- **Call Days** establishes the number of days an invoice is past due before Follow-up prompts the collector to call.
- **Remind Days** sets the number of days at which a pre-defined "reminder" letter will be sent if an invoice is past due.

Collector

- **Collector** is the collection person assigned to a particular account.

Credit Info

The Credit Info section displays the customer's credit information. This information applies to the customer selected in the Follow-up grid. This section is divided as follows: Business and Credit Info. To display the information within one of those headings, click the plus sign (+). To hide the information, click the minus sign (-). The information displayed under Credit Info is established in the Customer Master Maintenance dialog (File Maintenance>Customer>Customer Master).



Business (Bill To)

- **Phone #** is the customer's contact number for billing.
- **Fax #** is the customer's billing fax number.

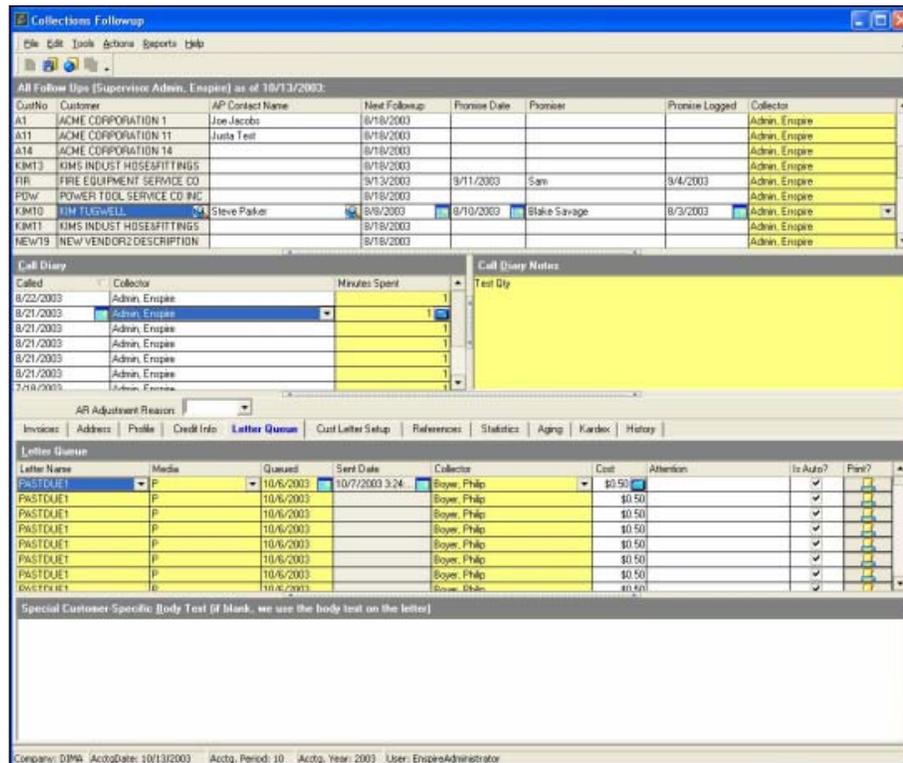
Credit Info

- **Credit Limit** displays the maximum credit extended to the customer.
- **Finance Charge** is the percentage that is charged based on the customer's overdue balance each month.

- **Credit Hold Days** displays the number of days past due at which the customer goes on credit hold.
- **Past Due Days** is the number of days the customer has had a past-due invoice.
- **Last Pay Days** displays the number of days the customer took to pay the last paid invoice.
- **Avg Pay Days** displays the average number of days the customer takes to pay an invoice. To calculate this number, Enspire takes into account the previous average and the customer's most recent payment. The calculation is a weighted average where 25 percent of the average is based on the most recent payment and 75 percent is based on the previous average.
- **Date Last Payment** is the date of the customer's most recent payment.
- **Date Review Credit** shows the next date on which you will review the customer's credit.

Letter Queue

The Letter Queue section allows you to schedule collection letters to send to customers. Only letters that are in the Cust Letter Setup section are available to be listed here. This information applies to the customer selected in the Follow-up grid.



- **Letter Name** identifies the letters that are in the queue.
- **Media** determines how the letter will be sent.
- **Queued** is the date the letter was added to the queue.
- **Sent Date** is the date the letter was sent to the customer.
- **Collector** is the collector assigned to the customer.
- **Cost** is your cost for sending the letter.
- **Attention** is the customer contact you are sending the letter to.

- **Is Auto** determines whether the letter was placed in the queue automatically. A letter is placed in the queue automatically if Is Global is selected for the letter in the Letters dialog. To place a letter in the queue manually, click in the Letter grid and press the INSERT key on your keyboard. Select the Letter Code you want to add to the queue.
- **Print** allows you to send the letter. Click the printer icon to the print, fax or e-mail.

Customer-Specific Body Text

When you set up a collection letter, you include generic text for the letter. This text is included on the letter for all customers. However, in some cases, you may want to customize a letter for a specific customer. You customize collection letters in the Customer-Specific Body Text area in the Letter Queue section. Any text that you type in this area replaces the text in the generic letter. To retain the generic letter text, you need to copy it and paste it here. You set up collection letters in Letters (Snap Ons>Collections>Letters).

Cust Letter Setup

The Cust Letter Setup section identifies the letters to be sent to the customer and determines how often they will be sent. If you select Is Global in the Letters dialog when you set up a letter, the letter appears in this section automatically when the customer meets letter criteria. To add a letter to this section manually, click in the grid and press the INSERT key on your keyboard. Select the Letter Code you want to add then complete the grid as described below.

