

**Win**MENTOR  
**ENTERPRISE**

**FOR MAJOR RESULTS**

# Detailed Presentation

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## 1. COMPANY PRESENTATION

### Profile

The TH firm group was founded in 1994. Ever since, through TH INVEST, INFO MENTOR and TH JUNIOR – the three management software developing companies – the group launched three generations of management applications on the Romanian market. Every app managed to include the newest technologies and the most useful features, thus increasing efficiency.

After over 19 years of activity on the native management software market, the TH firm group, through its MENTOR products range, succeeded in being a respected player, whose voice demands being heard after every major change within the financial accounting or fiscal legislation.

The 100% Romanian management software products continuously won the respect of their users, and those of the MENTOR range fully contributed to this success.

### Goal

Developing 100% Romanian management applications, with Romanian specialists, for Romanian specialists.

Fully covering its national territory through distribution partners - today, the **WinMENTOR** distribution network, including 54 independent companies with qualified personnel authorized by the producer, can reach any place within the shortest possible time, and serve every client, regardless of its company size or activity field.

In Romania, over 25.000 people use **WinMENTOR** applications, in over 9.500 private companies, NGOs or public institutions.

Innovation, competitiveness and dedication are the three features characterizing the team that offers complete solutions in a timely manner to the Romanian management software market.

### WinMENTOR Products

Things rapidly evolved once in 1994 TH JUNIOR launched MENTOR, its first management and accounting product.

To keep up the pace with the ever-evolving hardware/software technologies, in 1998, the first management applications integrated package – **WinMENTOR**, was launched.

The **WinMENTOR** package kept growing ever since, being permanently improved with new modules and features, imposing itself on the market.

The Romanian companies prospered, leading to a demand of new features and, most of all, to the need of having the ability to process an ever-higher data volume. Since management technologies are clearly evolving, the **WinMENTOR** team chose a world leader (Oracle) to develop its newest and most advanced MENTOR range application: **WinMENTOR ENTERPRISE**.

Designed for medium and large companies, with multiple and complex activities, **WinMENTOR ENTERPRISE** is an applications package based on the large analysis experience of the **WinMENTOR** team, but also and more importantly on users' feedback. There is no better way to make real progress than always being in touch with the users – here is the essential philosophy behind the ever-evolving MENTOR product range.

## Technologies

Depending on the specific applications' demands, client/server, N-tier (multi-tier) or web enabled technologies are used to develop apps adapted to the client's activity and infrastructure.

- Development languages/environments: C++ Builder, Delphi
- Internet technologies: Dot Net, ASP, HTML, DHTML, JavaScript, XML, CGI
- Database: Paradox, Oracle
- OS: Windows NT, Windows ME/W7/Vista, UNIX (Linux, QNX)

## Partnerships

- **Oracle Romania SA** – Gold Partner (since 2004) of the Oracle Database 11g technology for the **WinMENTOR ENTERPRISE**-created database management, and of Business Intelligence applications (Oracle BI)
- **Q&Q Info Consult SRL** – for Business Intelligence applications – QlikView
- **Arobs Transilvania** – for Sales Force Automation (SFA) applications – **Optimall**
- **NEOLOGICS Italy** – for Sales Force Automation (SFA) applications and Warehouse Management System (WMS) – **MeMo**
- **Logicode** – for warehouses and retail companies barcode management applications – **EXTEND**
- **Donau Invest** – for Sales Force Automation (SFA) applications – **Ideal SFA**
- **NTR Support – eConcept** – for communication and remote access technologies
- **Lance Software** – for Sales Force Automation (SFA) applications – **iManager Mobile**
- **Log Bis Belgium** – for Business Intelligence applications – **Hyper Analyzer**

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## 2. REFERENCES

### **WinMENTOR ENTERPRISE** Clients References

**WinMENTOR ENTERPRISE** managed to persuade and attract important retail (pharmaceuticals, foodstuffs, etc.) and production (furniture, constructions materials, etc.) companies.

