

# Inventory Holding Reconciliation

## Inventory Holding Reconciliation Work Book

Completing the Reconciliation Workbook below will reconcile difference in the Inventory Holding accounts on your Balance Sheet.

This reconciliation is only done for SAAS (Standard Aspire Accounting Solutions). For SAS (Simple Accounting Solutions) the Inventory Holding accounts should always be \$0 at the end of each month after the EOM expense tab journal entry has been entered into the Accounting System.

INVENTORY HOLDING RECONCILIATION WORKBOOK								
MONTH								
PRIOR TO RECONCILIATION								
TASK	TASK DESCRIPTION							
1	Make sure Approved vendor bills in Aspire match Vendor bills in Accounting					See Task #3 on the EOM Checklist		
2	Enter End of Month Expense tab JE into the accounting system					See Task #38 on the EOM Checklist		
3	Enter End of Month Expense tab JE into the accounting system					See Task #39 on the EOM Checklist		
4	Enter Inventory Extra Cost JE into the accounting system					See Task #40 on the EOM Checklist		
RECONCILIATION								
TASK	TASK DESCRIPTION	INV HOLDING	INV HOLDING	INV HOLDING	INV HOLDING	OBJECTIVE / EXPLANATION	LOCATION	
INVENTORY BALANCES								
5	Accounting ENDING BALANCE	\$ -	\$ -	\$ -	\$ -	Add Accounting system Inventory Holding account balance to compare to Aspire Inventory balance for each purchase	Accounting system > Balance Sheet Inventory Holding balance for each purchase type	
	Aspire ENDING BALANCE						Aspire > Admin > Inventory (open book icon) > Location > Allocations tab:	
	Location 1 - Gresham	-	-	-	-		•Choose List <b>A7</b>	
	Location 2 - Main	-	-	-	-		•Select EOM Date	
	Location 3	-	-	-	-		•Collapse to totals by purchase types.	
	Location 4	-	-	-	-		•Enter the Total Cost /Without Adjustments amounts.	
	<b>TOTAL Aspire Ending</b>	\$ -	\$ -	\$ -	\$ -			
	Difference	\$ -	\$ -	\$ -	\$ -			
RECONCILIATION OF DIFFERENCES:								
7	Unapproved Purchase Receipts in Received Status -(positive #)	\$ -	\$ -	\$ -	\$ -	<b>Received Purchase Receipts that have not been sent to Accounting.</b> •Any Unapproved Purchase Receipts in Aspire will show Accounting system Inventory to be lower than Aspire Inventory by this amount. •This amount needs to be added back to Accounting Inventory.	Aspire > Purchase Receipts > List <b>R1</b> Filter: •Receipt Status - In - New •Received Date - Custom Less Than or Equal To - <b>Last day of month reconciling</b>	
8	Received Purchase Receipts •Invoiced post month •Rec'd current month (Positive #)	\$ -	\$ -	\$ -	\$ -	<b>Approved Purchase Receipt with Invoice Date after EOM closing and Received Date in the month closing.</b> •Any Received Purchase Receipts in Aspire with a received date after the month reconciling will show accounting system inventory to be higher than Aspire inventory by this amount.	Aspire > Purchase Receipts > List <b>R2</b> Filter: •Approved Date - Through - Today •Invoice Date - Custom Greater Than - <b>Last day of month closing</b> •Received Date - Custom Less Than or Equal To - <b>Last day of month closing</b>	
9	Approved Purchase Receipts •Invoiced current month •Rec'd post month (negative #)	\$ -	\$ -	\$ -	\$ -	<b>Any Received Purchase Receipts in Aspire with a Received Date after the month reconciling and an Invoice Date in the month closing.</b> •This amount will show accounting system inventory to be lower than Aspire inventory by this amount. •This amount needs to be deducted from accounting	Aspire > Purchase Receipts > List <b>R3</b> Filter: •Approved Date - Through - Today •Invoice Date - Custom Less Than or Equal To - <b>Last day of month closing</b> •Received Date - Custom Greater Than - <b>Last day of month closing</b>	
10	Job Inventory (negative #)	\$ -	\$ -	\$ -	\$ -	If there is Job Inventory in the month reconciling, this amount needs to be deducted from accounting inventory because it is not included in the Aspire inventory amount.	Aspire > EOM Report > Inventory tab •Date for the month reconciling •Drill into Job Inventory and Group By Category	
11	Purchase Cost Variance in Another Month (as appears on the report)	\$ -	\$ -	\$ -	\$ -	Purchase Cost Variances are reflected on the EOM report in the month that the invoice was approved, not on the invoice date. •This amount needs to be entered to adjust the Aspire inventory by this amount.	Aspire > EOM Report > Inventory tab •Date - Greater than the last day of month reconciling •Drill into Purchase Cost Differs from Item Catalog amount •Filter on Vendor Invoice Date - Less Than - First day of month reconciling •Group by Item Type •Record Total Cost amount for each expense type	
	DIFFERENCE after Reconciliation	\$ -	\$ -	\$ -	\$ -	Equipment, Sub and Other should have a \$0 difference		
	Material should be within 4% of Aspire Inventory	#DIV/0!						

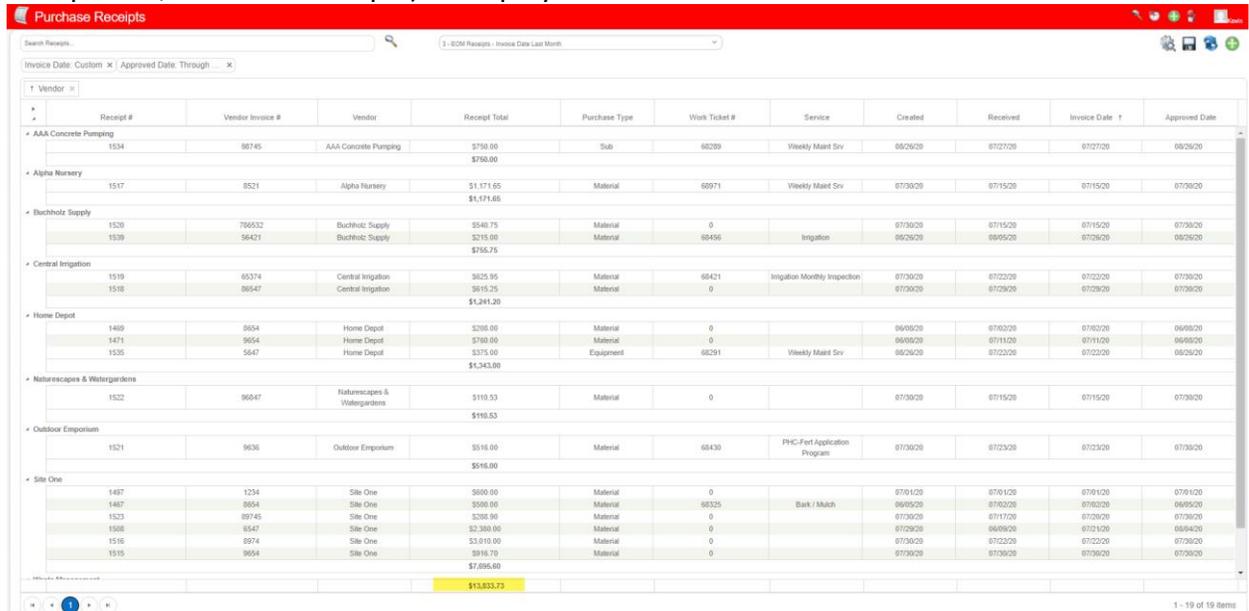
The Reconciliation Workbook can help you to identify timing differences between Aspire and your accounting system. Before completing this workbook, make sure the following has been done:

- Approved vendor bills in Aspire match Vendor bills in accounting system.
- Entered End of Month Expense tab Journal Entry into the accounting system.
- End of Month Inventory tab has been entered
- Extra costs Journal Entry has been made into accounting system

## Review Approved Purchase Receipts with Accounting System (Task #3)

Make sure the Approved purchase receipts sent to accounting system (a) for the month match the vendor bills in the accounting system (b) for the month.

1. In Aspire, review list #3. EOM Receipts – Invoice Date Last Month (Go to Purchase receipt Icon, Purchase Receipts). Group by vendor.



