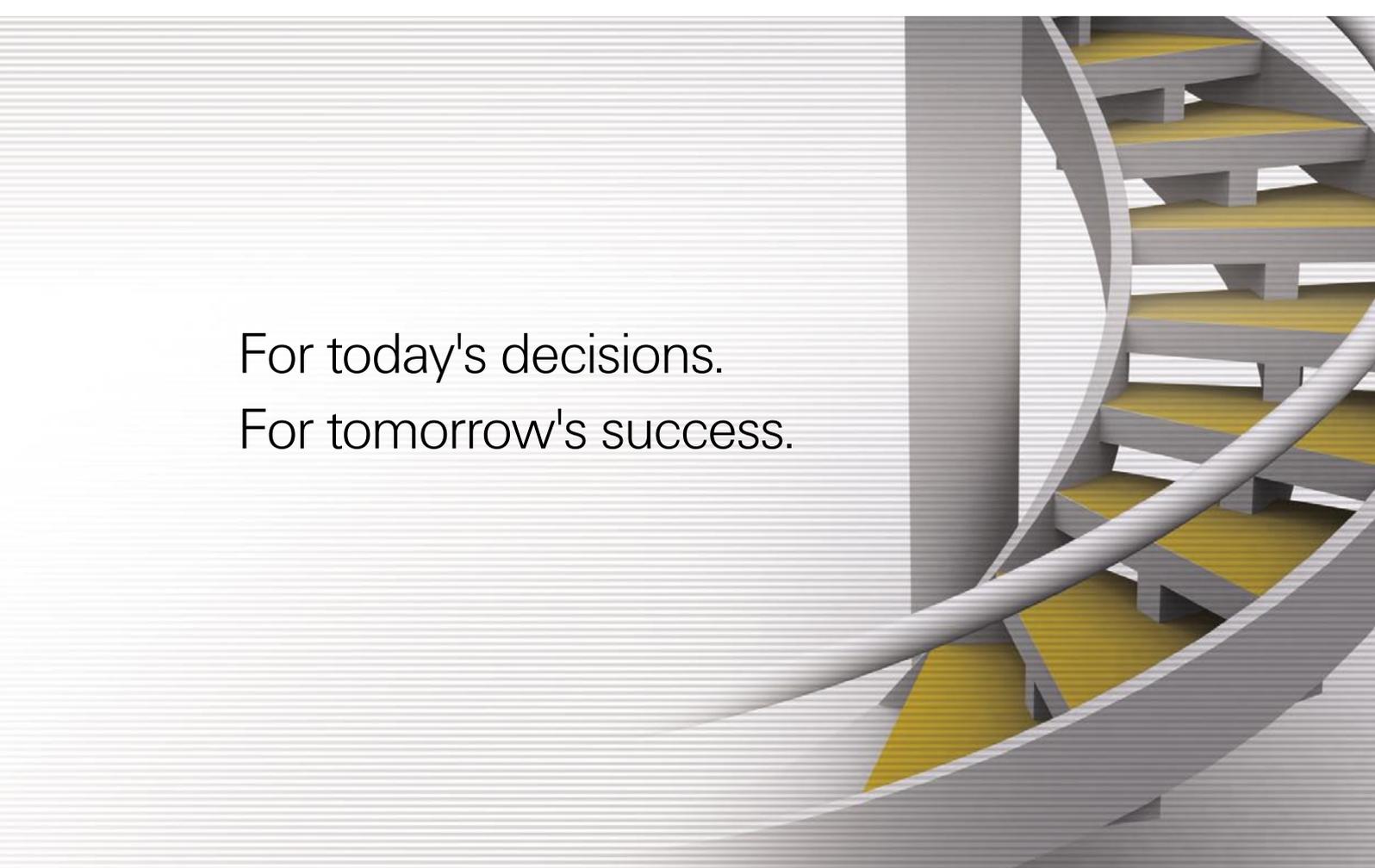




# PANTHEON™ 5.5

**datalab** Business operating system



For today's decisions.  
For tomorrow's success.

Make sure you have the tools to know your  
business, to make it profitable and grow it.

**datalab**  
Turning data into profit!

# **PANTHEON™ 5.5** datalab Business operating system

5.5 steps to explore the potential of your data. In any business.

## What can PANTHEON do for you?

PANTHEON is an all-in-one business operating system that enables you to:

1. **KNOW** what is going on in your business;
2. **MAKE** your work easier;
3. **GET** out of trouble fast;
4. **CHOOSE** the system you need;
5. **EXPAND** internationally;
- 5.5** BE unique.



PANTHEON incorporates best business practices. Integration and automation can greatly improve the performance of your business. It's a true enterprise resource planning (ERP) system featuring cross board support for business processes: from orders, invoices and human resources to accounting, production management and reporting.

PANTHEON is always up-to-date with market changes and changes in legislation. It meets the demands of small and medium-sized enterprises (SME) and is suited for any field of activity.

## STEP 1

# Know what's going on in your business

In a SME, everybody is a power user with the need for information.

