

End of Month Lists to Create - SAS

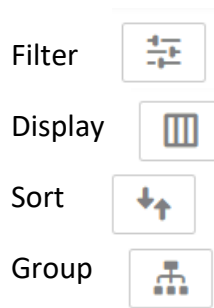
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Accounting System Lists to Create

QuickBooks Desktop	20
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On all lists created – Be sure to ‘Save’ each ‘Report Name’ as it is shows for each list. All lists begin with a #.

To Create list - go to Icon shown at ‘Location in Aspire’. Click on icon described under ‘Location in Aspire’:



End of Month lists to create in Aspire - Production

Purchase Receipts Lists –

Create these lists at Purchasing Icon -  **Purchasing** Purchase Receipts.

List #1 – EOM Receipts - New

Report Name	1. EOM Receipts - New
Location in Aspire	Purchase Receipts List
Filter Fields	1 - Receipt Status Name – In - New
Display Fields	1 – Receipt # 2 - Vendor Name 3 - Receipt Total Cost (add ‘Sum’ at Footer column)

	4 - Purchase Type 5 - Work Ticket # 6 - Created Date 7 - Service Name 8 - Created By 9 - Receipt note
Sort Fields	Created Date (Ascending)
Group Fields	Created By

List #2 – EOM Receipts - Received

Report Name	2. EOM Receipts - Received
Location in Aspire	Purchase Receipts List
Filter Fields	1 - Receipt Status Name – In - Received
Display Fields	1 – Receipt # 2 - Vendor Name 3 - Receipt Total Cost (add 'Sum' at Footer column) 4 - Purchase Type 5 - Work Ticket # 6 – Service Name 7 - Created Date 8 - Received Date 9 - Invoice Date 10 - Vendor Invoice #
Sort Fields	Received Date (Ascending)
Group Fields	Vendor Name

List 3 – EOM Receipts – Invoice Date Last Month

Report Name	3.EOM Receipts Approved – Invoice Date Last Month
Location in Aspire	Purchase Receipts List
Filter Fields	1 - Invoice Date - Last Month 2 - Approved Date - Through Today
Display Fields	1 – Receipt # 2 – Vendor Invoice # 3 - Vendor Name 4 - Receipt Total Cost (add 'Sum' at Footer column) 5 - Purchase Type 6 - Work Ticket # 7 – Service Name

	8 - Created Date 9 - Received Date 10 - Invoice Date 11 – Approved Date
Sort Fields	Invoice Date (Ascending)
Group Fields	Vendor Name

Work Ticket Lists

Create these lists a Work Tickets Icon -



List #1 – EOM Work Tickets – Open

Report Name	1. EOM Work Tickets - Open
Location in Aspire	Work Tickets List
Filter Fields	1 - Work Ticket Status Code - in – Open 2 – Anticipated Start Date – Through Last Month 3 - Division - not in – Overhead
Display Fields	1 - Opportunity Number 2 - Opportunity Name 3 - Property Name 4 - Service Abr 5 - Work Ticket # 6 – Division 7 - Invoice Type 8 - Anticipated Start Date 9 - Scheduled Start Date 10 – Revenue (change Display Name to show as ‘Est Revenue’) (add ‘Sum’ at Footer column) 11 - Earned Revenue (add ‘Sum’ at Footer column) 12 - Est Hrs (add ‘Sum’ at Footer column) 13 - Act Hrs (add ‘Sum’ at Footer column) 14 - Total Cost (Estimate), (add ‘Sum’ at Footer column) 15 - Total Cost (Actual), (add ‘Sum’ at Footer column)

Sort Fields	Opportunity Number
Group Fields	Service Abr

List 2 – EOM Work Tickets – Scheduled

Report Name	2.EOM Work Tickets – Scheduled
Location in Aspire	Work Tickets List
Filter Fields	1 - Work Ticket Status Code – in – Scheduled 2 - Scheduled Start Date - Through Last Month 3 - Division - Not In - Overhead
Display Fields	1 - Opportunity Number 2 - Property Name 3 - Service Abr 4 - Work Ticket # 5 – Division 6 - Invoice Type 7 – Revenue (change Display Name to show as ‘Est Revenue’) (add ‘Sum’ at Footer column) 8 - Earned Revenue (add ‘Sum’ at Footer column) 9 - Est Hrs (add ‘Sum’ at Footer column) 10 - Act Hrs (add ‘Sum’ at Footer column) 11 - Material Cost Est (add ‘Sum’ at Footer column) 12 - Material Cost Act (add ‘Sum’ at Footer column) 13 - Sub Cost Estimate (add ‘Sum’ at Footer column) 14 - Sub Cost Act (add ‘Sum’ at Footer column) 15 - Anticipated Start Date 16 - Scheduled Start Date 17 - Future Visits
Sort Fields	Opportunity Number
Group Fields	Service Abr

List 3 – EOM Work Tickets – Pending Approval

Report Name	3. EOM Work Tickets - Pending Approval
Location in Aspire	Work Tickets List
Filter Fields	1 - Work Ticket Status Code - in -Pending Approval 2 - Completed Date -Through Last Month
Display Fields	1 - Opportunity Number 2 - Property Name 3 - Service Abr 4 - Work Ticket # 5 - Division 6 - Invoice Type 7 - Revenue (change Display Name to show as 'Est Revenue') (add 'Sum' at Footer column) 8 - Earned Revenue (add 'Sum' at Footer column) 9 - Estimate Gross Margin 10 - Gross Margin 11 - Est Hrs (add 'Sum' at Footer column) 12 - Act Hrs (add 'Sum' at Footer column) 13 - Material Est (add 'Sum' at Footer column) 14 - Material Act (add 'Sum' at Footer column) 15 - Sub Cost Estimate (add 'Sum' at Footer column) 16 - Sub Cost Actual (add 'Sum' at Footer column) 17 - Anticipated Start Date 18 - Scheduled Start Date 19 - Completed Date
Sort Fields	Completed Date
Group Fields	n/a

