



# Overview

The new **WinMENTOR** suite, developed under DELPHI, has been designed for network use and can be installed on computers equipped with Windows '95, '98, 2000 or NT.

When becoming a **WinMENTOR** user, you will directly benefit of the following:

- ↳ License certificates proofing the right to use the purchased **WinMENTOR** version.
- ↳ Installation, counselling for appropriate configuration (according to the specific needs of your business) and personalized training for one of the operators.
- ↳ After-sales services, performed by our IT experts, offering you the certainty of using the full capacity of **WinMENTOR**.
- ↳ Hard-key protection ensuring total independence since the suite is no longer connected by software protection to the hardware system.
- ↳ No restriction in using the **WinMENTOR** CD or diskette kit.
- ↳ Free installation for the demo version and the user's guide. The demo version can be used without any time limits and uses as inputs accounting record notes.

Top specialists in management and accounting offered their expertise for the development of our software products. Whatever your business, be sure **WinMENTOR** is perfectly suitable for it!

Our young development team found the appropriate solutions to enable almost everyone, regardless their knowledge in accounting and management, to use the suite once it has been installed under competent supervision. Think for yourself: once the data in the primary documents has been introduced in the dialog boxes, the suite automatically generates the accounting and stock management registries that can be visualized at once!

The number of economic units (companies, divisions, branches) for which **WinMENTOR** is designed to manage the accounting and stock situation is unlimited! You have the possibility to customize the accounting registries for each unit so as they can perfectly match with your specific needs.

No physical connection between your different computers is necessary. If your business is divided between different places **WinMENTOR** allows you to insert the data in each one of them and transfer it afterwards on a central unit. The transferred data is logically assembled with the same characteristics as the ones directly input on the central unit.

The Paradox formatted database is interrogated by SQL syntax and the data is archived by Unix algorithms. Its high compaction level offers excellent storage possibilities.

## Hardware/Software Requirements

According to the appendix.

## Fixed Assets

All three amortisation calculation methods accepted by the Romanian law are available if using the **WinMENTOR** fixed assets module: linear, accelerated or degressive. Facilities: use duration modification, amortisation and inventory value re-evaluation.

## Accounting

**WinMENTOR** guarantees the possibility of customizing the accounting plan to your particular needs. The adapting facilities contained by the suite allow the use of analytical accounts on as many levels as required. Automatic calculations are performed for the price variations quote for each product. **WinMENTOR** will automatically close the VAT accounts as well as the income and expenses accounts. For joint ventures the suite will distribute on a percent basis the income and the expenses. Since all the accounting records are performed automatically the suite will assemble every needed explanation detailed according to your options. Additional notes (for shareholders equity, dividend taxes, etc.) can be added at any moment.



## Storage Activity

**WinMENTOR** completely solves any matter related to the raw-materials and finished goods stocks, in connection with the accounting records. Here are some characteristics:

- ☞ Multi-store stocks management per quantity and/or value amount;
- ☞ Automated releases from stocks based on: FIFO, LIFO, CMP, or specific identification
- ☞ Compact stocks list (no new position is created in the list for different entrance prices for the same article);
- ☞ Automatic registration of four associate taxes for each article in the stocks;
- ☞ Fast identification of each article in stocks by using specific classes and classification attributes;
- ☞ Multiple measurement units, with automatic conversion of the quantities and prices according to the specified quotes;
- ☞ Serial registration of the stocks, guarantees and expiry dates;
- ☞ Calculation of the price difference coefficient for the value amount stocks management.

All documents related to stocks and services registration are treated on specialized dialog boxes, perfectly matching with the standard document forms. Here are some of the **WinMENTOR** features:

- ☞ Inflow of articles in stocks or of services based on bills, delivery notes, payment receipts; all differences noticed when receiving the goods are emphasized, with the according printable documents;
- ☞ Import inflow (based on Custom's statements) and automatic calculation of the import prices, including all its components (transport, insurance, customs taxes, etc.);
- ☞ Inflow from the production sector;
- ☞ Outflow to customers, with the automatic registration of the specific raw-materials quantities per finished goods corresponding to the internal production orders, with specific printable forms;
- ☞ Outflow of materials and/or finished goods (by sales) from stocks or sales of services emphasized per sales agents, with the according printable bills, delivery notes or payment receipts;
- ☞ Export sales, with printable invoices;
- ☞ Articles transfer between storage units, stocks changes (cost price changes, stocks quantities modifications), with printable transfer notes or delivery notes;
- ☞ Listing the orders issued to the suppliers or received from the customers, with printable proforma invoices/bills;
- ☞ Listing the not arrived bills, corresponding to the inflow based on delivery forms from suppliers
- ☞ Listing the bills to be issued, with the printable bills corresponding to the issued delivery forms.

**WinMENTOR** registers all types of discounts. It distributes by prices the ones granted by the suppliers and automatically generates sales discounts according to the bill amount, the business volume with the client or the payment terms. The payment due date and the penalties for payment delays can be visualized for each type of document.

## Suppliers and customers

**WinMENTOR** helps you classify your partners according to the specific operating needs in order to allow you identify them in no time!

The suite keeps a single registration in the partners' list, regardless of the currency you used for the transaction or of the accounting type of your partner (suppliers, assets suppliers, payments in advance to suppliers, suppliers – unrarried bills, clients, payments in advance from clients, clients – to be billed). According to the dialog box the partner is included in, supplier as well as client, **WinMENTOR** will identify the appropriate accounting type in order to solve the actual situation.

- ☞ Based on client credits, **WinMENTOR** reminds you the situations when an outflow document overpasses the maximum credit amount you agreed on.
- ☞ The suite allows you to automatically register discounts for each article in stock or for the services you provide, according to the transaction volume within a certain period of time with each of your customers.
- ☞ Partners overviews, both as monthly and yearly records, in national or foreign currency and balances can be viewed any moment. You can also emphasize the accounts payable and the accounts receivable lists.
- ☞ **WinMENTOR** allows you to work with foreign partners (in foreign currencies) and also barter transactions, based on compensation statements.
- ☞ You can clear a transaction with a partner in a different currency than the one generating the payment obligation.
- ☞ With the monthly customers inflow list you can easily manage the evolution of the payments by partner categories or by sales agents.



## Receipts and Payments

- ✧ **WinMENTOR** allows you to connect the payments and receipts with the primary documents that generated the payment or receipt obligation. It completely solves the foreign currencies operations, with the automatic registration of variations due to the exchange rates.
- ✧ Emphasizes the banking operation in progress (bills of exchange, checks, promissory notes, etc.).
- ✧ Completely manages the treasury advanced payments, the paybacks and offers the justification of the expended amounts.
- ✧ Prints treasury and bank registers in national or foreign currencies; accounts payable and accounts receivable can be printed separately, emphasizing the real or possible payment day.

## Production

Assists you in the following steps of your production activities:

- ✧ Process preparing – loading specific consumption for materials and manoeuvre for each specific product;
- ✧ Production launching – issuing internal orders and generating monthly production program;
- ✧ Control of materials and manoeuvre consumption and also for the produced quantities;
- ✧ Automatically sends the monthly manoeuvre implications to the PAYROL module;
- ✧ Post-calculation of the monthly produced quantities according to the production planning (data transmission from the PAYROL module for manoeuvre normed consumptions);
- ✧ Comparison between the normed planned production and the real figures – variations for each internal order regarding materials and manoeuvre consumption, intermediate phases in production planning development, etc.

## Payrol

The employees' salaries can be registered directly in the accounting part of **WinMENTOR** or manually through general notes. Therefore, this module can function independently of the main **WinMENTOR** module.

Various facilities enable you to configure all contributions, taxes, raises and diminutions in a highly adaptable way, responding to the user's demands and – very important! – to any and every law modification! Specific lists offer complete reports useful in optimizing the payroll activity in your company.

Integrated in the main product, it allows imports from the PRODUCTION module as for calculation of the manoeuvre costs for all your employees, with automatic calculations for each particular salary agreement. It also offers data for costs calculations per product.

Automatic regularizations are possible, with export facilities for fiscal document for each employee at the end of the year.

