



END OF MONTH CHECKLIST

TASK #36 THROUGH **#47**

STEP BY STEP INSTRUCTIONS

Table of Contents

- K. Closing and Opening Months in Aspire..... 57
 - Task #36 – Close Month in Aspire..... 57
 - To Close a Month..... 57
 - How To Open a Month..... 58
 - Manage User Roles for ‘Close Month’..... 60
 - L. Revenue Variance..... 61
 - Task #37 – Review Revenue Variance..... 61
 - M. End of Month Journal Entries..... 63
 - Task #38 - Journal Entry EOM Revenue and Expense Tab..... 63
 - EOM Revenue Tab Journal Entry:..... 63
 - Invoiced Revenue Tab Journal Entry for Manual Entry..... 64
 - Expense Tab Journal Entry for Manual Entry..... 71
 - Task #39 – Journal Entry EOM - Inventory Tab..... 74
 - Task #40 – Journal Entry for Additional (Extra) Costs:..... 75
- N. Review Balance Sheet in Accounting System..... 76
 - Task #41 – Compare Aspire & Accounting A/R Balance..... 76
- Accounts Receivable Calculation..... 79
 - Task #42 – Reconcile Inventory Holding Accounts..... 81
- Graphical user interfaceDescription automatically generated with medium confidence.....81
 - If the Inventory Holding Accounts do not show as \$0 but have a balance remaining, below can be why:..... 83
 - 83
 - o Step 1 - Make sure all Approved Vendor bills for each month in Aspire matches each month in the Accounting System..... 83
 - Step 2 – Compare Approved Vendor bills to EOM Expense Tab export..... 83
 - Step 3 – Is the Inventory holding balance from a prior month?..... 84
 - Make sure the balance isn’t from a previous month..... 84
 - Go to the Balance Sheet and click into the total Inventory Holding accounts \$ amount.... 84
 - Is there a beginning balance? All beginning balances should be \$0. If it is not \$0, figure out the month the balance is coming from. Follow steps 1 & 2 above for that month..... 84
 - Step 4 – Is the Inventory holding balance a negative?..... 84
 - Step 5 – Is the Inventory holding balance a positive?..... 84
 - In Aspire, go to Administration > Configuration > Accounting Sync tab..... 84
 - Scroll to the bottom and make sure the box is checked for ‘Enable Inventory as Expense’ is checked..... 84
- A picture containing graphical user interfaceDescription automatically generated..... 84

- Step 5 – Create a Purchase Pivot to match the Approve Vendor bills..... 85
- Go to Reports Icon, Standard Reports, Pivot Table Reports, Purchases..... 85
- Create purchase pivot for ‘Vendor Invoices by Month’..... 85
- Step 6 – Compare journal entry for expenses with the pivot report to see what is missing...
86
- Go to Reports Icon, Standard Reports, Pivot Table Reports, Purchases..... 86
- Step 5 – Create a new journal entry for expenses..... 87
- Task #43 – Reconcile Accrued Payroll Holding..... 88
- Task #44 – Reconcile Revenue Variance..... 88
- Task #45 – Reconcile Over/Under..... 88
- Task #46 – Compare P&L in Accounting System to Aspire P&L..... 91
- Task #47 – Over/Under Detail Analysis for the Entire Time in Aspire..... 91

K. Closing and Opening Months in Aspire

- **Task #36 – Close Month in Aspire**

Before entering any End of Month report Journal Entries into your accounting system you will need to close the months in Aspire.

In Aspire you do need to close months. Once you enter the EOM journal entries into the accounting system, you do not want the data to change in Aspire.

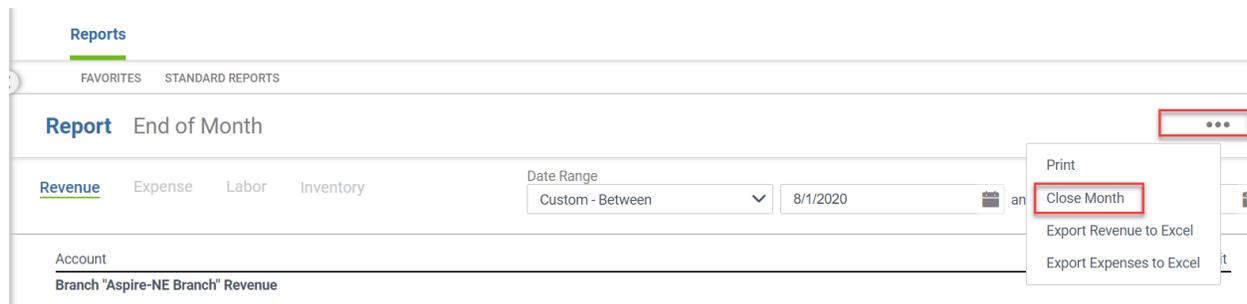
Once a month is closed, you will no longer be able to receive or update new records related to time entry, inventory adjustments, purchase receipts, work tickets, payments, deposits, etc.

To CLOSE A MONTH

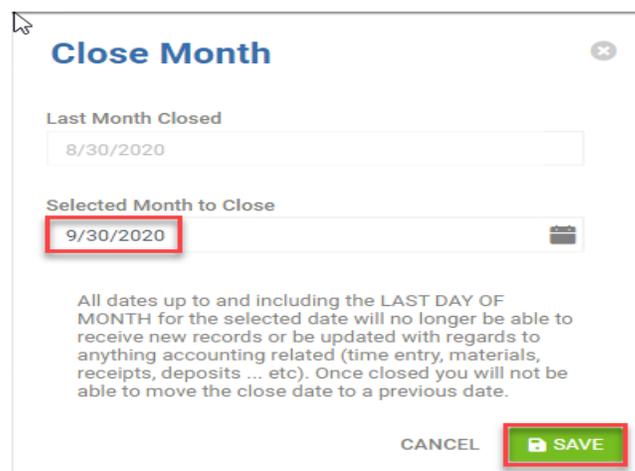
To close a month, follow the steps below:

Go to Reports, Standard Reports tab, choose End of Month.

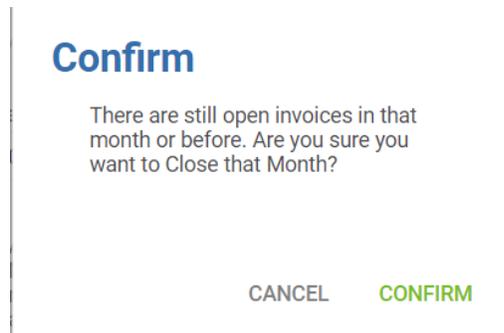
After clicking into the End of Month Report. Go to the ellipsis on the top right (3 dots) and choose 'Close Month'.



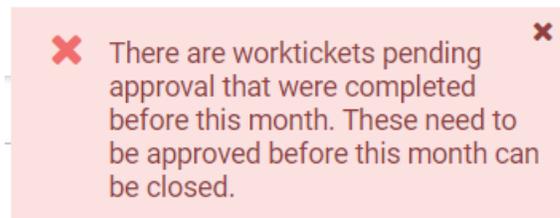
Enter the last day of the month to close and Save.



If the following box shows, you still have invoices in Invoicing Assistant for that month or prior months. You can still close the month. However, you will not be able to date any invoices for the month closing or prior months. If this is okay, click Confirm.



If the box below shows, you cannot close the month. You have work tickets in *Pending Approval* status with a completed date of that month. Go to Work Tickets icon. Review list #3 – EOM Work Tickets – Pending Approval. If you do not see any work tickets on list #3, please review the filter dates. The work tickets will need to be approved before the month can be closed. Once they are approved, go back to the End of Month report, and close the month.



How To OPEN A MONTH

It is best practice not to open months.

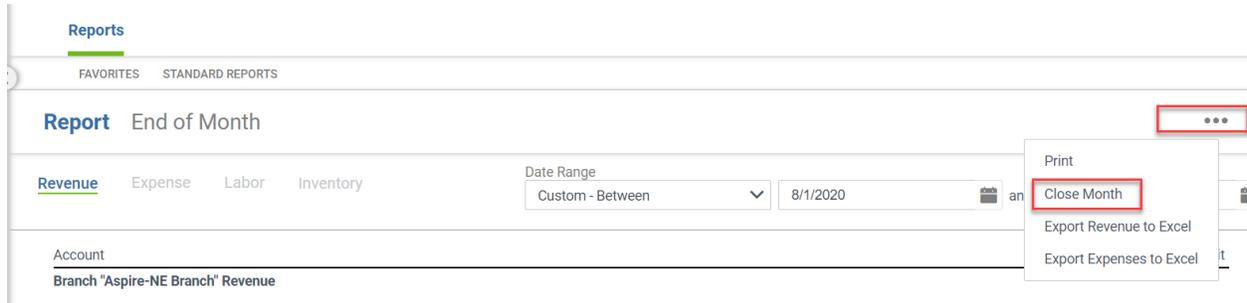
If months are reopened be sure to review the journal entry after the month is closed again to make sure the \$ amounts have not changed.

When re-closing months, be sure to close one month at a time consecutively. (For example, if September was closed and there is a need to open back to July, be sure to close July first, then August and then September.)

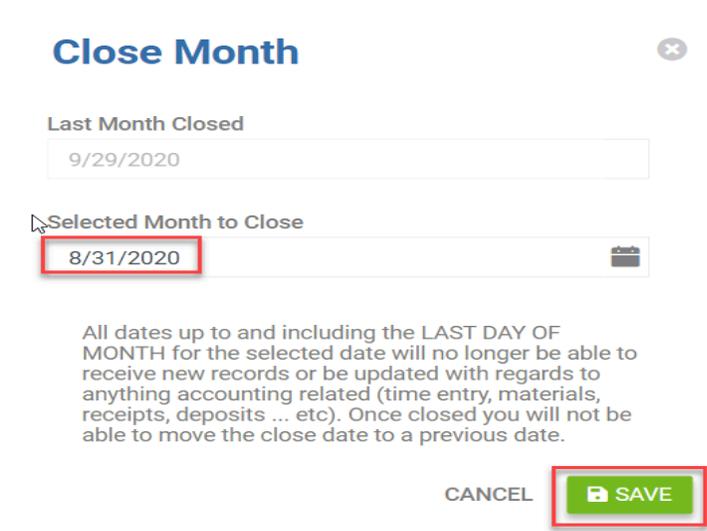
If there is a need to open a month (for example if September is closed and there is a need to open September again), follow the steps below:

Go to Reports, Standard Reports tab, choose End of Month.