List 4 – EOM Work Tickets – Completed Last Month

Report Name	4 - EOM Work Tickets – Completed Last Month
Location in Aspire	Work Tickets List
Filter Fields	1 - Completed Date -Last Month 2 - Division - not in - Overhead
Display Fields	1 - Opportunity Number 2 - Property Name 3 - Service Abr 4 - Work Ticket # 5 - Division 6 - Invoice Type 7 - Revenue (change Display Name to show as 'Est Revenue') (add 'Sum' at Footer column) 8 - Earned Revenue (add 'Sum' at Footer column) 9 - Estimate Gross Margin 10 - Gross Margin 11 - Est Hrs (add 'Sum' at Footer column) 12 - Act Hrs (add 'Sum' at Footer column) 13 - Material Cost Est (add 'Sum' at Footer column) 14 - Material Cost Act (add 'Sum' at Footer column) 15 - Sub Cost Estimate (add 'Sum' at Footer column) 16 - Sub Cost Actual (add 'Sum' at Footer column) 17 - Anticipated Start Date 18 - Scheduled Start Date

	19 - Completed Date
Sort Fields	Opportunity Number
Group Fields	Service Abr

List 5 – EOM Work Tickets – Completed – Not Invoiced

Report Name	5 -EOM Work Tickets – Not Invoiced
Location in Aspire	Work Tickets List
Filter fields	1 - Work Ticket Status Code – in - Complete, Pending Approval 2 - Invoice type - in – Contract/Per Service, Contract/T&M, Contract/Optional, Work Order/Fixed Price on Completion, Work Order/T&M on Completion), Work Order/T&M Per Service 3 - Invoiced amount - equals - 0
Display Fields	1 – Opportunity Number 2 - Property Name 3 - Service Abr 4 - Work Ticket # 5 – Division 6 - Invoice Type 7 - Completed Date 8 - Revenue (change Display Name to show as 'Est Revenue') (add 'Sum' at Footer column) 9 - Earned Revenue (add 'Sum' at Footer column) 10 - Invoiced Amount (add 'Sum' at Footer column) 11 - Status
Sort Fields	Completed Date
Group Fields	Opportunity Number

List 6 – EOM Work Tickets – Overhead/Internal

Report Name	6. EOM Work Tickets – Overhead / Internal
Location in Aspire	1 - Work Tickets List
Filter Fields	1 -Work Ticket Status Code – in – Open 2 - Anticipated Start Date - Through Last Month 3 - Scheduled Start Date – Through Last Month 4 - Division - in - Overhead
Display Fields	1 -Property Name 2 - Service Abr 3 - Work Ticket # 4 – Division 5 – Status 6 - Anticipated Start Date 7 - Scheduled Start Date 8 - Est Hrs (add 'Sum' at Footer column) 9 - Act Hrs (add 'Sum' at Footer column)

Sort Fields	n/a
Group Fields	Anticipated Start Date

End of Month lists to create in Aspire - Accounting

(PLEASE Add 'System Admin' at Shared with Role when saving a list)

Advanced Search Formulas –

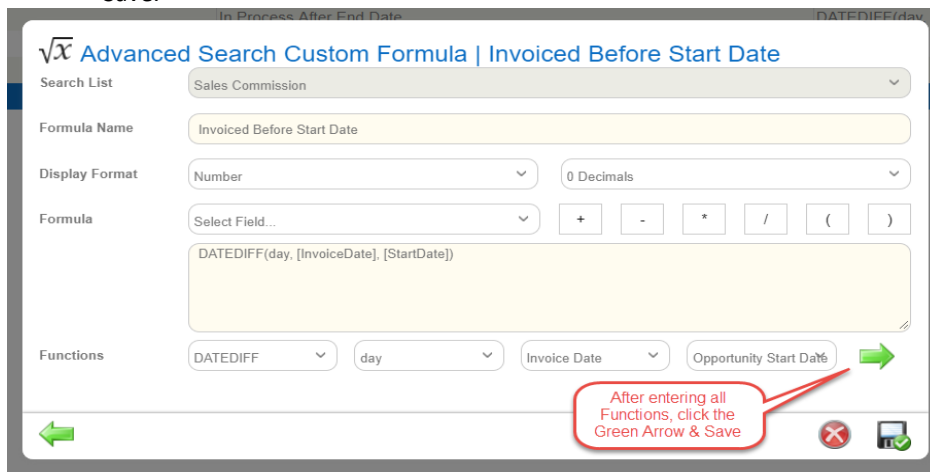
Create these formulas at Administration, Manage Advanced Search Formula.



Choose the Plus sign on the top right to see screen below to be able to create the formula. These will be added to Work Tickets lists created in this document.

Invoiced Before Start Date

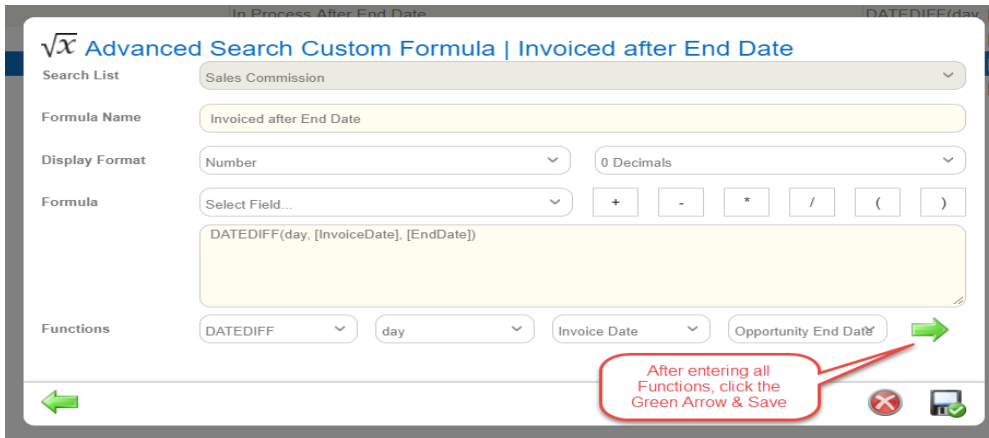
- At Functions – choose: DATEDIFF, day, Invoice Date, Opportunity Start Date.
- Click the Green arrow. The formula will then show in the box above 'Functions'.
- Save.



