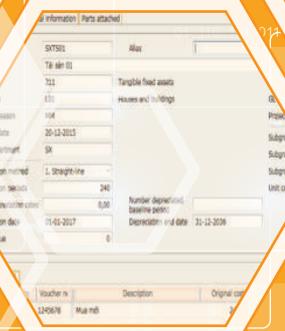


Fast Accounting

Specialist in management & costing

Accounting software for small and medium businesses



COMPANY OVERVIEW

| | |
|--------------------------------|---|
| Vietnamese Company name | Công ty Cổ phần Phần mềm Quản lý Doanh nghiệp |
| English Company name | Fast Software Company |
| Trade name | FAST |
| Date of establishment | June 11 th 1997 |
| Staff | Over 500 employees working at Ha Noi, Ho Chi Minh and Da Nang offices. |
| Core Business | Developing, consulting and implementing the information management system that support businesses in operation and management, help them increase productivity and efficiency. |
| Products & Services | <ul style="list-style-type: none"> Solutions for large and medium-sized businesses: Fast Business Online (ERP), Fast DMS Online, Fast CRM Online, Fast HRM Online. Accounting software for small and medium-sized businesses: Fast Accounting, Fast Accounting Online. Solution for electronic invoicing: Fast e-Invoice Accounting software for training: Fast Accounting Online for Education. Customization based on specific requirements. |
| Objectives | Being " Long-Lasting, Reliable Partner " of customers, employees, shareholders, partners and community. |
| Slogan | Faster – Smarter. |
| Awards | <ul style="list-style-type: none"> 11 Sao Khue Awards from Vietnam Software and IT Services Association (VINASA). 2 BIT Cups from Vietnam PC World magazine, for Best Software Solution voted by end users. 18 Gold, silver medals, certificate of merit, and IT awards. TOP 5 of Software Companies. "Vietnamese National Talent" Awards, organized by Dan Tri online newspaper, VNPT Group and Vietnam Television (VTV) |
| Customers | Over 34.000 customers nationwide. |
| Offices | Ha Noi - Da Nang - Ho Chi Minh |
| Call center | 1900-2130 |
| Email | info@fast.com.vn |
| Website | www.fast.com.vn |

(Report date: 31 December 2020)

INTRODUCTION LETTER

Attention to: **Board of Directors**
 Chief Accountant
 IT Manager

FAST is a company specializing in developing and providing software and solutions supporting businesses in operation and management based on information technology (IT) platform. These software and solutions make manual tasks automated, boost smart and creative works, support businesses achieving competitive advantages due to the speed and ability of exploiting information.

FAST has been developing and providing different solutions, products and services:

Solutions for large and medium-sized businesses:

- **Fast Business Online** – Enterprise Resource Planning solution (ERP)
- **Fast DMS Online** – Distribution Management System
- **Fast CRM Online** – Customer Relationship Management System
- **Fast HRM Online** – Human Resource Management – Timecard – Payroll System

Solutions for Small and Medium-sized businesses:

- **Fast Accounting** – Accounting software for SMEs
- **Fast Accounting Online** – Cloud-based Accounting software

Solutions for electronic invoice:

Fast e-Invoice – Electronic invoicing software

Software for training:

Fast Accounting Online for Education – Accounting software for training

About services, **FAST** provides these following services:

- Solution selection consulting
- Requirement survey and analysis, software customization
- Customization according to specific requirements
- Software installation, setup, training, data conversion and implementation
- Software maintenance and support
- Software upgrade and expansion.

Your Company could choose solution are suitable for your business size and requirements, or upgrade to an advanced solution for business development and expansion demands.

We kindly enclose hereby introduction of **Fast Accounting** – Accounting software for small and medium-sized businesses. The difference of Fast Accounting that is specialized in management and costing. **Fast Accounting** is honorably given BIT Cup – Best Software Solution by PC World Vietnam magazine and “Sao Khue” Award for typical software by VINASA – Vietnam Software and IT Services Association.

For further information about **FAST** and products and services well as Fast Accounting in detail please visit our website at www.fast.com.vn