Vendor	Receipt #	Vendor Invoice #	Vendor	Receipt Total	Purchase Type	Work Ticket #	Service	Created	Received	Invoice Date	Approved Date
<b>AAA Concrete Pumping</b>											
	1534	98745	AAA Concrete Pumping	\$750.00	Sub	68289	Weekly Maint Srv	09/26/20	07/27/20	07/27/20	09/26/20
				\$750.00							
<b>Alpha Nursery</b>											
	1517	8521	Alpha Nursery	\$1,171.65	Material	68971	Weekly Maint Srv	07/30/20	07/15/20	07/15/20	07/30/20
				\$1,171.65							
<b>Buchholz Supply</b>											
	1520	795532	Buchholz Supply	\$540.75	Material	0		07/30/20	07/15/20	07/15/20	07/30/20
	1539	96421	Buchholz Supply	\$215.00	Material	68456	Irrigation	09/26/20	09/05/20	07/26/20	09/26/20
				\$755.75							
<b>Central Irrigation</b>											
	1519	65374	Central Irrigation	\$625.95	Material	68421	Irrigation Monthly Inspection	07/30/20	07/22/20	07/22/20	07/30/20
	1518	86547	Central Irrigation	\$615.25	Material	0		07/30/20	07/29/20	07/29/20	07/30/20
				\$1,241.20							
<b>Home Depot</b>											
	1489	9954	Home Depot	\$288.00	Material	0		09/03/20	07/02/20	07/02/20	09/03/20
	1471	9954	Home Depot	\$760.00	Material	0		09/05/20	07/11/20	07/11/20	09/05/20
	1535	9547	Home Depot	\$375.00	Equipment	68291	Weekly Maint Srv	09/26/20	07/22/20	07/22/20	09/26/20
				\$1,423.00							
<b>Naturescapes &amp; Watergardens</b>											
	1522	96847	Naturescapes & Watergardens	\$110.53	Material	0		07/30/20	07/15/20	07/15/20	07/30/20
				\$110.53							
<b>Outdoor Emporium</b>											
	1521	9636	Outdoor Emporium	\$516.00	Material	68430	PNC-Fert Application Program	07/30/20	07/23/20	07/23/20	07/30/20
				\$516.00							
<b>Site One</b>											
	1487	1254	Site One	\$680.00	Material	0		07/01/20	07/01/20	07/01/20	07/01/20
	1487	9954	Site One	\$590.00	Material	68325	Bank / Mktg	09/05/20	07/02/20	07/02/20	09/05/20
	1523	89745	Site One	\$380.99	Material	0		07/30/20	07/17/20	07/09/20	07/30/20
	1508	8547	Site One	\$2,380.00	Material	0		07/29/20	06/09/20	07/21/20	08/04/20
	1516	8974	Site One	\$3,010.00	Material	0		07/30/20	07/22/20	07/22/20	07/30/20
	1515	9954	Site One	\$915.70	Material	0		07/30/20	07/30/20	07/30/20	07/30/20
				\$7,056.69							
				\$13,832.73							

In Accounting System, create a list of vendors bills in the Inventory Holding Accounts for the month.

- Go to the Balance Sheet
- Click into the total Inventory Holding \$ amount
- Date the transaction list for entire month reviewing
- Only compare to the amount column and not the balance column
- This list can be memorized

**Aspire**  
**Transactions by Account**  
 As of July 31, 2020

Type	Date	Num	Name	Memo	Amount
<b>AAA Concrete Plumbing</b>					
Bill	07/27/2020	98745	AAA Concrete Plumbing	Sub Misc	750.00
Total AAA Concrete Plumbing					750.00
<b>Alpha Nursery</b>					
Bill	07/15/2020	8521	Alpha Nursery	Plant Material - 1 gal	1,171.65
Total Alpha Nursery					1,171.65
<b>Aspire Landscape Company</b>					
Total Aspire Landscape Company					
<b>Buchholz Supply</b>					
Bill	07/15/2020	786532	Buchholz Supply	Chemical Mixture A	540.75
Bill	07/26/2020	56421	Buchholz Supply	Irrigation \$1	215.00
Total Buchholz Supply					755.75
<b>Central Irrigation</b>					
Bill	07/22/2020	65374	Central Irrigation	Irrigation \$1 item	625.95
Bill	07/29/2020	86547	Central Irrigation	Aspire Receipt Number: ...	615.25
Total Central Irrigation					1,241.20
<b>Green Pasture Landscape Co</b>					
Total Green Pasture Landscape Co					
<b>Home Depot</b>					
Bill	07/02/2020	9654	Home Depot	Aspire Receipt Number: ...	208.00
Bill	07/11/2020	9654	Home Depot	Aspire Receipt Number: ...	760.00
Bill	07/22/2020	5647	Home Depot	Equipment Rental Pressu...	375.00
Total Home Depot					1,343.00
<b>Horizon Distributors, Inc.</b>					
Total Horizon Distributors, Inc.					
<b>Naturescapes &amp; Watergardens</b>					
Bill	07/15/2020	96847	Naturescapes & Watergardens	Plant Material - 5 gal	110.53
Total Naturescapes & Watergardens					110.53
<b>Outdoor Emporium</b>					
Bill	07/23/2020	9636	Outdoor Emporium	Chemical Mixture A	516.00
Total Outdoor Emporium					516.00
<b>Site One</b>					
Bill	07/01/2020	1234	Site One	Mulch Bags	600.00
Bill	07/02/2020	8654	Site One	Mulch Bags	500.00
Bill	07/17/2020	89745	Site One	Mulch Bags	65.40
Bill	07/17/2020	89745	Site One	Round Up	223.50
Bill	07/21/2020	2380.	Site One	Mulch Bags	2,250.00
Bill	07/21/2020	2380.	Site One	Dump Landscaping Debr...	130.00
Bill	07/22/2020	8974	Site One	Mulch Bags	3,010.00
Bill	07/30/2020	1515	Site One	Mulch Bags	679.04
Bill	07/30/2020	1515	Site One	Round Up	237.66
Total Site One					7,695.60
<b>Waste Management</b>					
Bill	07/01/2020	1300630	Waste Management	Dump Landscaping Debr...	130.00
Bill	07/26/2020	9865	Waste Management	Dump Landscaping Debr...	120.00
Total Waste Management					250.00
<b>TOTAL</b>					<b>13,833.73</b>

- In Aspire, review list #3. EOM Receipts – Invoice Date Last Month (Go to Purchase receipt Icon, Purchase Receipts). Group by vendor.

Purchase Receipts

Search Receipts... 3 - EOM Receipts - Invoice Date Last Month

Invoice Date: Custom x Approved Date: Through ... x

+ Vendor Name x

Receipt #	Vendor Invoice #	Vendor Name	Receipt Total Cost	Purchase Type	Work Ticket #	Service Name	Created Date	Received Date	Invoice Date	Approved Date
<b>Alemeda</b>										
38	69874	Alemeda	\$120.00	Equipment	757	Plant Install	02/25/19	01/25/19	01/25/19	02/25/19
			<b>\$120.00</b>							
<b>Atlanta Irrigation</b>										
43	78945	Atlanta Irrigation	\$150.00	Sub	295	Irrigation repair	03/31/19	01/16/19	01/16/19	03/31/19
			<b>\$150.00</b>							
<b>Harco Equipment</b>										
47	36365	Harco Equipment	\$885.00	Material	355	Plant Install	03/31/19	02/02/19	01/31/19	03/31/19
			<b>\$885.00</b>							
<b>Jost Nursery</b>										
37	65987	Jost Nursery	\$620.00	Material	757	Plant Install	02/25/19	01/24/19	01/25/19	02/25/19
41	656589	Jost Nursery	\$6,175.00	Material	0		03/27/19	01/30/19	01/31/19	03/31/19
			<b>\$6,795.00</b>							
<b>Mac Hardscape Supplies</b>										
32	45678	Mac Hardscape Supplies	\$15,400.00	Material	271	Landscape Enhancement	02/18/19	01/31/19	01/31/19	03/27/19
			<b>\$15,400.00</b>							
<b>Rock Builders, Inc.</b>										
45	25825	Rock Builders, Inc.	\$1,000.00	Sub	367	Hardscape Enhancement	03/31/19	01/17/19	01/19/19	03/31/19
			<b>\$1,000.00</b>							
			<b>\$29,992.50</b>							

Make sure the total vendor bills in accounting system (a) \$13,833.73 matches the total vendor bills in Aspire (b) \$13,833.73 for the month.

If they do not match, review both lists vendor by vendor to see what is missing. Fix any difference.

- If the vendor bill is in Aspire and not in accounting, does it need to be resent to accounting? Is the vendor bill in accounting but not in the Inventory Holding account? If not, move to the Inventory holding account.
- If the vendor bill is in accounting and not in Aspire, does it need to be created again in Aspire. Search All Purchases in Aspire to be sure it isn't in Aspire with a different date or in a different receipt status. Resend to accounting if necessary. Delete the duplicate vendor bill when resent.
- Research any duplicate invoices in accounting and delete.

### Enter End of Month Expense Tab JE into the accounting system (Task #2)

Be sure enter the End of Month Expense tab journal entry before filling out the Inventory Holding reconciliation workbook.

If at the end the inventory holding accounts do not reconcile, go to the end of month reports expense tab and compare the \$ amounts there to what has been entered into the accounting system. Make sure each inventory holding account has the same \$ amounts as the EOM expense tab.

