

herbst Insight Oil Office

The Complete Oil Distributor's Office Solution with full accounts

- **Oil Business Management System with fully integrated Accounts**
- **Further Decimal Points to accommodate pricing in litres**
- **Complex Stock Module with Manual or Automatic weighbridge Option**
- **Multi-location Product Module**
- **Haulier Self-Billing Option**
- **Complete Credit Control**
- **Pricing Rebates Facility**
- **Comprehensive Margin Reporting**
- **Full user rights control & Security Log**
- **Fully Integrated Payroll with job Costing & Safety Requirements**
- **Full reporting facility**



Overview

Herbst introduces a **Complete Oil Distribution Business Accounting & Management Solution**. It boasts itself on its **simplicity** and **ease of use**, with the look and feel of a Microsoft product, even the less computer-experienced person quickly feels at home.

The **simplicity** of Insight is apparent right from basic order entry at the start. Then, when the order has been entered, with the click of a button, it can be converted into a delivery document and onwards into a sales invoice **without having to re-key in the same data** each time. Also, there is no need to create every sales document from scratch each time, save yourself a lot of time and effort by cloning an order that already exists and matches your needs, and editing only the data that is different this time round. Multiple sales orders can be **converted** into one delivery docket, and multiple delivery dockets into one invoice, establishing a firm relationship between all documents.

Tracking Contracts & Orders

Most of an Oil Distributor's business revolves around Contracts with their customers and it is imperative to track all orders received. Therefore it is crucial that their management

program tracks all Orders and Contract numbers, and their relationship with their customers. Insight Oil Office program can store all movements on a contract: Sales and Purchases. Therefore Insight can give an accurate **costing** to each Contract, and customer.

Haulier Self-Billing

As is often the case, you may use outside Hauliers for some of your deliveries. In your docket, you can simply pick your haulier from a pick-list at the time of entry and then you can simply convert your Delivery Dockets directly into a haulier purchase invoice, giving you accurate self-billing, enabling you to keep control of your purchase invoices from your Haulier.



Rebates & Customer specific pricing

In the case of all Oil Distributors, it is important to be able to use **individual prices**, in the form of **Rebates**, for individual customers. Insight can enable you to assign customer specific prices at Customer or at Product level which the system then applies when creating Sales Orders / invoices for that customer. Quantity discounts can also be easily assigned.



Insight caters for **pricing in litres**, with its optional 0-4 decimal point facility. This ensures accurate to the decimal point customers rebates and in turn, **margin reports**.

With the ever-changing Oil prices, Insight makes increases/decreases in price, a very quick and easy process. Simply highlight the Product, and choose to increase/decrease by amount or by percentage. Choose to increase the Purchase Price, Schedule Price and/or Customer Specific Prices.

Stock Control

As the sales and purchasers ledgers are tightly integrated with the products module stock levels are easily **maintained and tracked** as the sales and purchases data feeds into the stock levels.



Insight facilitates a **Multiple-location** stock ledger, allowing you to buy and sell from different locations and track all movement of stock. This will then allow you to analyse and cost specifically for a single location, as well as consolidated.

The **stock reorder** report facilitates stock control further by comparing the supply and demand for each product against the purchase and sales orders in the system, highlighting any current or potential shortfalls. You can see period analysis of the stock movements quantity in and out, increase / decrease in quantity, running quantity, cost in and cost out etc and you can drill down to see more information about the period's transactions. You can also drill down on sales, purchases and stock adjustments, and analyse your stocks by **Gross Margin**.

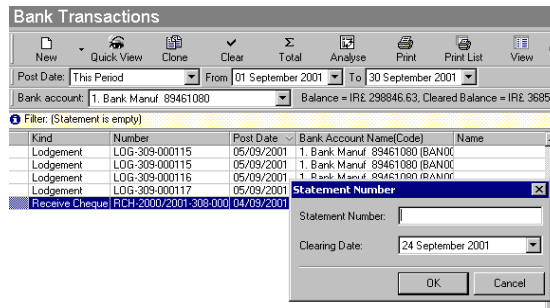
Expense & Maintenance Costs

Insight has a very strong capability of storing maintenance details of all Trucks and expenses associated with them. You can then analyse these costs, and determine where your biggest expenses lie, and therefore you will be in a position to do something about it, before it gets too late, as is with many computer programs, which generate reports at the end of a period or end of the year. Insight gives **“live”** vital management information at all times, at your fingertips.



Bank & Cash Control

With the facility to execute all of your bank transactions through Insight (issue transfers, cheques, receive payments), insight can give you a completely accurate **“Cleared” Balance** at all times in your accounts, allowing you to forecast and make important informed decisions relating to your cash flow.



As a lot of customers pay by **Direct Debit**, Insight can cater for these requirements, with a file format export for AIB, Bank of Ireland and Ulster Bank.