To date, its main references are:

Pharmaceuticals:

- FITERMAN PHARMA Iasi
- MARA MED Bucharest
- PHARMA Iasi (with branches in Cluj, Constanta, Craiova, Iasi, Ploiesti and Timisoara)
- ROPHARMA Iasi (with production departments or retail branches in Bucharest, Brasov, Bacau, Cluj and Tg. Mures);

Production:

- ALLIMEP EST Bucharest
- ARAMIS Baia Mare
- COUNTRY ELEMENTS Satu Mare
- EVOLUTIONE Iasi
- LIBERTATEA Cluj
- MULTIVAC ROMANIA Bucharest
- RAFFAELLO SHOES FACTORY Bucharest
- SENTOSA IMPEX Hida, Salaj
- TRIPLAST Tg. Mures
- VIKING PROFIL Ploiesti

Commerce:

- ANVEROM Bucharest
- BENDKOPP ELECTRO Cluj
- FASHION DAYS SHOPPING Bucharest
- FINAL DISTRIBUTION Baicoi, Prahova
- GADAGROUP ROMANIA Bucharest
- VASTRUM TRANSCOM Ploiesti

Financial accounting consulting and expertise

- LEITNER LEITNER Bucharest

Educational institutions:

- THE ROMANIAN-AMERICAN UNIVERSITY Bucharest

Hotels (and other accommodation units):

- HOLD INVEST Cluj
- TRANSILVANIA DEVELOPMENT Cluj

Agriculture and food industry:

- AVICOLA Bucharest
- AGRISORG Sacadat, Bihor
- COOPERATIVA DE CONSUM CONSUMCOOP Tg Lapus, Maramures
- INOROGUL IMPEX Bucharest
- MERPEST Sacalaz, Timis
- NETAGRO Vidra, Ilfov
- ORSHAR INTERNATIONAL Bucharest
- PROMAT COMIMPEX Tasnad, Satu Mare
- ROM TRADING COMPANY Iasi

Automotive industry:

- IG WATTEEUW ROMANIA Iasi

Transportation:

- CORD BLOOD CENTER RO Cluj

### 3. WinMENTOR ENTERPRISE PRESENTATION

The **WinMENTOR ENTERPRISE** ERP suite, developed under the Delphi visual programming environment, on the Oracle platform, was specifically designed for networking and remote operating. Database management can be performed under any operating system certified by Oracle (Windows, Unix, Linux, Solaris - on the server), while customers can work on computers with Windows OS.

This package of applications was built by a dedicated team, with over 19 years of experience, who gave the Romanian market a product that captivated over 25,000 users to date: the **WinMENTOR** management applications pack. Its complete rewriting resulted in a mature and complete ERP suite, designed to complement a range of software products created by a very active and innovative manufacturer.

#### **WinMENTOR ENTERPRISE** – advantages:

- ☞ The incorporated Oracle technology ensures an optimum management and full speed working, regardless of the database size;
- ☞ The implementation services set accompanying every software sale certifies the safety of transiting from one application to another, with minimum difficulties;
- ☞ It is possible to take over the **WinMENTOR** users' existent database;
- ☞ The pre-implementation analysis and the implementation itself are made by specialists, through a nationwide distribution system; this ensures coverage for any location in the country, regardless of the number of users;
- ☞ The permanent post-installation technical assistance, with specialized personnel (through the Extended Support Program), provides certainty of application use to full capacity through maintenance (new versions, "bugs" report) and remote technical support, and also through interventions at the company's headquarters, when necessary. The technical support choices are flexible, thus ensuring services adaptability to the users' real needs.
- ☞ Protecting the software through a hard protection key gives the users complete independence from the computer's protection system.

**WinMENTOR ENTERPRISE** is designed for companies with a profile of wholesale and retail, constructions, financial and accounting records, audit, foodstuffs, services, pharmaceuticals storage, etc.

**WinMENTOR ENTERPRISE** allows operating and keeping track of an unlimited number of companies (listed or not in the same holding company).

Firms can be organized on separate subunits. Working on the subunits allows complete "isolation" of a list of subunits within the firm. Each document belongs to a certain subunit. Some users can have limited access to certain subunits while those with special rights can see everything, regardless of subunit.

**WinMENTOR ENTERPRISE** allows database simultaneous access to a large number of users, regardless of their location (including overseas), provided that a connection, even a slow one, is ensured.

