Contents

Description of MERIT-CDF Database

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The Merit - CDF database is a rounded-off file with information about firms registered on the territory of the Czech Republic on one CD-ROM. It enables to identify separate entrepreneurial subjects explicitly, to search the files of the firms operating on the market according to various criteria and to get data about persons representing the firms. At your disposal there are   basic registration   data about each firm, most of the legal persons   are completed by the registration in Company Register and financial information (capital, turn-over, final accounts). Data about persons that operate as natural persons or as persons representing firms can be found in the database. The database is currently actualised and it is carried out every month.

The Merit - CDF database in the complete firm entry is represented by the Registration Entry, registration in the Company Register, the products produced by the firm, the accessible and published   Final Accounts,   Turn-overs in separate periods, the Persons from the Company   Register or the persons operating in the firm Management. Merit - CDF database is intended for marketing, publicity, commerce, for all the initiative and creative managers, businessmen, analysts,   traders and employees of various institutions that understand the urgency and utility of the immediate access to information and that want to use it actively in their work.

The Merit - CDF database helps   analyse competition, screen the business partners, do research of the market, define target groups of customers and segment the market. It enables users to offer their products or services to exactly defined groups of firms or persons.
The Merit - CDF database with the client pleasant service program is an effective instrument for all active users.

Description of information in the database

Basic information

IDENT. NO. - Identifying Organization Number - the basic explicit firm identifier
Prev. Ident. No. - identifier of the previous subject the firm possibly arose from
Name, Street, City, Postcode - address of the subject according to the registration entry or   the Company Register. The entry in the Company Register   is preferred. The seat of the firm need not correspond   with the real   place of undertaking in case that the firm has not made a re-registration of its seat.
To eliminate wrong addresses, before sending the addresses to be printed or exported, it is necessary to eliminate the undeliverable addresses, which are placed in the   file of addresses called Undeliverable.
Contact - if the entry   of the natural person does not correspond to the entry set down by the law - the published version of the registration entry with the business name, it is necessary to fill in the name of the natural person. As far as   the legal person is concerned -   it contains the representatives of the firm for direct contacting, other contacts   see Persons from the Company Register.
Tel, Fax, E-mail - telephone, fax and e-mail connection
Ownership - it describes the owner
Legal form - e.g. Limited company,   Public Trade Company
Statute - in what relation and state the firm is (e.g. it is in the state of liquidation)
Profession - it is kept for the natural persons and   in a complementary way it expresses the sphere of activities of the natural person. We recommend to filter the Profession in this section   only. At the same time it is necessary to filter   the corresponding legal form. E.g. it is senseless to filter Ltd., Inc etc.
Origin - it determines the way how the organisation was established
SNA   - (sector of national accounts)   auxiliary information about classification of the firm.
Branch - on registration the preferential activity was the first one on the list as the main activity - since that time there may have been   a change in priorities, the firm however has not   announced the priorities, therefore make filtration in all branches for better probability. Statistically only 6 activity branches   are   kept. The other activity branches can be found in the Subject of activity in entry in the Company Register.

Pressing the dubble-click anywhere in the displayed Branch of activity in the Filter regime or Address displaying it is possible to find out the detailed description of the activity, it is displayed, what activities the specified branch represents and it is possible to find   references to related branches, or it is possible to   learn what activities are not in that branch involved, in what branch it is possible to find the required activity.   Using filtration through the code number it is possible to   state the level of details in the branch of activity e.g.   45 Building Industry i.e. all firms in the branch of Building to 45110 Demolition and Ground work ....

District - in what district the organization has the registered seat
Region - auxiliary information about the seat
 # staff (Number of)   **-** it determines the size of the firm
Capital - the information from the Company Register   has been used, eventually actualized according to Final Accounts
Establ. (Establishment) - the date when the organization was established
Act. (Actualization) - the date when the data or some items were actualized

Erasure - the date when the firm was erasured from the Company Register (the information about the firm is kept in our database 1 year. Then it is at your disposal in Archive database. The Merit - CDF Database does not contain the Archive database).

The Company Register - the entries in the Company Register that have been published since 1992.
It is divided according to particular types of registration and it enables to filter in particular types, e.g. it is possible to filter according to the branch of activity mentioned in the Company Register. This description can be more detailed than the branches of activity stated in the Address section and in some cases it is possible, using their combination , to filter more precisely determined file of addresses. In some cases the filtration according to the text may be rather time-consuming..

Products - the products produced by the firm are possible to filter using its name or the code of the product.   In product section it is possible to fill in other potential producers in the line of the products, where only the branch of activity is stated.

Notes - serve for creating own Notes about the firm.
It is possible to keep various types of Notes and to filter according to the types and texts in them. Just in the Merit - CDF Database it is possible to keep   the database of customers, the existing ones as well as potiential ones, files of e.g. mailing activities etc.

Persons - persons mentioned in the Company Register, being in relation with the given firm.
For other work when filtering it is possible to work with other information, e.g. filtration according to the titles, position and relation with the firm, the country of origin etc. It is possible to search what firms the person acts in. In the Persons section other persons are added - the persons that are not mentioned in the Company   Register but that are in the firm managements.

Final Accounts - the Final accounts that the firms had   published   have been used.
They are filtered according to all items of final accounts, the amounts and periods. In the IDENT. NO. regime it is possible to call the display of the Development and it is possible to compare the values in the Final Accounts, in the Balance Sheet and in the Profit and Loss Accounts in the course of all the periods published.

