Detailed presentation

WinMENTOR is an ERP type management software package, designed to comply with current market requirements and with financial and tax regulations, providing a prompt and easy access to all available resources. **WinMENTOR** includes integrated tools for storage, analysis and fast information reports, allowing managers a quick access to accounting and administration data.

The simple and compact platform on which the suite was developed, invests the product with reassuring working stability under all operating systems. The integrated suite is developed under Delphi (visual programming environment). Specially created for networking in both local and remote working modes, it can be used on computers with any Windows or Linux operating systems. It also works on Mac computers, as long as a Windows emulator is installed.

The interconnectivity of all **WinMENTOR** modules and the software's connection to various types of peripheral devices (cash registers, barcode readers, data collection terminals, etc.) emphasize the simplicity of gathering initial data and transmitting information, as well as handling accounting and inventory management data.

Furthermore, the **WinMENTOR** team is capable to rapidly analyze, develop and test special requirements and valuable ideas sent by end-users. Our partners and customers can be considered, almost without exception, among those who permanently contributed to continuously enhancing the capabilities of the product.

The authorized **WinMENTOR** users benefit from license certificates attesting the right to use the software purchased, issued by the decision no. 0175/19.03.2001 and 0616/10.04.2002 of the Romanian Office of Copyright - ORDA - PRC (Computer Programs Register).

Through our commercial team and national distribution network we provide the installation, consultancy in specific configuration and training of the operators. All these services and applications are included.

Our qualified personnel furnish post-implementation assistance and make sure that the software is used at its full swing. Moreover, authorized users have direct and free access, with no time limit, to all the versions that appear after implementation.

The free demo version includes a free installation and a help guide, and uses accounting notes as entrance data; it can be used indefinitely.

Regardless of the activity domain, **WinMENTOR** offers the complete report register necessary to the complex coordination of the company.

The application's general configuration is set up with the user company's economic experts. Afterwards, the software automatically registers the accounting information from primary documents, making the application package accessible even to users unfamiliar with accounting. **WinMENTOR** can manage an unlimited number of economic units, with the possibility of customizing the accounting registries for each unit, to perfectly match the company's specific needs.

A physical connection between a company's different computers is not mandatory. If business is divided in several places, **WinMENTOR** will gather data inserted in every one of them and transfer it afterwards to a central unit. The data will then be assembled according to the characteristics of this central unit.

1. MENTOR

The main module, called **MENTOR**, provides the following management features:

1. **Accounting**
2. **Inventory management**
3. **Accounts payable and Accounts receivable**
4. **Customers balance / suppliers balance**
5. **Reports**

MENTOR may be used for wholesale trade and retail, industrial and agricultural production, financial audit, hotels & restaurants, services, automotive representatives, construction companies, etc. Once the initial setup is completed under the supervision of the economic department coordinator, people unfamiliar with accounting will find it useful and easy to use. When entering data from primary documents, the **MENTOR** module automatically generates the proper accounting records, viewable instantly.

2.   BOOKKEEPING

WinMENTOR ensures the possibility of introducing a chart of accounts, specific to your company. With these adjustments you can use analytics on unlimited number of levels. The software automatically calculates the coefficient of the differences within the price of goods, and also automatically closes the revenue, the expenses and the VAT accounts.

For joint venture companies, the software provides the percentage distribution of the incomes and the costs. As the bookkeeping records are performed automatically, the software also generates their explanations. Various accounting notes (for example: formations of expenses, profit sharing, tax on dividends) may complete the accounting entries automatically performed by the software. It is also possible to obtain a consolidated balance sheet for firms within a group.

3.   INVENTORY

WinMENTOR fully resolves the inventory records, in terms of accounting. Here are some features:

- Records divided in subunits, multi-management by quantity-value or global-value methods;
- Automatic inventory adjustment through all the classical management methods: FIFO, LIFO, WAC (weighted average cost), specific identification;
- The nomenclature of inventory items is compact (different prices inputs for the same item do not create new positions within the nomenclature);
- Possibility to automatically record four associated taxes for each inventory item;

- Quick identification of items in inventory by using classification classes and characterization attributes;
- Use of multiple measuring units, including automatic conversion of quantity and price based upon specified parities;
- Registration by series, warranties and expiry dates;
- Calculating the coefficient of the price differences for the global-value accounting method;

