TotalServ PRO
EASY END-TO-END SERVICE PRO MANAGEMENT

Accounting & Financial Analysis
User Guide

On the globally available platform...

Microsoft
Dynamics 365 / CRM

CRM Versions Supported:
CRM 2015, CRM 2016, Dynamics 365, IFD and CRM Online

TotalServ Pro ties accounting and financial management in to your businesses service operations in real-time offering closed-loop control and analysis of your Job/Project profitability and overall company financial growth.

TotalServ Pro Accounting and Financial Analysis captures all business functions' financial impact accurately and live, while managing the skills and costs of your Human Capital for internal staff and external resources, to correctly applying modern accepted financial reporting and analysis, for multiple company entities you run, TSP continually drives your business' growth.

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Overview

TSP Financials Software™ Overview

TSP Software is the first online business management application exclusively written for smart businesses.

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More than just accounting, TSP provides you with the necessary tools and processes to help your businesses grow.
TSP Financial is developed as a solution on the Microsoft Dynamics CRM™ platform.

For additional help on platform related subjects please access the Microsoft CRM Help system

For help on TSP Financial please access our on line support center at *http://support.go-TSP Financial.com/*

Menu Actions

Available menu actions are based on the current screen, the status of the transaction, and the current user's security profile.

Menu Actions automatically change based on the status of the open document. For example, saving a new document will make the Post action available.

Actions - Grids

New
Pressing the New action will open a form to allow entry of a new transaction.
This action is always available.

Edit
Pressing the Edit action will open a form to allow the editing of the selected transaction.
If the transaction is posted it will open in view only mode.
This action is available only when selecting one or more items in the grid display. Selecting more than one item will allow you to make a change to all the items.

Delete
Pressing the Delete action will allow deletion of one or more unposted transactions.
A Posted transaction cannot be deleted.
This action is available only when selecting one or more unposted items in the grid display.
Selecting more than one item will allow you to post all selected items.

Post
Pressing the Post action will allow one or more transactions to be finalized or posted.
Once a transaction is posted it cannot be changed or deleted.
This action is available only when selecting one or more items in the grid display.
Selecting more than one item will allow you to delete all selected items.

Correct
Pressing the Correct action on a posted transaction will create reversing and correcting entries.
Once a transaction is posted it cannot be changed or deleted but it can be corrected.
This action is available only when selecting one posted transaction from the grid.
See *One Button Correction*

Pressing the Print (Document) action will initiate the print actions for the specific transaction.

This action is available only when selecting one or more qualifying transactions from the grid display.

Copy A Link/Email A Link

Pressing the Copy/Edit a Link action will allow the user to send or post a link to specific transactions for another user to review.

This action is available only when selecting one or more items in the grid display.

Copy A Link will place the link(s) in the system's Clipboard to be pasted into another application

Email A Link will initiate an email with the links embedded in the body.

Advanced Find

See *Advanced Find*

Export to Excel

See *Working with Excel*

Actions - Forms

New

Pressing the New action will open a form to allow entry of a new transaction.

Save

Pressing the Save action will save the existing transaction and keep it on the screen for review.

New records must be manually saved using the Save action.

Autosave will automatically save changes to existing transactions every 30 seconds.

Autosave only works on modifying existing transactions.

Save & Close

Pressing the Save & Close action will save the existing transaction and close the form.

Delete

Pressing the Delete action will allow deletion of the current transaction as long as it is unposted.

A Posted transaction cannot be deleted.

Post

Pressing the Post action will allow the current transaction to be finalized or Posted.

A Posted transaction cannot be changed or deleted.

Correct

Pressing the Correct action on a posted transaction will create reversing and correcting entries.

A Posted transaction cannot be changed or deleted but it can be corrected.

See *One Button Correction*

Print (Document)

Pressing the Print (Document) action will initiate the print actions for the current transaction.

TSP Financial Tips

This is a collection of tips and techniques to aid in your usage of TSP Financial

Accepting Field Values

TSP Financial does not accept a value entered into a field until the cursor exits the field.
This can be done with a Tab key or by clicking into another field.

In Line Searching

The star "*" character is used as a wild card for searching for items.

Example:
Using "Chi" in the search criteria will bring back records that start with "Chi"
Using "*Chi" will bring back records that have "Chi" anywhere in their record.

If only one record matches the search string, the record will automatically populate in the field.
If more than one record matches the search string an orange explanation mark will be displayed next to the field.

Selecting into the field will show a list of matching records.

Grid Searching

For faster entry, a line item grid will show matching entries automatically in a drop-down list.

Voucher Lines

+ Add more lines   Delete

☐	Account Number	Line
☑	rent ✕ 🔍	
☐	🔧 1230-0000 Prepaid Rent	
	🔧 2150-0000 Current Maturities	
	🔧 3030-0000 Current Year Earnings	
	🔧 6170-0000 Equipment Rental	
	🔧 6320-0000 Rent	
☐		

Search Box

Selecting the Magnifying Glass on a field will open a list box showing the first ten records

Vendor ID *

Vendor Name * 🔒   🔍

👥 AUTOFINA0001 Auto Financing	
Auto Financing 12/18/2014 10:38 AM	

Terms

1099 Box

| 👥 BUSINESS MAG Business Magazine | |
| Business Magazine   12/18/2014 10:38 AM | |

1099 Amount

| 👥 CHICAGOR0001 Chicago Rent-All | |
| Chicago Rent-All   12/18/2014 10:38 AM | |

Remit To Address

| 👥 COMVEXIN0001 ComVex, Inc. | |
| ComVex, Inc.   12/18/2014 10:38 AM | |

PRIMARY1

| 👥 CONSUMER MAG Consumer Magazine | |
| Consumer Magazine   12/18/2014 10:38 AM | |

123 Riley Street
Sydney, NSW 2086

| 👥 DOLECKIC0001 Dolecki Catering | |
| Dolecki Catering   12/18/2014 10:38 AM | |

Look Up More Records

Voucher Lines

10 results   + New

At the end of the list box you can select "Look Up More Records" or "New".
Selecting "New" will open a form allowing you to create a new record.
Selecting "Look Up More Records" will open a search box.

Advanced searches can be done from this Search Box.
Selecting "New" will open a form allowing you to create a new record.
Selecting "Add" will return the selected record back to the original form.

Auto Save

When creating a record, you must select Save from the Action Menu at the top of the form to save the record.

When editing a record TSP Financial will automatically save any changes every 30 seconds
A Save icon and message of unsaved changes will be displayed in the lower right corner of the open record if there are unsaved changes.

Clicking the Save icon will save the record before the Auto Save occurs.

Record Controls

In the upper right corner of a record are controls to help navigate records.

The Up and Down arrows will move to the previous or next record in a list.
The diagonal arrow will pop the record out into its own window.

Recently Viewed Records

Selecting the Down Arrow next to the menu will show a list of the previously viewed records in the current session.

Dimensions

Dimensions provides a method of categorizing transactions to meet special reporting requirements.
The flexibility of Dimensions allows for a simpler chart of accounts structure.
Dimensions can be Ignored (or not used), Optional or required based on master item rules.
Dimensions can be turned on or off at any time. TSP Financial provides for up to three user defined Dimensions.

Examples

Marketing

Dimensions can be set up to track income and expenses related to marketing events, campaigns or projects.

Equipment

Dimensions can be set up to track repair & maintenance charges to specific machines or trucks.

Employees

Dimensions can be set up to track expenses related to travel and entertainment charges or employee advances.

Setup

System Setup

From 1 to 3 Dimensions can be set up in System Setup.
Set Use Dimensions to Yes.
Provide Labels for the Dimensions you want created.
TSP Financial->System Setup->System->Company Configuration

Dimension Lists

Once Dimensions are enabled, a list of possible Dimension values must be created.
This can be event names, marketing programs, truck numbers etc.
TSP Financial->System Setup->System->{Dimension Name}

Dimension Rules

Dimension Rules are set on master file items; Customer, Vendor, Inventory and Chart of Account records.
Rules can be Ignore (Default), Optional and Required.
If a rule requires a Dimension, the transaction cannot be saved or posted without a value being defined.

Usage

Transaction Header

While not required, Dimensions flagged as Optional or Required will appear in the transaction header.

Completing these fields will copy the values to the line items to accelerate data entry.

Transaction Line Items
Dimension Rules will be enforced at the line item level.
If Dimensions are required, the transaction cannot be saved or posted without a value for the required dimensions.

Reporting

Financial Reports
Dimensions are used as column restrictions in TSP Financial's Advanced Financial Statements

One Button Correction

Intrinsic in TSP Financial's design is the development of a complete transactional audit trail.
Once a transaction has been posted it cannot be deleted or edited. Often a transaction will need to be corrected.
In TSP Financial, we have created a one button correction to allow an easy way to correct a posted transaction while maintaining the audit trail.

Actions

Process

Open a posted transaction. The command bar will display a "Correct" button.
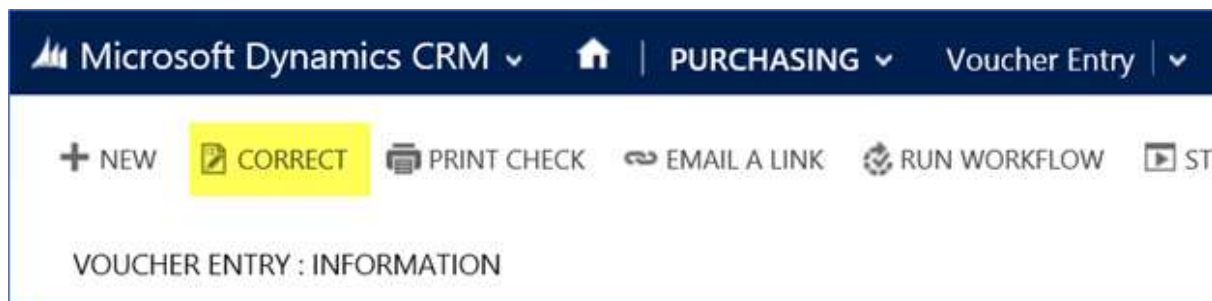
Results

Pressing the correction button will create a posted reversing transaction and bring a copy of the original transaction to the screen for editing.
The new transaction can be completely edited or even deleted. The resulting transactions will be labeled:

Original
Corrected - Reversal
Corrected

The Apply To numbers will all be set to the Apply To of the transaction labeled Original.

Apply To Numbers

TSP Financial uses Apply To Numbers to connect transactions to ensure they have been completed.
Each transaction has a unique transaction number and a second Apply To number to group vouchers/invoices with associated

credits and payments.

Examples:

.... 1. A
Voucher/Invoice is created; the Transaction ID and Apply To number are the same. ....

✓	Transaction ID	Apply To ↑	Document Amo...	Transaction Typ...	Vendor ID
	AP-1000	AP-1000	$620.00	Voucher	ACETRAVE0001...

2. When a check is printed and applied to the voucher it is given the same Apply To Number as the original   Voucher.

✓	Transaction ID	Apply To ↑	Document Amo...	Transaction Typ...	Vendor ID	Document Num...
	AP-1000	AP-1000	$620.00	Voucher	ACETRAVE0001...	RCT1005
	CK-1000	AP-1000	($620.00)	Check	ACETRAVE0001...	3500

3. The transaction is complete when the sum of the Document Amounts for the Apply To Number equals $0.

This is also the case when credits are applied. Each credit has its unique Transaction ID, but when applied to a Voucher/Invoice it will have the same Apply To number as the Voucher/Invoice.

✓	Transaction ID ↑	Apply To	Document Amo...	Transaction Typ...	Vendor ID	Document Num...
	AP-1085	AP-1085	$400.00	Voucher	CHICAGOR0001...	INV0010042
	AP-1086	AP-1085	($200.00)	Credit	CHICAGOR0001...	665-52
	CK-1025	AP-1085	($200.00)	Check	CHICAGOR0001...	2

Both Revenue and Purchasing have routines to apply un-applied checks/cash receipts and credits to open vouchers and invoices. What these routines do is change the original Apply To Number to the Apply To Number of the matching voucher/invoice.

Apply Dates

TSP Financial uses Apply Dates to determine which period a financial transaction will apply to.
The Fiscal Periods table in the System Setup defines the start and stop dates for each period.
Each financial transaction has an Apply Date.
On a new transaction, the Apply Date defaults to the current date, but can be changed to any date in the past or future.
The only way to correct an Apply Date one a transaction is posted is to select the "Correct" action menu item

Examples:

.... 1. A
Journal Entry has the Apply Date on the Journal Header

JOURNAL ENTRY : INFORMATION

JE-1273

Summary

JOURNAL ENTRY INFORMATION

Journal Type	--
Entry Date *	3/17/2016
Apply Date *	3/17/2016
Journal Description	Travel
Recurring	--

2. Vouchers and Invoices have the Apply Date in the Default section of the record Header

VOUCHER ENTRY : INFORMATION

AP-1179

Summary

VOUCHER INFORMATION

Transaction Mode *	Bill
Vendor ID *	BUSINESS MAG Business Magazine
Vendor Name *	Business Magazine
Document Number	--
Invoice Amount *	$500.00
Invoice Date *	2/6/2016
Discount Amount	--
Recurring	--

ADDRESS INFORMATION

Remit To Address	REMIT TO_BUSINESS MAG	P.O. Box 38

Default Values

DEFAULT INFORMATION

Default Site	Default
Terms	Net 30
1099 Box	--
1099 Amount	--

DEFAULT DATES

Due Date *	3/7/2016
Discount Date	--
Entry Date *	3/17/2016
Apply Date *	3/17/2016

Non-Inventory Lines

Create, edit, or save an Advanced Find search

The Advanced Find tool can be used to find and display any type of data in your personal views. You can also use Advanced Find to prepare data for export to Microsoft Office Excel. Exporting to Excel allows you to analyze, summarize, aggregate data, or create PivotTables to view your data from different perspectives

Use the following steps to find what you are looking for.

- Specify what to Look for. Select a record type to Look for such as Vendor
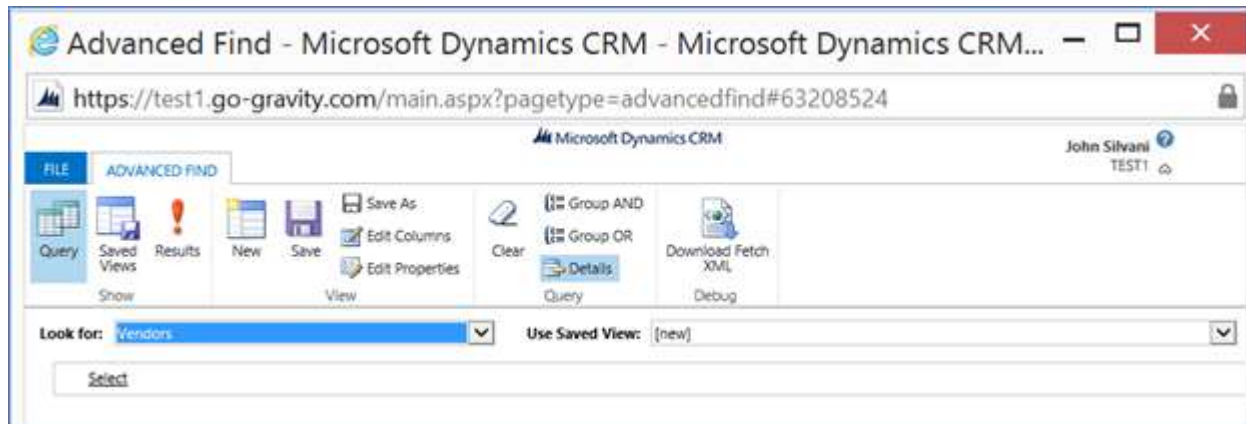
- Click or tap "Select" to define search criteria: field (for example, 1099 Default Box), the query relational operator (Part of an expression, for example "is equal to" or "contains", that defines how a specified attribute should be compared with a value), and the values to locate (for example, "1099 Default Box" or "MISC-7").
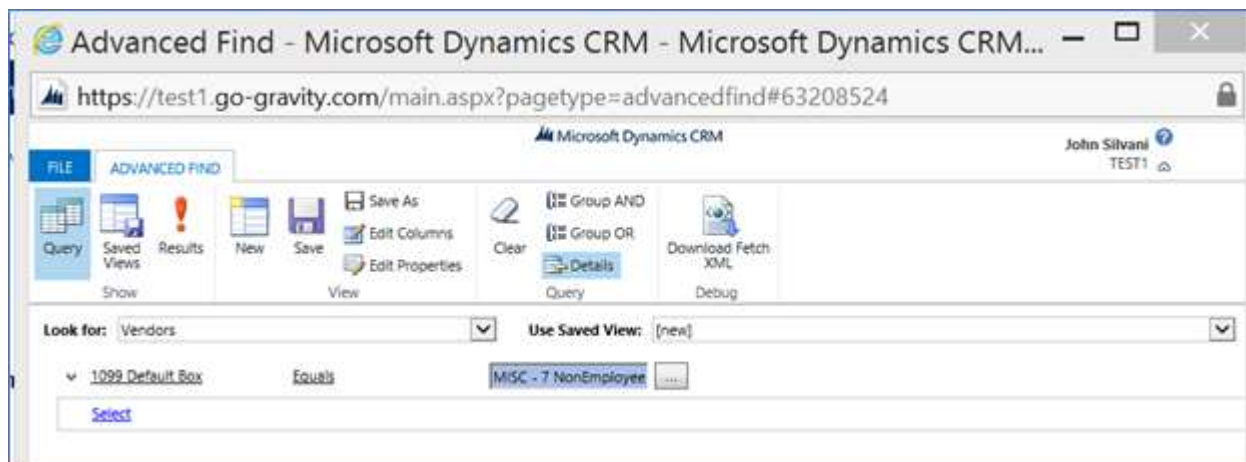
- You can select fields from the current record type, or from related records. For example, a Vendor might have many related Address records. At the bottom of the Select list, the related section shows related record types. For example, most record types have a related Notes record type. To select fields from a related record type, select field, and a new Select link appears.
- Specify the columns to include in the search results.
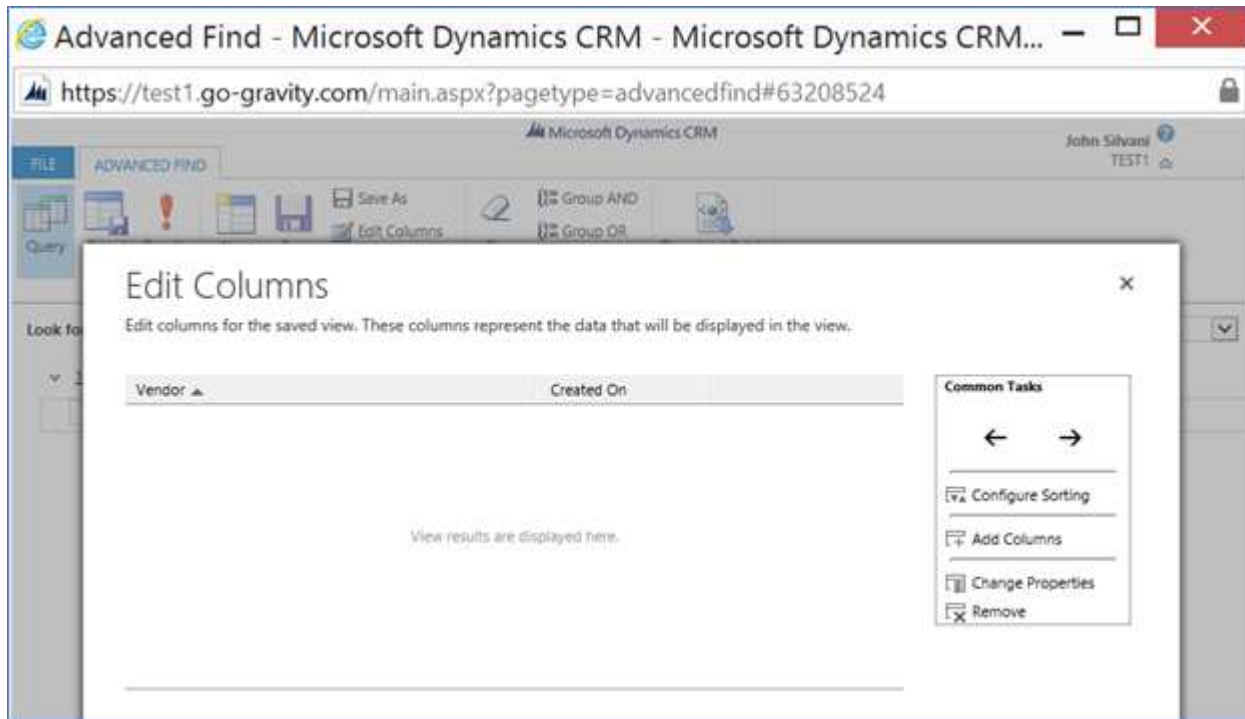
- Click or tap Edit Columns, and then click or tap Add Columns.
- Select the record type that includes the columns you want to add.
- Select the columns you want to add, and then click or tap OK.
- Specify the sort order.
- Click or tap Edit Columns.
- Click or tap Configure Sorting.
- Specify the column to sort on, specify the sort order, and then click or tap OK.
- Click or tap OK.
- Click or tap Results
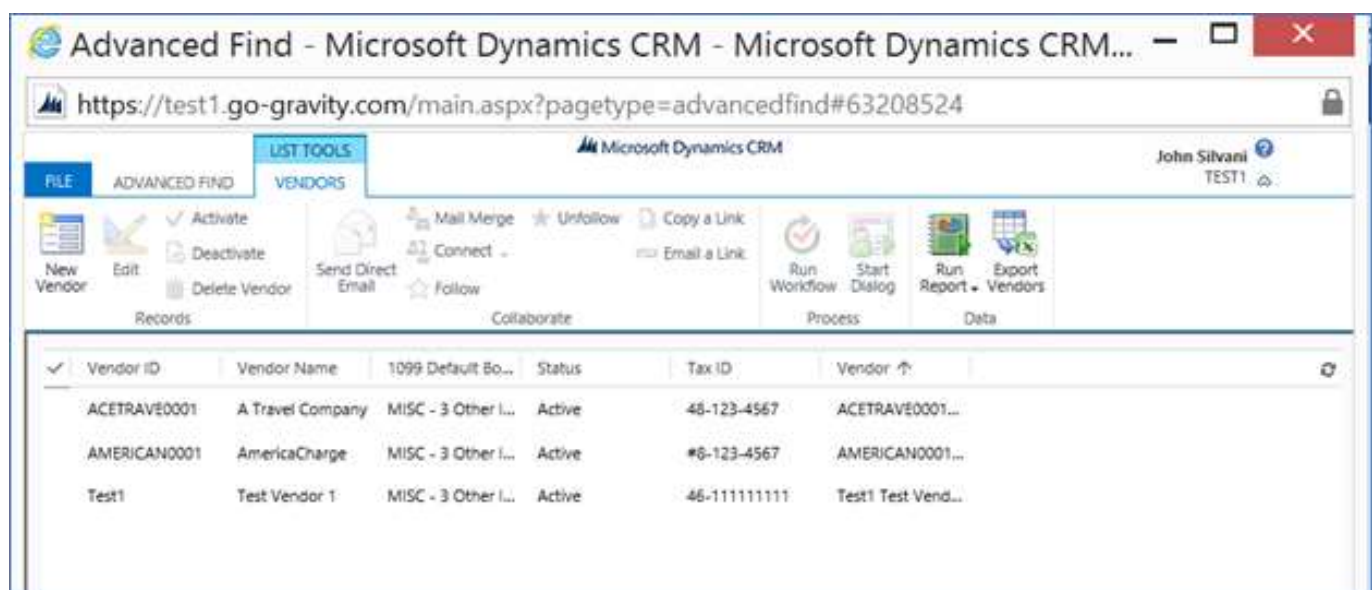
- Finally, you can save the query for use later and as part of the main record grid; Vendors in this case.

Working with Excel

TSP Financial was designed with Excel in mind. Information can be easily exported and imported using Excel.

Actions - Cut and Paste

To Paste from Excel to TSP Financial.
Format the spreadsheet to contain the proper columns to match the destination grid.
Copy the data you wish to include. NOTE, do not include any headers in the information you are copying.
Place your cursor in the first field of the grid and hold CTRL while pressing V (CTRL-V).
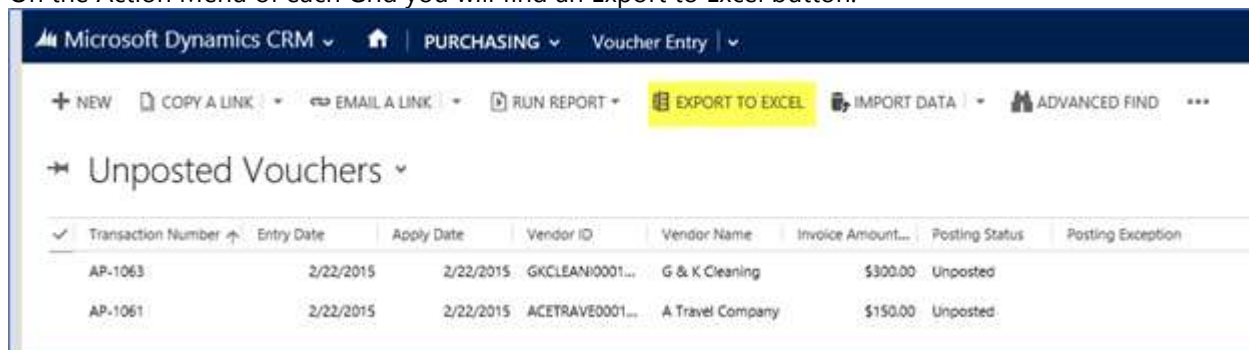
Account	Debit	Credit	Doc Number	Line Description
1100-0000 Cash-Checking	338562.25	0		Demo Data Import
1110-0000 Cash-Savings	925.44	0		Demo Data Import
1120-0000 Petty Cash	345.32	0		Demo Data Import
1160-0000 Accounts Receivable	175	0		Demo Data Import
1160-0000 Accounts Receivable	15656.96	0		Demo Data Import
1200-0000 Inventory	1202937.06	0		Demo Data Import
1200-0000 Inventory	0	27371.4		Demo Data Import
1200-0000 Inventory	250	0		Demo Data Import
1200-0000 Inventory	217439.74	0		Demo Data Import
1200-0000 Inventory	57389.35	0		Demo Data Import
1210-0000 Prepaid Insurance	112832.11	0		Demo Data Import
1270-0000 Investments	45000	0		Demo Data Import
1270-0000 Investments	34349	0		Demo Data Import
1270-0000 Investments	543695.97	0		Demo Data Import
1400-0000 Equipment	0	201014.61		Demo Data Import

Actions - Export to Excel

On the Action Menu of each Grid you will find an Export to Excel button.