Turn-overs - are filled in and found out within particular periods - years. By filtration in turn-overs the groups of firms are segmented according to the turn-over within the given period, e.g. the year 1996, turn-over   >   150 mil.

Shareholder - shareholders over 20 %, published in Company Register

Daughters – **Daughters company**, published **Daughters**

How to work with the database

Filter of the   information

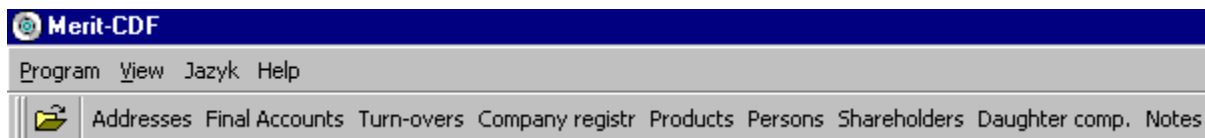After the programme installation press the button for filter starting in the offer bar (Addresses, Final Accounts, Turn-overs, Register, Products, Persons, Notes).

The information from the database is possible to filter according to the defined criteria in particular fields.   The programme accesses the mode of entering criteria for filtering the address by pressing   the START button or   by choosing   the New   File in the Address File menu.
Create NewFile at the beginning of the filtering in Address File menu. Always use when the filtering starts. In the title bar of the Address window the following report must be written: " 0 out of   1,8xx,xxx   is saved in the "noname" file."
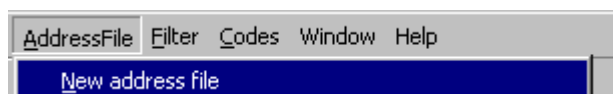
Start button is used before filtering start in case the   address file has been already opened and it is necessary to filter from all the addresses in the database. It is possible to add filter later to the active file or remove from the active file. Filter is also possible to save by means of menu Address File/Save actual filter as .
File button activates the file which is written in the title bar of the Address window.

Using the Filter icon
 or choosing the item Define Filter in the Filter menu we access the display of the form for entering the Filter criteria. The form is identical with the work form from where we have run the filtering.   The other forms (Final accounts, Turn-overs, Register, Products, Persons, Notes) are filtered in the All regime only (IDENT. NO. button /ALL) through the Filter Using.

Address Form: All the fields after filling in are available AND. All the criteria stated in particular fields on one form make up one logical structure AND. That means that the address must fulfil all the stated conditions at the same time to be involved in the filter. **It is not necessary for filtering to fill in all the fields.** Confirm filtering by choosing OK, cancelling by choosing CANCEL, deleting by choosing DELETE. Inside the fields it is possible to work with the operators as well - see Operators - for more experienced users.

E. g. if we want to filter all the addresses from Brno, we write "Brno" in the "City" field.. The program itself adds character *, which means that all the addresses beginning with the word Brno (Brno - město, Brno - Židenice etc.) will be filtered. If   we   want to filter   the addresses having   the word "Brno" only in the "City" field, it is necessary to delete   the character * . In similar way it is possible to set other criteria to other character fields and thus to reduce filter criteria of addresses. E.g. if we add   other criterion searching the firms beginning with letter "A"   to the previous criterion   "City = Brno*", we write letter   "A" into the "Name" field   (character   * is added automatically again). After pressing OK the program will filter all addresses of the firms the name of which begins with letter "A" and the City of which begins with the word "Brno" (Andromeda   s.r.o., Brno -Žabovřesky, Dlouhá

1450…,   ABC Temp, a.s., Brno, U pivovaru 13…etc.).

Name:	a*	
Street:	dlouhá*	
City:	brno*|	st code:

In the forms for criteria definition there are also Combo box fields, which offer the pre-defined values. They are mostly fields of code-books,   e.g.   Property, Legal Form, Statute etc. The values into these fields are filled in by means of the mouse selecting one of the offered values on the list.

Legal form:	111	▼ Public commercial company	
Statute:	111	Public commercial company	▲
Profession:	112	Limited liability company	
Origin:	113	Société commandite	
Branch:	115	Joint venture	
Selected:	116	Special-interest association	
	117	Endowment	
	121	Joint stock company	

Definitions and filtering in the Branch section:
A special field for criteria definition is the BRANCH field. Through this field it is possible to define a set of branches   (the Selected Branches field), in which the branches of activity of particular firms will be filtered. It is possible to filter in the main branch only - the offer "The main branch only" is ticked, or in all branches stated in the address of the firm - the offer "The main branch only" is not ticked.

Unlikely the other fields the branches make up together the logical OR structure, i.e. the condition of branch   1 or branch 2 or ..... 6 .... or ....x.

The Branch limited by the numeral code: The branch is possible to fill in by the exact branch code (see the Code-books) into the Branch field.   Press the combo-box, confirm by the click in the listbox (the list of the branches). It is possible to add other branches. The detailed description of the branch of activity is possible to call   by double click in the displayed branch in the filter.

The group of the branch - according to the level of the detailed classification of branches - 7* - it filters all the branches beginning with 7, or 74* - branches 74 ...., 741* - branches 741 ...... etc. E.g. 45* Building industry - filters all the firms with the construction branch, 45110 Demolition and ground work - the firms with this branch only.