Once the economical department coordinator supervises the initial setup of the software package, it can be used even by operators unfamiliar with bookkeeping. When entering primary documents data, the software automatically generates accounting entries, which can be viewed immediately.

Using a client server technology under Oracle database technology is the top solution in database management.

### 3.1. BOOKKEEPING

**WinMENTOR ENTERPRISE** 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. For each firm, it is possible to configure accounting records according to its specific activity.

The software automatically calculates the coefficient of the differences within the price of goods, and 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 (e.g. formations of expenses, profit sharing and 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.

### 3.2. INVENTORY

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

- ☞ Flexible description of the items by using attributes which can detail all their characteristics; at any time, it is possible to switch from working with attributes to working without them, and their list can also be changed anytime;
- ☞ 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 article 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, and inventory management according to packaging/storage measuring units;
- ☞ Registration by series, warranties and expiry dates;
- ☞ Calculating the coefficient of the price differences for the global-value accounting method;
- ☞ Describing multiple prices and using them according to commercial criteria;
- ☞ Describing certain features depending on monthly validity criteria;
- ☞ Defining similar articles and using them on documents;
- ☞ Automatically updating the pharmaceuticals items classifications, according to the Ministry of Health's lists.



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

- ☞ Inventory entries or service invoices, shipping notices, acquisition vouchers, highlighting the differences noticed at reception and printing corresponding reception notes;
- ☞ Import entries (ICD - import customs declaration) and automatic calculation of import price, with all its components (taxes and customs fees, excises, etc);
- ☞ Entries from own production;
- ☞ Consumption outputs, with the automatic takeover 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 managements, inventory changes (registration price change, increasing or decreasing the inventory, changing inventorying features) and printing transfer notes or delivery notices;
- ☞ Track of invoices to be received/to be issued, according to the supplier's input/output notices.

**WinMENTOR ENTERPRISE** 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 client, 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 can be tracked.

### 3.3. SUPPLIERS AND CUSTOMERS

**WinMENTOR ENTERPRISE** 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.

- ☞ All partner transactions (documents, payments, collections, compensations) can be registered on premises (working sites);
- ☞ Based upon the credit granted to a client, **WinMENTOR ENTERPRISE** points out the cases in which an output document exceeded its credit;
- ☞ The software allows automatic discounts for every inventory item or service sold, depending on how far away the client is, the chosen payment terms, the number of transactions recorded in time with that client, 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/clients scales, unpaid suppliers or indebted customers;
- ☞ **WinMENTOR ENTERPRISE** allows working with foreign partners (transactions in foreign currencies), conducting clearing operations with third parties based on compensation written record;
- ☞ The customers' monthly income list keeps track of payment obligations cessation, by partner classes or by agents who brokered the sales;
- ☞ Settling partners' payment or cashing obligations can also be done in a different currency than the one generating these liabilities.

### 3.4. TREASURY

- ☞ **WinMENTOR ENTERPRISE** 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;
- ☞ Offers the possibility of regularizing the foreign currency balances (Cash register/Bank, Partners, Personnel);
- ☞ Prints the cash and bank registers in RON or foreign currencies. Pending settlement amounts can be printed separately for current receipts or payments, highlighting the actual or likely settlement date.

### 3.5. CASH REGISTER

This module was created for cash registers users, being interfaced with most types of such devices currently on the market. Due to the constant dynamics of these devices, please contact us for the complete list of cash registers compatible with **WinMENTOR ENTERPRISE** and for the specific working processes supported by them (offline, offline on extended memory, keyboard emulation).

#### Main features:

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

### 3.6. FIXED ASSETS

The **FIXED ASSETS** module allows the automatic calculation of the depreciation of the company’s fixed assets and inventory objects, in a linear, accelerated or digressive regime, with no intermediary steps.

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

### 3.7. COMMERCIAL

This module is designed for the marketing-sales department, with the following specific features:

- ☞ Registration of offers from suppliers and towards customers (upon validity intervals);
- ☞ Keeping track of the orders issued for the suppliers and from the customers, with invoice printing;
- ☞ Using special layouts for rapidly preparing invoice generating documents, subunits outputs, divisions transfer and price changing papers;
- ☞ Generating and processing packages for delivering goods registered on different documents towards the same destination;
- ☞ Keeping track of the packages and ensuring the possibility of transportation costs distribution per items;
- ☞ Marking inventory items to be depleted and granting special discounts;
- ☞ Establishing promotional items and the possible discount granted automatically on sale.