This allows you to export all the transactions you see in the grid to Excel.
Additionally, at the top of the Advanced Find window you will see an Export to Excel Icon.
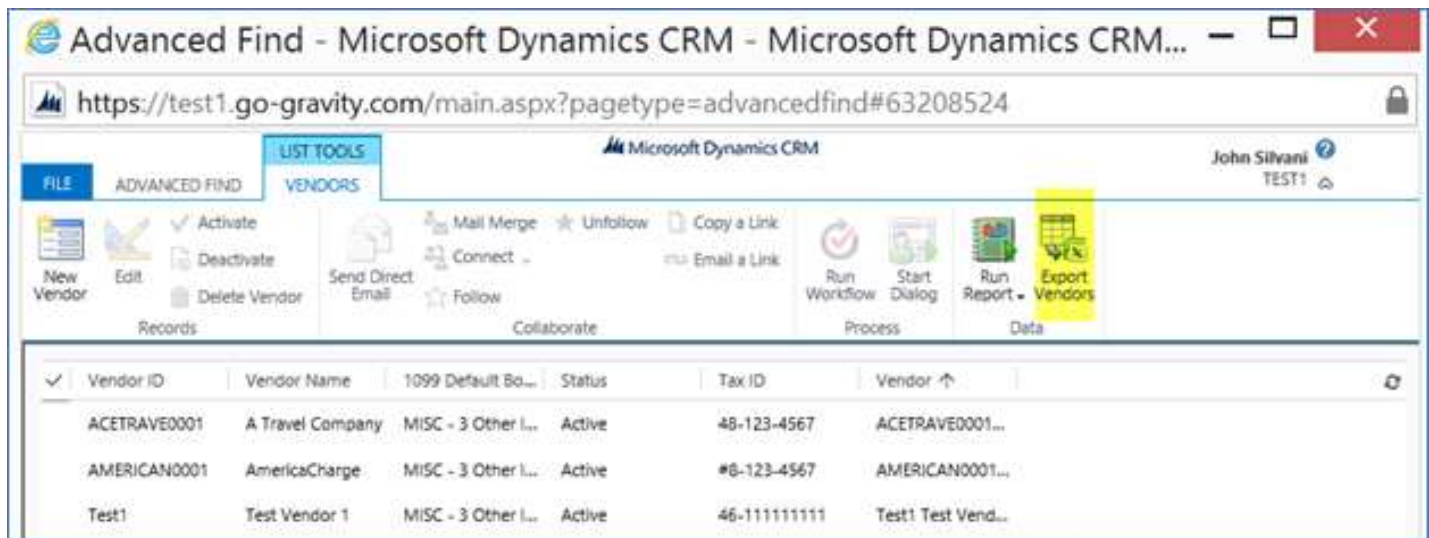
A dialog box will ask what type of export you wish.
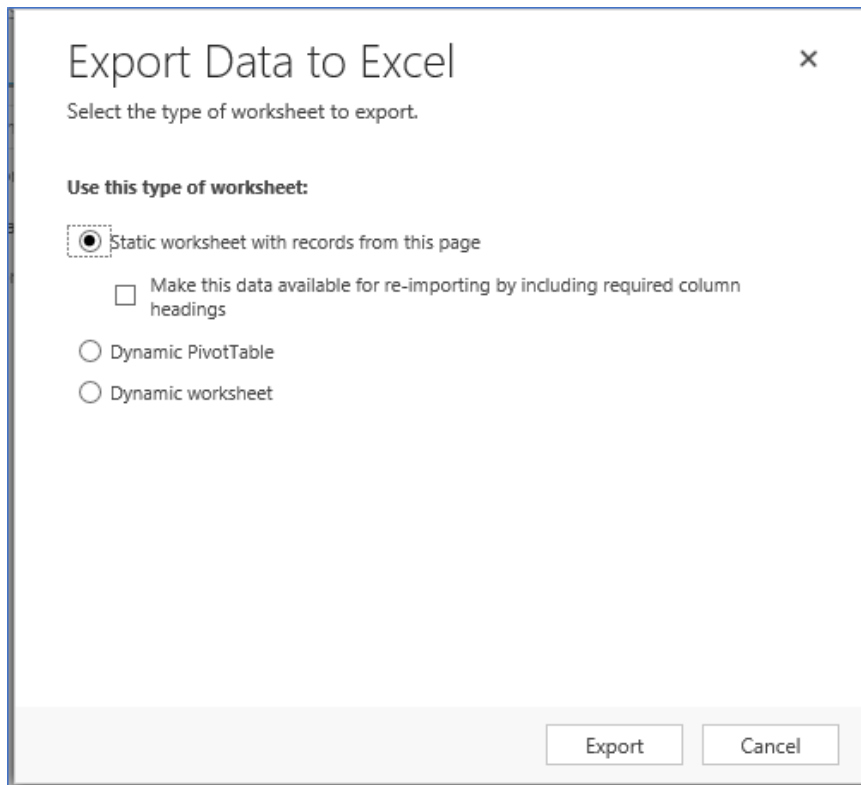
There are 3 basic types of Export

1.   Static - This exports what is seen on the grid to Excel. This is a point in time picture of the data and will not automatically refresh.
2.   Dynamic PivotTable - This creates a linked spreadsheet in a PivotTable format that can be refreshed from the data at any time by a TSP Financial user.
3.   Dynamic Worksheet - This creates a linked spreadsheet in a worksheet format that can be refreshed from the data at any time by a TSP Financial user.

A dynamic export creates a link between the spread sheet and the TSP Financial database so the spreadsheet, despite it being manipulated, can be refreshed with current data.

A Refresh from CRM button is added to the data menu in Excel to refresh data.
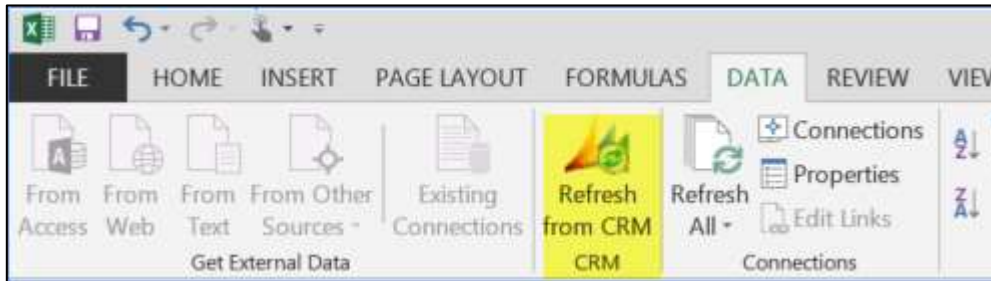
Note that the Excel download is in an XML format. You may need to save it first and use Excel to open it.

Actions - Import from Excel

On the Action Menu of each Grid you will find an Import Data button.

It is best to download a template for Excel first by selecting the down arrow next to the Import option.

Once the template is complete a Wizard will help you through the import process.

See the Microsoft CRM Help for using the import wizard.

Financials

Financials is where Journal Entries and Bank Book Entries are created. Bank Reconciliations can be performed and Budgets can be entered.

EOS® Scorecard

EOS is a comprehensive business operating system, integrating a holistic business model with a complete set of simple business tools

and a proven business process to align and synchronize all the pieces of your business to produce the results you want. In three words: Real. Simple. Results.

The EOS scorecard consists of a selection of Measurables related to your company operations, assigned to individuals with weekly goals.

TSP Financial provides a library of 23 calculated Measurables as well as the ability to create manually maintained Measurables.

Process Steps

- Select calculated or manual Measurables
- Assign each Measurable to an accountable individual.
- Set weekly goals
- Enter weekly values for manual Measurables

Scorecard controls

Add new calculated or manual Measurable

Click on the "+" in the upper right corner to open the Create Measurable screen.
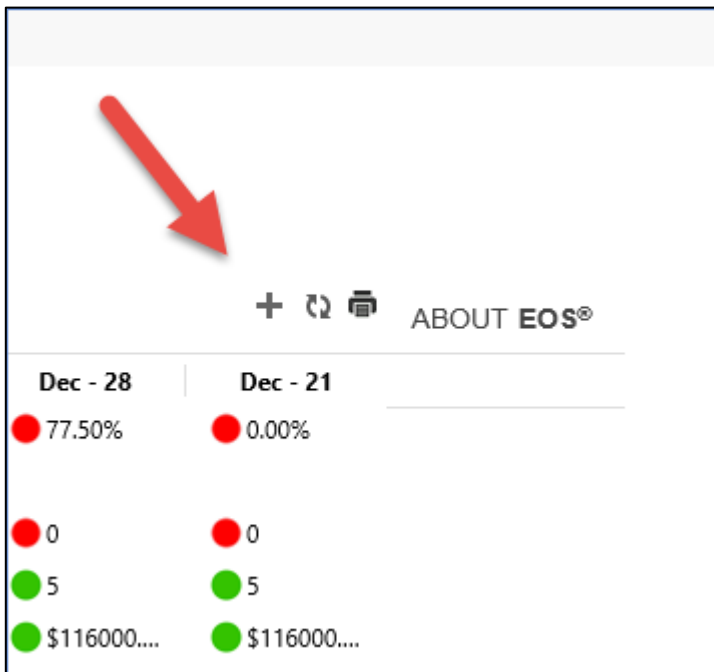
Recalculate the Scorecard

Click on the circular arrows in the upper right corner to recalculate the whole scorecard.
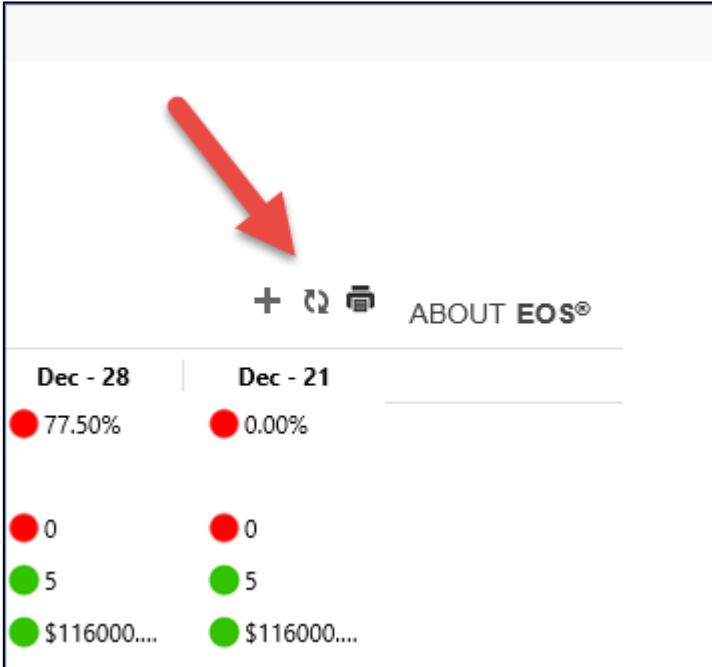
Print Scorecard

Click on the printer icon in the upper right corner to print a copy of the Scorecard.
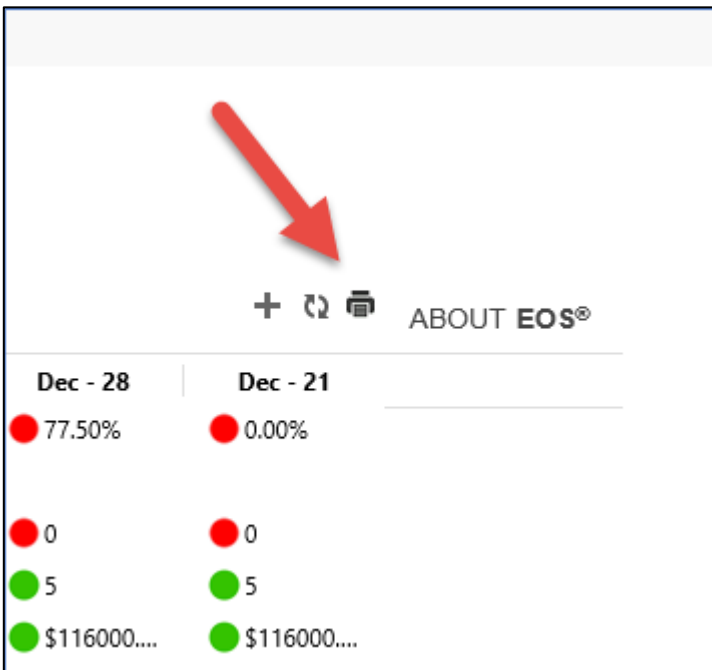
To learn more about EOS

Click on the "About EOS" option in the upper right corner.
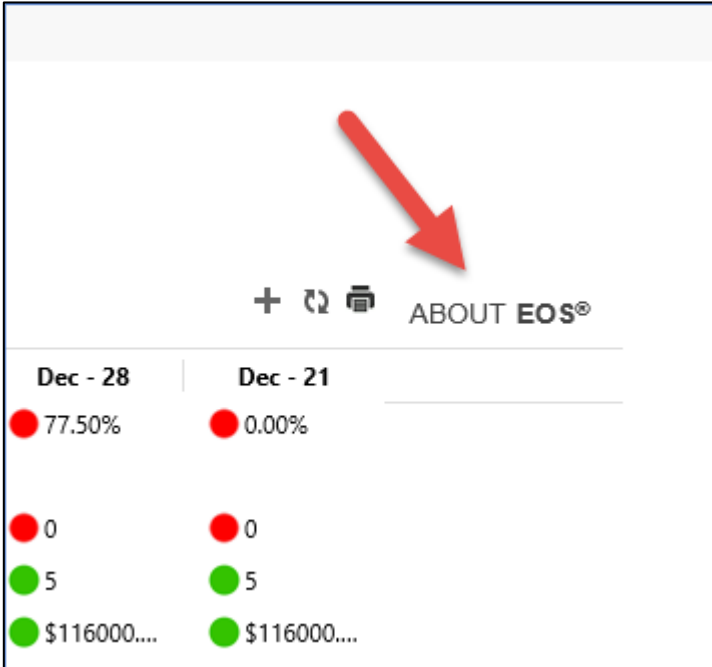
Open an existing Measurable

Click on the Measurable name to open the existing Measurable screen.

Create Measurable screen

MEASURABLE DEFINITION : INFORMATION

New Opportunities ⌄≡

◂ Summary

DEFINITION DETAILS

Name *	**New Opportunities**
Responsible	**Rene Valdes (sample)**
Measurable Type	**Calculated**
Measurable Types *	**New Opportunity # - Week**
Status	**Active**
Goal Type	**Floor**
Field Type * 🔒	**Integer**
Green Goal (Integer)	**10**
Yellow Goal (Integer)	**5**

Name
Select a common name for the Measurable on the Scorecard.

Responsible
Select an individual responsible for meeting the Measurable goals.
The list of individuals is derived from the CRM Contacts.

Measurable Type
Select Calculated or Manual.
Calculated Measurables are calculated by TSP Financial See *EOS Calculated Measurables*
Manual Measurables require that the weekly values be entered.

Calculated Measurable Types
If the Measurable Type is set to Calculated, then select the Measurable from the list. See *EOS Calculated Measurables*

Status
Select Active to have the Measurable show up in the EOS Scorecard.
Select Inactive to keep the Measurable and its data but remove it from the Scorecard.

Goal Type
Select Ceiling if the actual value must be below the goal to be achieved, for example Number or Warranty Claims.
Select Floor if the actual value must be above the goal to be achieved, for example New Leads.

Field Type
If the Measurable Type is set to Manual, you must select the type field value.
    Currency

Decimal
Percentage
Integer

Green Goal

Enter a goal value for the goal to be achieved and show a green light on the scorecard.

Yellow Goal

Enter a goal value for the goal to be partially achieved and show a yellow light on the scorecard.

Add Manual Values

Process Steps

- Open a manually calculated Measurable
- Select the "+" on the lower right grid
- Enter the week starting date
- Enter the Measurable value for the week.

Creating or Editing a Journal Entry

Journal Entries are used to create transactions that update the company's General Ledger.
Use the Journal Entry screen to enter, edit or post Journal Entries. Alternatively, you can edit or post Journal Entries from the Journal Entry Grid.

Process Steps

- Enter the Journal Entry header information and select "Save" from the Action Menu.
- Select Post from the Action Menu when the Journal Entry is complete.

Fields -Header

Journal Type

Journal Types are used to categorize journal entries for reporting purposes.
Transactions from other modules automatically select a journal type such as AR for Revenue transactions.
You can select from the standard types or create new ones in the TSP Financial->System Setup->Financial->GL Journal Types.

Entry Date

This the date the journal entry was created; it defaults to the current date.

Apply Date

The Apply Date is used to determine the accounting period the transaction applies to based on the fiscal periods set up for the company.
For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Journal Description

Enter a description of the transaction to be displayed on reports.
Header level descriptions are automatically copied to each line item.

Recurring

Enter a Recurring Key if you want this transaction to recur on a given cycle such as monthly.
Recurring transactions are recreated in an unposted state so they can be edited before posting.

Reverse Entry

Journal Entries can automatically reverse on a future date.
When the original entry is posted an unposted reversal entry is made with the Apply Date specified.
The reversal can be edited and posted.

Reverse Date

When Reverse Entry is set to "Yes" and reversing date is required. This is usually the following fiscal period
The reversing date will become the Apply Date of the reversing Journal Entry.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Specify Dimensions if most or all of the line items will have the same Dimension codes.

Fields - Grid

Entity Code

This field will only show on the screen if Multi-Entity has been enabled.

Enter the Entity code representing the company or fund to post the line it to.

The Account Number is validated against the Chart of Accounts that are valid for the selected Entity.

Account Number

Select an account number from the list or pop up box.

Part of an account number or account name can be entered for fast lookup.

Debit

Enter a monetary amount as a Debit on the line item. Amounts cannot be negative.

Credit

Enter a monetary amount as a Credit on the line item. Amounts cannot be negative.

Doc Number

Enter an alphanumeric reference to a source document.

Line Description

The line description defaults from the Journal Description specified in the header of the Journal Entry. It can be edited for each line item.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.

Dimensions defined on the header are automatically copied to the line items.

Dimension rules will determine if Dimensions are required or optional on each line item.

Creating or Editing a Bank Book Entry

Use Bank Book Entries to record miscellaneous bank activity that has not been recorded in other modules of TSP Financial. Example are service charges, bank fees, miscellaneous non-receivable cash deposits.

Process Steps

- Enter the Bank Book header information and select "Save" on the Action Menu.
- Select Post from the Action Menu when the Bank Book entry is complete.

Fields -Header

Bank Account

Select the bank account for the Bank Book transaction.

Transaction Type

Select the Transaction Type for the entry you are making.

Transaction Types define whether you are increasing or decreasing the bank balance

Entry Date

This the date the journal entry was created and defaults to the current date.

Apply Date

The Apply Date is used to determine the accounting period the transaction applies to based on the fiscal periods set up for the company.

For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Journal Description

Enter a description of the transaction to be displayed on reports.

Header level descriptions are automatically copied to each line item.

Recurring

Enter a Recurring Key if you want this transaction to recur on a given cycle such as monthly.

Recurring transactions are recreated in an unposted state so they can be edited before posting.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.

Dimensions defined on the header are automatically copied to line items.

Specify Dimensions if most or all of the line items will have the same Dimension codes.

Fields – Grid

Account Number

Select an account number from the list or pop up box.

Part of an account number or account name can be entered for fast lookup.

Debit

Enter a monetary amount as a Debit on the line item. Amounts cannot be negative.

Credit

Enter a monetary amount as a Credit on the line item. Amounts cannot be negative.

Doc Number

Enter an alphanumeric reference to a source document.

Line Description

The line description defaults from the header Journal Description. It can be edited for each line item.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.

Dimensions defined on the header are automatically copied to line items.

Dimension rules will determine if Dimensions are required or optional for each line item

Bank Reconciliation

Use the Bank Reconciliation screen to match cash activity from the company's general ledger to the activity flowing through the company's bank account.

The Bank Reconciliation screen separates cash activity into 3 distinct types, similar to your bank statement.

> Deposits - Mostly made up from Cash Receipts entered in the Revenue module.
>
> Checks - Mostly made up of checks created in the Purchasing module.
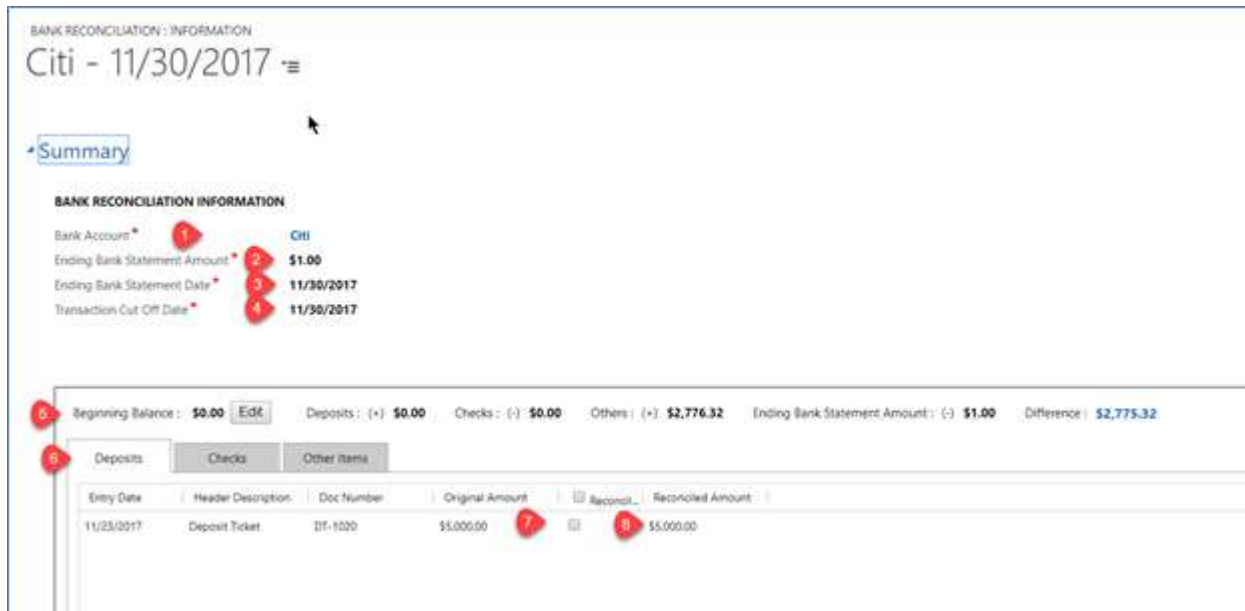
Other Items - Service Charges, bank fees and other activity.

Process Steps

- Enter the form header information and select "Save" on the Action Menu.
- Match the items in the Boxes to the items that have cleared on the bank statement by selecting the check-box on the line item.
- If the amount in the bank statement is different than what was recorded in the general ledger, type the bank statement amount in the Reconciled Amount field.
- When all items have been properly identified, the Difference between the General Ledger and the bank will be $0.
- At this time, you can select the "Complete" menu option to finish the Bank Reconciliation.

Fields -Header

1. Bank Account

Select the bank account that you want to enter the transaction for.
See *Bank Accounts*

2. Ending Bank Statement Amount

Enter the dollar amount from the bank statement ending balance.

3. Ending Bank Statement Date

Enter the date listed on the bank statement for the end of the period.

4. Transaction Cut-Off Date

Only transactions on or before this date will be shown for the Bank Reconciliation.
This date should be equal or later than the Ending Bank Statement Date.

Fields - Grid

- Totals Line

At the top of the grid section TSP Financial will total all the activity from the individual panels and the difference between the bank activity and the General Ledger..
Once complete the difference will equal $0.00 at which time you can select "Complete" from the Action Menu.
Selecting Complete from the Action Menu will close the bank reconciliation and not allow any changes to be made.

- Transaction Panels

Bank transactions are divided into groups and shown as Deposits, Checks and Other Items.
On each panel you can select the items that have cleared the bank.
You can select the column headings to change the sort for each panel.

- Reconciled

Select the check-box for transactions that have been listed on the company's bank statement.

- Reconciled Amount

Reconciled Amount defaults to the transaction amount.
If the transaction cleared the bank for a different amount, enter the bank amount in this field.

Electronic Bank Reconciliation

TSP Financial has the ability to connect with the company's bank account and download bank transactions to make the reconciliation faster.
Additionally, downloaded checks can be automatically reconciled against TSP Financial printed checks.
You can use Rules to automate the creation of recurring entries like service fees.

Process Steps

- Connect to your bank.
- Set Automatic Reconciliation options in the Company configuration.
- Open the Match Screen from the Bank Reconciliation Action Menu.
- Process downloaded bank transactions.

Connect Bank Account

Select TSP Financial->System Setup->Additional Resources->Connect Bank Account.
Search for your bank account.

Select your bank account from the list.
Enter your bank credentials

Note TSP Financial does not store your bank credentials; they are stored encrypted by our service provider.

Select the correct bank account to join to the TSP Financial bank account and select OK in the upper corner.

TSP Financial will immediately start to download bank transactions.

Set Automatic Reconcile parameters

Select TSP Financial->System Setup->System ->Company Configuration.
Search for you Financial and Select Auto Reconcile Transactions.
Set Auto Reconcile to Yes

Select the window for automatically reconciling checks. This will allow checks where the bank cleared date is within 30 days of the TSP Financial check date.

Bank Transaction Match Screen

Select Match Screen from the action menu on the Bank Reconciliation screen.
The Match screen will open up showing bank downloaded transactions on the left and the TSP Financial transaction on the right.
Selecting the Hyper-link on any transaction will open more details on that transaction.

1. Bank Account
Select the Bank Account you wish to review.

2. Reconciliation Date
Enter the Reconciliation Date. The transactions on the grid will be limited to activity on or before this date.

3. Download Bank Transactions
TSP Financial will automatically download bank activity each night. If activity is missing or you wish to update the activity this will force a manual download of missing transactions.

4. Create Rule

Summary

RULE INFORMATION

Name *	**Service Fee**	Currency	**US Dollar**
Rule Type *	**Automatic**		
Money Direction *	**Money In**		
Payee	--		
Description	**Contains**		**Service Fee**
Amount	--		
Reference	--		
Any Text Field	--		

Select a single bank account for which the rule applies *
Bank of America

Create Transaction

TRANSACTION INFORMATION

Transaction Type	**Journal Entry**
Account Number *	**6120-0000 Bank Charges**
Transaction Description	**Service Fee**

For recurring transactions, you can create a rule that will automatically match to the transaction and can be processed with the Process menu option.

Based on the criteria in the rule it can automatically match to the downloaded Bank transaction.

Rules can automatically match to transactions or be manually selected.

Transaction entries will not be made until the rules are processed.

Select bank transactions with rules and select Process from the menu.

5. Create Transaction

Gravity Transactions

Transaction Type	Journal Entry ▼
Account Number*	🔍
Description*	

Post   Cancel

If there is not a match for the bank transaction, such as a service fee, you can select the bank transaction and click Create Transaction from the menu.

You will be presented with an option to create a Journal Entry and/or a Check, Voucher/Check or Deposit, Invoice/Deposit based on the sign of the transaction.

Upon Posting the transaction it will be automatically reconciled.

6. Ignore Transaction

If there are downloaded bank transactions that you do not want to match or are no longer significant,
you can select the appropriate transactions and use the Ignore menu option to remove them from the grid.

7. Process

This will create TSP Financial transactions for selected bank items where rules have been applied.
Only those items that have been select with the check box and have rules identified will be processed.

8. Match

Select one or more bank transactions on the left and the associated TSP Financial transaction on the right.
If the amounts are equal, you can select Match and the amounts will be reconciled.

9. Find

This will bring up a search box to find transactions on the TSP Financial side.

Revenue

Revenue is where Customers can be invoiced and payments are received. Item Master information can be maintained to facilitate invoice creation.

Creating or Editing an Invoice

Invoice Entry is used to record bills and adjustments sent to customers.
Use the Invoice Entry screen to enter, edit, print or post Invoices and Credits. Alternatively, you can edit, print or post Invoices Entries from the Invoice Entry grid display.
An individual Invoice can be printed from the Action Menu.

Process Steps

- Enter the Invoice header and details.
- Select Save from the Action Menu.
- Select Post when the Invoice is complete (alternatively Invoices can be posted from the Invoice grid Action Menu).
- Optional select Invoice Print from the Action Menu.
- The invoice will be displayed on the screen.
- Select Email or Print.

Fields - Header

Transaction Mode

Select Bill to enter Invoices to Customers. Select Credit to enter negative adjustments such as a Customer Credit memo.
Selecting Credit will open the Apply To field, allowing you to optionally apply the credit to a previous Bill.

Customer ID

Select a Customer. You can use the in-line search capability or the drop-down search box.
Selecting a Customer will retrieve the Customers defaults.

Customer Name

Customer Name will display confirming your Customer selection.

Invoice Date

Invoice Date will default to the current date. Invoice Date combined with Customer Terms will calculate the Due Date and Discount Date.

Purchase Order Number

If needed, you may enter the customer's purchase order number for reference.
The purchase order number will print on the customer's invoice unless it is toggled off in Company Configuration.

Recurring Code

Enter a Recurring Code if you want this transaction to recur on a given cycle, such as monthly.
Recurring transactions are recreated in an unposted state so they can be edited before posting.

Bill To

Bill To address will default from the Customer record. Bill To can be changed on each Invoice.
Bill To address will be printed on the customer's Invoice.

Ship To

Ship To address will default from the Customer record. Ship To can be changed on each Invoice.
Ship To address will be printed on the customer's Invoice unless it is toggled off in Company Configuration.

Fields - Default

Note: The default section is compressed by on new forms. You can expand it by clicking on the words "Default Values"

Sales Tax

Sales Tax schedule will default from the customer's record.
Sales Tax schedule can be changed on each Invoice.

Terms

Customer Terms will default from the Customer record. Terms can be changed on each Invoice.
Terms codes will drive the calculation of the Invoice due date, discount date and discount amount.

Territory

Customer Territory will default from the Customer record. Customer Territory can be changed on each Invoice.
Customer Territory will be used in reports and Advanced Find queries.

Salesperson

Customer Salesperson will default from the Customer record. Salesperson can be changed on each Invoice.
Salesperson will print on the customer's invoice unless it is toggled off in Company Configuration.

Due Date

Due Date is automatically calculated from the combination of Invoice Date and Customer Terms.
Due Date can be changed if needed. Due date can be used to help select checks for payment.

Discount Date

Discount Date is automatically calculated from the combination of Invoice Date and Customer Terms.

Entry Date

This the date the journal entry was created and defaults to the current date.

Apply Date

Apply Date is used to determine the accounting period the transaction applies to based on the fiscal periods set up for the company.
For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Use Dimensions if most or all of the line items will have the same Dimension codes.

Fields - Grid

1. +

Selecting the "+" on a saved line will open the default Dynamics form for that line item allowing access to custom fields.

2. Inventory Item

Select an item from the inventory item list. Selecting an Item will retrieve the line item attributes and determine the line pricing.
An Item Number is not required.

Part of an item number or item name can be entered for fast lookup.
The Inventory Item will print on the customer's invoice unless it is toggled off in Company Configuration.