Branch:	050	▼	[?] condition	☑ main branch only	
Selected:	05000	Fishing, operation of fish hatcheries and fish farms, service a		77	▲
	05010	Fishing		105	
	05020	Operation of fish hatcheries and fish farms		648	

Limitation by a word or by a part of word in the name of branch: Write a word or a part of word into the Condition field, press the combo box, all the branches will be displayed where the word or the part of word occures. Confirm by the click in the listbox. Other branches are possible to add. The detailed description is possible to read after the double click anywhere in the displayed branch.

Branch:		▼	crustaceans	[?] condition	☑ main branch only	
Selected:	51380	Specialized wholesale of other food including fish, crustacear				
	52230	Retail sale of fish crustaceans and molluscs			*	

Limitation by a word or by a part of word in the detailed description of the branch: Write a word or a part of word into the Condition field beginning with character "?", e. g. write "?Korýš", press the combo box, all the names of branches containing the word or the part of the word /e.g. korýš/ will be displayed. Confirm by the click in the listbox. Other branches are possible to add. The detailed description is available after the click anywhere in the displayed branch.

Branch:	▼	?crustaceans	[?] condition	☑	main branch only
Selected:	05010	Fishing			
	15200	Processing and preserving of fish and fish products			
	29530	Manufacture of machinery for food, beverage and tobacco processing			

The selected branches are marked by asterisk in the listbox (the code-book of branches) to get a view of the selected branches. The selected branch is possible to remove from the list of the selected branches after the click in the selected branch by the Delete command.

The other forms (Final Accounts, Turn-overs, Register, Products, Persons, Notes). First choose the regime All, then menu Filter/Define Filter. All the fields after the filling in are valid AND. Confirm the filter - OK, cancel - CANCEL, delete - DELETE.

Adding, removing filter to the Address file: **After** the first **filtering it is necessary to** always **add the filter to the file,** to enable the next work with the file. See - Work with files.

| Append filter to file | Exclude filter from file | Append address |

A new filter is possible to add to already created Address file - Append filter to the file - OR function.
A new filter is possible to remove from already created Address file - Exclude filter from file - AND NOT function.
Particular records - Addresses of firms are possible to add to the file - Append address - OR function.

Particular records - Addresses of firms are possible to remove from the file - Remove the address - AND NOT function.

Filtering above the already filtered Address file: the by filtering created Address file, e.g. from the Turn-over form is possible to make shorter by means of Filter and by setting the shortening criteria. The resulting filter is saved as the Address file by means of command Filter/Add the filter - AND function.
E.g. We want to filter the firms from Praha 1, having the turn-over in 1996 more than 350 mil.
Click on the Turn-over button or menu Display/Turn-over, enter filter by means of Filter icon or menu Filter/Define filter, set the filter conditions in the Filter form (the year 1996, >350), press OK. The filter will filter all the firms with the records containing the turn-over >350 mil. For the next work it is necessary to add the filter to the file.

To add the filter to the Address file is possible only after the displaying the Address form from the menu Display/Addresses. After displaying the addresses you can add the filter to the new "Noname" file or to already created file. Before adding Turn-over filter the Turn-over form must be active - it is luminous (the title stripe has a different colour). Add by means of menu Filter/Add the filter to the file. Above this newly created file it is possible to open another filter by the click on the Filter icon or in the menu Filter/Define the filter. Specify in the Filter-file form: "................" e.g. Praha 1 ...... or other filter criteria. After confirmation OK the shortened Address file is filtered, which is to be saved as the Address file with the new name by means of the menu Filter/ Add filter. The

result is the file of   firms from Praha 1 with the turn-overs in 1996 more than 350 mil. Further work   corresponds to work with files.

Work with the files

```
AddressFile  Filter  Codes  Window  Help
    New address file
    Open address file
    Save actual filter as
    Save actual address file as (make copy)
    Append saved address file
    Appendt random selection from saved address file
    Append actual address file to saved
    Empty actual address file
    Delete saved address file
    Rename address file
    Penetration with saved address file
    Remove saved address file from actual
    Random selection                                   ▶
    
    Print address file
    Print labels
    Print labels - continual
    
    Import external file with Ident.No.
    Export address file
```

```
    Save random selection from actual
    Appendt random selection from saved address file
    Appendt random selection to saved address file
```

New Address file   - it will create a new Address file, always do it   when you start filtering
Open the Address file - it will open the saved Address file
Save the Address file as - it will save the Address file with the name ....
Append the saved Address file - it will append the saved Address file to the current file - OR function,   the current file will change
Append the current Address file to the saved - it will append the current file to the saved one - OR function, the saved file will change

Clear the current Address file - it will clear the file you are just working with
Delete the saved Address file - it   will delete the saved Address file
Rename the Address file - it will   rename the saved Address file
Penetration with the saved Address file - it will do penetration of the current Address file with the saved file (it filters all what is common for the both files) - AND function
Remove the saved Address file from the current file - it will remove   the saved file from the current Address file - AND NOT function.

Random selection of addresses - it will work with random selection from the files.
Save random selection from actual file - it   will save the random selection from the file you are just working with

Append random selection from saved address file - it will append the random selection from the saved address file to the file you are just working with
Append random selection to saved address file - It will append the random selection from the file you are just working with to the saved address file.

