

# herbst Insight

## The Complete Office Solution for Business & Management With fully integrated accounts

- True Multi-currency
- Order, Delivery/Receipt Tracking
- EDI and XML Import/Export
- Complete Debtor & Creditor Control
- POS Barcode Reading
- Bank & Cash Control
- Back to Back ordering
- Periodical Transactions
- Comprehensive Credit Control
- Report & Form Designer
- Fully Integrated Payroll
- User rights control and Security
- Multi-level Nominal ledger
- VAT Claiming
- Budget Preparations
- Multi-location Stock Control
- Stock Pricing parameters
- User defined fields & Sort groups
- Bill of Material
- Herbst E-Shop Integration

### Take an ordinary man and give him extraordinary Insight!

Herbst Insight is a **revolution** in business software. With the look and feel of a sales and marketing application, designed from a sales and management perspective Insight is redesigning the work of business accounting, making it easier for management to get accurate information while making important business decisions.



**Herbst Software** can cover your whole office software requirements and help you create a paper and clutter free office environment. A tidy office reflects a tidy and organised staff allowing them to be more creative and concentrate on value added activities and make decisions in a clear environment. No longer do you require the services or advice of an external accountant throughout the year as

tax transactions such as **VAT claims** are greatly simplified with the aid of Insight.

Perhaps one of the downsides of the advances in Information Technology today is the tendency for people to be so overloaded with data that it clouds their view and prevents them from focussing solely on what they need to know. Humans are by their nature curious creatures and naturally they get side tracked. Bearing this in mind Herbst have taken care to ensure that one of the most powerful features of Insight is the capability of only making available to users those aspects of the system that they need to perform their tasks. Of course management can be granted full access to all the information they need across the system and the business and user activity can be easily traced enabling managers to view any data changes made, when they were made and who made them.

The screenshot shows a window titled "User - Entered on 15/08/2001 17:23:30 (Edit)". It has tabs for "Main", "Document Privileges", "More Privileges", and "Notes". The "General" tab is active, showing fields for First Name (John), Middle Name (D), Last Name (Smith), Login Name (John), Login Password (masked), and Confirm Password (masked). There is an "Options" section with a checkbox for "Picker auto popup". The "Privileges" section has several checked options: "This user has administrative privileges", "This user can customize grid view's columns", "This user can customize grid view's filters", and "This user can design reports". A "Report Security Level" dropdown is set to "4 - Very High Privileges". Below this is a table with columns "Create", "Delete", "Edit", and "Edit Notes".

	Create	Delete	Edit	Edit Notes
NL Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Trader	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Product Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Product	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

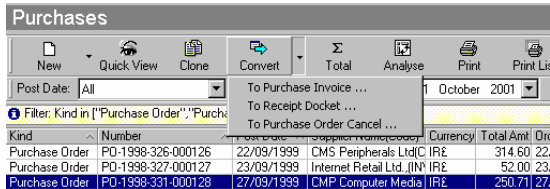
Maintaining records couldn't be easier within Insight so that your data should be at all times accurate and up-to-date.

Insight boasts a unique **grid view** system, which presents the data in a familiar spreadsheet format with flexible sorting, filtering and analysis capabilities. User specific views can be created and users can also manipulate their own views.

Click on quick view to view one or more records in more detail and flick between the various tabs to gain the aspect you wish, for instance you may wish to check a customer's sales history, credit control rating, trading terms or contact details or analyse a group of records together. There is also a quick edit facility allowing you to update key data across multiple records in a quick and efficient manner.

## Sales / Purchases

One time entry is a feature within Insight allowing you to start with a sales order for instance and then convert it into a delivery document and onwards into a sales invoice without having to re-key in the same data each time. Cloning is another feature which can also save you a lot of time and effort by allowing you to clone a document that already exists and is similar to your current needs so that you don't have to create every document from scratch each time, but rather clone and edit only the data that is different each time round.



## Sales/ Purchase Items

Browsing a sales order list and curious to know what was on a particular order without having to open it up in a separate window? No problem Insight can display the sales items neatly at the bottom of the page for you and refresh them automatically as you scroll up / down the list.

Insight supports **cash sales** and **barcode transactions** making it particularly attractive and convenient for those who scan barcodes at the point of sale.

