

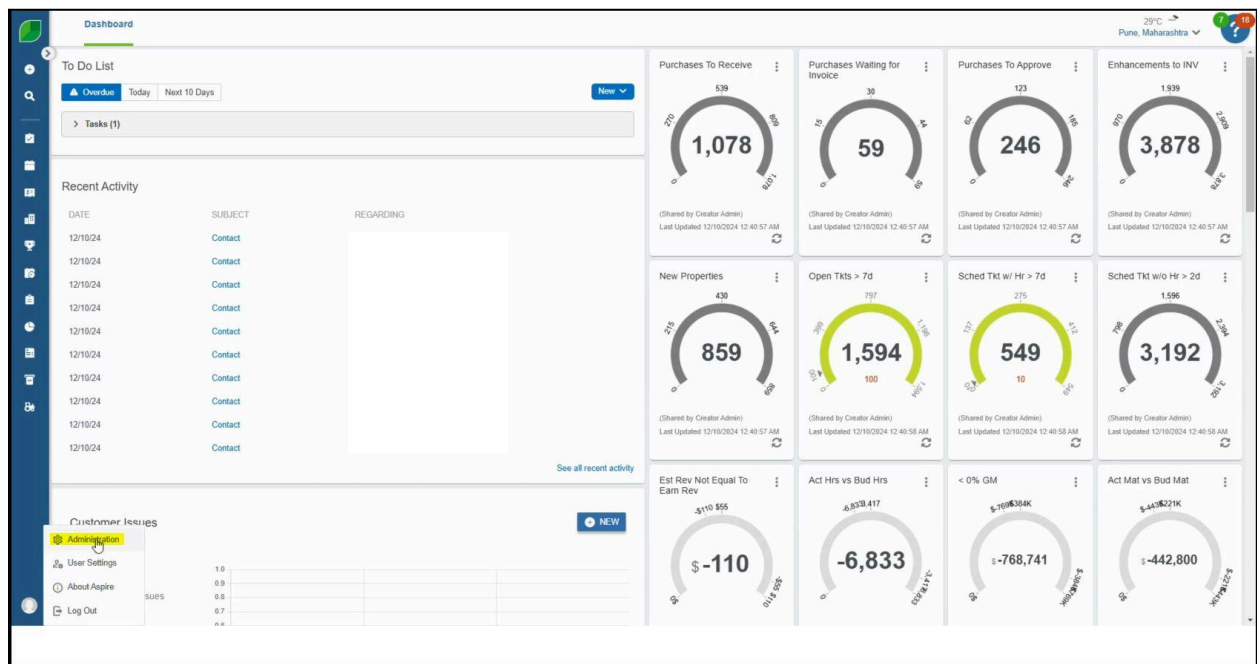
How to Create a New Division in Aspire

Creating divisions in Aspire allows you to organize and track your company's revenue and expenses effectively. Divisions serve as designated profit centers that can help break out hours, costs, and revenue in Aspire reports. Follow the steps below to set up a new division within Aspire's Administration module.

