Aspen systems  Total Solutions for the Food Industry

CANOPY MODULES
## Canopy Modules

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASPEN SYSTEMS, INC.</td>
<td>4</td>
</tr>
<tr>
<td>CANOPY</td>
<td>6</td>
</tr>
<tr>
<td><strong>CANOPY CORE MODULES</strong></td>
<td></td>
</tr>
<tr>
<td>ORDER ENTRY &amp; INVOICING</td>
<td>9</td>
</tr>
<tr>
<td>PURCHASE ORDER</td>
<td>13</td>
</tr>
<tr>
<td>INVENTORY CONTROL</td>
<td>16</td>
</tr>
<tr>
<td>GENERAL LEDGER</td>
<td>18</td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>21</td>
</tr>
<tr>
<td>ACCOUNTS PAYABLE</td>
<td>24</td>
</tr>
<tr>
<td>ASPEN VIEW</td>
<td>27</td>
</tr>
<tr>
<td><strong>CANOPY OPTIONAL MODULES</strong></td>
<td></td>
</tr>
<tr>
<td>PRODUCTION</td>
<td>31</td>
</tr>
<tr>
<td>DATA CAPTURE</td>
<td>34</td>
</tr>
<tr>
<td>SCALES &amp; LABELING</td>
<td>37</td>
</tr>
</tbody>
</table>

Aspen Systems, Inc.

www.aspen-systems.com | 800-767-1970 | sales@aspen-systems.com
6930 East Chauncey Lane, Suite 100 | Phoenix, Arizona 85054
Aspen Systems was established in 1988 with the business purpose of providing software and technology solutions for the Food Industry. Aspen’s vision was to develop an ERP software solution that would address the specific needs of Manufacturers, Processors, Packers, Distributors, and Wholesalers of food products. To fulfill this goal, Aspen developed its ERP software, Canopy, in collaboration with Leaders within the Food Industry. Combining our own expertise with that of our customers has proven to be a great partnering that continues to result in leading technology solutions.

A key philosophy that has set Aspen Systems apart from its competitors is the emphasis placed on full integration. The Canopy Core system, developed on the Microsoft Windows platform, is the hub of the user interface and data storage and retrieval. Taking advantage of the strengths inherent in the Microsoft SQL database, Canopy is a versatile and powerful system that is customizable to provide customers the exact information they require. Access to real time accurate information is essential to remain competitive in today’s climate. Hundreds of standard reports and an embedded report writer are included with the standard Canopy Core software modules, allowing full access to all of your data. Aspen Systems has developed a suite of optional and enhanced application software modules that tie directly to the Canopy Core modules, providing tremendous value to the ERP solution. These modules include tracking, tracing, and warehouse management through barcode technology using scaling, labeling, and wireless scanning. Other additional modules include production, formula recipe management, yielding, EDI, eCommerce, dashboards, document imaging, forecasting, event notifications, customer relationship management, and temperature and humidity monitoring. Because all of the additional modules were designed to work exclusively with the Canopy Core modules, the interface is seamless. This ensures the reliability of the data and provides great labor savings. In contrast, most software companies grow their product offering through acquisition. They offer a solution that is a blend of various products developed separately by various companies. The end result is a patchwork quilt that has obvious divisions and often does not function properly as one system. Aspen has had the luxury of design efforts from the ground up over the past several decades, allowing for a masterpiece tapestry to be woven by the same design team. There are no seams, just one beautiful piece of work that functions as a complete system.

Another crucial concept distinguishing Canopy is that it was developed so that all users would be able to benefit from continuous enhancements. Changes and enhancements made to Canopy are automatically supported in all future releases of Canopy at no additional cost. The Canopy evolution is a combination of customer enhancements and features conceived by the Aspen Team. This philosophy has allowed Canopy to become the most feature rich software available to the Food Industry today. Decades of programming
and design have addressed ongoing Food Industry challenges, resulting in comprehensive creative solutions. Aspen System’s customer base is a true Who’s Who in the Food Industry. These leading companies have combined their innovations, grasping the benefits to be derived through cooperative effort. Protecting the integrity of the software so that all users may benefit from continuous releases is an area of great accomplishment at Aspen.

In addition to our software solutions, Aspen Systems also provides hardware and consulting services. Our experienced team of professionals tour your facility to design a customized solution to meet your specific needs. Aspen Systems takes into consideration existing technology and when possible will utilize hardware you already own in an effort to control costs. We tailor all of our solutions to best fit your requirements. Aspen takes full responsibility for the hardware and software that it installs. These services allow us to provide customers with a complete solution designed and implemented by the same company.

The Canopy software is supported by a team of experienced professionals that have an in-depth knowledge of the software and understand the Food Industry. All services, support, training and development are provided from Aspen locations within the United States; nothing is outsourced from another country. Support is available 24/7. Project Managers are assigned to accounts for implementation purposes. These Managers carefully plan and guide installations from start to finish. Training is provided at Aspen’s headquarters in Phoenix and on-site at customer locations. Aspen sets the gold standard for support services. This is evidenced by overwhelming customer loyalty. We understand the value of customer relationships as this has been a cornerstone of our success.

The Aspen Team is dedicated to providing technology solutions that serve our customers’ needs. We identify closely with the industry we serve. We know that our success is intertwined with providing a superior product along with exceptional services. We have established our reputation based on these core values.
What is Canopy?

Canopy is an entirely Windows-based suite of application modules designed for the Food Industry by Food Industry professionals. It was developed to address technology requirements unique to the Food Industry. This fully integrated ERP software solution is authored, sold, and fully supported by Aspen Systems.

Canopy utilizes the latest in Microsoft's development tools and takes full advantage of the powerful Microsoft SQL relational database. Canopy's report writer, Aspen View, gives the user full access to all data in every module. Easily design sophisticated or simple reports to extract the exact information you need and present it in a format that you wish to see. This complements the more than 425 standard reports that are already available in the Canopy Core Modules.