Invoice after End Date

- At Functions – choose: DATEDIFF, day, Invoice Date, Opportunity End Date.

- Click the Green arrow. The formula will then show in the box above 'Functions'.
- Save.



The screenshot shows the 'Advanced Search Custom Formula' configuration window for the 'Sales Commission' search list. The 'Formula Name' is 'Invoiced after End Date'. The 'Display Format' is set to 'Number' with '0 Decimals'. The 'Formula' field contains the text: `DATEDIFF(day, [InvoiceDate], [EndDate])`. In the 'Functions' section, 'DATEDIFF' is selected, with 'day' as the unit, 'Invoice Date' as the start date, and 'Opportunity End Date' as the end date. A green arrow button is highlighted with a red callout box that says: "After entering all Functions, click the Green Arrow & Save".

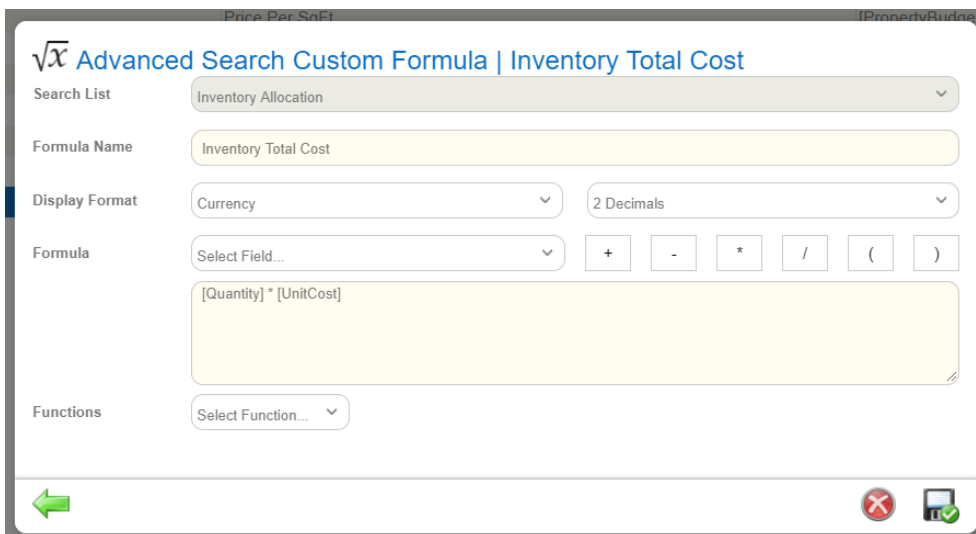
Inventory Items Value

At formula 'Select Field' choose: Unit Cost.

Check the * box (for times).

At formula 'Select Field' choose: Quantity

Save



The screenshot shows the 'Advanced Search Custom Formula' configuration window for the 'Inventory Allocation' search list. The 'Formula Name' is 'Inventory Total Cost'. The 'Display Format' is set to 'Currency' with '2 Decimals'. The 'Formula' field contains the text: `[Quantity] * [UnitCost]`. The 'Functions' section is currently empty, with a 'Select Function...' dropdown menu.

Over/Under

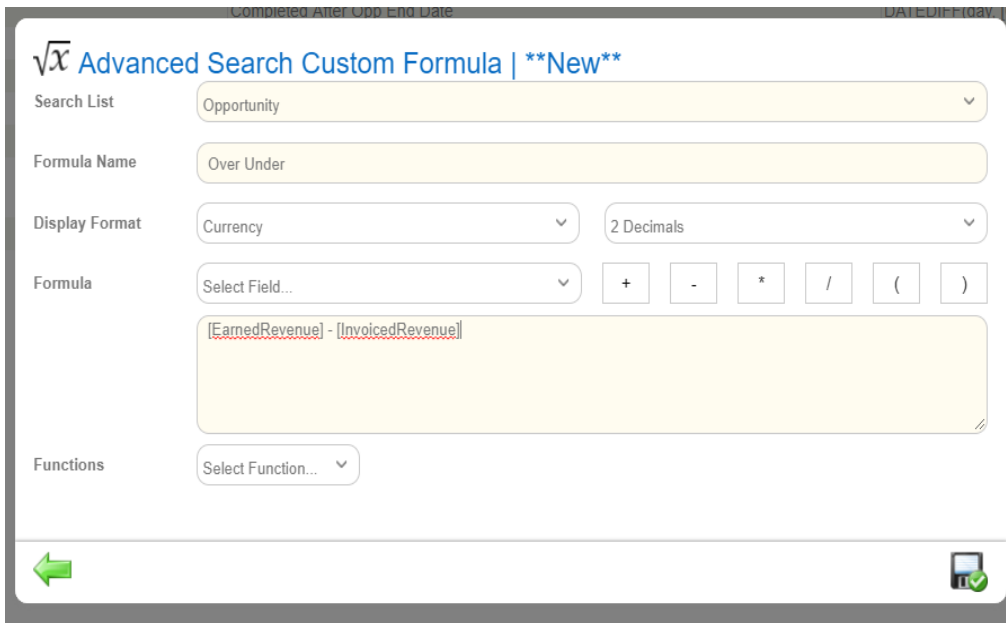
At 'Display Format' choose: Currency – 2 Decimals

At 'Formula' choose: Earned Revenue

Check the - box (for minus).