Steps to Create a Division

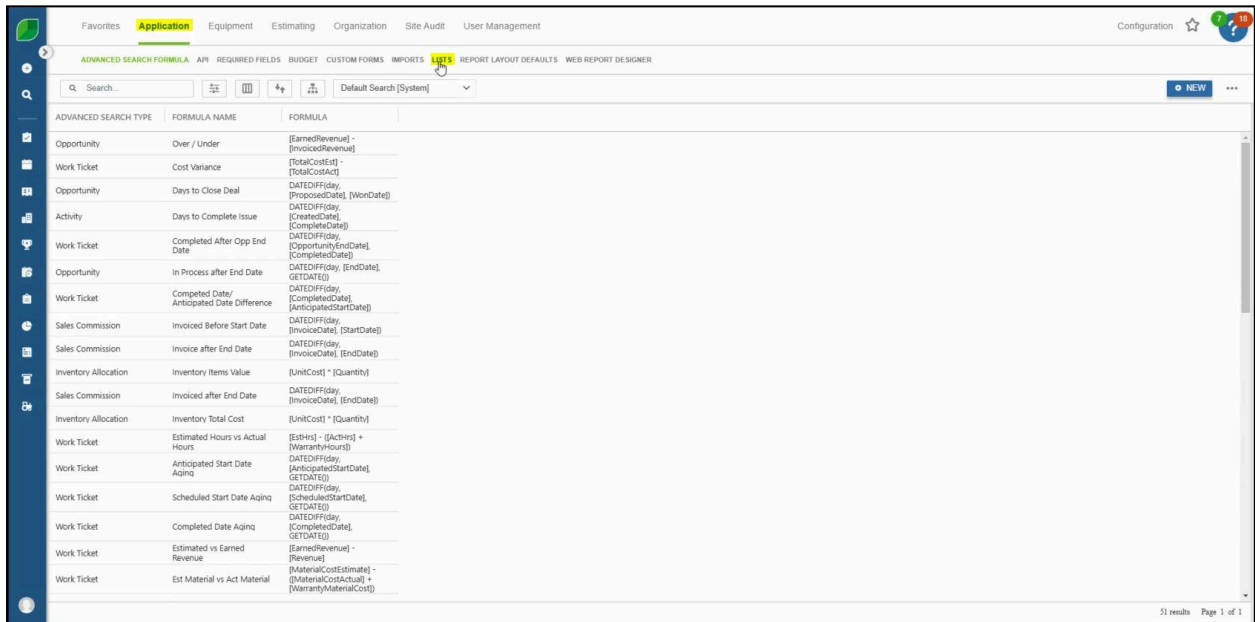
1. Access the Administration Menu

- Go to your **Profile** icon in the blue side menu.
- Select **Administration** from the dropdown.



2. Navigate to Application Lists

- Click the **Application** tab in the menu.
- Select the **Lists** subsection.