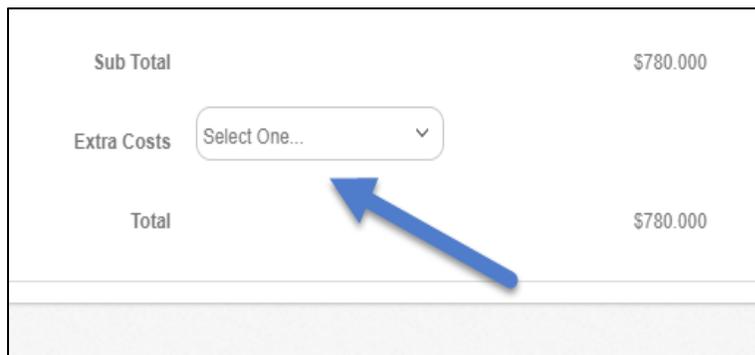
### Enter End of Month Expense Tab JE into the accounting system (Task #3)

Be sure enter the End of Month Inventory Tab journal entry before filling out the Inventory Holding reconciliation workbook.

If at the end the inventory holding accounts do not reconcile, go to the end of month reports Inventory tab and compare the \$ amounts there to what has been entered into the accounting system. Make sure each inventory holding account has the same \$ amounts as the EOM expense tab.

### Extra costs journal entry to enter into Accounting System (Task #4)

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



Sub Total		\$780.000
Extra Costs	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.

***A journal entry will need to 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.***

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

If the Purchase Receipt has extra costs added to inventory, that cost does not get expensed. That extra cost has to be manually calculated & then a journal entry entered into the accounting system.

Debit-materials (usually)	\$XXXXX
Credit-Inventory Holding material (usually).	\$XXXXX

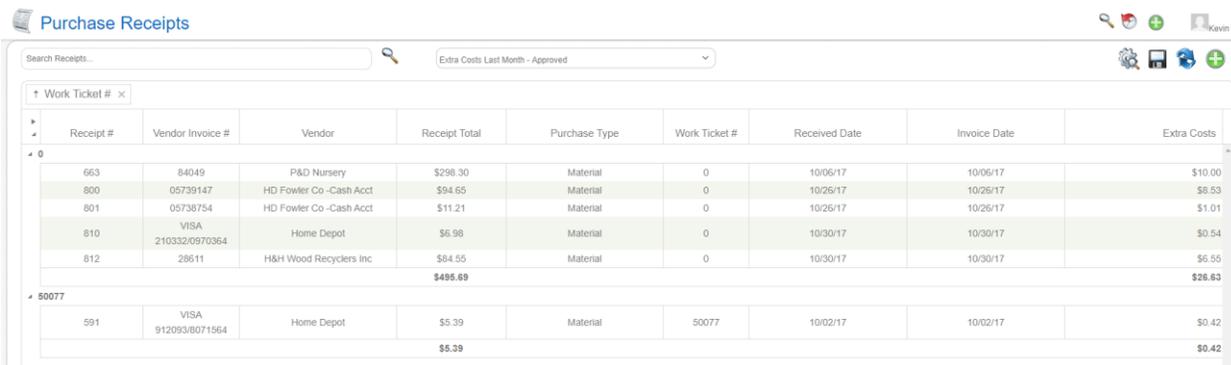
Below are the steps of how to calculate the Extra Costs for the journal entry:

**1 – Create a list at Purchasing Icon – Purchase Receipts**

<b>Report Name</b>	<b>Extra Costs Last Month - Approved</b>
<b>Location in Aspire</b>	Purchase Receipts
<b>Filter Fields</b>	1 – Invoiced Date – Last Month 2 – Approved Date – Through Today 3 – Extra Costs – does not equal – 0
<b>Display Fields</b>	1 – Revisions Number (change Display to show as 'Receipt #') 2 – Vendor Invoice # 3 - Vendor Name 4 - Receipt Total Cost (add 'Sum' at Footer column) 5 - Purchase Type 6 - Work Ticket # 7 – Received Date 8 – Invoice Date 9 – Extra Cost (Add 'Sum' to Footer column)
<b>Sort Fields</b>	Receipt #
<b>Group Fields</b>	Work Ticket #

The list will show as screen shot below. The Work Ticket #0 (the top group) will be the only Extra Costs that need to be reviewed for the extra cost journal entry.

Filter list to show correct Invoice Date period. Last Month or Custom between to show a different month.



Receipt #	Vendor Invoice #	Vendor	Receipt Total	Purchase Type	Work Ticket #	Received Date	Invoice Date	Extra Costs
<b>0</b>								
663	84049	P&D Nursery	\$298.30	Material	0	10/06/17	10/06/17	\$10.00
800	05739147	HD Fowler Co -Cash Acct	\$94.65	Material	0	10/26/17	10/26/17	\$8.53
801	05738754	HD Fowler Co -Cash Acct	\$11.21	Material	0	10/26/17	10/26/17	\$1.01
810	VISA 210332/0970364	Home Depot	\$6.98	Material	0	10/30/17	10/30/17	\$0.54
812	28611	H&H Wood Recyclers Inc	\$84.55	Material	0	10/30/17	10/30/17	\$6.55
								<b>\$495.69</b>
<b>50077</b>								
591	VISA 912093/8071564	Home Depot	\$5.39	Material	50077	10/02/17	10/02/17	\$0.42
								<b>\$5.39</b>

**2 – Export list to Excel.**

- Go to Save Icon on the top right
- Choose 'Export to Excel'

	A	B	C	D	E	F	G	H	I	J
		Receipt #	Vendor Invoice #	Vendor	Receipt Total	Purchase Type	Work Ticket #	Received Date	Invoice Date	Extra Costs
2	0									
3		663	84049	P&D Nursery	298.3	Material	0	10/06/17	10/06/17	10
4		800	05739147	HD Fowler Co -Cash Acct	94.65	Material	0	10/26/17	10/26/17	8.53
5		801	05738754	HD Fowler Co -Cash Acct	11.21	Material	0	10/26/17	10/26/17	1.01
6		810	VISA 210332/0970364	Home Depot	6.98	Material	0	10/30/17	10/30/17	0.54
7		812	28611	H&H Wood Recyclers Inc	84.55	Material	0	10/30/17	10/30/17	6.55
8					495.69		0			26.63
9	50077									
10		591	VISA 912093/8071564	Home Depot	5.39	Material	50077	10/02/17	10/02/17	0.42
11					5.39		0			0.42
12					501.08		0			27.05
13										
14										

**3 – Delete all rows that have a Work Ticket #. This will leave only the work tickets at the top group that show Work Ticket #0 in Column A.**

- Add a sum to Column J – Extra Costs column

	A	B	C	D	E	F	G	H	I	J
		Receipt #	Vendor Invoice #	Vendor	Receipt Total	Purchase Type	Work Ticket #	Received Date	Invoice Date	Extra Costs
2	0									
3		663	84049	P&D Nursery	298.3	Material	0	10/06/17	10/06/17	10
4		800	05739147	HD Fowler Co -Cash Acct	94.65	Material	0	10/26/17	10/26/17	8.53
5		801	05738754	HD Fowler Co -Cash Acct	11.21	Material	0	10/26/17	10/26/17	1.01
6		810	VISA 210332/0970364	Home Depot	6.98	Material	0	10/30/17	10/30/17	0.54
7		812	28611	H&H Wood Recyclers Inc	84.55	Material	0	10/30/17	10/30/17	6.55
8					495.69		0			26.63
9										

**4 – The items with a Work Ticket of '0' may or may not have been added to inventory. Each item might have been added to a work ticket.**

- In Aspire, drill into each Purchase Receipt.
- Drill into the paper icon with the plus sign for each item.

Quantity	Rec. Quantity
1.00	1.00



If it shows a work ticket # on every item on the drill down, delete that line from the Excel sheet. It will be job costed on the work ticket.

- If it shows an inventory location, leave on the Excel sheet.

Property/Service - Ticket or Inventory Location

Gresham 

- If the Purchase Receipt has items to inventory & items to work tickets, the portion of the Extra Costs will need to be calculated for the inventory portion. (Ext Price for inventory item divided by Sub Total times Extra Costs.) In the Excel sheet, replace the Extra Costs with the new calculated Extra Costs.
- When done, the balance at Extra Costs Would be the total to enter on the journal entry.

	A	B	C	D	E	F	G	H	I	J	K
1		Receipt #	Vendor Invoice #	Vendor	Receipt Total	Purchase Type	Work Ticket #	Received Date	Invoice Date	Extra Costs	
2	0										
3		663	84049	P&D Nursery	298.3	Material	0	10/06/17	10/06/17	10	
4		800	05739147	HD Fowler Co -Cash Acct	94.65	Material	0	10/26/17	10/26/17	5.42	
5		801	05738754	HD Fowler Co -Cash Acct	11.21	Material	0	10/26/17	10/26/17	1.01	
6		812	28611	H&H Wood Recyclers Inc	84.55	Material	0	10/30/17	10/30/17	6.55	
7					495.69		0			22.98	
8											

- The journal entry in QB would be:
  - Debit – COGS Materials \$22.98
  - Credit – Inventory Holding Materials -\$22.98

In this example, the Purchase Type is materials, so the entire journal entry would be coded to COGS Materials & Inventory Holding Materials.