The software runs on the Microsoft Windows Server operating system and is able to support multiple locations and remote users in a virtual environment. The system can run in house or in a hosted environment, giving you many options for powerhouse processing and ease of support. Windows PCs or Thin Clients provide users access to the system.

Converting data from your existing system into Canopy is easily executed through the aid of Excel Worksheets. Learning the software is intuitive as each module has continuity in design and structure. Canopy was built with sophisticated security options and allows modules, menus, screens, and functionality to be restricted by individual users or groups of users.

Canopy Core:
- General Ledger
- Accounts Payable
- Accounts Receivable
- Purchase Order
- Inventory Control
- Order Entry
- Aspen View (Report Writer)

Canopy Enhanced:
- CRM
- eCommerce
- Document Imaging
- EDI
- Pulse (Dashboards)
- Event Notifications
- Forecasting
- Production & Yield Analysis
- Data Capture (barcode scanning and labeling)
- Scale Stations (weighing & labeling)
- Element (Temperature, Humidity and other Device Monitoring)

Inventory Control
- Warehouse management
- Slotting
- Lot tracking and tracing
- Aging

Order Entry
- Order call lists
- Customer order guides
- Credit card processing
- Customer product pricing
- Price quotes

Sales Tools
- Sales analysis
- Customer and product profitability
- Commission reporting for salespersons and brokers
- Promotions
- Rebates
- Unlimited product costs and cost formulas

Accounts Payable
- Bank reconciliations
- Check writing
- Positive pay transmittal files
- ACH
- Wire transfers

Purchasing
- Vendor order guides
- Purchase advice reporting
- Automatic PO creation
- Rebate tracking

General Features
- Foreign currency and exchange rates
- Faxing and email made easy
- Remote access
- Dynamic search
- Customized business forms
- Report scheduler
Reporting

Canopy comes with hundreds of standard reports. Most reports have multiple options for sorting, ranges, starting and ending dates, and printing data in summary or detail. All reports in Canopy have the option to be printed to your printer or screen, emailed, or exported to a number of file formats such as Word, Text, Excel, PDF, Tiff, and HTML. When a report is run to the screen, a wide variety of searching and navigation tools are automatically provided. This allows you to zero in on the information that you are looking for. In addition, all reports with setup options have the ability to store your report parameters so they do not have to be keyed in each time you run the report. Many reports can be scheduled to run automatically on a certain day and time. For example, you can automatically run and email a sales report to each salesperson with their customer sales for the previous week.

Dynamic Search

Aspen Systems has developed a very fast and efficient method to find data in Canopy called Dynamic Search. Dynamic Search analyzes multiple fields in a table simultaneously in order to find the precise information that you are looking for. For example, when searching for products, any part of the product code, description, category, brand etc. can be entered in any order to find a particular product. As shown in the example, entering the characters “hun cat tom” in any order would find all catsup products with the Hunts brand in the tomato product category. Dynamic Search is available when looking for customers, products, vendors, and General Ledger codes, etc.
SELECTED FEATURES OF CANOPY

Security

Canopy has many options available to limit the access of a user to any selected areas of the system. Security can be setup by module, screen, user, user groups and function. Users can be put into Groups and then security defined for the Group. When a new employee joins your company, you only have to put them in a Group to setup their security. Security options include setting up a password before a user is allowed to perform a particular function. The system has the ability to log secured functions, such as changing prices on an order. The log can be set to record old prices and new prices, when the price was changed, and which user authorized the change.
Comprehensive, Flexible and Intuitive Ordering and Invoicing

Whether your business employs inside, outside, or remote salespersons to take orders, Canopy’s Order Entry and Invoicing functions are the solution for you. Canopy also has an optional EDI module to map purchase orders sent electronically from a customer directly into Canopy’s Order Entry module. Invoices can be converted to an EDI format and sent back to the customer at invoicing time.

Canopy’s pricing module has a multitude of ways to handle pricing and you can create as many customer product prices as you need. Define your own pricing columns and rows, then indicate where your customers are priced in the matrix. Create a product price by using its market cost and mark it up or down by a percentage, a dollar amount, or both at the same time. Discount product prices by a dollar amount or percentage off with quantity breaks. Setup customer special and contract prices by a date range. Price a product by the pound, kilogram, case, pallet, or piece, all at the same time. Set up pricing so that the customer is charged more if you have to break a case. Create promotions, discounts, and rebates by a date range.

Order Entry comes with a multitude of functions, including easy customer lookup using dynamic search options. Order Entry performs credit checks and will automatically put an order on hold if the customer is outside the terms or over the credit limit. Setup a minimum order dollar amount, gross profit dollar, or weight that must be met before an order can be saved. Order guides and recurring orders are available for customers who generally order the same products. Use Order Tracking to build a call sheet for collecting orders each day for inside and outside salespersons. Define push products for items that are on sale. Customize the Order Entry screens by user to show what