When you actualise the database the saved files are being kept . You can make your own archive of the saved files. Standard saving of the saved files is in C:\Program Files\Cdfwyber.mdb. Vyber.mdb is possible to save to your own archive directories. When you install a new Merit-CDF version, the from us pre-defined files "in liquidation, debtors, undeliverable, erased". If you actualise these files from your own sources, save them with attribute e.g. "undeliverable1". When you install a new Merit-CDF version, select Reinstall !!! Your saved files will be kept !!!
The active file (in case you are not just working with it) is possible to display by pressing the File button.
DESCRIPTION OF WORK WITH A, B FILES:
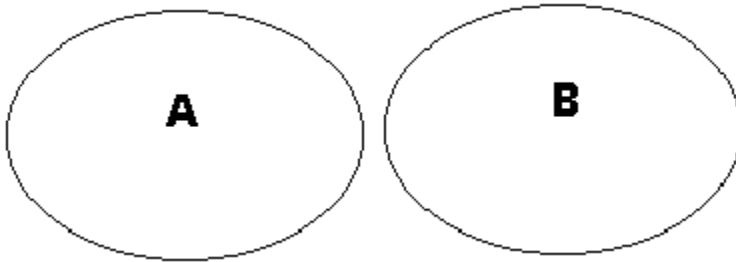
APPEND .... ADDRESS FILE - also the operation Add the filter to the file, Add the address - it will add the file, the filter or the address to the Address file (you will append the file B to the file A, the file C will be created) - OR function.
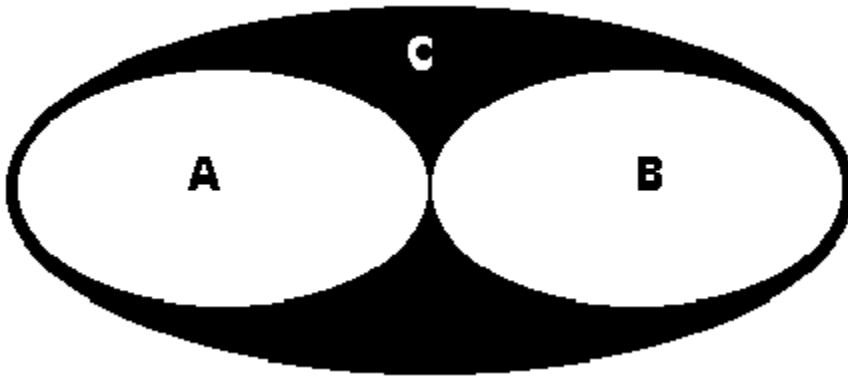
Penetration with the saved Address file - also the operation Filtering above filter - it will do penetration of the Address file with the saved file or pre-defined Filter (it filters all, it is valid for both the A and B files at the same time, the file C will be created) - AND function.
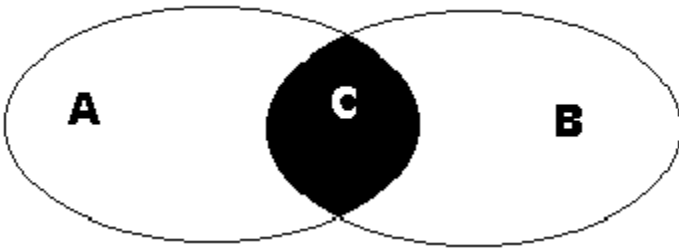
Remove the saved Address file from the current file - also the operation Remove filter from the file, Remove the address - it will remove the file, the filter or the address from the current Address file (it will remove all   what is in the file A from the file B, the file C will be created) - AND NOT function
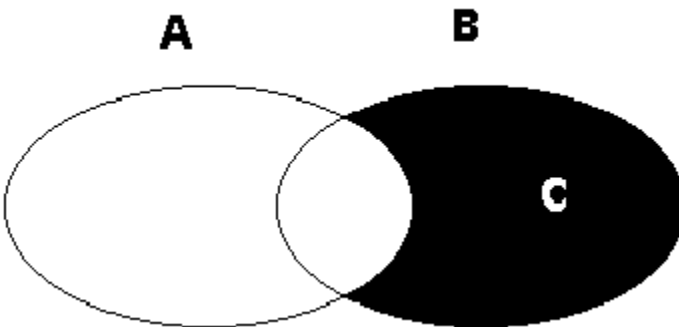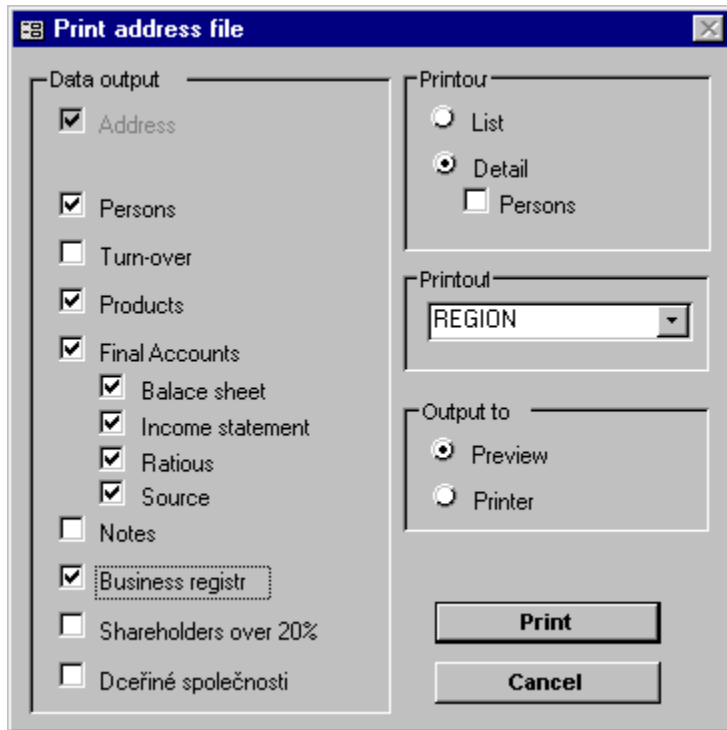
Print of information