At formula 'Select Field' choose: Invoiced Revenue

Save



Create these lists

To Create list - Click on icon described under 'Location in Aspire':

On all lists created – Be sure to 'Save' each 'Report Name' as it is shows for each list. All lists begin with a Letter & a #.

Create this list at Reports Icon –



Standard Reports, Sales Commission

List #A1 – Fixed Payment Invoices outside Contract Period

Report Name	A1. Fixed Payment Invoiced outside Contract Period
Location in Aspire	Reports Icon, Standard Reports, Sales Commission
Filter Fields	1 – Invoiced after End Date – Less Than - 0 2 – Invoiced Before Start Date – Greater Than - 0 Add Condition – (1 or 2)
Display Fields	1 - Opportunity Number 2 - Property 3 - Opportunity 4 – Invoice Number 5 – Invoice Amount 6 – Invoice Date

	7– Opportunity Start Date 8– Opportunity End Date
Sort Fields	Invoice Date
Group Fields	Invoice Type

Create this list at Invoicing Icon -



Invoicing Assistant

List #A2 – Invoices to Create

Report Name	A2. Invoices to Create
Location in Aspire	Invoice Icon, Invoicing Assistant
Filter Fields	n/a
Display Fields	1 – Property Name 2 - Job 3 – Opportunity Number 4 – Invoice Type 5 – Invoice Amount 6 – Account Manager 7 – Branch Name 8 – Job Status 9 – Opportunity Start Date 10 – Opportunity End Date 11 – Last Job Complete
Sort Fields	Opportunity Number
Group Fields	Invoice Type

Create this list at Invoicing Icon –



Invoices

List #A3 – Invoiced last Month

Report Name	A3. Invoiced last Month
Location in Aspire	Invoice Icon, Invoices
Filter Fields	1 – Invoice Date – Last Month
Display Fields	1 – Company Name 2 – Property Name 3 – Invoice Number 4 – Invoice Date 5 –Amount (add 'Sum' at Footer column) 6 – Invoice batch Status
Sort Fields	Invoice Number
Group Fields	Invoice Batch Status

Create this list at Invoice Icon –



Payments

List #A4 – Credits last Month

Report Name	A4. Credit Memos last Month
Location in Aspire	Invoice Icon, Payments
Filter Fields	1 – Payment Type – In – Credit Memo 2 – Payment Date – Last Month
Display Fields	1 – Credit Memo # 2 – Payment Date 3 – Company Name 4 – Contact Name 5 – Payment Amount (add 'Sum' at Footer column) 6 – Remaining Amount (add 'Sum' at Footer column)
Sort Fields	Credit Memo #
Group Fields	n/a

Create this list at Invoice Icon –



Deposits

List #A5 – Deposits last Month

Report Name	A5. Deposits last Month
Location in Aspire	Invoice Icon, Deposits
Filter Fields	1 – Deposit Date – Last Month
Display Fields	1 – Deposit Date 2 – Deposit Status 3 – Deposit Amount (add 'Sum' at Footer column) 4 – # Payments 5 – Accounting Message
Sort Fields	Deposit Date
Group Fields	Deposit Status



Create this list at Invoice Icon –

Payments

List #A6 – Payments last Month

Report Name	A6. Payments last Month
Location in Aspire	Invoice Icon, Payments
Filter Fields	1 – Payment Type – Not In – Credit Memo 2 - Payment Date – Last Month 3 – Electronic Payment Status – NOT IN - Error
Display Fields	1 – Payment Date 2 – Deposit Date 3 – Payment Type 4 – Payment Reference 5 - Payment Amount (add 'Sum' at Footer column) 6 – Deposit Status
Sort Fields	Payment Date
Group Fields	Deposit Date

Create this list at Administration – Purchasing – Inventory

Click into each Inventory location &



Choose Allocations Tab

List #A7 – Inventory Reconciliation - Monthly

Report Name	A7. Inventory Reconciliation - Monthly
Location in Aspire	Administration, Purchasing, Inventory
Filter Fields	1 – Quantity – Does Not Equal – 0 2 – Additional Cost – Does Not Equal – 0 (1 or 2)

Display Fields	1 – Item Name 2 – Quantity on Hand 3 - Quantity 4 – Unit Cost 5 – Inventory Total Cost (add ‘Sum’ at Footer column) 6 – Additional Cost (add ‘Sum’ at Footer column) 7 – Last Purchased Date 8 – Last Allocated Date 9 – Allocate Item 10 – Category
Sort Fields	Item Name
Group Fields	Item Type

All the lists below are for Over/Under review/reconciliation

Create this list at Opportunities Icon



List #A8 – Over/Under Work Orders

Report Name	A8. Over/Under Work Orders
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Location in Aspire	Opportunity Icon
Filter Fields	1 – Status Name – In -Won 2 – Opportunity Type – In – Work Order
Display Fields	1 – Opportunity # 2 – Division Name 3 – Property Name 4 – Status Name 5 – Opportunity Name 6 – Job Status 7 – Start Date 8 – End Date 9 – Estimated \$ (add ‘Sum’ at Footer column) 10 – Earned Revenue (add ‘Sum’ at Footer column) 11 – Invoiced Revenue (add ‘Sum’ at Footer column) 12 – Over / Under (add ‘Sum’ at Footer column) 13 – Credit Memo \$ (add ‘Sum’ at Footer column) 14 – Invoice Type 15 – Canceled Date
Sort Fields	Opportunity #
Group Fields	n/a

List #A9 – Over/Under Contracts

Report Name	A9. Over/Under Contracts
Location in Aspire	Opportunity Icon
Filter Fields	1 – Status Name – In -Won 2 – Opportunity Type – In – Contract
Display Fields	1 – Opportunity # 2 – Division Name 3 – Property Name 4 – Status Name 5 – Opportunity Name 6 – Job Status 7 – Start Date 8 – End Date 9 – Estimated \$ (add ‘Sum’ at Footer column) 10 – Earned Revenue (add ‘Sum’ at Footer column) 11 – Invoiced Revenue – Estimated \$ (add ‘Sum’ at Footer column) 12 – Over / Under (add ‘Sum’ at Footer column) 13 – Credit Memo \$ (add ‘Sum’ at Footer column) 14 – Invoice Type 15 – Canceled Date
Sort Fields	Opportunity #
Group Fields	n/a

List #A10 – Over/Under Work Tickets

To create the Over/Under Work Ticket list, click into an opportunity, click the ellipses (3 dots) on the top right. Choose Work Tickets.

