# Aspire Data Entry Date Fields

This article provides a summary and definitions for the date fields that appear on the data entry screens within Aspire. Additional articles will be made available describing other Aspire fields.

| Aspire Screen | **Field Name** | **Definition** |
| --- | --- | --- |
| Activity - Appointment | Complete Date | Does not apply to appointments |
| Activity - Appointment | Created Date | Set by Aspire on the date the activity is created |
| Activity - Appointment | End Date | Date/time at which the appointment is scheduled to end |
| Activity - Appointment | Start Date | Date/time at which the appointment is scheduled to start |
| Activity - Email | Sent Date | Date on which the email was sent to its recipient |
| Activity - Issue | Complete Date | The date on which the user clicked the *Complete* button |
| Activity - Issue | Created Date | Set by Aspire on the date the activity is created |
| Activity - Issue | Due Date | Date by which the issue is due to be addressed |
| Activity - Task | Complete Date | The date on which the user clicked the *Complete* button |
| Activity - Task | Created Date | Set by Aspire on the date the activity is created |
| Activity - Task | Due Date | Date/time at which the task is due to be complete. This date is used to determine if the task should be displayed as the next activity or on the To Do list. |
| Activity - Task | Start Date | Date/time at which the task is scheduled to start |
| Allocate from Inventory | Allocation Date | Date the material was allocated from inventory to a ticket |
| Application Configuration | First day of the week | The first day of the week that appears on the weekly time review screen |
| Application Configuration | Fiscal Start | The start month of the company's fiscal year |
| Batch | Completed | Set by Aspire when the user marks the batch complete |
| Batch | Created | Set by Aspire on the date the batch is created |
| Calendar (agenda) | Date | Selected by the user to specify the time period being viewed on the calendar showing appointments. |
| Complete Work Ticket | Complete Date | The date on which the ticket was completed |
| Credit Memo | Credit Date | The date the credit memo was issued (set by the user) |
| Credit Memo | Invoice Date | Date of the referenced Invoice |
| Credit Memo | Invoice Date | Date of the referenced Invoice |
| Deposit | created | Date-stamped by Aspire when the Deposit is created |
| Deposit | date | The date chosen by the user as the date of the deposit |
| Deposit | deposit date | Set by the system when the deposit was created |
| Device | Activation Date | Set by the system when a device is activated |
| Device | Deactivation date | Set by the system when a device is deactivated |
| Email - Issue | Sent date | Set by the system when an email is sent |
| Inventory Location (From Admin) | Enter Allocation Date | The date used to set the allocation date on any inventory adjustments made on the screen. |
| Invoicing Assistant | No label | Any opportunities that are bill on completion will be included when the complete date on the Work Ticket is before this date. Any Fixed Payment Contract invoices for the month of this date will be included. |
| Opportunity and Opportunity Template | Anticipated Close Date | The expected close date for the opportunity |
| Opportunity and Opportunity Template | Due Date | Date the proposal is due to the customer |
| Opportunity and Opportunity Template | End Date | The date the contract will stop billing and tickets will stop scheduling on a reoccurring schedule |
| Opportunity and Opportunity Template | Renewal Date | The date by which the contract opportunity needs to be renewed, before it is considered lost. The Renewal report looks at this date first to determine when a won contract should be renewed. |
| Opportunity and Opportunity Template | Start Date | The date work is to begin on the contract or work order |
| Payment | Invoice Date | Date of the referenced Invoice |
| Payment | Payment Date | Set by the user when recording a payment being received |
| Purchase Receipt | Invoice Date | Date from the vendor’s invoice |
| Purchase Receipt | Received | Specified by the user when the purchase was received |
| Purchase Receipt - new | Invoice Date | Date from the vendor’s invoice |
| Purchase Receipt - new | Received | Specified by the user when the purchase was received |
| Schedule Board | Days or dates - default | Selected by the user to specify the week/month displayed on the *Schedule Board*. |
| Site Quality Audit | Next Visit | Date of next work ticket visit following the quality audit. |
| Site Quality Audit | Previous Quality Audit | Date of prior quality audit associated with the property. |
| Site Quality Audit | Previous Visit | Date of work ticket visit immediately prior to the quality audit. |
| Visit | Visit Date | The date the ticket is scheduled for a visit |
| Weekly Time Review | No label | Date of Monday of the workweek that is displayed on the *Weekly Time Review* screen. |
| Weekly Time Review - Export Time | Export Through Date | Used for exporting a partial week of hours. The date of the week that time will be exported through. |
| Work Ticket | Completed Date | The date the user entered when the ticket was marked complete |
| Work Ticket | Next Occur | If the ticket is for a multi-occurrence service, clicking this link will take the user to the next occurrence ticket of the service. |
| Work Ticket | Prev Occur | If the ticket is for a multi-occurrence service, clicking this link will take the user to the previous occurrence ticket of the service. |
| Work ticket | Scheduled Date | Can be manually set by the user until the first visit is scheduled, at which point the scheduled date will be the date of the earliest scheduled visit for the ticket. |
| Work Ticket visits | Date | Date on which visit is scheduled for the Work Ticket |