#### Specific lists for the **COMMERCIAL** module:

- ☞ Inventory: booked inventories, necessary inventory, critical inventories, inventories in course of depletion, inventories – expiry dates, idle inventory, inventories by age, inventory forecast, inventories rotation;
- ☞ Customers/suppliers: top customers, top suppliers;
- ☞ Inventory movements: top sales, profit by items, sales by item classes, periodic sales (daily, weekly, monthly, quarterly)

#### **COMMERCIAL STANDARD:**

- Orders, offers;
- Document generators;
- Agents sales targets;
- Quality certificates;
- Sale price change;
- Depleting inventory discount.

#### **COMMERCIAL EXTENDED** – everything within the STANDARD version, to which add:

- Sales;
- Commercial contracts, leasing contracts, subscription contracts;
- Credit notes;
- The entire “*Follow-up*” menu;
- The entire “*Deliveries*” menu;
- Blocked inventories;
- Promotional items general discount.

**NOTE:** The detailed description of the **COMMERCIAL** module functions is presented in the ***Modular functions*** document.

### 3.8. 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 handicraft for each product;
- ☞ Production launching - developing the domestic production and generating the monthly manufacturing schedule;
- ☞ Keeping track of the actual production's materials and handicraft;
- ☞ Keeping track of the production achievement - irregularities developed at an internal order level, regarding the consumption of materials and manual labour, the progress in keeping up with the monthly production schedule, clients' orders achievement status, etc;

#### STANDARD PRODUCTION:

- Simple production (compound article recipe, internal order, consumption note, delivery notes, simple recipes association sales, on a single level).

**EXTENDED PRODUCTION** – everything included in the Standard version, to which adds:

- Complex projects (several levels recipe);
- Launching scenarios;
- Production launching based on scenarios;
- Handicraft;
- The entire “*Follow-up*” menu;
- Weightings;
- Manufacturing schedule.

**NOTE:** The detailed description of the **PRODUCTION** module functions is presented in the ***Modular functions*** document.

### 3.9. EXPERT

**EXPERT** is a **WinMENTOR ENTERPRISE** 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, starting 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,

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yearly, or why not, a five-year plan!)

- Staying within budgets;
- Examine the reasons that 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.

#### **STANDARD EXPERT:**

- Analysis descriptors;
- Documents expertise;
- Cost centres.

**EXTENDED EXPERT** — everything included in the Standard version, to which adds:

- Cash flow.

**NOTE:** The detailed description of the **EXPERT** module functions is presented in the **Modular functions** document.

### **3.10. LISTS AND REPORTS**

Depending on the software packaging exploitation emerging needs, a user can set up several operations, like sorting by increasing/decreasing value in any column, grouping lines according to columns common values, setting up list lines filtering conditions and automatic data centralization.

The **LISTS AND REPORTS** module allows the rapid formatting of several columns, simultaneously.

It is possible to **centralize** the reports according to certain columns (fields) and obtain faster-generating synthetic reports. One list can expand entirely or by certain groups, allowing access to its essence (regular lines).

When the same list needs **grouping, filtering** and different configurations in order to respond to certain demands, the user can save several 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 ENTERPRISE**.

The reports include three **saving modes**: local save, common save and lists storage save. When accessing a list from the menu, if there are saves available, the user can choose the listing mode: the newly generated list, uploading a previously saved list or uploading all users.

The lists are initially created with a limited number of columns (fields). Depending on the activity's specificity, other columns, already existing in the database, could be necessary. The user can add them by choosing from a list of possible columns, called **additional columns**.

The user can schedule the generating/printing of several lists (**job lists**) at a certain time and date, and periodically.