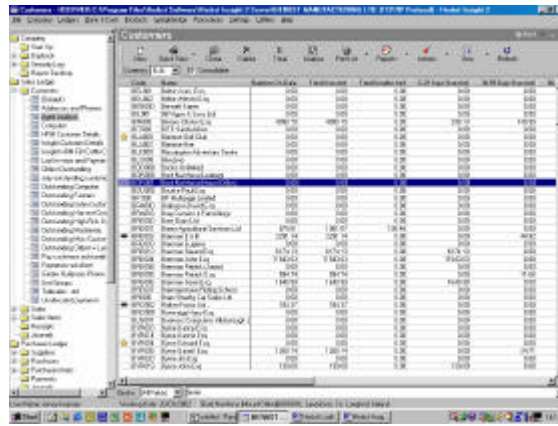
For businesses where **back to back ordering** is a standard occurrence Insight can support you by enabling you to convert sales orders to purchase orders and the stock reorder report can be used to assist you in stock control and ordering as it compares the supply and demand for each product.

**Periodic Transactions** can be created and monitored as required by the business.

Any physical documentation such as sales orders / invoices / proof of deliveries can be scanned into the system and attached to any of the online documents. Any other data such as an MS Word document containing product promotional literature can also be attached to any record.

**Customer specific prices** can be created for particular products and will be the default prices used when creating sales orders for those customers. Quantity discounts and other pricing parameters are also supported while purchase rules also allow you to opt for the default cost price of a product to be updated based on the last purchase price or otherwise.

## Debtor and creditor control

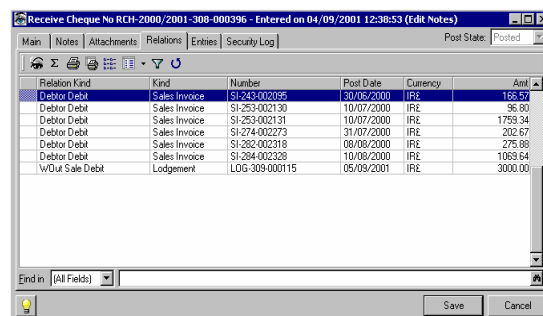


With so much information stored against your debtors and creditors, debt /credit control need no longer be such a nightmare. With numerous reports and user definable views you can track the status of outstanding invoices easily including outstanding balances and last payment date and issue dunning letters and customer statements to debtors as required.

## Receipts / Payments

Customer receipts can be easily recorded and receipt allocation is extremely flexible. You can chose to allocate receipts at the time of receipt entry or later and while allocating you can opt to allow the system automatically allocate the receipts against the oldest outstanding invoice(s) for that particular customer or manually select which invoices the receipt should be offset against. The same concepts apply to payment allocations and Insight also supports contras and allocating receipts from one trader against another.

Click or select a group of customers and see all payments received. View an amount, click on **“relations”** and view all related document invoices etc.



## Bank & Cash

The bank and cash module is extremely powerful with on-line multi document and bank statement **reconciliation**. The accounts list shows you bank and cash accounts and their properties such as balance and cleared balance etc. and the balances can be viewed in the default transaction currencies or consolidated into one.

## Nominal Ledger

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.

## 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.

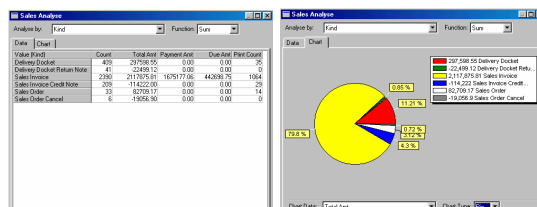
The stock reorder report facilitates stock control further by comparing the supply and demand for each product against the purchase and sales orders in the system, highlighting any current or potential shortfalls. You can see period analysis of the stock movements quantity in and out, increase /decrease 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.

## Weighbridge & Warehouse

The weighbridge module in Insight has been enhanced by the introduction of the warehouse feature. Weigh transactions can now be used not only for weighable products, but also for managing the warehouse inventory - stock in and out movements. Weigh in and out documents can be easily converted to purchase / sales invoices. Different locations can be created for each of your stock storage areas and the stock subsequently tracked by stock location. The warehousing functionality can also be used with or without the weighbridge module to assign stock to warehouse storage, which is particularly attractive for those with warehouses.

## View Analyse Tool

In addition to all the views throughout the application there is a flexible quick click analysis tool allowing you to drill down and analyse the data in more depth e.g. a break down of the total value of sales posted on each day.