It is necessary to add Filter to file before print! Filter is added to file by means of the button Add (Append) filter to file or menu Address File/Save current filter as.
Print from the Address file is possible in two ways

- Print of the current address form the Address file

Select the item "Print of the current address" in the Program menu, then the dialogical window for specifying the extent of the information for the print appears (Persons, Turn-overs, Products, Final accounts, Commernts,) and you will choose the output directly to the printer or to the monitor (Preview of the print, Printer).

- Print of all the addresses from the Address file

Select the item "Print of the current address" in the Program menu, then the dialogue window for specifying the extent of the information for the print appears (Persons, Turn-overs, Products, Final accounts, Notes) and you will choose the output directly to the printer or to the monitor (Preview of the print, Printer).

- Print of all the addresses from the Address file
Select the item "Print of the Address file" in the Address file menu, then the dialogue window for specifying the extent of the information for the print appears (Persons, Turn-overs, Products, Final accounts, Notes,) and you will choose the output directly to the printer or to the monitor (Preview of the print, Printer).

- Print of labels
In menu Address File select Print of labels or Print of labels - successive. A dialogue window appears in which the conditions for address selection, Greeting (Address), and Print output are to be defined.
When summoning firms with a person according to function or sex we recommend to use Print of labels - successive. After selection an archive file will be created, from which the addresses will be printed. Print of addresses is made successively according to the required criteria and it is possible to delete printed (or exported) addresses successively. Select Delete printed labels.

In this way it is possible to print (or to export) all the addresses from the archive file successively. The unprinted (or unexported) addresses remain in the archive file. It is possible to come back to this file at any time and to print or to export the rest of the addresses. Moreover this file is possible to be renamed - see Work with files.
Print of labels is divided into 4 sections

- Restrict persons addition - The question is to filter the already filtered file of firm addresses that you want to summon. If you use the following items, you can exactly define the persons you want to address in the legal persons firm file.

The item "Position" defines for which functions (in Persons directory - economist, director, member of managing board ......)
the labels will be printed.
The item "Relation" defines for which relation of the person towards the firm (Supervisory board, Shareholder .....) the labels will be printed.
The item "Title" defines for which title of the person (JUDr, ing.....) the labels will be printed.
The item "All" defines that the labels will be printed for all the persons defined above
The item "Men" defines that the labels will be printed for all the persons defined above and identified as men (it may not be true for the men who are aliens)

The item "Women" defines that the labels will be printed for all the persons defined above and identified as women (it may not be true for the women who are aliens)

- Address Format

The item "Company address" defines what Greeting will be printed in the labels. It is possible to write a common text in the field "Greeting" which will be repeatedly printed in all labels (e.g. "For attention of Business Manager"). The item " Company address with the position" defines what Greeting will be printed in the lables. It is possible to select a pre-defined text or to write one´s own text to the field "Position" that will be repeatedly printed in all

labels (e.g. Member of Supervisory Board).

The item "Firm address to a person" defines what person will be printed in the firm label. If e.g. "Agent of company" has been selected in the Position definition, the label with the name of the Agent with his home address and firm address will be printed.
The item "Private address" defines   that the chosen persons will be printed with their home addresses.

-      Limitation of the number

The item "The whole file" defines that the whole contents of the file of the selected addresses will be printed.
The item "The first x" defines the number of omitted addresses from the beginning   of the file of the selected addresses. This item is favourable for the testing print of labels. E.g. print of the first 10 addresses.
The item "Random" causes a casual choice of addresses from the file in the defined extent in % and their print.

-      Output
The item "Screen" defines that the printed labels will be displayed on the screen of the monitor first.
The item "Printer" defines the direct output of the printed labels to the printer.
The item "Word Mail" defines output to the file for the parallel print in the Word program.
On running printer you will be asked about the name of the target file
The item "Omit   labels ..." causes that the first x labels will be omitted
The Press button runs the chosen   action for print

The Cancel button cancels and closes the dialogue window without print

We recommend:
The "World Mail" choice defines output to the Address File print in Word Program   (Collective Correspondence Assistant function). We recommend this if you   want to print a letter with the address, heading, envelope or label. It is suitable to use Ident No. for reply mail to identify the client easily. The collective correspondence assistant is a component of Word program.   "Word Mail" choice is necessary when you print by means of a pin printer.
"Word Mail" choice exports the following fields in .doc format: ID, complete name, function, the name of the firm, street, postcode, town. Choose the directory for file saving.
Creation of a   form letter in Word program: Create the letter you want to send away collectively. Click on Tools/Collective correspondence. Create/Form letters - Active window. Data   source/Data-Open data source (from the directory where you have saved the address file). Modify the main document. Insert the merged field (where you require - complete name, function, name of the firm, street, postcode, ID=Ident No.). Click on Display merged data. Merge to a new document for print. Data are possible to modify by means of Modify data source.
Labels and envelopes can be created similarly. More in Word program.