### ***Certain obtainable lists:***

- ☞ **Accounting reports:** trial balance in RON or foreign currency, for the entire company or for subunits, cumulative balance by firm group, accounting records log register, analytical account sheet, accounting relating matrix, ledger, income and expenditure by divisions/activities in RON or foreign currency, joint venture compensations, financial statements;
- ☞ **VAT reports:** acquisitions journal, store income register
- ☞ **Cash and bank reports:** cash and bank registers (RON or foreign currency), payment reports and collections in course of settlement (bill, check, promissory note), 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, inventory balance, management report;
- ☞ **Reports on suppliers/customers/treasury advances:** supplier/customer datasheet, suppliers/customers balance, settlement datasheet, advances to settlement balance, list of unpaid suppliers, indebted customers, entries from customers, payments to suppliers, etc.

## **3.11. DOC-IMP-SERVER**

**DOC-IMP-SERVER** is a distinct module functioning as a documents import server for projects aiming to interface various applications with **WinMENTOR ENTERPRISE**.

It is a DCOM server containing functions that help:

- consulting data from the **WME** database
  - updating catalogues or issuing documents

The **WinMENTOR ENTERPRISE** database structure is highly complex, which emphasizes the usefulness of such a server, allowing programmers to develop applications that perform data consulting and updating in absence of a significant knowledge of the **WinMENTOR ENTERPRISE** data structures or the connections and relationships between tables.

Data transfer between applications to be interfaced and **DOC-IMP-SERVER** is done through Olevariant data blocks, which basically are string arrays containing information concatenated by “;”.

Depending on the desired development specificity programmers receive - as a support - a project containing examples of **DOC-IMP-SERVER** connection and basic functions launching procedures.

Functions to be used in achieving desired results, as well as the structure used for data sending and receiving, will also be specified.

Among its 100 implemented functions, **DOC-IMP-SERVER** allows:

- ☞ Reading the Items nomenclature;
- ☞ Reading the Partners nomenclature;
- ☞ Reading the Divisions nomenclature;
- ☞ Reading the Personnel nomenclature;
- ☞ Consulting Inventory;
- ☞ Consulting Partners balances;
- ☞ Consulting nomenclatures for price categories and prices per items/customers;
- ☞ Updating Partners nomenclature;
- ☞ Updating Articles nomenclature;
- ☞ Generating orders from customers;
- ☞ Generating invoices and shipping notes to customers;
- ☞ Generating invoices from internal or foreign suppliers (customs import declaration);
- ☞ Generating delivery notes to warehouses;
- ☞ Generating consumption notes;
- ☞ Generating transfers between divisions;
- ☞ Generating cash inventories for retail sales.

### 3.12. ONLINE ORDERS

- ☞ The **ONLINE ORDERS** module is a Web-based application server and requires previous installation of IIS Web server.
- ☞ The **Orders from customers** function allows a client to register orders in the database via a web browser, selecting ordered items from inventory registered within the **WinMENTOR ENTERPRISE** database.
- ☞ The user can consult the status of the orders he issued, obtaining reports of the amounts accepted by the supplier, the amounts already billed and those to be invoiced.

### 3.13. CAR FLEET

- ☞ The **CAR FLEET** module allows fleet management and fuel consumption estimates, based on the standardized daily activity sheets (DAS). Along with the **WinMENTOR ENTERPRISE** software pack, it offers the possibility to analyse a vehicle as a profit centre, comparing its usage efficiency to the incurred costs.
- ☞ The module may register general information on transportation means and their proper tires, as well as the needed documents (ex.: authorizations, repair licenses, etc.).
- ☞ It also ensures planning interventions, keeping track of the field routes and of the daily activity files and also estimates of the normed fuel consumption.

## 4. SOFTWARE-HARDWARE COFIGURATION

### Basic hardware-software configurations

These configurations allow **WinMENTOR ENTERPRISE** to work in a multisite system (including multi-company), with the following possible structure:

Equipment	Configuration
<b>Headquarters Server</b>	<p><b>Minimum:</b>            Processor: Intel Core2 Quad Q8400S ( 2,66 GHz )            Memory: 4GB ( minimum )            Hard Disk: 2 x SATA2 7200 RPM ( RAID 1 - Mirroring Raid )            OS: Windows 2003/2008 Server  <b>Database Server:</b> Oracle DB Standard Edition One 11g</p>
<b>Work stations for headquarters / regional site</b>	<p><b>Minimum:</b> 2 GHz – minimum frequency processor            Minimum 1 GB RAM Recommended 2 GB RAM            Minimum HDD 100 GB            Network interface card  <b>OS:</b> Windows XP or Windows 7            Oracle DB Standard Edition One 11g - client</p>



## **5. WinMENTOR ENTERPRISE IMPLEMENTATION PLAN**

This is the presentation of the **WinMENTOR ENTERPRISE** implementation steps; its total duration is set at 90 days of installation.