**Highlights**

- Order Tracking generates a list of customers to call each day so no customer is forgotten
- Create unlimited customer product prices including
  - Specials
  - Contract prices
  - Grouping of customers and products together for common pricing
- Create promotions and discounts using date ranges
- Create and manage customer price quotes
- Setup unlimited customer contacts for faxing and emailing of
  - Price lists
  - Order confirmations
  - Statements
  - Invoices
  - Shipping and weight manifests
- Use Customer Order Guides to reduce order entry time
- Order Guides may be used as Price Sheets which can be faxed or emailed to a customer
- Supports foreign currency and exchange rates for international sales
- Setup automatic miscellaneous order charges for
  - Delivery fees
  - Fuel surcharges
  - Sales tax, etc.
- Print a wide variety of profitability reports by date ranges, in summary or detail for
  - Customers
  - Salespersons
  - Products
  - Categories
  - Classes
- Manage product shorts on one easy to use screen
- Optional EDI interface is available to receive purchase orders electronically
- Real Time Routing allows for reassignment if your routes are overloaded by
  - Total pallets
  - Cubes
  - Weight
- Maintain customer specific and global messages which print on
  - Pick sheets
  - Invoices
  - Shipping manifests
  - Picking labels, etc
- Calculate salesperson and broker commissions and customer rebates.
- Reserve products to be purchased by certain customers only.
information is important to see. When entering a product on an order, show the current inventory levels for the product, the purchase orders that are on order for the product with the expected arrival date, other customers who have open orders for the product, what inventory is in alternate warehouses, the current customer price, gross margin, market price, and the last four order quantities, units of measure, and dates that the customer purchased the product. Reserve or link a purchase order with a customer order. When the order is complete, fax or email an order confirmation to the customer, print a pick sheet, cutting ticket, picking label, or pull sheet. Easily edit the order if the customer calls back later and adds more products onto the order or has other changes.

When the order is filled, use Catchweight Entry to fill individual case or piece weights. Use the Shortage Adjustment program to allocate short products to customers. Use the Real Time Routing function to adjust the deliveries for each route. Print invoices, shipping manifests, bills of lading, weight sheets, route manifests, driver delivery logs, and fill rate reports.

Compute salesperson and broker commissions based on percent of sales, gross profit, gross profit percent, dollars per case, cents per pound, or cents per kilogram. Compute commissions only on paid invoices. Multiple salespersons and brokers can receive commissions on the same customer at the same or different commission rates.

Canopy offers true customer profitability reporting. While many software systems offer simplified sales reporting, Canopy actually tracks additional costs and expenses of doing business with each customer. These costs include salesperson and broker commissions, customer rebates, store stocking charges, freight, cash term discounts, leaker allowances, and other expenses you may incur, such as sample giveaways.

Canopy is rich in sales reporting. Print customer and product sales reports by customer, salesperson, class, product, or category, in detail or summary format, by date range or fiscal period. Rank your customers and products from highest to lowest by pounds, kilograms, cases, dollars, or gross profit. Print movement, profitability, and comparative sales reports.
Order Tracking

The Order Tracking screen allows you to create a list of customers who need to be called each day to collect their orders. As orders are being placed, the Order Tracking screen is updated automatically. At any point, your sales manager can list who has placed an order, which customers did not have an order today, and which customers still need to be called.

Sales Analysis

Canopy comes with a multitude of sales analysis reports. These reports can be run by date range, summarized by fiscal period, printed in detail or summary, and show profitability, etc.
Selected Features of Order Entry & Invoicing

Credit Hold and Release

Canopy’s Order Entry module allows your credit manager to review all orders currently on hold, and the opportunity to manage credit issues on an invoice-by-invoice basis or release credit hold on all orders for a particular customer.

Customer Bid Sheets

Price Quotes can be created for each customer. They can be printed, faxed, or emailed to one or more contacts per customer.
Pull It All Together With Purchasing

Canopy’s Purchasing module allows easy entry of purchase orders either manually or automatically. You can keep purchasing history for as long as you wish.

Use Purchase Order Entry or the Purchase Advice Report to create a purchase order. Available product information includes current inventory levels for each product, current customer demand, previous sales history, reorder quantity, critical quantity, packed by, brand, last cost, market cost, last three order quantities, units of measure, and dates that each product was purchased. An Order Guide can be maintained for each vendor and used to quickly create a purchase order.

The Purchase Advice Report uses a sophisticated buying formula to automatically create a purchase order. This formula includes current product inventory level, average product demand over a time frame, current open customer orders, order frequency, lead time, and any current open purchase orders. An optimal purchase order quantity is then created automatically for each product you need to purchase.

Purchase orders can be printed, faxed, emailed, or sent electronically using our optional EDI module. Use Purchase Order Charges such as freight, fuel surcharges, and inspection fees to add miscellaneous costs onto a purchase order. These costs are then allocated against the products on the purchase order to maintain a true landed cost. Use vendor promotions and rebates to take advantage of and track vendor deals.

Purchase Orders can be scheduled to be received and unloaded in your warehouse dock by date and time. Numerous purchase order reports are available, including: the Purchase Order Receipt Report which facilitates receiving a purchase order; the Purchase Order Report to see the status of your purchase orders; the Purchase Order to Payables Analysis to track the status of A/P invoices entered against a purchase order; the Purchase Order Discrepancy Report to show discrepancies involving quantity, weight, cost, and delay variances.
SELECTED FEATURES OF PURCHASE ORDER

Purchase Order Entry

This user-friendly screen will allow you to quickly record the products you are ordering from a particular vendor. You can view the current inventory levels and demand for each product as you scroll from product to product, up and down the screen. The fields shown on this screen can also be customized by user.

Purchase Advice Report

Does your company have buyers spending the majority of their time trying to figure out exactly what to buy in hopes of maintaining the proper inventory levels? Let Purchase Advice Report do the research for them and automatically create a purchase order, or run it as a suggested buying report. The resulting purchase orders are fully editable after they have been created.
SELECTED FEATURES OF PURCHASE ORDER

Purchase Order Reporting

Canopy comes with many purchasing, buying, and receiving reports. The Buyer Stock Status and Purchase Order Receipt Report are shown here.
Canopy’s Inventory Control Pays You Back

Canopy Inventory Control module allows you to maintain and inquire on products, warehouses, categories, and inventory. Supporting codes are also maintained and include unlimited units of measure, process codes, classification codes, slotting locations, brand codes, lot hold codes, box tare codes, nutrition fact codes, and allergens. All of the detailed history transactions for each product can be kept for as long as you like.