Solving documents related to inventory and services registration is made on specialized layouts, very much like the standard forms. Possibilities:

- Inventories entries or service invoices, shipping notices, acquisition vouchers, highlighting the differences noticed at reception and printing corresponding reception notes;
- Import entries (DVI) and automatic calculation of import price, with all its components (taxes and customs fees, excises, etc);
- Inputs from the customer's own production;
- Consumption outputs, with the automatic retrieval of the specific consumptions related to internal orders launched into production, and the printing of consumer vouchers;
- Sales of goods or products from inventory, or sales of services highlighted by sales agents, with the printing of invoices or shipping notices;

- Export sales, with invoice printing;
- Inventory items transfer between divisions, inventory changes (registration price change, increasing or decreasing the inventory, changing inventory features) and printing transfer notes or delivery notes;
- Tracking orders for suppliers and orders from the customers, with pro-forma invoice printing;
- Tracking and printing invoices to be received/to be issued, according to the supplier's input/output notices.

WinMENTOR can record any type of discount; it can distribute suppliers' discounts according to prices and can automatically generate sales discounts, depending on the voucher's value, the amount of deals closed with the customer, the quantity ordered by a customer or the invoice payment deadline.

For all types of sales documents, the terms of payment and the delay in payment increases are available.

4. SUPPLIERS AND CUSTOMERS

WinMENTOR allows a categorization into classes, depending on current operating needs and for a quick identification of the partners.

The software package keeps a single record within the partners' nomenclature, regardless of the transaction currency or the partners accounting type (suppliers, fixed assets suppliers, paid in advance suppliers, to-be-received-invoices suppliers, customers, advance receipts from customers, invoices-in-preparation customers); depending on a partner's layout, whether a supplier or a customer, the software identifies the suitable accounting type in order to properly manage it.

- Based upon the credit granted to a customer, **WinMENTOR** points out the cases in which an output document exceeded its credit;

- The software allows automatic discounts for every inventory or service sold, depending on how far away the customer is, the chosen payment terms, the number of transactions recorded in time with that customer, or any already granted associated discounts;

- Monthly or annual suppliers/customers reports can be consulted at any time, in RON or any other currency; the same goes for suppliers/customers scales, unpaid suppliers or indebted customers;

- **WinMENTOR** allows working with foreign partners (transactions in foreign currencies), conducting clearing operations with third parties based on compensation written record;

- Settling partners' payment or cashing obligations can also be done in a different currency than the one generating these liabilities;

- The customers' monthly incomes list keeps track of payment obligations cessation, by partner classes or by agents who brokered the sales.

5. TREASURY

- **WinMENTOR** allows connecting payments and receipts to the primary documents that generated the payment or collection obligation. Foreign currency payments and receipts are accompanied by automatic recording of exchange rate variations;

- Highlights the ongoing banking operations (bills, checks, promissory notes, etc.);

- Completely manages cash advances through payments, refunds and the justification of the amounts spent;

- Prints the cash and bank registers in RON or foreign currencies. Pending settlement amounts can be printed separately for current receipts or payments, highlighting actual or likely settlement date.

6. REPORTS

To deal with the wide variety of printers on the hardware market, the program allows listing graphically (laser and inkjet printers) or in text mode (needle printers). Thus, for those who use printers unable to print reports in a landscape format, graphical listing allows printing on A4 size for any report, regardless of width.

The ranking by increasing values of any column, lines group by common values of columns, filtering conditions in listed lines, automatic centralization and other similar operations can be configured by the user according to the arriving needs in the operation of the software package.

The user can establish ranking on any column by increasing value, group the lines depending on columns common values, impose filtering conditions of the lines within the list, automatically centralize data and other similar operations, depending on the arising needs of the software package's exploitation.

Another very important fact is that when a same list needs grouping, filtering and different configurations in order to respond to various requests, the user can save versions of the original list, so that the specific names appear in the reports module menu at the same level as the original report delivered with **WinMENTOR**.