Art.12, regarding the designation of the person in charge of the implementation, on behalf of the Beneficiary, applies here and it is complementary of the following stipulations.

### **5.1. WinMENTOR ENTERPRISE (WME) MANAGEMENT**

- Case study (existent hardware and software inventory, set-up planning, hardware solution and activity analysis)
- **ORACLE** server set-up
- **WME** server set-up
- **WME** clients set-up
- Protection set-up
- Set-up/assistance in creating and configuring the subunits
- Set-up/assistance in creating users and user groups
- Set-up/assistance in configuring users access rights
- Set-up/assistance of **WME** administrative users

### **5.2. WME CONSTANTS**

- Case study (browsing constants along with the Beneficiary in order to identify the situations in which certain constants need state changes)
- Training/assistance in constants configuration

### **5.3. GENERAL ACCOUNTING**

- Case study (accounting chart analysis, particular accounting situations)
- Training/assistance in configuring the accounting chart on the agreed structure, defined by the case study
- Training/assistance in accounting configurations for items, partners, treasury
- Assistance in placing/taking initial balances and previous turnovers (if necessary)
- Checking and correcting accounting correlations
- Training/assisting the users (implementation and current exploitation modes)

## **5.4. SUPPLIERS AND CLIENTS (PARTNERS)**

- Case study (using offices yes/no, discount criteria, using clients credits, deadlines, using suppliers/clients orders, partners coding)
- Assistance in placing/taking partners nomenclature upon the agreed structure, defined by the case study
- Training/assistance in attributing partners' specific accounting types
- Training/assistance in taking over partners' initial inventories
- Training/assistance in comparing the partners' balances with synthetic balances
- Training/assisting the users in entering orders and suppliers/clients orders
- Training/assistance in discount criteria configuration
- Training/assisting the users (implementation and current exploitation modes)

## **5.5. INVENTORY**

- Case study (identifying used documents, establishing documents flow, analyzing management nomenclature, items nomenclature, measuring units classification, feature classes, discount criteria)
- Assistance in placing/taking management nomenclature, items, measuring units, features classes upon the agreed structure, defined by the case study
- Training/assistance in assigning items specific accounting types
- Training/assistance in sales pricing categories configuration
- Establishing the management methods to be used
- Training/assistance in inventories takeover upon the agreed structure, defined by the case study
- Training/assistance in checking the inventory from the analytical balance with the synthetic balance inventories
- Training/assistance in configuring standard forms (NIR – entry reception note, NP – delivery notes, NT – transfer notes, BC – consumption notes, invoices, shipping notes, etc.)
- Training/assistance in inventory transfers documents input

## **5.6. TREASURY**

- Case study (banks and bank accounts, transaction currencies, commercial papers yes/no, compensations)
- Training/assistance in banks-petty cash nomenclature inputs
- Training/assistance in banks-petty cash balance inputs
- Training/assistance checking the banks-petty cash balances with the synthetic balance
- Training/assistance for users in payments-collections documents inputs, treasury advanced payment justifications, compensations

## 5.7. LISTS AND REPORTS

- Case study (usual and mandatory lists and reports)
- Training/assistance in reports configuration
- Training/assistance in creating new reports from previous ones

Specific reports that are not found among the predefined Lists and Reports are not part of the implementation procedure.