Empowering your work force is the surest way to win.

Integrated in PANTHEON you'll find business intelligence system. It helps you analyze your work and your company's market position, monitor your progress and plan your growth. Business intelligence provides reports, analyses and plans for various aspects of your company. It offers advantages to all employees important to company's success, not only managers.

Designed to ensure simple use by employing advanced technologies. It offers the opportunity to create numerous types of reports and analyses required for everyday work. Business analysts and planners have a fast and handy tool to make various analyses and accurate business plans. Access to data can be customized for every user with an advanced authorization system.

### Reporting As Easy As Four Clicks

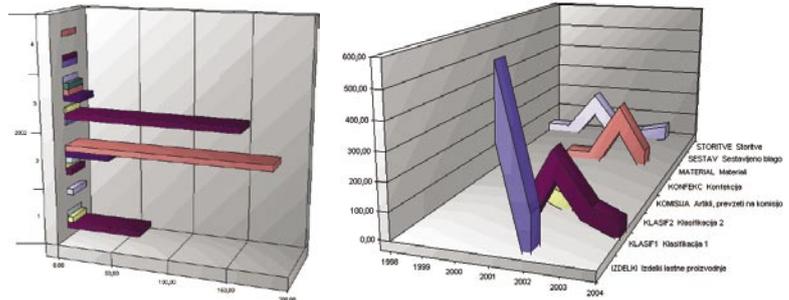
Ease of use was the first thing in mind during development of a powerful, yet simple reporting mechanism. Business reports can be created in four easy steps by selecting a predefined report type and supplying some additional parameters. You can display reports in the form of tables or charts that can be printed, saved or exported to MS Excel for further analysis.

### Instant Analyses To Get Insight

Drag-and-drop analyses are very convenient to the novice user while their full potential will be unleashed by advanced users. Analyses are based on pivot tables and charts which allow functions like drill-down, pivoting, filtering, drill-through (links to master data and source documents), indexes, saving, exporting to MS Excel, etc.

### Business Planning Finally Made Easy

Business planning is often avoided by small and medium-sized companies due to its complexity and the time it takes. PANTHEON features a plan generator which generates plans based on past results. Planning is possible for sales, purchases, payroll and financials for any time period and according to any parameter (subjects, countries, items, item categories, departments, etc.) The planned results can be easily compared with actual data through absolute and relative differences as well as cumulative figures.



### The Dashboard – See at a Glance Where Your Business Stands

The dashboard contains key business performance indicators and is per-user customizable. It is an active component and provides a direct connection to other program sections – not only having the function of displaying information, it includes also drill-down – the ability to go down from an aggregate value to individual documents.



## STEP 2

# Make your work easier

User-friendliness and productivity are the two key properties of good software. PANTHEON facilitates users' everyday work as much as possible making everybody a highly productive contributor to the bottom line.

010 - Sales order

Ordered by: Alpha Trade, Consulting and Audit Services

Carrier: Alpha Trade, Consulting and Audit Services

Number: n7-n1n-nnnnn7

Department: [Empty]

Sell to VAT regis: [Checked]

Currency: EUR

Days to pay: 0

Items: Hard allocations, Installments, Cash, Analysis, Links

Add, Scanner, Ser. No., Wareh. card, BOM, Stock, Option, To W/D, Find asset

### Quick access to information

PANTHEON's user interface enables users quick access relevant information, improving the speed and accuracy of their work. One of such features is the ability to hide less relevant fields. For example, when editing items on a document, the item panel automatically expands, giving a better overview. Data is reused as much as possible, reducing the amount of work required for data entry. The search function on PANTHEON's quickbar enables users to quickly find a specific document, subject, product or anything else. Quick access to key information improves your decision-making process.

Those are just examples of hundreds of considerations and attention to detail that went into PANTHEON to make it the ERP system for SMEs. We closely follow the feedback and suggestions of our users and constantly improve our software, resulting in more than thousand enhancements and improvements annually that make PANTHEON better and more efficient.

### Compliance With International Standards

PANTHEON is compliant with the recommendations of the Information Systems Audit and Control Association (ISACA) and Slovenian Accounting Standards. Legal and language localization enables a uniform and transparent business in foreign markets.

010 - Sales order

Ordered by: Alpha Trade, Consulting and Audit Services

Carrier: Alpha Trade, Consulting and Audit Services

Items: Hard allocations, Installments, Cash, Analysis, Links

Add, Scanner, Ser. No., Wareh. card, BOM, Stock, Option

Item	Note	Asset	Alt	Asset	Quantity	U/M	Unit Price	D %	VAT	Amount due
1	A	CHOCOL	0	Chocolate	10,000	KDS	1,16	0,00	B2	13,92

Task

Title: Order approval

Recipient: John Doe

Task created: 22.8.2007 14:11:37

Deadline: 30.5.2007

Attachment: 0701000000010

Task description:  
John, please approve this order ASAP. It's almost past due. This in advance, Jil

Forward, Reply, Save, Cancel

### Task List

A special feature is the Task List, facilitating collaboration (workflow) and transparency of work. Data, documents or reports can be routed to appropriate users. The Task List is tightly integrated, which allows for process automation and optimization, which in turn speeds up work.