3. Line Description

A line description will default from selecting an inventory item.
If no inventory item number is entered, a description for the line item can be entered.
A line item with only a description is available to create line item comments.

4. Site ID

The Inventory Site ID will default from the Customer record, it can be changed to select Items from another Site.

5. Service Date

If needed, a Service Date for the line item can be entered.
The service date will print on the customer's Invoice unless it is toggled off in Company Configuration.

6. Unit of Measure

A Unit of Measure will default from selecting an inventory item.
If no inventory item number is entered, a Unit of Measure for the line item can be entered.
Select a unit of measure from the list or pop-up box.

7. Quantity Shipped

Enter the quantity Shipped.

8. Rate & Override Rate

Selecting an inventory item number determines the rate charged to a customer.
The item rate is determined by the Item pricing matrix.
If no inventory item is selected, a rate can still be entered for the line item.
Select the Override Rate box to override the Item rate.

Discount	%	Line Amount	Taxable	Revenue Account Number	Cost of Sales Account	Event Date	Program
8	☐	**9** $100.00	**11** 4100-0000 Sales - A	5000-0000 Cost of Sales Labo **12** J Carter Party	Truck 100
	☐	$50 **10** ☑	4100-0000 Sales - A	5010-0000 Cost of Sales Materials	J Carter Party	GR091917
	☐		☐				
	☐		☐				
	☐		☐				

8. Discount & Percent

Use the Discount field to enter a discount amount or percentage.
The discount amount is off the total line amount. If the Discount is a percentage, select the Percentage box.

9. Line Amount

Line Amount is system maintained and calculated by TSP Financial.

10. Taxable

The Taxable flag determines if the line item is to be included in the sales tax calculations for the line item.

The Taxable flag will be defaulted from the Inventory Item number if it is selected for the line.
The Taxable flag can be changed on each line.

11. Account Number

Select an account number from the list or pop-up box.
Part of an account number or account name can be entered for fast lookup.

12. Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Dimension rules will determine if Dimensions are required or optional on each line item.

Fields - Totals

Subtotal, Taxes and Total
These Fields are system maintained fields and calculated by TSP Financial.

Discount
If needed, you can enter a total invoice discount amount.

Freight
If needed, you can add a freight amount to the invoice.

Cash Receipts

Cash Receipts can be used to for the following activities:
- Enter and apply a check or Cash Receipt.
- Enter, apply and post a credit card receipt.
- Apply un-applied Cash Receipts or Credits.

Process Steps

Enter a Check or Cash Receipt
- Select a Customer and Bank Account.
- Create or Select a Deposit Ticket
- Enter Cash Receipt information.
- Select Invoices to apply the receipt to.
- Save the transaction.
- Enter and save additional transactions.
- Post the Deposit Ticket.

Enter a Credit Card Cash Receipt
- Select a Customer and Bank Account.
- Create or Select a Deposit Ticket
- Enter Credit Card information.

- Select Invoices to which to apply the receipt.
- Save the transaction.
- Post the transaction.
- Enter and save additional transactions.
- Post the Deposit Ticket.

Apply Un-Applied Payments and Credits

- Select a Customer and Bank Account.
- Select un-applied receipt or credit.
- Select Invoices to which to apply the receipt or credit.
- Save the transaction.
- Enter and save additional transactions.
- Post the Deposit Ticket.

Fields -Header

Customer ID

Select a Customer. You can use the in-line search capability or the drop-down search box.
Selecting a Customer will retrieve the customer's defaults.

Customer Name

Customer Name will display confirming your customer selection.

Apply To Multiple Entities

By default the cash receipt only brings up the invoices for the company you are working in.
By setting this flag to Yes, TSP Financial will allow one Cash Receipt to be posted to invoices from multiple entities.
Multi-Entity settings must be in place to use this feature.

Deposit Ticket

Select or Create a Deposit Ticket. Deposit Tickets are used to group Cash Receipts transactions into a single Journal Entry for the General Ledger. The Deposit Ticket total should match the bank deposits for bank reconciliations.

Payment Type

Select the type of transaction.

- Check
- Cash
- Wire
- Credit Card
- Apply Credit/ Payment

Payment ID

For payment types Check, Cash, or Wire, enter reference information.
For payment type of Credit Card, the credit card transaction number is returned to this field.

Document Number

For payment types Check, Cash, Wire, or Credit Card, enter a document reference such as a check number.

Credit

For payment type Apply Credit/Payment select the customer's un-applied credit to be applied in this transaction.
Credit is only available when Payment Type Apply Credit/Payment is selected.

Unapplied Cash Receipt

For payment type Apply Credit/Payment select the customer's un-applied cash receipt to be applied in this transaction.
This field is only available when Payment Type Apply Credit/Payment is selected.

Payment Amount

For payment types Check, Cash, Wire, or Credit Card, enter the amount of the cash receipt transaction.

Entry Date

Entry Date is the date the journal entry was created and defaults to the current date.

Apply Date

Apply Date is used to determine the accounting period the transaction applies to based on the fiscal periods set up for the company.
For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Credit Card

For payment type Credit Card only. Select an existing credit card or create a new credit card entry.
Credit Card entries must be posted immediately for validation and application through the Credit Card gateway.

Payment Applied

Shows the total amount of the cash receipt applied to invoices in the grid.
This is a system maintained field. It will be calculated when the batch is saved.

Remaining Amount

Shows the amount of the cash receipt not applied to invoices.
This is a system maintained field. It will be calculated when the batch is saved.

Fields - Grid

The selection grid will not be available until a customer is selected.

Selection Box

When a payment amount is entered TSP Financial automatically applies the amount to the oldest invoices first.
You can remove the selection and/or change the selection by un-checking the selection box.
To remove all selections double click on the header selection box.

Invoice, Apply Date, Entry Date, Due Date, Discount Date & Original Amount

These are reference fields to help identify invoices in the grid.

Remaining Amount

Remaining Amount represents the remaining open amount of the invoice.
You cannot apply more that the remaining amount.

Discount Amount

Selecting an Invoice will allow editing of the discount amount if one was taken by the customer.
TSP Financial does not automatically take the discount amount even if the terms are met.

Write off Amount

You can manually enter or edit a Write off Amount.

Payment Amount

Payment Amount will be the amount from the cash receipt applied to this invoice. It will default to the remaining amount.
You can manually enter or edit Payment Amount if you wish to apply less than the invoice remaining amount.

Deposit Tickets

Deposit Tickets are used to group Cash Receipts to match the bank deposits.
Deposit Tickets can be used as follows:
- Created and Posted from the Cash Receipts entry screen.
- Created, reviewed and posted from the Deposit Ticket screen.

Process Steps

Create a Deposit Ticket
- Deposit Tickets are normally created from the Cash Receipts entry screen.
- Additionally, they can be created from the Deposit Ticket screen.

Post a Deposit Ticket
- Deposit Tickets are normally posted from the Cash Receipts entry screen.
- Additionally, they can be posted from the Deposit Ticket screen.

Fields -Header

Transaction ID

This is a sequential, auto assigned Deposit Ticket ID

Bank Account

Select the Bank Account from which the checks will be drawn.

Entry Date

Entry Date is the date the journal entry was created and defaults to the current date.

Apply Date

Apply Date is used to determine the accounting period the transaction applies to based on the fiscal periods set up for the company.
For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Transaction Amount

This is a sum of the Cash Receipts in the batch.

of Cash Receipts

This is a count of the Cash Receipts in the batch.

Fields - Grid

The grid is populated in the Cash Receipts entry screen.

Cash Receipt, Customer, Payment Amount

These are reference fields to identify the Cash Receipts assigned to the Deposit Ticket.

Creating or Editing a Customer

Customer Entry is used to create or edit customers.

Process Steps

- Enter Customer Details.
- Save Customer Details.
- Enter Customer Addresses.
- Enter Customer Contacts.
- Select appropriate address for the Main and Remit To addresses.

Fields -Header

Customer ID

Customer ID is shorthand for accessing the Customer.
Customer ID is alphanumeric and can be up to 100 characters.
Customer ID is required.

Customer Name

Customer Name is alphanumeric and can be up to 160 characters.
Customer Name is required.

DBA Name

Enter a Doing Business As name if the customer uses a different name.

Active

Select Hold to place the customer on hold preventing new invoices from being produced for the customer.
Cash receipts are still allowed to be applied even when the customer is placed on hold.

Phone, Fax, Email & Web Site

These fields are for informational purposes.

Default Terms

Select the Default Terms code for the customer.
Terms code can be changed on each invoice.

Credit Limit

Enter your credit limit for the customer.

Ship Complete

Select whether the customer allows partial shipments.

Price Class

Select the Price Class appropriate for the customer.

Finance Charge

Enter the percentage for finance charges for the customer.

Salesperson

Enter the default Salesperson for the customer.

Territory

Enter the default Territory for the customer.

Bill To Address

Select the address that belongs as the customer's main address.
Bill To is printed on the customer's invoices.

The customer record must be saved before an address can be created.
Bill To can be changed on each invoice.

Ship To Address

Select the address that belongs as the customer's default Ship To address.
The customer record must be saved before an address can be created.
Ship To may be printed on invoices for the customer.
Ship To can be changed on each invoice.

Statement To Address

Select the address that belongs as the customer's address where statements are sent.
The customer record must be saved before an address can be created.

Sales Tax

Select the Sales Tax Schedule default for the customer.
Sales Tax schedule can be changed on each invoice.

EIN Number/Tax Exempt/Resale Certificate

Enter information here as needed for the customer.

Inter-Entity Customer

Select Yes if this Customer will be used to bill other Entities.
Posted Invoices to this Customer can automatically create Vouchers on the billed Entity.

Fields - Addresses

To enable Addresses and Contacts the Customer Record must be completed and saved.
Select the + icon above the Address Grid.

Name

Enter a name to identify the customer's address.

Email

Enter an email address unique to the customer's address.

Address Details

Enter address details as appropriate.

Fields - Contacts

To enable Addresses and Contacts the Customer Record must be completed and saved.
Select the + icon above the Contact Grid.

First & Last Name

Enter the contact's first and last name.

Address Details

Enter address details as appropriate.

Send Invoice

Select "Yes" if you want this email address included when invoices are emailed to the customer.

Purchasing

Purchasing is where Vouchers can be entered to pay vendors. Checks can be printed and vendors are maintained.

Creating or Editing a Purchase Order

Purchase Orders are used to initiate and confirm the purchase of goods or services from a Vendor.

Use the Purchase Order screen to enter, edit or release Purchase Orders. After a Purchase Order is released it can be changed or canceled.

Purchase Orders can be used for both Inventory and non-inventory items. Additionally, you can flag non-inventory items to require a receiving transaction.

TSP Financial supports both a 2-way and a 3-way match.

A 2-way match is used for goods and services that do not require a receiving transaction. A Purchase Order is matched directly to a Voucher (Vendor Invoice)

A 3-way match is used for Inventory items and non-inventory items flagged for receiving. A Purchase Order is Matched to a PO Receipt. The result of the PO Receipt is matched to a Voucher.

Process Steps

- Enter the Purchase Order header and details.
- Select Save from the Action Menu.
- Select Release when the Purchase Order is complete.
- A Purchase Order can be printed before or after it is released.

OPTIONAL

- Select Change from the Action Menu to change a released Purchase Order.
- When a Purchase Order is Changed it keeps the same transaction number and is incremented with a Release Number.
- A Changed Purchase Order must be Released to confirm the transaction.
- A Released Purchase Order can be Canceled.
- Canceling a Purchase Order will inactivate it and remove any quantities On PO with the related inventory items.

Fields -Header

Vendor ID

Select a Vendor. You can use the in-line search capability or the drop-down search box.
Selecting a vendor will retrieve the vendor's defaults.

Vendor Name

The Vendor Name will display confirming your vendor selection.

Purchase Order Date

Enter the date from the vendor's invoice. The invoice date along with the vendor terms will calculate the Due Date and Discount Date.

Shipping Method

Select the Shipping Method associated with the PO. New Shipping Methods can be added from the selection window or in the System Setup area.

Revision Number

The Revision Number is associated with changes to the original Purchase Order. When a PO is created it will have Revision Number "0". After it is Released the Change option will create an editable PO and increment the Release Number.

Description

This is a text block for documenting instructions or information that can be optionally listed on the Printed Purchase Order.

Vendor Address

This address is defaulted from the Vendor Purchase From Address. It can be changed on each PO.

Ship To Address

The Ship To Address defaults from the address associated with the default Inventory Site. Hitting the Edit button allows the address to be changed for shipment to alternative locations.
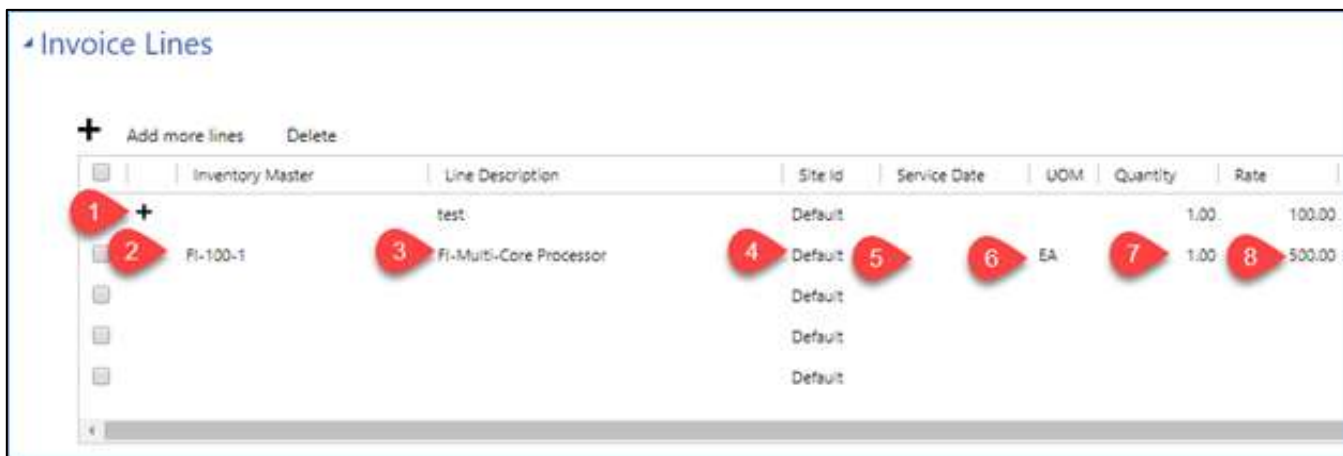
Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Specify Dimensions if most or all of the line items will have the same Dimension codes.

Totals

Discount, Freight and Miscellaneous charges can be added to the PO. An amount entered in the Discount field is subtracted from the Subtotal.

Fields - Default

Note: The default section is compressed by on new forms. You can expand it by clicking on the words "Default Values"

Required Date

Use the Required Date to define the date the items on the PO are required to be delivered. The Required Date can be assigned uniquely to each line item.

Promise Date

Use the Promise Date to define the date the items on the PO are promised by the vendor to be delivered. The Promise Date can be assigned uniquely to each line item.

Requested Date

Use the Requested Date to define the date the items on the PO are requested to be delivered.

Terms

Vendor terms will default from the Vendor record. It can be changed on each voucher.
Terms codes will drive the calculation of the voucher due date, discount date and discount amount.

Buyer

Select the Buyer responsible for the Purchase Order.
this can optionally print on the PO. The Buyer defaults to the current user.

Fields - Grid - Non-Inventory Lines

Line Description

Enter a description to help identify the line item on the printed Purchase Order. You can enter up to 2000 characters in the description.

Quantity

Enter the quantity purchased.

Rate

Enter the rate per item for the purchase.

Amount

The Amount will automatically calculate: quantity x rate.
Alternatively, you can enter an amount for the line item without a quantity and rate.

Receiving Required

By default, Non-Inventory line items do not have receiving function. This is especially useful for services where no product is delivered. A receiving function can be required for some items by selecting the Receiving Required box. These lines cannot be matched to vouchers until they have been received.

Required Date

Use the Required Date to define the date the items on the line are required to be delivered.

Promise Date

Use the Promise Date to define the date the items on the line are promised by the vendor to be delivered.

Account Number

A GL Account number can be optionally entered on each line. This will be the account debited when the items are received or the voucher is matched and posted.
An Account Number is required if the item is selected for Receiving.
Part of an account number or account name can be entered for fast lookup.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Dimension rules will determine if Dimensions are required or optional on each line item.

Fields - Grid - Inventory Lines

TIP:

In the Entity Configuration you can select "Limit Items on PO to Vendor Cost Records". This will only allow selection of approved inventory items for a vendor based on having an Vendor Cost Record established for the Vendor and Item combination.

Item Master

Enter the Inventory Item number or name to select the item to be purchased.

Line Description

The Item description from the selected item will default into the Line Description field. The Item description can be changed specifically for this PO. You can enter up to 2000 characters in the description.

Vendor Item Description

The select item can optionally have a vendor description to identify the item uniquely to the Vendor. TSP Financial will remember the Vendor Item description for future purchases. You can enter up to 2000 characters in the description.

Site ID

Enter Inventory Site you purchasing the items for. This will default to the Default Site in the Entity Configuration.

UoM

Enter the Unit of Measure for the item you are purchasing. Note that you can only enter units assigned to the specific item or where conversions have been set.

Quantity Order

Enter the quantity purchased.

Quantity Remaining

This will default to the Quantity Ordered on a new line item. This field is system maintained and cannot be edited. It represents the Quantity remaining to be received on an PO.

Rate

Enter the rate per item for the purchase. The Rate can default from the last rate used for purchasing this item or from a Vendor specific rate based on a flag set in the Entity Configuration. TSP Financial will always remember the last rate used for the Item & Vendor combination.

Amount

The Amount will automatically calculate: quantity x rate.
Alternatively, you can enter an amount for the line item without a quantity and rate.

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Required Date

Use the Required Date to define the date the items on the line are required to be delivered.

Promise Date

Use the Promise Date to define the date the items on the line are promised by the vendor to be delivered.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Dimension rules will determine if Dimensions are required or optional on each line item.

Creating or Editing a PO Receipt

PO Receipt is used to record that physical items have been received by the company even though the Vendor has not been applied.
PO Receipt is part of a 3-way match, Purchase Order (commitment) -> PO Receipt (Quantity)-> Voucher (Price)
When a PO Receipt is Posted an entry is made to Inventory or identified account and offset to Accrued Purchases.

Process Steps

- Enter the PO Receipt header.
- Select a Purchase Order to match.
- Edit PO Receipt for items received.
- Select Save from the Action Menu.
- Select Post when the PO Receipt is complete.

OPTIONAL

- Items can be added to the PO Receipt if additional items were found in the shipment.
- Purchased Item Canceled or Reject before the PO Receipt is posted.

Process Flow Bar

- A Process Flow Bar is established at the top of the screen allowing one step conversion of a PO Receipt to a Voucher.

Fields -Header

Tip:

To complete the PO Receipt, you must first select the vendor and then use the "Select PO" action to find and select Purchase Orders that are being received on this document.

Tip:

Additional items can be added to the PO Receipt that were not on the selected Purchase Orders.

Tip:

Journal Entries created from posted PO Receipts will credit the account setup in the Entity Configuration for Accrued Purchases.

Receiving Date

Enter the date that the items have been received. The Received Date will default to the current date.

Vendor ID

Select a Vendor. You can use the in-line search capability or the drop-down search box.

Vendor Name

The Vendor Name will display confirming your vendor selection.
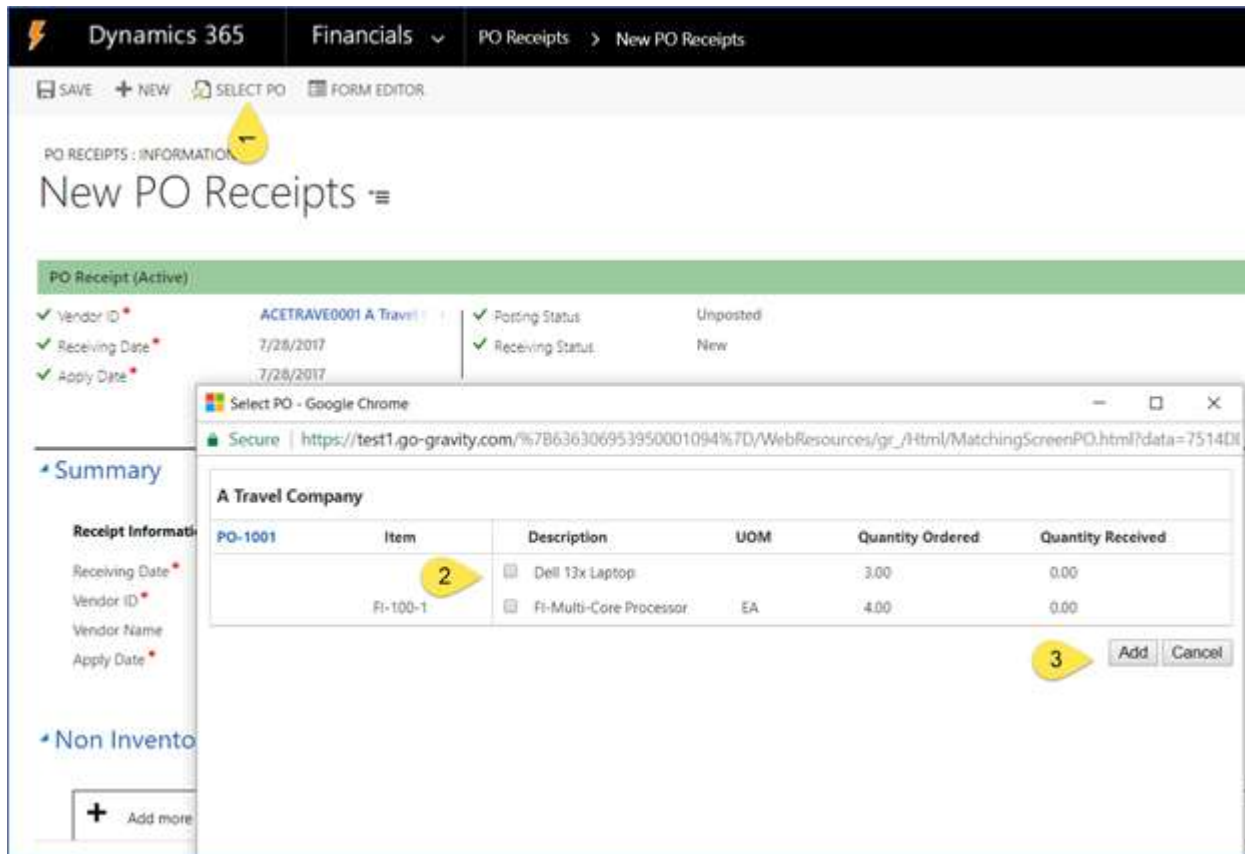
Apply Date

Enter the GL Date that the Journal Entry will have for posting received items.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Specify Dimensions if most or all of the line items will have the same Dimension codes.

Select PO

1. Select PO

Selecting this action will bring up a list of open Purchases Orders for the selected Vendor

2. Select Items

Identify the items being received. Items are arranged based on the originating Purchase Order

3. Add items to the PO Receipt

Selecting the Add button will add the selected lines to the existing PO Receipt.

Fields - Grid - Non-Inventory Lines

Tip:

Only non-Inventory items that have been flagged as Receiving Required can be match to a PO Receipt.

Account Number

A GL Account number is required on each line entered This will be the account debited when the items are Posted.
Part of an account number or account name can be entered for fast lookup.

Line Description

Enter a description to help identify the line item on the printed Purchase Order. You can enter up to 2000 characters in the description.

Quantity Remaining

This is a system maintained field identifying the quantity on the PO Line still reaming to be received from the PO Line

Quantity Canceled/Quantity Rejected

Enter the Quantity of the items that have been Rejected or Canceled. The quantities entered will reduce the Quantity Remaining from the original Purchase Order quantity ordered.

Quantity Received

Enter the quantity of items received on PO Receipt. The quantity received. The Quantity Received x the Rate willdetermine the line amount to be posted to the GL.

Rate

This field will default to the line item rate defined on the Purchase Order. This field is controlled by a flag in the Entity Configuration.

- Editable - the field is viable and can be changed.
- Show - the field is visible but cannot be changed
- Hidden - the field is not visible.

Tip:

If allowed the Rate can be edited and will reflect in the amount posted in the journal entry created.

Amount

The Amount will automatically calculate: quantity x rate. This field is controlled by a flag in the Entity Configuration.

- Editable - the field is viable and can be changed.
- Show - the field is visible but cannot be changed
- Hidden - the field is not visible.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Dimension rules will determine if Dimensions are required or optional on each line item.

Fields - Grid - Inventory Lines

Item Master

Enter the Inventory Item number or name to select the item to be purchased.

Line Description

The Item description from the selected item will default into the Line Description field. The Item description can be changed specifically for this PO. You can enter up to 2000 characters in the description.

Site ID

Enter Inventory Site you purchasing the items for. This will default to the Default Site in the Entity Configuration.

UoM

Enter the Unit of Measure for the item you are purchasing. Note that you can only enter units assigned to the specific item or where conversions have been set.

Quantity Remaining

This is a system maintained field identifying the quantity on the PO Line still reaming to be received from the PO Line

Quantity Canceled/Quantity Rejected

Enter the Quantity of the items that have been Rejected or Canceled. The quantities entered will reduce the Quantity Remaining from the original Purchase Order quantity ordered.

Quantity Received

Enter the quantity of items received on PO Receipt. The Quantity Received will be the quantity posted to the Inventory Location record for the site defined. The Quantity Received x the Rate will determine the line amount to be posted to the GL. The total of Quantity Received + Quantity Canceled + Quantity Rejected will be subtracted from the ON PO field in the Inventory Location record for the selected site.

Rate

This field will default to the line item rate defined on the Purchase Order. The Rate determines the cost posted to Inventory. This field is controlled by a flag in the Entity Configuration.

- Editable - the field is viable and can be changed.
- Show - the field is visible but cannot be changed
- Hidden - the field is not visible.

Tip:

If allowed the Rate can be edited and will reflect in the amount posted in the journal entry created and to Inventory costing.

Amount

The Amount will automatically calculate: quantity x rate. This field is controlled by a flag in the Entity Configuration.

- Editable - the field is viable and can be changed.
- Show - the field is visible but cannot be changed
- Hidden - the field is not visible.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Dimension rules will determine if Dimensions are required or optional on each line item.

Creating or Editing a Voucher

Voucher Entry is used to record bills and adjustments sent from vendors.

Use the Voucher Entry screen to enter, edit or post Vouchers and Credits. Alternatively, you can edit or post Vouchers Entries from the Voucher Entry Grid.

An individual check can be printed from the Action Menu for posted vouchers.

Process Steps - Purchase Order Match

- Enter the Voucher header.
- Select Purchase Orders and Received Items.
- Edit line item details.
- Select Save from the Action Menu.
- Select Post when the voucher is complete (alternatively vouchers can be posted from the voucher grid Action Menu).

Process Steps - Voucher Entry

- Enter the voucher header and details.
- Select Save from the Action Menu.
- Select Post when the voucher is complete (alternatively vouchers can be posted from the voucher grid Action Menu).

OPTIONAL

- Select Print Check from the Action Menu.
- Complete the details in the dialog box.
- Select Print Check from the actions.
- Confirm the details of check printing process in the pop up box and select the Print action.
- A PDF of the checks will be created, open the PDF file and print the PDF file to your printer.
- Be sure to print the checks at the "Actual Size" from the PDF print menu for proper alignment.
- Close the PDF creation box.
- Select the proper action from the print dialog and select Done.
- You will receive a confirmation dialog that the checks printed and posted.

Fields -Header

Tip:

To match Purchase Orders and/or PO Receipts you must first select the vendor and then use the "Select PO" action to find and select Purchase Orders and PO receipts that are being matched on this document.

Transaction Mode

Select "Bill" to enter Invoices from Vendors. Select Credit to enter negative adjustments such as a Vendor credit memo. Selecting "Credit" will open the Apply To field, allowing you to optionally apply the credit to a previous Bill.

Vendor ID

Select a Vendor. You can use the in-line search capability or the drop-down search box.
Selecting a vendor will retrieve the vendor's defaults.

Vendor Name

The Vendor Name will display confirming your vendor selection.

Document Number

Enter an ID to track the voucher back to a source document sent from the vendor.
A warning will be generated if the same document number is entered more than once for a vendor.
This will help you identify if the vendor document has already been entered in TSP Financial.

Invoice Amount

Enter the total amount of the vendor invoice or adjustment.
This amount will have to agree to the total of the line items distributed in the Voucher Lines grid.

Invoice Date

Enter the date from the vendor's invoice. The invoice date along with the vendor terms will calculate the Due Date and Discount Date.

Discount Amount

This amount is calculated from the terms code.

Recurring Code

Enter a Recurring Key if you want this transaction to recur on a given cycle such as monthly.
Recurring transactions are recreated in an unposted state so they can be edited before posting.