## 5.8. CHECKS FOR CERTIFYING IMPLEMENTATION COMPLETION

- a) The balances of the “Partners synthetic balance sheet” (generated regardless of the accountant type and the currency, cantered on the account) must be correlated with the “Balance sheet”
- b) The balances of the “Partners analytical balance sheet” must be correlated with the balances of each partners accounts from the “Partners synthetic balance sheet”
- c) The “Credits receivable” and the “Accounts payable” balances must be correlated with those from the “Balance sheet” partners accounts
- d) The balances of the “Personnel synthetic balance” (generated regardless of the accountant type and the currency, cantered on the account) must be correlated with the balances in the “Balance sheet”
- e) The balances of each personnel account from the “Personnel analytical balance” must be correlated with the balances from the “Personnel synthetic balance”
- f) The “Accounts inventory balance” (generated regardless of management and accounting type) and the “Divisions sales report per value” (if there are value inventories) balances must be correlated with the “Balance sheet”
- g) The balance of the “Accounts inventory balance” (generated regardless of management and accounting type) must be correlated with the “Inventory status file”
- h) The “cash and bank registers” balances must be correlated with the “Balance sheet”
- i) The “Cash transactions synthesis” must be correlated with the “Balance sheet”
- j) The “Assets status” must be correlated with the “Balance sheet”: check the month’s current depreciations value with the depreciation accounts current turnover (28x), and the remaining undepreciated value with the difference between the assets accounts and the depreciation accounts final balances
- k) The “tracking internal transfers” list must be correlated with the account 581’s balance
- l) The partners balances from the “Notes to transfer” and “Receivable notes” lists must correspond to the 403 and 511 accounts balances from the “Balance sheet”

- m) The “Sales journal” and the “Purchases journal” VAT values must be correlated with the 4426 and 4427 ledger cards
- n) The VAT accounts, the expenses and the incomes accounts must have the correct synchronizing and ruling settings
- o) The expenses and earnings turnover rates must be correlated with the 121 account
- $121 \text{ debit} = \text{Class 6 Payable footing} - 609 \text{ Receivable footing} + 709 \text{ Payable footing} - 711 \text{ delivery notes Receivable footing} + 711 \text{ Payable footing}$  from the unfinished production or from the inventory items discharge (if 711 delivery notes Receivable footing is lower than 711 Payable footing from the unfinished production or from the inventory items discharge)
  - $121 \text{ credit} = \text{class 7 Receivable footing} - 709 \text{ Payable footing} + 609 \text{ Receivable footing} + 711 \text{ delivery notes Receivable footing} - 711 \text{ Payable footing}$  from the unfinished production or from the inventory items discharge (if 711 delivery notes Receivable footing is higher than 711 Payable footing from the unfinished production or from the inventory items discharge)
- p) The circulating primary documents must be formatted according to the company’s demands
- q) There must be no differences when comparing (automatically) the ruling trial balance with the trial balance saved at the last printing of the “Balance sheet: amount per company”
- r) Checking the WME Copy system activation for each **WinMENTOR ENTERPRISE** workstation for automatic upgrading

## **6. WinMENTOR ENTERPRISE Extended Support Program**

### **The Extended Support Program Services**

The **WinMENTOR ENTERPRISE** software pack includes several facilities, described in the sections A1 and A2.

#### **A.1. MAINTENANCE**

##### **a. New software versions**

All patches, version updates, upgrades, improvements, revisions, upgrades related to legislative updates and / or added functionality (hereinafter called "Upgrade") following the current version of the **WinMENTOR Enterprise** software package (hereinafter referred to as "Programs") and that are released during the validity of the Extended Support service delivery, will be put at the disposal of the Beneficiary by the Supplier, for free, through the Supplier's working websites: [www.winmentor.ro](http://www.winmentor.ro), [ftp.winmentor.ro](ftp://ftp.winmentor.ro) or [ftp2.winmentor.ro](ftp://ftp2.winmentor.ro), or any other site, provided that, when a new version comes out, the Beneficiary has a valid Extended Support contract with the Supplier.

Meanwhile, the Supplier does not have an unconditional obligation to provide such upgrades, regardless of the given moment.

In case of non-payment, within 15 calendar days from the due date established within the Annex1, of the rates stipulated for the Beneficiary's inclusion in the Extended Support program, the Supplier has the right to limit the software usage rights to the last paid version at the established tariff.

The software Supplier can put at the disposal of the Beneficiary, completely new modules, optionally or additionally to any software components, without a priori giving the Beneficiary the right to use them, freely.

Any technical services required by the Beneficiary to carry out upgrades may be provided by the Provider if it deems necessary. The Supplier can decide on charging them separately.