Some of the reports that can be obtained:

- bookkeeping reports: trial balance in RON or currency, for the whole company or by subunits, consolidated balance for a group of companies, accounting record journal, analytical account files, general ledger, overall sales figures in RON or foreign currencies, joint venture compensations, financial statements, etc.;

- VAT reports: journal of acquisitions, sales journal, receipts register from stores;

- Cash and bank reports: cash and bank books (in RON or foreign currencies), reports on payments and receipts pending settlement (bills, check, promissory notes, etc.);

- inventory reports: input lists from suppliers (including imports, detailing how to calculate the import price) or from own production, raw materials specific consumption, sales reports, inventory records, balance inventory, division report;

- reports on suppliers/customers/cash advances: supplier/customer datasheet, balance of suppliers/customers, settlement datasheet, balance of advances to settlement, list of unpaid suppliers, indebted customers, entries from customers, payments to suppliers etc.

7. PAYROLL

The **PAYROLL** module allows the employees' salaries calculation, giving the user the opportunity of choosing between recording them directly into the **WinMENTOR** database and inserting them manually, through accounting notes.

Besides this option, which allows the module to work independently, it also has configuration facilities for contributions, incentives/bonuses and withholdings, making it highly adaptable to the user's demands as well as to any legal changes. Furthermore, the high configurability makes it an ideal instrument for human resources and payroll optimization.

An integrated part of **WinMENTOR**, the PAYROLL module makes it easy to import production labour costs, automatically processing the salary index and providing data for the product's real costing.

There is also the possibility to automatically operate the adjustment of the income tax at the end of the year and to export the tax reports on electromagnetic supports in .txt type files

8. FIXED ASSETS

The **FIXED ASSETS** module allows the automatic calculation of the amortization of the company's fixed assets and inventory objects, in a linear, accelerated or digressive regime.

Computing facilities: the possibility of changing the usage duration of a fixed asset during the depreciation cycle, the re-evaluation of the fixed assets depreciation and of their value of inventory, the change of classes, etc.

9. PRODUCTION

Designed to accommodate the users who have developed their production activity, the module offers the possibility of assisting them in succeeding the following steps:

) Manufacturing preparation - loading materials and labour consumption for each product;

) Production launching - developing the domestic production and generating the monthly manufacturing program;

) Keeping track of the actual production's materials and labour consumption;

) Transmitting the employees' monthly accomplishments to the **PAYROLL** module in order to provide the indicators of the implicit wage achievement;

) Keeping track of the production achievement - the production-deviations at the internal order regarding the consumption of materials and manual labour, the status of keeping up with the monthly production schedule, customers' orders achievement status, etc;

10. COMMERCIAL

The working possibilities that this module offers users completely cover the commercial departments' most complex solicitations. This way, the commercial sale-purchase contracts as well as those of operational and financial leasing are fully covered. Also, the partners' (suppliers, customers) offers, orders and contracts can be fully managed.

Here are some specific facilities for distribution companies:

) Automatically granting discounts or rising sales prices depending on various criteria;

) Work with multiple prices items and with default price categories;

) Automatic registration of parcel taxes (weight, value, declared value, refund taxes, etc.);

) Tracking warranties on sale;

) Generating invoices for customers' orders within the limit of available inventories, ordered by delivery terms;

) Generating sales invoices;

) Automatic billing for subscription services;

) Generating invoices for instalments sales/purchases;

) Generating invoices for leasing sales/acquisitions.

The specific reports of this module provide the user with the advantage of getting detailed information about the company's trading results:

) Necessary inventory, critical inventories, inventories in course of depletion, idle inventory, inventory forecast based on comparable periods;

) Partners' follow-up: payments/collections, unpaid supplier/indebted customers;

) Invoices to be received/to be issued;

) Inputs/outputs reports by company and by divisions;

) Top sales/cashing in RON and foreign currencies;

) Top customers/suppliers;

) Orders to suppliers/from customers, ongoing orders, orders from and to subunits;

) Sales record on specific periods, the average collection period per sales agent, sales history by item and by partners.

11. EXPERT

EXPERT is a **WinMENTOR** module that allows a business activity analysis from a point of view different from accounting. The detailed classification applied to the company's values provides a thorough picture of the analyzed centres, whether they are "cash flow", "follow-up contracts" or any other type.

The graphic presentations available within the "REPORTS" highlight the differences between the amounts received and the amounts spent for a specific purpose. The visual presentation of these results leads to a higher decision-making quality, staring with synthetic images at the centre and ending with analytical images for the centres' components.