Remit To

The Remit To address will default from the Vendor record. It can be changed on the voucher.
The Remit To address will be printed on the vendors check.
If a vendor has checks selected with different Remit To addresses they will be printed as separate checks.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Specify Dimensions if most or all of the line items will have the same Dimension codes.

Fields - Default

Tip:

The default section is compressed by on new forms. You can expand it by clicking on the words "Default Values"

Terms

Vendor terms will default from the Vendor record. It can be changed on each voucher.
Terms codes will drive the calculation of the voucher due date, discount date and discount amount.

1099 Box

The 1099 Box will default from the Vendor record. It can be changed on the voucher.

1099 Amount

The 1099 Amount will default to the Invoice Amount from the voucher header.
It can be changed, if required, to reflect the amount to be reported on the 1099.

Due Date

The Due Date is automatically calculated from the combination of the Invoice Date and vendor terms.
The Due Date can be changed if needed. The discount date can be used to help select checks for payment.

Discount Date

The Discount Date is automatically calculated from the combination of the Invoice Date and vendor terms.

Entry Date

This the date the journal entry was created and defaults to the current date.

Apply Date

The Apply Date is used to determine the accounting period the transaction apples to based on the fiscal periods set up for the company.
For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Fields - Grid - Non-Inventory Lines

Entity Code

This field will only show on the screen if Multi-Entity has been enabled.
Enter the Entity code representing the company or fund to post the line it to.
The Account Number is validated against the Chart of Accounts that are valid for the selected Entity.

Account Number

Select an account number from the list or pop up box.
Part of an account number or account name can be entered for fast lookup.

Line Description

Enter a description to help identify the line item on reports.

Quantity

Enter the quantity purchased.

Rate

Enter the rate per item for the purchase.

Amount

The Amount will automatically calculate: quantity x rate.
Alternatively, you can enter an amount for the line item without a quantity and rate.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Dimension rules will determine if Dimensions are required or optional on each line item.

Fields - Grid - Inventory Lines

Item Master

Enter the Inventory Item number or name to select the item to be purchased.

Line Description

The Item description from the selected item will default into the Line Description field. The Item description can be changed specifically for this PO. You can enter up to 2000 characters in the description.

Site ID

Enter Inventory Site you purchasing the items for. This will default to the Default Site in the Entity Configuration.

UOM

Enter the Unit of Measure for the item you are purchasing. Note that you can only enter units assigned to the specific item or where conversions have been set.

Quantity

Enter the quantity of items received. The Quantity Received will be the quantity posted to the Inventory Location record for the site defined. The Quantity Received x the Rate will determine the line amount to be posted to the GL. The total of Quantity Received + Quantity Canceled + Quantity Rejected will be subtracted from the ON PO field in the Inventory Location record for the selected site.

Rate

This field will default to the line item rate defined on the Purchase Order. The Rate determines the cost posted to Inventory. This field is controlled by a flag in the Entity Configuration.

Tip:

If the Rate is edited on items that have been received on PO Receipts, the difference in the calculated Amount will be posted to the account identified in the Entity Configuration for the Purchase Price Variance.

Amount

The Amount will automatically calculate: quantity x rate.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Dimension rules will determine if Dimensions are required or optional on each line item.

Selecting and Printing Checks
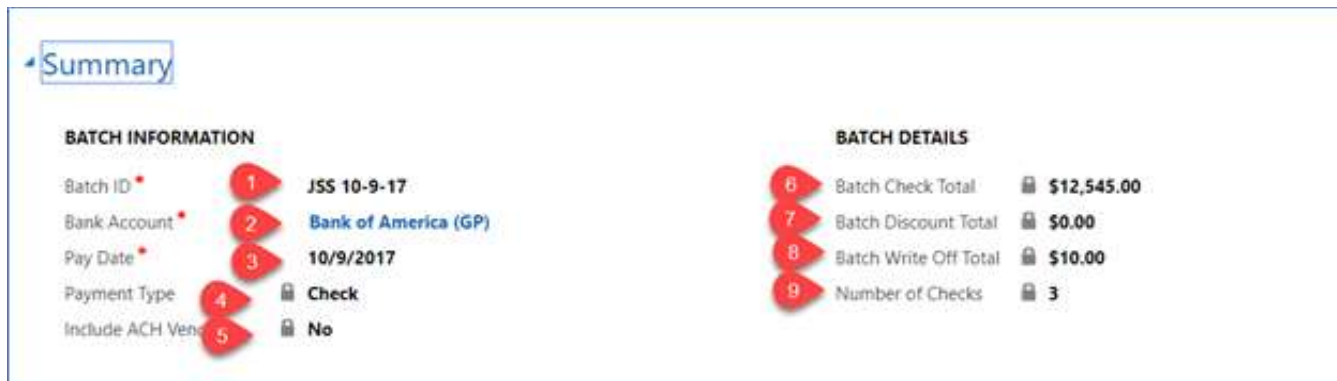
Select Checks is used to select vouchers to be paid and print checks.

A Batch of vouchers will be created based on selection criteria used.
Vouchers are grouped in the batch by Vendor and by Vendor Remit To Address.
Select New on the Action menu to create a batch of checks for processing.

Process Steps

- Create a check batch, selecting vouchers to be paid.
- Save the check batch using the Save option on the Action Menu.
- Select Print Checks from the Action Menu.
- Confirm the details of check printing process in the pop up box and select the Print action.
- A PDF of the checks will be created, open the PDF file and print the PDF file to your printer.
- Be sure to print the checks at the **"Actual Size",** and "No" to "fit to Page" from the PDF print menu for proper alignment.
- Close the PDF creation box.
- Select the proper action from the print dialog and select Done.
- You will receive a confirmation dialog that the checks printed and posted.

Fields -Header

1. Batch ID

Enter a Batch Id to help identify the group of checks you wish to print.

2. Bank Account

Select the Bank Account from which the checks will be drawn.

3. Pay Date

This is the date printed on the check and used for the apply date for posting to the GL.
This date defaults to the current date.

4. Payment Type

You can select Check or ACH as your payment type.
If you select ACH, only Vendors that have complete ACH information will select for the batch.

5. Include ACH Vendors

If you decide to process paper checks, you may choose to include ACH vendors when building the batch.

The default = No and ACH Vendors will not be included in a paper check batch.

6. Batch Check Total

This is a system maintained field. It will be calculated when the batch is saved.

7. Batch Discount Total

This is a system maintained field. It will be calculated when the batch is saved.

8. Batch Write Off Total

This is a system maintained field. It will be calculated when the batch is saved.

9. Number of Checks

This is a system maintained field. It will be calculated when the batch is saved.

Fields - Grid

(1) + Select Vouchers

Select the "+" to open the dialog to select vouchers to be added to the batch.
You can use any of the criteria in the dialog box to filter the vouchers to be added to the batch.
If no filter criteria are added the first 100 vouchers will be added to the batch.
Note: Only 100 vouchers can be added to a batch. To pay more than 100 vouchers you will have to create additional batches.

(2) Due Date & Discount Date

These dates are filters to select which items are displayed in the selection grid.
These dates default to 30 and 7 days respectively from the current date.

(3) Vendor Class Filter

Select the first and last Vendor Classes to filter vouchers.
A Vendor Class can be associated to a Vendor on the Vendor master record.
Use Vendor Classes to group vendors for payment. For example, a Class called "EMPLOYEE" can be used to group employee reimbursement checks.

(4) Vendor Name Filter

Select the first and last Vendor by Name to filter vouchers.

(5) Voucher ID Filter

Select the first and last Vouchers by Transaction ID to filter vouchers.

(6) Add to Batch

Press the "Add to Batch" button to add up to 100 vouchers filtered by the criteria to the batch.

If no criteria are completed, the first 100 Vouchers will be added.

Once Vouchers are added to the batch they can be deselected if there are not to be included in the batch for payment.

(7) Reset

Reset all the criteria.

(8) Hide

Hide the dialog box.

Expansion Box

Use the + and - to expand and contract the Vouchers listed in the grid.

Selection Check box

Select either a group of vouchers to be paid or individual vouchers to be paid.

Selecting the voucher or a group will default the total amount of the voucher to be paid.

Discount Amount

Selecting a voucher will default a discount to be taken if based on the terms code and the Pay Date.

You can manually enter or edit a discount.

Write Off Amount

You can manually enter or edit a Write Off Amount.

Payment Amount

The Payment Amount will be the check amount.

You can manually enter or edit the payment amount if you wish to pay less than the total voucher balance.

The total of the Discount Amount + Write Off Amount + Payment Amount cannot exceed the total voucher amount.

Check Maintenance

Check Maintenance can be used to for the following activities:

- Void a check

- Enter a manual check
- Create an automated or manual prepayment

Process Steps

Void a Check

- Select a posted check from the posted automated or manual checks grid display.
- Select Void Check from the Action Menu.

Enter a Manual Check

- Select New from the Action Menu.
- Complete the check header information selecting Manual as the check type.
- Enter the check number for the manual check.
- Select the vouchers that have been paid by the manual check.
- Select Save on the Action Menu
- Select Post on the Action Menu.
- A dialog confirming the check was posted will be presented.

Enter a Prepayment

- Select New from the Action Menu.
- Complete the check header information selecting Manual or Automated as the check type.
- Enter the check number if a manual check is selected.
- Select Yes under the Pre-Payment option and enter the Vendor Check Amount.
- Select Save on the Action Menu.
- Select Post on the Action Menu.
- You will get a dialog confirming the check was posted.
- Select Print Checks from the Action Menu.
- Confirm the details of check printing process in the pop up box and select the Print action.
- A PDF of the checks will be created, open the PDF file and print the PDF file to your printer.
- Be sure to print the checks at the "Actual Size" from the PDF print menu for proper alignment.
- Close the PDF creation box.
- Select the proper action from the print dialog and select Done.
- You will receive a confirmation dialog that the checks printed and posted.

Fields -Header

Vendor ID

Select a Vendor. You can use the in-line search capability or the drop-down search box.
Selecting a vendor will retrieve the vendor's defaults.

Bank Account

Select the Bank Account from which the checks will be drawn.

Payment Method

Select check under the Payment Method.

Check Type

Select Manual if you will be manually creating the check.
Select Automated if you wish TSP Financial to print the check.

Check Number

Enter the number of the manual check created.
This option is not available for an automated check.

Entry Date

This is the date the journal entry is created; it defaults to the current date.

Apply Date

The Apply Date is used to determine the accounting period the transaction applies to based on the fiscal periods set up for the company.
For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Prepayment

Set to "Yes" if you wish to create a check before you receive a vendor invoice.
A prepayment can be applied to a voucher in Apply To Maintenance.

Number of Vouchers

This is a system maintained field. It will be calculated when the batch is saved.

Vendor Check Amount

If Prepayment is selected, enter the prepayment amount.
If not a prepayment, this is a system maintained field. It will be calculated when the batch is saved.

Vendor Discount Amount

This is a system maintained field. It will be calculated when the batch is saved.

Vendor Write Off Amount

This is a system maintained field. It will be calculated when the batch is saved.

Fields – Grid

The Voucher selection grid will not be available if prepayment is set to "Yes".

Pay Date

This is the date printed on the check and used for the apply date for posting to the GL.
This date defaults to the current date.

Due Date & Discount Date

These dates are filters to select which items are displayed in the Voucher selection grid.
These dates default to 30 and 7 days respectively from the current date.

Expansion Box

Use the + and - to expand and contract the Vouchers listed in the grid.

		No of Docu
⊕	☑	2
⊖	☐	9
		Vendor ID
	☐	ACETRAVI
	☐	ACETRAVI

Selection Check box

Select either a group of vouchers to be paid or individual vouchers to be paid.
Selecting the voucher or a group will default the total amount of the voucher to be paid.

Discount Amount

Selecting a voucher will default a discount to be taken based on the terms code and Pay Date.
You can manually enter or edit a Discount Amount.

Write Off Amount

You can manually enter or edit a Write Off Amount.

Payment Amount

The Payment Amount will be the check amount.
You can manually enter or edit the payment amount if you wish to pay less than the total voucher balance.
The total of the Discount Amount + Write off Amount + Payment Amount cannot exceed the total voucher amount.

Apply To Maintenance

Apply To Maintenance is used to apply prepayments or unapplied credits to posted vouchers.

Process Steps

- Enter header information.
- Select Unapplied Credit or Unapplied Payment.
- Select the appropriate document to apply.
- Select the appropriate vouchers in the grid to which to apply the document.
- Select Save from the Action Menu.
- Select Post from the Action Menu.

Fields -Header

Entry Date

This the date the journal entry was created and defaults to the current date.

Apply Date

The Apply Date is used to determine the accounting period the transaction applies to based on the fiscal periods set up for the company.
For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Vendor ID

Select a Vendor. You can use the in-line search capability or the drop-down search box.
Selecting a vendor will retrieve the vendor's defaults.

Apply

Select the document type of unapplied credit or unapplied payment.

Apply Credit

Select the credit document that you want to apply.

Apply Payment

Select the payment document that you want to apply.

Fields - Grid

Due Date & Discount Date

These dates are filters to select which items are displayed in the selection grid.
These dates default to 30 and 7 days respectively from the current date.

Expansion Box

Use the + and - to expand and contract the Vouchers listed in the grid.

Selection Check box

Select either a group of vouchers to be matched or individual vouchers to be matched.
Selecting the voucher or group will default the total amount of the voucher to be paid.

Discount Amount

Selecting a voucher will default a discount to be taken based on the terms code and the Pay Date.
You can manually enter or edit a Discount Amount.

Write Off Amount

You can manually enter or edit a Write Off Amount.

Payment Amount

The Payment Amount will be the check amount.
You can manually enter or edit the payment amount if you wish to match less than the total voucher balance.
The total of the Discount Amount + Write off Amount + Payment Amount cannot exceed the total voucher amount.

Creating or Editing a Vendor

Vendor Entry is used to create or edit vendors.

Process Steps

- Enter Vendor Details.
- Save Vendor Details.
- Enter Vendor Addresses.
- Enter Vendor Contacts.
- Select appropriate address for the Main and Remit To addresses.

Fields - Header

Vendor ID

Vendor ID is shorthand for accessing the Vendor.
Vendor ID is alphanumeric and can be up to 100 characters.
Vendor ID is required.

Vendor Name

Vendor Name is alphanumeric and can be up to 160 characters.
Vendor Name is required.

Print on Check Name

The name printed on a check can be different from Vendor Name.
The name defaults from Vendor Name.

Vendor Account Number

Vendor Account Number allows you to notate your account number with the vendor.

Phone, Fax, Email & Web Site

These are optional fields and are for informational purposes.

1099 Required

If the vendor requires a 1099 select "Yes".
If 1099 Required is set to "Yes", the 1099 Default Box and Tax ID become required.

1099 Default Box

Select the default box on the 1099 for the vendor.
The 1099 Box can be changed on each voucher if needed.

Default Terms

Select a Default Terms code for the vendor.
The Terms code can be changed on each voucher if needed.

Credit Limit

Enter your credit limit with the vendor.

Default Expense Account

Select the default expense account for the vendor.
Expense Account can be changed on each voucher if needed.

Main Address

Select an address that belongs as the vendor's main address.
The vendor record must be saved before an address can be created.

Remit To Address

Select an address that belongs as the vendor's Remit To address.
The vendor record must be saved before an address can be created.
Remit To is printed on any check printed for the vendor.
Remit To can be changed on each voucher.

Fields - Addresses

To enable Addresses and Contacts the Vendor Record must be completed and saved.
Select the + icon above the Address Grid.

Name

Enter a name to identify the vendor's address.

Email

Enter an email address unique to the vendor's address.

Address Details

Enter address details as appropriate.

Fields – Contacts

To enable Addresses and Contacts the Vendor Record must be completed and saved.
Select the + icon above the Contact Grid.

First & Last Name

Enter the contact's first and last name.

Address Details

Enter address details as appropriate.

Inventory

TSP Financial has a real-time multi-location inventory control system.
There are two main records that control Inventory, The Inventory Master record and the Inventory Location record.
There is one Inventory Master record per item, it controls the type and costing of items.
There will be one Inventory Location record for each site that maintains an item, it controls Inventory quantities by site.

To use the TSP Financial Inventory system, you must do the following:

1. Complete the inventory section in the Company configuration screen.
2. Create one or more inventory sites.
3. Create Inventory Master Files.
4. Create Inventory Location Files.

Most Inventory activities are processed in the Purchasing and Revenue areas of TSP Financial. Miscellaneous inventory transactions can be processed in the Inventory Transactions screen.

Creating or Editing an Inventory Transaction

Inventory Transaction Entry is used to record miscellaneous inventory transactions that do not come from the normal course of purchasing or selling items.
Use the Inventory Transaction Entry screen to enter, edit or post inventory additions, decreases or transfers.
Additionally, you can establish inventory beginning balances.

Process Steps

- Enter the Inventory Transaction header and details.
- Select Save from the Action Menu.
- Select Post when the transaction is complete (alternatively transactions can be posted from the Item Transaction Grid Action Menu).

Fields -Header

Site ID

Select the Default Site for the transactions. This can be changed on each line item

Transaction Mode

Select the transaction mode for the entry. All lines on an entry must be the same type of transaction. Available options are:

- Increase Adjustment - Increases the quantity on hand. A cost for each line must be entered.
- Decrease Adjustment - Decrease the quantity on hand. The cost will be determined by the items cost type.
- Beginning Balance - Used to establish an items beginning quantity on hand. **No entry will be made to the General Ledger for this transaction.**
- Transfer - Used to transfer items between locations.

Entry Date

This the date the journal entry was created and defaults to the current date.

Apply Date

The Apply Date is used to determine the accounting period the transaction apples to based on the fiscal periods set up for the company.

For example, an Apply Date of 2/15/2015 will apply the transaction in the calendar period of February if calendar periods are selected in System setup.

Reason Code

Optional. Enter a reason code for the transaction. Reason Codes are established in TSP Financial->System Setup->Inventory->Reason Codes

Fields -Grid

Inventory Master

Select an item from the inventory item list. Selecting an Item will retrieve the line item attributes.
Part of an item number or item name can be entered for fast lookup.

Inventory Description

This is used as reference for the selected item.

Site ID

Defaults from the transaction header. Can be changed by line.
When selecting an Item Transfer, this is the "From" site in the transfer.

Unit of Measure

A Unit of Measure will default from selecting an inventory item.
Select a unit of measure from the list or pop-up box.

Quantity

Select a quantity for the line.

Cost

If selecting an Increase Transaction. An Item cost must be established.

Line Amount

If applicable the line amount is shown.

Adjustment Account

This account defaults from the Item Location. It used for transfers between sited where the Standard cost is different at each site.

Transfer To Site

If processing a Transfer transaction, a "To" site must be entered.

Dimensions

Dimensions are used to define how transactions are categorized for unique reporting requirements.
Dimensions defined on the header are automatically copied to line items.
Dimension rules will determine if Dimensions are required or optional on each line item.

Creating or Editing an Inventory Master File

The Inventory Master file defines inventory items and their overall attributes. Inventory items are then added to sites or locations where their attributes are refined for each site's preferences.

Process Steps

- Enter or Edit Inventory Items
- If the "Add New Items to Default Site" is set to yes, new items added will be also added to the default site in the Inventory Location table.

Fields

Number

Enter an alphanumeric item number to represent the item.
Item number has a maximum length of 100 characters including any special characters like a dash.

Item Name

Enter an alphanumeric name to represent the item.
Item Name has a maximum length of 160 characters including any special characters like a dash.

Generic Name

The generic name is used as an alternative search criteria.
Enter an alphanumeric name to represent the item.
Item Name has a maximum length of 160 characters including any special characters like a dash.

Item Costing

An item costing method must be selected. Available options are:
- FIFO - First In First Out
- LIFO - Last In Last Out

- Weighted Average
- Standard
- Specific Identification

Item Class

Item Classes are used to group items for pricing purposes.

Type

An Item type must be selected. Available options are:
- Sales Item - Items primarily purchased for resale, Item quantities are tracked and cost is based on Item Costing above.
- Material - Items primarily purchased for use in assembly options, Item quantities are tracked and cost is based on Item Costing above.
- Labor - Items used for invoicing. Item quantities are not tracked and no item costing entries are made.
- Kit - Not used at this time
- Other - Items used for invoicing. Item quantities are not tracked and no item costing entries are made.

Unit of Measure

Define a stocking unit of measure.

ABC Code

Select a code A, B or C to help classify inventory based on its value or turns.

Default Price

If no pricing matrix is present, this will be the default price in invoicing.

Standard Cost

This is applicable only if you select the Standard costing method under item costing.

Taxable

Set the flag to yes if the item is taxable.
The customer or Invoice must have a tax schedule identified for tax to be calculated.

Revenue Account

Select the default revenue account for the item.
The revenue account can be changed on each invoice line item.

Expense Account

Select the default expense account for the item.
The expense account can be changed on each invoice line item.

Offset Account

Select the default offset account for the item.
The offset account is used for items with standard costing to charge purchase price variances.

Allow Back Orders

Not used at this time

Width, Length, Height and Weight
Not used at this time

Creating or Editing an Inventory Location File
The Inventory Location file defines inventory items and their specific attributes for a selected site. Attributes in the Item Location override any settings in the Item Master. An Item Master record must be created before an Item Location Record can be created

Process Steps
- Enter or Edit Inventory Master
- Create Item Sites. TSP Financial->System Setup->Inventory->Site
- If the "Add New Items to Default Site" is set to yes, new items added will be also added to the default site in the Inventory Location table.

Fields

Item Number
The Item Number is established in the Item Master. Select an Item Number to add or edit

Name
The Item Name is established as part of the Item Master. It is used as a reference for the item.

Site
Select the Site for the item you are editing. An Item Number and Site combination must be unique.

Purchase Description
This is a description to appear on purchasing documents. By default, it is the same as the Item Name.

Unit of Measure
Define a stocking unit of measure.

Allow Back Orders
Not used at this time.

Primary Vendor
Not used at this time.

Average Lead Time
Not used at this time.

Reorder Quantity
Not used at this time

Status

Not used at this time.

List Price

The List Price is defaulted from the Item Master. It can be changed for each site
If no pricing matrix is present, this will be the default price in invoicing.

Current Cost

This field is maintained by TSP Financial. It represents the last purchased price for an item at the selected site.

Weighted Average Cost

This field is maintained by TSP Financial. It represents the weighted average price for an item at the selected site. The weighted average price will still be maintained even if the costing method is set to another type.

Standard Cost

This field is only applicable to items where the costing method is set to Standard.
The Standard Cost is defaulted from the Item Master. It can be changed for each site.
Once created on a new item it can only be changed by selecting the "Change Standard Cost" from the Action Menu.

Revenue Account

Select the default revenue account for the item.
The List Price is defaulted from the Item Master. It can be changed for each site
The revenue account can be changed on each invoice line item.

Expense Account

Select the default expense account for the item.
The List Price is defaulted from the Item Master. It can be changed for each site
The expense account can be changed on each invoice line item.

Offset Account

Select the default offset account for the item.
The List Price is defaulted from the Item Master. It can be changed for each site
The offset account is used for items with standard costing to charge purchase price variances.

Last Physical Count Date

Not used at this time

Item Quantities

These fields are maintained by TSP Financial and represent the summation of respective transactions for the selected item/site.

Creating or Editing an Item Price Matrix

Inventory Item pricing matrices allow for quick creation of pricing rules to facilitate customers receiving the correct price

during invoicing.

Pricing can be expressed as flat amount or as a percentage of the Default Item Price.

Pricing elements include:

- Customer
- Customer Price Class
- Item
- Item Class
- Item default price

Pricing Hierarchy

The hierarchy on how pricing matrices is as follows:

- Customer/Item (highest)
- Customer/Item Class
- Price Class/Item
- Price Class/Item Class
- Default Item Price (lowest)

As an example, if there is a Default Item price of $100. Price Class/Item Price of $90 and a customer/item class of $75 the invoice price will be $75 as it is highest in the hierarchy.

Process Steps

- Create default prices on inventory items.
- Create Item Classes as necessary to group items for pricing.
- Create Customer Price Classes as appropriate to group customers for pricing.
- Select appropriate matrix type.
- Complete the Price table lines with at least one entry for the correct pricing

Fields -Header

Name

A name for the price matrix being created.

Price Method

Select one of the following pricing methods.

Review the hierarchy above to select the correct method

- Customer/Item - One Customer gets a price or discount % on one item.
- Customer/Item Class - One Customer gets a price or discount % on a group of items.
- Price Class/Item - A group of customers get price or discount on one item.
- Price Class/Item Class - a group of customers get a price or discount on a group of items.

Customer

The field is effective for price methods Customer/Item & for Customer/ Item Class.

Select the appropriate customer for the matrix.

Price Class

The field is effective for price methods Price Class/Item & for Price Class/ Item Class.
Select the appropriate price class for the matrix.

Item

The field is effective for price methods Customer/Item & for Price Class/Item.
Select the appropriate item for the matrix

Item Class

The field is effective for price methods Price Class/Item & for Customer/Item Class.
Select the appropriate Item Class for the matrix.

Price Type

Select Amount or Percentage.
This price type will mark the item price up or down from the default price on the item by the percentage in the line item table.

Fields - Line Item

Unit of Measure

Enter the unit of measure for the pricing table.
This allows different pricing for 12 Each vs 1 Dozen

Starting Quantity & Ending Quantity

Enter the Quantity range for the price level.
TSP Financial allows you to create price breaks for different quantities sold.

Amount/Percentage

This field is based on the Price Type in the header.
When amount is selected this will be the price charged on the invoice for the UOM and Quantity sold.
When percentage is selected, this will represent the percentage increase or decrease from the item default price.
Examples:

            Default Price = $100   Percent = 10   End Price = $110
            Default Price = $100   Percent = -10   End Price = $90

Advanced Financial Statements
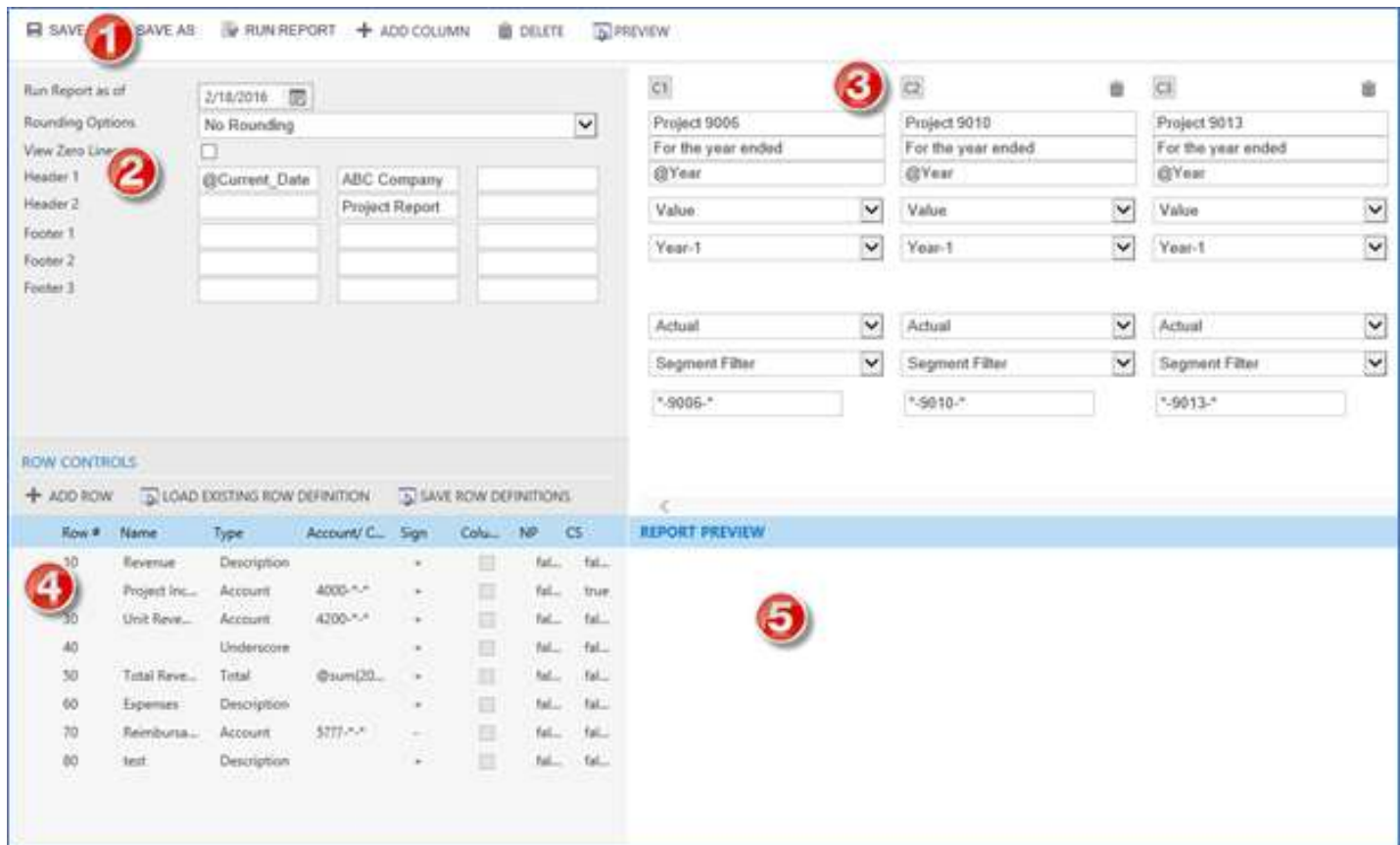
TSP Financial has 2 types of financial reports, standard and advanced. Standard financial reports allow for quick, one click access to standard balance sheets and income statements.
The Advanced Financial Reports allow complete customization of the financial presentation with control over both rows and columns.
Reports can be saved and run at any time.