CustNo	Customer	AP Contact Name	Next Followup	Promise Date	Promise	Promise Logged	Collector
A1	JACHE CORPORATION 1	Joe Jacobs	8/18/2003				Admin, Enspire
A11	JACHE CORPORATION 11	Justin Teel	8/18/2003				Admin, Enspire
A14	JACHE CORPORATION 14		8/18/2003				Admin, Enspire
KIM13	KIMS INDUST HOSEFITTINGS		8/18/2003				Admin, Enspire
FIR	FIRE EQUIPMENT SERVICE CO		8/13/2003	8/11/2003	Sam	8/4/2003	Admin, Enspire
PDW	POWER TOOL SERVICE CO INC		8/18/2003				Admin, Enspire
KIM10	KIM TUGWELL	Steve Parker	8/8/2003	8/10/2003	Stake Savage	8/3/2003	Admin, Enspire
KIM11	KIMS INDUST HOSEFITTINGS		8/18/2003				Admin, Enspire
NEW19	NEW VENDOR DESCRIPTION		8/18/2003				Admin, Enspire

Called	Collector	Minutes Spent
8/22/2003	Admin, Enspire	1
8/21/2003	Admin, Enspire	1

Letter Code	Time Frame	Time Frame Value	Max Times To Send	Gap Days	Last Sent	# Times Sent
PASTDUE2	D	30	1	30		0
BIG SALE	A	5000	1	30	8/12/2003 11:27:05 AM	2
PASTDUE4	D	60	1	30		0
ANNVT	Y	1	1	20	8/12/2003 11:20:08 AM	2
PASTDUE3	D	45	1	30		0
NEWADCT	D	1	1	20		0
PASTDUE1	D	15	1	30	10/7/2003 3:24:16 PM	11

- **Letter Code** identifies the letter.
- **Time Frame** is the time segment, such as days or weeks that determines how often the letter will be sent to the customer.
- **Time Frame Value** is the number of time segments that determines how often the letter will be sent to the customer. For example, if Time Frame is Days and Time Frame Value is 7, the letter will be sent every 7 days. If Time Frame is Weeks and Time Frame Value is 2, the letter will be sent every 2 weeks.

- **Max Times to Send** is the maximum number of times the letter will be sent to the customer. For example, if Time Frame is Days, Time Frame Value is 7, and Max Times to Send is 3, the letter will be sent once every 7 days until it has been sent 3 times.
- **Gap Days** defines how many days to wait between customer contacts. A Gap Day selection of 15 tells Collections to contact the customer every 15 days on late invoices.
- **Last Sent** is the date the letter was most recently sent to the customer.
- **# Times Sent** is the number of times the letter has been sent to the customer.

References

The References section identifies the references that will provide information about the customer. These references apply to the customer selected in the Follow-up grid. To add a reference, click in the Reference grid then press the INSERT key on your keyboard. Complete the reference grid as follows:

The screenshot shows the 'Collections Followup' application window. The 'References' section is active, displaying a grid with the following data:

Reference Name	Contact	Requested	Responded	Ref Cust Acct #
Bank of Tin	Randy Clements	7/8/2003	7/8/2003	3495690430
Western Union	Bill Jones	7/25/2003	7/25/2003	09768796
dshhh		8/24/2003	8/24/2003	
luj		8/24/2003	8/24/2003	
lujh		10/1/2003	10/1/2003	

Below the grid, the 'Contract Method' table is visible:

Contract Method	T
Date Opened	7/8/2003
Last Sale To Cust	7/8/2003
Credit Limit	\$90,000.00
High Balance	\$90,000.00
Terms	10 L
Pay Days	
Now Oves	\$21,000.00
Post Due	\$15,000.00

The 'Customer Reference Demographics' section shows:

Bank of Tin
Tin's Street
COLOMA, MI 48008

- **Reference Name** is the company that is providing the reference.
- **Contact** is the specific person that is providing the reference.
- **Requested** is the date you requested the reference.
- **Responded** is the date the company provided the reference.
- **Ref Cust Acct #** is the customer's account number with the company you requested the reference from.

Reference Information

- **Contact Method** identifies how you contacted the reference.
- **Date Opened** is the date the customer opened an account at the reference's company.

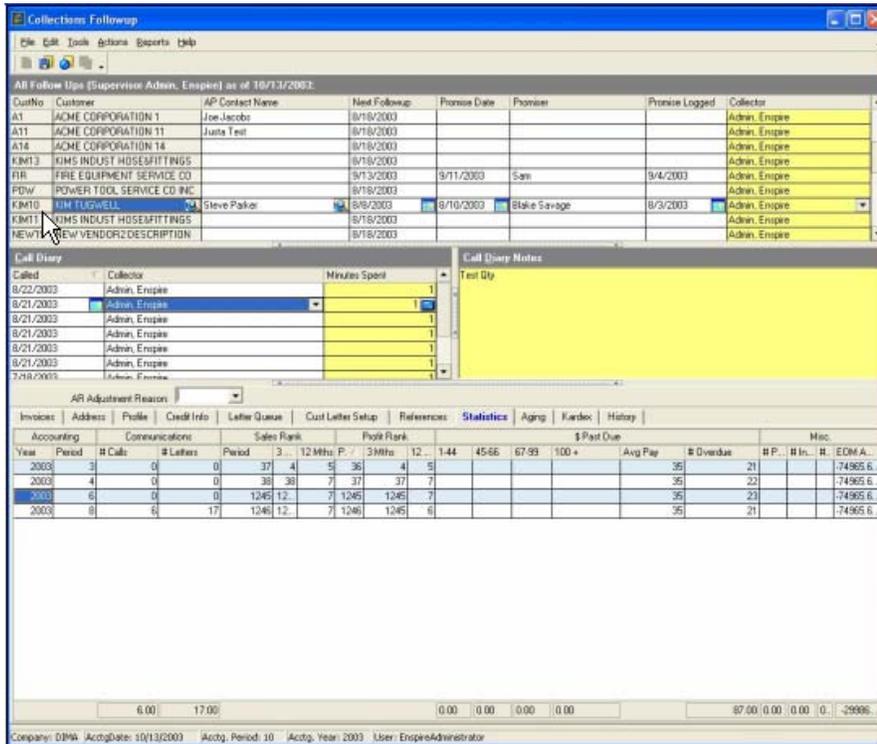
- **Last Sale to Cust** is the date of the reference's most recent sale to the customer.
- **Credit Limit** is the customer's credit limit with the reference.
- **High Balance** is the amount of the customer's highest balance with the reference.
- **Terms** are the customer's terms of sale with the reference.
- **Pay Days** is the average number of days it takes the customer to pay the reference.
- **Now Owes** is the current amount the customer owes the reference.
- **Past Due** is the amount that the customer owes the reference that is past due.
- **Customer Related Demographics** displays the reference's address and other contact information. To add or edit this information, double click in the **Customer Related Demographics** area then complete the Address dialog.