If the Purchase Type had been Equipment, Sub or Other, that portion of the Excel sheet would have gone to that purchase type COGS & that purchase type Inventory Holding account.

**How to fill in Inventory Holding Reconciliation Work Book:**

**4a – Entering Accounting Inventory Balances (Task #5).**

Add the Inventory Holding balances from the Balance Sheet in Accounting System to the Workbook.

**1 – Go to Accounting System Balance Sheet. Date as of the last date of the month reconciling.**

<b>Aspire Balance Sheet As of July 31, 2020</b>		<b>Jul 31, 20</b>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
11100 · CHECKING		2,989.53
Total Checking/Savings		2,989.53
Accounts Receivable		
11000 · ACCOUNTS RECEIVABLE		419,865.10
Total Accounts Receivable		419,865.10
Other Current Assets		
Retainage Receivables		2,699.25
15000 · Inventory Holding Accounts		
15200 · INVENTORY HOLDING-MATERIALS		2,084.45
15210 · INVENTORY HOLDING-EQUIPMENT		41,432.50
15230 · INVENTORY HOLDING-SUBCONTRACT...		-3,700.00
15220 · INVENTORY HOLDING-OTHER		-35.00
Total 15000 · Inventory Holding Accounts		39,781.95
Total Other Current Assets		42,481.20
Total Current Assets		465,335.83
Other Assets		
18100 · OVER/UNDER (Earned>Invoiced)		-2,699.25
Total Other Assets		-2,699.25
<b>TOTAL ASSETS</b>		<b>462,636.58</b>

**2. Enter \$ amounts from Balance Sheet into Workbook as shown below:**

RECONCILIATION					
TASK	TASK DESCRIPTION +	INV HOLDING MATERIAL	INV HOLDING EQUIP	INV HOLDING SUB	INV HOLDING OTHER
<b>INVENTORY BALANCES</b>					
5	Accounting ENDING BALANCE	\$ 2,084.45	\$ 41,432.50	\$ (3,700.00)	\$ (35.00)
6	Aspire ENDING BALANCE	a 62,180.61	b 425.00	c -	d (50.00)
	Location 1 - Gresham	62,180.61	425.00	-	(50.00)
	Location 2 - Main	(553.00)	-	-	-
	Location 3	-	-	-	-
	Location 4	-	-	-	-
	<b>TOTAL Aspire Ending Balance</b>	\$ 61,627.61	\$ 425.00	\$ -	\$ (150.00)
	Difference	\$ 59,543.16	\$ (41,007.50)	\$ 3,700.00	\$ (115.00)

#### 4b – Entering Aspire Inventory Ending Balances (Task #6).

##### 1 – Go to Aspire Inventory:

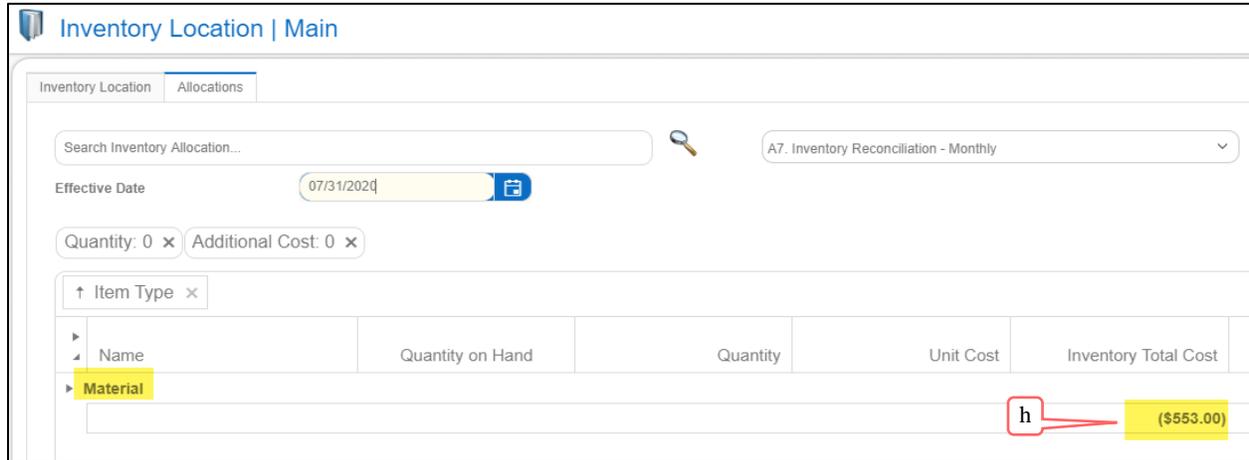
- Go to Administration
- Click on the Purchasing (open book) icon view the current inventory at each location.
- Click into an Inventory Location
- Choose the Allocations tab.
- Enter the Allocation Date the last date of the month closing.
- Choose List A7 – Inventory Reconciliation-Monthly
- Collapse the report to view totals for each Item Type.

The screen will look like this.

Name	Quantity on Hand	Quantity	Unit Cost	Inventory Total Cost	Additional Cost
Equipment				e \$425.00	\$0.00
Material				g \$62,180.61	f \$1,674.90
Other				(\$150.00)	\$0.00

Enter each Item Type total in each column for Equipment, Sub, Other & Materials. Sometimes there are balances in Aspire for Item Types other than materials.

If there is more than one Inventory Location, you will need to add the totals here for each location.



2. Enter \$ amounts from Aspire Inventory into the Workbook as shown below:

RECONCILIATION					
TASK	TASK DESCRIPTION	INV HOLDING MATERIAL	INV HOLDING EQUIP	INV HOLDING SUB	INV HOLDING OTHER
<b>INVENTORY BALANCES</b>					
5	Accounting ENDING BALANCE	\$ 2,084.45	\$ 41,432.50	\$ (3,700.00)	\$ (35.00)
6	Aspire ENDING BALANCE				
	Location 1 - Gresham	62,180.61	425.00	-	(150.00)
	Location 2 - Main	(553.00)	-	-	-
	Location 3	-	-	-	-
	Location 4	-	-	-	-
	<b>TOTAL Aspire Ending Balance</b>	<b>\$ 61,627.61</b>	<b>\$ 425.00</b>	<b>\$ -</b>	<b>\$ (150.00)</b>
	Difference	\$ 59,543.16	\$ (41,007.50)	\$ 3,700.00	\$ (115.00)

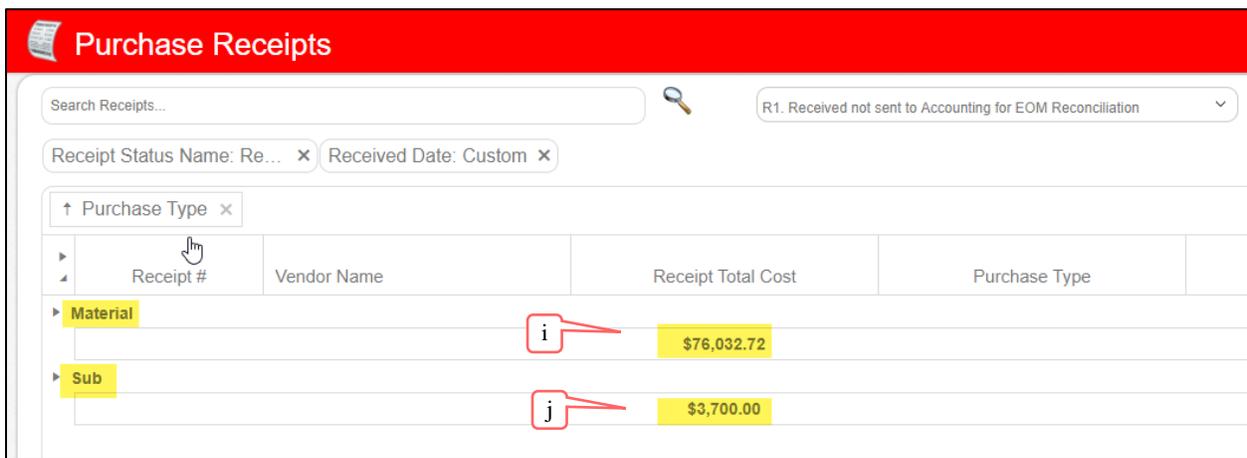
The Net Difference row will show the differences between Accounting Inventory Holding accounts & Aspire Inventory accounts. If the Net Difference is -0-, there isn't a need to reconcile.

#### 4c – Entering Purchase Receipts still in Received Status (Task #7).

Any Unapproved Purchase receipts in Aspire will show Accounting System Inventory to be lower than Aspire inventory by this amount. So, this amount needs to be added back.

##### 1 – Go to Purchasing Icon, Purchase Receipts. View List R1 – Received not sent to Accounting.

At list R1, go to the gear on the top right. Change the filter for Received Date – Custom-Less than or Equal to – to month end date currently reconciling.