Overview

Report Sections

The Advanced Report Writer is made up of 5 core sections

1. Report Action Menu
2. Report Options
3. Report Columns
4. Report Rows
5. Report Preview Area

Report Action Menu

Save and Save As

This allows you to save the results of the report layout under an existing or new name. The report name is defined in the upper right corner.

Run Report

The Run Report option allows you to run the existing report format in a new window as a complete report with report headers and labels.
A report can also be run from the main Advanced Financial Statement menu by clicking on the report name.

Add Column

Clicking on the Add Column option adds a new column to the report after the last column that is defined.

Delete

Use the Delete option to Delete the report format. All aspects of the report will be deleted except Row Definitions that have been saved.

Preview

Displays the report contents without the headers and labels in the preview area.
The preview allows to see the results of the report layout while you are still building the report layout.

Report Options

Run Report as of

This date defines how the report columns will be referenced. For column options like This Month and This Year will use this date to determine the contents of each column.
The Report date can be changed at any time when the report is run.

Rounding Options

You can select from No Rounding to Dollars, Hundreds or Thousands
The report numbers will be automatically rounded as defined.

View Zero Lines

By default, when all numbers in a row are zero, the row will not be printed. If you wish these rows to be shown on the report, you must check this option.

Header and Footer Labels
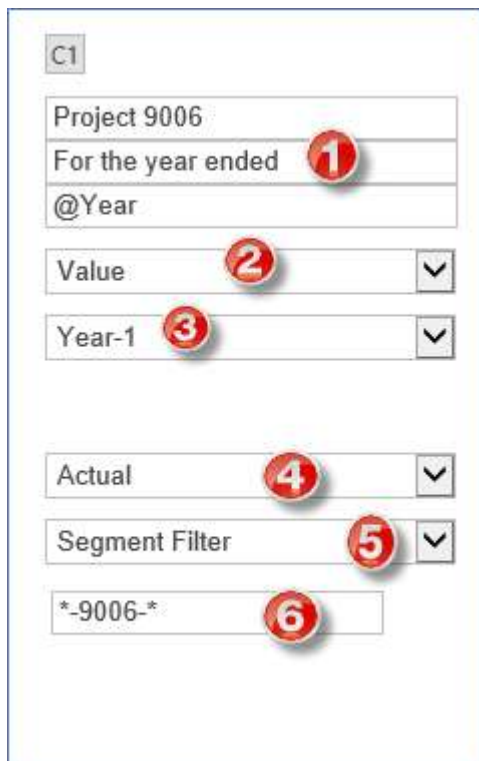
You can enter Header and Footer labels to print when the report is run. The labels will print left, center or right on the report header or footer.
You can enter static text you use report slugs as follows:

> @Current_Date - Prints the Current Date
> @Report_Date - Prints the Report Date

Report Column

Column Name

Each Column has a name defined as C# where the # equals the column number. Column names are used in column calculations.

1 - Column Headings

You can enter 3 column header labels to print when the report is run. The labels will print above the columns when the report is run.

You can enter static text you use report slugs as follows:

> @Cal_Month_Name - Name of the current month
> @Period_Number - The number of the column period
> @Period_Year - The year of the column period
> @Current_Date - Prints the Current Date
> @Report_Date - Prints the Report Date
> @Fiscal_Per_Name - The name of the current column period
> @Fiscal_Year_End - The year end of the year of the end period date for the column
> @Start_Date - The full date of the start of the period for the column
> @End_Date - - The full date of the end of the period for the column

2 - Column Type

Each column can be defined to show values or a calculation.

Values - Shows the values calculated from the row and column calculations

Calculations - Opens the calculation field allowing column related calculations.

> Addition/Subtraction - C1+C2+C3, C1 + C2 - C3
> Percentage of Sales - C3%90 (Calculate percentages for column C3, use row 90 as the TotalIncome divisor)

3 - Time Frame

Select the column time frame for reporting. Time frames can be set as relative or absolute.
A relative time frame uses the report date as its reference. For example, Month-1 would be the prior month to the report date.
Absolute dates are fixed start and end dates. Choose Custom Dates - open the start and end date options

4 - Actual vs Budget

A column can be defined as an actual number or a budget number for the column period. If Budgets are selected, the budget selection field opens to allow selection of the appropriate budget.

5 - Filter Type

Each Column can optionally have an account or segment filter. If no filter is selected, the value will be calculated exclusively from the row value.
Column segment filters will override row filers in defining the field values. Column segment filters will not override row account values.
Column Dimension filters will filter the column values to the selected dimension values.

6 - Filter Value

You can enter the segment of dimension filter.
Segment Filter - Enter the segment filter that applies. Column filters override row filters.

Report Rows

Row Definitions

A group of rows can be saved as a Row Definition. Row Definitions can be loaded into new or existing report definitions.
Row layouts can take time to define. Saving the definitions to be used again can save significant time in creating reports.
Row Definitions are independent of the reports layout. A row definition can be loaded into a report and then edited with our changing the underlying definition.

Add/Edit/Delete Rows

Rows can be added by selecting the Add Row at the top Row control, or by right clicking on an existing row.
Right clicking on a row allows you to Add a row above or below the existing row.
An existing row can be edited by right clicking on it, or by highlighting the row and clicking on the left icons.
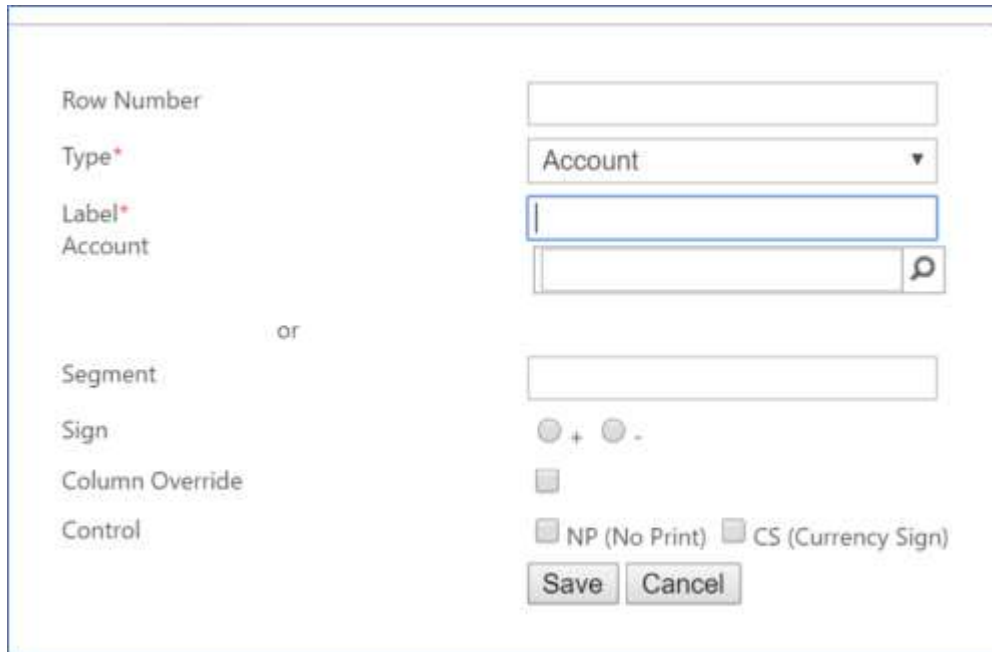
Row Numbers

TSP Financial automatically maintains row numbers as rows are added or deleted.

Row Type

Account

Label - Enter the label that will be printed on the financial report.
Account - Select the account from the chart of accounts to be printed in the row.
   or
Segment - Enter a portion of an account using wild cards to define the row value. See *Using Filters*.
Sign - You can change the sign of the row value for presentation purposes. This does not change the underlying data.
Column Override - To print the row value in only one column instead of all defined columns select Column Override and select the column to print in.
Controls - NP = No Print. Do not print this row, use it in calculations only.
          CS = Currency Sign. Print a currency sign on all row values.

Description

Label - Print this label only. No numbers will print in this row.

Retained Earnings

Using this Type will print the value of Retained Earnings. This is used for creating Balance Sheet reports.

Current Earnings

Using this Type will print the value of Current Earnings. This is used for creating Balance Sheet reports.

Underscore

Using this Type will print a single underscore on all the report columns.

Double Underscore

Using this Type will print a double underscore on all the report columns.

Total

Using this Type will allow the calculations on row values. Options are:
        @sum(range) Example @sum(10:80) with sum the rows 10 to 80.

@sum(value+value-value) Example @sum(10+50-30) this will add rows 10 +50 and subtract row 10.

Account Filters

One of the most powerful properties of the Advanced Financial Statements is the ability to use filters to determine row values.
Wild Cards - * = whole segment filter ? = character filter. The "-" is used to define the segment structure
Row and Column filters can be combined to create complex reports. Column filters override row filters. Column filters do not override full account values.
Syntax = XXXX-XXXX-* Where X is a character or ? wild card, "-" is the segment definition and "*" is the segment wild card.

Examples:

Row Segment value = 4100-*-*
This will sum all accounts starting with 4100

Row Segment value = 41??-1000-*
This will sum all accounts that start with 41 and have 1000 in the second segment

Row Segment value = 41?0
This will sum all accounts that start with 41 and end with 0

Row Segment value = 4100-*-*
Column C1 filter value = *-9010-*
Column C2 filter value = *-8080-*
This will sum all accounts with 4100-9010-* in C1 and 4100-8080-* in C2

Preview

Selecting Preview on the action menu will calculate the row/column values and show them in the preview area. This allows you to see how the row/column values will be calculated in the final report.

Invoice and Purchase Order Templates

TSP Financial leverages Microsoft's Word template technology to print Invoices and Purchase Order forms. TSP Financial takes the embedded Microsoft technology and makes it available to print multiple documents in one process as well as enabling one click creation of PDF formats as well as mass emailing of documents.

By utilizing Microsoft Word to format document templates users get access to all the formatting capability of Microsoft Word in an easy to use application.

Tip:
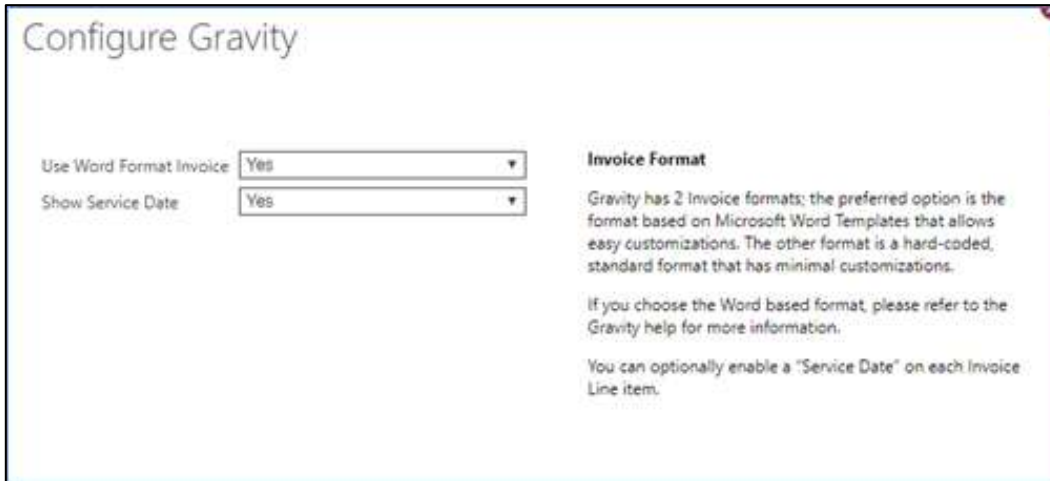
Document templates are registered by company allowing each company to have separate formats. Additionally, one company can have multiple formats for different purposes.

Process Steps

- Enable Word Templates
- Create Default Document Templates
- Download and edit existing formats
- Upload templates

Enable Word Templates

- Word Templates can be enabled in the Configuration Wizard or directly in the Entity Configuration
- Word Templates are enabled by Entity
- Configuration Wizard
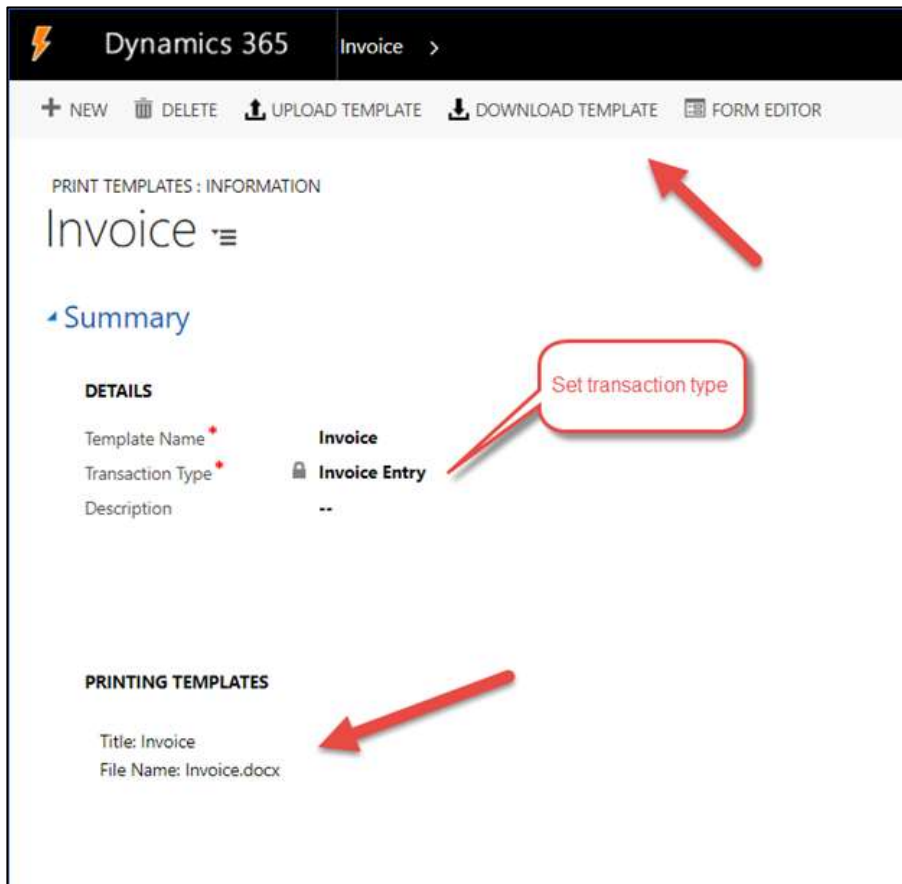
- Entity Configuration

Create Default Templates

- Upload a company logo - In the Entity Configuration file, locate the Invoice Logo area and select the appropriate file. See *Entity Configuration*
  - Note- Company logos must be in a PNG format and no larger than 32 megabytes.
- Create a record the Print Templates section.
  - Financials->System Setup->Communications-Edit Print Templates.
- Select New, enter a template name and template type.
- The first time a template is created for a transaction type, the default Word document will be created.
- Download the default template for editing.

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Download and Edit the default Templates

- Select Download from the Action Menu.
- Open the template in Microsoft Word.
- For more information on creating and editing Word templates see *Using Word Templates*.

Uploading Word Templates

- Select an Existing record or Create a new one.
- Select Upload from the Action Menu, identify the template and select upload.

Tips

- Company Logos must be in PNG format and less than 32 megabytes.
- When the default template is created it uses the logo from the Entity Configuration. The logo can be changed in the template.
- The header portion of the template should be set at 2 inches.
- There is a bug in template formatting. When a repeating line is created, right justified fields become left justified when the template is edited. You will need to Right justify the fields before saving.
- Best practices are to use non-viewable grids to align fields properly.
- TSP Financial creates a composite address field representing all lines used in an address (Address Line 1,2 & 3 City, State & Zip). Using the composite address field will automatically format addresses for the number of lines that are used.

- To incorporate custom fields into the template a new blank Word template must be created from the appropriate record under the "Use Word Templates" option. You can copy the format from an existing template to the new template to speed creation.

Recurring Cycles

Recurring Cycles are used to manage and create recurring transactions.

Process Steps

- Create Recurring Cycle Details.
- Apply Recurring Cycle to the appropriate transaction.
- Workflow creates new transaction.
- Edit and Post the new transaction.
- Workflow creates another new transaction. (At midnight, a CRM Workflow evaluates each recurring transaction and creates new transactions.)

Fields

Name
Unique name for the recurring cycle.

Frequency
Select the frequency of which the transaction will recur.

Options: Daily
              Weekly
              Monthly
              Yearly

Day Of (Week, Month, Year)
Enter the day of the period for the transaction to occur. (1-7, 1-31, 1-365 respectively)
This field is not available for daily transactions.

Ending Date
Enter a date after which the transaction will stop recurring.

End After
Enter the number of time the transaction will recur; after which it will stop.

Next Occurrence Date
This is system maintained and will indicate the next date the transaction will recur.

Number of Occurrences
This is system maintained and will indicate the number of times the transaction will recur.

Transactions in Use
This is system maintained and will display each of the transactions attached to the recurring cycle.

Creating or Editing a Terms Codes

Terms Codes are used to define both customer and vendor terms for payment due dates and discounts.

Process Steps

- Enter Terms Code Details.
- Save Terms Code Details.

Fields -Due Date

Name
Unique name for the terms code schedule.

Terms Type
This will define the Due Date calculation.
Select from the available terms types.

- Due XX Days - Due Date is XX days from the invoice date (i.e. 30 days for Net 30).
- Due on XX Day of the Month - Due date is on a specific day of the month (i.e. 15th of the month).
- Due End of the Month - Due date is the end of the invoice month.
- Due XX Day of the next month - Due Date is on a specific date of the next month (i.e. 10th of the following month).

Days/Date
For all terms types, except End of Month, enter the number of days (30 for Net 30) or the day of the month (10 for due on the 10th

Fields -Discount

Discount
Select "Yes" or "No" to determine if the schedule will have a discount.

Discount Percentage
If Discount is set to yes, enter the discount percentage as a whole number (i.e. 2 for 2%).

If Paid Within XX Days
If Discount is set to "Yes", enter the number of days for the discount to apply (i.e. 10 for a discount if paid within 10 days)

Entity Configuration

Each Entity/Company will have an Entity Configuration file that will hold its defaults settings.
The first Entity Configuration created will be the Master Configuration, it will contain system defaults used by all companies such as the Chart of Account structure.

Process Steps

- Request Temporary or permanent licenses. See *Licensing*
- Complete the Company Configuration Using the Configuration Wizard.
- Edit Configuration Settings as needed.

Fields -Features

Features

Use Multi-Entity	Yes
Enable Inter-Entity Billing	Yes
Inter-Entity Billing Automati	Yes
Auto Reconcile Checks	Yes
Automatic Check Reconciliat	30
Use VAT Taxes	Yes

Use Multi-Entity (Master Only)

Setting the Use Multi-Entity flag to Yes will turn on TSP Financial's ability to manage multiple companies or entities in one database.
When enabled both forms and menu items will appear related to setting up and using multiple companies or entities.
Once this flag is set to Yes, it cannot be turned off.

Enable Inter-Entity Billing

TSP Financial has the ability automatically create a voucher recording a Payable in another entity when an invoice is posted to bill that entity. An example might be billing a management fee. The would be income recored as an Invoice in the originating company, and an expense recored as a Voucher on the accepting company. See *Inter-Entity Billing*

Inter-Entity Billing Automatically Create Vendors

TSP Financial gives you the option of defining which Vendor to use when billing another company or to have the system to automatically set up a new Vendor when the first bill is created. See *Inter-Entity Billing*

Auto Reconcile Checks & Automatic Check Reconciliation within X Days

You can connect your bank account to TSP Financial so that every night the system will download bank activity for bank reconciliation purposes.
When check transactions are downloaded they can automatically be flagged as reconciled if the Check Number and Check Amount agree and the bank cleared date is with in the number of days set.

Use VAT Taxes
When set to Yes the flag will turn on functionality to Purchase Order to manage Value Added Taxes.

Fields -Financial

Fiscal Year End (Master Only)
Enter the initial year end for the company's fiscal year end.
This is used by TSP Financial to automatically create fiscal periods.

Fiscal Period Type (Master Only)
Select the Type of Fiscal Periods your company uses.

- Calendar - TSP Financial will automatically create fiscal periods in the Fiscal Period table for calendar months based on the fiscal year end defined.
- 4 Week - TSP Financial will automatically create fiscal periods in the Fiscal Period table based on 4-week periods.
- 4-4-5 Periods - TSP Financial will automatically create fiscal periods in the Fiscal Period table based on the schedule of 4-week, 4-week then 5-week periods.
- Custom - The Fiscal Periods must be manually maintained in the Fiscal Period Table.

Post to Subledger
Post to Subledger controls whether subledgers (Purchasing, Revenue, Bank Book) post to the General Ledger.
Post to Subledger is normally is checked for proper functioning of the TSP Financial system.
Clear the Post to Subledger checkbox if you are importing historical data from an old system to prevent postings in the subledgers from doubling in the General Ledger.
A warning will appear when posting in a subledger if the Post to Subledger flag is not checked.

Chart of Accounts Segments (Master Only)
Define the Chart of Accounts structure when initializing the company.
Once defined, this structure cannot be changed.
The chart of accounts structure can be from 1 to 3 segments and up to 30 characters in total length.
A minimum of 1 segment is required.

Options:
    A = Alpha only characters.
    # = Numeric Only characters
    @ = Alphanumeric characters.
    - = Segment separator.

Examples:
    ####-#### = 4 numeric character main segment and a 4 numeric character sub-account.
    ####-####-AA = 4 numeric character main segment, a 4 numeric character sub-account followed by a 2
character main account.

Fields -Purchasing

Default AP Account
Enter the Default GL account for Accounts Payable.

Default Discount/Write Off Accounts

Enter the default GL accounts used for Discounts and write Offs during check selection.

Accrued Expenses

Enter the Default GL account where system will post Purchase Order Receipts before the appropriate Vendor bill is received.

Miscellaneous and Freight Accounts

Enter the GL accounts used for Miscellaneous and Freight fields entered during Voucher Entry.

PO Cost on Receiving

During the Purchase Order Receiving function you can choose to allow product costs to Edited, Shown or Hidden.

Limit Items on PO to Vendor Cost Records

This will only allow selection of approved inventory items for a vendor based on having an Vendor Cost Record established for the Vendor and Item combination.

Select Check Format

You can select the format that renders your check the best based on the printer in use.
If you are using TSP Financial with a MICR check printing program like Print Boss it is recommended to use Format 1

Fields -Revenue

Default AR Account

Enter the Default GL account for Accounts Receivable.

Default Discount/Write Off Accounts

Enter the default GL accounts used for Discounts and Write Offs during cash receipts entry.

Default Freight Account

Enter the default GL account used for freight charges added to invoices.

Default Tax Account

Enter the default GL account for sales tax calculated on invoices.
    This account will be overridden by accounts established on each Sales Tax Authority.

Fields -Other

Credit Card Details
See *Working with Credit Cards*

ACH Details

Enter your credentials to allow for electronic payment processing
See *Select Checks*

Use Word Based Invoices

You may select the method to use when printing invoices.
See *Invoice & PO Templates*

PDF Format

You may choose to use either a Letter or A4 size when creating PDF documents.

Invoice Report Image

Select an image to serve as a logo on invoices.
To add or change an image hover your mouse over the image box and select edit.
Company logos must be in a PNG format and no larger than 32 megabytes.

Fields -Inventory

DEFAULT ACCOUNTS

Inventory Account *	1200-0000 Inventory
Inventory Revenue Accoun	4100-0000 Sales - A
Inventory Expense Accoun	5010-0000 Cost of Sales Materials
Inventory Offset Account	5030-0000 Cost of Sales Other
Inventory Price Adjustmen	5040-0000 Purchase Price Variance
Cache Inventory for Entry I	No

Default Accounts

Enter the Default GL Accounts to be used when setting up new Inventory Items. You can change these accounts at any time.

Cache Inventory for Entry

By default TSP Financial loads the list of Inventory Items to memory when a form is loaded. This allows for quick Inventory lookups.
For large Inventory lists this may slow down form load times. This feature can be disabled but may result in a slightly slower Item search.
The Default value = Yes

INVENTORY DETAILS

Create Inventory from CRM	No
Default Site *	Default
New Items to Default Site	Yes
Default Item Costing	FIFO
Default UOM	EA
Allow Back Orders	Yes
Inventory Negative Quanti	Yes
Item Cost to PO	Last
Default Inventory Type	Sales Item

Create Inventory from CRM Products

Turns On or Off the ability to create Inventory Items from the CRM Products form.

Default Site & New Items to Default Site

TSP Financial will automatically add new items to a default site listed when the Item Master is created. It will use the default settings and create Inventory Location records automatically.
This will reduce the amount of effort of setting up new Inventory Items in the site listed.

Default Item Costing & UOM

New Items created will be setup with these defaults for quicker entry. They can be changed before the Item is saved.

Inventory Negative Quantity

This flag will determine if Inventory Quantity on the Item Location record is allowed to go negative.
When Inventory goes negative, TSP Financial used the Weighted Average cost in reports and calculations.
If items are flagged as FIFO or LIFO TSP Financial will recreate the missing Cost Layers and activity to update Inventory when the quantity becomes positive.

Item Cost to PO

TSP Financial allows you to set the default cost on a PO to be the items last cost or a preset cost from the Vendor Cost Record.
Costs are maintained by Vendor, allowing for each Vendor have it's own product costs

Default Inventory Type

When Inventory is created from the CRM Product list it will be given this Type code.

Allow Back Orders

Not used at this time.l

Fields -Dimensions (Master Default)

See *Dimensions*

Fields -Sequence Numbers (Master Default)

Enter the starting sequence numbers for seeding transaction numbers.
Each Transaction number created is prefixed with an alpha code for easy identification
Bank book numbers will come from the Bank Account record if they are entered.
Examples:

> JE-1000 = Journal Entry 1000
> AR-100 = Invoice/Credit 1000
> CK-100 = Check 1000 (This is not the check number, but the system transaction number)

Users

To add users to TSP Financial they must first be setup as CRM Users with a CRM license.
CRM users can additionally be added to TSP Financial by completing the TSP Financial section on the CRM User screen.
Users added to TSP Financial Companies cannot exceed the total TSP Financial License Count.

Process Steps

- Add Users to CRM and assign a CRM License.
- Acquire TSP Financial Licenses. See *Licensing*
- On the User screen select the TSP Financial Entities the user is allowed to access.
- Assign a TSP Financial Role.

Path

> Main Menu->Settings->Security->Users

Fields

User Name

The User Name will be supplied by your System Administrator

"+"

Selecting the "+" will allow a User to be assigned to a Company. A user can only access a company only if they have been assigned to it.

Manage Roles

Select one or more User Roles to provide access privileges. See *Security*
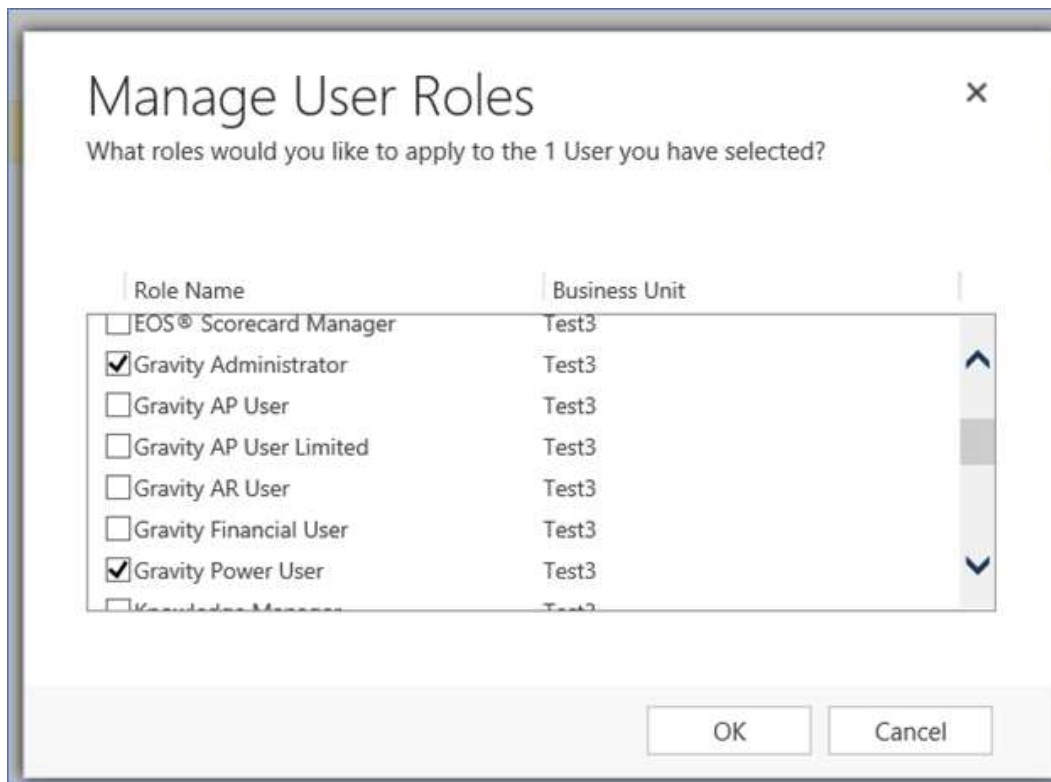
Security

TSP Financial has a multi-tiered security setup:

1. A user must be added to the Microsoft Dynamics/CRM Platform.
2. A user must be given access to at least one company.
3. A user must be assigned a TSP Financial license.
4. A user must be assigned at least one security role.