### Turn Business into e-Business!

PANTHEON provides the option of importing/exporting any document at any stage as XML, BMS or e-Slog (Slovenian e-business standard). E-documents can be imported directly from the e-mail server, removing the need for entering incoming e-documents manually, which is also one further step towards paperless business.

And of course, the tight integration with office software (Word, Excel, Outlook) eliminates duplication of your work.

Web-shop integrations, business to business/customer/government (B2B, B2C & B2G) makes PANTHEON the most advanced platform for reaping the benefits of the internet era.

## STEP 3

# Get out of trouble fast

**Help and support are always there. When you need it, how you need it! From self-help and community to consulting!**  
**PANTHEON users enjoy the services of the largest software support network for small to medium business in the region.**

The implementation and deployment process start with Datalab partners checking your organizational and technical requirements, then they propose which and how many PANTHEON editions to use, and devise a deployment schedule. Datalab partners train and provide support to end users as well as customize PANTHEON to their individual needs.

### Help

PANTHEON comes with comprehensive Help, written in a simple and understandable manner, including practical examples and best practices.

The Help menu is also available on all windows, providing access to the problem description and solution proposals. Help on specific windows can be opened from the windows themselves. Video help on common functions is available online. The Help



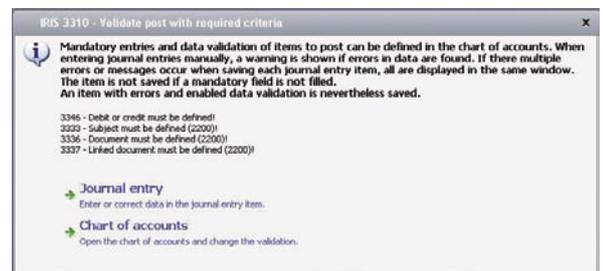
menu can also be used to access the list of improvements and known bugs in the new version. Video instructions are available online. The Forums are an online knowledge base for interactive user discussion, offering the possibility to solve problems on their own. Remote support enables support professionals to access the user's desktop and solve the problem quickly and efficiently. Internal rules offer a location to combine the company's rules (e.g. ISO standards, accounting standards, etc.) with the business application.

### Certified Consultants

Independent partners with certified consultants are highly qualified for providing professional support. Constant training and monitoring are further improving those services, which are available anywhere, anytime.

### IRIS (intelligent troubleshooting and self-support system)

IRIS provides a detailed error description and offers multiple solution possibilities instead of the short and cryptic Windows error messages. Similar to the Office assistant, it opens the related forms and points to the error location. Every message has a link to the corresponding topic in Help. IRIS directs and helps the user with advice, which is a handy tool for lowering costs and increasing productivity.



### Accounting made easy

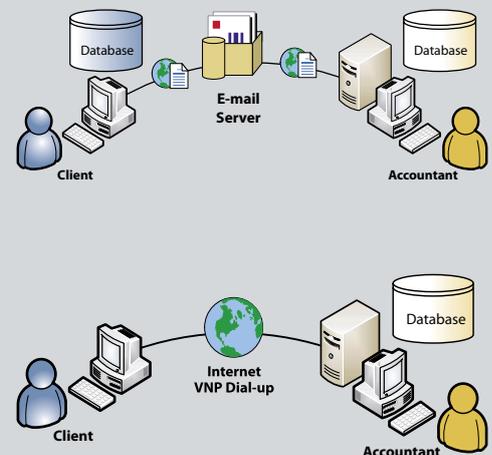
PANTHEON is used by many accounting firms. Some of them offer e-accounting services. The simplest type is as follows: the client issues invoices in PANTHEON which are saved to a local database. This database is, usually overnight, exported to the database of the accounting firm where data is posted and the following night sent back to the client. The advanced form of e-accounting requires a fast internet connection (xDSL, cable). All users access the same database and share the same data. This eliminates any synchronization problems (delays, deletion problems, etc.). The information on both sides is instant and work is easier.

### Offline mode

In offline mode, PANTHEON and the accounting database have no constant connection. Your business and the accounting firm each use separate databases, which are synchronized regularly.

### Online mode

In online mode, your business and the accounting firm connect to the same database and therefore view the same data.



## STEP 4

# Choose the system you need

PANTHEON is available in seven different editions, each adapted to specific business requirements at the lowest TCO in the industry. You can even choose different platforms (Windows®/Linux or Oracle/Microsoft®) to build your IT infrastructure. And once you implement PANTHEON, the system can grow as you grow, supporting you on your way up.

The editions are listed ascending by functionality. Each edition includes the functions of all editions above it as well as some additional ones.