Address Dialog

- **Address** is the reference's address.
- **City** is the city where the reference is located.
- **State** is the state where the reference is located.
- **Zip** is the reference's zip code.
- **Country** is the country where the reference is located.
- **Telephone** is the reference's telephone number.
- **Fax** is the telephone number for the reference's fax machine.
- **Email Address** is the reference's e-mail address.
- **Web Address** is the reference's internet address.

Statistics

The Statistics section displays communication, sales, profit and past-due information for the customer. This information applies to the customer selected in the Follow-up grid.



Accounting

- **Period** is the accounting period that the information is displayed for.
- **Year** is the accounting year that the information is displayed for.

Communications

- **# Calls Made** is the number of collection calls made to the customer during the period.
- **# Letters Sent** is the number of collection letters sent to the customer during the period.

Sales Rank

- **Period** lists the customer's ranking in terms of sales volume for the period.
- **3 Months** lists the customer's ranking in terms of sales volume during the previous three months.
- **12 Months** lists the customer's ranking in terms of sales volume during the previous 12 months.

Profit Rank

- **Period** lists the customer's ranking in terms of profit for the period.
- **3 Months** lists the customer's ranking in terms of profit during the previous three months.
- **12 Months** lists the customer's ranking in terms of profit during the previous 12 months.

\$ Past Due

NOTE: Aging levels determine how Enspire ages invoices and when the invoices are considered past due. In the descriptions below, 1-30 represents aging level 1, 31-60 represents aging level 2,

61-90 represents aging level 3, and 90+ represents invoices that are beyond aging level 3. Aging levels are established in the Company section of the CO Miscellaneous Control File dialog.

- **1-30** displays the amount of overdue invoices that are between 1 and 30 days past due.
- **31-60** displays the amount of overdue invoices that are between 31 and 60 days past due.
- **61-90** displays the amount of overdue invoices that are between 61 and 90 days past due.
- **Over 90** displays the amount of overdue invoices that are over 90 days past due.
- **Avg Pay** is the average number of days it takes the customer to pay you.
- **# Overdue** is the number of past-due invoices that occurred during the period.

Aging

The Aging section displays the current and past due open items for the selected customer.

NOTE: Aging levels determine how Enspire ages invoices and when the invoices are considered past due. In the descriptions below, 1-30 represents aging level 1, 31-60 represents aging level 2, 61-90 represents aging level 3, and 90+ represents invoices that are beyond aging level 3. Aging levels are established in the Company section of the CO Miscellaneous Control File dialog.

The screenshot shows the 'Collections Followup' dialog box. At the top, it displays 'All Follow Ups (Supervisor Admin, Enspire) as of 10/13/2003'. Below this is a table with columns: CustNo, Customer, AP Contact Name, Next Followup, Promise Date, Promiser, Promise Logged, and Collector. The table lists several customers, including JACME CORPORATION 1, JACME CORPORATION 11, JACME CORPORATION 14, KIMS INDUST HOSEFITTINGS, FIRE EQUIPMENT SERVICE CO, POWER TOOL SERVICE CO INC, KIM TUGWELL, and NEW VENDORS DESCRIPTION.

Below the customer list is a 'Call Diary' section with columns for 'Called', 'Collector', and 'Minutes Spent'. It shows a list of calls made on 8/21/2003 by Adnan, Enspire, with 1 minute spent per call.

At the bottom, there is an 'AR Adjustment Reason' dropdown and a 'Tabular Aging' section. The 'Tabular Aging' section has tabs for 'Invoices', 'Address', 'Profile', 'Credit Info', 'Letter Queue', 'Cust Letter Setup', 'References', 'Statistics', 'Aging', 'Kardex', and 'History'. The 'Aging' tab is selected, showing a table of invoices with columns: Type, Invoice, Invoice Date, Due Date, Status, Current, and various aging buckets (1-44, 45-66, 67-99, 100+). The table lists several invoices, including one for \$452.95 and another for \$122.65.

At the bottom of the dialog, it displays 'Company: DPMW AcctgDate: 10/13/2003 Acctg. Period: 10 Acctg. Year: 2003 User: EnspireAdministrator'.

- **Type** identifies the open item as an **I-Invoice**, **C-Credit Memo**, **D-Debit Memo**, **O-On Account**, **B-Balance Forward**, or **F-Finance Charge**.
- **Invoice** displays the number of the open item.
- **Invoice Date** shows the date that the invoice was originally posted.
- **Due Date** is the date the open item is due.
- * provides additional information about the status of the open item.

