

Creating a New Division

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

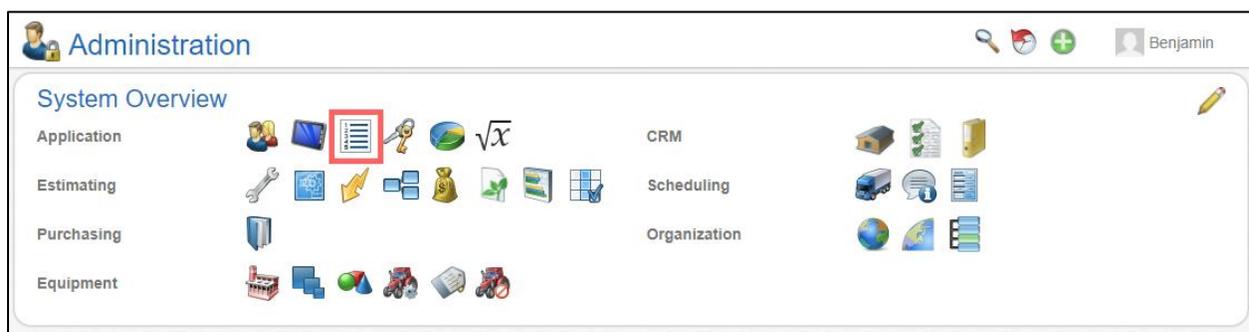
Prerequisites:

1. Admin Access

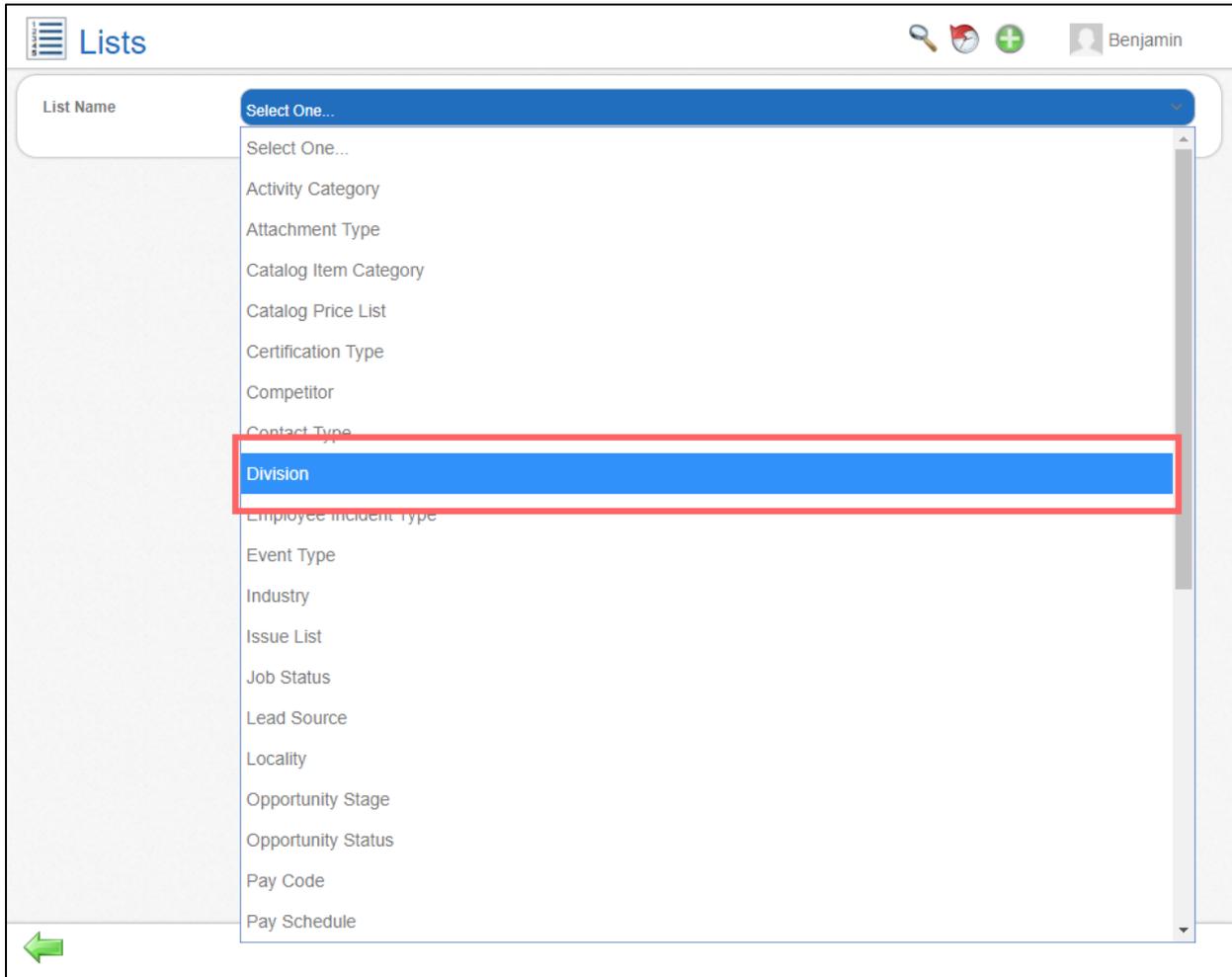
To create a Division, follow these steps:



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



3. Click on Lists.



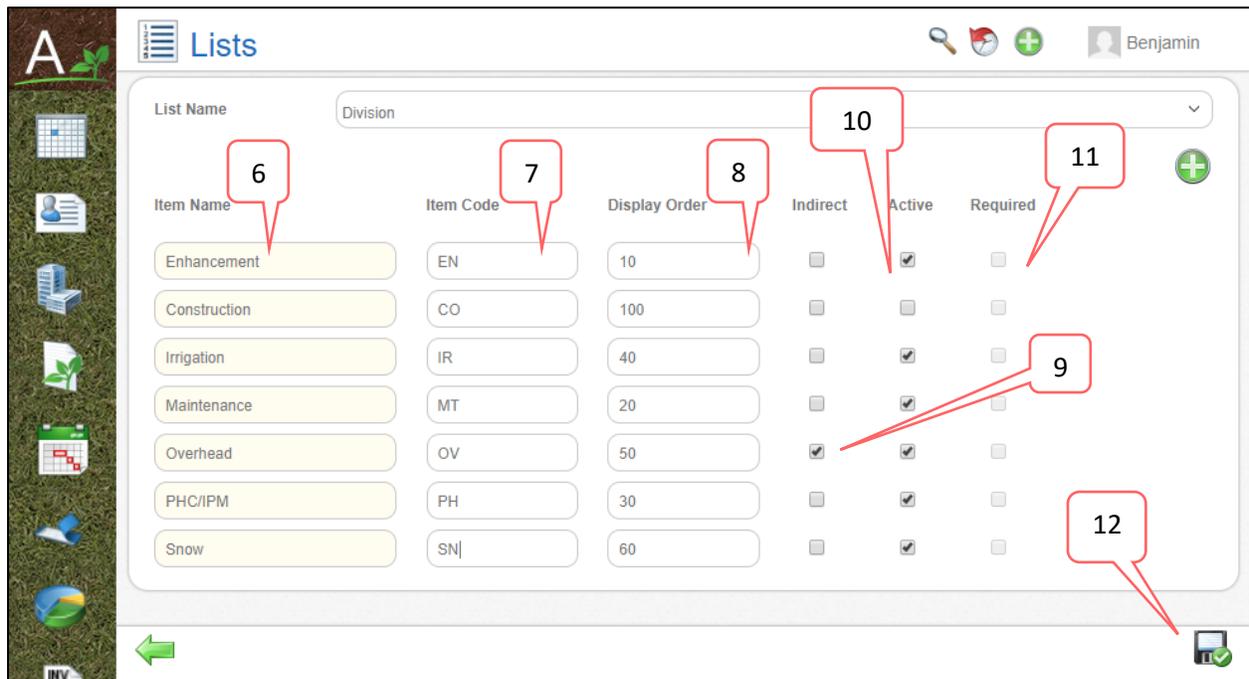
4. Click on the dropdown list and select Division.

Lists

List Name: Division

Item Name	Item Code	Display Order	Indirect	Active	Required
Enhancement		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enhancements		10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation		4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintenance		2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overhead		5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHC/IPM		3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Snow		6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Click on the green plus.



Item Name	Item Code	Display Order	Indirect	Active	Required
Enhancement	EN	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Construction	CO	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation	IR	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintenance	MT	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Overhead	OV	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PHC/IPM	PH	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Snow	SN	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.