Perform all of your inventory and warehouse functions, including receiving, warehouse slotting, adjustments to your inventory with reason codes, physical inventory, cycle counting, and transfer inventory from one warehouse to another warehouse. Canopy can track shrinkage in receipt of combos. Track inventory for finished, raw material, packaging, and by-products. Group your products into user defined product categories. Track inventory by lot or serial numbers for selected products or for all products. Record country of origin labeling (COOL) information. Track the inventory of each product by two units of measure at the same time, such as pounds or kilograms and cases, gallons and containers, boxes and pallets, etc. Setup as many buying and selling units of measure per product as you wish; Canopy tracks the inventory for catch weight and even weight products flawlessly. Create and use as many different product costs and cost formulas as you wish, such as the average, last, market, burden, warehouse, accounting, freight, yellow sheet, and landed costs. Store multiple pictures and product specification sheets for each product. Setup unlimited product notes, ingredients, product substitutes, and maintain the inventory for those products that are cut or made from another product. Make use of a large number of standard inventory reports designed to provide you with precisely the data you’re looking for... such as Inventory Stock Status, Overstock Reporting, Inventory Value, Product Movement, Product Demand, Lot Recall, Inventory Aging, and Inventory Expiration Reporting.
SELECTED FEATURES OF INVENTORY CONTROL

Product Inquiry

Product Inquiry shows a vast amount of information for a particular product. See a product’s current on hand inventory, available to sell inventory, and the total on order quantity from the Purchase Order module. Various tabs and buttons show the customers who have open orders for the product, open purchase orders, open production entries, detail sales history, sales history summarized by fiscal period for the current year, previous year, last 8 days, and 8 weeks. If lots are tracked for the product, you can see the open lots with inventory or drill into the data for a lot and review all of the detailed transactions.

Inventory Reporting

Canopy provides a vast number of product reports. Shown here are the samples of the Stock Status, Product Movement, and Pallet Balance Reports.
General Ledger and Financial Reporting

Canopy’s General Ledger module allows account types, the chart of accounts, fiscal periods, budgets, and non-financial data types to be defined. All of Canopy’s modules can post directly to the General Ledger. Detail history can be kept for an unlimited number of years.

Maintain the General Ledger chart of accounts and Inquire for any current, future, or historical period. Run multiple companies with intercompany payables, create divisions or departments. Combine companies together for consolidated reporting. Set up simple or complex budget parameters. Automatically allocate a source account to many destination accounts based on percentage parameters. Set up recurring and automatic reversing entries. Make manual journal entries or import journal entries from another source. Postings to accounts with divisions automatically roll up to a master account. Print a variety of standard General Ledger Reports. Automatic closing entries are made when the fiscal year is closed.

Use Canopy’s Financial Report Writer to create as many financial reports as you need, such as Income Statements, Balance Sheets, Cash Flow Statements, and General Reports. Define your own columns, rows, headers, footnotes, and schedules on a report. Consolidate companies, print division or department statements with roll ups. Non-financial data fields can be setup and used to report pounds, kilograms, cases, and labor hours, etc. per fiscal period. Calculate the average price per pound or expenses per labor hour. Calculate percentages and variances. Choose your own fonts and colors. All reports created with the Financial Report Writer allow drill down into the data.

- General Ledger account inquiry includes a drill down into the transaction data
- Specify the starting and ending dates for each accounting period
- Print statements for multiple companies, divisions, or departments
- Print a variety of standard reports, including:
  - General Ledger Report for printing a trial balance
  - General Ledger Worksheet, which provides assistance in making adjusting journal entries
  - General Ledger Current Period Report showing postings made in any period
  - The General Ledger Journal Recap Report displaying all the accounts posted to a particular journal from any module in the system
  - The Budget Report to analyze budget data compared to actual postings
- Use the Financial Report Writer to create your own reports:
  - Define your own columns, rows, headers, footnotes, fonts, colors, schedules, variances, percentages, and calculations on a report
  - Incorporate the number of pounds, kilograms, cases, labor hours, etc. on your financial statements
- Make General Journal entries on the fly taking advantage of
  - Repeating descriptions
  - Future postings
  - Automatic reversals
  - Ability to import journal entries from outside sources
- Sophisticated budget maintenance
  - Automatically generate budgets based on historical activity
  - Import budgets from outside sources
  - Incorporate budgets in statements and compare budgets to actual postings with variances for any accounting period
- Set up automatic postings for recurring entries
- Set up automatic allocations of an account’s ending balance to post to designated accounts
- Keep detail transactions for as long as you wish
SELECTED FEATURES OF GENERAL LEDGER

General Ledger Account Inquiry

The Account Inquiry function in the General Ledger module is a powerful way to quickly see any given transaction posted to a particular General Ledger account. Each module in Canopy can independently post its data to the General Ledger. For sales, see postings for cost, inventory and sales. For payables, retrieve transactions for expenses, cash, and the accounts payable account. Each transaction shows you precisely where the posting originated, when, and for how much. Narrow your search down, or broaden it, for a particular range of dates or for a particular journal type. Drill down for a view of the detail source data, print or export data from the Inquiry screen.
Financial Report Writer

Looking for a Financial Report with a different layout to show more or less details? With Canopy, you can create your own Financial Reports with the ability to show the columns and rows of your choice, do calculations, comparisons, variances, percentages from one column to another, budgets, or even data from a prior year. Even non-financial data like pounds, kilograms, cases, labor hours, and units, etc. can be added as a column. Choose the font and color for each line to bring attention to a total figure, a line, or calculation. Design and save as many Financial Reports as you need.
A Receivables System You Can Bank On

Canopy’s Accounts Receivable module is simple to use, has an easy to learn interface, is user-friendly, and provides all the flexibility to manage your receivables the way you want, while satisfying the needs of audit control and proper accounting.

Manage your customer accounts and set up an unlimited number of statement types, term codes, credit statuses, and customer classes. Age your receivables weekly, monthly, semi-monthly, or create your own aging types. The Age Analysis can be run by a variety of criteria, including delinquent customers, a specific customer class, or by salesperson.