A dash (-) indicates that the item is being disputed. Aging is stopped until the dispute is resolved.

i indicates that the invoice or debit memo includes installment or split payment terms.

p indicates that a partial payment was applied to the open item.

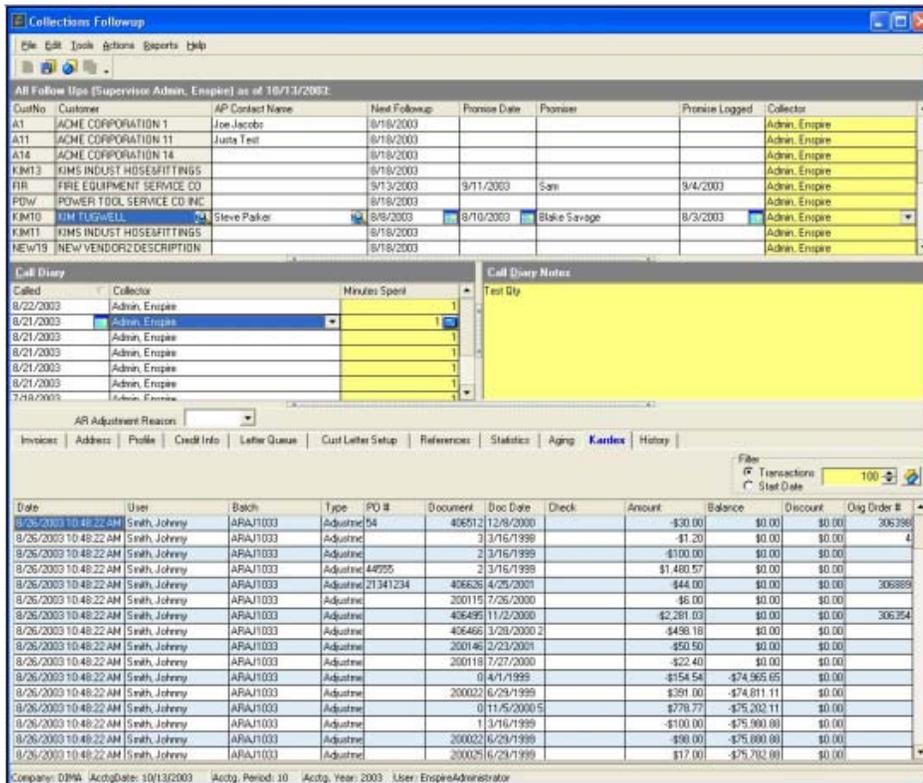
a indicates an adjustment or payment was applied to the open item.

c indicates that the invoice or debit memo includes COD payment terms.

- **1-44** displays the amount of the open item that is current.
- **45-66** displays the amount of the open item that is between 45 and 66 days past due.
- **67-99** displays the amount of the open item that is between 67 and 99 days past due.
- **100+** displays the amount of the open item that is over 100 days past due.

Kardex

The Kardex section displays the invoice and payment history for the selected customer. For example, if you want to see the customer purchase order number tied to a specific invoice, you can display the Kardex.



Filtering Kardex Information

The filtering option you select determines the transactions that appear. Enspire gives you the option of filtering the transactions that appear in the Kardex. Filtering allows you to determine the number of transactions that appear.

You can filter by the transaction date or by the number of transactions:

- To filter by the number of transactions, select Transactions then type the number of transactions you want to view. For example, if you type 50, the Kardex displays the 50 most recent transactions.

- To filter by transaction date, select Start Date then select a date. For example, if you enter a date of March 2, 2003, the Kardex displays all transactions that occurred between March 2, 2003, and the current date. Regardless of the filter criteria selected, the following information categories are displayed for your analysis.

Date displays the date and time the batch that contains the document was created.

User is the Enspire user who generated the batch.

Batch is the batch that included the document associated with the order.

Type is the type of document.

PO # is the number of the customer purchase order used to place the original order.

Document lists the invoices that belong to the selected customer.

Doc Date is the date the document was created.

Check is the number of the check used to pay the invoice.

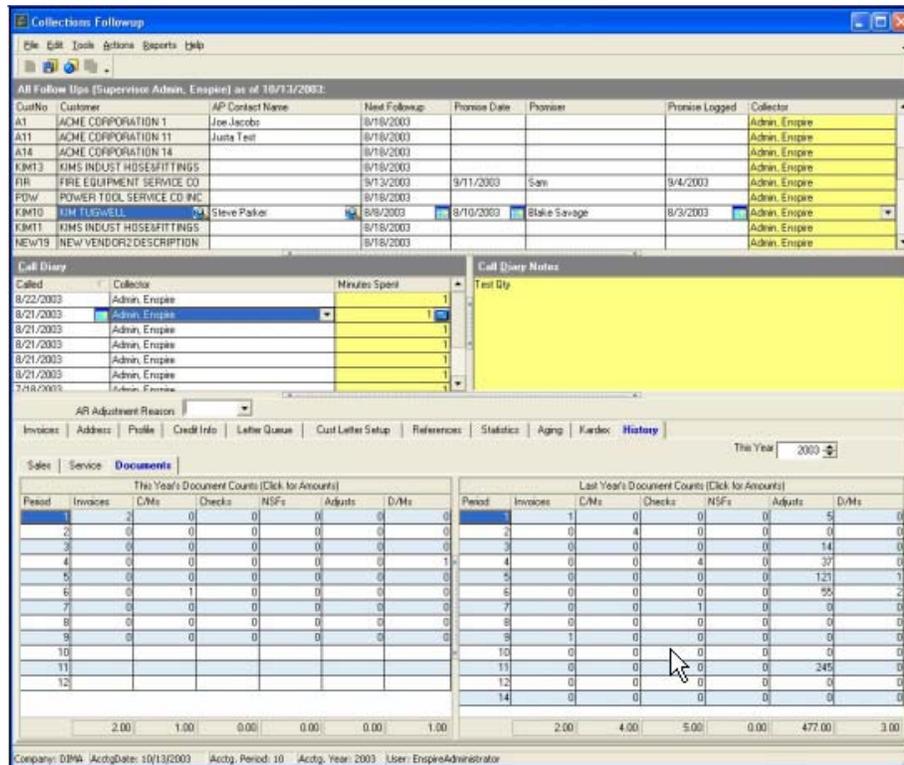
Amount is the amount of the check.