After clicking into the End of Month Report. Go to the ellipsis on the top right (3 dots) and choose 'Close Month'.



The box below will show. Enter the last day of the prior month to re-open. Save.



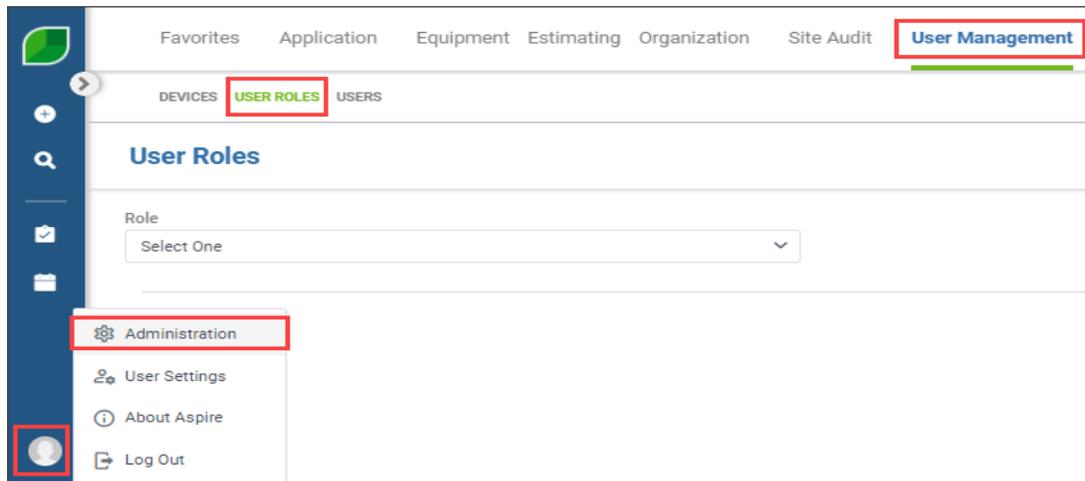
Entering August 31st will open September.

MANAGE USER ROLES FOR 'CLOSE MONTH'

At 'User Management', 'User Roles' in the Administration screen, make sure the box for 'Close Month' is only checked for roles that should have permission to close and open months.

Go to the Administration Screen.

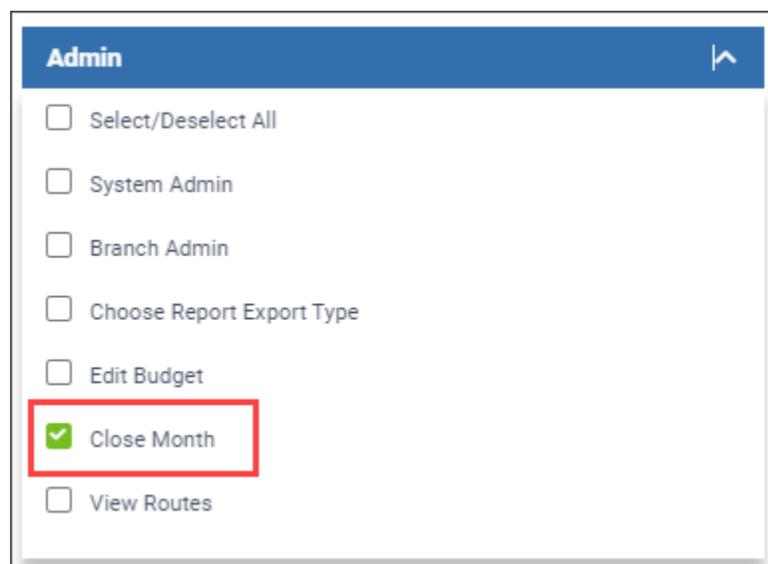
Choose 'User Management'. 'User Roles'.



At the drop down 'select one', choose the Role that should have the permission to open and close months.

At that role, choose the drop down for 'Admin'.

Check the box to the left of 'Close Month'.



Go through all other roles to be sure the 'Close Month' box is not checked.

● L. Revenue Variance

● Task #37 – Review Revenue Variance

For more information on Over/Under and Revenue Variance, attend the Over/Under training on the Live Calendar in the Knowledge Base.

For contracts with a Fixed Payment invoice type, the variance between earned revenue and invoiced revenue (over/under value) at the end of a contract period will typically be zero. There are some conditions under which that value for a contract in Aspire will be non-zero:

- The contract is canceled without an invoice to true-up the over/under.
- You choose to round monthly payments for an opportunity.
- Contracts with a start date prior to using Aspire that have canceled work tickets for work that was performed prior to using Aspire.
- Any contracts that have canceled work tickets.

Aspire provides an optional feature called Revenue Variance Adjustment whereby it will automatically create variance adjustments to accommodate the situations described above effectively resetting the over/under value to zero for Fixed Payment contracts at the end of a contract period. This makes it easier to identify significant over/under variances that indicate action should be taken.

- Revenue Variance will not calculate for a month until that month is closed in Aspire.
- A Revenue Variance will occur when a Fixed Payment - Contract has an End Date of the month being closed and that contract is in a complete status.
- If none of the above apply, the Over/Under should always be \$0.
 - All contracts that start & end in Aspire should always have an Over/Under of \$0 with only the exceptions listed above.

Note – *If a month is opened where revenue variances have been calculated, that month's revenue variances will now show \$0. The revenue variance will recalculate when that month is closed again.*

Be careful opening months. This is an example of what can happen if a month is opened with a revenue variance in that month. If a contract has an end date of November 30, 2022 and when November is closed, if that contract is not in complete status and there is an Over/Under balance, the revenue variance will not be calculated because the contract is not in complete status. When December is closed, if the November contract is in complete status, the revenue variance will be calculated and shown in December. However, if you open December after it has been closed, and then close it again, that November contract revenue variance will shift to the November \$'s.

- **To verify Revenue Variance has been calculated correctly, follow the steps below.**
 - Go to the Reports Icon –Standard Reports - End of Month Reports.
 - Change Date Range to - All Time.
 - Scroll down to the bottom – All Branches.
 - Write down the Revenue Variance amount \$ _____ on the End of Month Revenue Tab for All Branches.
 - Write down the last month closed _____.
 - Drill into the Over/Under \$ amount. (Do not drill into Revenue Variance \$ amount.)
 - Choose List A16 – ‘Revenue Variance List’ from drop down (To build list, see Accounting lists to create.) Make sure it is grouped by Job Status and End Date.
 - Make sure the Revenue Variance total \$ _____ matches the \$ amount above.
 - Scroll down the Over/Under detail list.
 - Make sure all Over/Under on all Fixed Payment - Invoice Type with an end date for month closed written above & prior has a \$0 Over/Under or a minimal amount. An opportunity can be on more than 1 line, so the combined Over/Under should be \$0.
 - The Over/Under \$ amount that was there should now be in the Revenue Variance column.
 - Filter to show – Over/Under – does not equal – 0.
 - Export to Excel. (This review & export needs to be done every month.)
 - Add a column on the far right for Notes.
 - Make any necessary formatting adjustments.
 - If there are any Over/Under balances left that should be \$0, there will need to be a manual over/under adjustment made to that opportunity.

● M. End of Month Journal Entries

● **Task #38 - Journal Entry EOM Revenue and Expense Tab**

After the month in Aspire is closed a Journal Entry will be made in the accounting system to record the Revenue and Expenses. The Journal Entry can be entered manually into the Accounting System or an export file can be created that can be entered manually in the accounting system or it can be imported.

To be able to use the export feature, go to Administration, click into the pencil on the top right and choose the Accounting Sync tab. Check the box on the bottom left 'Enable EOM Export'.

Go to the Knowledge Base and reference the document '[EOM Accounting Export to Excel](#)'. There are 2 documents. One for the setup to enter the journal entry manually or the setup to use Transaction Pro.

To import the file into QuickBooks you will need to purchase and download the Transaction Pro Importer. For detailed instructions on downloading Transaction Pro and importing the file into QuickBooks see the reference document '[EOM Accounting Export to Excel](#)' in the Knowledge Base.

The .csv export file can also be imported into Acumatica, GP, and Sage. Please contact your provider for instructions on how to import the file.

● **EOM Revenue Tab Journal Entry:**

Revenue can be entered into the Accounting system one of 2 ways:

As Earned Revenue or

As Invoice Revenue (Preferred revenue to report for SAS)

After the month in Aspire is closed a Journal Entry will be made in the accounting system to record the Revenue.

To run the report, go to the **Reports > Standard Reports** tab > **End of Month Report**.

On the End of Month Report, select the Revenue tab and enter the Date Range for the appropriate month for the journal entry.

• Invoiced Revenue Tab Journal Entry for Manual Entry

To run the report, go to the **Reports > Standard Reports** tab > **End of Month Report**

On the End of Month Report, select the Revenue tab and enter the Date Range for the appropriate month for the journal entry.

When reporting Invoiced Revenue, only the top A/R section of each branch will be used for the journal entry. Each Branch can be entered separately, or the revenues can be entered as one total using the “All Branches” section. The data in the Revenue section will not be used.

