

herbst Insight Sales Ledger

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At the heart of any business lies the Sales function and Herbst have therefore, taken great care to develop and deliver to you an extremely user friendly, yet functionality rich sales ledger. A business revolves around its sales just like Insight can be regarded as revolving around the sales ledger. Customer, product and supplier data feed into sales and stock is updated based on sales information. Receipts and discounts can be recorded and allocated against the sales entries and all the relevant accounts entries generated seamlessly in the background.

Customers

Customer data is easy to enter and maintain so that you always have up to date information available at your fingertips. There are up to ten user-definable fields in each trader for specific information. Sort groups allow you to group customers according to your own requirements e.g. by business area or division.

Trader (Create)

Main | Customer | Customer Prices | Notes | Attachments

Trader Name: Joe Bloggs

Trader Code: JOE002 Currency: IR£

Is Customer? VAT Reg. Number:

Is Supplier? Region: Home

Allow Contras Account Manager: Supervisor (unknown)

Contact Title: Mr Contact Name: Joe Bloggs

Address Line 1: 10 Main street Phone: 0404 4444

Address Line 2: Alter Phone:

Address Line 3: Mobile Phone:

Town/City: Wicklow Fax:

County: Wicklow Email:

Country: Ireland WWW:

Bank Name: Bank Branch:

You can specify the VAT rate to be applied to your customer from within their record, thus catering for VAT exempt customers etc.

Customer specific prices, trading and payment terms can be created for particular products and will be applied when creating sales orders or invoices for those customers. Where no customer specific prices exist the system will apply the default sales prices. Naturally quantity discounts and other pricing parameters are also supported.

Sales – one time entry



Start with a sales order then convert it into a delivery document (if required) and onwards into a sales invoice without having to re-key in the same data each time. Also no need to create every sales document from scratch each time, save yourself a lot of time and effort by **cloning** a document that already exists and matches your needs, editing only the data that is different this time round. Capture the customer's requested delivery date and plan your deliveries accordingly. **Multiple orders** can be converted into **one delivery** and multiple deliveries into one invoice. Insight also facilitates **Periodic Transactions**, which can be particularly useful when charging a routine invoice to a customer, ie. Rent or Contracts.

Need to **insert a picture or 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 attached to any of the online documents.

Delivery Docket No DD-126-000011 - Entered on 06/03/2002 18:04:17 (Edit Notes)

Main | Details | Notes | Attachments | Relations | Entries | Security Log

| Name | Type | Size |
|---------------------------------|------|-------|
| Signed delivery docket 25.03.02 | In | 12014 |

Open
Add
Rename
Delete
Load
Save

Save Cancel

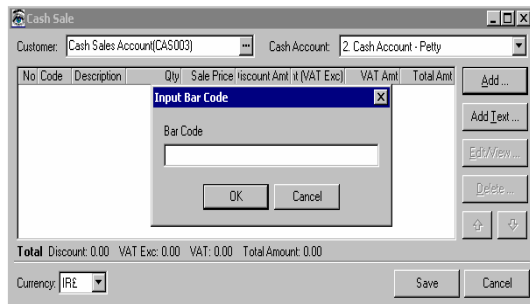
For businesses where **back to back ordering** is a standard occurrence Insight can support you by enabling you to convert sales orders to purchase orders and the stock reorder report can be used to assist you in stock control and ordering as it compares the supply and demand for each product.

Sales 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 screen and refresh them automatically as the user scrolls up and down the list. Sales can also be viewed and analysed at sales item level. The sales line items on an order could be filtered for instance according to their sort group and/or location so that only the line items on an order that are of interest to a particular user are viewed by that user.

Barcode Point of Sales

Insight supports cash and barcode sale transactions making it particularly attractive and convenient for those who scan barcodes at the point of sale as the system will pick up the product associated with the barcode automatically.



Debtor control

With so much information stored against the debtors, debt control no longer has to be such a nightmare. With numerous reports and user definable views you can track your debtors 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-1998-102-000956 | 11/02/1999 | RCH-262-000376 | 09/03/2001 |
| A2000 | SI-1998-205-001932 | 24/05/1999 | RCH-1998-352-000578 | 18/10/1999 |
| A 0000 | SI-0003043 | 24/06/2001 | RCH-262-000352 | 23/07/2001 |
| AP 000 | SI-160-001067 | 09/04/2001 | RBN-162-000024 | 11/04/2001 |
| A.P000 | 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-1999-2000-110-000094 | 18/02/2000 | RCH-344-000553 | 03/10/2000 |
| ALL004 | SI-1999/2000-015-000070 | 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 |
| BAR000 | 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 | | |

In the **report desktop**, there is also 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 with. 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.

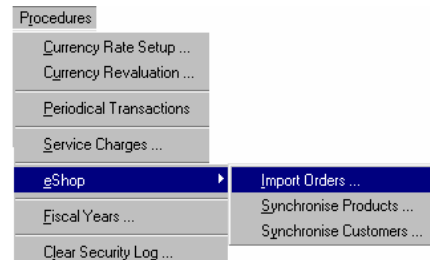
Receipts

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. Insight also supports contras and allocating receipts from one trader against another.



Your E-Shop

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.



Other standard features include notepad, reminders, report desktop and designer, form designer, budgeting capabilities, data import and export from or to MS Word, MS Excel or ASCII files, multi currency support and euro compliancy. For any customer, supplier or bank you can issue any transaction in any currency and Insight will keep separate balances for each currency plus consolidated balance in the base currency.