Starting from the identification of an analysis centre's components, the path of input and operational results goes through the following "bridgeheads":

Budgeting monthly expenses and long-term revenue (quarterly plan, half yearly, yearly, or why not, a five years plan!)

• follow the budget classification;

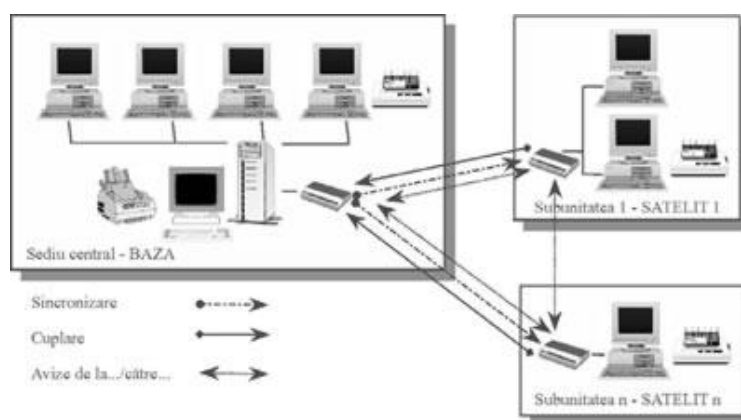• examine the reasons which lead to the exceeding of the budget.

For example, we intend to answer a question that haunts all employers: "If my profit and loss account shows x millions, how come my account is empty?"

In practice, if you want to estimate the costs and the revenues, first you generally must identify the elements centralizing the business' accounts, from a practical point of view.

12. SATELLITE

The link between the BASE and the SATELLITE - designed for the synchronization of the two parallel developing databases – can be done through data packets, prepared by the coupling procedures within the SATELLITE module and transmitted through Internet or on magnetic media. The synchronization can be done both ways. Using the SATELLITE module implies the following these steps:

☞ Turn on the SATELLITE;

☞ Operate current transactions;

☞ Synchronize the SATELLITE database with BASE database.

13. CASH REGISTER CONNECTION

The **CASH REGISTER** module addresses to "OPTIMA", "OMRON", "EURO", "DATECS", "OPTIMUS" and "SAPEL" cash registers users. Key features:

- Retrieving the managed divisions inventories (at first directly from the inventory, and then from reception transactions or by internal transfer);
- Editing the "Z" report along with the monetary generator and the actual changes by using **WinMENTOR**;

- Providing sales report from the cash register at any time of day without interrupting or influencing in any way its functioning;
- Automatically recording the operated monetary into accounting.

In the following table you can find the full list of the cash registers compatible with **WinMENTOR**:

Cash register		Operating mode		
Manufacturer	Type	Emulation	Offline	Online
Optima	CR300	YES	YES	-
Optima	CR500	YES	YES	-
Optima	CR715	YES	YES	-
Optima	CR605	YES	YES	-
Optima	CR655	-	YES	-
Optimus	All	YES	YES	-
Sapel	All	YES	YES	-
Omron	All	-	YES	-
Euro	All	YES	YES	-
Datecs	All	YES	-	-

14. DATA MERGE

The **DATA MERGE** module allows listing a cumulative balance for a group of several companies within the **WinMENTOR** nomenclature.

Coupling balances is required if a company is divided into several sub-units located in different places with different legal personality. In this case each subunit must have its own balance, and for the preparation of quarterly or annual balances a cumulative balance is necessary.

Unlike other modules, this one is materialized in a single menu option, namely "REPORTS / MENTOR / Accounting / cumulative balance - by companies.

After selecting the companies for which balance coupling is needed, the module generates a cumulative chart of accounts, performing a chart of accounts compatibility validation between the selected companies.