Account	Debit	Credit
Branch "Gresham" Revenue		
A/R		
Invoices		
Enhancement	\$25,666.42	
Maintenance	\$14,729.50	
Irrigation	\$292.25	
New Construction	\$24,293.25	
Plant Health Care	\$1,003.73	
SubContractor	\$0.00	
Snow	\$0.00	
Overhead / Indirect	\$0.00	
Retainage	\$2,699.25	
Misc. Invoices	\$174.00	
Credits		
Enhancement		\$100.00
Bad Debt		\$99.00
Damages		\$75.00
Sales Tax	\$148.94	
Revenue		
Enhancement		\$51,332.83
Maintenance		\$19,212.40
Irrigation		\$279.67
New Construction		\$0.00
Plant Health Care		\$733.33
SubContractor		\$0.00
Snow		\$0.00
Overhead / Indirect		\$0.00
Sales Tax		\$148.94
Credit Memo - Enhancement	\$100.00	
Credit Memo - Bad Debt	\$99.00	
Credit Memo - Damages	\$75.00	
Misc. Invoices		\$174.00
Invoice Adjustments	\$133.33	
Revenue Variance		\$0.00
Over/Under Adjustment		\$0.00
Over/Under	\$2,711.50	
Totals	\$72,146.17	\$72,146.17

Only the A/R section will be used when reporting Invoiced Revenue

The Revenue section of the End of Month Revenue tab is not used for the Invoiced

All of the Debits will be added together, and the Credits will be subtracted for the A/R amount on the JE (excluding Retainage).

To enter in the revenue portion of the JE you will not enter the \$ amounts under Revenue. That Revenue is Earned Revenue. To enter Invoiced \$'s as revenue, you will need to reverse the Debits and Credits listed beside each division Invoiced \$'s and Credit \$'s on the End of Month report.

Section of End of Month Report, Revenue tab from Aspire used for reporting Invoiced Revenue.

Account	Debit	Credit
Branch "Gresham" Revenue		
A/R		
Invoices		
Enhancement	\$25,666.42	
Maintenance	\$14,729.50	
Irrigation	\$292.25	
New Construction	\$24,293.25	
Plant Health Care	\$1,003.73	
SubContractor	\$0.00	
Snow	\$0.00	
Overhead / Indirect	\$0.00	
Retainage	\$2,699.25	
Misc. Invoices	\$174.00	
Credits		
Enhancement		\$100.00
Bad Debt		\$99.00
Damages		\$75.00
Sales Tax	\$148.94	

The Journal Entry in the Accounting System would look like the example below.

DATE	ENTRY NO.	ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BIL...	CLASS
10/31/2019	EOM REV	11000 - Accounts Receivable	66,034.09		EOM Revenue Tab	Aspire System		
		11500 - Retainage Receivable	2,699.25		EOM Revenue Tab			
		30000 - Enhancement Revenue		25,666.42	EOM Revenue Tab			Gresham Enhanc

- Date the Journal Entry using the last day of the month
- Enter a Journal Entry No of 'EOM REV' for End of Month Revenue
- The first line of the JE will be for Accounts Receivable. Total the items in the A/R section above from the Aspire End of Month Revenue tab (excluding Retainage). Add the Debit amounts and subtract the Credit amounts. (Note: Total everything from A/R Invoices thru Sales Tax (+debits and -credits) on the Revenue tab. Ex. $\$25,666.42 + \$14,729.50 + \$292.25 + \$24,293.25 + \$1,003.73 + \$174 - \$100 - \$99 - \$75 + \$148.94 = \$66,034.09$.) Enter the total (\$66,034.09) into the journal entry as a Debit to Accounts Receivable as shown.
 - In the Name field enter 'Aspire System'.
- If you have a Retainage amount debit the Retainage Receivable account on the General Ledger
 - When the Retainage is billed to the customer, the amount will credit Retainage and debit A/R

End of Month Report, entering Invoiced as revenue in the accounting system. This is where you would enter the Debits as Credits on the journal entry and Credits as Debit on the journal entry.

By doing this, the entries in the accounting system will credit or increase revenue by division for Invoiced \$'s. It will also decrease revenue by credit \$'s. Sales tax would be a credit to the sales tax liability account.

Account	Debit	Credit
Branch "Gresham" Revenue		
A/R		
Invoices		
Enhancement		\$25,666.42
Maintenance		\$14,729.50
Irrigation		\$292.25
New Construction	e	\$24,293.25
Plant Health Care		\$1,003.73
SubContractor		\$0.00
Snow		\$0.00
Overhead / Indirect		\$0.00
Retainage		\$2,699.25
Misc. Invoices	f	\$174.00
Credits		
Enhancement		\$100.00
Bad Debt		\$99.00
Damages		\$75.00
Sales Tax	h	\$148.94

Journal Entry in the Accounting System

ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BIL...	CLASS
11000 · Accounts Receivable	66,034.09		EOM Revenue Tab	Aspire System		
11500 · Retainage Receivable	2,699.25		EOM Revenue Tab			
30000 · Enhancement Revenue		25,666.42	EOM Revenue Tab			Gresham:Enhanc
33000 · Maintenance Revenue	e	14,729.50	EOM Revenue Tab			Gresham:Mainte
34000 · Irrigation Revenue		292.25	EOM Revenue Tab			Gresham:Irrig
31000 · New Construction Revenue		24,293.25	EOM Revenue Tab			Gresham:NewCons
36000 · PHC Revenue		1,003.73	EOM Revenue Tab			Gresham:PHC
35000 · SubContractor Revenue		0.00	EOM Revenue Tab			Gresham:Sub
32000 · Snow Revenue		0.00	EOM Revenue Tab			Gresham:Snow
31000 · New Construction Revenue		2,699.25	EOM Revenue Tab			
60000 · GENERAL & ADMINISTRATIVE:60120 · Credit Card ...		50.00	EOM Revenue Tab			Gresham:OH
60000 · GENERAL & ADMINISTRATIVE:62450 · Late Fees	f	25.00	EOM Revenue Tab			Gresham:OH
38000 · Miscellaneous Revenue		99.00	EOM Revenue Tab			Gresham:OH
30000 · Enhancement Revenue		100.00	EOM Revenue Tab			Gresham:Enhanc
91000 · Bad Debt	g	99.00	EOM Revenue Tab			Gresham:OH
50000 · INDIRECT / OVERHEAD:50840 · Damages - Jobs		75.00	EOM Revenue Tab			Gresham:OH
25600 · Sales Tax Payable	h	148.94	EOM Revenue Tab	Oregon Sales...		

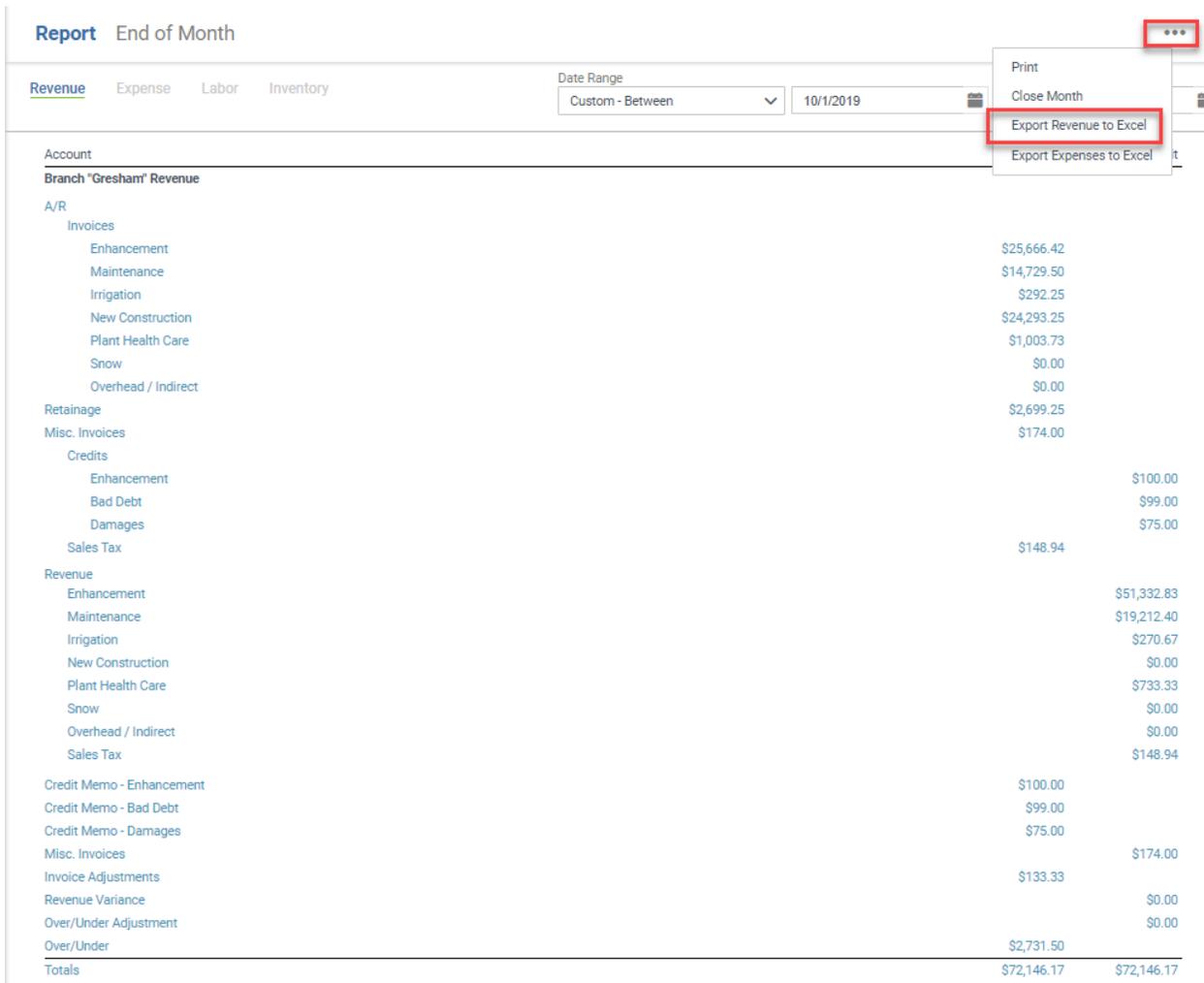
- e) Next, enter in the revenue amounts on the Journal Entry.
- Reverse the debits and credits listed on the End of Month report
 - On the Journal Entry enter the appropriate revenue account(s), and enter the amounts as Credits.
 - In the Memo field, enter 'EOM Revenue Tab'.
 - The Name field is not used on the revenue accounts.
 - If you use Classes, select the appropriate class for each entry.

