Creating a New Division

Purpose: Divisions are designated profit centers at a company used for tracking revenue and expenses.
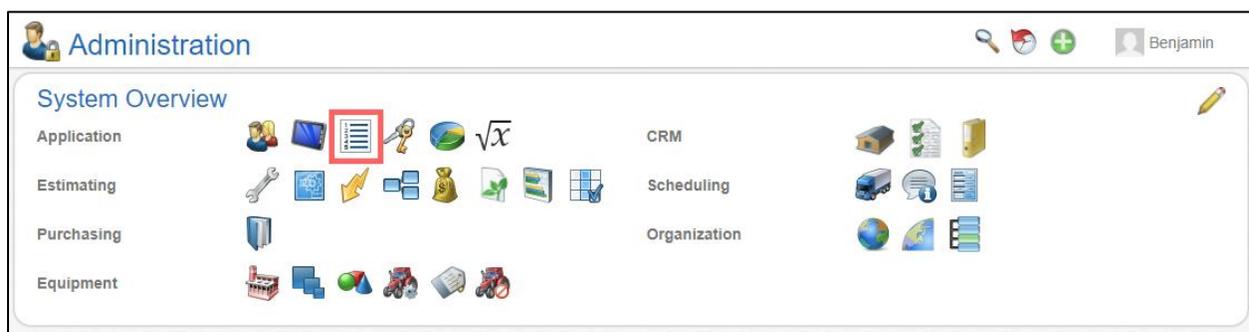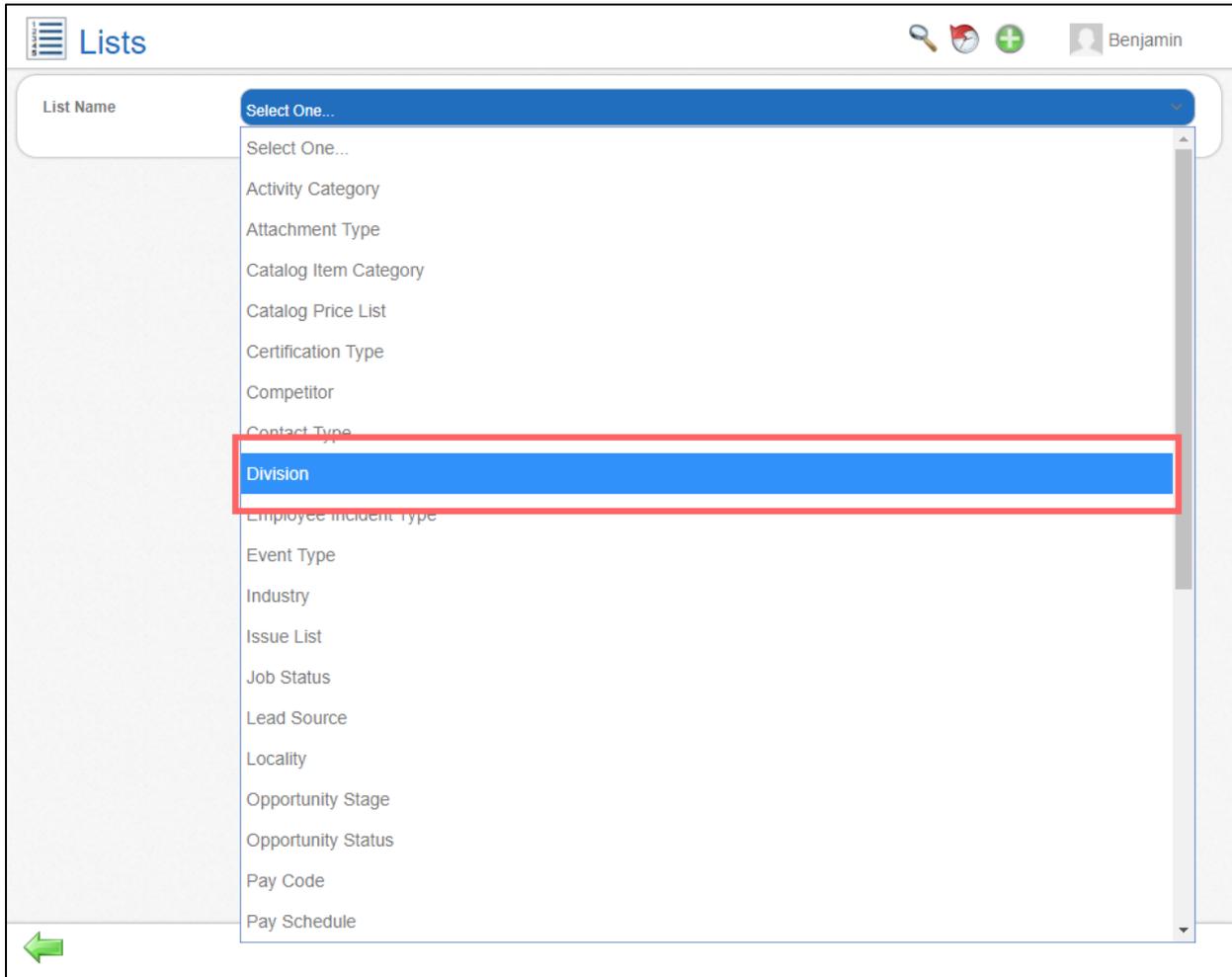
Prerequisites:

1. **Admin Access**

To create a Division, follow these steps:

1. Click on your name.
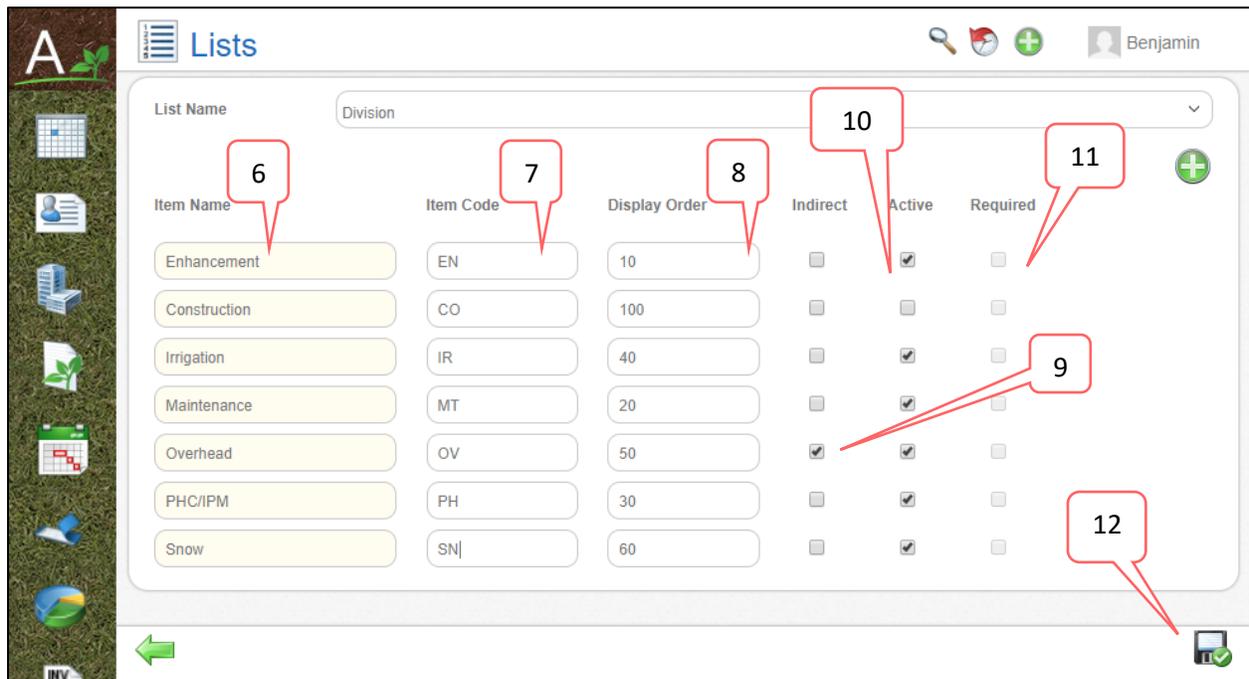2. Click on Administration

3. Click on Lists.

4. Click on the dropdown list and select Division.

5. Click on the green plus.

6. Enter in the line of business.
7. Item Code is Optional and used in payroll systems to designate the area in which each employee logged his/her time.
8. Enter in a number for the display order.
   Note: this is used in ordering your divisions on the P&L within Aspire.
   Note: the lower the number, the higher the display order on the view.
   Note: Aspire recommends using multiples of ten.
9. Select the checkbox only for the overhead division.
   Note: all companies need to have an overhead division set up in their system.
10. The Active checkbox will be checked.
11. Required checkbox does nothing and will be removed.
12. Press the disk to Save.