## Cashing Machines Connection

You may connect cashing machines of various types, such as: OPTIMA, HIT, OPTIMUS, SAPEL, DATECS, EURO in various work-modes (on-line, off-line on extended memory, keyboard emulation). Main functions:

- ✧ Stocks import for each location served (directly from stocks at start or furtherly from reception transactions or internal transfer);
- ✧ Reports on each cashing-machine sales at any moment with no pause in functioning;
- ✧ "Z" report editing and cash-report generating with immediate modification of stocks in the **WinMENTOR** database;
- ✧ Automatic registration of the cash-reports in the accounting situation.

## Reports

**WinMENTOR** gives you the possibility to obtain your printouts in both graphic (laser and jet printers) and text (needles printers) modes. This will finally solve all your problems connected to the large variety of printers you can choose among! More than this: if your printer cannot print landscape documents the graphic mode will help you print in A4 any list, regardless its width.

You can configure every list by ascending or descending values of every column, you can group the lines by common values in the columns, and you can state filter restrictions of all the lines in a list. You can also automatically group other similar operations according to your specific needs.

**Very important!** If the same list needs various configurations (grouping, filters, etc.) required by different uses, you must know that all versions of the original list may be saved so as its specified name appears in the list module menu at the same level as the original **WinMENTOR** list!



**Here are some of the lists offered by the suite:**

- ↵ **Accounting lists:** trial balance in national or foreign currency, daily accounting registries list, accounts analytical lists, double-entry accounting specific lists, general ledger, trial balance per activities, partnership accounting registrations, statements regarding taxes payments to the state budget, etc.;
- ↵ **VAT lists: purchases register,** sales register, shop receipts register;
- ↵ **Treasury and Bank lists:** cash book and petty cash registers (national or foreign currency), accounts payable/accounts receivable lists (bills of exchange, checks, promissory notes), etc;
- ↵ **Stocks lists:** inflow lists from suppliers (including import inflows, with a detailed calculation of the import prices) or inflow lists from the internal production department, raw-materials specific quantities for finished goods, sales lists, individual lists for stocks articles, stocks balance, stocks management report, etc.;
- ↵ **Suppliers/Clients/Treasury advanced payments lists:** suppliers/customers lists, suppliers/customers balances, advanced payments list, balance of the in-progress advanced payments and receipts, accounts receivable list, accounts payable list, receipts from clients list, etc.

**Prices** (EURO, VAT not included)

Configuration	Single station	Network server	2-nd station	3-rd station	4-th station	5-th station	6-th station	7-th station	8-th station	9-th station
Price	595	1071	+482	+471	+461	+450	+439	+428	+417	+406

- Each additionally network station, starting with the 10-th one, will be billed for 400 EURO each.
- The **SATELLITE** function (Internet data transfer facility) will be billed for 150 EURO per location (regardless of the stations number of each location).
- **MIFIX** (Fixed Assets) module: 99 EURO – single station, or 149 EURO – network use.
- **PAYROL** module: 149 EURO – single station, or 249 EURO – network use.
- **CASH REGISTER** module: 49 EURO – single register, or 99 EURO for more than 2 cash registers connected to the same WinMENTOR WORKSTATION. Valid for OPTIMA, OPTIMUS, HIT or SAPEL cash registers only!
- **PRODUCTION** module: 249 EURO – single station, or 449 EURO – network use.
- **EXPERT** module: 249 EURO – single station, or 449 EURO – network use. Economic analysis module, destined to present and/or forecast the cashflow of the profit center, company or holding and to allow budgeting in national or reference currency.
- **COMMERCIAL** module: 249 EURO – single station, or 449 EURO – network use.
- **ON-LINE STOCKS AND ORDERS** – 149 EURO for each location.
- **RESTAURANTS** (enables touch-screen use for tables reservation, order registering, etc.) - 399 EURO for each location.
- **DOC-IMP-SERVER** (documents import server, multi-functional) – 599 EURO for each location.

NOTES: 1. Prices do not include VAT.

2. The **PRODUCTION**, **EXPERT** and **COMERCIAL** modules are functional only under the Extended version of **WinMENTOR**.

**Distributed by:**

**Developed by:**

**INFO MENTOR SRL**

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