- f) To determine the division (class) that the Miscellaneous Invoices should be posted to, drill into the amount on the Aspire EOM Revenue report.
 - Create a list for the Miscellaneous Invoices by selecting the Default list and grouping the list by Transaction Type.
 - Save the list as “Misc Invoices”. This will breakout what the Miscellaneous Invoices were for so you can determine what GL account to post the amount(s) to.
 - Add Classes for Branches:Divisions to P&L accounts if classes are used in the accounting system.
 - Enter the highlighted items from the Invoices section of the Aspire End of Month report, Revenue tab into the journal entry in the accounting system as shown. Be sure to choose the correct revenue accounts in the accounting system. Note: Debits on the Aspire End of Month report, Revenue tab will be entered as Credits on the Journal Entry in the accounting system and Credits on the EOM report will be Debits on the Journal Entry.
- g) Enter Credit Memo amounts to offset the revenue division or the expense account.
 - Add Classes for Branches:Divisions to P&L accounts if classes are used in the accounting system.
- h) Sales Tax Payable on the journal entry will need the name of the vendor used to pay sales tax in the ‘Name’(c) field.

Invoiced Revenue Tab Journal Entry Export

The data on the End of Month Revenue tab can also be exported to a .csv file. The exported file can be used to manually enter the Journal Entry in the accounting system, or it can be imported into QuickBooks using Transaction Pro. To create the export file, follow the steps below.

1. Go to the **End of Month** report **Revenue** tab and select the ellipses (3 dots) on the top right corner.
2. Click on the option to **Export Revenue**.
3. The file will open in Excel.



Account		
Branch "Gresham" Revenue		
A/R		
Invoices		
Enhancement	\$25,666.42	
Maintenance	\$14,729.50	
Irrigation	\$292.25	
New Construction	\$24,293.25	
Plant Health Care	\$1,003.73	
Snow	\$0.00	
Overhead / Indirect	\$0.00	
Retainage	\$2,699.25	
Misc. Invoices	\$174.00	
Credits		
Enhancement		\$100.00
Bad Debt		\$99.00
Damages		\$75.00
Sales Tax	\$148.94	
Revenue		
Enhancement		\$51,332.83
Maintenance		\$19,212.40
Irrigation		\$270.67
New Construction		\$0.00
Plant Health Care		\$733.33
Snow		\$0.00
Overhead / Indirect		\$0.00
Sales Tax		\$148.94
Credit Memo - Enhancement	\$100.00	
Credit Memo - Bad Debt	\$99.00	
Credit Memo - Damages	\$75.00	
Misc. Invoices		\$174.00
Invoice Adjustments	\$133.33	
Revenue Variance		\$0.00
Over/Under Adjustment		\$0.00
Over/Under	\$2,731.50	
Totals	\$72,146.17	\$72,146.17

TO USE this export, there is setup needed: The account numbers are setup in **Administration: (1) Configuration > Accounting Sync, below EOM Export Accounts (2) Applications > Lists at Divisions, and Payment Categories.**

Go to the Knowledge Base and reference the document '[EOM Accounting Export to Excel](#)' as explained on page 62. There are 2 documents. One for the setup to enter the journal entry manually or the setup to use Transaction Pro.

When the file is opened in Excel it will look like the following example.

	A	B	C	D	E	F	G	H
1	Date	Ref	Account	Class	Debit	Credit	Memo	Payee
2	10/31/2019	EOM Rev	11000		66034.09		EOM Revenue	Aspire System
3	10/31/2019	EOM Rev	30000	GR:EN		25666.42	EOM Revenue	Aspire System
4	10/31/2019	EOM Rev	31000	GR:NewCon		24293.25	EOM Revenue	Aspire System
5	10/31/2019	EOM Rev	33000	GR:MT		14729.5	EOM Revenue	Aspire System
6	10/31/2019	EOM Rev	34000	GR:IR		292.25	EOM Revenue	Aspire System
7	10/31/2019	EOM Rev	36000	GR:PHC		1003.73	EOM Revenue	Aspire System
8	10/31/2019	EOM Rev	Misc invoices	GR		174	EOM Revenue	Aspire System
9	10/31/2019	EOM Rev	25600	GR		148.94	EOM Revenue	Oregon Sales & Use Tax
10	10/31/2019	EOM Rev	30000	GR:EN	100		EOM Revenue	Aspire System
11	10/31/2019	EOM Rev	50840	GR	75		EOM Revenue	Aspire System
12	10/31/2019	EOM Rev	91000	GR	99		EOM Revenue	Aspire System
13								

The columns in this file are as follows.

- a) **Date** – use this date as the Journal Entry date
- b) **Ref** (Reference) – use as the Journal Entry Number
- c) **Account** – the GL account number where the amount will be posted. If you are entering the JE manually you can enter the name of the account.
NOTE: The account numbers are setup in **Administration: Accounting Sync, Divisions, and Payment Categories**
- d) **Class** – Branch &/or Division. This will be entered in the JE Class field if you are using classes
NOTE: The division codes in **Administration > Manage Lists > Divisions**
- e) **Debit** – the amount that will be entered as a Debit
NOTE: If integrating with QuickBooks Online all amounts will display in the Debit column. Positive amounts will be entered in the JE as Debits and negative amounts will entered as Credits in the JE
- f) **Credit** – the amount that will entered as a Credit
NOTE: If integrating with QuickBooks Online there will not be a Credit column
- g) **Memo** – enter in the JE Memo field
- h) **Payee** – entered in the JE Name field. The Payee Name is only required for the Accounts Receivable and the Sales Tax Payable entries

The Journal Entry would look like the following. The letters on the JE correspond to the columns on the export file above.

DATE	ENTRY NO.	ACCOUNT	DEBIT	CREDIT	MEMO	NAME	BILLABL.	CLASS
10/31/2019	EOM REV	Accounts Receivable	66,034.09		EOM Revenue Tab	Aspire System		
		30000 - Enhancement Revenue		25,666.42	EOM Revenue Tab			Enhanc
		33000 - Maintenance Revenue		14,729.50	EOM Revenue Tab			Mainte
		34000 - Irrigation Revenue		292.25	EOM Revenue Tab			Irrig
		31000 - New Construction Revenue		24,293.25	EOM Revenue Tab			NewCons
		36000 - PHC Revenue		1,003.73	EOM Revenue Tab			PHC
		35000 - SubContractor Revenue	0.00		EOM Revenue Tab			Sub
		32000 - Snow Revenue	0.00		EOM Revenue Tab			Snow
		30000 - GENERAL & ADMINISTRATIVE:60120		50.00	EOM Revenue Tab			OH
		30000 - GENERAL & ADMINISTRATIVE:62450		25.00	EOM Revenue Tab			OH
		38000 - Miscellaneous Revenue		99.00	EOM Revenue Tab			OH
		30000 - Enhancement Revenue	100.00		EOM Revenue Tab			Enhanc
		31000 - Bad Debt	99.00		EOM Revenue Tab			OH
		30000 - INDIRECT / OVERHEAD:50840 - Dam	75.00		EOM Revenue Tab			OH
		25600 - Sales Tax Payable		148.94	EOM Revenue Tab	Oregon Sales & Use Tax		

The export file does not separate out the Miscellaneous Invoices or the Invoice Adjustments. Each entry will be recorded as one lump sum amount. To view the detail and to determine the GL account number to post the amounts to, drill into the amounts on the End of Month report and adjust the journal entry as needed.

The export file will export one total for Sales Tax Payable. If there is a need to break out the sales tax to 2 different payees, that will need to be adjusted manually as needed.

The export file will not export the Retainage \$ amount. If there is a need to enter that \$ amount into the accounting system, add to the journal entry:

Debit – Retainage \$2,699.25
Credit - Revenue \$2,699.25

NOTE*: The expenses do not have to be entered into the accounting system for each division. Some companies will have one cost account per item type and use classes for the detail or use Aspire for the detail.

NOTE:** The export is designed to show one account number for each division. If the accounting system has different cost of goods account numbers for multiple branches, the additional accounting numbers can be entered into the EOM export setup with that detail. For example, the Enhancement division may have cost of materials account numbers for Branch A-Enhancements materials as 41000 and Branch B-Enhancements materials as 42000. In the division for Enhancements in Aspire, you would enter 41000/42000 at the Enhancement materials. You also need to add class codes at the branches. When the expense tab is exported, the expense line would show the 41000/42000 and the branch expenses would be coded to:

Date	Ref	Account	Class	Debit	Credit	Memo	Payee
1/31/2021	EOM Exp	41000/42000	A:EN	15000		EOM Expense	Aspire System
1/31/2021	EOM Exp	41000/42000	B:EN	6200		EOM Expense	Aspire System
1/31/2021	EOM Exp	41100/42100	A:EN	2250		EOM Expense	Aspire System
1/31/2021	EOM Exp	41100/42100	B:EN	30000		EOM Expense	Aspire System
1/31/2021	EOM Exp	15200	A		15000	EOM Expense	Aspire System
1/31/2021	EOM Exp	15210	A		6200	EOM Expense	Aspire System
1/31/2021	EOM Exp	15200	B		2250	EOM Expense	Aspire System
1/31/2021	EOM Exp	15210	B		30000	EOM Expense	Aspire System

● Expense Tab Journal Entry for Manual Entry.

To run the report, go to the **Reports > Standard Reports** tab > **End of Month Report**.

On the End of Month Report, select the Expense tab and enter the Date Range for the appropriate month for the journal entry.

