

Adding Initial Inventory - SAS

Purpose Statement:


There was on hand inventory prior to going live in Aspire and you would like to enter this inventory into Aspire for allocations to work tickets.

If you are using our Simplified Accounting Solutions (SAS) you are not required to enter your initial inventory in Aspire. If you choose to, follow the steps listed below. You will manage your inventory in Aspire but there will be no Inventory on the Balance Sheet. The Inventory Holding Accounts will \$0 out at the end of each month after entering the EOM expense tab journal entry. You will not enter the Inventory tab journal entry.

It is best practice to take an inventory count at the end of each month but no less than quarterly or annually. Then update the on-hand quantities in Aspire before closing the month.

Prior to adding initial Inventory:

Make sure that all inventory items have the box checked to make that item available for inventory.

- Go to Administration
- Estimating
- Items – click on the 
- Find an item that you will be using for inventory or enter the item if it has not already been entered.
- Make sure that the Inventory Item box is checked on the item.

How to add beginning (existing) Inventory into Aspire:

1. Create a new purchase receipt using your company name as the vendor, if your company is not already set up as a vendor in your accounting system, please add it to your accounting system and allow the vendor to sync over to Aspire.
2. Enter the items to the purchase receipt that you want recorded into Aspires' inventory, enter the quantity and use the item cost from the item catalog in Aspire. The cost should automatically populate on the item line of the purchase receipt.
3. The received date should be the 1st day of the month you go 100% live in Aspire.
4. Approve the purchase receipt and send to your accounting system.

Managing beginning Inventory in your Accounting System for SAS companies:

Once you approve the Purchase Receipt in Aspire it will sync to your accounting system. The automatic entry in your accounting system will be a debit to the appropriate inventory holding account and a credit to the accounts payable for the vendor (your company name).

There are two ways that you can handle clearing the vendor bill from accounts payable and for the Inventory Holding account:

Option 1:

Journal Entry

Create a journal entry debiting accounts payable (with your company's name in the name portion of the journal entry) and crediting the cost of goods sold to the division/account that the original inventory was coded to when purchased.

Option 2:

If using QuickBooks, you can open the vendor bill in QuickBooks, create a copy, change the copy of the bill to a credit and then delete the inventory holding accounts line from the credit and add the appropriate COGS accounts. The credit would be where the initial inventory was coded or expensed.

In all the above options, you will need to apply the vendor bill to the vendor credit.