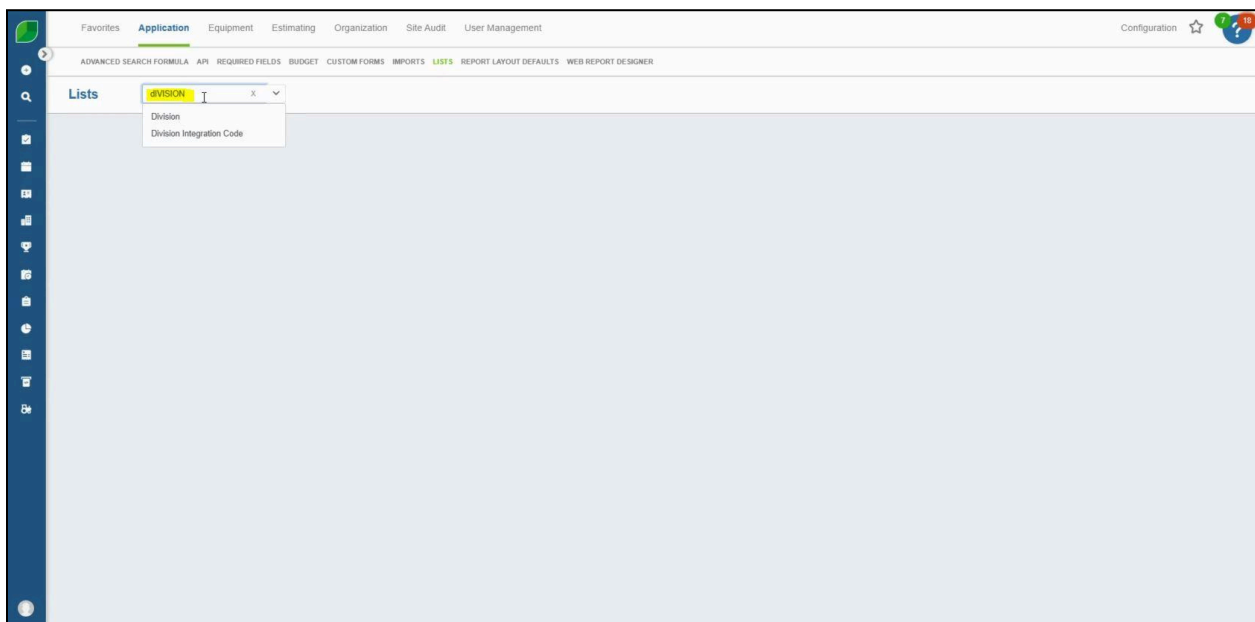


The screenshot shows the 'Application' tab selected in the top navigation bar. The 'LISTS' subsection is highlighted in the secondary navigation bar. A search bar is visible with the text 'Default Search [System]'. Below the search bar is a table with the following columns: 'ADVANCED SEARCH TYPE', 'FORMULA NAME', and 'FORMULA'. The table contains 20 rows of data, including entries for Opportunity, Work Ticket, Activity, Sales Commission, Inventory Allocation, and Estimated Hours vs Actual Hours. The bottom right corner of the page indicates '51 results Page 1 of 1'.

ADVANCED SEARCH TYPE	FORMULA NAME	FORMULA
Opportunity	Over / Under	[EarnedRevenue] - [InvoicedRevenue]
Work Ticket	Cost Variance	[TotalCostEst] - [TotalCostAct]
Opportunity	Days to Close Deal	DATEDIFF(day, [ProposedDate], [WonDate])
Activity	Days to Complete issue	DATEDIFF(day, [CreatedDate], [CompleteDate])
Work Ticket	Completed After Opp End Date	DATEDIFF(day, [OpportunityEndDate], [CompleteDate])
Opportunity	In Process after End Date	DATEDIFF(day, [EndDate], GETDATE())
Work Ticket	Completed Date/ Anticipated Date Difference	DATEDIFF(day, [CompletedDate], [AnticipatedStartDate])
Sales Commission	Invoiced Before Start Date	DATEDIFF(day, [InvoicedDate], [StartDate])
Sales Commission	Invoice after End Date	DATEDIFF(day, [InvoiceDate], [EndDate])
Inventory Allocation	Inventory Items Value	[UnitCost] * [Quantity]
Sales Commission	Invoiced after End Date	DATEDIFF(day, [InvoiceDate], [EndDate])
Inventory Allocation	Inventory Total Cost	[UnitCost] * [Quantity]
Work Ticket	Estimated Hours vs Actual Hours	[EstHrs] - ([ActHrs] + [WarrantyHours])
Work Ticket	Anticipated Start Date Aging	DATEDIFF(day, [AnticipatedStartDate], GETDATE())
Work Ticket	Scheduled Start Date Aging	DATEDIFF(day, [ScheduledStartDate], GETDATE())
Work Ticket	Completed Date Aging	DATEDIFF(day, [CompletedDate], GETDATE())
Work Ticket	Estimated vs Earned Revenue	[EarnedRevenue] - [Revenue]
Work Ticket	Est Material vs Act Material	[MaterialCostEstimate] - ([MaterialCostActual] + [WarrantyMaterialCost])