Expense Tab Journal Entry

If you have multiple branches, the amounts for each branch will be listed separately. Each branch can be entered separately on the journal entry or the expenses can be entered as one total using the “All Branches” section.

The Divisions will be listed under each Branch. And under each Division the Expense Types will be listed. There are four Expense Types: Material, Equipment, Sub, and Other.

Journal Entry in the Accounting System

- Enter the **highlighted** amounts from the End of Month Expense tab into the accounting system journal entry as shown below to expense the purchases. **If the totals for each Branch will be entered separately use the amounts under each branch. This example shows the amounts for all branches combined.** Be sure to choose the appropriate Division and Cost of Goods Sold accounts.
- Enter the **highlighted** amounts from the End of Month Expense tab into the accounting system journal entry as shown below. Be sure to credit the appropriate Inventory Holding Accounts.
- Add Classes for Branches:Divisions to the P&L accounts if classes are used in the accounting system.

Report End of Month			
Revenue	Expense	Labor	Inventory
Date Range			
Account		Custom - Between	6/1/2020 and 6/30/2020
			Debit
			Credit
All Branches Expenses			
Enhancement	Material		\$396.00
	Equipment		\$0.00
	Sub		\$0.00
	Other		\$0.00
Maintenance	Material		\$1,810.00
	Equipment		\$0.00
	Sub		\$0.00
	Other		\$500.00
Irrigation	Material		\$1,010.00
	Equipment		\$0.00
	Sub		\$500.00
	Other		\$99.00
New Construction	Material		\$602.25
	Equipment		\$50.00
	Sub		\$300.00
	Other		\$125.00
Plant Health Care	Material		\$618.20
	Equipment		\$0.00
	Sub		\$200.00
	Other		\$0.00
Overhead / Indirect	Material		\$0.00
	Equipment		\$0.00
	Sub		\$0.00
	Other		\$0.00
Totals			\$6,210.45
			\$0.00
Holdings (Or Inventory)	Material		\$4,436.45
	Equipment		\$50.00
	Sub		\$1,000.00
	Other		\$724.00

DATE	ENTRY NO.	DEBIT	CREDIT	MEMO	NAME	BILLABLE?	CLASS
06/30/2020	EOM Exp Tab						
40000	ENHANCEMENTS COGS.40200 - Enhancements - Materials	396.00		EOM Expense Tab			Enhanc
43000	MAINTENANCE COGS.43200 - Maintenance - Materials	1,810.00		EOM Expense Tab			Maint
43000	MAINTENANCE COGS.43500 - Maintenance - Other	500.00		EOM Expense Tab			Maint
44000	IRRIGATION COGS.44200 - Irrigation - Materials	1,010.00		EOM Expense Tab			Irrig
44000	IRRIGATION COGS.44400 - Irrigation - SubContractor	500.00		EOM Expense Tab			Irrig
44000	IRRIGATION COGS.44500 - Irrigation - Other	99.00		EOM Expense Tab			Irrig
41000	NEW CONSTRUCTION COGS.41200 - New Construction - Material	602.25		EOM Expense Tab			NewCons
41000	NEW CONSTRUCTION COGS.41300 - New Construction - Eqpt Rental	50.00		EOM Expense Tab			NewCons
41000	NEW CONSTRUCTION COGS.41400 - New Construction - SubContracto	300.00		EOM Expense Tab			NewCons
41000	NEW CONSTRUCTION COGS.41500 - New Construction - Other	125.00		EOM Expense Tab			NewCons
46000	PLANT HEALTH CARE COGS.46200 - PHC - Materials	618.20		EOM Expense Tab			PHC
46000	PLANT HEALTH CARE COGS.46400 - PHC - SubContractor	200.00		EOM Expense Tab			PHC
15000	Inventory Holding.15200 - Inventory Holding - Material		4,436.45	EOM Expense Tab			
15000	Inventory Holding.15210 - Inventory Holding - Equipment		50.00	EOM Expense Tab			
15000	Inventory Holding.15230 - Inventory Holding - Subs		1,000.00	EOM Expense Tab			
15000	Inventory Holding.15220 - Inventory Holding - Other		724.00	EOM Expense Tab			

Expense Tab Journal Entry Export

The data on the End of Month Expense tab can also be exported to a .csv file. The exported file can be used to manually enter the Journal Entry in the accounting system, or it can be imported into QuickBooks using Transaction Pro. To create the export file, follow the steps below.

1. Go to the **End of Month** report **Expense** tab and select the ellipses (3 dots) on the top right corner
2. Click on the option to **Export Expense**
3. The file will open in Excel.

Reports

FAVORITES STANDARD REPORTS

Report End of Month

Revenue **Expense** Labor Inventory

Date Range: Custom - Between 6/1/2020

Enhancement	Material	\$396.00	
	Equipment	\$0.00	
	Sub	\$0.00	
	Other	\$0.00	
Maintenance	Material	\$1,810.00	
	Equipment	\$0.00	
	Sub	\$0.00	
	Other	\$500.00	
Irrigation	Material	\$1,010.00	
	Equipment	\$0.00	
	Sub	\$500.00	
	Other	\$99.00	
New Construction	Material	\$602.25	
	Equipment	\$50.00	
	Sub	\$300.00	
	Other	\$125.00	
Plant Health Care	Material	\$618.20	
	Equipment	\$0.00	
	Sub	\$200.00	
	Other	\$0.00	
Snow	Material	\$0.00	
	Equipment	\$0.00	
	Sub	\$0.00	
	Other	\$0.00	
Overhead / Indirect	Material	\$0.00	
	Equipment	\$0.00	
	Sub	\$0.00	
	Other	\$0.00	
Totals		\$6,210.45	\$0.00
Holdings (Or Inventory)	Material		\$4,436.45
	Equipment		\$50.00
	Sub		\$1,000.00
	Other		\$724.00

Print
Close Month
Export Revenue to Excel
Export Expenses to Excel

When the file is opened in Excel it will look like the following example.

	A	B	C	D	E	F	G	H
1	Date	Ref	Account	Class	Debit	Credit	Memo	Payee
2	6/30/2020	EOM Exp	40200	EN	396.00		EOM Expense	Aspire System
3	6/30/2020	EOM Exp	43200	MT	1,810.00		EOM Expense	Aspire System
4	6/30/2020	EOM Exp	43500	MT	500.00		EOM Expense	Aspire System
5	6/30/2020	EOM Exp	44200	IR	1,010.00		EOM Expense	Aspire System
6	6/30/2020	EOM Exp	44400	IR	500.00		EOM Expense	Aspire System
7	6/30/2020	EOM Exp	44500	IR	99.00		EOM Expense	Aspire System
8	6/30/2020	EOM Exp	41200	NEWCON	602.25		EOM Expense	Aspire System
9	6/30/2020	EOM Exp	41300	NEWCON	50.00		EOM Expense	Aspire System
10	6/30/2020	EOM Exp	41400	NEWCON	300.00		EOM Expense	Aspire System
11	6/30/2020	EOM Exp	41500	NEWCON	125.00		EOM Expense	Aspire System
12	6/30/2020	EOM Exp	46200	PHC	618.20		EOM Expense	Aspire System
13	6/30/2020	EOM Exp	46400	PHC	200.00		EOM Expense	Aspire System
14	6/30/2020	EOM Exp	15200			4,436.45	EOM Expense	Aspire System
15	6/30/2020	EOM Exp	15210			50.00	EOM Expense	Aspire System
16	6/30/2020	EOM Exp	15230			1,000.00	EOM Expense	Aspire System
17	6/30/2020	EOM Exp	15220			724.00	EOM Expense	Aspire System

The columns in this file are as follows.

- a) **Date** – use this date as the Journal Entry date
- b) **Ref** (Reference) – use as the Journal Entry Number
- c) **Account** – the GL account number where the amount will be posted. If you are entering the JE manually you can enter the name of the account.
NOTE: The account numbers are setup in **Administration: Accounting Sync, Divisions, and Payment Categories**
- d) **Class** – Branch &/or Division. This will be entered in the JE Class field if you are using classes
NOTE: The division codes in **Administration > Manage Lists > Divisions**
- e) **Debit** – the amount that will be entered as a Debit
NOTE: If integrating with QuickBooks Online all amounts will display in the Debit column. Positive amounts will be entered in the JE as Debits and negative amounts will entered as Credits in the JE.
- f) **Credit** – the amount that will entered as a Credit
NOTE: If integrating with QuickBooks Online there will not be a Credit column.
- g) **Memo** – enter in the JE Memo field
- h) **Payee** – is not entered on the journal entry

The Journal Entry would look like the following. The letters on the JE correspond to the columns on the export file above.

DATE	ENTRY NO.	DEBIT	CREDIT	MEMO	NAME : BILLABLE?	CLASS
06/30/2020	EOM Exp Tab					
40000 · ENHANCEMENTS COGS:40200 · Enhancements - Materials		39		EOM Expense		Enhanc
43000 · MAINTENANCE COGS:43200 · Maintenance - Materials		1,810.00		EOM Expense Tab		Maint
43000 · MAINTENANCE COGS:43500 · Maintenance - Other		500.00		EOM Expense Tab		Maint
44000 · IRRIGATION COGS:44200 · Irrigation - Materials		1,010.00		EOM Expense Tab		Irrig
44000 · IRRIGATION COGS:44400 · Irrigation - SubContractor		500.00		EOM Expense Tab		Irrig
44000 · IRRIGATION COGS:44500 · Irrigation - Other		99.00		EOM Expense Tab		Irrig
41000 · NEW CONSTRUCTION COGS:41200 · New Construction - Material		602.25		EOM Expense Tab		NewCons
41000 · NEW CONSTRUCTION COGS:41300 · New Construction - Eqpt Rental		50.00		EOM Expense Tab		NewCons
41000 · NEW CONSTRUCTION COGS:41400 · New Construction - SubContractor		300.00		EOM Expense Tab		NewCons
41000 · NEW CONSTRUCTION COGS:41500 · New Construction - Other		125.00		EOM Expense Tab		NewCons
46000 · PLANT HEALTH CARE COGS:46200 · PHC - Materials		618.20		EOM Expense Tab		PHC
46000 · PLANT HEALTH CARE COGS:46400 · PHC - SubContractor		200.00		EOM Expense Tab		PHC
15000 · Inventory Holding:15200 · Inventory Holding - Material			4,436.45	EOM Expense Tab		
15000 · Inventory Holding:15210 · Inventory Holding - Equipment			50.00	EOM Expense Tab		
15000 · Inventory Holding:15230 · Inventory Holding - Subs			1,000.00	EOM Expense Tab		
15000 · Inventory Holding:15220 · Inventory Holding - Other			724.00	EOM Expense Tab		

See **NOTE**** on page 75 if there is more than one branch reporting in the Accounting System.