Trigger late charges, if desired, and quickly manage customer credit. Indicate when to place an order or customer on hold based on predefined limits. Print, fax, or email customer statements.

Use our flexible Cash Receipts function to post cash received via a variety of easy methods... simply check off items that are being paid, partial pay items, or enter paid items by invoice number – allowing you to easily follow the customer’s check stub. Combine the A/R together for chain customers and enter a payment that affects multiple customers. Make debit or credit adjustments, NSF checks, or post a payment with credit card processing.

Highlights

• Inquiry displays customer’s open A/R balance and payment history
• Place customers in billing groups for “Corporate” type billing management
• Drill down into the data from an invoice to see the product detail
• Supports foreign currency and exchange rates for international receivables
• Easy Cash Receipt Entry with a wide variety of entry options, including credit card processing
• Enter unlimited notes for a payment or invoice
• Unlimited terms, and statement/aging types, and classes
• Enter and post miscellaneous charges and invoices outside of Order Entry
• Print, fax, or email statements and collection letters for past due accounts on demand
• Process multiple open batches of Cash Receipts at the same time
• Print Verification Lists, Journals, and Bank Deposit Slips
• Review the Journals for previously posted data
• Automatic interface with the General Ledger
• Accounts Receivable reports include:
  • A/R Age Analysis for printing current customer A/R balances
  • Outstanding Report which allows you to see what the receivables were on a particular date in the past
  • Prompt Payment Report which calculates the average number of days it takes each customer to pay their invoices
• Estimated Cash Flow Analysis which estimates your future G/L cash bank balance by using your current outstanding payables, receivables, and G/L cash balance
SELECTED FEATURES OF ACCOUNTS RECEIVABLE

Cash Receipts Entry

Canopy’s Cash Receipts Entry provides for a variety of easy-to-use methods of applying your customer’s checks to their open accounts receivable transactions. Entry methods can range from simply checking the box by the transaction you wish to apply dollars to, or by spreading a payment against a range of items. Use the Touchups tab to write off insignificant amounts, the Discount option to apply a discount dollar amount while applying payments, the NSF option to record a non-sufficient funds check, and use the Adjustment feature to record debit or credit adjustments.

A/R Age Analysis

The A/R Age Analysis has multiple options for reporting your current A/R aging. Run an Age Analysis weekly, monthly, semi-monthly, or age your receivables using any statement type that you have defined. Run an Age Analysis for delinquent accounts only, by customer, by salesperson, by customer class, and print the report in detail or summary format. Options also exist to print each customer’s notes, phone number, contact name, and address.
Estimated Cash Flow Analysis

The Estimated Cash Flow Analysis will project your General Ledger cash balance for four future time frames. The report uses your current cash balance in your General Ledger, along with your receivables coming in and payables going out. Other cash receipts and expenditures such as the sale of assets and payroll can also be factored into the cash estimate.

Customer Inquiry

Customer Inquiry shows a vast amount of historical data for a particular customer. See a customer’s open or closed A/R transactions, or view a customer’s A/R Balance by aging bucket. See the average number of days it takes each customer to pay invoices and their low and high A/R balance over any time frame in the past. See what invoices a payment was applied to or see which payments paid a particular invoice. Drill down into the data from the customer A/R Detail screen to show the products purchased on a particular invoice.
Accounts Payable Management Made Simple

Canopy’s Accounts Payable module will effectively manage all aspects of your Accounts Payable and Cash Disbursement activities and requirements.

Enter invoices manually or set up recurring invoices for items paid on a normal cycle. When entering an invoice, match the purchase order quantities and costs with the vendor’s invoice. Any discrepancies can be emailed to the buyer. Print checks and create a Positive Pay transmittal file to send to your Bank for checks to cash. Create payment entries that were made via Wire Transfer. Pay vendors using ACH to create a file to send directly to the bank.

Review all invoice or check data prior to posting to the General Ledger. Posted batches of invoices and checks are kept as an audit trail after they have been posted. History is kept indefinitely.

Use a wide variety of check cutting features in Canopy to align with your check paying habits and frequency.

Use fast, on-screen methods of looking up historical data for vendors. Drill deep down into the data to see what invoices a check paid, the PO product detail associated with an invoice, and the General Ledger accounts an invoice was posted to.

Print 1099’s with the option to file them electronically.

The Bank Reconciliation module allows you to reconcile your Bank Statement with the General Ledger checking account. Miscellaneous bank charges can be entered during the reconciliation process.

Print reports and purchasing extracts for buying and purchasing groups such as Unipro, Frosty Acres, and Golbon.

When voiding a check, the system will automatically re-open the invoices on the check and reverse the entries made to the General Ledger.

Highlights

- Bank reconciliation available
- Supports foreign currency and exchange rates
- A wide variety of reports include:
  - A/P Open Invoice List to print invoice status by vendor
  - A/P Age Analysis for printing the current vendor A/P balances
  - Outstanding A/P Report allows you to see what the payables were on a particular date in the past
- Use Vendor Inquiry to lookup invoices and purchase orders, and to check history
- Print Vendor Lists, Labels, and Notes
- Void any type of previously-posted check
- Record a voided, mangled, or otherwise unused check number
- System automatically reopens any paid A/P invoices when a check is voided
- Three-way matching between the purchase order, invoice, and received product quantities and costs
- Unlimited terms, aging types, and vendor classes
- Track expenses by job code
- Handles recurring invoices such as rents and leases and generates payments at their proper cycle
- Select from a wide range of Check Entry features, including:
  - Pay selected vendors
  - Pay all vendors
  - Pay all invoices thru a due date
  - Pay selected invoices
  - Enter hand-written or manual checks
SELECTED FEATURES OF ACCOUNTS PAYABLE

A/P Outstanding Report

The A/P Outstanding Report allows you to go back in time and print an open aged payables report at a date in the past, even though the invoices may have been paid after the reporting date.