Balance is the remaining balance of the document.

Orig Order # is the number of the order that generated the invoice that is now past-due.

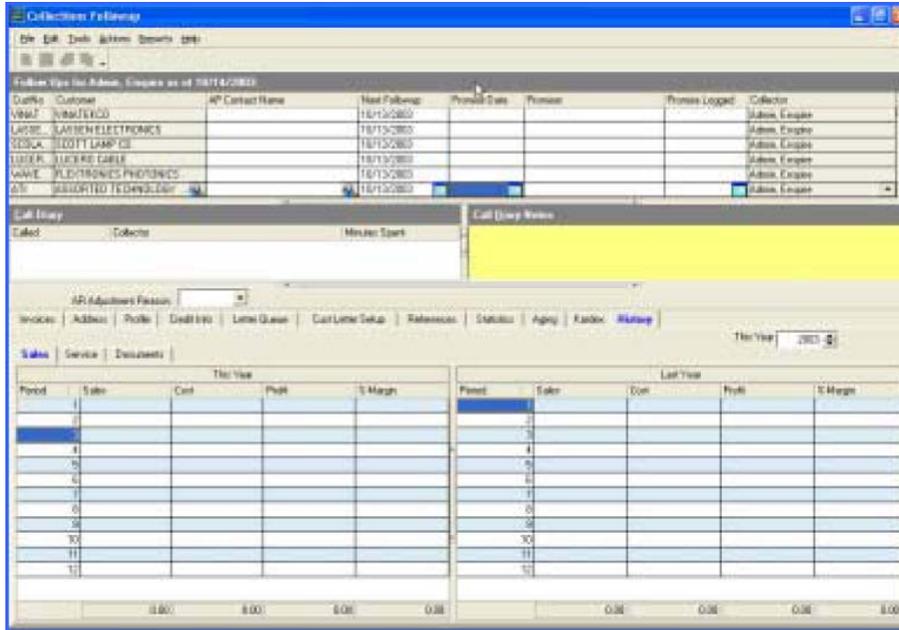
History

The History section displays historical information for the customer for the current and previous year. The History section includes the Sales, Service, and Documents dialogs, which are discussed below.



Sales

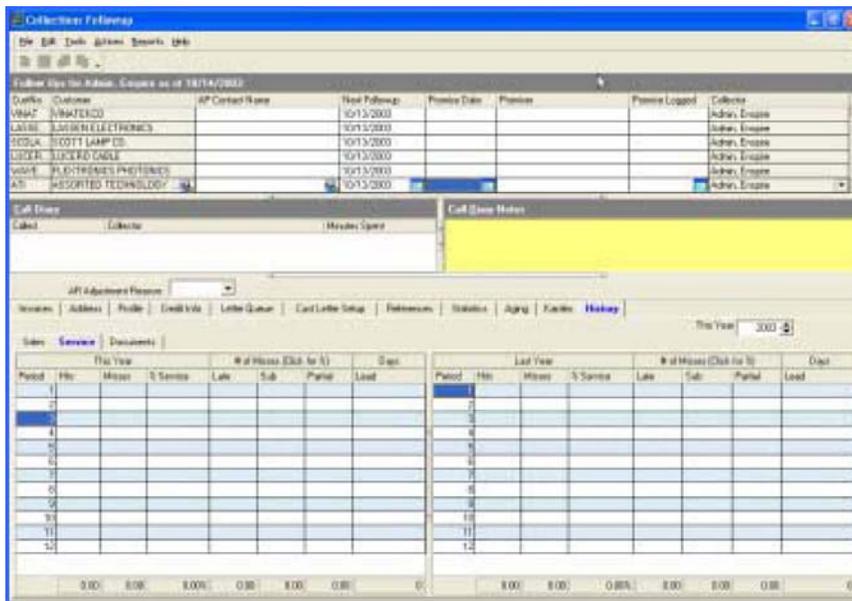
- This Year** displays sales information for the current year. Last Year displays sales information for the previous year.



- **Period** lists each of your accounting periods.
- **Sales** is the amount of sales to the customer during this period.
- **Cost** is your cost for the items sold to the customer during this period.
- **Profit** is the profit your company earned on sales to the customer during this period.
- **%Margin** is the margin you achieved on sales to the customer during this period.

Service

This Year displays hits, misses, and other service information for the current year. **Last Year** displays hits, misses, and other service information for the previous year.



- **Period** lists each of your company's accounting periods.
- **Hits** display the number of lines on all orders from the customer during this period.

- **Misses** displays the number of order lines during this period that you could not completely fill and ship as the customer requested.
- **% Service** is the service level percentage. To calculate this percentage, Enspire divides the number of order lines that were filled and shipped as requested by the number of hits. For example, out of 200 order lines, you filled and shipped 190 as requested. The service level is 95 percent.
- **Late** displays the percentage or number of order lines you could not completely fill and ship as requested because you did not meet the order ship date. Click in this field to toggle between the number and percentage.
- **Sub** displays the percentage or number of order lines you could not completely fill and ship as requested because a substitute item was used. Click in this field to toggle between the number and percentage.
- **Partial** displays the percentage or number of order lines you could not completely fill and ship as requested because some of the items were backordered. Click in this field to toggle between the number and percentage.
- **Lead** displays the average lead time in days for items included on orders for the customer during this period.