- **Task #39 – Journal Entry EOM - Inventory Tab**

THIS JOURNAL ENTRY FOR SAS IS NOT ENTERED INTO THE ACCOUNTING SYSTEM.

It is still important to review the EOM Inventory Tab and understand each \$ amount. However, this journal entry would not be entered in the accounting system.

- **Task #40 – Journal Entry for Additional (Extra) Costs:**

For SAS, a journal entry will **not** be entered into the accounting system for Extra Costs/Additional Costs (Sales Tax, Freight, Other) that are added to Purchase Receipts for items added to inventory. This journal entry will only need to be done for SAAS Accounting & not for SAS Accounting.

Extra Costs are tax, freight and other amounts added to a Purchase Receipt at the bottom right.

Sub Total		\$780.000
Extra Costs	<input type="text" value="Select One..."/>	
Total		\$780.000



- Extra Costs added to Purchase Receipts with items added to Work Tickets are job costed to the job.
- Extra Costs added to Purchase Receipts with items added to Inventory are NOT job costed.

That only applies to the Extra Costs for Purchase Receipts added to Inventory (not work tickets).

N. Review Balance Sheet in Accounting System

- **Task #41 – Compare Aspire & Accounting A/R Balance**

Make sure the Accounts Receivable balance at the end of month in Aspire matches the Accounting system 'Aspire System' customer balance.

In Accounting System:

- Go to Accounts Receivable Aging.
- Choose A/R Aging.
- Change the dates to the correct month end date.

Aspire A/R Aging Summary As of October 31, 2019						
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Aspire System	63,778.65	-13,647.84	0.00	0.00	0.00	50,130.81
DEFT Test Company	0.00	0.00	0.00	0.00	10,319.00	10,319.00
McWhorter Residence	0.00	3,000.00	0.00	0.00	0.00	3,000.00
TOTAL	63,778.65	-10,647.84	0.00	0.00	10,319.00	63,449.81

- The 'Aspire System' customer shows \$50,130.81.
- Fill that \$ amount on the EOM check list at 'A/R Balance – Accounting System'.

REVIEW BALANCE SHEET IN ACCOUNTING SYSTEM					
41	BS Rec	A/R Aging	COMPARE ASPIRE & ACCOUNTING A/R BALANCE •Make sure A/R Aging Balance at end of month in Aspire matches Accounting system 'Aspire System' customer balance.		
			A/R Balance - Accounting System	\$	50,130.81
			A/R Balance - Aspire	\$	-
			Difference (is this a Deposit vs. Payment difference?)	\$	50,130.81
			Enter Payments this month that were deposited next month	\$	-
			If Difference isn't Deposit vs. Payment difference, you need to review EOM Revenue tab Journal Entries in Accounting System	\$	50,130.81

In Aspire:

- Go to Reports, Standard Reports.
- Choose A/R Aging.
- Go to the ellipses (3 dots) on the top right, choose 'Update Report Filters'.
 - Change the Selected date to the correct month end date and Save.
 - Scroll to the bottom.

Reports

FAVORITES STANDARD REPORTS

Report AR Aging

Payment Source	Current	Aging 30	Aging 60	Aging 90	Aging 90+	Total
Grand Total	\$25,762.34	-\$8,666.93	-\$12,354.90	\$0.00	\$42,304.36	\$47,044.87

- The Aspire A/R balance shows \$47,044.87.
- Fill that \$ amount in the EOM checklist at 'A/R Balance – Accounting System'.

REVIEW BALANCE SHEET IN ACCOUNTING SYSTEM				
41		BS Rec	A/R Aging	COMPARE ASPIRE & ACCOUNTING A/R BALANCE •Make sure A/R Aging Balance at end of month in Aspire matches Accounting system 'Aspire System' customer balance.
				A/R Balance - Accounting System \$ 50,130.81
				A/R Balance - Aspire \$ 47,044.87
				Difference (is this a Deposit vs. Payment difference?) \$ 3,085.94
				Enter Payments this month that were deposited next month \$ 3,085.91
				If Difference isn't Deposit vs. Payment difference, you need to review EOM Revenue tab Journal Entries in Accounting System \$ 0.03

In Aspire:

- Go to Invoicing Icon, Payments
- Choose list A6 – Payments Last Month.
- Change filter dates to the correct month.
- Scroll down the list for any payments dated in the month reviewing but deposited the next month.

Search Payments... A6: Payments Last Month

Payment Type: Credit Me... x Payment Date: Custom x

↑ Deposit Date x

	Elec Pmt Status	Payment Date ↑	Deposit Date	Payment Type	Payment Reference	Payment Amount	Deposit Status
10/17/2019		10/17/19	10/17/2019	Check	8974	\$5,000.00	Sent
						\$5,000.00	
10/31/2019		10/31/19	10/31/2019	Check	1456	\$2,050.59	Sent
		10/31/19	10/31/2019	Check	6541	\$204.85	Sent
						\$2,255.44	
11/01/2019		10/31/19	11/01/2019	Check	865	\$3,085.91	Sent
						\$3,085.91	
						\$18,989.19	

- Fill that \$ amount in 'Enter Payments this month that were deposited next month'.

41	BS Rec	A/R Aging	COMPARE ASPIRE & ACCOUNTING A/R BALANCE •Make sure A/R Aging Balance at end of month in Aspire matches Accounting system 'Aspire System' customer balance.	
			A/R Balance - Accounting System	\$ 50,130.81
			A/R Balance - Aspire	\$ 47,044.87
			Difference (is this a Deposit vs. Payment difference?)	\$ 3,085.94
			Enter Payments this month that were deposited next month	\$ 3,085.91
			If Difference isn't Deposit vs. Payment difference, you need to review EOM Revenue tab Journal Entries in Accounting System	\$ 0.03

The Difference should be \$0 or minimal due to rounding.

It is best practice for the payments and deposits to be dated in the same month so there are no differences between the Accounting System and Aspire.

If payments are consistently made in different months than deposits, reconciling the accounts receivable balance can cause discrepancies that are difficult to reconcile.

Accounts Receivable Calculation

This is the computation of Accounts Receivable from the Beginning Balance to the Ending Balance in Aspire & in the Accounting System.

Aspire

- Beginning Balance
- Plus: Invoices (less credits)
- Less: Payments
- Ending Balance

Accounting System

- Beginning Balance
- Plus: EOM Revenue tab Journal Entry
- Less: Deposits
- Ending Balance

***Note** – Payments decrease Aspire Accounts Receivable based on payment date. Deposits decrease Accounting System Accounts Receivable based on deposit date. If a payment date in Aspire is in a different month than the deposit date, this can cause an A/R difference.

It is best practice, if possible, to make sure all payments and deposits are in the same month.

If there is a \$ amount different that cannot be explained:

- Go back to the last month that did reconcile.
- If necessary, go back to the very 1st month using Aspire where the balance is \$0.
- Fill in the spreadsheet below from each system where the \$ amounts show to find what is causing the discrepancy.

As of:	Aspire	Accounting System	Notes
Beginning AR \$	\$	\$	These must match
+Invoices (Invoicing icon)	\$		List A3
+Invoices (EOM Report)		\$	A/R Section
-Credits (Invoicing icon > Payments)	\$		List A4
-Credit (EOM Report)		\$	A/R Section
Total Invoices & Credits	\$	\$	These must match
-Payments	\$		List A6
-Deposits		\$	To customer 'Aspire System'
Ending AR as of:	\$	\$	If payment & deposits do not
Aspire Balance as of:	\$		Match, make sure it is just a month difference
Difference		\$	Payment/Deposit month difference

This is an example:

As of: 09/30/19	Aspire	Accounting System	Notes
Beginning AR \$	\$ 0.00	\$ 0.00	These must match
+Invoices (Invoicing icon)	\$66,308.10		List A3
+Invoices (EOM Report)		\$66,308.09	A/R Section
-Credits (Invoicing icon > Payments)	\$ (274.00)		List A4
-Credit (EOM Report)		\$ (274.00)	A/R Section
Total Invoices & Credits	\$66,034.10	\$66,034.09	These must match
-Payments	\$(18,989.19)		List A6
-Deposits		\$(15,903.28)	To customer 'Aspire System'
Ending AR as of: 10/31/19	\$47,044.91	\$50,130.81	If payment & deposits do not
Aspire Balance as of: 10/31/19	\$47,044.91		Match, make sure it is just a
Difference		\$ (3,085.90)	month difference
			Payment/Deposit month
			difference

- **Task #42 – Reconcile Inventory Holding Accounts**

After closing the month, the Inventory Holding accounts should be reconciled.

After entering the End of Month Expense tab journal entry into the accounting system for Simple Accounting Solutions (SAS), the Inventory Holding accounts should always show \$0 at the end of each month.

Go to the Balance Sheet in the Accounting System. Date the Balance sheet the month end date closing.