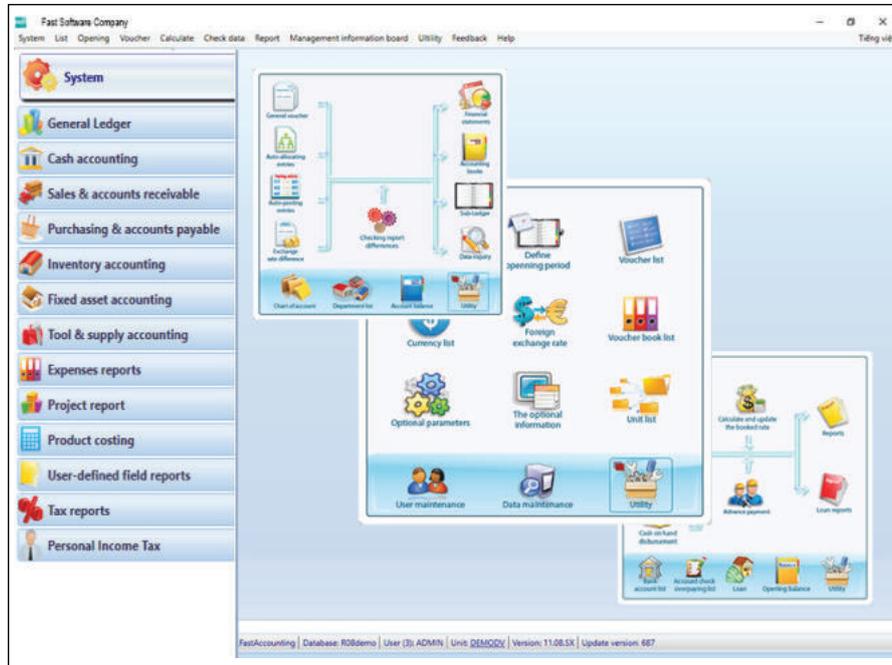
Sincerely,

Fast Software Company.

FAST ACCOUNTING OVERVIEW

Fast Accounting is an Accounting software for small and medium-sized businesses.

Fast Accounting has been developed and improved continuously since 1997 with more than 18.500 customers nationwide and honorably given awards as Sao Khue award, BIT Cup, Widely Used Product, IT Cup...



Fast Accounting has 4 versions that are suitable for lines of business: Service, Trade, Construction and Manufacturing.

Fast Accounting has been developed by Microsoft technologies like C#.NET, SQL Server with ability to run on individual computer, local network or working remote via the Internet.

| Module | Service | Trade | Construction | Manufacturing |
|---|---------|-------|--------------|---------------|
| 1. System | X | X | X | X |
| 2. General Ledger | X | X | X | X |
| 3. Cash Accounting | X | X | X | X |
| 4. Sales and Accounts Receivable (<i>Electronic invoice integrated</i>) | X | X | X | X |
| 5. Purchase and Accounts Payable | X | X | X | X |
| 6. Inventory | - | X | X | X |
| 7. Fixed Asset | X | X | X | X |
| 8. Tools and Supply | X | X | X | X |
| 9. Expense Report | X | X | X | X |
| 10. Project and Construction | X | X | X | X |
| 11. Product costing | - | - | - | X |
| 12. Tax report | X | X | X | X |
| 13. User-defined field management report | X | X | X | X |
| 14. Personal Income Tax | X | X | X | X |



SYSTEM MANAGEMENT

“System management” module supports users in defining general settings for the whole software, managing user access control and maintaining accounting databases.

Menu of Functions



User management

- Create list of users, password rules and policies, authorization level on menus and functions such as creating new, viewing, editing, removing, printing,...
- Authorize users by sub-units.
- View active computers, activity statistics each user.

Data Management

- Data backup: automatically save data by user-defined schedule. It will be saved into many versions on each time of backup.
- Data closing: allow to input, edit data arised after the date of data closing only. Allow to close the entire system or each specific transaction screen. Allow to close the entire system or each specific transaction screen.
- Data maintainance: remove invalid records due to data importing, data transfer from old software; optimize data recording and data storage (shrink database).
- Check data files, remove asynchronous records due to power abnormal shutdown, Internet interruption while saving, viruses, or hard drive failure...
- Export/Import data used to transfer data from sub-units to head office.

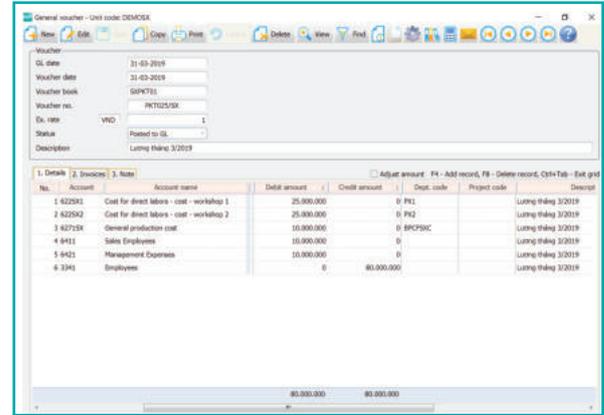
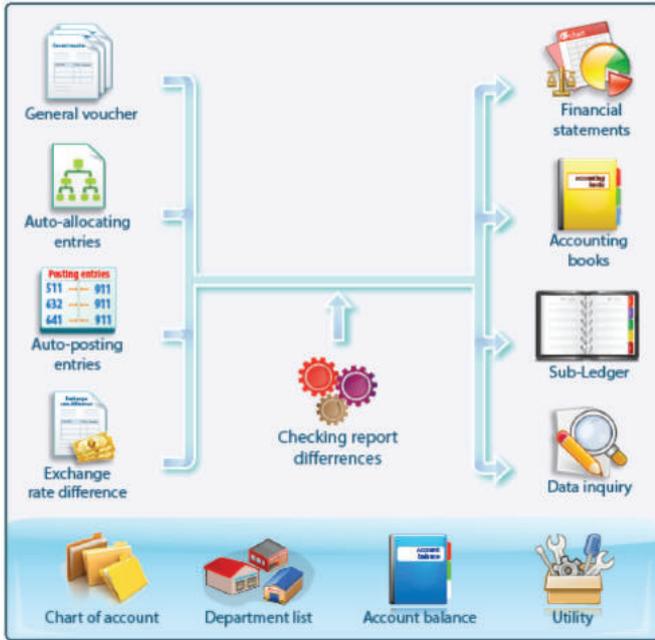
Main Functions