Export of information

Select the item Export of the Address file in the menu Address File, then the dialogue window will be displayed where the conditions for address export are defined (format, directory). It is possible to export in the following formats: dbf, mbd, txt, xls.   IDENT. NO., Branches of activity,   Postcode, Name, City, Street, Tel., Fax, Number of employees are exported.
Export of complete firm record is possible in text record format *.exp. It is possible to export maximum 100 records at the same time. This record is possible to enclose to other documents (Word, Notepad).
The item "Word Mail" defines output to the file for address print in the Assistant of global correspondence in the Word program. We recommend this in case that the user wants to print a letter with the address, a Greeting within the address , an envelope or label. The Assistant of global correspondence is a part of   the Word program.

Operators

Operators

It is possible to use the following operators if you put them direct in the fields of FILTER:
the respective code   or any chain is appended to the operator from the Code-book (if it makes sense). Using operators in one filter it is possible to make even very complicated query without   further complicated work   with logical operators.
After you have filled in the required parameters to the fields of Filter, click on OK.

Operator	Query to Filter	In the field of filter
<	Less than 20	< 20
<=	Less or equal 20	<= 20
>	Greater than 100	> 100
>=	Greater or equal 100	>= 100
=	Equal 100	= 100
<>	Not equal 101	<>101
Between .... and...	Between 23 and 32	Between 23 and 32
IN (.....;....)	It is either 31, or 37, or 38	IN (31;37;38)
NOT IN (.... ;....)	It is neither 31, nor 37, nor 38	NOT IN (31;37;38)
	The field is empty	IS NULL
IS NULL		
	The field is not empty	IS NOT NULL
IS NOT NULL		
.....*	Any chain with Z at the beginning Z*	Z*
....	Any chain containing the word comp *comp*	***comp***
[.....]	Any chain with F or G or H at the beginning	[FGH]

Illustration of usage of various operators
E g. in legal form:

Query to Filter	In the Field legal form
I would like to select all not natural persons that are not mentioned in the Company Register 101	> 101
I would like to select all that are not legal form 101 - 106	>106
I would like to select all not natural persons that are not mentioned in the Company Register 101	<>101
I would like to select all that are not legal form 101, 103, 105	not in (101;103;105)
I would like to select all that are not legal form 101, 103, 105	<>101 and prav_for <>103 and prav_for <>105

ADDRESSES

```
┌─────────────────────────────────────────────────────────────────────┐
│ 🔲 In file „BezNázvu" saved 1 from 1 784 125              _ □ ✕       │
├─────────────────────────────────────────────────────────────────────┤
│        Append filter to file    Exclude filter from file  Remove address │
│                                                                       │
│  Ident.No.:  25071327    C.reg.  Products  Note  Final Acc. Turn-over Persons Sharehol. Daughters │
│  Prev. Ident.No.:           ☑      ☐       ☐      ☐        ☐       ☑      ☐        ☐      │
│     Name:  MERITUM SOFTWARE, s.r.o.                                   │
│                                                                       │
│    Street:  Sudoměřská 32                                             │
│      City:  PRAHA 3                                  st code:   13000 │
│   Contact:  Prodej;          www.bnet.cz/merit                        │
│       Tel:  02-22 71 32 28, 22 71 83 57, 0603 23 00 48                │
│       Fax:  02-627 45 18          e-mail: meritum@ms.anet.cz          │
│  Ownership: 2        Private                                          │
│  Legal form:112       Limited liability company                       │
│   Statute:  1100      Organization - legal entity (private entrepreneurs excluded) │
│  Profession:                                                          │
│    Origin:  1         New one            SNA: 102   Private non-financial enterprises and corp │
│    Branch:  72200     Software consultancy and supply                 │
│             51700     Other wholesale                                 │
│                                                                       │
│   District: 3103      District of Prague 3          Estab.:  13.8.1996 │
│    Region:  31        Hlavní město Praha            Act.:    3.11.1997 │
│    # staff  21        10 - 19                        Cancel:          │
│ Capit. x1000Kč 100                                                    │
│           Start        File              Main        Filtr   Start    │
│  Záznam: ◄◄ ◄     1   ► ►► ►*  z 1 (Filtr)                             │
└─────────────────────────────────────────────────────────────────────┘
```

IDENT. NO. - Identifying Organization Number - the basic explicit firm identifier
Prev. Ident. No. - identifier of the previous subject the firm possibly arose from
Name, Street, City, Postcode - address of the subject according to the registration entry or according to the Company Register. The entry in the Company Register is preferred. The seat of the firm need not correspond to the real place of undertaking because the firm has not made a re-registration of its seat.
Contact - if the entry of the natural person does not correspond to the entry set down by the law - the published version of the registration entry with the business name, it is necessary to fill in the name of the natural person. If the legal person is involved - it contains the representative of the firm for direct contacting.
Tel, Fax, E-mail - telephone, fax and e-mail connection
Ownership - it describes the owner
Legal form - e.g. Limited company, Public trade company etc.
Statute - in what relation and state the firm is (e.g. it is in the state of liquidation)
Profession - it is kept for the Natural persons and in a complementary way it expresses the sphere of activities of the Natural person.
Origin- it determines in what way the organization was established
SNA - (sector of national accounts) auxiliary information about classification of the firm.
Branch - branches of activity
     Pressing the dubble-click anywhere in the displayed Branch of activity in the Filter regime or Address displaying it is possible to find out the detailed description of activity**,** it is displayed, what activities the specified

branch represents   and it is possible to find   references to related branches, or it is possible to   learn what activities are not in that branch   involved, in what branch it is possible to find the required activity.   Using filtration through the code number it is   possible to   state the level of details in the branch of activity e.g.   45 Building Industry i.e. all firms in the branch of   Building to 45110 Demolition and Ground work ....