Receipt #	Vendor Name	Receipt Total Cost	Purchase Type
▶ Material		\$76,032.72	
▶ Sub		\$3,700.00	

**2. Enter \$ amounts from List R1 as a positive \$ into the Workbook as shown below:**

(Enter a \$ amount at each Inv Holding column for each Purchase Type. This example only shows Materials & Sub.)

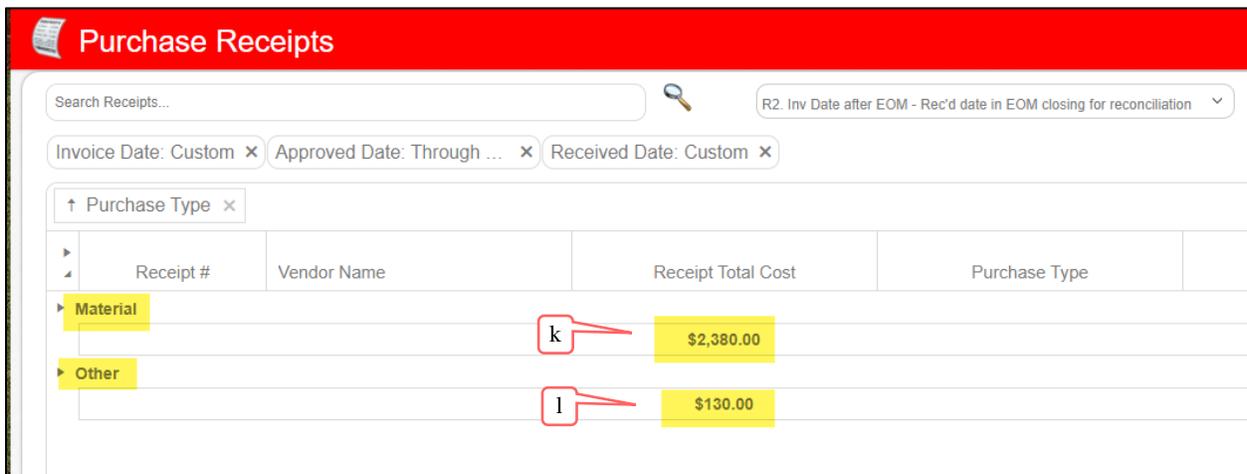
TASK	TASK DESCRIPTION	INV HOLDING MATERIAL	INV HOLDING EQUIP	INV HOLDING SUB	INV HOLDING OTHER
<b>INVENTORY BALANCES</b>					
5	Accounting ENDING BALANCE	\$ 2,084.45	\$ 41,432.50	\$ (3,700.00)	\$ (35.00)
6	Aspire ENDING BALANCE				
	Location 1 - Gresham	62,180.61	425.00	-	(150.00)
	Location 2 - Main	(553.00)	-	-	-
	Location 3	-	-	-	-
	Location 4	-	-	-	-
	<b>TOTAL Aspire Ending Balance</b>	<b>\$ 61,627.61</b>	<b>\$ 425.00</b>	<b>\$ -</b>	<b>\$ (150.00)</b>
	Difference	\$ 59,543.16	\$ (41,007.50)	\$ 3,700.00	\$ (115.00)
<b>RECONCILIATION OF DIFFERENCES:</b>					
7	Unapproved Purchase Receipts in Received Status •(positive #)	\$ 76,032.72	\$ -	\$ 3,700.00	\$ -
8	Received Purchase Receipts •Invoiced post month •Rec'd current month •(Positive #)	\$ 2,380.00	\$ -	\$ -	\$ 130.00
9	Approved Purchase Receipts •Invoiced current month •Rec'd post month •(negative #)	\$ (215.00)	\$ (41,082.50)	\$ -	\$ -
10	Job Inventory •(negative #)	\$ (17,267.70)	\$ -	\$ -	\$ -
11	Purchase Cost Variance in Another Month •(as appears on the report)	\$ 1,031.00	\$ 75.00	\$ -	\$ (245.00)
	<b>DIFFERENCE after Reconciliation</b>	<b>\$ 2,417.86</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

#### 4d – Entering Purchase Receipts – Invoice after EOM – Received date in EOM (Task #8).

Any Received Purchase Receipts in Aspire with an Invoice Date after the month reconciling will show Accounting System Inventory to be lower than Aspire inventory by this amount. So, this amount needs to be added back.

#### 1 – Go to Purchasing Icon, Purchase Receipts. View List R2 – Invoice after EOM-Received date in EOM.

At list R2, go to the gear on the top right. Change the filter for Invoice Date and Received date to the month end date currently reconciling.



Receipt #	Vendor Name	Receipt Total Cost	Purchase Type
		k \$2,380.00	Material
		l \$130.00	Other

**2. Enter \$ amounts from List R2 as a positive \$ into the Workbook as shown below:**

(Enter a \$ amount at each Inv Holding column for each Purchase type. This example only shows Material & Other.)

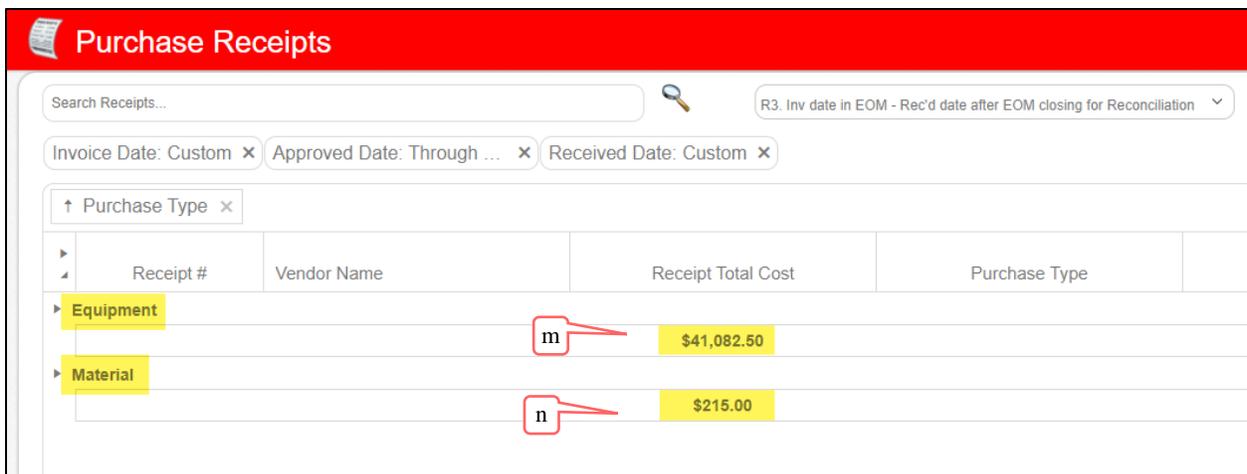
TASK	TASK DESCRIPTION	INV HOLDING MATERIAL	INV HOLDING EQUIP	INV HOLDING SUB	INV HOLDING OTHER
<b>INVENTORY BALANCES</b>					
5	Accounting ENDING BALANCE	\$ 2,084.45	\$ 41,432.50	\$ (3,700.00)	\$ (35.00)
6	Aspire ENDING BALANCE				
	Location 1 - Gresham	62,180.61	425.00	-	(150.00)
	Location 2 - Main	(553.00)	-	-	-
	Location 3	-	-	-	-
	Location 4	-	-	-	-
	<b>TOTAL Aspire Ending Balance</b>	<b>\$ 61,627.61</b>	<b>\$ 425.00</b>	<b>\$ -</b>	<b>\$ (150.00)</b>
	Difference	\$ 59,543.16	\$ (41,007.50)	\$ 3,700.00	\$ (115.00)
<b>RECONCILIATION OF DIFFERENCES:</b>					
7	Unapproved Purchase Receipts in Received Status •(positive #)	\$ 76,032.72	\$ -	\$ 3,700.00	\$ -
8	Received Purchase Receipts •Invoiced post month •Rec'd current month •(Positive #)	\$ 2,380.00	\$ -	\$ -	\$ 130.00
9	Approved Purchase Receipts •Invoiced current month •Rec'd post month •(negative #)	\$ (215.00)	\$ (41,082.50)	\$ -	\$ -
10	Job Inventory •(negative #)	\$ (17,267.70)	\$ -	\$ -	\$ -
11	Purchase Cost Variance in Another Month •(as appears on the report)	\$ 1,031.00	\$ 75.00	\$ -	\$ (245.00)
	<b>DIFFERENCE after Reconciliation</b>	<b>\$ 2,417.86</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

#### 4e – Entering Purchase Receipts – Invoice date in EOM – Received date after EOM (Task #9).

Any Approved Purchase Receipts in Aspire with a received date after the month reconciling will show Accounting System Inventory to be higher than Aspire inventory by this amount. So, this amount needs to be deducted.