<b>RT</b>	Retailing, for points-of-sale (POS)
<b>RE</b>	For management of retailing and multiple RT cash registers
<b>LT</b>	Light, for small commercial and service companies, without the accounting module
<b>SE</b>	Small Enterprise, for small commercial, service and manufacturing companies
<b>GE</b>	Government, public sector
<b>ME</b>	Medium Enterprise, for medium-sized and large commercial and service companies
<b>MF</b>	Manufacturing, for medium-sized and large manufacturing companies

### Flexible Financing

Apart from wide selection of editions, you can also choose among three types of license acquisitions.

<b>License purchase</b>	The simplest way to acquire a license is by purchasing it. The license is then property of the buyer and is kept as an asset. The license becomes the property of the buyer from the day of purchase.
<b>Software lease</b>	License lease requires the user to make monthly lease payments over a period of five years. After that, the license becomes property of the lessee (the user) at no additional cost, who is the free to use the license further on. The license remains property of Datalab until the last lease payment is made.
<b>License subscription</b>	Software subscription gives you the opportunity to pay monthly subscription for the use of PANTHEON. This way, you can avoid large one-time investments and have better control of your cash flow and liquidity. You can use the license as long as the subscription agreement is valid.

Leasing or subscribing PANTHEON enables you to optimize the investment in software because no licenses need to be bought in advance, only a monthly fee is due. Any localization can be leased or subscribed (e.g. for a subsidiary abroad). If your business application requirements change, the lease or subscription arrangement can be adapted to your needs.

### Suited To Your Means - Pay Only What You Need

Datalab software licensing is based on the number of concurrent users logged into the system. The software itself can be installed on any number of computers but only as many users may use it simultaneously as there are licenses. When the maximum number is reached no more users can log into the system. As somebody logs out a "place" becomes available and somebody else can take this place (roaming licences).

	RT	RE	LT	SE	GE	ME	MF
Issue invoices	•	•	•	•	•	•	•
Cash register operation	•	•	•	•	•	•	•
Receiving goods		•	•	•	•	•	•
Warehouse transfers		•	•	•	•	•	•
Travel orders			•	•	•	•	•
Personnel records			•	•	•	•	•
VAT				•	•	•	•
Manufacturing				•	•	•	•
RIMAs				•	•	•	•
Accounting and financials				•	•	•	•
Fixed assets				•	•	•	•
Payroll				•	•	•	•
Health and safety at work				•	•	•	•
Analytics						•	•
OLAP business intelligence						•	•
Budgeting						•	•
Manufacturing planning							•
Scheduling							•

### Flexibility: Oracle and MS SQL Database Support

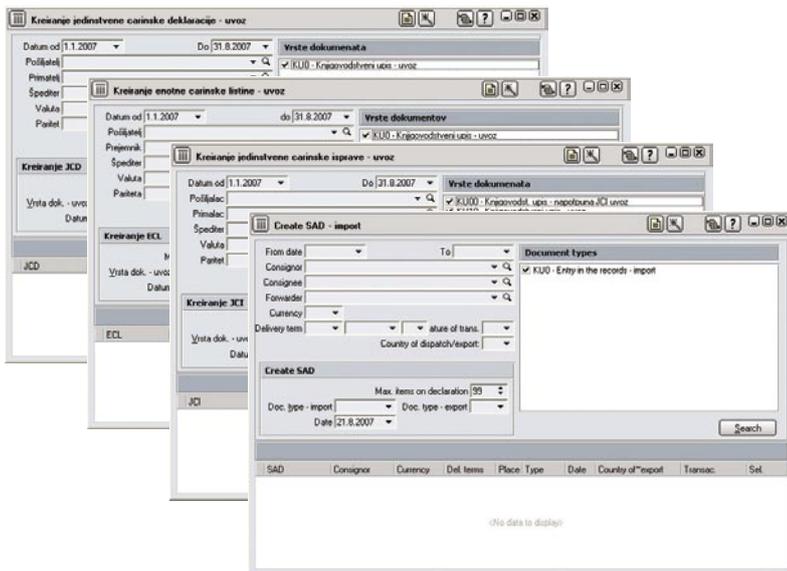
One of the best new features of PANTHEON 5.5 is its compatibility with Oracle Database 10g. This makes it one of the first ERPs in the region that offers users a choice of platform and database. This makes PANTHEON available to businesses that already use Oracle Database. Furthermore, server and clients can run under Linux.

Client   Server	MS SQL on MS Windows	Oracle on Linux or MS Windows
Windows Vista	✓	✓
Windows XP	✓	✓
Windows 2000	✓	✓
Windows 95/98/ME	✓	✓
Linux	✓	✓

## STEP 5

# Expand internationally

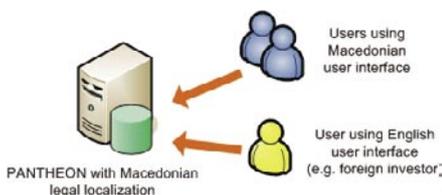
**PANTHEON is completely localized for the markets of South Eastern Europe, offering translated user interfaces and legal localization.**



PANTHEON distinguishes two types of localization. Legal localization identifies the adaptations for country-specific legislation. At present, PANTHEON is fully localized for Slovenia, Croatia, Montenegro, Kosovo, Bosnian Federation, Republika Srbska and Macedonia, with Polish, Italian, Romanian and Bulgarian localizations pending. User interface localization identifies the translation of user interface (the menus, desktop, forms, etc.) At present, PANTHEON's user interface is translated into Slovenian, Serbian, Albanian, Macedonian and Serbian (Cyrilic), Italian, English, Polish, German, Romanian and Bulgarian.