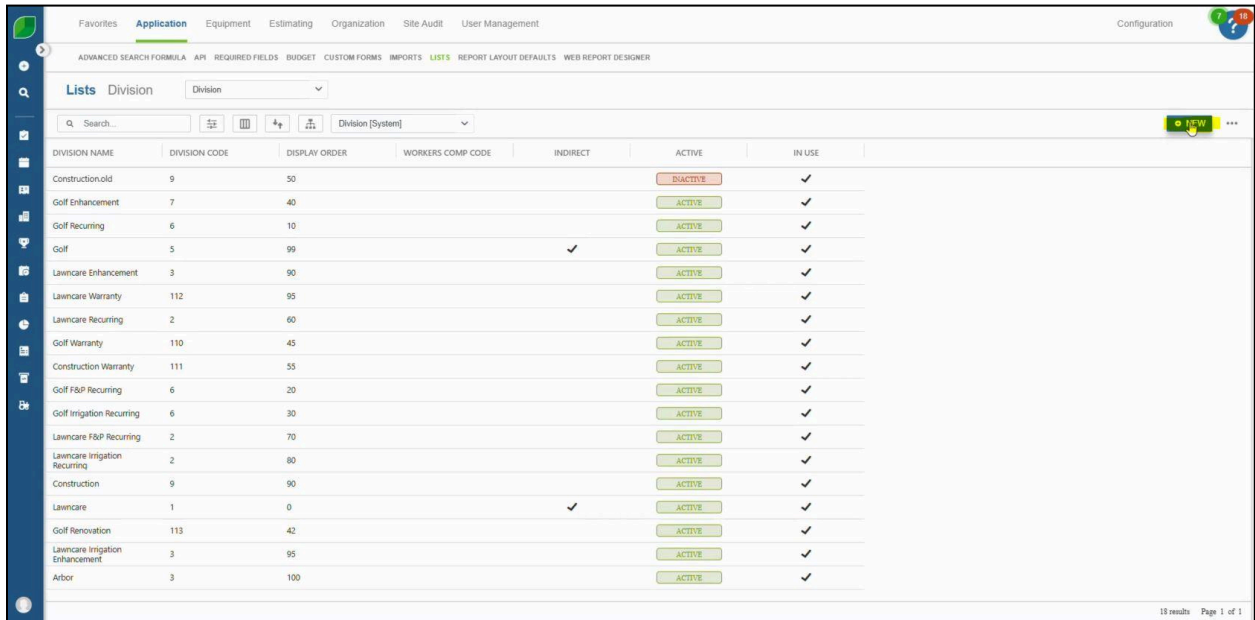
3. Select Division

- From the dropdown list, choose **Division**.



4. Create a New Division

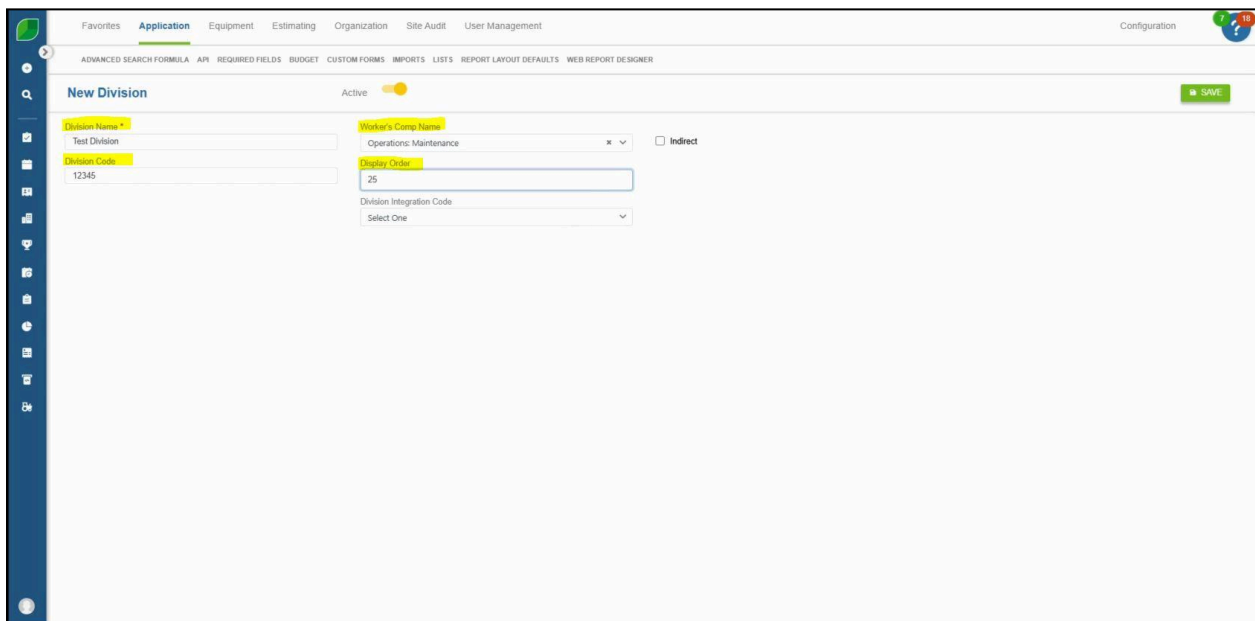
- Click the blue **New** button at the top of the Division list.