Vendor Inquiry

All inquiry functions in Canopy provide a tremendous amount of historical data, and Vendor Inquiry is no exception. Use it to see paid and unpaid invoices, purchase orders, and checks for a vendor. Drill down to see underlying data for a particular transaction, such as the General Ledger accounts an invoice is posted to. See the history of purchase orders and checks paid along with detail data showing what items a particular check paid. See current and future A/P aging, current and last year vendor purchases, and invoices and payments all in one screen.
SELECTED FEATURES OF ACCOUNTS PAYABLE

A/P Age Analysis

The A/P Age Analysis has multiple options for reporting your current A/P aging. Sort the vendors by name, class, or code. Run an Age Analysis weekly, monthly, semi-monthly, or by another aging type code that you have defined.

Invoice Entry

Use Canopy’s Invoice Entry function to quickly enter your payables. Enter multiple batches of payables at the same time. Separate the invoice amount from freight, tax, and other charges. Expenses are automatically distributed to general ledger codes, but you have the option to manually override them. Post expenses to customers for sales analysis reporting and true customer profitability. Post expenses to job codes for job costing.
Aspen View

CANOPY CORE MODULE

Easy Access to Your Data

Often, legacy systems are engineered in a format that makes it difficult, or even impossible, to access your data outside the core features provided by the application software. Even newer systems sometimes sit atop an underlying database, which makes access by the end user impossible. Sometimes, that engineering is intentional to increase after-purchase customization costs. In contrast, Canopy’s Aspen View report writer is built right into the core of the product. Aspen View is a dynamic tool that is simplistic enough to get you the basic queries you need right away, but also supports complex data extractions.

Thousands of Aspen Views have been written by Aspen customers to extract desired data, eliminating the cost of custom programming. Additional savings are realized by getting quick information needed to make important decisions on the fly. Furthermore, Aspen View allows data to be extracted from Canopy to the Microsoft Excel format, allowing you to manipulate or present data as you see fit. Aspen View inherently provides this ability and has further supporting options, such as suppressing headers and raw data, to get you truly unformatted results. Aspen View can be used to support any function of your business, like Accounting, Sales, Receiving, Inventory, and even advanced production analysis when used in conjunction with the Production and Data Capture modules. At Aspen Systems, we know that you own your data, and we want you to be able to access it.

Highlights

- At-your-fingers access to 100% of your data
- Search the full Data Dictionary using sensibly-worded terms to help you find fields
- Use ‘Ask Me’ to build Aspen Views that prompt users to make data selections or enter ranges of data
- Utilize conditions so that only the data you’re after gets reported
- Place Aspen Views on menus and allow secure restricted access to other users
- Include external data in your reports
- Create your own formulas and output the results, or hide those calculations and use them to influence other results
- Output your reports to the screen, printer, Word, Text, Excel, PDF, Tiff, or HTML formats
- Have Aspen View dump your data into a raw format into Microsoft Excel, even suppressing header and footer data
- Format output with your own reporting features, like:
  - Customized headings
  - Alternating row colors
  - Custom number or date formatting
- Use the power of Aspen View to drive other products, like Pulse and Event Watch
- Write your own reports that display documents stored in Document Imaging
- Schedule Aspen Views to automatically run at any time you need
- Use Aspen View to extract from non-Canopy data sources
SELECTED FEATURES OF ASPEN VIEW

Data Dictionary

Aspen View exposes the complete data dictionary for all Canopy tables and fields. Browse through a list of tables and see the fields, indexes, or relationships to other Canopy tables. Do a specific search to find details on the table name, type, etc. All database content is intuitive to users, so finding the exact field you need among the thousands that exist is a quick and simple process.

---

**Table:** AP_BatchDisbursements

**Fields**

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ACHEffectiveDate</td>
<td>Overwrite ACH Effective Date for this line on which it is to be settled</td>
</tr>
<tr>
<td>2</td>
<td>ACHTraceNumber</td>
<td>ACH Trace Number assigned to this Entry by the ACH Export</td>
</tr>
<tr>
<td>3</td>
<td>ACHTransactionNumber</td>
<td>The reference number associated with this ACH Transaction</td>
</tr>
<tr>
<td>50</td>
<td>AP_ChequeNumber</td>
<td>Check Number associated with this Disbursement Record</td>
</tr>
<tr>
<td>40</td>
<td>BankAccountCode</td>
<td>Bank Account Code associated with this Disbursement Record</td>
</tr>
<tr>
<td>190</td>
<td>Description</td>
<td>Description line 1 for check</td>
</tr>
<tr>
<td>200</td>
<td>Description2</td>
<td>Description line 2 for check</td>
</tr>
<tr>
<td>60</td>
<td>DirectPayFlag</td>
<td>Direct Pay Flag</td>
</tr>
<tr>
<td>20</td>
<td>EntryNumber</td>
<td>Entry Number for this Line in the Batch</td>
</tr>
<tr>
<td>210</td>
<td>ExchangeRate</td>
<td>Currency Exchange rate for this Disbursement record</td>
</tr>
<tr>
<td>30</td>
<td>NextActivity</td>
<td>Number to be assigned to the next Activity record for this Entry</td>
</tr>
<tr>
<td>100</td>
<td>PayableAddress1</td>
<td>Payable to Address Line 1 for the Check</td>
</tr>
<tr>
<td>110</td>
<td>PayableAddress2</td>
<td>Payable to Address Line 2 for the Check</td>
</tr>
<tr>
<td>120</td>
<td>PayableToCity</td>
<td>Payable to City for the Check</td>
</tr>
<tr>
<td>90</td>
<td>PayableToName</td>
<td>Name of Company Name to which the Check is Payable</td>
</tr>
<tr>
<td>130</td>
<td>PayableToState</td>
<td>Payable to State for the Check</td>
</tr>
<tr>
<td>140</td>
<td>PayableToZip</td>
<td>Payable to Zip Code for the Check</td>
</tr>
</tbody>
</table>

---

**Field Description:** Accounting Cost for the Line (for posting to perpetual inventory)

**Table Description:** Order Detail Line Item
SELECTED FEATURES OF ASPEN VIEW

Data Extract

It’s easy to extract your data from Canopy and send it to a Microsoft Excel format. You can choose to have headings print, suppress all headings, or even print column headings on first page only. Select to output the data in a raw format, save the View, and then simply select the file type export to be an Excel Worksheet. The task of getting your data to a platform where you can easily manipulate it is now pain-free.