Report Name	A10. Over/Under Work Tickets
Location in Aspire	Opportunity Icon, Work Tickets
Filter Fields	n/a
Display Fields	1 – Opportunity Number 2 – Property Name 3 – Service Abr 4 – Work Ticket # 5 – Status 6 – Anticipated Start Date 7 – Scheduled Start Date 8 – Completed Date 9 – Actual Occur 10 – Est Hrs (add ‘Sum’ at Footer column) 11 – Act Hrs (add ‘Sum’ at Footer column) 12 – Invoice Type 13 – Revenue (change Display Name to show as ‘Est Revenue’) (add ‘Sum’ at Footer column) 14 – Earned Revenue (Add ‘Sum’ at Footer column) 15 – Invoiced Amount (Add ‘Sum’ at Footer column) 16 – Contract Year
Sort Fields	Actual Occur
Group Fields	Service Abr

All the lists below are for Over/Under and Revenue Variance review/reconciliation.

Create this list at Reports Icon



Standard Reports Tab
End of Month Reports
Revenue Tab

Drill into the Over/Under \$ amount at the bottom of the report

Credit Memo - Maintenance	\$1,119.43	
Misc. Invoices		\$0.00
Invoice Adjustments		\$0.00
Revenue Variance		\$0.00
Over/Under Adjustment		\$0.00
Over/Under	\$202,586.97	
Totals	\$207,705.16	\$207,705.16

To Create list – To Create list - go to Icon shown at ‘Location in Aspire’. Click on icon described under ‘Location in Aspire’:

List #A11 – Over/Under Work Orders

Report Name	A11. Over/Under Work Orders
Location in Aspire	Reports Icon, End of Month, Revenue Tab, Over Under Drill Down
Filter Fields	1 – Opportunity Type – In – Work Order
Display Fields	1 – Property Name 2 – Opportunity Number 3 – Opportunity Name 4 – Branch 5 – Division 6 – Invoice Type 7 – Invoice Revenue (add ‘Sum’ at Footer column) 8 – Earned Revenue (add ‘Sum’ at Footer column) 9 – Invoice Adjustments (add ‘Sum’ to Footer column) 10 – Over Under Amount (add ‘Sum’ at Footer column) 11 – Job Status 12 – Start Date 13 – End Date
Sort Fields	Opportunity Number

Group Fields	n/a
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List #A12 – Over/Under Contracts

Report Name	A12. Over/Under Contracts
Location in Aspire	Reports Icon, End of Month, Revenue Tab, Over Under Drill Down
Filter Fields	1 – Opportunity Type – In – Contract
Display Fields	1 – Property 2 – Opportunity Number 3 – Opportunity Name 4 – Opportunity Type 5 – Branch 6 – Division 7 – Invoice Type 8 – Invoice Revenue (add ‘Sum’ at Footer column) 9 – Earned Revenue (add ‘Sum’ at Footer column) 10 – Invoice Adjustments (add ‘Sum’ at Footer column) 11 – Revenue Variance Adjustment (add ‘Sum’ at Footer column) 12 – Over Under Amount (add ‘Sum’ at Footer column) 13 – Job Status 14 – Start Date 15 – End Date
Sort Fields	Opportunity Number
Group Fields	n/a

List #A13 – Over/Under Work Orders excluding \$0 Over Under

Report Name	A13. Over/Under Work Orders excluding \$0 Over Under
Location in Aspire	Reports Icon, End of Month, Revenue Tab, Over Under Drill Down
Filter Fields	1 – Opportunity Type – In – Work Order 2 – Over Under – Does Not Equal - 0
Display Fields	1 – Property Name 2 – Opportunity Number 3 – Opportunity Name 4 – Branch 5 – Division 6 – Invoice Type 7 – Invoice Revenue (add ‘Sum’ at Footer column) 8 – Earned Revenue (add ‘Sum’ at Footer column) 9 – Invoice Adjustments (add ‘Sum’ to Footer column) 10 – Over Under Amount (add ‘Sum’ at Footer column) 11 – Job Status 12 – Start Date 13 – End Date

Sort Fields	Opportunity Number
Group Fields	Job Status

List #A14 – Over/Under Contracts excluding \$0 Over Under

Report Name	A14. Over/Under Contracts excluding \$0 Over Under
Location in Aspire	Reports Icon, End of Month, Revenue Tab, Over Under Drill Down
Filter Fields	1 – Opportunity Type – In – Contract 2 – Over Under – Does Not Equal - 0
Display Fields	1 – Property 2 – Opportunity Number 3 – Opportunity Name 4 – Opportunity Type 5 – Branch 6 – Division 7 – Invoice Type 8 – Invoice Revenue (add ‘Sum’ at Footer column) 9 – Earned Revenue (add ‘Sum’ at Footer column) 10 – Invoice Adjustments (add ‘Sum’ at Footer column) 11 – Revenue Variance Adjustment (add ‘Sum’ at Footer column) 12 – Over Under Amount (add ‘Sum’ at Footer column) 13 – Job Status 14 – Start Date 15 – End Date
Sort Fields	Opportunity Number
Group Fields	Job Status, End Date

Create this list at Reports Icon -
 Standard Reports Tab
 End of Month Reports
 Revenue Tab