Aspire
Balance Sheet
As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
11100 · CHECKING	275,315.00
Total Checking/Savings	275,315.00
Accounts Receivable	
11000 · ACCOUNTS RECEIVABLE	371,349.16
Total Accounts Receivable	371,349.16
Other Current Assets	
15000 · Inventory Holding Accounts	
15200 · INVENTORY HOLDING-MATERIALS	15,000.00
Total 15000 · Inventory Holding Accounts	15,000.00
Total Other Current Assets	15,000.00
Total Current Assets	661,664.16
TOTAL ASSETS	661,664.16

This should not show on the Balance Sheet or show as \$0

When you drill into the detail for all the Inventory Holding accounts, you will see all the vendor bills and the EOM Expense Tab journal entry in the \$ amounts in the 'Amount' column. The ending total balance for each should be \$0.

In this example, the Inventory Holding Materials has a balance of \$15,000 that is incorrect.

The vendor bill totals for the month in each purchase type (material, equipment, sub and other) should always equal the EOM Expense Tab total.

Aspire Transactions by Account As of February 28, 2021							
Type	Date	Num	Name	Memo	Amount	Balance	
15200 · INVENTORY HOLDING-MATERIALS							0.00
Bill	02/05/2021	12345699999	3M Landscape	Fittings 406-020	612.00	612.00	
Bill	02/10/2021	8521	Alpha Nursery	Plant Material	1,171.65	1,783.65	
Bill	02/14/2021	96847	Naturescapes & W...	Plant Material	110.53	1,894.18	
Bill	02/15/2021	9856	Alpha Nursery	Bulk Salt	15,000.00	16,894.18	
Bill	02/15/2021	659784	Naturescapes & W...	Plant Material	602.25	17,496.43	
Bill	02/21/2021	Test123	Home Depot	Mulch Bags	1,500.00	18,996.43	
Bill	02/27/2021	4569	Site One	2-6" River Rock	560.00	19,556.43	
Bill	02/27/2021	4569	Site One	Accent Boulder-Gray	65.00	19,621.43	
Bill	02/27/2021	4569	Site One	Drain Pipe ABS Hard 3"	812.80	20,434.23	
Bill	02/27/2021	4569	Site One	Gablan Rip Wrap 1" Yd	100.00	20,534.23	
Bill	02/27/2021	4569	Site One	Plant Material	2,190.00	22,724.23	
General Journal	02/28/2021	EOM Exp Tab		EOM Expense Tab	-602.25	22,121.98	
General Journal	02/28/2021	EOM Exp Tab		EOM Expense Tab	-7,121.98	15,000.00	
Total 15200 · INVENTORY HOLDING-MATERIALS					15,000.00	15,000.00	
15210 · INVENTORY HOLDING-EQUIPMENT							0.00
Bill	02/15/2021	659784	Naturescapes & W...	Dingo	50.00	50.00	
Bill	02/27/2021	4569	Site One	Track Hoe/Skid Steer	1,020.00	1,070.00	
General Journal	02/28/2021	EOM Exp Tab		EOM Expense Tab	-50.00	1,020.00	
General Journal	02/28/2021	EOM Exp Tab		EOM Expense Tab	-1,020.00	0.00	
Total 15210 · INVENTORY HOLDING-EQUIPMENT					0.00	0.00	
15230 · INVENTORY HOLDING-SUBCONTRACTOR							0.00
Bill	02/10/2021	456789	Site One	Sub Misc	22,839.39	22,839.39	
Bill	02/15/2021	659784	Naturescapes & W...	Sub Tree Work	300.00	23,139.39	
General Journal	02/28/2021	EOM Exp Tab		EOM Expense Tab	-300.00	22,839.39	
General Journal	02/28/2021	EOM Exp Tab		EOM Expense Tab	-22,839.39	0.00	
Total 15230 · INVENTORY HOLDING-SUBCONTRACTOR					0.00	0.00	
15220 · INVENTORY HOLDING-OTHER							0.00
Bill	02/15/2021	659784	Naturescapes & W...	Landscaping Debris Fee	125.00	125.00	
General Journal	02/28/2021	EOM Exp Tab		EOM Expense Tab	-125.00	0.00	
Total 15220 · INVENTORY HOLDING-OTHER					0.00	0.00	
Total 15000 · Inventory Holding Accounts					15,000.00	15,000.00	
TOTAL					15,000.00	15,000.00	

- If the Inventory Holding Accounts do not show as \$0 but have a balance remaining, below can be why:

- _____

- Step 1 - Make sure all Approved Vendor bills for each month in Aspire matches each month in the Accounting System.

See task #3 – EOM Receipts Approved.

- Aspire: Approved Bills \$ 47,058.62
- Accounting System: Total Bills in Inventory Holding Accounts \$ 47,058.62

If they are the same go to Step 2.

- If they are not the same, find out the differences and fix them in both systems. These 2 \$'s amounts have to be the same.
- When they are the same, review the Balance sheet to see if the Inventory Holding accounts are now \$0.
- If not, go to Step 2.
- If yes, you are done.

- Step 2 – Compare Approved Vendor bills to EOM Expense Tab export.

- Aspire: Approved Bills \$ 47,058.62
- End of Month Expense Tab - \$ 32,058.62
- Difference \$ 15,000.00

This is the balance on the Balance Sheet and the difference between the Approved bills and End of Month Expense tab.

If the Difference for that month is \$0 go to step #3. If not, go to step #4.

- **Step 3 – Is the Inventory holding balance from a prior month?**

- Make sure the balance isn't from a previous month.
- Go to the Balance Sheet and click into the total Inventory Holding accounts \$ amount.
- Is there a beginning balance? All beginning balances should be \$0. If it is not \$0, figure out the month the balance is coming from. Follow steps 1 & 2 above for that month.

-this can happen if a vendor invoice date is entered on a purchase receipt with the date of the month closed or prior. The system will show a warning, but it will allow that to be sent to the accounting system. That will add \$'s to Inventory holding accounts that may have previously been \$0. There will need to be a journal entry to credit the holding account & debit cost of goods sold for that balance in the holding accounts.

- **Step 4 – Is the Inventory holding balance a negative?**

It could be because a vendor bill has been moved out of the inventory holding accounts.

That is why you need to be sure step #1 matches. The reason these \$' will change:

- a credit card charge has been added or downloaded into the accounting system and coded to a cost of goods sold account. The purchase receipt vendor bill from Aspire was deleted.

If that happens, code the credit card charge to the holding account instead of the cost of goods sold.

-a check was paid to the vendor and not applied to the vendor bill. The vendor bill is then deleted. Make sure that check is coded to the inventory holding accounts.

-Sometimes vendor bills will be moved from the inventory holding accounts to the cost of goods sold account. If that happens, move the vendor bill back to the holding account.

- **Step 5 – Is the Inventory holding balance a positive?**

- In Aspire, go to Administration > Configuration > Accounting Sync tab.
- Scroll to the bottom and make sure the box is checked for 'Enable Inventory as Expense' is checked.



If that box is not checked or even checked, you can go to the Purchase Receipt list #3 for that month and scroll to see if there is a purchase receipt \$ amount for the balance in the Inventory holding accounts in the accounting system. If there is one, drill into that purchase receipt and add a line on the EOM expense journal entry in the accounting system to debit cost of goods sold for where that \$ amount should have been expensed and credit the inventory holding accounts that have the balance.

If the above doesn't \$0 out the inventory holding, you will need to create a purchase pivot.

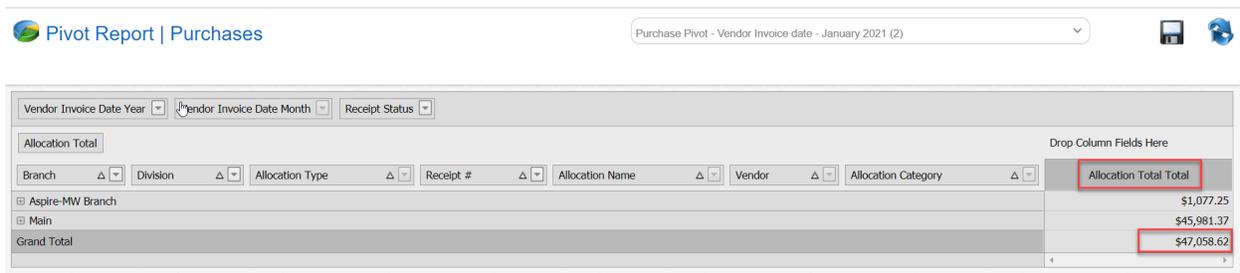
- **Step 5 – Create a Purchase Pivot to match the Approve Vendor bills.**

A purchase pivot can also give you the detailed information for the \$'s on the EOM Expense tab export.

- Go to Reports Icon, Standard Reports, Pivot Table Reports, Purchases.
- Create purchase pivot for 'Vendor Invoices by Month'.

Report Name	Vendor Invoices by Month
Location In Aspire	Purchases Pivot
Filter Fields	Vendor Invoice Date Year, Vendor Invoice Date Month, Receipt Status (check approved only)
Data Display Fields	Allocation Total
Row Display Fields	Branch (if more than 1 branch), Division, Allocation Type, Allocation Name, Receipt #, Vendor, Vendor Invoice Number, Allocation Category
Column Display Fields	NONE

- Filter to show the month end closing.
- Make sure the total Approved vendor bills \$ amount from Step 1 (task #3 – EOM Receipts Approved) matches the Allocation Total on the pivot report.



The screenshot shows a web-based pivot report interface. At the top, it says 'Pivot Report | Purchases' and 'Purchase Pivot - Vendor Invoice date - January 2021 (2)'. Below this are filter dropdowns for 'Vendor Invoice Date Year', 'Vendor Invoice Date Month', and 'Receipt Status'. The main table has a header row with 'Allocation Total' and a 'Drop Column Fields Here' area containing 'Allocation Total Total'. The table body lists 'Aspire-MW Branch' with a value of \$1,077.25, 'Main' with a value of \$45,981.37, and a 'Grand Total' row with a value of \$47,058.62. The 'Grand Total' value is highlighted with a red box.