Documents

This Year displays the number of documents for the current year. **Last Year** displays the number of documents for the previous year.

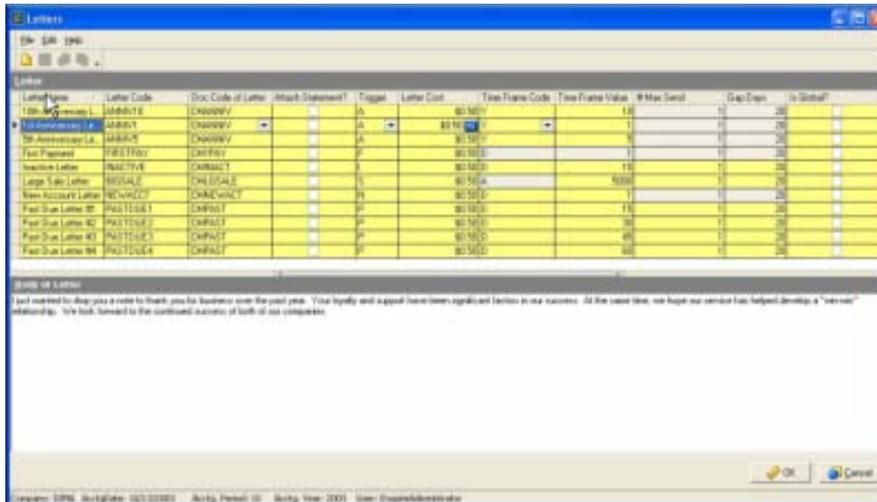
- **Period** lists each of your company's accounting periods.
- **Invoices** are the number of invoices for the customer during this period.
- **C/Ms** is the number of credit memos issued to the customer during this period.
- **Checks** is the number of checks received from the customer and applied during this period.
- **NSFs** is the number of insufficient fund checks received from the customer during this period.

- **Adjusts** is the number of accounts receivable adjustments made to the customer during this period.
- **D/Ms** is the number of debit memos issued to the customer during this period.

Overriding Collection Letter Text

When you set up a collection letter, you include generic text for the letter. This text is included on the letter for all customers. However, in some cases, you may want to customize a letter for a specific customer.

You customize collection letters in the Customer-Specific Body Text area in the Letter Queue section of the Follow-up dialog. Any text that you type in this area replaces the text in the generic letter.



Glossary

A/P Adjustment	Performed on open payables to handle discrepancies, such as an incorrect amount entered for an invoice.
A/R Adjustment	Used to adjust open customer invoices, on-account balances, finance charges, credit, and debits.
Account Set	A group of general ledger accounts that records item transactions. The number of account sets you have depends on the level of detail you want in your general ledger reporting. The fewer account sets you have, the less detailed your general ledger reporting capability.
Account Type	The type of general ledger account: balance sheet, profit and loss, and memo.
Actual Cost	The cost of an item as determined by your company's inventory costing method.
Adjustments	See A/P Adjustment, A/R Adjustment, APC Rebate, Commission Adjustment, Quantity Adjustment, StockAid Adjustment, and Usage Adjustment.
Amount UM	The unit of measure used to display an item's unit prices and costs.
APC Rebate	Accumulated purchase credits.
Assembly Order	A document and the resulting transactions that are used to assemble kits.
Autobuy	Automatically purchases the recommended quantities of the selected items on a preliminary replenishment worksheet.
Autofill	Automatically fills backordered items and special-ordered items when they are received. Special-ordered items are filled immediately. Backordered items are autofilled only if you received enough quantity to fill all backorders for the item. Otherwise, you must manually fill the backorders.
Automatic	Automatically uses the substitute or upgrade item in place of an item on an order. The information for the item you select as a substitute or upgrade appears on the order documents.
Backorder	Occurs when you do not have enough quantity on-hand to fill an order for a stocked item.
Basic Order	A one-time order that should be shipped and invoiced as soon as possible.

Glossary

Blanket Order	A single order that is shipped at regular intervals over a definite time period, for example, an order for 5,000 items that are shipped weekly 500 at a time for 10 weeks.
Blind Shipment	An order that you ship directly to your customer's customer. The order looks like it was shipped by your customer instead of by your company.
Blind	Uses the substitute or upgrade item in place of an item on an order. The information for the original item, not the substitute or upgrade item, appears on the order documents.
Broker	A company or individual that serves as a go-between for your company and foreign vendors.
BTO Assembly	A build-to-order kit that must be shipped as a complete kit.
BTO Kit	A combination of inventory items that can have variable components and/or component quantities. A BTO kit does not have to ship complete.
Chart of Accounts	Defines and maintains all of the general ledger accounts in Enspire.
Click	Pressing and releasing the left mouse button.
Commission Adj	An adjustment that changes or splits the amount of the original commission. Enspire provides two methods for adjusting sales commissions, correction and split.
Commission Plan	Establishes the parameters for calculating salesperson commissions.
Consignment	Items that you add to inventory, but you do not pay the vendor until they are sold.
Costulator	An intelligent cost analysis tool that compares contracts, promotions, discounts, rebates, landed cost, and load factors to determine the vendor with the lowest overall cost.
Credit Memo	Used to issue credits to customers.
Cross-reference	See Customer Cross-reference and Item Cross-reference.
Customer Cross-reference	The name the customer calls itself. For example, the customer's legal name is Triple J Construction. However, when someone from the company calls to place an order, the caller identifies the company as JJJ. Having JJJ as the cross-reference name gives you the ability to search for the customer by either Triple J Construction or JJJ.
Customer Rebate	An incentive you offer your customers for purchasing specific items.
Debit Memo	Used to debit customer accounts.
Default Vendor	The main vendor for an item.
Dialog	The term used to identify the screen, for example the Item Master dialog.
Double click	Pressing and releasing the left mouse button twice.