- Define starting date of fiscal year (any date of the year).
- Define starting period of data input (accounting opening period).
- Define list of currencies.
- Define list of sub-units (subsidiaries, branches...), allow to manage data of each lower-level unit as well as summarize the entire company data.
- Define system parameters such as accounting currency code, accounting books type...
- Define information related to transactions/ vouchers updating screens, such as enable or disable fields and default information.
- Define information related to voucher books, usually used for numbering the same type vouchers that can be inputted from different transaction screens.
- Define optional information supporting users in working with software conveniently.

GENERAL LEDGER

“General Ledger” module supports users in inputting general vouchers, adjustment entries, periodical entries, closing allocation entries, closing exchange rate difference entries, auto-posting entries. General Ledger aggregates data from other modules, makes financial statements and accounting books according to regulation issued by Ministry of Finance and user-defined templates supporting in internal management.

Menu of Functions



Example of “General voucher” screen

Period-end data processing

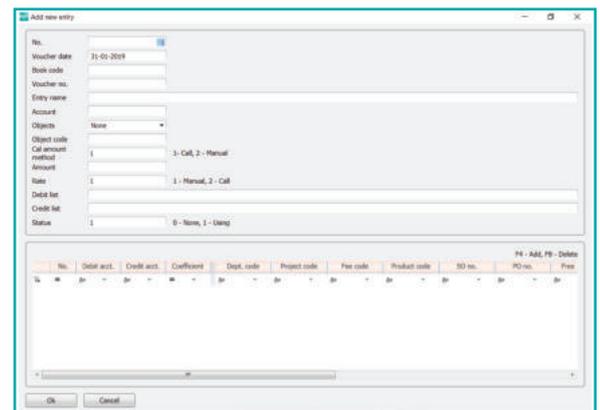
- Allow users to define closing entries: calculation method, debit/credit accounting ... Based on pre-defined entries software aggregates data, calculates and creates accounting entries.
- Periodic allocation entries: user enter the entry, debit and credit account, amount, number of allocation period ...The program will periodically create the entry and post to GL as declaration.
- Closing allocation entries: define group of accounts with an accounting object such as accounting department, project... and allocation recipients are accounts and others objects such as accounting department, project, order... With complex allocation relating to cost calculation of manufacturing, project and construction, period-end allocation entries are processed at corresponding modules.

Chart of Accounts

- Provide account code up to 16 characters.
- Define information related to each account: parent account, type of account, AR-AP (Accounting Receivable – Accounting Payable) tracking, associated fields and default codes.
- Allow to change, merge code of account.

Transactions

- Input accounting transactions that weren't inputted in other functional modules on accounting voucher screen.
- Allow to input groups of one debit/many credits or many debits/one credit on a general voucher and control the balance of total amount of debits and total amount of credits of each account.
- Provide utilities to copy information of existing voucher to new one in case of the same transactions happened (eg. periodical entries).



- Auto-posting entries: define accounts to aggregate data transferred and accounts to receive data moved to. Allow to transfer in detail by different objects: accounting departments, projects, cost codes...

- Closing exchange rate difference entries: define and evaluate exchange rate difference at the end of accounting period of accounts in foreign currencies. Allow to evaluate the exchange rate difference of each AR/AP customer/supplier.

Utilities

- Import opening balance of accounts from excel files.
- Import vouchers from excel files.
- Re-numbering vouchers.
- Data checking: In case of unbalanced balance sheet, Fast Accounting provides utility to check the reasons leading to errors in balance sheet, inaccurate transactions and inputs... supporting users in making accurate reports.