Allocation Total	Drop Column Fields Here
Branch	Allocation Total Total
Aspire-MW Branch	\$1,077.25
Main	\$45,981.37
Grand Total	\$47,058.62

• **Step 6 – Compare journal entry for expenses with the pivot report to see what is missing.**

- Go to Reports Icon, Standard Reports, Pivot Table Reports, Purchases.

Make sure the column showing from left to right are Branch (if more than 1 branch), Division, Allocation Type, Allocation Name and Receipt#.

- Expand Branch column (if they have branches).
- Expand the Division column.
- Expand Allocation Type column.

Branch	Division	Allocation Type	Allocation Name	Receipt #	Vendor	Vendor Invoice Number	Allocation Category	Allocation Total Total
Aspire-MW Branch	New Construction	Equipment						\$50.00
		Material						\$602.25
		Other						\$125.00
		Sub						\$300.00
	New Construction Total							\$1,077.25
Main	New Construction	Material						\$15,000.00
		Material						\$812.80
		Sub						\$22,839.39
		Enhancement Total						\$23,652.19
Main	New Construction	Maintenance						\$2,782.18
		Equipment						\$1,020.00
		Material						\$3,527.00
		New Construction Total						\$4,547.00
Main Total							\$45,981.37	
Grand Total							\$47,058.62	

Look for any \$ amounts that do not have a division. These would be missing on the EOM expense tab export.

Expand Allocation Name and Receipt # column to view to decide where the missing \$ amount on the EOM Expense tab export needs to be coded.

In this example, the purchase was for Bulk Salt. That \$15,000 would need to be coded to the Snow Division in the Main Branch.

Branch	Division	Allocation Type	Allocation Name	Receipt #	Vendor	Vendor Invoice Number	Allocation Category	Allocation Total Total
Aspire-MW Branch	New Construction	Equipment						\$50.00
		Material						\$602.25
		Other						\$125.00
		Sub						\$300.00
	New Construction Total							\$1,077.25
Main	New Construction	Material	Bulk Salt	1434				\$15,000.00
		Material						\$812.80
		Sub						\$22,839.39
		Enhancement Total						\$23,652.19
Main	New Construction	Maintenance						\$2,782.18
		Equipment						\$1,020.00
		Material						\$3,527.00
		New Construction Total						\$4,547.00
Main Total							\$45,981.37	
Grand Total							\$47,058.62	

• **Step 5 – Create a new journal entry for expenses.**

Add the \$15,000 as a separate journal entry or as additional lines on the current EOM Expense tab journal entry.

Debit – Snow materials cost of goods sold \$15,000
 Credit – Inventory Holding Materials \$15,000

DATE	ENTRY NO.		DEBIT	CREDIT	MEMO
02/28/2021	EOM Exp Tab	43000 · MAINTENANCE - COGS:43200 · Maintenance-Materials	2,782.18		EOM Expense Tab
		41000 · LANDSCAPE - COGS:41300 · Landscape-Eqpt Rental	50.00		EOM Expense Tab
		41000 · LANDSCAPE - COGS:41200 · Landscape Materials	602.25		EOM Expense Tab
		41000 · LANDSCAPE - COGS:41500 · Landscape-Other	125.00		EOM Expense Tab
		41000 · LANDSCAPE - COGS:41400 · Landscape-Subcontractor	300.00		EOM Expense Tab
		40000 · ENHANCEMENTS - COGS:40200 · Enhancements Materials	812.80		EOM Expense Tab
		40000 · ENHANCEMENTS - COGS:40400 · Enhancements - SubContractor	22,839.39		EOM Expense Tab
		41000 · LANDSCAPE - COGS:41300 · Landscape-Eqpt Rental	1,020.00		EOM Expense Tab
		41000 · LANDSCAPE - COGS:41200 · Landscape Materials	3,527.00		EOM Expense Tab
		15000 · Inventory Holding Accounts:15200 · INVENTORY HOLDING-MATERIALS		602.25	EOM Expense Tab
		15000 · Inventory Holding Accounts:15210 · INVENTORY HOLDING-EQUIPMENT		50.00	EOM Expense Tab
		15000 · Inventory Holding Accounts:15230 · INVENTORY HOLDING-SUBCONTRACTOR		300.00	EOM Expense Tab
		15000 · Inventory Holding Accounts:15220 · INVENTORY HOLDING-OTHER		125.00	EOM Expense Tab
		15000 · Inventory Holding Accounts:15210 · INVENTORY HOLDING-EQUIPMENT		1,020.00	EOM Expense Tab
		15000 · Inventory Holding Accounts:15200 · INVENTORY HOLDING-MATERIALS		7,121.98	EOM Expense Tab
		15000 · Inventory Holding Accounts:15230 · INVENTORY HOLDING-SUBCONTRACTOR		22,839.39	EOM Expense Tab
		42000 · SNOW - COGS:42200 · Snow-Materials	15,000.00		EOM Expense Tab
		15000 · Inventory Holding Accounts:15200 · INVENTORY HOLDING-MATERIALS		15,000.00	EOM Expense Tab

- **Task #43 – Reconcile Accrued Payroll Holding**

See [Task #34](#) if there is a need to create a monthly payroll accrual.

If there is not a monthly accrual created, this task can be skipped.

If there is a monthly accrual, review the Balance Sheet to make sure the Accrued Payroll Holding account is accurate.

Also, make sure the entry is reversed on the first of each month if payroll is being entered and expensed in the accounting system each payroll check date.

- **Task #44 – Reconcile Revenue Variance**

See [Task #37](#) for the steps to review revenue variance detail for accuracy.

If Invoiced \$'s are entered as revenue in the accounting system, this task can be skipped.

- **Task #45 – Reconcile Over/Under**

If Invoiced \$'s are entered as revenue in the accounting system, this task can be skipped.

If Earned \$'s are entered as revenue in the accounting system, the Over/Under balance on the Balance Sheet should match the Over/Under on the End of Month reports revenue tab.

In Aspire:

- Go to Reports, Standard Reports, End of Month Reports.
- Date the End of Month report from the beginning of using Aspire (the 1st month any invoiced or earned revenue is on the end of month reports) through the end date of the month closing
- Scroll the bottom 'All Branches Revenue'.

Revenue		Expense	Labor
Date Range			
Custom - Between		1/1/2017	and
Inventory		10/31/2019	
Damages			\$75.00
Sales Tax	\$240,273.31		
Revenue			
Enhancement		\$2,180,832.74	
Maintenance		\$7,301,973.73	
Irrigation		\$3,497.30	
New Construction		\$1,475,718.57	
Plant Health Care		\$3,221.92	
Snow		\$0.00	
Overhead / Indirect		\$0.00	
Sales Tax	\$240,273.31		
Credit Memo - Enhancement	\$100.00		
Credit Memo - Maintenance	\$2,616.00		
Credit Memo - Bad Debt	\$99.00		
Credit Memo - Damages	\$75.00		
Misc. Invoices		\$18,477.04	
Invoice Adjustments	\$27,761.54		
Revenue Variance	\$36,017.46		
Over/Under Adjustment			\$0.00
Over/Under			\$9,928.81
Totals	\$11,236,813.42	\$11,236,813.42	

- The Over/Under balance of \$9,928.81 should be the Over/Under balance on the balance sheet.
- This represents the Over/Under balance for the entire time using Aspire through the month end closed date.
- This should be the same \$ amount in the Over/Under accounting on the Balance Sheet.
- In the Accounting system, go to the Balance sheet. Date it the month end closing.

Show Filters

**Aspire
Balance Sheet
As of October 31, 2019**

	Oct 31, 19
Other Current Liabilities	
23900 · Employee Loan	160.00
24040 · Accrued SUTA	528.73
24030 · Accrued FUTA	118.38
24600 · Accrued Worker's Comp Liability	281.22
24010 · Accrued Social Security	2,446.34
24015 · Accrued Medicare	572.12
24018 · Accrued Federal Withholding	3,588.00
24020 · Accrued Ga Withholding	1,058.72
24400 · ACCRUED PAYROLL HOLDING	5,817.01
25500 · OVER/UNDER (Invoiced>Earned)	9,928.81
26000 · Sales Tax Payable	148.94
Total Other Current Liabilities	24,648.27
Total Current Liabilities	48,230.77
Total Liabilities	48,230.77
Equity	
29000 · Retained Earnings	-22,165.97
Net Income	11,592.64
Total Equity	-10,573.33
TOTAL LIABILITIES & EQUITY	37,657.44

The Over/Under journal entry each month could be a debit or a credit.

If the Over/Under is in the debit column, it is an Asset (Earned > Invoiced).

If the Over/Under is in the credit column, it is a Liability (Invoiced > Earned).

Once the end of month journal entry is entered into the accounting system and the Balance Sheet is reviewed. If the Over/Under shows as a negative in Assets on the Balance Sheet, then it is a liability, and the total balance can be moved to the liability Over/Under account. If the Over/Under shows as a negative in Liabilities on the Balance Sheet, then it is an asset, and the total balance can be moved to the asset on the Balance Sheet.

This happens because some companies will enter the Over/Under to the same account each month and it can cause the Over/Under to go into the negatives. Changing it to the correct account is a company's choice.

- **Task #46 – Compare P&L in Accounting System to Aspire P&L**

The P&L in the accounting system will not match Aspire P&L.

This is because expense/cost of goods in Aspire on the P&L shows expenses/costs based on the received date on a purchase receipt to a work ticket and allocations from inventory to work tickets.

The SAS expenses on the accounting P&L shows expenses/costs based on the vendor invoice date on a purchase receipt to a work ticket or to inventory.

- **Task #47 – Over/Under Detail Analysis for the Entire Time in Aspire.**

For more information on Over/Under, attend the Over/Under training on the Live Calendar in the Knowledge Base.

Analyzing Over/Under is look at Over/Under on the End of Month Reports for the time period 'All Time'.

Drilling into the Over/Under \$ amount and making sure that all completed Work Orders and Contracts are 100% earned and 100% invoiced so that the end result is that the Over/Under balance is \$0.