Aspen View is Integrated

Aspen View allows direct access to your data and works with other Canopy modules. As an example, create an item in Pulse and use an Aspen View as the data source. Drilldown into an Aspen View directly from Pulse to see a detailed printout of the information shown.
SELECTED FEATURES OF ASPEN VIEW

Aspen Views

Here are some sample Aspen Views.
Production

Formulation-Based Management for Producers, Manufacturers, and Further Processors

The Production module automatically pulls product data from Canopy’s Inventory Control module, such as raw material and packaging costs. Use the cutting test feature to compute costs, yields, and by-products on a small sample production run.

Production’s Formula Maintenance program allows unlimited formulas and recipes to be created. On each formula you can indicate an unlimited number of raw material products, packaging products, labor codes, overhead expense codes, yield points, sub-formulas, packaging formulas, finished products, and by-products. Formulas can be setup by processing steps. The yields and costs of finished products are automatically calculated during the production process and are compared to standards. Use yield points to record critical weight points during the production process such as trimming weights, cook weights, and pumping weights. By-products, such as trim, fat, and bones, are assigned a market cost and will credit the total cost of each formula automatically. Substitute materials, packaging, labor, or overhead codes on any formula.

The Production module tracks lots, serial numbers, and batch numbers throughout the production process and offers full lot recall of raw materials, packaging products, and finished goods. Inventory is relieved for raw material and packaging products using standard or actual quantities, and inventory is updated for by-products and finished products using standard or actual costs. Project the inventory levels of finished products automatically for eight future time frames, and material planning will show how much inventory for raw material and packaging products will be needed to make a day or week’s production. Production Scheduling can help manage the load on individual production lines. Print production history, raw material usage, packaging, labor, overhead costs, and yields by time frame as far back as you keep history.

Highlights

- Maintain and inquire on all formulas or recipes in your system
- Setup an unlimited number of
  - Ingredients
  - Labor codes
  - Sub-formulas
  - Finished products
  - Packaging products
  - Overhead costs
  - Packaging formulas
  - By-products
- Nest or Link formulas together
- Print a variety of formula reports, such as
  - Production Sheets
  - Cost Sheets
  - Labels
- Automatically generate production entries based on outstanding orders or enter them manually
- Use Production Scheduling to manage future production by batches, weights, or quantities
- View inventory, WIP, and future raw material and packaging requirements
- Run Production Status and Materials Requirement Reports to determine the precise inventory needed
- Print a Production Register each day that will show you
  - Which products were made
  - What raw material products were used
  - A comparison of actual costs and yields versus standards
- Use the Production cutting test to calculate the yield and cost for a finished product that includes:
  - By-products
  - Labor
  - Overhead
- Run history reports for
  - Production
  - Packaging
  - Overhead
  - Raw materials
  - Labor
  - Yields
SELECTED FEATURES OF PRODUCTION

Formula Inquiry

Production’s Formula Inquiry screen will show all of the components, yields, costs, and standard batch sizes for each formula and the current cost today of making the finished products based on your current costs and yields.

Production Requirements

The Production Requirements Entry screen projects inventory for eight future time frames of your finished products. The formula uses the current product inventory levels, and current and future orders and production entries. Production entries can be created right from this screen.
SELECTED FEATURES OF PRODUCTION

Easy Production Reporting

The Production module will provide you with a number of standard costing, yielding, and history reports. Shown here is the Production History Report, Formula Cost Report, Production Test Yield Report, and the Materials Requirement List.
Data Capture
CANOPY OPTIONAL MODULE

Wireless - Fast, Accurate, and Reduces Labor

The Data Capture module integrates industrial wireless hand held devices and Scale labeling stations together to facilitate the recording of receiving inventory, consuming raw material products in production, producing products, filling orders, locating products in the warehouse, and taking a physical inventory, etc.

As we think about what sets us apart from our competitors, many things come to mind – but the Data Capture module presents itself first. Aspen Systems has been the proven guide for its customers into the world of paperless and wireless communications through Radio Frequency (RF) devices. Being the leader offers our customers a cost effective paperless solution for receiving, filling, and shipping of orders, production, and physical inventories. Currently, a high percentage of Aspen’s customer base incorporates our RF solution to improve speed, accuracy, and cost.

The training time and introduction of new personnel into your particular way of doing business can be slashed by as much as 80% when RF is used. Your cost of correcting errors (not to mention the undefined cost to your reputation) can be significantly reduced as well, since little (if any) manual input is done by the operator. Or perhaps the very significant cost and time of the Physical Inventory process is something you want to tackle. Your employees will point, shoot, and update inventory in real time.

Create an unlimited number of Production Lines in your facility for Data Capture. Use the software to Receive, Produce, Fill and Ship Orders, and perform Physical Inventories. Attach an unlimited number of devices to the process, such as scales and scanners, which sit at various spots on your production line. Our staff of expert hardware technicians can interface existing hardware if it meets acceptable standards.