Drag	Holding down the mouse button as you move the mouse pointer to the desired position.
Dropship Order	An order that will ship from a warehouse location other than the warehouse assigned to the customer.
Events	A message that Enspire generates automatically when certain processes occur.
Family Pricing	Grants discounts based on the price, units, weight, or volume of items on an order that belong to the same family. Family discounts are applied after any other pricing method for an individual item. See also: Vendor Family Pricing.
Fill Rate	The percentage of items you were able to fill completely for a given order.
Financial Ratio	See Ratio.
Frozen Item	An item that is excluded from replenishment calculations. However, the item still appears on replenishment worksheets and all purchasing functionally still applies to the item.
Future Order	An order that is released at a later date, typically more than 30 days from the current date.
Group Box	A collection of related options within a dialog.
Hits	The number of lines on all orders for a given customer that were completely filled and shipped on time during a given period.
Interchange	See Customer Cross-reference and Item Cross-reference.
Item Cross-reference	Allows you to cross-reference an item number that is not in Enspire with one that is. For example, if customers routinely order some items by the manufacturer's item numbers, you can use the manufacturer's numbers as a cross-reference to your numbers.
Item Movement Class	Identifies item turnover rates for calculating replenishment quantities.
Item Quantity Tables	Establish different pricing levels based on the quantity the customer purchases.
Journal	A record of current transactions that allows you to group specific types of Enspire transactions. See also Manual Journal and Reserved Journal.
K Cost	The cost of carrying items in stock.
Kits	See BTO Kit, BTO Assembly, and Stocked Kit.
Landed Cost	The total cost of receiving an item, including: the unit cost of the item, freight, tariffs, brokerage fees, and any user-defined landed costs.

Glossary

Line Point	The quantity that determines when you order an item. The line point quantity is calculated by adding the order point quantity and the item's usage during the review cycle.
List Price	The price you charge for an item.
Manual Fill	Allows you to select the backorders and special orders that are filled. See also: Autofill.
Manual Journal	Journals you create to handle specific transactions not covered by the reserved journals. You must create at least one manual journal before you can set up a recurring journal entry.
Master Kit	Serves as the primary source for all of a kit's components, except for the variable component or components. Selecting a master kit automatically assigns its components to the kit you are creating.
Misses	The number of order lines during a given period that you could not completely fill and ship as the customer requested.
Movement Classes	See Item Movement Classes.
Next Cost	The replacement cost of the item, based on the most recent purchase.
Order	See Sales Order.
Order Point	The quantity that determines when an item needs immediate replenishment. The order point quantity is calculated by multiplying the usage rate by the lead time, then adding the safety allowance amount.
OrderPad	A template for customer orders. You can then modify a template to accommodate a specific order.
Pay-from Customer	A company that is responsible for processing payables for one or more of your customers. Using pay-from customers enables you to consolidate the billing for various subsidiary companies into a single pay-from account.
Price Columns	A method of calculating item pricing based on cost, price, or margin.
Pricing Contract	Provides specific pricing to a customer based on the items that are purchased. To calculate contract prices, you can use a quantity table or a pricing formula, or you can establish a specific price for the item.
Primary Vendor	See Default Vendor.
Product Group	A collection of items that allows you to group items for sales analysis and gives you the ability to simplify various functions in Enspire, such as item pricing and creating contracts.
Profit Center	A location within your business, such as a warehouse, for which general ledger accounts are tracked separately.
Promotional Item	Temporary price or cost changes on a selected item. Price promotions are your price incentives offered to your customers. Cost promotions are incentives offered by a vendor to your company.

PSR Number	Price Service Reference number. It allows you to use the Trade Services Price File Maintenance Service to update the item records.
Quantity Adjustment	Used to adjust item quantities, including damaged quantity, on-hand quantity, and quantity on order.
Quantity Contract	A means of tracking customer purchase quantities. Quantity contracts do not influence pricing or quantity breaks. You use customer quantity contracts when a customer agrees to purchase a given quantity of certain items during a specific time frame.
Quantity UM	The unit of measure in which you order and/or sell an item.
Quote	In order entry, a quote allows you to provide customers or prospects with pricing and availability information without committing stock or generating order entry documents such as pick tickets or packing slips. In purchasing, a quote allows you to check a vendor's cost and availability without creating a purchase order.
R Cost	The percentage used to calculate the cost of reordering items in stock.
Ratio	Allows you to track and measure your company's liquidity, leverage, resource activity, and profitability. You can then compare your ratios to industry standards and recommendations to see how your company is performing.
Reason Codes	A/P reason codes allow you to track and analyze the reasons for accounts payable adjustments and determine the default general ledger account when you enter adjustments. A/R reason codes allow you to track and analyze the reasons for accounts receivable adjustments, credit memos, and debit memos. Adjustment reason codes also determine the default general ledger account when you enter adjustments.
Rebates	See Customer Rebates and Vendor Rebates.
Recurring Journal Entry	A journal entry that you make on a regular basis, such as monthly, bi-monthly, quarterly, semi-annually, or annually. Each period, Enspire automatically records the recurring journal entries in the appropriate journal. You can add a recurring journal entry only to manual journals.
Recurring Order	An order that is shipped on a regular basis, such as daily, weekly, or monthly. Use this order when the same items and quantities are shipped for every recurring order.
Reference Price	A price you assign to an item. Some examples of using the reference price are as a basis for calculating contract prices or as an informational price included on invoices or pick tickets.
Replenishment Path	Identifies the primary source of replenishment for stocked items.
Reserved Item	A special circumstance where a predetermined quantity of a specific item is reserved for a specific customer.
Reserved Journal	Reserved for automatic journal entries. They are provided with Enspire and cannot be modified or deleted.