#### 1 – Go to Purchasing Icon, Purchase Receipts. View List R3 – Invoice date in EOM-Received date after EOM.

At list R3, go to the gear on the top right. Change the filter for Invoice Date and Received date to the month end date currently reconciling.



Receipt #	Vendor Name	Receipt Total Cost	Purchase Type
		\$41,082.50	Equipment
		\$215.00	Material

**2. Enter \$ amounts from List R3 as a negative \$ into Work Book as shown below:**

(Enter a \$ amount at each Inv Holding column for each Purchase type. This example only shows Equipment.)

TASK	TASK DESCRIPTION	INV HOLDING MATERIAL	INV HOLDING EQUIP	INV HOLDING SUB	INV HOLDING OTHER
<b>INVENTORY BALANCES</b>					
5	Accounting ENDING BALANCE	\$ 2,084.45	\$ 41,432.50	\$ (3,700.00)	\$ (35.00)
6	Aspire ENDING BALANCE				
	Location 1 - Gresham	62,180.61	425.00	-	(150.00)
	Location 2 - Main	(553.00)	-	-	-
	Location 3	-	-	-	-
	Location 4	-	-	-	-
	<b>TOTAL Aspire Ending Balance</b>	<b>\$ 61,627.61</b>	<b>\$ 425.00</b>	<b>\$ -</b>	<b>\$ (150.00)</b>
	Difference	\$ 59,543.16	\$ (41,007.50)	\$ 3,700.00	\$ (115.00)
<b>RECONCILIATION OF DIFFERENCES:</b>					
7	Unapproved Purchase Receipts in Received Status •(positive #)	\$ 76,032.72	\$ -	\$ 3,700.00	\$ -
8	Received Purchase Receipts •Invoiced post month •Rec'd current month •(Positive #)	\$ 2,380.00	\$ -	\$ -	\$ 130.00
9	Approved Purchase Receipts •Invoiced current month •Rec'd post month •(negative #)	\$ (215.00)	\$ (41,082.50)	\$ -	\$ -
10	Job Inventory •(negative #)	\$ (17,267.70)	\$ -	\$ -	\$ -
11	Purchase Cost Variance in Another Month •(as appears on the report)	\$ 1,031.00	\$ 75.00	\$ -	\$ (245.00)
	<b>DIFFERENCE after Reconciliation</b>	<b>\$ 2,417.86</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

#### 4f – Job Inventory (Task #10).

If there is job inventory in the month reconciling, this amount needs to be deducted because it is not included in the Aspire Inventory \$ amount.

#### 1 – Go to EOM Reports, date it for the month reconciling.

The screen will look like this:

Account	Debit	Credit
<b>All Branches Inventory Details</b>		
Inventory Quantity Changes		
COGS: Inventory Adjustment	\$0.00	\$402.30
Inv Holding: Inventory Adjustment	\$402.30	\$0.00
Item Catalog Cost Change		
COGS: Inventory Adjustment	\$0.00	\$0.00
Inv Holding: Inventory Variance	\$0.00	\$0.00
Purchase Cost Differs from Item Catalog		
COGS: Inventory Adjustment	\$0.00	\$0.00
Inv Holding: Inventory Variance	\$0.00	\$0.00
Job Inventory Materials		
Inventory	<b>\$17,267.70</b>	\$0.00
Inv Holding: Materials	\$0.00	\$17,267.70
<b>Totals</b>	<b>\$17,670.00</b>	<b>\$17,670.00</b>

Drill into the Job Inventory Materials \$ amount (o). Group by Item Type.

Inventory Job Materials

Search Inventory Job Materials...   Default (System)

↑ Item Type ×

Allocated Date	Branch Name	Item Name	Quantity	Total Cost
▶ Material				<b>\$17,267.70</b>

2. Enter \$ amounts from Aspire Inventory into the Workbook as a negative as shown below:  
 (Enter a \$ amount at each Inv Holding column for each Purchase type. This example only shows Material.)

TASK	TASK DESCRIPTION	INV HOLDING MATERIAL	INV HOLDING EQUIP	INV HOLDING SUB	INV HOLDING OTHER
<b>INVENTORY BALANCES</b>					
5	Accounting ENDING BALANCE	\$ 2,084.45	\$ 41,432.50	\$ (3,700.00)	\$ (35.00)
6	Aspire ENDING BALANCE				
	Location 1 - Gresham	62,180.61	425.00	-	(150.00)
	Location 2 - Main	(553.00)	-	-	-
	Location 3	-	-	-	-
	Location 4	-	-	-	-
	<b>TOTAL Aspire Ending Balance</b>	<b>\$ 61,627.61</b>	<b>\$ 425.00</b>	<b>\$ -</b>	<b>\$ (150.00)</b>
	Difference	\$ 59,543.16	\$ (41,007.50)	\$ 3,700.00	\$ (115.00)
<b>RECONCILIATION OF DIFFERENCES:</b>					
7	Unapproved Purchase Receipts in Received Status •(positive #)	\$ 76,032.72	\$ -	\$ 3,700.00	\$ -
8	Received Purchase Receipts •Invoiced post month •Rec'd current month •(Positive #)	\$ 2,380.00	\$ -	\$ -	\$ 130.00
9	Approved Purchase Receipts •Invoiced current month •Rec'd post month •(negative #)	\$ (215.00)	\$ (41,082.50)	\$ -	\$ -
10	Job Inventory •(negative #)	\$ (17,267.70)	\$ -	\$ -	\$ -
11	Purchase Cost Variance in Another Month •(as appears on the report)	\$ 1,031.00	\$ 75.00	\$ -	\$ (245.00)
	<b>DIFFERENCE after Reconciliation</b>	<b>\$ 2,417.86</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

#### **4g – Purchase Cost Differs from Item Catalog (Task #11).**

Purchase Cost Differs or Variances are reflected on the End of Month report Inventory tab at Purchase Cost Differs from Item Catalog.

Aspires inventory is a standard cost system. The costs do not change as you are purchasing items into inventory. Aspire does not show inventory by first-in, first-out or average. The item cost remains the cost they were set up as.

When an item is purchased, the item cost can be changed on the purchase receipt to be different than the item cost in the catalog. If the item is being added to inventory, the difference between the purchase price & the item catalog cost creates a Purchase Cost Differs. That difference shows on the EOM Inventory tab at Purchase Cost Differs from Item Catalog. It will show the purchase difference multiplied by the quantity purchased.

The Purchase Cost Differs or Variance will show on the EOM report the day the purchase receipt is approved and in the month that it was approved. It will not show in the Invoice Date month. For example, if an Invoice Date is entered as July 30, 2020 and approved on August 6<sup>th</sup>, the Purchase Cost Differs will show on the EOM reports for August.

Any Purchase Cost Differs that was approved after the month closed with an invoice date of the month closed or prior will need to be entered at Task #11.

**1 – Follow these steps to get the \$ amount for Purchase Cost Differs approved.**

- Go to the EOM Reports – Inventory Tab.
- Date the EOM reports – Custom-Greater than - month end date reconciling. (For e.g., if you are closing July 2020. Enter the date as > 07/31/2020.)
- Scroll down to All Branches (or view for each branch separately).
- Drill into the \$ amount for Purchase Cost Differs.
- Go to the Gear on the top right.
- Add a filter – Vendor Invoice Date – Custom-Less than or Equal to– month end date reconciling. (For e.g., if you are closing July 2020. Enter < 07/31/2020)
- Add a Display – Vendor Invoice Date
- Add a Group – Item Type
- Save as’ Purchase Variance Report-Invoice date prior to current month’
- Every month going forward, use this list. Remember to change the filter for the Vendor Invoice Date to the new month end date reconciling.

This list will show.

 **Inventory Variance**

Branch Name	Cost Variance	Item Name	Quantity	Total Cost
Equipment			q	\$75.00
Material			r	\$1,031.00
Other			s	(\$245.00)
				\$861.00

**2. Enter \$ amounts from List into the Workbook at Task #11 as shown below:**

(Enter a \$ amount at each Inv Holding column for each Purchase type. This example shows Equipment, Material and Other.)

