

herbst Insight Purchases Ledger

- Full user rights control
- Purchase order/receipt tracking
- Attachments & pictures
- Complete creditor control
- Back-to-back ordering
- Purchase items analysis
- Payment processing and tracking
- Budget preparation
- Report desktop & designer
- Exporting / Importing

Payment control can be a major concern for most businesses, which is why Herbst have placed great emphasis on producing a strong and robust purchases ledger, which facilitates easy payment processing and payment tracking.

Full user rights control

Need to separate purchase order and purchase invoice creation from payment authorisation and processing? No problem, with Insight all your employees can have different profiles. For instance Joe in the accounts department may be allowed to raise Purchase Orders, but not issue payment, whereas Mary in accounts may be allowed to



issue payment, but not create Purchase Orders, whereas the managing director can do both.

With the user activity tracking functionality management can also keep on eye on any data changes made, who they were made by and when.

Purchase order/receipt tracking

By creating purchase invoices with reference to purchase orders you can control your payments and ensure the same invoice is not entered more than once in the system. Goods received can be reconciled against Purchase Orders.

As per the sales ledger, there is only ever a need to enter key data once. Create a purchase order, convert it into a receipt docket (which can be used to create a receipt docket

return note later if required) and then onwards into a purchase invoice.

The Purchase Invoice can then be used as the basis for issuing payment be it cash, cheque or bank transfer. Frequently purchase the same goods from the same supplier? Well with Insight there is no need to create every purchase document from scratch each time, save yourself a lot of time and effort by cloning a similar one that already exists and editing only the data that is different.

Kind	Number	Date	Supplier	Currency	Total Amt.	Dir.
Purchase Order	PO-1998-326-000126	22/09/1999	CMS Peripherals Ltd	IR£	314.60	22
Purchase Order	PO-1998-327-000127	23/09/1999	Internet Retail Ltd	IR£	52.00	23
Purchase Order	PO-1998-331-000128	27/09/1999	CMP Computer Media	IR£	250.71	27

Need to insert a picture / attach a file to a document? No problem. Any physical documentation such as sales orders / invoices / proof of deliveries can be scanned into the system and associated with any of the online documents.

Suppliers

Keeping your supplier and purchase data records up to date and accurate couldn't be easier with the flexible quick views and editing capability within Insight. All the data is presented in tab or grid format which can be easily customised to suit your user needs and information can be made readily available or concealed as required.

With up to ten user definable fields in each trader record, analysing by cost centre, location etc. Is made even easier!

Balance	Address Line 1	Address Line 2	Address Line 3	Town/City	County	County	Cost Centre	Location
0.00	0.00 15 Sweeney	Woodstock Bus Park						
0.00	0.00 18 Ballinadea	Wexford						Supplier Workshop Wicklow
0.00	0.00 101 Northwest Business Pl	Wexford Town	Co. Wexford					Herbst Gran Supplier South.Hf
0.00	0.00 109 Cook Road	Wexford	Co. Wexford					Transport Wicklow
0.00	0.00 119 Bannan Road	Wexford	Co. Wexford					Machinery Wicklow
-4847.40	0.00 115 Maylebone High Sites	Wexford	Co. Wexford					Machinery Wicklow
0.00	0.00 119 Bannan Road	Wexford	Co. Wexford					Maintenance Contractor Wicklow
0.00	0.00 12 Heyberry Lane	Wexford	Co. Wexford					Transport Wicklow
0.00	0.00 12 Phoenixdown Hesse	Wexford	Co. Wexford					Computer Wicklow
0.00	0.00 141 Upper Rathmines Rosa	Wexford	Dunmore					Dublin EU
0.00	0.00 1416 Wellington Street	Wexford	Co. Wexford					Transport Wicklow
0.00	0.00 151 Lower Saggart Street	Wexford	Wexford					Machinery Wicklow
0.00	0.00 151 BALDOYLE INDUSTRIAL	Wexford						EU
0.00	0.00 151 Henagh Road	Wexford	Wexford					EU
-274.26	0.00 15775 Green Wolfesford	Wexford	Wexford					Herbst Gran Supplier Wicklow
0.00	0.00 19 Summer Hill	Wexford	Co. Wexford					Herbst Gran Supplier Wicklow
0.00	0.00 19 Summerhill North	Wexford	Co. Wexford					Famer Products Supplier Wicklow
0.00	0.00 192 Lower Rathmines Rosa	Wexford	Co. Wexford					Famer Products Supplier Wicklow
940.29	0.00 14 O'neill's	Wexford	Wexford					Computer Wicklow
-863.50	0.00 18 Broomfield Avenue	Wexford	Wexford					Machinery Wicklow
0.00	0.00 18 East Wall Road	Wexford	Co. Wexford					Famer Products Supplier Wicklow
0.00	0.00 184 2 Flood Street	Wexford	Wexford					Computer Wicklow
0.00	0.00 2 Florence Road	Wexford	Co. Wexford					Fam Wicklow
0.00	0.00 2 Main Street	Wexford	Wexford					Fam Wicklow
-103.00	0.00 2 Mile Water	Wexford	Wexford					Fam Wicklow
0.00	0.00 2 Mile Water	Wexford	Co. Wexford					Fam Wicklow
0.00	0.00 21 Broomfield Park	Wexford	Co. Wexford					Fam Wicklow
0.00	0.00 21 Levanam Grove	Wexford	Co. Wexford					Herbst Gran Supplier Wicklow
-1226.16	0.00 212 Ballinacorney Avenue	Wexford	Wexford					Computer Wicklow
0.00	0.00 22 Bridge Street	Wexford	Co. Wexford					Computer Wicklow
0.00	0.00 22 Pinewood Avenue	Wexford	Co. Wexford					Computer Wicklow
0.00	0.00 24 Fenway Road East	Wexford	Co. Wexford					Computer Wicklow
0.00	0.00 29 30 Ullish's Quay	Wexford	Wexford					Computer Wicklow
0.00	0.00 29 Main Street	Wexford	Wexford					Computer Wicklow