Glossary

Restriction	Allows you to limit the items your customers purchase based on vendor, manufacturer, the actual item, product group, and/or country. You can set up restrictions to include or exclude the designated items.
Review Cycle	Determines how often Enspire checks an item to see if it should be replenished.
Rework	An item sent to a vendor for servicing and received back as a different item. Some examples of services a vendor could perform are: finishing, coating, milling, and assembling.
Right Click	Pressing and releasing the right mouse button. In most cases, right clicking displays a menu.
RMA	Return Merchandise Authorization. A document used when a customer returns items to your company.
Route	The shipping route for an internal carrier.
SAF code	Indicates the source from which funds were acquired and how the funds were used.
Safety Stock	The quantity that you want to keep on hand as a precaution against running out of the item.
Sales Order	A request for goods and/or services that a customer places with your company.
ScratchPad	An order entry function that allows you to perform a price and availability inquiry without a customer number. You can use a ScratchPad entry to create a potential order or create an actual order.
Service Code	Identifies the type of service, such as overnight or next-day air, that a carrier provides.
Ship Complete Order	A basic order with an additional requirement that all items on the order must ship at the same time.
Ship-to Locations	Defines the location or locations where you deliver items and/or services to a customer.
SIC code	Standard Industrial Codes. A standard method of classifying industries.
SKU (stock keeping unit)	Typically the lowest unit of measure for the item. Enspire uses it when you enter physical counts and to display all inventory quantities. Enspire also uses the SKU unit of measure to store all costs, prices, and quantities for the item.
Source Code	User-defined method for tracking customer and order information. You can use source codes to see how a prospect became a customer as well as determine the effectiveness of your advertising.
Special Order Buy	Allows you to create purchase orders for unresolved orders, which are non-stocked items and items that have not been assigned a purchase order.

Standard Cost	A cost field in an item record that is typically used to identify what the item should cost. It can be used for inventory valuation, costing, calculating commissions, and other calculations throughout Enspire. Standard cost is a static value that is not updated by purchasing activities.
StockAid Adjustment	Used to adjust items in StockAid.
StockAid	A special category of inventory items that helps you maximize the return on those items. StockAid items can include one-of-a-kind items, special purchases, returned items, close-outs, unsold special orders, damaged goods, and refurbished items. The items received into StockAid do not fit the typical sales, purchasing, and inventory management processes.
Stocked Item	An item that is stocked at at least one of your warehouses.
Stocked Kit	A kit that is assembled from a predefined, fixed set of component items and is always priced and sold as a complete kit. However, you can sell the components separately. Unlike BTO kits, stocked kits are actual inventory items for which Enspire tracks the quantity available and order backlog.
Substitute	An alternate item included on an order if the item the customer wants is unavailable. See also Automatic Substitution, Blind Substitution, and Traditional Substitution.
Summary Billing	Combines all open invoices into one summary invoice for the customer.
Tag & Hold Order	An order that will be picked from stock, placed in a staging area, but not immediately shipped.
TagAlong	Items or comments that are associated with the selected item. Tag Along items appear on the screen when you type the number of the item with which they are associated.
Terms Code	Identifies the terms of sale that you have with your customers and that your vendors have with your company. Examples of terms of sale are installment, proximo, and COD.
Territory	A form of sales analysis that allows you to examine sales by regions or territories.
Traditional	Allows you to use a substitute or upgrade item in place of an item on an order when the available quantity of that item is insufficient. The information for the substitute item, not the original item, appears on the order documents.
Transfer	See Warehouse Transfer.
Turnover Rate	The frequency with which you sell your inventory.
Type Codes	Customer codes that you can use for sales analysis. Type codes are similar to SIC codes and give you the additional flexibility of being able to establish user-defined categories.
UDF (user defined field)	Fields that you define and assign valid options to.

Glossary

Units of Measure (UM)	Identifies how an item is stocked, purchased, and sold. See also SKU Unit of Measure, Amount Unit of Measure, and Quantity Unit of Measure.
Upgrade	A superior, more expensive item included on an order if the item the customer wants is unavailable. See also Automatic Substitution, Blind Substitution, and Traditional Substitution.
Usage Adjustment	Used to adjust your item usage to provide more accurate purchasing information.
Usage Rate	The quantity of the item you used or sold during the period.
Vendor Cost Contract	Defines special costs for any or all of the items that vendor sells. You can use a vendor contract to assign pricing to individual items, all items within a vendor family, or all items within a product group.
Vendor Cost Tables	Establish different cost levels based on the quantity you purchase from a vendor.
Vendor Direct	A purchase order where the vendor will deliver the items on the purchase order directly to your customer.
Vendor Family	A collection of items that the vendor has grouped together to determine quantity discounts.
Vendor Rebate	An incentive your vendors offer you for purchasing specific items.
VRA	Vendor Return Authorization. A document used when you return items to a vendor.
VRQ	Vendor Request for Quotation. Used to request cost quotes from a vendor.
Warehouse Transfer	A transaction that initiates and controls the movement of items between warehouses.
Warehouse	Identifies your company's stocking and shipping locations.
Will Call Order	An order that the customer will pick up at your location.
Work Order	See Assembly Order.
X-Ref	See Customer Cross-reference and Item Cross-reference.