Adding a user to the Microsoft Dynamics/CRM Platform

Settings->Security-Users->New User.
Please see you IT administrator to add a new user to your platform.

Assigning access to a company

A user must have access to a Company before they can access it for transactions.
On the User record under the Company Access record you can add Companies to the User for access.

Note: When you first add a company to a user the system will also assign the user a TSP Financial license.

Assigning a TSP Financial License

Financials->System Setup->System->License Information
On the License record you can add or remove users from the TSP Financial license.
To remove a user, highlight the user and select the Delete icon on the record.

Assigning or editing a security role

Settings->Security-Users
Select a User in the grid.
On the Action Menu select Manage Roles.
On the role manager window select the appropriate security role for the user.
For more information see *Security Roles*
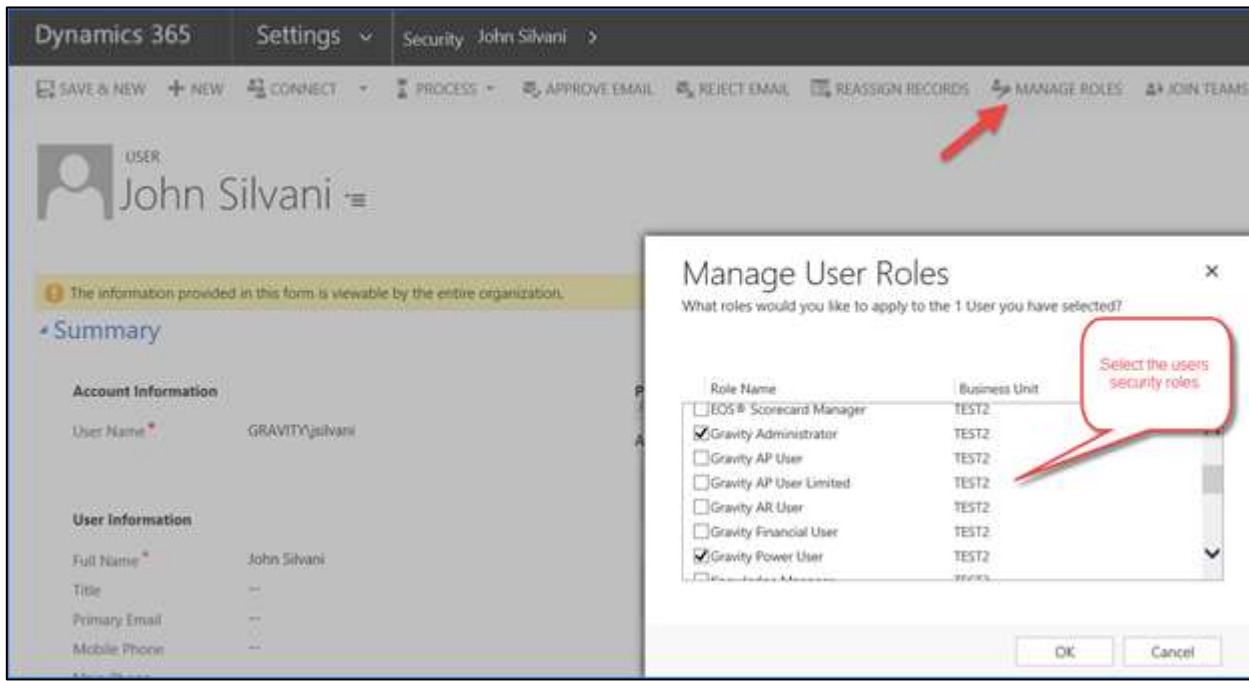
Security Roles

TSP Financial Uses Security Roles to provide security to screens and processes. Optionally security can be enabled to the field level.
Every TSP Financial User must have a TSP Financial License and a Security Role to access TSP Financial.

The Default Roles are

- TSP Financial Administrator
- TSP Financial Power User
- TSP Financial Financial User
- TSP Financial AP User
- TSP Financial AP User Limited
- TSP Financial AR User

 Custom security Roles can be created if needed. A user can have more than one role, in which case they get the capabilities of all the roles combined.

NOTE: We do not recommend that you edit the default TSP Financial security roles because the next time your TSP Financial solution is updated the security roles will be overwritten back to the default. Alternatively, if you wish to edit security roles, copy an existing TSP Financial security role to alter individual permissions. You will need System Admin privileges in order to copay and create new security roles.

Roles are managed in two screens.

Record Access

Home->Settings->Administration->Security Roles
These settings provide read, write, and create security to record types. For example, does a given individual have ability to create or edit Vendors?

Process Access

Home->TSP Financial->System Settings->System->TSP Financial Permissions
These settings provide access to printing, posting and reporting routines. For example, this allows an individual to be able to select checks but not print checks.

Creating a new role.

1. Create or Copy a Security Role for Record Access
The CRM Role for record access must be created first.
See CRM Help for information on role creation.

2. Create a Security Role for Process Access
The TSP Financial Privileges for process access are mapped to the CRM Security Role.

Role Definitions

TSP Financial Administrator

This role does not allow for any transaction entry or processing. It only allows for access to the TSP Financial->System Setup

TSP Financial Power User

This role allows for access to all TSP Financial functions and processes.

TSP Financial AR User
- This role allows for access only to the Revenue records and processes.
- There is no access to Financial or Purchasing records or functions.

TSP Financial AP User

This role allows for access only to the Purchasing records and processes.
There is no access to Financial or Revenue records or functions.

TSP Financial AP User Limited

This role allows for access only to the Purchasing records and processes with the exception of check printing.
There is no access to Financial or Revenue records or functions.

TSP Financial Financial User

This role allows for access only to the financial records and processes.
There is no access to Revenue or Purchasing records or functions.

TSP Financial Administrator Role

Below are the security elements for the TSP Financial Administrator.

Entity	Create	Read	Write	Delete	Append	Append To	Assign	Share
1099 Maintenance								
AP Aging								
AP Apply to Maintenance Line Item								
Apply to Maintenance								
AR Aging								
Bank Account	●	●	●	●	●	●		
Bank Book Entry								
Bank Book Line Item								
Bank Reconciliation								
Budget Entry								
Budget Line Item								
Cash Receipts								
Cash Receipts Line Item								
Chart of Accounts								
Check Maintenance								
Check Select Line Item								
Company Configurations	●	●	●	●	●	●		
Customer Address								
Customer Price Class								
Customer Territory								
Customers								
DIM One	●	●	●	●	●	●		
DIM Three	●	●	●	●	●	●		
DIM Two	●	●	●	●	●	●		
Fiscal Period								
GL Account Type	●	●	●	●	●	●		
GL Journal Type	●	●	●	●	●	●		
Gravity Report								
Inventory Class	●	●	●	●	●	●		
Inventory Location	●	●	●	●	●	●		
Inventory Master								
Inventory Price Table								
Inventory Price Table Line								
Invoice Entry								
Invoice Line Item								
Journal Entry								
Journal Entry Line Item								
Recurring Cycle								
Report Handler Lines								
Reports Handler								
Sales Tax Authority								
Sales Tax Schedule								
Sales Tax Transaction								
Select Checks								
Terms	●	●	●	●	●	●		
Unit Conversion	●	●	●	●	●	●		
Unit of Measure Label	●	●	●	●	●	●		
Vendor								
Vendor Address								
Voucher Entry								
Voucher Line Item								

Miscellaneous Privileges

Posting Privileges

Journal Entry	NO							
Invoice	NO							
Voucher	NO							
Cash Receipts	NO							
Bank Book Entry	NO							

Printing Privileges

Invoice/Credit	NO							
Check Maintenance	NO							
Select Checks	NO							

Reports

General Ledger	NO							
General Ledger Transactions	NO							
Summary Trial Balance	NO							
Balance Sheet Summary	NO							
Balance Sheet Details	NO							
Income Statement	NO							
Check Register Summary	NO							
Check Register Detail	NO							
A/P Aged Trial Balance Summary	NO							
A/P Aged Trial Balance Detail	NO							
Vendor Transactions	NO							
A/R Aged Trial Balance Summary	NO							
A/R Aged Trial Balance Detail	NO							
A/R Invoice Register	NO							
A/R Cash Receipts Register Summary	NO							
A/R Cash Receipts Register Detail	NO							
Customer Transaction	NO							

TSP Financial Power User Role

Below are the security elements for the TSP Financial Power User role.

Entity	Create	Read	Write	Delete	Append	Append To	Assign	Share
1099 Maintenance	•	•	•	•	•	•		
AP Aging	•	•	•	•	•	•		
AP Apply to Maintenance Line Item	•	•	•	•	•	•		
Apply to Maintenance	•	•	•	•	•	•		
AR Aging	•	•	•	•	•	•		
Bank Account	•	•	•	•	•	•		
Bank Book Entry	•	•	•	•	•	•		
Bank Book Line Item	•	•	•	•	•	•		
Bank Reconciliation	•	•	•	•	•	•		
Budget Entry	•	•	•	•	•	•		
Budget Line Item	•	•	•	•	•	•		
Cash Receipts	•	•	•	•	•	•		
Cash Receipts Line Item	•	•	•	•	•	•		
Chart of Accounts	•	•	•	•	•	•		
Check Maintenance	•	•	•	•	•	•		
Check Select Line Item	•	•	•	•	•	•		
Company Configurations	•	•	•	•	•	•		
Customer Address	•	•	•	•	•	•		
Customer Price Class	•	•	•	•	•	•		
Customer Territory	•	•	•	•	•	•		
Customers	•	•	•	•	•	•		
DIM One	•	•	•	•	•	•		
DIM Three	•	•	•	•	•	•		
DIM Two	•	•	•	•	•	•		
Fiscal Period	•	•	•	•	•	•		
GL Account Type		•	•		•	•		
GL Journal Type	•	•	•	•	•	•		
Gravity Report	•	•	•	•	•	•		
Inventory Class	•	•	•	•	•	•		
Inventory Location	•	•	•	•	•	•		
Inventory Master	•	•	•	•	•	•		
Inventory Price Table	•	•	•	•	•	•		
Inventory Price Table Line	•	•	•	•	•	•		
Invoice Entry	•	•	•	•	•	•		
Invoice Line Item	•	•	•	•	•	•		
Journal Entry	•	•	•	•	•	•		
Journal Entry Line Item	•	•	•	•	•	•		
Recurring Cycle	•	•	•	•	•	•		
Report Handler Lines	•	•	•	•	•	•		
Reports Handler	•	•	•	•	•	•		
Sales Tax Authority	•	•	•	•	•	•		
Sales Tax Schedule	•	•	•	•	•	•		
Sales Tax Transaction	•	•	•	•	•	•		
Select Checks	•	•	•	•	•	•		
Terms	•	•	•	•	•	•		
Unit Conversion	•	•	•	•	•	•		
Unit of Measure Label	•	•	•	•	•	•		
Vendor	•	•	•	•	•	•		
Vendor Address	•	•	•	•	•	•		
Voucher Entry	•	•	•	•	•	•		
Voucher Line Item	•	•	•	•	•	•		

Miscellaneous Privileges

Posting Privileges

Journal Entry	YES
Invoice	YES
Voucher	YES
Cash Receipts	YES
Bank Book Entry	YES

Printing Privileges

Invoice/Credit	YES
Check Maintenance	YES
Select Checks	YES

Reports

General Ledger	YES
General Ledger Transactions	YES
Summary Trial Balance	YES
Balance Sheet Summary	YES
Balance Sheet Details	YES
Income Statement	YES
Check Register Summary	YES
Check Register Detail	YES
A/P Aged Trial Balance Summary	YES
A/P Aged Trial Balance Detail	YES
Vendor Transactions	YES
A/R Aged Trial Balance Summary	YES
A/R Aged Trial Balance Detail	YES
A/R Invoice Register	YES
A/R Cash Receipts Register Summary	YES
A/R Cash Receipts Register Detail	YES
Customer Transaction	YES

TSP Financial AR User Role

Below are the security elements for the TSP Financial AR User role.

Entity	Create	Read	Write	Delete	Append	Append To	Assign	Share
1099 Maintenance								
AP Aging								
AP Apply to Maintenance Line Item								
Apply to Maintenance								
AR Aging	●	●	●	●	●	●		
Bank Account		●			●	●		
Bank Book Entry	●				●	●		
Bank Book Line Item	●				●	●		
Bank Reconciliation						●		
Budget Entry								
Budget Line Item								
Cash Receipts	●	●	●	●	●	●	●	●
Cash Receipts Line Item	●	●	●	●	●	●	●	●
Chart of Accounts		●			●	●		
Check Maintenance								
Check Select Line Item								
Company Configurations								
Credit Card	●	●	●	●	●	●	●	●
Customer Address	●	●	●	●	●	●		
Customer Price Class	●	●	●	●	●	●		
Customer Territory	●	●	●	●	●	●		
Customers	●	●	●	●	●	●		
DIM One		●	●	●	●	●		
DIM Three		●	●	●	●	●		
DIM Two		●	●	●	●	●		
Fiscal Period	●	●			●	●		
GL Account Type		●			●	●		
GL Journal Type		●			●	●		
Gravity Report								
Inventory Class	●	●	●	●	●	●		
Inventory Location	●	●	●	●	●	●		
Inventory Master	●	●	●	●	●	●		
Inventory Price Table	●	●	●	●	●	●		
Inventory Price Table Line	●	●	●	●	●	●		
Invoice Entry	●	●	●	●	●	●		
Invoice Line Item	●	●	●	●	●	●		
Journal Entry	●				●	●		
Journal Entry Line Item	●				●	●		
Recurring Cycle	●	●	●	●	●	●		
Report Handler Lines	●	●	●			●		
Reports Handler	●	●	●	●		●		
Sales Tax Authority	●	●	●	●	●	●		
Sales Tax Schedule	●	●	●	●	●	●		
Sales Tax Transaction	●	●	●	●	●	●		
Select Checks								
Terms	●	●	●	●	●	●		
Unit Conversion	●	●	●	●	●	●		
Unit of Measure Label	●	●	●	●	●	●		
Vendor								
Vendor Address								
Voucher Entry								
Voucher Line Item								

Miscellaneous Privileges

Posting Privileges

Journal Entry	NO
Invoice	YES
Voucher	NO
Cash Receipts	YES
Bank Book Entry	NO

Printing Privileges

Invoice/Credit	YES
Check Maintenance	NO
Select Checks	NO

Reports

General Ledger	NO
General Ledger Transactions	NO
Summary Trial Balance	NO
Balance Sheet Summary	NO
Balance Sheet Details	NO
Income Statement	NO
Check Register Summary	NO
Check Register Detail	NO
A/P Aged Trial Balance Summary	NO
A/P Aged Trial Balance Detail	NO
Vendor Transactions	NO
A/R Aged Trial Balance Summary	YES
A/R Aged Trial Balance Detail	YES
A/R Invoice Register	YES
A/R Cash Receipts Register Summary	YES
A/R Cash Receipts Register Detail	YES
Customer Transaction	YES

TSP Financial AP User Role

Below are the security elements for the TSP Financial AP User role.

Entity	Create	Read	Write	Delete	Append	Append To	Assign	Share
1099 Maintenance		●	●	●		●	●	
AP Aging		●	●	●	●	●	●	
AP Apply to Maintenance Line Item		●	●	●	●	●	●	
Apply to Maintenance		●	●	●	●	●	●	
AR Aging								
Bank Account			●			●	●	
Bank Book Entry		●				●	●	
Bank Book Line Item		●				●	●	
Bank Reconciliation								
Budget Entry								
Budget Line Item								
Cash Receipts								
Cash Receipts Line Item								
Chart of Accounts			●			●	●	
Check Maintenance		●	●	●	●	●	●	
Check Select Line Item		●	●	●	●	●	●	
Company Configurations								
Credit Card								
Customer Address								
Customer Price Class								
Customer Territory								
Customers								
DIM One			●	●		●	●	
DIM Three			●	●		●	●	
DIM Two			●	●		●	●	
Fiscal Period		●	●			●	●	
GL Account Type			●			●	●	
GL Journal Type			●			●	●	
Gravity Report								
Inventory Class								
Inventory Location								
Inventory Master								
Inventory Price Table								
Inventory Price Table Line								
Invoice Entry								
Invoice Line Item								
Journal Entry		●				●	●	
Journal Entry Line Item		●				●	●	
Recurring Cycle		●	●	●	●	●	●	
Report Handler Lines		●	●	●			●	
Reports Handler		●	●	●			●	
Sales Tax Authority								
Sales Tax Schedule								
Sales Tax Transaction								
Select Checks		●	●	●	●	●	●	
Terms		●	●	●	●	●	●	
Unit Conversion								
Unit of Measure Label								
Vendor		●	●	●	●	●	●	
Vendor Address		●	●	●	●	●	●	
Voucher Entry		●	●	●	●	●	●	
Voucher Line Item		●	●	●	●	●	●	

Miscellaneous Privileges

Posting Privileges

Journal Entry	NO
Invoice	NO
Voucher	YES
Cash Receipts	NO
Bank Book Entry	NO

Printing Privileges

Invoice/Credit	NO
Check Maintenance	YES
Select Checks	YES

Reports

General Ledger	NO
General Ledger Transactions	NO
Summary Trial Balance	NO
Balance Sheet Summary	NO
Balance Sheet Details	NO
Income Statement	NO
Check Register Summary	YES
Check Register Detail	YES
A/P Aged Trial Balance Summary	YES
A/P Aged Trial Balance Detail	YES
Vendor Transactions	YES
A/R Aged Trial Balance Summary	NO
A/R Aged Trial Balance Detail	NO
A/R Invoice Register	NO
A/R Cash Receipts Register Summary	NO
A/R Cash Receipts Register Detail	NO
Customer Transaction	NO

TSP Financial AP User Limited Role

Below are the security elements for the TSP Financial AP User Limited role.

Entity	Create	Read	Write	Delete	Append	Append To	Assign	Share
1099 Maintenance	•	•	•		•	•		
AP Aging	•	•	•	•	•	•		
AP Apply to Maintenance Line Item	•	•	•	•	•	•		
Apply to Maintenance	•	•	•	•	•	•		
AR Aging								
Bank Account		•			•	•		
Bank Book Entry	•				•	•		
Bank Book Line Item	•				•	•		
Bank Reconciliation								
Budget Entry								
Budget Line Item								
Cash Receipts								
Cash Receipts Line Item								
Chart of Accounts		•			•	•		
Check Maintenance	•	•	•	•	•	•	•	•
Check Select Line Item	•	•	•	•	•	•	•	•
Company Configurations								
Credit Card								
Customer Address								
Customer Price Class								
Customer Territory								
Customers								
DIM One		•	•		•	•		
DIM Three		•	•		•	•		
DIM Two		•	•		•	•		
Fiscal Period	•	•			•	•		
GL Account Type		•			•	•		
GL Journal Type		•			•	•		
Gravity Report								
Inventory Class								
Inventory Location								
Inventory Master								
Inventory Price Table								
Inventory Price Table Line								
Invoice Entry								
Invoice Line Item								
Journal Entry	•				•	•		
Journal Entry Line Item	•				•	•		
Recurring Cycle	•	•	•	•	•	•		
Report Handler Lines	•	•	•			•		
Reports Handler	•	•	•			•		
Sales Tax Authority								
Sales Tax Schedule								
Sales Tax Transaction								
Select Checks	•	•	•	•	•	•	•	•
Terms	•	•	•	•	•	•		
Unit Conversion								
Unit of Measure Label								
Vendor	•	•	•	•	•	•		
Vendor Address	•	•	•	•	•	•		
Voucher Entry	•	•	•	•	•	•		
Voucher Line Item	•	•	•	•	•	•		

Miscellaneous Privileges

Posting Privileges

Journal Entry	NO
Invoice	NO
Voucher	YES
Cash Receipts	NO
Bank Book Entry	NO

Printing Privileges

Invoice/Credit	NO
Check Maintenance	NO
Select Checks	NO

Reports

General Ledger	NO
General Ledger Transactions	NO
Summary Trial Balance	NO
Balance Sheet Summary	NO
Balance Sheet Details	NO
Income Statement	NO
Check Register Summary	YES
Check Register Detail	YES
A/P Aged Trial Balance Summary	YES
A/P Aged Trial Balance Detail	YES
Vendor Transactions	YES
A/R Aged Trial Balance Summary	NO
A/R Aged Trial Balance Detail	NO
A/R Invoice Register	NO
A/R Cash Receipts Register Summary	NO
A/R Cash Receipts Register Detail	NO
Customer Transaction	NO

TSP Financial Financial Role

Below are the security elements for the TSP Financial Financial role.

Entity	Create	Read	Write	Delete	Append	Append To	Assign	Share
1099 Maintenance	•	•	•	•	•	•		
AP Aging		•			•	•		
AP Apply to Maintenance Line Item		•			•	•		
Apply to Maintenance		•			•	•		
AR Aging		•			•	•		
Bank Account	•	•			•	•		
Bank Book Entry	•	•	•	•	•	•		
Bank Book Line Item	•	•	•	•	•	•		
Bank Reconciliation	•	•	•	•	•	•		
Budget Entry	•	•	•	•	•	•		
Budget Line Item	•	•	•	•	•	•		
Cash Receipts		•			•	•		
Cash Receipts Line Item		•			•	•		
Chart of Accounts	•	•	•	•	•	•		
Check Maintenance		•			•	•		
Check Select Line Item		•			•	•		
Company Configurations								
Customer Address		•			•	•		
Customer Price Class		•			•	•		
Customer Territory		•			•	•		
Customers		•			•	•		
DIM One	•	•	•	•	•	•		
DIM Three	•	•	•	•	•	•		
DIM Two	•	•	•	•	•	•		
Fiscal Period	•	•	•	•	•	•		
GL Account Type		•	•		•	•		
GL Journal Type	•	•	•	•	•	•		
Gravity Report								
Inventory Class	•	•	•	•	•	•		
Inventory Location	•	•	•	•	•	•		
Inventory Master	•	•	•	•	•	•		
Inventory Price Table	•	•	•	•	•	•		
Inventory Price Table Line	•	•	•	•	•	•		
Invoice Entry		•			•	•		
Invoice Line Item		•			•	•		
Journal Entry	•	•	•	•	•	•		
Journal Entry Line Item	•	•	•	•	•	•		
Recurring Cycle	•	•	•	•	•	•		
Report Handler Lines	•	•	•			•		
Reports Handler	•	•	•			•		
Sales Tax Authority	•	•	•	•	•	•		
Sales Tax Schedule	•	•	•	•	•	•		
Sales Tax Transaction	•	•	•	•	•	•		
Select Checks		•			•	•		
Terms	•	•	•	•	•	•		
Unit Conversion	•	•	•	•	•	•		
Unit of Measure Label	•	•	•	•	•	•		
Vendor		•			•	•		
Vendor Address		•			•	•		
Voucher Entry		•			•	•		
Voucher Line Item		•			•	•		

Miscellaneous Privileges

Posting Privileges

Journal Entry	YES
Invoice	NO
Voucher	NO
Cash Receipts	NO
Bank Book Entry	YES

Printing Privileges

Invoice/Credit	NO
Check Maintenance	NO
Select Checks	NO

Reports

General Ledger	YES
General Ledger Transactions	YES
Summary Trial Balance	YES
Balance Sheet Summary	YES
Balance Sheet Details	YES
Income Statement	YES
Check Register Summary	NO
Check Register Detail	NO
A/P Aged Trial Balance Summary	NO
A/P Aged Trial Balance Detail	NO
Vendor Transactions	NO
A/R Aged Trial Balance Summary	NO
A/R Aged Trial Balance Detail	NO
A/R Invoice Register	NO
A/R Cash Receipts Register Summary	NO
A/R Cash Receipts Register Detail	NO
Customer Transaction	NO

Licensing

TSP Financial maintains a license for registered uses. Periodically TSP Financial will contact the TSP Financial licensing server and update the license key based of successful monthly payments.

When TSP Financial is initially installed and registered, a one user 30-day temporary license will be created. Upon purchase the license will get updated to reflect the number of users purchased.

TSP Financial Users must have a CRM platform license (Professional, Basic, or Essentials).

Process Steps

- Enter Company Information.
- Select Update License from the Action Menu.
- The system will be updated with a temporary license.
- Identify the TSP Financial User.

Fields

Company Information

All required fields must be completed in order to receive a temporary license.

License Information

These fields are maintained by TSP Financial based on the temporary or purchased licenses.

Enabled Users

Select Users to be enabled for TSP Financial.
TSP Financial Users must first be enabled as CRM licenses on the CRM platform.
Home->Settings->Administration->Users.
1. Add Users to the CRM platform
2. Select the Platform License type under the Administration section.
3. Add users to the TSP Financial Licensing screen.
4. Assign Users Security Roles for CRM and TSP Financial
5. See *Security*

Auto Update

Clicking the Auto Update Preferences link in TSP Financial's System Setup page will display your version of the solution as well as the latest version available.
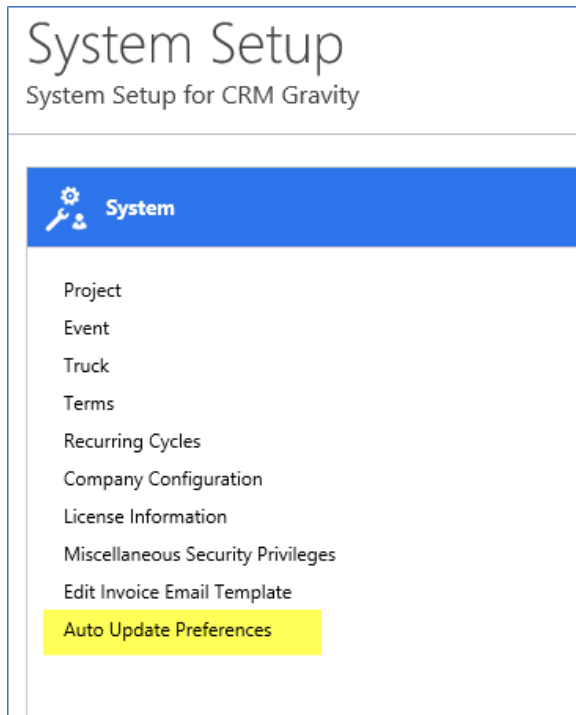
You will be given three choices for keeping the TSP Financial solution up to date.

- **Manual**: Download the latest solution file to your local system and import into CRM at your leisure.

- **Semi-Automated:** Performs and immediate update of your solution without requiring you to download or import a solution. Selecting this option will be immediate and may cause your system to be unavailable for several minutes.

- **Automated:** Performs an update at a date and time of your choosing. This permits you to check for updates to the TSP Financial solution and install the updates during non-business hours.

Automated Update

TSP Financial will automatically scan for an update on the day and time you specify. Times are available in 30-minute blocks. It is recommended you take a backup of your CRM system on the same day prior to the scheduled TSP Financial backup. The automatic update will overwrite customizations to ensure that all new features are enabled when the solution is updated. If you made customizations to entities that are in the TSP Financial solution, your customizations may be overwritten.

Notification User

The user specified as the notification user will be notified when an update completes and the status of the update. To function properly, email must be configured properly in CRM and the user's account enabled for email in CRM. *Read more about this here.*

Key Points of Interest

- Updates are deployed as they are released. Typically, larger updates will occur once a quarter with possible smaller updates occurring more frequently.

- Updates, manual or automatic, use standard CRM solution installation procedures. Installing a solution will overwrite customizations. This is necessary to ensure that all of the new features are enabled when the solution is updated. You should always make sure you have a back-up of your CRM database prior to any solution update. Microsoft Dynamics CRM does not offer the ability to roll back a solution once it has been installed.

- Semi-Automated and Automated updates occur asynchronously and may take several minutes to complete the update. Many factors can contribute to the speed of the update process: demand on the TSP Financial system for solution updates, the performance of your CRM environment, and your network and internet speed and latency.