District - in what district the organization has the registered seat

Region - auxiliary information about the seat

 # staff (number of) **-** it determines the size of the firm

Capital - the information from the Company Register has been used, or it has been actualized according to Final Accounts

Establ (Establishment) - the date when the organization was established

Act. (Actualization) - the date when the data or some items were actualized

Erasure - the date when the firm was erasured from the Company Register (the information about the firm is kept in our database for 1 year. Then it is at your disposal in Archive database. The Merit - CDF Database does not contain the Archive database).

In the upper part of the Address form other available information about the firm is marked by the cross in the square.
     By means of double click or using the command Display/"..........." you can display the required information.
     The pressed Main button sets the supervisory form.

This filter corresponds to the following requirement: the phone numbers of the firms are   mentioned, the statute of the firms is Ltd. or Inc., their   main branch is building industry, they operate in the regions JM and SM (South Moravia and North Moravia), the quantity of employees is from 25 to 200, the capital is higher than Kc 200 thousand   and they were established after January 1st 1996.

TURN-OVERS

IDENT. NO. - Identifying Organization Number - the basic explicit firm identifier
Name - name of the subject
Year - year
Turn-over - the turn-over of the subject in thousandth of crowns

COMPANY REGISTER

IDENT. NO. - Identifying Organization Number - the basic explicit firm identifier
Name - name of the subject
Type - the type of   item in the Company Register
Notes - the text given in the Company Register
It is divided according to particular types of registration and it enables to filter in particular types, e.g. it is possible to filter according   to the subjects of activity given in the Company Register. This description can be more detailed than the branches of activity in the Addresses and in some cases their combination enables to filter the specified Address file more exactly. In some cases filtering according to the text can be   time-consuming. If you use e.g. ***sklenář*** for filtering the activity, we recommend to filter in the Notes only.

Company registr filter

Filtr

Ident.No.

Type   Note

Business

Delete   OK   Cancel

PRODUCTS

Products - IČO: 00013595				
Ident.No.	**Name**			
00013595	Botana, a. s.			
Code	**Product**			
1930120	Obuv s podešví a svrškem z pryže nebo plastů			
1930130	Obuv se svrškem z usně			
1930144	Obuv textilní			
1930210	Lyžařské boty sjezdové a na běžky			
1930320	Obuv poromerová			
4030110	Pára, horká a teplá voda (včetně rozvodů)			
	Start	**All**	**Main**	IČO
Záznam:	1	z 6		

IDENT. NO. - Identifying Organization Number - the basic explicit firm identifier
Name - name of the subject
Code - code of the product
Product - description of the product

PERSONS

IDENT. NO.   **- Identifying Organization Number** - the basic explicit firm identifier, the name of the subject

Relation   - relation of the person towards the company

Fce   **-** function the person performs in the company

Title   - titles of the person

Name   - the name of the person in the form the first name, the family name

Town   - the home address of the person

Street   - the home address of the person

Postcode   - the home address of the person

Miscellaneous - other information such as: acquittal of the investment, country

Investment - Investment of the person to the company

Register   - indication stating the resource of the information about the person. Information in the database originate in two   resources: a) Company Register, b) other resource

       The cross in the field means that the information about the person originate in the Company Register

NOTES

Name - the name of the subject

Type - type of the note, it causes dividing notes into groups

Note - the text of the note is divided into two parts. In the upper part we recommend to make a record by means of key words (maximum 250 characters). In the lower part (memo) it is possible to   type unlimited records, or to enclose documents (letters, invoices). Use the upper part for filtering .

Entry - Date when the note was written

Date - Date when the note should be realised. It is not necessary to fill in.

Person - The person that is   setting the note. It is not necessary to fill in.

Creation of the note - It is necessary to display the Address of the firm for which we want to create the note. We open the form for note setting by means of menu Display/Notes or by means of double click on Notes field. We fill in the type of note, in the upper part (Heading) we set key words - max. 250 characters, we can add texts, however long they may be, to the text. To create a new type of the note, go to the next empty form by means of arrow.

Deleting of the note - Display Note. Mark the note you want to delete   by means of click on the bar on the left side (marked by pen) and select Delete command.

Notes - filter

Filtr

Ident.No.   Type

Note

Zadání: Plnění: Osoba:

Delete   OK   Cancel

FINAL ACCOUNTS

Účetní závěrka - Výsledovka (00013595)