List #A15 – Invoice Adjustments

Drill into the Invoice Adjustments \$ amount at the bottom of the report

Credit Memo - Property Damage		\$198.20	
Credit Memo - Refund		\$803.71	
Misc. Invoices			\$15,775.64
Invoice Adjustments	←	\$56.00	
Revenue Variance			\$26,839.96
Over/Under			\$40,485.41
Totals		\$4,058,176.65	\$4,058,176.65

To Create list – Click on icon described under ‘Location in Aspire’:

Report Name	A15. Invoice Adjustments
Location in Aspire	Reports Icon, End of Month, Revenue Tab, Invoice Adjustments drill down
Filter Fields	n/a
Display Fields	1 – Invoice Date 2 – Invoice Number 3 – Opportunity Number 4 – Property Name 5 – Original Amount (add ‘Sum’ at Footer column) 6 – Amount (add ‘Sum’ at Footer column) 7 – Adjustment Amount (add ‘Sum’ at Footer column)
Sort Fields	Opportunity Number
Group Fields	n/a

List #A16 – Revenue Variance

Drill into the Over Under \$ amount at the bottom of the report (do not drill into Revenue Variance)

Credit Memo - Maintenance		\$1,119.43	
Misc. Invoices			\$0.00
Invoice Adjustments			\$0.00
Revenue Variance			\$0.00
Over/Under Adjustment			\$0.00
Over/Under		\$202,586.97	
Totals		\$207,705.16	\$207,705.16

To Create list – Click on icon described under ‘Location in Aspire’:

Report Name	A16. Revenue Variance List
Location in Aspire	Reports Icon, End of Month, Revenue Tab, Over/Under drill down
Filter Fields	1 - Opportunity Type – In – Contract 2 - Invoice Type – In – Contract/ Fixed Payment
Display Fields	1 – Opportunity Number 2 – Opportunity Name 3 – Opportunity Type 4 – Property 5 – Branch

	6 – Division 7 – Invoice Type 8 – Invoice Revenue (add 'Sum' at Footer column) 9 – Earned Revenue (add 'Sum' at Footer column) 10 – Invoice Adjustments (add 'Sum' at Footer column) 11 – Revenue Variance (add 'Sum' at Footer column) 12 – Over Under (add 'Sum' at Footer column) 13 – Job Status 14 – Start Date 15 – End Date
Sort Fields	Opportunity Number
Group Fields	Job Status, End Date

Create this list at Reports Icon

Standard Reports Tab

Profit and Loss Report



List #A17 – Profit & Loss Detail

Drill into any \$ amount on the Profit & Loss

Revenue	Enhancement	Irrigation	Maintenance	New Construction	Overhead / Indirect	Plant Health Care	Snow	Total
Earned	\$194,851	\$0	\$3,412	\$7,787	\$0	\$0	\$0	\$206,049
Invoiced	\$0	\$324	\$3,546	\$0	\$0	\$129	\$0	\$3,999
Credits	\$0	\$0	\$1,119	\$0	\$0	\$0	\$0	(\$1,119)
Expense	Enhancement	Irrigation	Maintenance	New Construction	Overhead / Indirect	Plant Health Care	Snow	Total
Labor	\$1,758	\$0	\$3,180	\$1,557	\$434	\$0	\$0	\$6,929
Material	\$82,070	\$0	\$6,155	\$0	\$0	\$0	\$0	\$88,225
Equipment	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$50
Sub	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$83,878	\$0	\$9,335	\$1,557	\$434	\$0	\$0	\$95,204
Gross Profit \$	\$110,972	\$0	(\$7,042)	\$6,230	(\$434)	\$0	\$0	\$109,726
Gross Margin %	56.95%	0.00%	-307.18%	80.00%	0.00%	0.00%	0.00%	53.54%

Click into any \$ amount on the Profit & Loss

To Create list – Click on icon described under ‘Location in Aspire’:

Report Name	A17. Profit & Loss Detail
Location in Aspire	Reports Icon, Profit & Loss Report
Filter Fields	n/a
Display Fields	1 – Property Name 2 – Opportunity Number 3 – Opportunity Name 4 – Work Ticket # 5 – Invoice Type 6 – Status 7 – Service Look Up 8 – Revenue Bud (Add ‘Sum’ at Footer column) 9 – Revenue To Date (add ‘Sum’ at Footer column) 10 – Revenue This Period (add ‘Sum’ at Footer column) 11 – Gross Margin Est (add ‘Sum’ at Footer column) 12 – Gross Margin Act (add ‘Sum’ at Footer column) 13 – Total Cost Est (add ‘Sum’ at Footer column) 14 – Total Cost Act (add ‘Sum’ at Footer column)
Sort Fields	Opportunity Number
Group Fields	n/a

QuickBooks Desktop Reports to build

Create a New Group:

1. Go to Reports, Memorized Reports, Memorized Report List
2. Click on Memorized Report at bottom left
3. Choose New Group
4. Name – Aspire Reports/Lists
5. Click – OK

Approved Vendor Bills-PR list #3:

1. Go to Reports, Company & Financial, Balance Sheet Standard
2. Click into the Total Inventory Holding \$ amount
3. Date either Last Month or from/to 1st and last date of month
4. Click Customize Report on top left
5. At columns – uncheck - Class, Clr, Split, Balance
6. Click OK
7. At 'Total By' at the top left of dates – either choose 'Account List' or 'Vendor'
 - o (This will depend on if you want the report grouped by account or vendor)
8. Click Memorize (above date)
9. Name Approved Vendor Bills
10. Save in Memorized Report Group: Aspire Reports/Lists

Deposits – A/R Aging (Created from A/R Aging Report):

1. Go to Reports, Customer & Receivables, A/R Aging Summary
2. Click into the \$ amount for Aspire System under TOTAL on the far right
3. Drill into the TOTAL in the Open Balance \$ amount on the bottom right
4. Date either Last Month or from/to 1st and last date of month
5. Click Customize Report on top left
6. At Display Tab - Columns – uncheck - Account, Class, Clr, Split, Amount
7. Check – Debit, Credit
8. At Filters Tab – Filter – Choose 'Transaction Type'
 - a. In the middle at 'Transaction Type' click the drop down arrow & choose 'Multiple Transaction Type'
 - b. At 'Select Transaction Type' = choose Deposit, Journal. Click OK

- c. Click OK
- d. Click OK
9. Click Memorize (above date)
10. Name 'Deposits – A/R Aging'
11. Save in Memorized Report Group: Aspire Reports/Lists

OR CREATE THE SAME LIST as above from the Balance Sheet.