DIVISION NAME	DIVISION CODE	DISPLAY ORDER	WORKERS COMP CODE	INDIRECT	ACTIVE	IN USE
ConstructionOld	9	50			INACTIVE	✓
Golf Enhancement	7	40			ACTIVE	✓
Golf Recurring	6	10			ACTIVE	✓
Golf	5	99		✓	ACTIVE	✓
Lawn-care Enhancement	3	90			ACTIVE	✓
Lawn-care Warranty	112	95			ACTIVE	✓
Lawn-care Recurring	2	60			ACTIVE	✓
Golf Warranty	110	45			ACTIVE	✓
Construction Warranty	111	55			ACTIVE	✓
Golf F&P Recurring	6	20			ACTIVE	✓
Golf Irrigation Recurring	6	30			ACTIVE	✓
Lawn-care F&P Recurring	2	70			ACTIVE	✓
Lawn-care Irrigation Recurring	2	80			ACTIVE	✓
Construction	9	90			ACTIVE	✓
Lawn-care	1	0		✓	ACTIVE	✓
Golf Renovation	113	42			ACTIVE	✓
Lawn-care Irrigation Enhancement	3	95			ACTIVE	✓
Arbor	3	100			ACTIVE	✓

5. Enter Division Details

- **Division Name:** Enter the name for your division (e.g., Maintenance, Enhancements, Irrigation).
- **Division Code** (optional): Define the accounting code for this division if needed.
- **Worker's Comp Name:** Specify the worker's comp Name.
- **Display Order:** Assign a number (e.g., in increments of 10) to determine its order in reports. Lower numbers display higher.



New Division Active

Division Name:

Division Code:

Worker's Comp Name: Indirect

Display Order:

Division Integration Code:

6. Save the Division

- Click **Save** to finalize your new division setup.

The screenshot shows the 'New Division' form in a software application. The form is titled 'New Division' and has a status indicator 'Active' with a yellow lightbulb icon. The form contains several fields and a 'Save' button. The fields are:

- Division Name: Test Division
- Division Code: 12345
- Worker's Comp Name: Operations: Maintenance
- Display Order: 25
- Division Integration Code: Select One
- Indirect:

The 'Save' button is located in the top right corner of the form area.

7. Verify the Division

- Use the search bar to locate and verify the newly created division.

The screenshot shows the 'Lists Division' table in a software application. The table has a search bar and a 'NEW' button. The search bar contains the text 'test division'. The table has the following columns:

DIVISION NAME	DIVISION CODE	DISPLAY ORDER	WORKERS COMP CODE	INDIRECT	ACTIVE	IN USE
Test Division	12345	25	Operations: Maintenance		ACTIVE	

The 'ACTIVE' status is highlighted with a green button. The bottom right corner of the page shows '1 results Page 1 of 1'.

By setting up divisions in Aspire, you streamline your company's financial tracking and reporting processes. Use these steps to organize your profit centers efficiently, ensuring that Aspire's reporting features provide maximum insight into your business operations.