Legal and user interface localizations can be freely combined and thus adjust the work environment to the needs of a specific company (e.g. a subsidiary in Croatia or a German chairman of a Slovenian company). For example, a Slovenian company can use PANTHEON in its head office as well as in its divisions in Serbia and Bosnia. No additional customization is necessary, only the desired country has to be selected during installation. All locations use the same database and features, only the user interface and legislation specifics are different. This way, the head office has always live data from its divisions, all without complex system integration and adaptation.

The combination of user interface localization and legal localisation gives PANTHEON an unique edge in the industry: the possibility to combine them at will. This brings a great advantage to expat workers or foreign subsidiary supervisors who can get real time information in their own language, using the same system themselves without needing to handle data and/or reports. If you combine this feature with the possibility of remote



access (e.g. VPN or terminal), PANTHEON transforms into ultimate tool for joint venture operations. Controlling – mandatory but often neglected due to a lack of time and resources – becomes easy and efficient.

## STEP 5.5

# Be unique

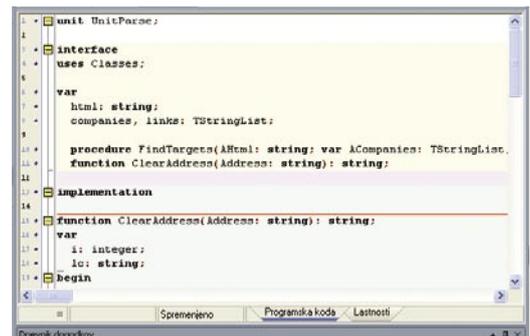
**Morph the information system to your specifics.**

PANTHEON features an integrated development environment (ARES). Its purpose is in extending the usefulness of PANTHEON through customization to individual requirements.

The integrated development environment is a powerful tool that enables you develop your own software applets or even complex applications running on top and in concordance with PANTHEON. As a developer, you have access to any module of PANTHEON, use it in your own functions, customize, arrange and extend it, run SQL queries, import and export data, and much more. The limits of customizability are only the limits of your imagination and budget. ARES is built around the Pascal programming language with full OOP support. It features a development environment for designing forms, editing code and managing modules.

As each company is 90% standard and 10% unique, PANTHEON users get the best of both worlds: standardized software offers excellent common functionality (e.g. accounting, payroll, etc.), while the user-specific additions provide customized and useful solutions tailored to your needs.

Even more: because PANTHEON's data model is public, numerous independent software and hardware providers are developing PANTHEON-based or PANTHEON-compatible solutions. These range from task-specific modules (e.g. barcode support, tracking hours worked, archiving, project management, etc.) to specialized, field-specific solutions (accountants, opticians, carriers, contractors, etc.). A list of industry-specific vertical solutions can be found on our web site.



# PANTHEON 5.5 Features

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This is only a partial list of PANTHEON's features. Many country-specific functions have been omitted, most notably payroll calculation details and depreciation particulars. PANTHEON also provides printouts for numerous forms and reports that have to be submitted to government agencies and other institutions (e.g. special tax reports, payroll details, accidents at work, etc.).

## MASTER DATA

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### Assets

- custom internal asset code, EAN code, any number of external asset codes
- full barcode support (EAN, EAN-128, etc.)
- packaged goods
- asset categories with custom criteria
- three price classes with an extra price for materials in bills of material
- contract price lists for specific subjects or subject groups
- prices in foreign currencies including automatic conversion into the primary currency
- create price lists in MS Excel and transfer them to PANTHEON™
- special discounts
- calculate prices according to formula (e.g. depending on quantity, time of purchase, etc.)
- latest purchase prices and the possibility to charge them with direct purchase cost
- custom accounts to which to post movements of a specific asset
- serial number tracking (assets can be in single pieces, in series, or on pallets)
- product variations (e.g. clothing sizes/colors, shoe sizes, etc.)
- multi-level bills of material of any depth
- manufacture assets with custom work processes
- custom additional fields
- descriptions and technological procedures
- link assets to web pages
- separate sales price calculations for warehouses
- overview of all documents with a specific asset
- supports EU regulations on packaging and waste packaging (asset can be included in report on packaging and waste packaging)
- "TO DO" list – possibility to create tasks for users

### Subjects

- separate price lists for specific subjects with absolute prices or discounts for assets or asset categories
- overview of all documents containing a specific subject
- overview of payment discipline