The Bank Ledger gives you a completely different viewpoint on your business. A bank type **statement** can be viewed or compared on screen and transactions cleared against the bank statement and the bank statement number input against the transaction document.

Credit control

With so much information stored against your customers, credit control no longer has to be such a nightmare. With numerous reports and **user definable views** you can track your customers accounts status easily – all outstanding invoices, outstanding balance, last payment date etc.

Code	Last Invoice Number	Last Invoice Post Date	Last Payment Number	Last Payment Post Date
A_000	SI-1998-103-000596	11/02/1999	RCH-282-000376	09/08/2001
AZ000	SI-1998-205-001932	24/05/1999	RCH-1998-352-000578	18/10/1999
A_G000	SI-002043	24/08/2001	RCH-262-000352	20/07/2001
AP_000	SI-180-001067	09/04/2001	RBN-162-000024	11/04/2001
A_F000	SI-148-001233	27/03/2000	RCH-250-000419	07/07/2000
SEA002	SI-1998-105-000603	13/02/1999	RCH-1998-116-000153	24/02/1999
ABB002	SI-321-002552	16/09/2000	RCH-337-000543	02/10/2000
ABB001	SI-175-001228	24/04/2001	RCH-078-000102	17/01/2001
ABR000	SI-1999/2000-110-00084	18/02/2000	RCH-344-000553	09/10/2000
ALL004	SI-1993/2000-015-00007	15/11/1999	RCH-1999/2000-088-000	27/01/2000
ALL000	SI-001400	08/05/2001	RCH-245-000327	03/07/2001
ALP000	SI-352-002727	17/10/2000	RCH-353-000565	18/10/2000
ARC000	SI-143-001176	22/03/2000	RCH-333-000537	28/09/2000
ATT000	SI-001834	10/07/2001	RCH-252-000339	10/07/2001
B_M000	SI-2000/2001-002081	31/08/2001	RCH-230-000306	18/06/2001
BA000	SI-2000/2001-002082	31/08/2001	RCH-1999/2000-102-000	10/02/2000
BAL002	SI-001303	03/05/2001	RCH-218-000291	06/06/2001
BAN001	SI-2000/2001-002083	31/08/2001		

There is a **Warning** system that can be used to set against your customers, which will warn your sale order entry clerk that this customer has exceeded their allowed **credit limit**. You can then give them a “freeze” account limit, which will not allow any orders or invoices to be entered past this amount or date, without the supervisor’s knowledge.

In the **report desktop**, there are numerous Credit letters that you can avail of, or indeed create your own with your own wording. These letters automatically take the amount owed and last date of payment etc and use them in an informative manner to approach your customers. Insight also contains an Interest charges calculator, which can be used to **charge interest on overdue accounts**. There are numerous customer statements that you can use or modify according to your own business needs.

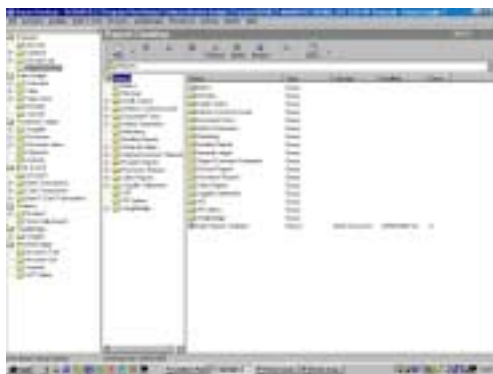
Like all Insight’s documents, the **Notes** facility can keep a record of all unusual happenings. In this section, you can record all credit collection attempts, and sign it by the user, this then gives a complex store of information, which can be used informatively, when speaking with your customers.

Another quick tool is the **Reminder** function. This allows you to highlight any sales orders, or dispatch dockets that may need attention, or that need to be checked for example.



Report Desktop and Form Designer

There are numerous pre-configured, but highly customisable reports for each module - sales, purchases, bank and cash, nominal ledger, products etc. However, you need not be restricted to these **report layouts** if you find they don’t quite match your needs. You can create new reports and add / remove data items from existing reports to suit your own requirements. Plus access to reports can be restricted based on **user privilege levels**.



Nominal Ledger & Budget Preparation

The **multi-level** nominal ledger comprises a default set of accounts, which can be used as-is or tailored to your business requirements. Drag and drop capability allows you to group and analyse accounts information on-line. Insight boasts an **open period architecture** allowing you to post transactions in one period prior to closing the previous period where required.

Budgets can be easily prepared based on a percentage increase / decrease on previous periods or they can be manually input.

