

## **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:

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	To Do List		i i i i i i i i i i i i i i i i i i i	Weathe Support
9 🕁 🔊 🎬	Date	Subject	Regarding	Current User Settings Current Log Out 27° F 55° F Mostly Sunny Cloudy View Forecast »

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

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System Overview	🧆 💐 📃 🦧 🍥 🗸	CRM 🛷 🛐 🧊	P
Estimating	🥜 🔟 🖌 🗝 👗 🗟 🗄	Scheduling	
Purchasing		Organization 🌔 🌌 📒	
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3. Click on Lists.



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List Name	Select One			×
	Select One			ˆ
	Activity Category			
	Attachment Type			
	Catalog Item Category			
	Catalog Price List			
	Certification Type			
	Competitor			
	Contact Type			_
	Division			
	Епроуее поиелстуре			_
	Event Type			
	Industry			
	Issue List			
	Job Status			
	Lead Source			
	Locality			
	Opportunity Stage			
	Opportunity Status			
	Pay Code			
4	Pay Schedule			+
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4. Click on the dropdown list and select Division.



Item Name  Item Code  Display Order  Indire    Enhancement  1  1    Enhancements  10  1    Irrigation  4	ect Activ	ve Required	e
Enhancement  1    Enhancements  10    Irrigation  4	•		
Enhancements  10    Irrigation  4			
Irrigation 4			
Maintenance 2	•		
Overhead 5	V		
PHC/IPM 3			
Snow 6			

5. Click on the green plus.



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	List Name	Division	$\frown$	10	]	(	11	~
<u>8</u>	Item Name	Item Code	7 Display Order	8 Indirect	Active	Required		Ð
	Enhancement	EN	10					
	Construction	Со	100					
	Irrigation	IR	40				Ð	
Real Providence	Maintenance	MT	20		•			
-	Overhead	ov	50		<b>A</b>			
	PHC/IPM	РН	30		4		12	
	Snow	SN	60		•			
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- 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.
- 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.