RECONCILIATION					
TASK	TASK DESCRIPTION	INV HOLDING MATERIAL	INV HOLDING EQUIP	INV HOLDING SUB	INV HOLDING OTHER
<b>INVENTORY BALANCES</b>					
5	Accounting ENDING BALANCE	\$ 2,084.45	\$ 41,432.50	\$ (3,700.00)	\$ (35.00)
6	Aspire ENDING BALANCE				
	Location 1 - Gresham	62,180.61	425.00	-	(150.00)
	Location 2 - Main	(553.00)	-	-	-
	Location 3	-	-	-	-
	Location 4	-	-	-	-
	<b>TOTAL Aspire Ending Balance</b>	\$ 61,627.61	\$ 425.00	\$ -	\$ (150.00)
	Difference	\$ 59,543.16	\$ (41,007.50)	\$ 3,700.00	\$ (115.00)
<b>RECONCILIATION OF DIFFERENCES:</b>					
7	Unapproved Purchase Receipts in Received Status *(positive #)	\$ 76,032.72	\$ -	\$ 3,700.00	\$ -
8	Received Purchase Receipts *Invoiced post month *Rec'd current month *(Positive #)	\$ 2,380.00	\$ -	\$ -	\$ 130.00
9	Approved Purchase Receipts *Invoiced current month *Rec'd post month *(negative #)	\$ (215.00)	\$ (41,082.50)	\$ -	\$ -
10	Job Inventory *(negative #)	\$ (17,267.70)	\$ -	\$ -	\$ -
11	Purchase Cost Variance in Another Month *(as appears on the report)	\$ 1,031.00	\$ 75.00	\$ -	\$ (245.00)
	DIFFERENCE after Reconciliation	\$ 2,417.86	\$ -	\$ -	\$ -
	Material should be within 4% of Aspire Inventory	3.92%			

AFTER the Workbook is complete, the Difference after Reconciling Task #11 for Inventory Holding Equipment, Inventory Holding Sub and Inventory Holding Other should always be \$0. If not, see section 5.

Inventory Holding Materials should not have more than a 4% variance of total inventory.

#### **4h – Reasons for Reconciliation Differences/Balances**

*Inventory Holding Materials will always have a \$ amount at 'Difference after Reconciliation'. This difference should be managed on a month to month basis to ensure the difference doesn't increase consistently every month. Make sure the balances stay at a small % of total inventory.*

*Differences can be caused from:*

- Inventory items that are purchased as one unit type (tons) and allocated as a different unit type (cuyd) will cause a rounding error. This rounding difference can be material in value depending on the quantity purchased.
- If an item is purchased into inventory at a different cost than the item catalog cost, the EOM Inventory tab will show a Purchase Cost difference/variance. If the received date is in a different month than the Invoice Date, the EOM Inventory tab will show the Purchase Cost differ amount in the month of the Invoice date. Aspire will show the variance in the month of the Received date. This can cause a reconciliation difference.

*Inventory Holding Equipment, Sub and Other should always show a Difference balance of \$0.*

*If there is a balance, the EOM expenses for that month need to be compared to the vendor bills in the Inventory Holding accounts for that month.*

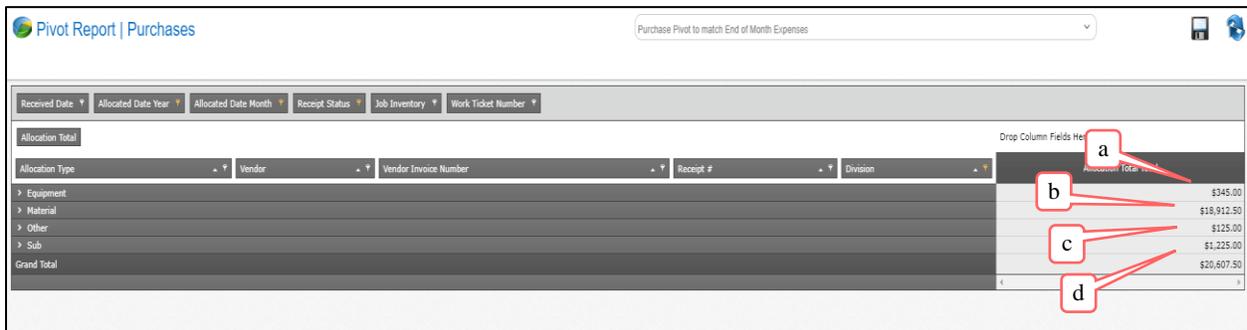
*To find the differences, follow the steps in the next section.*

## 5. Finding Reconciliation differences for Sub, Eqpt & Other

### 5a. Create a PURCHASE Pivot report to match EOM Expense tab.

<b>Report Name</b>	Purchases Pivot Report to Match EOM Expenses
<b>Location In Aspire</b>	Purchases Pivot
<b>Filter Fields</b>	Received Date, Allocated Date Year (choose year), Allocated Date Month (choose month if applicable), Receipt Status (uncheck new), Job Inventory (uncheck true)
<b>Data Display Fields</b>	Allocation Total
<b>Row Display Fields</b>	Allocation Type, Vendor, Vendor Invoice Number, Receipt#, Division (uncheck blank box),
<b>Column Display Fields</b>	NONE

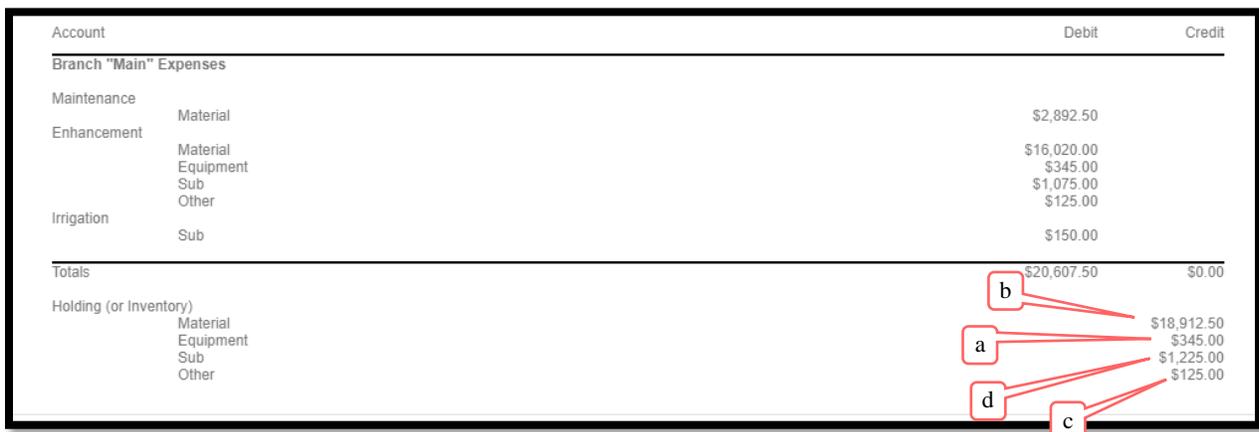
Purchase Pivot to match End of Month Expense after created. Filter to month viewing:



Allocation Type	Vendor	Vendor Invoice Number	Receipt #	Division	Total
Equipment					\$345.00
Material					\$18,912.50
Other					\$125.00
Sub					\$1,225.00
Grand Total					\$20,607.50

Make sure the Purchase Pivot matches the End of month Expense for Holding Materials, Equipment, Sub and Other.

(There may be a few dollars difference in materials due to Received/Invoice date purchase received date differences)



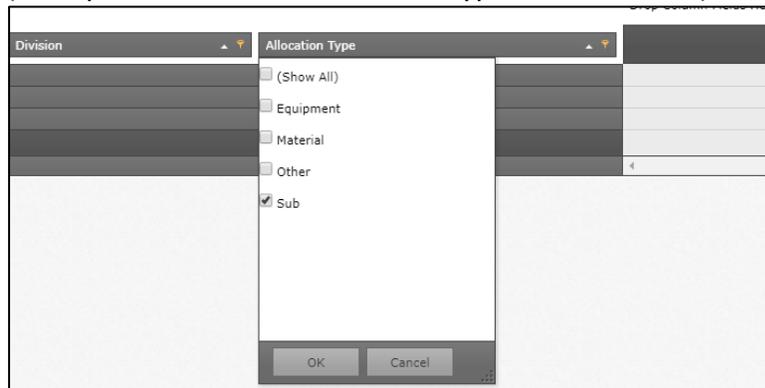
Account	Debit	Credit
<b>Branch "Main" Expenses</b>		
Maintenance		
Enhancement		
Material	\$2,892.50	
Material	\$16,020.00	
Equipment	\$345.00	
Sub	\$1,075.00	
Other	\$125.00	
Irrigation		
Sub	\$150.00	
<b>Totals</b>	<b>\$20,607.50</b>	<b>\$0.00</b>
<b>Holding (or Inventory)</b>		
Material		\$18,912.50
Equipment		\$345.00
Sub		\$1,225.00
Other		\$125.00

**5b. Compare the approved vendor bills for the month in the accounting system with the vendor bills on the Purchase pivot to match EOM expenses for each Allocation (purchase/item type) Separately.**

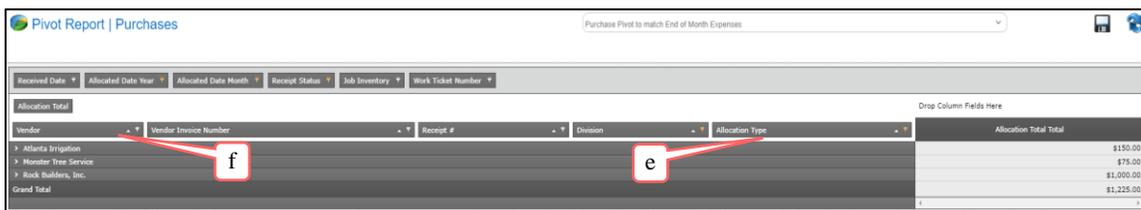
The balance in any Inventory Holding accounting for Inventory Holding Account for Sub, Eqpt or Other should only be a Received Date/Vendor timing difference. Received date in a different month than Invoice date. These timing differences should show on the Reconciliation Work Book and reconcile to \$0. If not, there is an error in either the EOM expenses, the vendor bills between both systems don't match or allocations from inventory.