Deposits – A/R Aging (Created from Balance Sheet):

1. Go to Reports, Company & Financial, Balance Sheet Standard
2. Click into the \$ amount for Accounts Receivable
3. Click Customize Report on top left
4. Click on the 'Filters' Tab
5. Scroll down Filter list & choose 'Name'
6. In the middle at Name, click the drop-down arrow & choose 'Aspire System'
7. At Display Tab – Columns - – uncheck - Class, Clr, Split, Amount
8. Check – Debit, Credit
9. Click OK
10. Click Memorize (above date)
11. Name Deposits – A/R Aging
12. Save in Memorized Report Group: Aspire Reports/Lists

LISTS below are only needed if exporting hours from Aspire to QuickBooks Desktop to process payroll.

Payroll – Weekly Hours:

- Go to Reports, Job Time Mileage, Time by Name
- Click Customize Report on top left
- Click on Filters Tab
- Under Choose Filter – choose Payroll Items
- In the middle click the drop down under Payroll Item – Choose Multiple Payroll Items
- Choose all the A-payroll items (any payroll items that are Aspire)
- Click Ok
- Click Okay
- Name Payroll – Weekly Hours
- Save in Memorized Report Group: Aspire Reports/Lists

Payroll – Reconciliation:

- Go to Reports, Company & Financial, Balance Sheet Standard
- Click into the Accrued Payroll Holding \$ amount
- Date either Last week or from/to 1st and last date of payroll
- Click Customize Report on top left
- At columns – uncheck – Name, Clr Split, Balance
 - Check – Source Name
- Click OK

- Click Memorize (above date)
- Name Payroll - Reconciliation
- Save in Memorized Report Group: Aspire Reports/Lists

QuickBooks Online Reports to build for EOM Reconciliation in Aspire

Purchase Receipt Reconciliation:

1. Go to Reports
2. Click on Balance Sheet
3. Find the Inventory Holding Accounts
 - a. Click into the Total Line
 - b. Select "Last Month" in the date column
 - c. Group by "Vendor"
 - d. Accounting Method "Accrual"
 - e. Then Run Report

Transaction Report

[← Back to report summary](#)

Report period

Last Month ▼ 08/01/2020 to 08/31/2020

Rows/columns

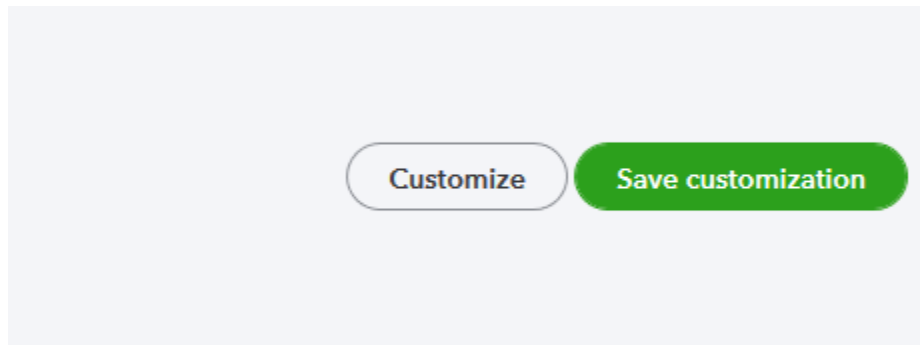
Accounting method

Group by Vendor ▼

Cash Accrual

Run report

4. Save customization for use on your next month's close
5. Save as "Purchase Receipt Reconciliation with Aspire"



Deposit Reconciliation with Aspire:

1. Hover over 'Sales'
2. From the menu that pops up, click on 'Customers'
3. Select the 'Aspire System' Customer
4. Using the 'Filter'
 - a. Select Money Received or All Plus Deposits
 - b. In the Date Field, select 'Last Month.'

This report will have to be recreated every month to reconcile the total deposits in Aspire with the total for the Aspire System Customer in QuickBooks online.

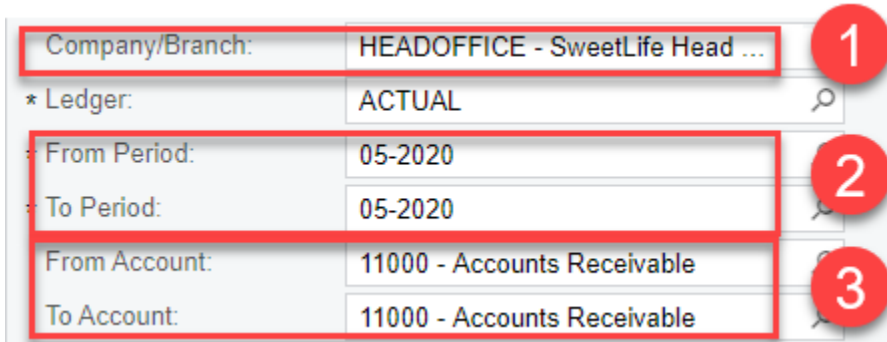
A/R Aging-Deposit:

1. Go the Balance Sheet
2. Drill into the A/R Aging \$ amount
3. Select "Last Month" in the date column
4. Click into customize on the top right
5. Choose 'Change Columns'
 - a. Uncheck – Split, Amount, Account
 - b. Check – Debit, Credit
 - c. Drag Balance to be below credit. Should be last line.
6. Choose 'Filters'
 - a. Check 'Customer' or 'client'
 - b. Add 'Aspire System' only
7. Click 'Run Report' at the bottom
8. Save Customization. Name 'A/R Aging-Deposits'