15. STANDARD / EXTENDED Versions of WinMENTOR

The "**STANDARD**" version of the **WinMENTOR** package allows inventorying in terms of value and quantity. In order to access all the facilities offered by **WinMENTOR** we recommend the "**EXTENDED**" version. The following paragraph presents the differences between the two packages "**EXTENDED**" and "**STANDARD**". Besides bookkeeping (present in both **WinMENTOR** versions), the global-value and the quantitative-value records (from the "**STANDARD**" version), the "**EXTENDED**" version allows access to:

☞ generating new reports (with automatic integration in the reports menu),
☞ foreign currency reports management,
☞ deadlines and delay penalties payments,
☞ agents sales records,
☞ profit records per activity,
☞ inventory records by series,
☞ limiting sales based on customers' credit,
☞ dividing inventory items, partners on characterization classes,
☞ differentiating inventory items by specific attributes,

☞ debts reports to the state budget,
☞ the EXPERT module
☞ automatic discounts on invoicing
☞ orders to suppliers,
☞ orders from customers,
☞ internal manufacturing orders,
☞ specific charges,
☞ deadlines,
☞ quality certificates,
☞ graphics, etc.

16. PRICES

Type		Server	Station 2	Station 3	Station 4	Station 5	Station 6	Station 7	Station 8	Station 9
Standard	416	749	+337	+329	+322	+314	+307	+300	+300	+300
Extended	595	1071	+482	+471	+461	+450	+439	+428	+417	+406

For the STANDARD version, the price from workstation 7 onwards is €300. For the EXTENDED version, the price from workstation 10 onwards is €400.

Extra modules

Modules	Single station	Network
MIFIX / Fixed Assets	+99	+149
CASH REGISTER CONNECTION (OPTIMA, HIT, SAPEL, OPTIMUS)	+49	+99
PAYROLL	+149	+249
PRODUCTION	+249	+449
EXPERT (analysis, forecasts, profit centres)	+249	+449
COMMERCIAL	+249	+449
ONLINE INVENTORY AND ORDERS		+149 per location
RESTAURANTS		+399 per workstation
DOC-IMP-SERVER (server for documents import/export)		+599 per location
CAR FLEET		+399 per workstation
BUDGETING (only for state-owned institutions)		+249 per workstation

17. ASSOCIATED SERVICES

If you are at the beginning of your **WinMENTOR** contract, the implementation services are free (included in the purchase price).

If the implementation is over, you can ask for any of the post-sale services offered by the producer and his authorized distributors all over the country.

Implementation services:

The value of these services is included in the price list:

- complete configuration of the application
  - constants
  - account plan
  - users rights of access
- technical assistance for implementing the software suite
- operators training

After-sale services

Free Services

- configuration extension analysis
- hardware-software consultancy
- free access to new versions

Flat rate services

• 5 working days per week of on-site services (Mon-Fri) between 09:00 and 18:00

• installation – upon request – of the new software versions;

• checking database, configuring and optimizing the application:

• database maintenance

• assistance in checking the database consistency

• backup

• new personnel training

• operators training

18. Recommended HARDWARE / SOFTWARE Configuration

WinMENTOR runs on a wide range of computers, with very different features. However, its efficiency depends on the hardware / software configuration's performance. This is why we recommend the following optimal configurations, allowing you to exploit the full capacity of our product.

Single station	**RECOMMENDED**
- Processor: - Memory: - Hard Disk: - OS:	**1.2 GHz** **512 Mb** **5 GB** free space **Win XP SP2/SP3**

Small Networks (1-3 workstations)	
Server	**RECOMMENDED**
- Processor: - Memory: - Hard Disk: - OS:	**Dual Core 2 GHz** **1 GB** **7200 RPM (SATA2)** **Win XP Pro SP2/SP3**
Customers	**RECOMMENDED**
- Processor: - Memory: - Hard Disk: - OS:	**1.2 GHz** **512 Mb** **5 GB** free space **Win XP SP2/SP3**

Regular Networks (4-10 workstations)	
Server	**RECOMMENDED**
- Processor: - Memory: - Hard Disk: - OS:	**Dual Core 2.5 GHz** **2 GB** **10000 rpm** **Win 2003 Server / Win 2008 Server / Linux**
Customers	**RECOMMENDED**
- Processor: - Memory: - Hard Disk: - OS:	**1.6 GHz** **1GB** **5 GB** free space **Win XP SP2/SP3**

NOTE: For more than 10 customers please contact us for details.

Network equipment

Small network
Switch: 100 Mbps
Network adapter
Server : 100 Mbps
Customers : 100 Mbps

Regular network
SWITCH : 100/1000 Mbps
(GIGABIT port for the server)
Network adapters:
Server : 1000 Mbps
Customers : 100 Mbps

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