

ASPEN Retail Management

ASPEN Retail Management is a multi-faceted software package designed specifically to meet the record keeping and management needs of retail outlets selling hardware and lumber. Envisioned and written by a veteran store owner, someone who thoroughly understood the industry, whose goal was to maximize the efficiency of sales staff to best serve the customer. Every design decision was made with this goal in mind. Unlike other systems which begin as accounting packages with Point of Sale added later, ASPEN was designed to optimize the Point of Sale invoicing function module first.

There are four core functions of this program. Core is **Point of Sale (POS)**. The **Accounts Payable (AP)** module handles receipt and payment for goods purchased. Any sales on credit are handled with the **Accounts Receivable (AR)** module. **Reports** may be generated to track sales, facilitate planning and allocation of resources, and provide a snapshot of profitability.

Point-of-Sale

Invoicing

- Inventory items may be selected from a pick list searchable by item code or description.
- Prices are automatically listed but may be manually edited.
- Quantity is automatically multiplied by price.
- Bulk kits may be designed to include several items e.g. a shed or garage package, or a door kit to include jamb, hinge, trim and knob.
- Taxes are automatically calculated and applied as specified in the customer profile.
- Sales may be paid for by multiple methods.
- An optional Moneris terminal may be attached to the workstation to process payments.
- Notes/Special instructions may be added to the invoice.
- Partial invoices can be saved and retrieved to be converted to sales.
- Invoices may be printed and/or stored as quotes to be recalled later for conversion to sales.

Customer Maintenance

- Customer profiles may be updated in the POS module.
- Credit rates and terms of payment (with approval).
- Tax rates as per documented qualifications. – Annual sales totals are displayed on screen.
- Notes/special instructions may be added to the profile.

Inventory Management

- Inventory items are identified by item code and description.
- Alternate codes like supplier's SKU number may be entered.
- Each item has a special note area which appears in the upper right corner. A unique note may be attached to each item.
- New items may be added in this POS screen.
- Inventory counts are facilitated with printed count sheets and specific instructions as to how to systematically tally and record inventory counts in a cyclical process broken into small manageable tasks.

Supplier Management

- Supplier profiles may be updated in the POS module.
- Name, address, phone number, email.
- Credit rates and payment terms as negotiated with the supplier.
- Tax rates as per government qualifications.
- Annual sales totals are displayed on screen.
- Notes/special instructions may be added to the profile.

Purchase Orders

- Purchase orders (PO) may be generated from the POS module.
- A supplier confirmation number may be attached to the order.

- Retail prices may be updated when the order is created.
- Shipping costs and taxes may be added to the order.
- A PO should be saved so it can be retrieved when the order arrives. Items received can be compared to the original PO before being added to inventory.

Accounts Receivable

This module provides for the management and distribution of payments received and/or charged through all the workstations.

Daily Cash Out

At the end of the day, the daily cash out screen guides the process of tallying all cash receipts at the sales stations.

Invoice Tally

The invoice tally screen lists a transaction summary, a deposit summary by tender type and totals.

Manual Invoice

A manual invoice may be created for a chosen customer.

Distribute Receipts on Account

If a customer makes a bulk payment to cover more than one outstanding invoice, the payment may be split to cover part or all of any of the invoices selected.

Finance Charges

Automatically apply interest charges to outstanding accounts.

Accounts Payable

To pay suppliers for products or services rendered. Amounts owed are added to the database when inventory is marked as received in the Point of Sale module.

Supplier profiles can be edited.

There are three steps in paying a supplier:

1. The invoice must be entered and posted to Accounts Payable.
2. The amount must be approved for payment.
3. The payment may be made by: Cheque, Credit Card, or Direct Deposit.

Reports related to Accounts Payable include:

- AP Unpaid Report
- Approved To Pay
- Invoice Register
- Check Register
- Cash Requirements by a Due Date
- Month End Distribution Reports
- AP Invoice GL Distribution Report

Utilities can be used to:

- Void cheques
- Void credit card debit authorizations
- Void direct deposits
- Reconcile cheques

Reporting Five

groups of reports provide a host of information.

- Stock Item Reports
- Customer Reports
- Supplier Reports

- Accounting Reports
- Manager Reports

Setup

Setup and utility procedures can be customized in ASPEN for specific location settings.

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