- TSP Financial's Auto Update feature is available to users with the TSP Financial Power User role and requires the user to have permissions to install solutions in CRM. The updates will run as the TSP Financial user saving the Auto Update preferences. The user can be granted System Administrator or System Customizer roles to ensure that they

have the proper rights to install solutions in CRM.

- Performing a manual update succeeds but with warnings. Many solution imports complete successfully but with warnings about different language labels that were not imported or about workflows being replaced. Warnings can safely be ignored as they are purely informational. If an import fails with errors, download the import log from the import screen to examine the reason for error can contact support if necessary.

Chart of Accounts

The Chart of Accounts defines how transactions for the company will be categorized for reporting or analysis.
The Account number structure is defined when the company is set up in the Company Configuration Screen.

TSP Financial provides 2 types of financial statements reports:
- Quick Reports - These are driven by the Account Type assigned to the chart of accounts
- Advanced Financial Reports - These are created using a row and column reporting elements.

In addition, the fixed segments TSP Financial also provides the ability to tag transactions with Dimension Codes that can be used is the Advanced Financial Reports.

Process Steps

- Enter Account Details.
- Save Account Details.

Fields -Chart of Account

Account Number
Unique GL Account Number.
Account Number Structure and Segments are defined in Company Configuration.

Chart of Accounts Segments
Define the Chart of Accounts structure when initializing the company.
Once defined, this structure cannot be changed.
The chart of accounts structure can be from 1 to 3 segments and up to 30 characters in total length.
A minimum of 1 segment is required.

Options:
> A = Alpha only characters.
> # = Numeric Only characters
> @ = Alphanumeric characters.
> - = Segment separator.

Examples:
> ####-#### = 4 numeric character main segment and a 4-numeric character sub-account.
> ####-####-AA = 4 numeric character main segment, a 4-numeric character sub-account followed by a 2-character main account.

Account Name

Enter a name for each Account. You can search for accounts by their number or their name.

Account Description

Enter an optional Account Description.

Account Type

Select an account type from the list.
Account Types are grouped under standard financial classifications.
TSP Financial uses account types to format predefined quick financial reports.

Chart of Accounts considerations

Advanced Financial Reports

TSP Financial can use wild cards to report on any character with in a segment. For example, an account number like 4000-1202, TSP Financial can use the "12" for unique reporting.

Dimensions are used are part of the column restrictions and therefore should be used where each dimension value would be in a separate column.
For example, using a dimension for events would allow each event to be listed in a separate column.

TSP Financial does not group accounts as parent and children. This grouping concept is very limiting for financial reporting. Advanced Financial Statements provide more flexible grouping options for financial reports using formulas in reporting rows to total and summarize accounts in as needed.

Bank Accounts

TSP Financial allows you to have unlimited Bank Accounts. Each Bank Account must have its own account in the chart of accounts.

Process Steps

- Enter Bank Account Details.
- Save Bank Account Details.

Fields -Bank Account Information

Account Name

Enter unique name for each Bank Account.

GL Account Number

Select the GL Account Number established for the bank account.

Currency

Select a currency for the bank account. This is not currently used by TSP Financial.

Last Reconciled Date & Amount

These fields are maintained by TSP Financial but can be entered when first starting TSP Financial to establish a starting point for bank reconciliations.

Bank Account Number & Routing Number

These fields are currently for reference only and not used by TSP Financial.

Next Check Number

Enter the next number to be printed. TSP Financial will maintain the number automatically as checks are printed.

Next Transaction Number

Enter a starting number for Bank Book Transactions. TSP Financial will automatically maintain this number.

Fields -Bank Account Details

Enter Details relating to the bank account. These are for reference only and not currently used by TSP Financial.

Fiscal Periods

The Fiscal Period table tells TSP Financial how to define periods for Financial Reporting.
TSP Financial provides several options when establishing a company's fiscal periods.
You can allow TSP Financial to maintain fiscal periods for you on a standard schedule or you can define them yourself.
Custom Fiscal Periods allow you to set up any structure to meet your reporting needs.
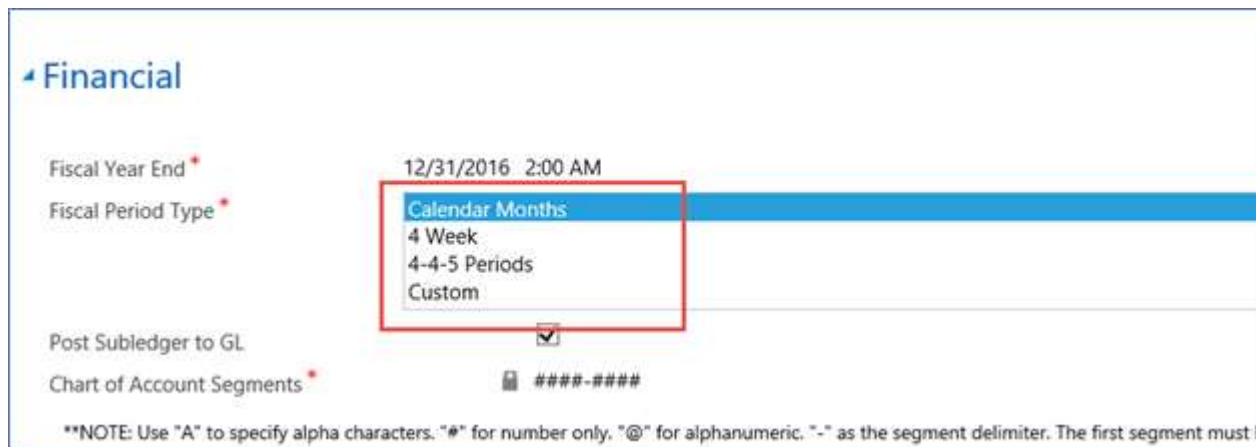
Fiscal Period Type

You must select from the following Fiscal Period Types.

- Calendar Months - TSP Financial will automatically maintain the Fiscal Period table on standard months based on the company's Fiscal Year End.
- 4 Week - TSP Financial will automatically maintain the Fiscal Period table as exactly 4-weeks for each period. This

results in 13 equal 4-week periods.

- 4-4-5 Periods - TSP Financial will automatically maintain the Fiscal Period table at 12 periods. Each Quarter will be 4-week, 4-week and 5-weeks each.
- Custom - TSP Financial will not define the Fiscal Period table. A new table must be defined before entries can be entered into a new year.

Custom Periods

FISCAL PERIOD : INFORMATION

July 2015 ≣

◢ Summary

FISCAL PERIOD INFORMATION

①	Period Name *	July 2015
②	Period Number *	2,015,007
③	Fiscal Year *	2,015
④	Period Begin Date *	7/1/2015
⑤	Period End Date *	7/31/2015

Period Close

⑥	Period Closed General Ledger *	Open
	Period Closed Accounts Receivable *	Closed
	Period Closed to Accounts Payable *	Open
	Period Closed Inventory *	Open
	Period Closed External *	Open

Fiscal Period Information

(1) Period Name - A unique name to define each period
(2) Period Number - A number used to sequent periods. This is defined as Fiscal Period + sequential number
(3) Fiscal Year - The 4 digit Fiscal Year.
(4) Period Begin Date - Enter the date of the first day in the period
(5) Period End Date - Enter the last date of the period.

Note - Fiscal Periods must be contiguous and span the entire fiscal year.

Period Close

(6) Period Close

TSP Financial allows you to close a period by functional area. Closing an area will prevent posting into that period.
A fiscal period can be closed or re-opened at any time.

Sales Tax

TSP Financial allows you to maintain sales tax tables for all the jurisdictions you need. Individual Sales tax authorities are assembled into a sales tax schedule that is applied to customers and invoices.

Process Steps

- Create Sales Tax Authorities with appropriate rates.
- Save Sales Tax Authorities.
- Create Sales Tax Schedules with appropriate authorities.
- Save Sales Tax schedules.
- Enter appropriate Sales Tax Schedule on Customers.
- Mark Appropriate Inventory Items as taxable.

Fields -Sales Tax Authority

TSP Financial->System Setup->Sales Tax Authority

Name
Unique name for each Tax Authority.

Tax Authority ID
Enter your Tax Authority ID.

GL Account
Select the GL Account where the Sales Tax Payable will be posted when Invoices are posted.

Tax Rate %
Enter the Tax Rate percentage.

Tax on Products\Labor
These fields are currently not used.

Fields -Sales Tax Schedule

TSP Financial->System Setup->Sales Tax Schedule
Sales Tax Schedules are a collection of one or more Sales Tax Authorities to properly calculate all the tax layers for a given jurisdiction.

Name

Enter a unique name for each Tax Schedule.
It is best to enter a common name for the jurisdiction which you are collecting taxes, such as Chicago.

Tax Authority 1-8

Enter from 1 to 8 authorities for which you will be collecting Sales Tax.
Examples for:

> City of Chicago
> Cook County
> State of Illinois

1099 Maintenance

TSP Financial keeps a 1099 Summary Record for each vendor for each calendar year.
The 1099 amounts can be manually edited before 1099s are created for a vendor.

Process Steps

- Enter Item Details.
- Save Item Details.

Fields -Header

Vendor ID

Select a Vendor. You can use the in-line search capability or the drop-down search box.
Selecting a vendor will retrieve the vendor's defaults.

Vendor Name

The Vendor Name will display confirming your vendor selection.

Tax Year

One 1099 record is created for flagged vendors for each calendar year.

Tax ID

This is the vendor's tax id as entered on their vendor record.

Fields -Body

The fields in the body of the 1099 record represent the individual boxes for the 1099 amounts being tracked.
These fields can be edited. TSP Financial will post amounts to these fields as vouchers are posted to the system.

Creating or Editing an Item Price Matrix

Inventory Item pricing matrices allow for quick creation of pricing rules to facilitate customers receiving the correct price during invoicing.

Pricing can be expressed as flat amount or as a percentage of the Default Item Price.

Pricing elements include:

- Customer
- Customer Price Class
- Item
- Item Class
- Item default price

Pricing Hierarchy

The hierarchy on how pricing matrices is as follows:

- Customer/Item (highest)
- Customer/Item Class
- Price Class/Item
- Price Class/Item Class
- Default Item Price (lowest)

As an example, if there is a Default Item price of $100. Price Class/Item Price of $90 and a customer/item class of $75 the invoice price will be $75 as it is highest in the hierarchy.

Process Steps

- Create default prices on inventory items.
- Create Item Classes as necessary to group items for pricing.
- Create Customer Price Classes as appropriate to group customers for pricing.
- Select appropriate matrix type.
- Complete the Price table lines with at least one entry for the correct pricing

Fields -Header

Name

A name for the price matrix being created.

Price Method

Select one of the following pricing methods.
Review the hierarchy above to select the correct method

- Customer/Item - One Customer gets a price or discount % on one item.
- Customer/Item Class - One Customer gets a price or discount % on a group of items.
- Price Class/Item - A group of customers get price or discount on one item.

- Price Class/Item Class - a group of customers get a price or discount on a group of items.

Customer

The field is effective for price methods Customer/Item & for Customer/ Item Class.
Select the appropriate customer for the matrix.

Price Class

The field is effective for price methods Price Class/Item & for Price Class/ Item Class.
Select the appropriate price class for the matrix.

Item

The field is effective for price methods Customer/Item & for Price Class/Item.
Select the appropriate item for the matrix.

Item Class

The field is effective for price methods Price Class/Item & for Customer/Item Class.
Select the appropriate Item Class for the matrix.

Price Type

Select Amount or Percentage.
This price type will mark the item price up or down from the default price on the item by the percentage in the line item table.

Fields - Line Item

Unit of Measure

Enter the unit of measure for the pricing table.
This allows different pricing for 12 Each vs 1 Dozen

Starting Quantity & Ending Quantity

Enter the Quantity range for the price level.
TSP Financial allows you to create price breaks for different quantities sold.

Amount/Percentage

This field is based on the Price Type in the header.
When amount is selected this will be the price charged on the invoice for the UOM and Quantity sold.
When percentage is selected, this will represent the percentage increase or decrease from the item default price.
Examples:

Default Price = $100   Percent = 10   End Price = $110
Default Price = $100   Percent = -10   End Price = $90

Creating or Editing a Unit of Measure Schedule

Unit of Measure schedules allow inventory to be bought in one type of container (i.e. case), stocked in another type of measure (i.e. each) and sold in different measures (i.e. boxes or dozens). Unit of Measure conversions will automatically

convert the quantities for each process.

Units of Measure are tied to pricing table so that a case of 12 can have a different price than 12 each.

Changing a UOM on an invoice does not change the line item price if the Default Item price is being used. UOM are tied to price matrices and will change the line item price if price matrices are being used. See *Item Pricing*

Process Steps

- Define the Units of Measure you will be using.
- Define the UOM Conversions schedules.

Fields -Units of Measure

> TSP Financial->System Setup->Inventory->Units of Measure

Name

> Enter a name for each of the measures you will be using such as Each, Case, Pallet etc.

Fields -UOM Conversions

> TSP Financial->System Setup->Inventory->UOM Conversions

Name

Enter a name for each of the UOM schedules you will be creating.

Default Unit of Measure

Select the default unit of measure for the schedule.

This is usually the UOM applied to the inventory item.

This UOM is used as the base to calculate to/from other UOM.

UOM Types

Select up to 5 differing UOM to be used in this conversion.

UOM Type Quantities

Enter the quantity for the conversion from the default UOM.

Multi-Entity

TSP Financial supports creating more than one self-balancing set of ledgers (Multiple Entities) in a single CRM database.

This feature can be used to set up several related companies for easy access, shared master files and consolidations.

Multi-Entity can also be used by Non-profit organizations that need to have several self-balancing funds.

Benefits of Multiple Entities in one database.

There are numerous benefits to adding multiple entities to one database.

- Security can me maintained by entity. Users can be given access to only selected entities.
- Accounts, Vendors and Customers can optionally be shared to one or more entries. This eliminates having to maintain the same record multiple times.

- Journal Entries and Vouchers can be distributed between multiple entities on one transaction. "Due To" and "Due From" accounts are automatically maintained.
- Operational reports (for example Aged Receivables) can be printed for one or more entities, consolidating activity.
- Consolidated Financial Statements can be produced for any or all entities.

Characteristics of Multiple Entities.

Multiple entities sharing the same database must have the following items in common:
- Common Base Currency
- Same ending Fiscal Period
- Same Chart of Account structure of segments
- Same use of Dimension structures.
- Adhere to a common transaction numbering system.

Multi-Entity recommendations

To assist in consolidating financial statements it recommended to use the same or similar accounts for each reporting area. For Example: For Revenue, it is best to use the same main account numbers like 4100 in each company. TSP Financial lets you share accounts among companies.
A typical row would look like:

Enabling Multi-Entity

Path

Main Menu->Financials->TSP Financial Settings->System->Entity Configuration

Once the Multi-Entity flag is set to "Yes" it cannot be changed. The Default value is "No".
The Multi-Entity flag can be set during the initial configuration wizard or manually at any time in the Entity Configuration.
Once the Multi-Entity flag is set to "Yes" the initial entity is known as the Master Entity and controls the shared settings.

◢ Company Information

Entity Name *	🔒	Parent Company
DBA Name	🔒	--
Street 1 *	🔒	24700 North
Street 2	🔒	--
Street 3	🔒	--
City *	🔒	Southfield
State/Province *	🔒	MI
ZIP/Postal Code *	🔒	48075
Country *	🔒	USA
Phone *	🔒	248-555-121?
Web Site	🔒	--
Org Url	🔒	https://test3.go-gravity.com
Email *	🔒	jsilva@go-gravity.com
Use Multi-Entity		Yes
Master Entity	🔒	Yes

Creating Additional Entities

Path

          Main Menu->Financials->TSP Financial Settings->Launch Entity Configuration

Launch the Entity Configuration Wizard

The Entity Configuration Wizard allows you to add new entities or edit existing entities.
See *Entity Configuration*

Configure Gravity

○ Edit Master Entity
○ Edit Additional Entity
○ Add New Entity

Multi-Entity Relationships

Creating a relationship between two Entities allows TSP Financial to process more than one entity on a transaction.
Only one relationship needs to be created to allow transactions in both directions. Originating to Destination or Destination to Originating.
For example, a vendor invoice can be distributed to more than one entity on a single voucher.

Creating Multi-Entity Relationships

Path

Main Menu->Financials->TSP Financial Settings->System->Multi-Entity

Fields

⌐ Summary

COMPANY INFORMATION

Multi-Entity Relationship * ①	Parent - C100
Originating Entity * ②	Parent Company
Originating Entity Due From Account * ④	1161-0000 Due From C100
Originating Entity Due To Account *	2101-0000 Due to C100

DETAILS

Destination Entity * ③	Company 100
Destination Entity Due From Account * ⑤	1163-0000 Due From P
Destination Entity Due To Account *	2103-0000 Due to Pare

(1) Multi-Entity Relationship
Provide a name to identify each relationship combination.

(2) Originating Entity

Select the Originating Entity.
Note: Only one relationship needs to be setup between each combination of entities.

(3) Destination Entity
Select the Destination Entity.
Note: Only one relationship needs to be setup between each combination of entities.

(4) Originating Due From/To
Select the accounts on the originating entity to represent the balancing accounts for inter-entity transactions.

(5) Destination Due From/To
Select the accounts on the destination entity to represent the balancing accounts for inter-entity transactions.
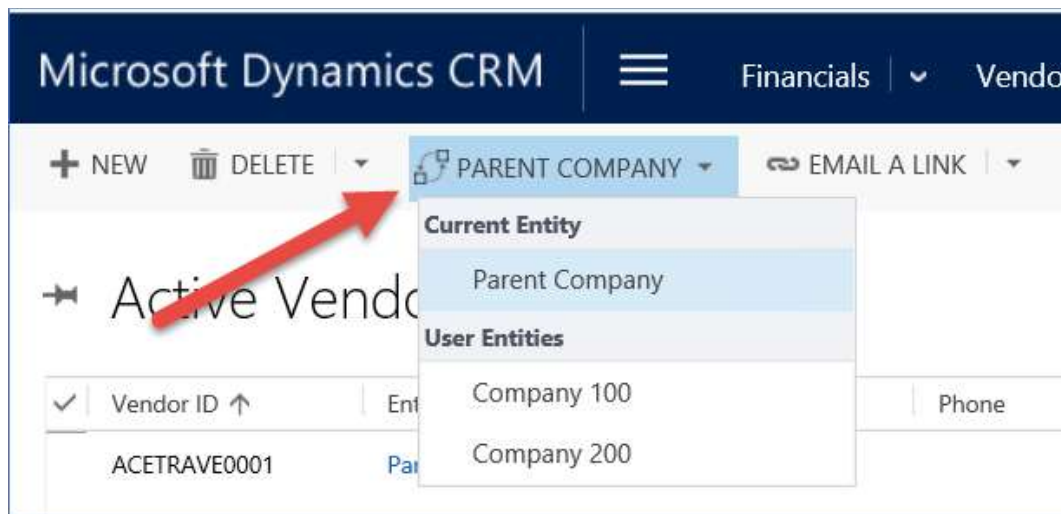
Entity Selection

TSP Financial allows users to select which entity to work in. A user can only work in one entity at a time.
If Multi-Entity Relationships have been created. Journal Entries and Vouchers can be distributed to multiple entities.

Selecting Entities

TSP Financial allows a user to select an entity to work from on the Action Menu.
Users can only select from entities they have been assigned to.

Selecting a new entity will refresh the screen and apply the security of that entity to existing and new transactions.

Record Security

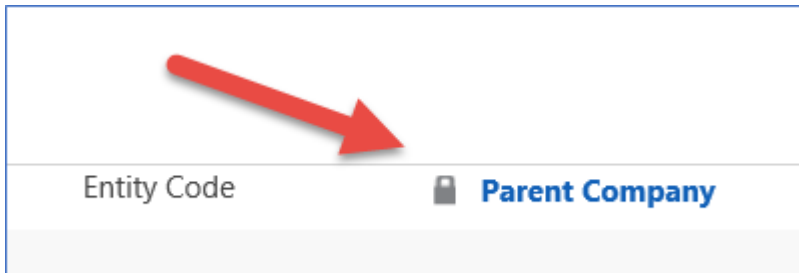TSP Financial extends the security model to include access to individual entities. Transactions assigned to another entity will not be visible in the selected entity.
TSP Financial allows Customers, Vendors and Charts of Accounts to be shared between one or more entities.
Customers, Vendors and Accounts can be defined to one entity only, some entities or all entities.

Transaction Record Security

Each Record in TSP Financial is assigned to one entity. That entity is listed on the bottom right of the data entry form.

Transaction records assigned to an entity can only be seen when that entity is selected by the user. See *Entity Selection*
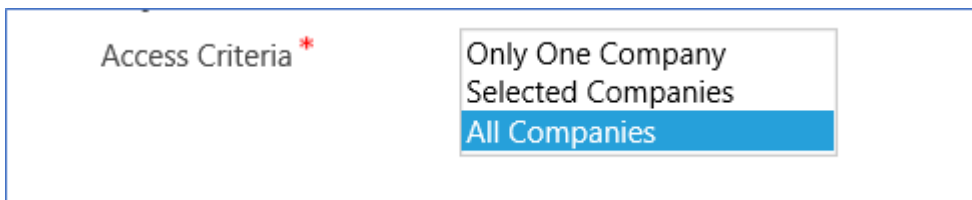Transaction records are created by the user and assigned to the entity the user is signed into. An entity cannot be changed once the record is created.
All transaction grids and Advanced Find results are filtered for the entity the user is logged into. Records for other entities will not be able to be viewed.

Customer, Vendor and Account Security

Customer, Vendor and Accounts records are assigned to a single entity but can optionally be shared between one or more entities.
By default, a record is assigned to be shared with all entities. The selection options on each record allow the following options:
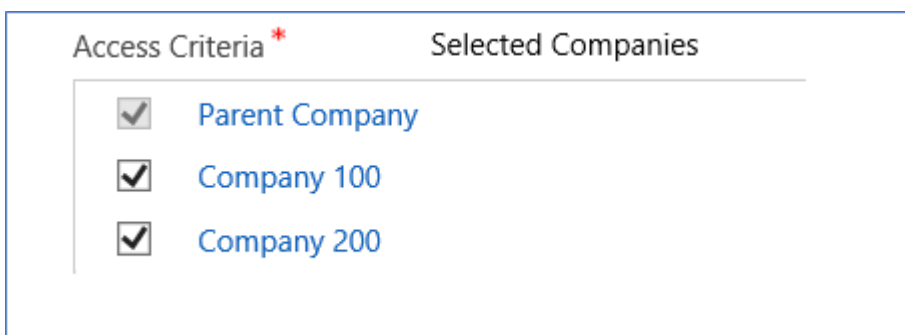
- All Companies - the record is available to be used by all entities established in TSP Financial.
- Selected Companies - The user can select which entities the record can be used by.
- One Company Only - The user can define one company that the record can be used by.

When selecting the option for "Selected Companies" the user will be presented with a grid of companies to choose from:
The record will not be available to entities that have been deselected.

Inventory Security
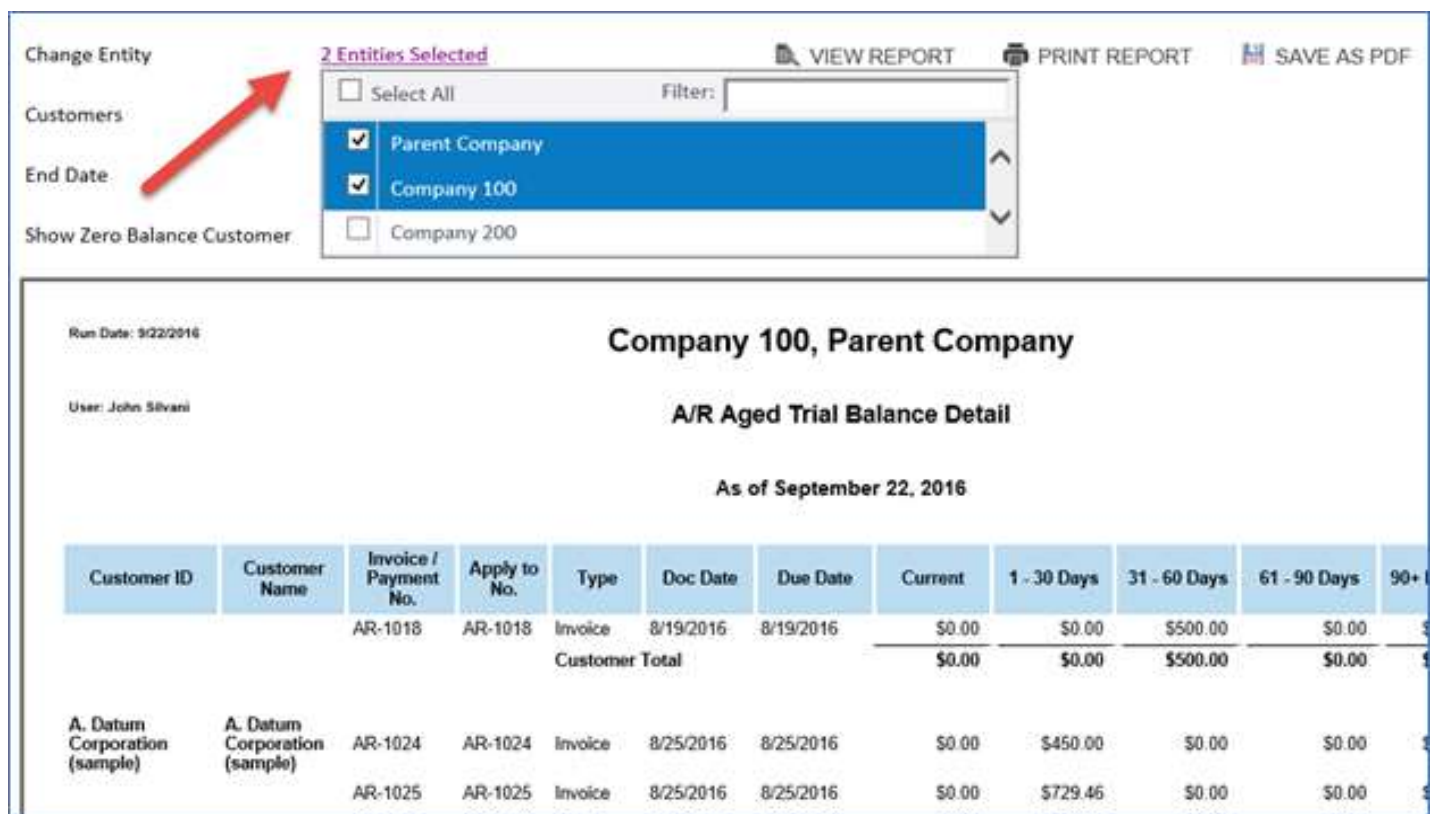
Each entity will have its own discrete inventory records. TSP Financial defines Inventory records to only one specific entity. Inventory records created by one entity cannot be seen by another entity.

Multi-Entity Reporting

TSP Financial allows the user to run reports for one or more entities at a time.

Selecting Entities on reports

Each Report in TSP Financial allows the selection of the entities to be included on the report.
The default is the single entity the user is logged in to.

Consolidating Financial Reports

Using TSP Financials Advanced Financial Reposts, you can create consolidating reports.
Each column in an Advanced Financial Report can be defined for one or more companies.

(1) Select the default company for the report. This will be used for all columns unless otherwise defined.
(2) You can select one or more companies to be defined in each column.

Using ACH Payment Processing

TSP Financial has included ACH payment processing using Forte Payment processing systems.
ACH or eCheck processing will send a transaction through the banking system to extract funds from your account and send them to your vendor's account.
Optionally TSP Financial can email the vendor an electronic remittance advice identifying the payment being made.
You can register one bank account for each company for ACH payment processing.
ACH payment processing can reduce the effort and costs involved with traditional paper check processing.

Process Steps

- Register your company and bank account with Forte.
- Enter the Forte credentials in the Entity Configuration for the company.
- Set up the Email Template to be used when send Remittance Advices.
- Set the Bank Account to Allow ACH Processing
- Enter Vendor Payment Processing information.
- Select ACH payments in Select Checks
- Optionally process emails to vendors.

Costs

- Forte has a monthly cost of $9.95 for the ACH and gateway charges
- There is a $0.50 cost per electronic payment sent

Setup Details

Register bank account

Use the link provided here (*Forte*) to setup you bank account for ACH processing.
Select both the ACH and Gateway options.
Agree to Forte's terms and conditions.

You will receive an email with a link to submit your application.
In the Forte portal you will have your authentication credentials.