- unlimited number of contacts, export contacts as vCard for use in other applications (e.g. mobile phone)
- stock tracking for specific subjects (consignment sales)
- subject can be a supplier and customer at the same time
- multi-level user authorisations for each module/function
- "TO DO" list – possibility to create tasks for users

### Banks

- multiple banks
- multiple exchange rates at one bank
- exchange rates management

### Branches and departments

- multiple warehouses
- various warehouse valuation methods (average, purchase, wholesale, retail prices)
- negative stock
- separate sales price calculations for each warehouse
- unlimited number of company departments

### Chart of accounts

- the single most important part of accounting, as most of the data relates to it
- PANTHEON™ comes with a customizable, preset basic chart of accounts
- define mandatory input of specific information when posting to the general ledger (e.g. subject, department, cost driver, etc.)
- post in national and foreign currency at the same time

## ORDERS

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### Sales orders

- unlimited number of sales order types (e.g. invoice, tender, etc.)
- define two subjects on a document (e.g. customer and consignee)
- overview of current stock
- overview of customers' transactions
- add optional products (alternative product plus surcharge)
- edit BOM of compound assets from orders
- print orders in multiple languages (e.g. Slovenian, English, etc.), fully customizable layout
- add notes to orders or order items

- load item descriptions directly from master data
- add orders to orders
- soft and hard stock allocations
- partial deliveries
- order allocations
- "TO DO" list – possibility to create tasks for users

#### Purchase orders

- multiple purchase order types (e.g. home, abroad, consignment)
- create purchase orders from sales orders
- create purchase orders based on stock (minimum and optimal)
- create collective purchase orders from multiple sales orders
- print order in multiple languages
- track partial deliveries
- "TO DO" list – possibility to create tasks for users

#### Breakdown of orders

- overview of ordered and undelivered goods for customers and suppliers
- overview of requirements
- demand analyses

#### E-business

- XML e-commerce BAM support (invoices, orders, confirmations)
- submit various forms and reports electronically (including IntraStat report)
- integration with e-mail, MS Word, MS Excel and OpenOffice
- easy integration with various web portals (on-line stores, intranet portals)

## GOODS

#### Receivables

- various types of invoicing (retailing, wholesale in national or foreign currency)
- automatically deduct stock from warehouse
- edit compound or packaged goods (e.g. furniture)
- assign serial numbers manually or automatically
- design the printout of documents
- print packing slips and waybills without additional input
- periodic invoicing
- consignment sales
- issue packing slips and create collective invoices based on them
- automatically convert orders to in-

voices and edit them if needed

- cash receipt is created automatically by cash payment
- special interface for computerized cash registers (POS)
- track purchases with credit cards
- loyalty programs
- instalment payments
- create prepayment invoices, automatically create negative prepayment invoices based on an issued invoice and create invoices for own consumption
- split documents among departments and cost drivers

#### Payables

- various types of incoming invoices (goods, materials, import, overhead, project cost)
- prepayment invoices and their automatic closing
- automatically deduct stock from warehouse
- create payables by adding purchase orders and monitor ordered and delivered items
- charge received products with direct (transport, etc.) and dependent (customs, etc.) costs
- create packing lists and collective invoices based on them
- create prepayment invoices and automatically create negative prepayment invoices based on incoming invoices
- set account for costs on document level or on item level
- split document among departments and cost drivers manually or automatically with distribution keys
- instalment payments
- automatically create cash disbursements for cash payments
- automatically create payment orders from incoming documents

#### Transfers

- simple inter-warehouse transfers
- automatically create inter-warehouse transfers by adding documents
- track valuation in source and destination warehouses
- internally settle transfers between departments and cost drivers

#### SAD and Intrastat

- create Single Administrative Documents and Intrastat Reports directly from invoices

- create collective SADs and Intrastat reports
- electronically submit Intrastat reports to the Customs Administration

#### Cost drivers

- track cost and income by cost drivers (projects)
- track all documents (orders, invoices, salaries, etc.) by cost drivers
- cost driver analysis, including balance sheet and profit/loss statement

#### Stocktaking and price changes

- automatically read the full or partial stock of a specific warehouse
- simple input of stock count after stocktaking
- automatically create documents for inventory shortage and excess
- create documents for price changes, automatic stock counts and posting

#### Customs warehouses

- customs warehouses types A, B, C, and D
- track customs warehouse movements
- automatically create entries in the records
- edit origin and declaration
- full customs record

#### Breakdowns

- print warehouse flow and current stock
- overview of serial number history and available serial numbers
- periodic report of goods in/out
- overview of accounts receivable
- overview of current, available and minimum stock
- comparison of income and cost
- commercial records
- breakdown by products, categories, salespersons, warehouses, departments, etc.
- dynamically refresh stock and recalculate movements by various methods (FIFO, average prices, fixed prices)
- report on packaging handling (EU packaging directive)