The pivot & EOM expenses can be filtered to show more than one month. Go back in accounting system to the last month the Inventory holding (purchase type specific) reconciled to \$0. Date the accounting system from the 1<sup>st</sup> of the month after until the end of the month current reconciling. Filter the pivot to show the same months.

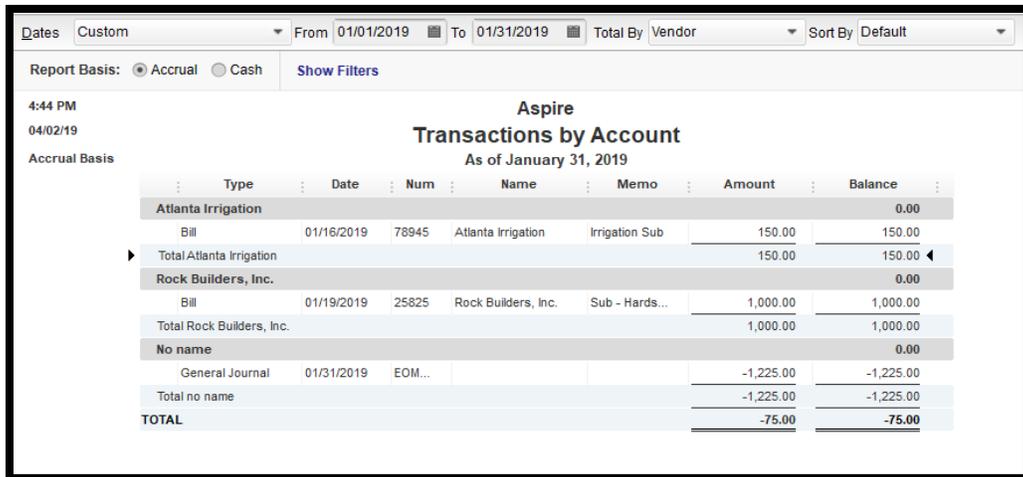
1. On the pivot, filter 'Allocation Type' (e) to show only one of the Purchase Types. (example below shows Allocation Type Subcontractor)



2. Drag 'Allocation Type' (e) to the far right so that 'Vendor' (f) is on the far left.



- Compare pivot vendor list with Inventory Holding account in the accounting system for that same month for any vendor differences. Group by Vendor.



4:44 PM  
04/02/19  
Accrual Basis

**Aspire**  
**Transactions by Account**  
As of January 31, 2019

Type	Date	Num	Name	Memo	Amount	Balance
<b>Atlanta Irrigation</b>						
Bill	01/16/2019	78945	Atlanta Irrigation	Irrigation Sub	150.00	150.00
Total Atlanta Irrigation					150.00	150.00
<b>Rock Builders, Inc.</b>						
Bill	01/19/2019	25825	Rock Builders, Inc.	Sub - Hards...	1,000.00	1,000.00
Total Rock Builders, Inc.					1,000.00	1,000.00
<b>No name</b>						
General Journal	01/31/2019	EOM...			-1,225.00	-1,225.00
Total no name					-1,225.00	-1,225.00
<b>TOTAL</b>					<b>-75.00</b>	<b>-75.00</b>

- On the pivot, expand the vendor with the difference to show the Vendor Invoice # & Receipt # for that vendor. Example shows 'Monster Tree Service' \$75 on pivot & not in accounting (g).
  - Is the vendor bill in accounting system with an Invoice date the next month? If so, the Inventory Holding balance will \$0 out the next month.
  - Is the vendor bill missing in accounting system and needs to be resent to accounting?
  - Does the Purchase receipt need to be deleted in Aspire?



Pivot Report | Purchases

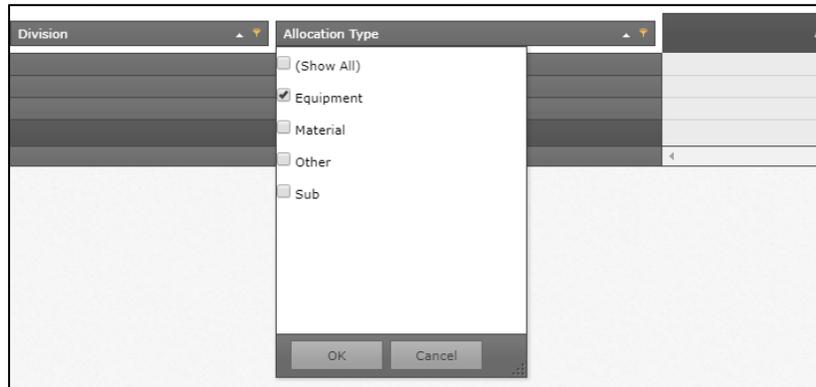
Purchase Pivot to match End of Month Expenses

Received Date | Allocated Date Year | Allocated Date Month | Receipt Status | Job Inventory | Work Ticket Number

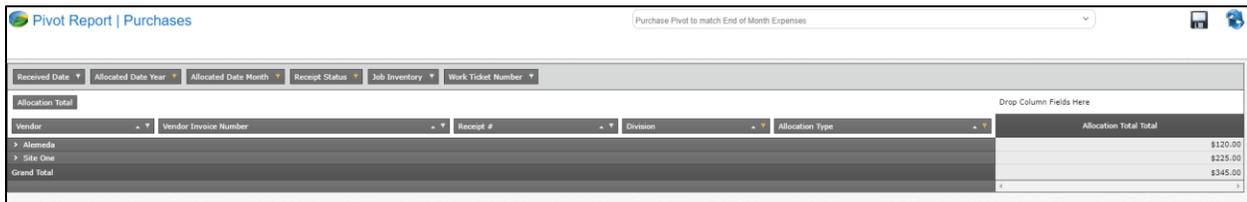
Vendor	Vendor Invoice Number	Receipt #	Division	Allocation Type	Allocation Total Total
Atlanta Irrigation					\$150.00
Monster Tree Service	96969	42			\$75.00
Rock Builders, Inc.					\$1,000.00
Grand Total					\$1,225.00

- Follow the same process for a different Allocation Type. On the pivot, filter 'Allocation Type' (e) to show only one of the Purchase Types.

(example below shows Allocation Type Equipment)



6. Compare pivot vendor list with Inventory Holding account in the accounting system for that same month for any vendor differences. Group by Vendor.



Vendor	Vendor Invoice Number	Receipt #	Division	Allocation Type	Allocation Total
Alemeda					\$120.00
Site One					\$225.00
<b>Grand Total</b>					<b>\$345.00</b>

**Aspire Transactions by Account**  
All Transactions

Type	Date	Num	Name	Memo	Amount	Balance
<b>Alemeda</b>						
Bill	01/25/2019	69874	Alemeda	Ren - 12' DumpTruck/Day + ...	120.00	120.00
<b>Total Alemeda</b>					120.00	120.00
<b>Harco Equipment</b>						
Bill	01/31/2019	36365	Harco Equipment	Equipment Rental	885.00	885.00
<b>Total Harco Equipment</b>					885.00	885.00
<b>Site One</b>						
Bill	01/18/2019	45687	Site One	Ditch Witch Rental	225.00	225.00
<b>Total Site One</b>					225.00	225.00
<b>No name</b>						
General Journal	12/31/2016	GJE ...		August COGS GJE	0.00	0.00
General Journal	06/30/2018	EOM...			0.00	0.00
General Journal	01/31/2019	EOM...			-345.00	-345.00
General Journal	02/01/2019	EOM...		EOM Expenses/cogs - Aspire	-120.00	-465.00
<b>Total no name</b>					-465.00	-465.00
<b>TOTAL</b>					<b>765.00</b>	<b>765.00</b>

7. In accounting system click into the Vendor bill (h) to view the Aspire Purchase receipt #. Example shows 'Harco Equipment', \$885 in accounting and not on the pivot.
  - a. Is the Purchase Receipt in Aspire with a Received date the next month? If so, the Inventory Holding balance will \$0 out the next month.
  - b. Is the Purchase Receipt missing in Aspire & needs to be recreated?
  - c. Does the Vendor bill need to be deleted in the accounting system?

***OTHER THINGS that can cause differences:***

- Be sure the End of Month Expenses in Aspire match the journal entries in accounting system for each period.
- If the Purchase pivot shows a line without a vendor, that's an allocation from inventory. Add Allocation Name to the pivot to see the item name. Go to Inventory in Aspire to research why there was an allocation for inventory.