Description	1993:	1994:	1995:	1996:	1997:
Production and sales of goods			777114	663138	623493
Production	622903	503938			
Production of manufactured goods and servic			626405	529499	471703
Production of manufactured goods and servic	602277	406852			
Sales of goods	148450	166291			
Change in inventories of own production	-17525	-5378	11419	-7732	8818
Capitalization	38151	102464	139290	141371	142972
Consumption in production	-495468	335820	535250	483908	419367
Cost of goods sold	-127382	143267			
Current assets	21068	23024			
Added value	148503	191142	241864	179230	204126
Personnel costs	-143176	146315	173261	139566	119388
Taxes and fees	-423	859			
Depreciation of tan. and intan. fixed assets	-13257	13065	12415	13667	14189
Change in provis. and accrued oper. revenue	1319		2319	50637	11997
Transfers to provis. and accrued oper. costs	-1139	2319	49727	13635	44210
Other operating revenues	64984	40910	23665	38636	47245
Other operating costs	-46728	32333	48770	42675	33084
Profit from operations	10083	37161	-16325	58960	52497
Clearance of provisions in financial revenues			3325	3052	2067
Transfers to provis. of fin. costs	-3132	3825	2552	2067	1139
Cash flow from financing	36608	7545	2764	3666	260
Financial costs	-79252	41143	46129	52046	48389
Profit (loss) from financial operations	-45776	-37423	-42592	-47395	-47201
Profit (loss) before extraordinary items		-262	-58917	11565	5296
Extraordinary revenues	116	1737	1957	88	2351
Extraordinary costs	-2302	-141	4006	10710	6186
Profit (loss) from extraordinary items	-2186	1878	-2049	-10622	-3835
Profit from current year	-37879	1616	-60966	943	1461

Záznam: 1 z 29

Description	1993:	1994:	1995:	1996:	1997:
Total assets	598507	538292	596183	476180	433060
Fixed assets	188952	185974	175295	170656	150598
Intangible fixed assets	731	631	355	224	109
Tangible fixed assets	186621	184143	173740	224	109
Cash flow from investments	1600	1200	1200	132	100
Investments in subsidiary companies	700	700	100	100	100
Gross profit margin	384374	329331	401709	294595	273680
Inventories	172588	130947	119820	95934	89447
Long term receivables				50368	53626
Short-term receivables	207024	145830	207197	115183	105124
Financial assets	4762	52554	74692	33110	25483
Other assets - temporary assets	25181	22987	19179	10929	8782
Total liabilities	598507	538292	596183	476180	433060
Equity and capital funds	187559	186609	125645	126588	128049
Share capital (total)	205387	205387	205387		
Capital funds	10313	7747	3632	3632	3632
Profit funds	9738	12773	16971	16971	17018
Profit (loss) from previous years		-40914	-39379	-100345	-99449
Profit (loss) from current year	-37879	1616	-60966	943	1461
Liabilities	402511	339034	461059	346095	299064
Provisions			6624	2067	1139
Short-term liabilities	214908	106815	226916	117680	111086
Bank loans and overdrafts	184417	228894	227519	226348	186839
Long-term bank loans	16368	46584	77945	52607	20839
Other liabilities - temporary liabilities	8437	12649	9479	3497	5947
Current bank loans	168103	182310			
Other financial investment	900	500			
Other provisions	3132	3325			

Záznam: 1 z 28

IDENT.NO - Identifying Organisation Number - the basic explicit identifier
Name - the name of the subject
Description - the item of Final Accounts
Year - the text of note
Value - in thousands of Kc
Development - by pressing Development you display a table of items, years and values
Balance sheet - by pressing the Balance sheet button in menu you display a table of items, years and values of the balance sheet.
Profit and Loss Account - by pressing the Profit and Loss Account in menu you display a table of items, years and values of the Profit and Loss Account
The tables are possible to transmit to e.g. Excel if you copy the required items - you mark them and then you copy them by means of Ctrl + C keys and paste **them by means of Ctrl + V keys.**

Closures filter

Ident.No.

Filtr

description	Year	Value (x1000 Kč)
Production of manufactured goods and s ▾	1996 ▾	>250000

Delete   OK   Cancel

Errors before you call

If any problems or even any mistakes   during your work occur, will you kindly phone us.

Before you call, you should be able to give us the following information:

The version of the CDF-Merit product
The type of hardware you use, resp. the network hardware if it is installed.
All word-for-word reports that appeared on the screen.
Description of the event that was running and what you were doing at that moment.
Description of your activity by means of which you wanted to solve the problem.

To make the report of errors more easily and more accurately before you call, **run researcher in CDF directory CDF_ERR.TXT .**
In this file errors and their reports are written. Print the list of errors - send it by means of fax or e-mail.

You will advance doing away with the faults.

Tel:+42   02   227 13 228
Fax: +42   02   627 45 18
meritum@ms.anet.cz

The most common problem that can occur:

- **The program cannot find CD-ROM**. The following report occurs: "CD Disc Merit-CDF has not been found...."
  You must append   "cdfdata.mbd" data file: Click on PROGRAMS, click on Open   Address   Data File. Find CD Drive
  (e.g. D:) and open D:\Merit_CDF\cdfdata.mbd

- **Problems with installation occur**. Close all the running applications, restart the computer and run the installation again. If the installation fails, switch the computer off. After start press F8, select emergency regime and run installation in it (the procedure recommended by Microsoft). Switch off the computer and after start work in usual regime. If the problems persist, will you call us.

- **During data export the following report occurs:** " ISAM has not been installed....." Office is not installed correctly. In   C:\Windows\System directory   find and rename the following files: msexl35.dll, mspdox35.dll, mstext35.dll, msbse35.dll to msexcl35.dll.old, mspdox35.dll.old, mstext35.dll.old, msbse35.dll.old. During the Merit-CDF CD installation select   Append or Exclude. In the list of Components mark the items you want to install.... (We recommend to "Select   All") . Go on according to the description of installation. After installation restart the computer.