##### **b. Fixing "Bugs"**

The support for reporting and correcting bugs can be provided only for cases in which the software manifests errors that can be verified and reproduced. The Beneficiary will provide all the necessary information for the verification and the reproduction of the reported problems, before the Supplier is required to provide technical support for solving them.

A "bug" is a case of software malfunction, compared to the normal operation mode as defined by the Supplier, through the documentation made available to the Beneficiary, the training or any technical documentation provided, whether in printed or electronic form.

When a bug correction is over, it can be delivered as a temporary solution (intermediate executable) or as a new software version, eventually including configuration and usage instructions for implementing the bug correction. Any bug correction will be borne by the Supplier, within the limits of reasonable commercial efforts.

## **A.2. TECHNICAL SUPPORT**

Immediately after the end of the software implementation period, the Provider offers technical support through email and telephone (through on-demand remote support solutions, which the Provider owns and certifies to use in its Beneficiary telephone support activity), as follows:

### **a. Intervention types:**

- Addressing the incidents through telephone, fax, email or instant messaging – concerns those services that do not require viewing or direct intervention into the hardware systems or databases;
- Information on documentation;
- Information on the application's new functionalities and the way they can be used within the customer's specific system;
- Incoming support demands;
- Five hours of database intervention, monthly, starting with the first year of Extended Support, directly and/or through authorized distributors, which can be carried out remotely or on location, depending on the situation.

### **b. Working hours:**

- Monday through Friday, between 09:00 and 17:00
- All messages sent by email and received outside this period, will be attended the following weekday.

### **c. Contact coordinates:**

Email: mentor@winmentor.ro

Telephone: 0232-217.260, interior: 104, 113, 114.

### **d. Response time:**

The supplier shall make all reasonable efforts necessary to respond in the shortest time to all support requests, within 8 hours, during weekdays. The Beneficiary is required to indicate the problem's degree of emergency. Due to the specific nature of management software products, the Beneficiary's complete requests solving, can take days and even weeks, depending on the complexity of the problem.

### **e. Forwarding service request:**

The beneficiary is asked to send the technical support requests by email first, to the above address, to facilitate:

- The information exchange on the issues raised, which will be more effective, especially when it is necessary to transmit files, data or reports;
- The classification by arrival priority of the initial requests and updates, and the requests traceability over time.

### **f. Days off:**

The technical support services are unavailable on Saturdays and Sundays, as well as during legal holidays. Any messages coming from the Beneficiary during these periods will be answered during the first working day after sending.

## 7. ADDITIONAL COMMERCIAL OFFERS

### 7.1. BI (BUSINESS INTELLIGENCE) APPLICATIONS

If the information necessary for decision-making becomes more extensive, it is possible to subscribe to **WinMENTOR ENTERPRISE** complementary applications.

#### 7.1.1. ORACLE BI STANDARD EDITION ONE

**The proper foundation for business development in a growing medium-sized company**

Oracle Business Intelligence Standard Edition One is a complete and integrated business intelligence (BI) system, with a very attractive price for medium-sized companies or workgroups. It provides all the necessary tools to create operational reports and dashboards, with a very high level of formatting and ad hoc analysis. Furthermore, it can consolidate data for a full picture of the customer's business. Oracle BI Standard Edition One includes the same technology as Oracle Business Intelligence Enterprise Edition Plus, leading to a simplified upgrade, as business needs grow.

Thanks to the business partnership between TH JUNIOR and Oracle Romania SA, starting in 2004, it is possible to provide safe and simple access to Oracle BI licenses, documentation and components implementation.

More details about Oracle BI at [www.oracle.com](http://www.oracle.com)

#### 7.1.2. QlikView BI Solution

QlikView Business Intelligence suite meets all information gathering challenges. Rules out resources and time waste, excludes errors, crystallizes the management vision of all the important aspects of a business, and delivers information instantly to all concerned individuals, regardless of volume or data complexity.

Through its partnership with Q&Q InfoConsult SRL, sole trader authorized to represent the QlikView technology (developed in the U.S. by QlikTech) in Romania, TH JUNIOR is able to propose this type of BI technology, easier to use and with an easier to understand interface.

More details about QlikView BI at <http://www.qlikview.com/>

For additional details, please contact:

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