#### VAT

- tax record: receivables and payables
- ledger of received and paid pre-

- payments
- receivables/payables and received/paid prepayments for the EU
- automatically account for VAT
- automatic VAT posting
- possibility to account for VAT after completed transactions (as opposed to accounting for VAT after issuing invoices)

## REPAIRS

#### Customer complaints

- in-house repairs
- RMAs and repair orders
- track products by serial numbers, customers and guarantee periods
- credits, replacements, invoicing of repair orders, linking of repair orders to credits

#### Complaints to suppliers

- automatically create waybills for RMAs to suppliers based on incoming invoices and stock count
- close repair orders with product replacements or link them to credits
- breakdown of supplier's obligations regarding RMAs

## MANUFACTURING

#### Bills of material

- up to 30 BOM levels
- up to 255 alternatives in BOMs
- validate nested BOMs and check structure of existing BOMs
- mass input or edit data in BOMs
- technological procedures with graphic representation of their sequence and the offset between work orders
- any number of regulations and regulation types for technological procedures
- various printouts of BOMs and for monitoring purposes
- cost estimation with price calculation simulations and taking into account various price types

#### Resources

- custom combination of workers and machinery
- resource capacities
- resource calendars
- assess labour cost based on resources
- overview of wear and tear of resources

# PANTHEON 5.5 Features

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## Planning

- multiple plan types (time-based and content-based)
- create plans from orders or manually create work orders
- planning of material requirements by time
- planning of resource capacities
- create purchase orders based on plan requirements
- create work orders based on plan requirements

## Work orders

- any number of work order types
- use work orders for services, e.g. for car repairs
- multiple methods for creating work orders, e.g. from plan, from sales orders, or manually
- advanced filtering of work orders
- join work orders
- graphically arrange work order schedule
- overview of resource allocation
- work documentation
- track serial numbers of products and kits
- customizable valuation of consumption by work orders
- calculation of products' costing prices
- automatically decrease stock of raw materials and increase stock of products
- distribute fixed costs among multiple work orders
- track unfinished production
- 13 different breakdowns and analyses of work orders
- analyses of finished work
- track re-export
- cost analyses with costing price calculation based on actual consumption
- prepare payroll based on finished work on work orders

## Other

- automatically acquire data on finished work from external devices and programs
- interfaces for external programs: for materials consumption by work orders, for acquiring finished work by work orders and for payroll preparation based on data from manufacturing

## FINANCIALS

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### General ledger

- any number of accounting transaction types with default posting settings
- full integration of subledgers with the general ledger, eliminating the need to enter data twice
- automatic posting of accounts receivable and payable, VAT, salaries, manufacturing, asset consumption, travel orders and other personal income
- automatic posting of exchange differences, roundings and cash discounts
- automatically or manually close outstanding items (claims, liabilities and prepayments)
- current accounts in national and foreign currencies
- overview of all posts in any ledger with extensive filtering options
- in case the chart of accounts is changed, old accounts are automatically transferred into new ones
- create closing accounting transaction for annual closure and opening accounting transaction for the new financial year

### Breakdowns and reports

- general journal (summary and detailed) by accounting transaction number, date, account, clerk, currency
- account statement for one or more accounts with the selected criteria
- view outstanding or settled, due or overdue items according to various criteria, print payment reminders, etc.
- monitor accounting transactions with non-zero balance, automatic posts, etc.
- trial balance for any range of accounts, any period, account classes or groups
- preset, fully customizable financial reports
- create reports by departments and cost drivers with comparison by periods, etc.

### Interest

- calculate interest on arrears for claims and liabilities and monitor existing interest
- step by step interest calculation
- prepare calculation by selecting

criteria; edit and repeat calculation before confirming it

- various calculation types: calculate interest for custom principal, for claims/liabilities, for payments
- two different types of interest calculation
- various interest rate types
- take into account prepayments or regard them as interest-bearing

### Payment transactions

- automatically create payment orders from documents
- join and split payment orders
- clone and distribute payment orders
- create foreign transfers
- import bank statements and post them to the general ledger
- overview of payment orders by currency, payment purpose, value date, etc.

### Set-offs

- multilateral, chain and blank set-offs in national and foreign currencies
- prepare set-off by selecting outstanding items from claims and liabilities
- automatically create accounting transactions with default settings
- reverse or edit existing payment orders
- reverse set-offs and restore claims and liabilities as before the set-off
- overview of set-offs (summary or detailed) by various criteria
- customizable set-off proposal which can be sent per e-mail or fax

### Cash register

- payments in national and foreign currencies
- manually create cash receipts and cash disbursements
- multiple (POS) cash registers
- overview of uncashed checks
- cash register journal
- cash register report by payment methods, salespersons, departments, cost drivers, subjects
- automatic posting to general ledger

### Fixed assets and small tools

- automatically transfer the acquisition of fixed assets and small tools from the incoming document into the fixed asset register and small