Period	2000/2001	1999/2000	1998
November	20000.00	19000.00	
December	18000.00	17500.00	
January	18000.00	17500.00	
February	18000.00	17500.00	
March	19000.00	18000.00	
April	19000.00	18000.00	
May	19000.00	18000.00	
June	20000.00	19000.00	
July	20000.00	19000.00	
August	20000.00	19000.00	
September	21000.00	20000.00	
October	21000.00	20000.00	
Year Budget	233000.00	222500.00	

Mail Shots & Sales Pitches

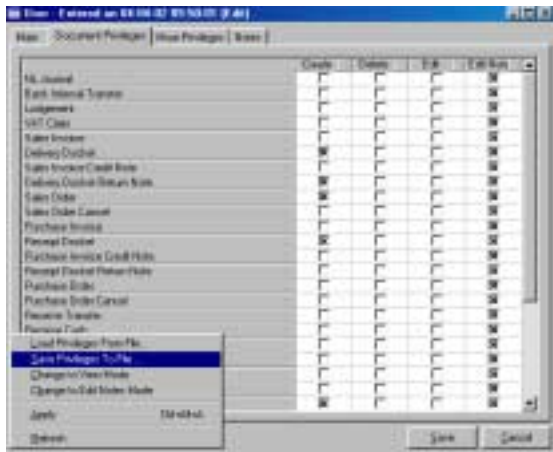
Mail Shots become a breeze with Insight’s full **report designer**. Simply type up a letter outlining your special offer, add in pictures, logos etc. and with the click of a button, you can **Print, Fax or Email** the letters straight from your PC to your potential customers.

These letters can also extract database information, to produce knowledgeable and informative letters to your customers
ie. Your last order was placed on 30th March 2002 and was for 1000 litres of Gasoil....

Security & User Restrictions

Herbst Computer Software has gone to great lengths to develop a robust and comprehensive user set up and security system in Insight Oil Business Program. You can set up each of your drivers as a user in the accounts and strictly monitor what they are able to view. This can be extremely useful, in allowing your drivers to log on themselves and view their orders and print their own route sheet, without having to involve another person.

Insight gives you, as the administrator, the ability to completely **control access** to sensitive information.

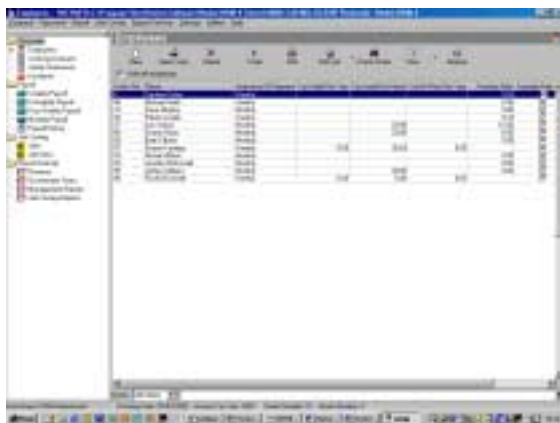


A complete **security log** tracks all changes and transactions made within the program, and who made them. After changing a document, the user is forced to enter a **comment**, which is then written to the security log to explain why the changes were made. Of course, this only applies to the users who have been granted the permission to make changes within the program.

Set up different **views** for different people with higher or lower levels of access. Reports can be restricted to only show the user what has been specified to them. For example, a driver may only see his/her Dispatch dockets, and money collected etc. and not be allowed to see any bank or nominal ledger information.

Fully Integrated Payroll

Insight is fully integrated with Herbst HRM **Human Resource and Payroll** package. Weekly, Fortnightly, Four-weekly and Monthly wages can be imported with one click of a button to the accounts in Insight, thereby automatically updating your nominal ledger, bank accounts and cost centre data.



Herbst HRM Payroll also facilitates for **Job Costing**, with comprehensive Job Costing **Reports**, Management Reports, and **Revenue Forms** (P45, P30, P35, P60).



HRM caters for **drivers' salary adjustments**, ie. Drop Allowances, Meal allowances etc. It can also provide accurate holiday and sick leave information.

The ever increasing concern for safety is becoming more and more necessary now, especially with the new Safety legislation which makes it necessary for all business to have and enforce **Safety statements**. HRM has a complete Safety statement module, which allows you to attach statements to individual employees according to the risks involved. These statements can be printed regularly and issued to employees, where they sign them, and give them back. Therefore, the company is covered for insurance purposes.

HRM also has a complete **Accident Module**, which logs all accidents and incidents that may occur, and reflect them upon the employees involved. You can store all details of vehicles involved, and insurance details etc.

These modules in HRM change it from being a Payroll package, to becoming a complete **Human Resource Manager with fully integrated Payroll**.

Data migration

Changing over from your old accounting package to Insight, could not be easier, when you use our **data migration wizard**.

Within hours, you can be realising the benefits of a comprehensive yet easy to use business system.



No Oil Distribution Business should be without a **management tool** like Insight. The on-line information, which allows management to look at Insight and get a comprehensive management **analysis of the companies financial and distribution status**, with just one click of a mouse!

Herbst Insight Software—The Future Today!