• Set up line codes with configured scales, scanners, and material handlers
• Set up unlimited label formats for products
• Inquire and retrieve line data, such as
  - Product detail
  - Product totals
  - Date/time stamp
  - Made/used/deleted/transferred
• Print case, pallet, package, and multi case labels
• Use the Transaction Inquiry/Label Re-Print function to see every transaction on any production line
  - See detailed data about the transaction
  - Re-Print a label, if desired
• Generate manual labels as well as print and re-print pallet labels
• Use our testing functions for scales, scanners, and switches to
  - Easily communicate with the line
  - Verify that these devices are functioning properly
• Cross reference your vendor’s products with your own products
• Import inventory, pallet IDs, and fill orders from batch hand-held devices
• Import physical inventory from batch hand-held devices, as well as warehouse transfer records
• Run a variety of Data Capture reports
SELECTED FEATURES OF DATA CAPTURE

Line Maintenance

One of the most important functions of Canopy’s Data Capture is the set-up of your production lines, and tying devices to that line. Lines can be set for several “Types,” which define the actual nature of the work that is being performed on those lines. Those current types include Receipts, Material Usage, Finished Product Production, Deletion of Inventory, Label Printing, Fill Orders, and In-Transit Receipts. Individual Scanners and Scale devices are configured on the “Communications” tab. Printers and label formats are assigned to lines in the Data Capture maintenance module.

Barcode Format Maintenance

Where some other Data Capture products fail, Canopy succeeds. At Aspen Systems, one of our goals is to put as much power in the user’s hands as possible. The DC module is designed to automatically read standard UCC128 compliant labels, but if a vendor does not conform to the standards, Barcode Format Maintenance can help. You won’t have to call Customer Service or involve the Programming department for the simple task of reading a new Vendor’s unique Barcode. This friendly maintenance screen will allow you to set up an unlimited number of Barcode Formats in the system, and define what each piece of the Barcode represents... without ever picking up the phone for help.
SELECTED FEATURES OF DATA CAPTURE

Transaction Inquiry/Label Reprint

Transaction Inquiry allows you to see every transaction which has passed through your Data Capture module. Reprinting a label which has been damaged or otherwise lost is as simple as selecting the item you need a new label for and depressing the print Label button. Simply double-click a particular line item to get more information about it, such as date and time label was first printed, Lot Numbers, Pallet IDs, and inventory quantities involved in the transaction. Since this data can accumulate in the system very quickly, we provide a method for you to purge transactions from your files at will, although the structure of a Windows-based application does not require you to do so.
Traceability and Inventory Management

A critical element of controlling inventory occurs at the weigh/labeling scale station. Canopy offers a variety of scale station devices and controllers to manage weighing and recording inventory, printing labels, updating inventory, weighing and consuming raw materials, and filling orders and production entries.

Canopy’s scale stations offer rugged industrial designs that operate directly on the production floor and can withstand daily wash-downs. The scale stations can be used with various configurations, including automatic weighing and label applicators, fixed mount, keyboard wedge, blue tooth scanners, and manual input from a keyboard or virtual keyboard on the touch screen. Communication with the host server can occur with wired or wireless connectivity.

All scale stations offer multi-languages and the ability for unlimited label formats while giving you the on-line ability to create and modify labels yourself. Print package, box, and pallet labels. Fixed weight labeling is offered with the ability to capture the give-away weights versus the actual printed weight. Establish acceptable weight ranges for products being weighed and notify the scale operator immediately if a box weight is outside the acceptable range, or automatically kick the box out of the production line. Create lot, serial, and batch numbers in product traceability. Override tare weights when needed, and automatically assign boxes to a pallet ID. Security on the scale station can be defined for each scale operator.

- Fixed weight labeling that tracks give-away weight
- Controls both static and in-motion scales
- Ability to output weight in RS232 format
- Print package, box, and pallet labels
- Create lot, serial, and batch numbers for traceability
- Unlimited label formats
- Accepts manual input of weight
- Use any major brand of barcode printer
- Wired or wireless communication to the host server
- Re-print any label or easily void misprinted labels
- Assign boxes to a pallet automatically
- Runs with an operator or unattended
- Works with powered conveyors and assembly lines
- Provides pre-identification scanning and post-verification controls
- Option to display in multiple languages
- Setup security by scale operator
- Wash-down industrial configurations are available
- Automatically records operator, date, and time stamps for all inventory made
- Best practice barcode labeling including GS1-128, EAN, UPC, QR, and RFID
SELECTED FEATURES OF SCALES & LABELING

Server Based TI Scale Stations

Canopy’s server based Terminal Input (TI) scale stations run as a session on the host server. Three operating modes are available to the operator. The primary Terminal Input (TI) mode is used to weigh and label finished goods and also has the ability to fill products on a sales order and/or receive inventory against a purchase order at the scale. The Production TI mode is used for recording WIP inventory, finished products, by-products, or yield points against a Production Entry from Canopy’s Production module. The Terminal Usage mode provides the ability to control a per-batch operation and record material product usage against a Production Entry.

Variance Reporting

Many reports are available in several formats from the Scaling System, like this Variance Report that shows not only the weight that went into inventory, but also the actual scale weight and the variance amount shown as a percentage, providing the give-away on any product and data range. Minimum/maximum weight ranges can be set to restrict variance allowance.
SELECTED FEATURES OF SCALES & LABELING

Stand Alone Scale Stations

Canopy’s Stand Alone Scale Station may run independent of the host system when needed. This provides redundancy in the event of a power outage, a server failure, or communication line problems. If any of these events occur, the scale station will continue to weigh products, print labels, and record production. When the host system is back on-line, all transactions will be updated. Other features include the ability to print customer or product label overrides, generate a pallet manifest automatically when a pallet is complete, record scale weight testing accuracy for compliance, and print numerous reports directly on each scale station. Product recognition is enhanced with digital display of product pictures.

Installation Examples

Canopy’s Scale Stations are able to handle most any scale from a simple static scale printing box labels, to an in-motion scale doing sorting of finished products to different lines for palletizing.