- tools register
- clone identical fixed assets in the fixed asset register
- manage fixed asset register by departments and cost drivers
- reevaluation of fixed assets
- disposal of fixed assets
- printouts of the fixed assets register, the small tools register, disposed fixed assets, etc.
- automatic calculation of depreciation for fixed assets
- overview of depreciation by accounts, groups, inventory numbers, departments and cost drivers
- reverse depreciation calculation and restore the state before the calculation
- automatic posting of changes in the fixed assets register and small tools register as well as changes of depreciation
- inventory count of fixed assets and small tools with barcode reader and import of acquired data for further processing
- documentation management
- tracking repairs and inspections
- assign employees to equipment
- printouts (preset and user-defined)
- export to MS Word and OpenOffice Write
- publish vacancies (internally, at the employment office, on the internet), create list of candidates, track and grade interviews
- various forms that have to be submitted to the Employment Office

#### Travel orders

- simple and circular travel routes home and abroad
- various payout types:
  - cash (prepayment or payout)
  - payment orders
  - salary, etc.
- calculation in any currency
- manage routes, fuel prices, daily allowances
- printouts (travel orders, summary)
- track travel order attachments and additional expenses
- automatic posting of single travel orders or travel order groups
- simple input by reading information from master data (subjects, employee files)
- limit access with user authorisations
- travel order properties according to document types

#### Payroll

- REK forms (1, 1a, 1b, 2, special tax, non-residents)
- flexible salary calculation items
  - types of earnings and taxes
- enter, edit and delete for multiple employees at the same time
- parameter history for repeated salary calculations for single or all employees
- transfer standard earnings types between salary calculations
- track short-term and long-term credits and other deductions
- convert between net and gross salary
- different payroll calculations according to type of entity: self-employed persons, corporations, public companies, etc.
- different salary calculations according to employment relationship:
  - regular salary (collective, individual agreement, posted workers)
  - royalties
  - works contract
  - attendance fees
  - student's work
- different types of calculating basic

- salary
- different types of calculating additional payments:
  - multiple employment positions
  - trade union membership fees from gross salary
  - benefits
  - annual leave bonuses
  - disability allowances
  - anniversaries
  - severance grants
  - voluntary supplementary insurance
  - mandatory supplementary health insurance
  - unpaid absence
  - difference to minimum salary
  - meals and commute cost
  - stimulations
  - sick leaves
- salary printouts:
  - payrolls
  - various summaries
  - payroll tax
  - various forms and reports for the Tax Administration and Health Insurance Institute
- design custom printouts
- export printouts to MS Excel and MS Word
- automatically create payment orders
- read data from other sources
  - travel orders
  - employee files
  - manufacturing
  - tasks
  - calendar
- automatic posting to the general ledger

- exhaustive instructions with examples and explanation of individual reports

#### Analyses

- simple drag-and-drop interface
- pivot table with complete OLAP functionality (drill-down, pivot, filtering, etc.)
- numerous settings (sorting, limits, sums, etc.)
- save settings and analysis templates for executives without any specific programming knowledge
- analyse quantity, value, price difference, etc.
- clear modular structure (sales, purchase, finance, stock, etc.)
- pivot chart with complete OLAP functionality (drill-down, pivot, filtering, etc.)
- graphical charts (column, line, pie, area charts, etc.), 3D graphical reports
- »one-click« export to Excel (including pivot)
- »one-click« export to GIF image file
- drill-through function – link to documents and master data included in the analysis – a unique combination of analytics and transactions
- analyses by days, months, quarters, years

#### Planning

- simple use makes planning finally accessible to small companies
- detailed planning according to various parameters
- clear modular structure (sales, purchase, finance, payroll, etc.)
- »Plan generator« tool – for simple (»automatic«) planning based on previous performance
- »one-click« export to Excel
- simple comparison between plan and performance (absolute and relative differences, cumulative figures, etc.)
- links to related master data
- planning by months, quarters, years

## BUSINESS INTELLIGENCE

#### Reports

- easy to create (»ZEUS Report in 4 Steps«)
- many preset reports (sales, purchase, stock, finance, accounting)
- numerous settings (filters, sorting, limits, etc.)
- save settings for future use
- track quantity, value, price difference, etc.
- »one-click« export to Excel (including pivot)
- graphical charts (column, line, pie, area charts, etc.), 3D graphical reports
- reports by days, months, quarters, years

#### Personnel

- employee details (national identification number, tax ID, date and place of birth, residence, etc.)
- employment details (length of service, etc.)
- family members, foreigners, work permits, trade unions, etc.
- education (at institutions and internally)
- salary parameters (custom fields, used in salary calculation formulas)
- track employees' careers and inter-company transfers
- rewards and disciplinary sanctions
- pension insurance
- systematization of employment positions
- vacation (calculation, history, printouts) by formula or manual input
- track absences from work (sick leave, study leave, etc.)
- tracking hours of work and integration with time terminals
- state of health
- health and safety at work
- equipment assignments
- legally required information about employees (standard occupational classification, education, etc.)
- reminders (e.g. employees' birthdays, contract expiration, etc.)

Turning Data into Profit!

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