Enter Payment Credentials into TSP Financial

System Setup-System->Entity Configuration
Select the Entity Configuration for the company you want to change.
Set "Use ACH Processing" to Yes
Set "ACH Payment Gateway" to Forte.Net
Set "ACH Connection Type" to Live
Enter your credentials in the remaining fields.
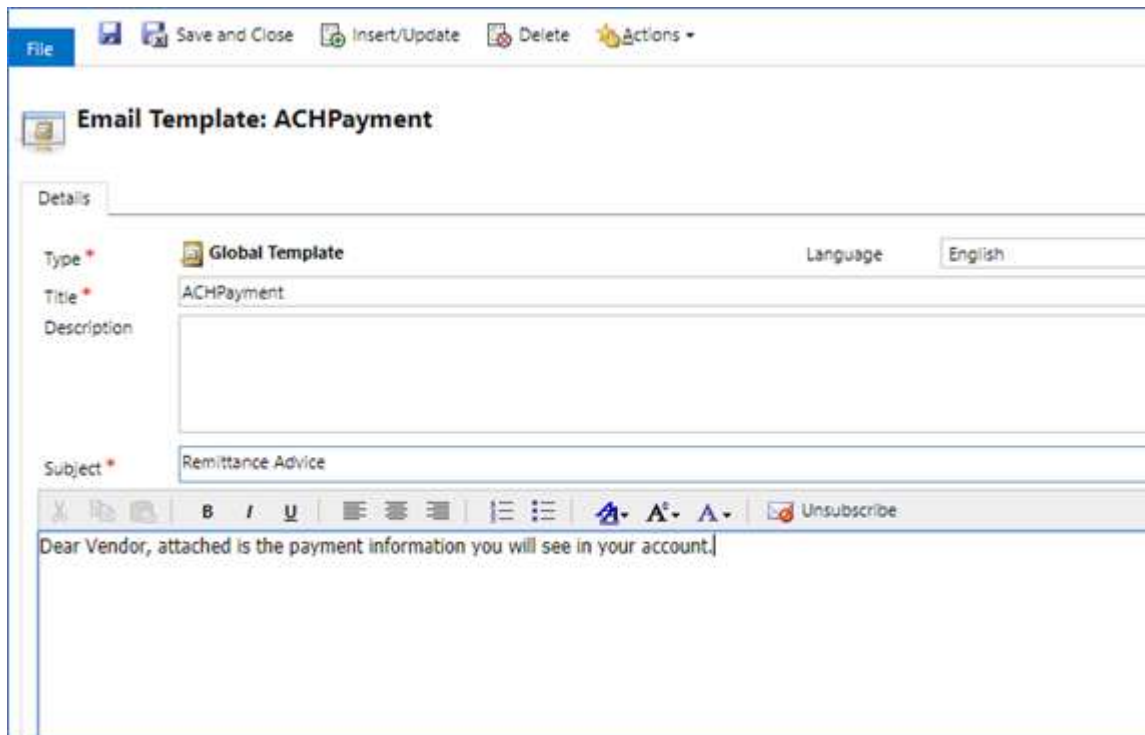
ACH DETAILS

Use ACH Processing	**Yes**	ACH Merchant ID	**174,761**
ACH Payment Gatewa	**Forte.Net**	ACH Transaction Key	************
ACH Api Login	*********	ACH Connection Type	**Live**
ACH Transaction Pass	**********		

Set up the Email Template

System Settings->Communication->Edit ACH Payment Email Template
You can edit the Subject and Body of the email your Vendors will receive when a Remittance Advice is sent to them.

File | Save and Close | Insert/Update | Delete | Actions ▾

Email Template: ACHPayment

Details

Type *	Global Template	Language	English
Title *	ACHPayment		

Description

Subject * Remittance Advice

B I U | ≡ ≡ ≡ | ≔ ≔ | 𝐀▾ A▾ A▾ | Unsubscribe

Dear Vendor, attached is the payment information you will see in your account.

Set Bank Account to for Allow ACH processing

In order for TSP Financial to know the Bank Account to use for ACH processing you need to select the account and set "Use Account for ACH processing" to Yes

BANK ACCOUNT DETAILS

Bank Account Number *	123412341234
Routing Number *	987654321
Next Check Number *	3514
Use Account for ACH proces	Yes
Use for MICR Printing	No
Next Transaction Number	1000

Enter Vendor Payment Processing Information

On the Vendor record set "Allow ACH Payments" to Yes to open the payment information fields.
Enter the Vendors Bank Name, Account and Routing Number as well as the type of account that the payments will be sent to.

ELECTRONIC BANKING

Allow ACH Payments	Yes
Bank Name *	Bank of America
Account Number *	01111111111
Routing Number *	012345678
Account Category *	Business
Account Type *	Checking

Select Checks

To learn more about Select Checks, goto *Select Checks*
On the Select Check screen you will see options to pay by Check or ACH process.
If you select ACH, only Vendors that have complete ACH information will be made available in the Batch Selection.
If you select Check to process a paper check, ACH vendors will not be included unless you flag "Include ACH Vendors" to Yes.
After the Batch is compete you can select to Send ACH Payments.

Payment Remittance Advice

After ACH payments have been sent you can optionally send Vendors an email Remittance Advice and/or print a copy for your records.
The email address used to email the Remittance Advice will come from the Vendors Remit To address.

Inter-Entity Billing

TSP Financial supports the ability for one entity to create an invoice to another entity with a voucher automatically created on the receiving company.
This process is helpful when you want a complete document trail of the transaction as both an Invoice and a Voucher are created.
The process is managed by creating a specific Entity1->Customer to Entity2->Vendor relationship.

Process Steps

- Turn Inter-Entity Billing on the Entity Configuration.
- Set the Automatic Vendor Creation option.
- Create an Inter-Entity Billing Template.

- Set Customer Options.
- Create and Post Invoices.
- Review and Post Vouchers Created.

Setup Details

Entity Configuration Options

Inter-Entity Billing must be enabled in the Entity Configuration.

There is an option to have a Vendor automatically created when the first Inter-Entity Invoice is posted.

If this option is turned off a Vendor will have to be identified when the Customer is enabled.

Features	
Use Multi-Entity	Yes
Enable Inter-Entity Billing	Yes
Inter-Entity Billing Automatic	Yes
Auto Reconcile Checks	Yes
Automatic Check Reconciliat	30
Use VAT Taxes	Yes

Inter-Entity Billing Template

The Inter-Entity Billing Template translates the accounts and amounts from the Invoice created by Entity1 to the Voucher created in Entity 2.

For Example if Entity 1 is invoicing for rent income, account 4100, Entity 2 needs to record rent expense, account 5600.

INTER-ENTITY BILLING TEMPLATE : INFORMATION

Rent

Summary

Name*	Rent
From Entity*	Test DEMO5
To Entity*	Sub 1
Description	--
Owner*	John Silvani

Voucher Template Lines

+ Add **Save**

4100-3000 Sales - A - New York

Voucher Account		Percentage	Line Description	+
6320-0000 Rent	🔍	75	Monthly Rent	🗑
6340-0000 Supplies	🔍	25	Monthly Supplies	🗑
		100		

(1) The From and To entities are used to select which chart of accounts will be validated on the Template Lines.

(2) The Voucher Template Lines translate the income lines on the Invoice to Voucher lines.

(3) Use the Add option to create another template lines group. You can have more than one group.

(4) Identify the account to be monitored when Invoices are created for a specific customer.

(5) Identify the accounts to be used in creating the Voucher lines.

(6) You can identify more than one expense line to be created and the percentage allocated to each line.

(7) You can set a description to be used when the Voucher lines are created.

Customer Options

You must have a Customer created for each Entity you wish to bill.

On the selected Customer you must enable it for Inter-Entity Billing.

Select the Entity to be billed by this Customer

Select the Vendor to be used in creating the Voucher. If the automatic creation option is enabled there will not be a vendor selection.

Select the template to use.

Inter-Entity Options

Inter-Entity Customer	**Yes**
Billed Entity*	Sub 1
Related Vendor*	AMERICAN0001 AmericaCharge
Voucher Template*	Rent

Transaction Processing

There are no changes in the transaction processing routines.

When an Invoice is created to the identified Customer with the income account identified in the template, A corresponding Voucher will be created in the selected Entity.

The Voucher is not posted so it can be reviewed in needed. The Voucher will be given a mode of "Inter-Entity" so it can be easily identified.

Data Conversion

Converting Data from your existing accounting systems

Master Files

Chart of Accounts

This first factor to determine in importing your Chart of Accounts is the account structure. TSP Financial supports a segmented account structure that must be configured in the Company Configuration.
See Company Configuration

You can choose to use a sample Chart of Accounts by downloading the following template, you can edit the template before you import it.
Sample Chart of Accounts

If you wish to use your existing Chart of Accounts you can download the following template, enter your existing chart into the template before importing it.
Blank Chart of Accounts

In both cases follow the instructions on the template to import your chart of accounts.

Customers, Customer Addresses and Salespersons

Before loading customers, the following items must be completed in TSP Financial if they are being used by the company.

Tips

1.   If you only have a few Salespersons, you can load them into TSP Financial and not fill out the Salesperson's tab in the template.
2.   Address names must be unique. You cannot use a name like Office more than once. It might be easiest to prefix the name with the customer ID. It would look   like SMITH001_Office
3.   You must create a Zip file of the 2 or 3 tabs you wish to import as they must be imported at the same time. Follow the instructions in the template.

Vendors, Vendor Addresses

Before loading Vendors the following items must be completed in TSP Financial if they are being used by the company.
Terms Codes   *See Terms Codes*

You can download the following template, enter your Vendors, associated Addresses.
Vendor Template

Tips

1.   Address names must be unique. You cannot use a name like Office more than once. It might be easiest to prefix the

name with the vendor ID. It would look   like SMITH001_Office

2.   You must create a Zip file of the 2 tabs you wish to import as they must be imported at the same time. Follow the instructions in the template.

Transaction Files

Journal Entries

Journal Entries can be uploaded from your existing system using the Journal Entry Template.

Tips

1.   There are 2 tabs in the spreadsheet, one for journal header information and a second for journal line items
2.   The key fields that tie the two tabs together are the Transaction ID on the header and the Journal ID on the line items. These 2 fields must match.
3.   The key fields will be overwritten during the import process with TSP Financial transaction numbers.
4.   Journal Entries will need to be posted after they are imported.

QuickBooks Online Import

TSP Financial will import your QuickBooks Online (QBO) data allowing you to start TSP Financial quickly with all your history. There are a few caveats to converting QBO Data:

- You may not be able to use all of the TSP Financial features as the conversion will convert your information exactly like it is in QBO.

    For example, TSP Financial supports a segmented chart of accounts, when converting from QBO your chart will be exactly the same in TSP Financial.

- Some QBO transactions will not convert such as:
        Sales Tax transactions
        Inventory open balances

The first time you run the TSP Financial configuration wizard you will have an option of converting from QBO or starting a new company.
TSP Financial will only read your QBO data. It will not change anything in QBO.

The steps to convert from QBO are:

Select Convert from QuickBooks Online

- You will be asked to put in your QBO credentials, select your company and authorize TSP Financial to access your data.
- Select Void Check from the Action Menu.

Enter your TSP Financial credentials

- You must select if your platform is CRM Online or CRM IFD (IFD is used for hosted CRM)
- When complete select Login

Select your GL settings

- You will need to enter your current year end.
- Enter your period structure.
   If you use Custom, you will have to enter your fiscal periods manually
- Enter your Chart of Accounts structure.
   TSP Financial requires the use of account numbers
   TSP Financial supports up to 3 segments and 30 characters.

Select the use of Dimensions.

- Dimensions are optional and can be selected later

Identify your next transaction numbers and Invoice settings

Import Master Files

- TSP Financial requires that all master files have a unique identifier,
   - Account Numbers
   - Customer Numbers
   - Vendor Numbers
   - Item Numbers
- You have the option of entering the identifiers manually or exporting your information to spreadsheet and importing the numbers in.
- Using a spreadsheet will make it easier to use formulas to create identifiers.

Identify your key accounts and defaults

- TSP Financial will need to know your key accounts, like Accounts Receivable and Sales Tax Payable

Start Import QuickBooks data to Gravity

DEFAULT ACCOUNTS

AP Accounts

Default AP Account*	Accounts Payable
AP Discount Account*	Other Costs - COS
AP WriteOff Account*	Cost of Goods Sold

AR Accounts

Default AR Account*	Accounts Receivable
AR Discount Account*	Other Costs - COS
AR Freight Account*	Postage
AR Tax Account*	Sales tax payable
AR Write Off Account*	Other Costs - COS

Select your Inventory defaults
- TSP Financial is a multi-location Inventory system and requires one location to use Inventory.
- TSP Financial can automatically maintain items in your default site.
- For Items added from QBO they must be defined as Weighted Average costing and as EA for Each.

At the end of the wizard, TSP Financial will upload your QBO transactions and start importing them into TSP Financial.

After Importing your data from QBO (QuickBooks Online) please review the following:

1. You will need to enter the following information manually.
2. Review any unposted entries.
3. Reconcile the converted transactions

Enter manual transactions

There are several entries that cannot be converted from QuickBooks Online.

- Sales Tax Transactions
  Sales tax payment transactions that are not entered as vouchers cannot be converted. These transactions can be entered as Journal Entries.
- Inventory Open Balance and Adjustment Transactions
  Inventory Transactions entered on the inventory cards as opening balances cannot be converted. They must be manually entered as TSP Financial Manual Transactions.

Review Unposted Transactions

Any QuickBooks entries with errors will not post. These need to be reviewed, corrected and posted.

Reconcile converted transactions

Run and compare the following reports

- Trail Balance
- Aged Accounts Receivable
- Aged Accounts Payable

Item Costing

TSP Financial support multiple generally accepted inventory costing methods. A default costing method can be defined in the Company Configuration. It can be changed on each Item Master. A specific item must have the same costing method for all sites. An item costing method cannot be changed after it is established.

Costing Methods

FIFO

Item costing is performed on the First In First Out basis. TSP Financial maintains item costing layers by site.
If item quantity becomes negative, item costing will be on a weighted item basis until such time as the quantity on hand becomes positive.

LIFO

Item costing is performed on the Last In First Out basis. TSP Financial maintains item costing layers by site.
If item quantity becomes negative, item costing will be on a weighted item basis until such time as the quantity on hand becomes positive.

Weighted Average

Item costing is performed on a moving weighted average basis that is recalculated each time an item purchase or other quantity increase is performed.
Weighted Average costs are maintained by Site.

Standard Cost

Item costing is performed on a fixed Standard cost. Standard costs are maintained by Site.
Standard costs are defined when an item is created in the Item Location screen. After creation, the standard cost may be changed by processing a Standard Cost Change from the Action Menu.
This may cause a change in the inventory valuation and create a Journal Entry in the General Ledger.
Any changes to Standard Cost or purchase price variances from standard are charged to the Inventory Adjustment account.

Specific Identification

Item costing is performed by picking the specific item to be sold. This method is for use with high value, low volume items that require a specific cost be identified with an Invoice transaction. Item Unit of Measure must be set to "EA" or Each.
Item purchases will automatically create a specific cost layer for each unit purchased. During the invoice stage, the user will be

required to identify the item cost to be assigned to that specific invoice based on date and purchase price.

EOS® Scorecard calculated Measurable

EOS is a comprehensive business operating system, integrating a holistic business model with a complete set of simple business tools
and a proven business process to align and synchronize all the pieces of your business to produce the results you want. In three words: Real. Simple. Results.
The EOS scorecard consists of a selection of Measurables related to your company operations, assigned to individuals with weekly goals.

TSP Financial provides a library of 23 calculated Measurables as defined below.

New Leads - Week

- Type = Whole Number

- Definition = Number of new CRM leads created in the week.

- Definition Text = "This Measurable shows the number of CRM Leads created in the period. It uses the Lead creation date."

- Elements

    - Create Date

    - Period = Week Reported

New Opportunity # - Week

- Type = Whole Number

- Definition = Count of new CRM Opportunities created in the week.

- Definition Text = "This Measurable shows the number of CRM Opportunities created in the period. It uses the Opportunity creation date"

- Elements

    - Create Date

New Opportunity $ - Week

- Type = Currency

- Definition = Value of New CRM Leads Created in the week

- Definition Text = "This Measurable value the number of CRM opportunities created in the period. It uses the Opportunity creation date and the opportunity estimated revenue. "

- Elements

    - Create Date

Opportunities # - Week

- Type = Whole Number

- Definition = Count of all open CRM opportunities.

- Definition Text = "This Measurable shows the number of CRM Opportunities Open in the period."

- Elements

    - Status = Open

    - Period = Week Reported

Opportunities $ - Week

- Type = Currency

- Definition = Value of all open CRM opportunities.

- Definition Text = "This Measurable shows the value of CRM Opportunities Open in the period."

- Elements

    - Status = Open

    - Estimated Value

Sales Calls - Week

- Type = Whole Number

- Definition = Count of all CRM Appointments with Type= Sales Call.

- Definition Text = "This Measurable shows the number of Sales Calls made in the period. It uses the Sales Call Activities that are marked complete in the period"

- Elements

    - Create Date

Sales Meetings/Presentations - Week

- Type = Whole Number

- Definition = Count of all CRM Appointments with Type= Sales Meeting.

- Definition Text = "This Measurable shows the number of Sales Meetings made in the period. It uses the Sales Meeting Activities that are marked complete in the period"

- Elements

    - Create Date

Proposals - Week

- Type = Whole Number

- Definition = Count of all CRM Appointments with Type= Proposal.

- Definition Text = "This Measurable shows the number of Proposals made in the period. It uses the Proposal Activities that are marked complete in the period"

- Elements
    - Create Date

Closed Opportunities - Week

- Type = Currency

- Definition = Sum of estimated revenue for all closed opportunities in the week

- Definition Text = "This Measurable shows the value of closed Opportunities made in the period. It uses the Opportunities marked as won with a close date in the period"

- Elements
    - Create Date
    - Status = Won
    - Estimated Revenue

Close Opportunity Ratio

- Type = Whole Number

- Definition = Ratio of Won Opportunities/All Closed Opportunities in the week.

- Definition Text = "This Measurable shows the ratio of closed Opportunities marked as won to all closed Opportunities closed in the period. It uses the Opportunities with a close date in the period"

- Elements
    - Create Date
    - Status = Won, Lost

- Formula = Won Opportunities/All Closed Opportunities *100

Expected Revenue - YTD

- Type = Currency

- Definition = Revenue from Budget Type "EOS" for the Year to Date

- Definition Text = "This Measurable shows the year to date value of Revenue from a budget named EOS through the reporting period by using the monthly budget divided by 4.33. (There are 4.33 weeks in a month, the TSP Financial budget is entered in months). It uses the Accounts with an account type Income and a sequence numbers between 4001 and 4099."

- Elements
    - Budget Name
    - Monthly amount divided by 4.33 for weekly balance.
    - Account Type = "Income" Sequence = 4001 – 4099

Actual Revenue – YTD

- Type = Currency

- Definition = Actual Revenue from Journal Entry Lines for the Year to Date

- Definition Text = "This Measurable shows the year to date value of Revenue posted through the reporting period. It uses the Accounts with an account type Income and a sequence numbers between 4001 and 4099."

- Elements

  - Entity = Journal Entry Line Items

  - Account Type = "Income" Sequence = 4001 – 4099

% Actual Revenue to Plan - YTD

- Type = Currency

- Definition = Percent of Actual Revenue for the Year to Date/ Budget Revenue for Year to Date

- Definition Text = "This Measurable shows the percentage of Revenue posted in the period as a percent of budgeted revenue. It uses a budget named EOS and Accounts with an account type Income and a sequence numbers between 4001 and 4099."

- Elements

  - Measurable = Expected Revenue – YTD

  - Measurable = Actual Revenue – YTD

- Formula = Actual Revenue/Expected Revenue * 100

Customer Problems/Complaints - Week

- Type = Whole Number

- Definition = The number of Cases created during the week with Case Type = "Problems"

- Definition Text = "This Measurable shows the number of Customer Problems made in the period. It uses Cases that are created with a Type Equal to Problems that are marked and created in the period"

- Elements

  - Create Date

  - Subject = "Problems"

Warranty Claims – Week

- Type = Whole Number

- Definition = The number of Cases created during the week with Case Type = "Warranty"

- Definition Text = "This Measurable shows the number of Customer Problems made in the period. It uses Cases that are created with a Type equal to Warranty that are marked and created in the period."

- Elements

  - Create Date

- Subject = "Warranty"

Actual Revenue – Weekly

- Type = Currency

- Definition = Actual Revenue from Journal Entry Lines for the Week

- Definition Text = "This Measurable shows the value of Revenue posted in the period. It uses the Accounts with an account type Income and a sequence numbers between 4001 and 4099."

- Elements

    - Entity = Journal Entry Line Items

    - Account Type = "Income" Sequence = 4001 - 4099

Cash Balance

- Type = Currency

- Definition = Cash balance as of week being reported

- Definition Text = "This Measurable shows the value of cash posted as of the period being reported. It uses the Accounts with an account type of Asset and a sequence numbers between 1000 and 1005."

- Elements

    - Entity = Journal Entry Line Items

    - Account Type = "Asset" Sequence = 1000 - 1005

Accounts Receivable

- Type = Currency

- Definition = Accounts Receivable balance as of week being reported

- Definition Text = "This Measurable shows the value of accounts receivable posted as of the period being reported."

- Elements

    - Entity = Journal Entry Line Items

    - Account Type = "Asset" Sequence = 1100

Accounts Receivable >45 Days

- Type = Currency

- Definition = Accounts Receivable balance as of week being reported past 45 days from the invoice date.

- Definition Text = "This Measurable shows the value of accounts receivable posted as of the period being reported where the invoice date is 45 days from the period being reported."

- Elements

    - Entity = Journal Entry Line Items

- Account Type = "Asset" Sequence = 1100

- Formula - Open Accounts Receivable where invoice date >45 days from week reporting date.

Accounts Receivable >60 Days

- Type = Currency

- Definition = Accounts Receivable balance as of week being reported past 60 days from the invoice date.

- Definition Text = "This Measurable shows the value of accounts receivable posted as of the period being reported where the invoice date is 60 days from the period being reported."

- Elements

    - Entity = Journal Entry Line Items

    - Account Type = "Asset" Sequence = 1100

- Formula - Open Accounts Receivable where invoice date >60 days from week reporting date.

Accounts Payable

- Type = Currency

- Definition = Accounts Payable balance as of week being reported

- Definition Text = "This Measurable shows the value of accounts payable posted as of the period being reported."

- Elements

    - Entity = Journal Entry Line Items

    - Account Type = "Liability" Sequence = 2000

Gross Profit Margin - YTD

- Type = Currency

- Definition = Percentage of Gross Profit Margin to Total Sales for the year to date as of the week being reported.

- Definition Text = "This Measurable shows the year to date gross profit margin posted through the reporting period. It uses the Accounts with an account type Income or expense and a sequence numbers between 4001 and 4104."

- Elements

    - Entity = Journal Entry Line Items

    - Total Income = Account Type = "Income" Sequence = 4001 – 4099

    - Gross Margin = (Account Type = "Income" Sequence = 4001 – 4099) – (Account Type ="Expense" Sequence 4100-4104)

- Formula = Gross Margin/Total Income *100

Net Profit Margin - YTD

- Type = Currency

- Definition = Percentage of Net Profit Margin to Total Sales for the year to date as of the week being reported.

- Definition Text = "This Measurable shows the year to date net profit margin posted through the reporting period. It uses the Accounts with an account type Income or expense and a sequence numbers between 4001 and 5026."

- Elements

  - Entity = Journal Entry Line Items

  - Total Income = Account Type = "Income" Sequence = 4001 – 4099

  - Net Margin = (Account Type = "Income" Sequence = 4001 – 4099) – (Account Type ="Expense" Sequence 4100-5026)

- Formula = Net Margin/Total Income *100

Microsoft Project Services Automation Integration

TSP Financial is fully integrated to Microsoft's Project Services Automation in the following areas:

1. PSA Invoices to TSP Financial Invoices.
2. Reimbursable Expenses to TSP Financial Vouchers.
3. Fixed Fee Projects option to capitalize cost to Work In Process.
4. Time and Billing Contracts options to capitalize cost to Work in Process.
5. Time and Billing option to capitalize unbilled time at bill rates to Work in Process.
6. Option to Absorb Payroll Costs to Cost of Sales.

Process Steps

- Journal Entries for WIP, Deferred Revenue etc are created when either time or expenses are approved.
- Unposted Vouchers for reimbursed expenses are created when appropriate expenses are approved.
- Vouchers should be reviewed and posted.
- Unposted Invoices are created in PSA based upon the company's billing process and Invoices are moved to a TSP Financial Invoice manually with the Create TSP Financial Invoice option, or with a work flow.
- Invoices should be reviewed and posted.
- When the first Invoice is created in TSP Financial, a TSP Financial Customer will be created and linked to the PSA Account.

Tips and Limitations

- The current PSA integration is limited to resources and projects being used from the same Organizational Unit.
- Entries to TSP Financial are based on transactions that are posted to the Actuals Table in PSA.
- TSP Financial currently supports all transactions in a single currency.

Setup Integration

Parameters

Under the PSA Parameters screen you can choose how TSP Financial will capitalize costs.
1. Fixed Fee Contracts->Capitalize Costs to WIP - If set to Yes, this option will create a journal entry to post labor costs to a Work In Process Account when labor entries are approved.
2. Time and Material Contracts -> WIP derived from - If set to Cost, the cost rate of labor resources will be posted to WIP, if set to Unbilled Time, the bill rate for labor resources will be used for the WIP Journal Entry.

3. Time and Material Contracts -> Make entry for Payroll - If WIP is derived from Unbilled Time, you can set this to make a Journal Entry to absorb labor cost to Cost of Sales or WIP.
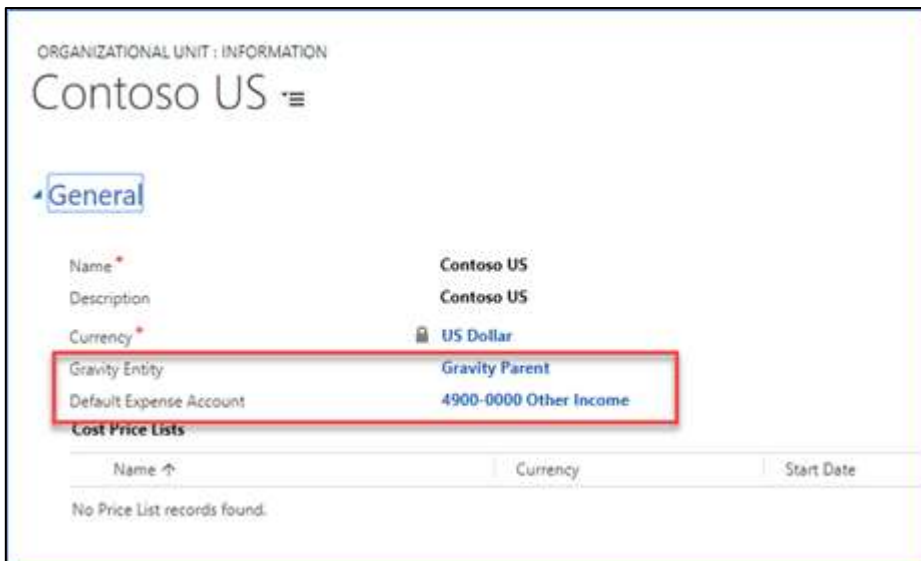

Organizational Units

You can match each Organizational Unit in PSA to an Entity (Company) in TSP Financial. You can also set a Default Expense Account.

Reimbursable Expenses

TSP Financial Uses Transaction Categories to define if an expense will be reimbursed to the employee.
It is recommended that you set up categories for both reimbursable and non-reimbursable with distinct names.
TSP Financial will create a voucher using the defined expenses account as the offset account.

Resources

On a resource you can define the AP Vendor that will be used if the Resource creates a reimbursable expense.

Project Account Group

On each Project an Account Group will be assigned to define the accounts used when entries are made.
Different Account Groups can be used for different types of Projects.

PROJECT : INFORMATION

CRM Install ≡

✓ New › ✓ Quote

◂ Summary

General

Name*	**CRM Install**
Description	--
Customer	🔒 A. Burger Shack
Calendar template*	Default Work Template
Currency*	🔒 US Dollar
Contracting Unit*	🔒 Contoso US
Project Manager*	John Silvani
Project Template	🔒 Agile Template
Account Group*	STD - Gravity Parent

Each Account Group will define the accounts used by TSP Financial for various postings.

ACCOUNT GROUP : INFORMATION

STD – Gravity Parent ≡

◂ General

Name	STD - Gravity Parent
Entity Code*	🔒 Gravity Parent
Revenue*	4100-3000 Sales - A - New York
Cost of Sales Labor*	5000-0000 Cost of Sales Labor
Cost of Sales Materi*	5010-0000 Cost of Sales Materials
Cost of Sales Expens*	5020-0000 Cost of Sales - Overhead
Payroll Absorption*	5100-0000 Payroll Absorption
Material Absorption*	5110-0000 Material Absorption
Expense Absorption*	5120-0000 Reimbursed Expenses
Unearned Revenue*	2120-0000 Deferred Revenue
Work in Process*	1200-0000 Inventory
Owner*	👤 John Silvani

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