Acumatica Reports to build for EOM Reconciliation in Aspire

Accounts Receivable Reconciliation

1. Identify 'Accounts Receivable-Aspire' account in Acumatica
2. Finance Module > Reports > Transactions for Period
3. Select Company/Branch, the Period and the Account (from #1 above)



Company/Branch: HEADOFFICE - SweetLife Head ... **1**

* Ledger: ACTUAL

From Period: 05-2020 **2**

To Period: 05-2020

From Account: 11000 - Accounts Receivable **3**

To Account: 11000 - Accounts Receivable

4. Run the report
 - a. It will show
 1. Company/Branch
 2. Period
 3. Account
 4. Beginning Balance
 5. Debit and Credit Transactions
 6. Ending Balance

Journal Transactions for Period

Company/Branch: HEADOFFICE **1** From Period: 02-2019 To Period: 02-2019 **2** From Account: 11000 To Account: 11000 **3**

Ledger: ACTUAL Page: 1 of 1 Date: 5/22/2020 5:31 PM User: admin admin

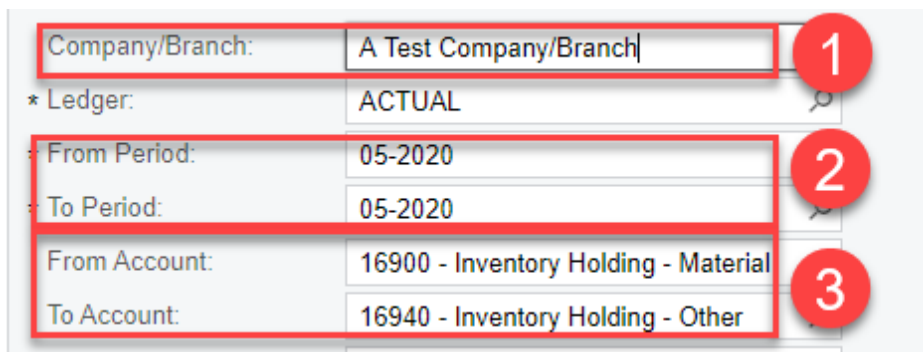
Period	Date	Module	Account Number	Tran. Type	Ref. Number	Customer/Vendor	Description	Debit	Credit	Ending Balance	
11000		Asset	Accounts Receivable								
							Beg. Balance			4,785.97 4	
02-2019	2/12/2019	AR	AR000146	Customer	000067	COFFEESHOP	25.00	0.00		4,810.97	
02-2019	2/14/2019	AR	AR000147	Voided Refund	000067	COFFEESHOP	0.00	25.00		4,785.97	
02-2019	2/14/2019	AR	AR000148	Customer	000068	COFFEESHOP	1.00	0.00		4,786.97	
02-2019	2/14/2019	AR	AR000149	Voided Refund	000068	COFFEESHOP	0.00	1.00		4,785.97 5	
02-2019	2/15/2019	AR	AR000151	Invoice	000087	COFFEESHOP	44.30	0.00		4,830.27	
02-2019	2/28/2019	AR	AR000152	Invoice	000088	COFFEESHOP	114.54	0.00		4,944.81	
Account / Subaccount Total:								184.84	26.00		4,944.81 6

Inventory Holding Accounts Reconciliation

1. Identify 'Inventory Holding' account(s) in Acumatica
 - a. Should be four; Material, Equipment, Sub and Other

16900	FIXEDASSET	Asset	Inventory Holding - Material
16920	FIXEDASSET	Asset	Inventory Holding - Equipment
16930	FIXEDASSET	Asset	Inventory Holding - Subs
16940	FIXEDASSET	Asset	Inventory Holding - Other

2. Finance Module > Reports > Transactions for Period
3. Select Company/Branch, the Period and the Account(s) (from #1 above)



The screenshot shows the 'Transactions for Period' report configuration in Acumatica. Three red boxes highlight specific fields, each with a red circle containing a number:

- 1**: Company/Branch: A Test Company/Branch
- 2**: From Period: 05-2020 and To Period: 05-2020
- 3**: From Account: 16900 - Inventory Holding - Material and To Account: 16940 - Inventory Holding - Other

4. Run the report
 - a. It will show (for each of the four accounts)
 1. Company/Branch
 2. Period
 3. Account
 4. Beginning Balance
 5. Debit and Credit Transactions
 6. Ending Balance

Journal Transactions for Period

Company/Branch: HEADOFFICE
 Ledger: ACTUAL

From Period: 02-2019
 To Period: 02-2019

From Account: 12100
 To Account: 12100

Page: 1 of 1
 Date: 5/22/2020 5:46 PM
 User: admin admin

Period	Date	Mod	Batch Number	Tran. Type	Ref. Num	Customer/Vendor	Description	Debit	Credit	Ending Balance
12100			Asset	Inventory Asset						
							Req. Balance			815.89
02-2019	2/12/2019	IN	IN000100	Receipt	000045		Cherry jam 32 oz	0.00	0.00	815.89
02-2019	2/15/2019	IN	IN000101	Invoice	000059		Apple jam 8 oz.	0.00	0.00	815.89
02-2019	2/15/2019	IN	IN000102	Invoice	000060		Fresh apples 1 lb	0.00	22.90	792.99
02-2019	2/15/2019	IN	IN000102	Invoice	000060		Apple jam 8 oz.	0.00	0.00	792.99
02-2019	2/28/2019	IN	IN000103	Invoice	000061		Apple jam 8 oz.	0.00	0.00	792.99
02-2019	2/28/2019	IN	IN000104	Invoice	000062		Apple jam 32 oz	0.00	0.00	792.99
Account / Subaccount Total:								0.00	22.90	792.99