## Budget Preparation

Budgets can be easily prepared based on a percentage increase / decrease on previous periods or 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	
<b>Year Budget</b>	<b>233000.00</b>	<b>222500.00</b>	

## Sort groups

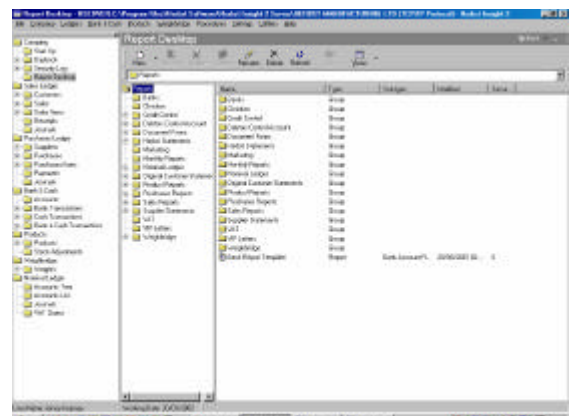
Sort groups allow you to group customers, suppliers and products etc. to suit your own business requirements e.g. by business area or division and to report on the performance / status of these groups accordingly.

**Drill down** from summary data to the detailed transactional data for tracking and step-by-step investigations.

**Notes** can be recorded against traders and sales documents with a user and date & times stamp and there is a notes search utility allowing you to search through the notes for any keywords. **Reminders** can also be set against any record and will be highlighted accordingly.

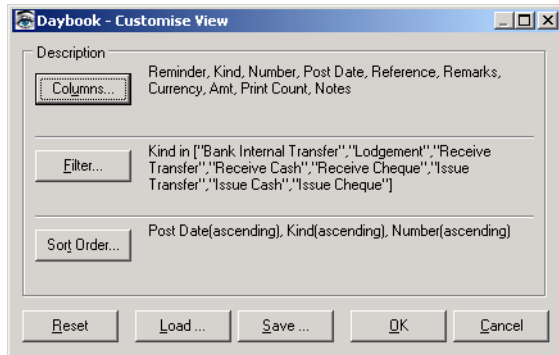
## Report Desktop and Form Designer

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.



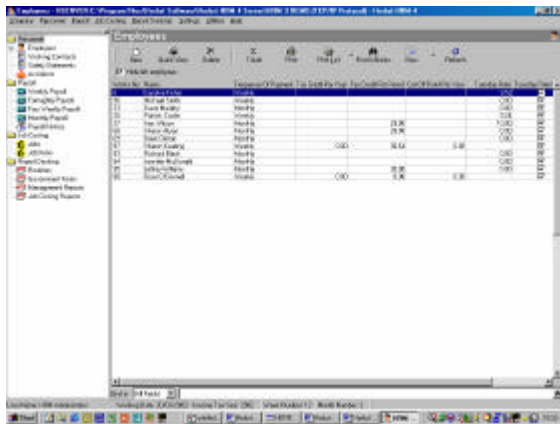
## User Interface

For those familiar with Microsoft applications you will find that you can instinctively navigate your way around Herbst Software with its explore style navigation and user interface. You can personalise all the grid views according to your own requirements too.



## Fully Integrated Payroll

Insight is fully integrated with Herbst HRM 3 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.



## E-Commerce

With the rising popularity of E-Commerce Insight has a full web integration facility, which allows you to have your own e-shop hosted by Herbst where customers can check their account details and place orders 24 hours a day 7 days a week. Stock, customer and price details can be updated with the simple click of a mouse button from within Insight and orders downloaded just as easily Insight is a **32 bit client server** application that supports multi users and multi companies and is available on Windows 95 / 98 / 2000 or NT.

## Pricing

Pricing depends not only on the number of users, but also on the modules and functionality required so that you only pay for what you need. Herbst Computer Software also provides an excellent support service. For a customized quote please contact Herbst Computer Software directly as per the contact details below.

There is also a Herbst Insight Light version for those looking for a slightly lighter, but yet still robust package.

## Multi-Currency support

For any customer, supplier or bank you can issue any transaction in any currency. Insight will keep separate balances for each currency plus consolidated balance in the base currency. This system gives you extremely high flexibility and control over multi-currency accounts.

## Export to & import from MS Excel / ASCII

Customer, supplier, product and accounts details can be imported from or exported to MS Excel / Ms Word and there is a highly customisable facility to import and export from / to ASCII files.

## Data migration



Data migration from an existing system couldn't be easier with the Insight data migration wizards and within hours you can be realising the benefits of a comprehensive yet easy to use business system.

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For more information on any particular aspect of Insight please see our detailed module flyers on the following topics:

- **Sales**
- **Purchases**
- **Bank & Cash**
- **Nominal Ledger**
- **Euro Compliant**
- **Weighbridge**
- **E-Commerce**
- **Security**
- **Pricing**
- **Reporting**
- **Data import / Export**