

herbst Insight light Purchases Ledger

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.

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 an eye on any data changes made, who they were made by and when.

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.

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.

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.

Balance	Address Line 1	Address Line 2	Address Line 3	Town/City	County	Country	Cost Centre	Location
0.00	00000000000000000000							
0.00	1 Stanaway	Wexford	Rathnew	Co. Wexford				Supplier Workshop Wicklow
0.00	10 Balmaha	Wexford						Herbst Gran Supplier South Hill Wicklow
0.00	101 Northwest Business Pl	Wexford Town		Co. Wexford				Transport Wicklow
0.00	108 Cash Road	Wexford		Co. Wexford				Transport Wicklow
0.00	115 Mayabona High St	Wexford		Co. Wexford				Machinery Wicklow
0.00	115 Bessner Road	Wexford						Maintenance Contractor Wicklow
-4047.40	12 Heyberry Lane	Wexford	Co. Wexford					Transport Wicklow
0.00	12 Phocroon Mees	Wexford	Cork, 12					Computer Wicklow
0.00	141 Upper Rathmines Rosa	Wexford	Dunmalk					Computer Wicklow
0.00	14-16 Wellington Street	Wexford	Co. Wexford					Machinery Wicklow
0.00	15 Lower Baggot Street	Wexford	Rathdun.	Co. Wexford				Transport Wicklow
0.00	151 BALDYLE INDUSTRIAL	Wexford						Machinery Wicklow
0.00	151 Linnage Road	Wexford	WTR TRE					EU Wicklow
274.26	15775 Gross Wollersdorf	Wexford	Mulhassat	Co Wick	Cork, 15			Herbst Gran Supplier Dublin
0.00	19 Summer Hill	Wexford	Co. Wexford					Herbst Gran Supplier Wicklow
0.00	19 Summerhill North	Wexford	Co. Wexford					Famer Products Supplier Wicklow
0.00	192 Lower Rathmines Rosa	Wexford	Co. Wexford					Famer Products Supplier Wicklow
940.28	14 Queen Dale	Wexford	Nanger Road		Co Wick	Cork, 12		Computer Wicklow
863.50	18 Bloomfield Avenue	Wexford	Co. Wexford					Machinery Wicklow
0.00	18 East Wall Road	Wexford						Famer Products Supplier Wicklow
99.04	2 Flood Street	Wexford						Famer Wicklow
0.00	2 Florence Road	Wexford	Co. Wexford					Farm Wicklow
0.00	2 Main Street	Wexford						Farm Wicklow
-103.00	2 Mile Water	Wexford	Co Wick		Cork, 12			Farm Wicklow
0.00	2 Mile Water	Wexford	Ballymourt		Co Wick	Cork, 12		Herbst Gran Supplier Dublin
0.00	21 Beechwood Park	Wexford	Co. Wexford					
0.00	21 Laverna Grove	Wexford	Co. Wexford					
-1226.16	212 Balmara Avenue	Wexford						
0.00	22 Bridge Street	Wexford	Co. Wexford					
0.00	22 Pinewood Avenue	Wexford						
0.00	24 Terenure Road East	Wexford	Co. Wexford					
0.00	28 -30 Ushers Quay	Wexford	Whitechurch	Co. Wexford				
0.00	29 Main Street	Wexford	Co. Wexford					

Creditor control

By storing all the information you need against your creditors, credit control need no longer be such a daunting task. With numerous reports and user definable views you can track the status of your credit purchases easily - all outstanding invoices and balances and those falling or about to fall outside their payment terms.

Sales driven purchasing

If back-to-back ordering is a common occurrence in your business Insight can make your life a lot easier by enabling you to convert sales orders into purchase orders and the stock reorder report facilitates stock control by comparing the supply and demand for each product against the purchase and sales orders in the system, highlighting any current or potential shortfalls. Also the default cost price of a product can be updated based on the price entered against it on the last purchase invoice.

Purchase Items

Browsing a purchasing list and curious to know what was on a particular order or invoice without having to open it up in a separate window? No problem Insight can display the purchases items neatly at the bottom of the page for you and refresh them automatically as you scroll up / down the list. You can also view all the purchases at purchase line item level.

Payments

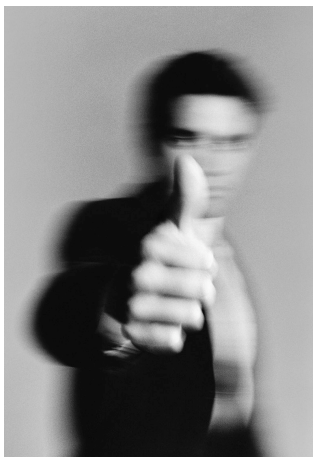
Issuing payments and allocating them against purchase invoices is easily transacted in Insight. You can allocate payment at the time of issuing the payment or later and while allocating you can opt to allow the system automatically allocate the payment against the oldest outstanding invoice(s) for the particular creditor in question or manually select which invoices the payments should be offset against. Insight also supports contras and supplier balance transfers from one trader to another.

Purchase Budget Preparation

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

Multi-Currency support & Euro compliant

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 and is ready for the complete transfer over to the Euro on January 1st 2002. The base currency can in fact be changed at any time.

Triangulation currency rates support and history for currency rates. If you post sale invoice for the last year Insight will suggest you use the currency rates from that period.

Report Desktop and Form Designer

There are numerous pre-configured, but highly customisable sales reports e.g. deliveries and returns, invoices and credit notes, not completed orders, not invoiced delivery dockets, not paid invoices, enabling you to report or view online any aspect of the data gathered. However, 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.

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 purchases posted on each day.

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.