Financial Statement

- Make all financial statements and regularly update the latest regulations of Ministry of Finance.
- Allow to export data financial statements to file then imported to tax software of General Department of Taxation.
- Provide user-defined financial statements as well as criterias and calculation methods.
- Provide financial statements for multiple periods, for multiple sub-units (subsidiaries) or multiple accounting departments.

| No. | Article | Date | 01-01-2019 -> 3 | 01-02-2019 -> 2 | 01-03-2019 -> 3 | Total | Calculate | Debit account |
|-----|---|------|-----------------|-----------------|-----------------|---------------|-----------|---------------|
| 10 | 1. Revenues from sales and services rev | 01 | 324,500,000 | 551,000,000 | 877,350,000 | 1,752,850,000 | 2 | |
| 2 | 2. Revenue deductions | 02 | | | | | 2 | |
| 30 | 3. Net revenues from sales and services | 10 | 324,500,000 | 551,000,000 | 877,350,000 | 1,752,850,000 | 2 | |
| 40 | 4. Costs of goods sold | 11 | 264,559,446 | 455,092,140 | 731,998,042 | 1,451,649,628 | 1 | 311 85 |
| 50 | 5. Gross revenues from sales and service | 20 | 59,940,554 | 95,907,860 | 145,351,958 | 301,200,372 | 2 | |
| 60 | 6. Financial income | 21 | | | | | 1 | 312 83 |
| 70 | 7. Financial expenses | 22 | | | | | 1 | 311 83 |
| 71 | - In which: Interest expenses | 23 | | | | | 1 | 311 83 |
| 80 | 8. Selling expenses | 25 | 12,781,250 | 12,781,250 | 12,781,250 | 38,343,750 | 1 | 311 85 |
| 90 | 9. General administration expenses | 26 | 14,681,250 | 12,681,250 | 12,681,250 | 40,043,750 | 1 | 311 85 |
| 100 | 10. Net profits from operating activities | 30 | 32,478,054 | 70,445,360 | 119,889,458 | 222,812,872 | 2 | |
| 110 | 11. Other income | 31 | | | | | 1 | 211 83 |
| 120 | 12. Other expenses | 32 | | | | | 1 | 311 83 |
| 130 | 13. Other profits (40-31-32) | 40 | | | | | 2 | |
| 140 | 14. Total net profit before tax (50-30+1 | 50 | 32,478,054 | 70,445,360 | 119,889,458 | 222,812,872 | 2 | |
| 150 | 15. Current corporate income tax exp | 51 | | | 30,000,000 | 30,000,000 | 1 | 311 85 |
| 160 | 16. Deferred corporate income tax exp | 52 | | | | | 2 | |
| 170 | 17. Profits after enterprise income tax (| 60 | 32,478,054 | 70,445,360 | 89,889,458 | 192,812,872 | 2 | |
| 180 | 18. Basic earnings per share (*) | 70 | | | | | 3 | |
| 190 | 19. Diluted earnings per share (*) | 71 | | | | | 3 | |

Accounting books

- Make all accounting books by regulation and regularly update the latest regulations of Ministry of Finance.
- Allow to print accounting books in format of general ledger or journal voucher.
- Make detailed accounting books according to government regulations.

Management information board

- Management information board provides quick information based on nearly 20 common reports. Fast Accounting provides user-defined reports. Software shows results immediately and provides timely information for managers in case of changing selected reports, time of reporting or report units.

| Name | Value | UOM: VND |
|---------------|---------------|----------|
| Revenue | 1,752,850,000 | |
| Cost | 1,451,649,628 | |
| Gross revenue | 301,200,372 | |
| Rate (%) | 21 | |

| Account | Account name | Amount | UOM: VND |
|---------|-------------------------------|---------------|----------|
| 320111 | Deferrable Input VAT - Goods | 2,250,000 | |
| 320111 | Short-term Payable: Business | 1,697,237,500 | |
| 330111 | Payable VAT - Domestic: Basic | 6,500,000 | |
| 3304 | Corporation Income Tax | 40,000,000 | |
| 3391 | Employees | 229,650,000 | |
| 3392 | Trade Union Fees | 2,760,000 | |
| 3900 | Equal Income Tax | 70,000,000 | |
| Total: | | 2,029,637,500 | |

| Item | NAME | Value | UOM: VND |
|--------|----------------|---------------|----------|
| 1 | Product SXTR01 | 284,000,000 | |
| 2 | Product SXTR02 | 372,400,000 | |
| 3 | Product SXTR03 | 375,000,000 | |
| 4 | Product SXTR04 | 522,000,000 | |
| Total: | | 1,553,400,000 | |

| Customer name | Revenue | UOM: VND |
|-------------------|---------------|----------|
| 1 Customer SXKH01 | 1,119,850,000 | |
| 2 Customer SXKH02 | 633,000,000 | |
| Total: | 1,752,850,000 | |

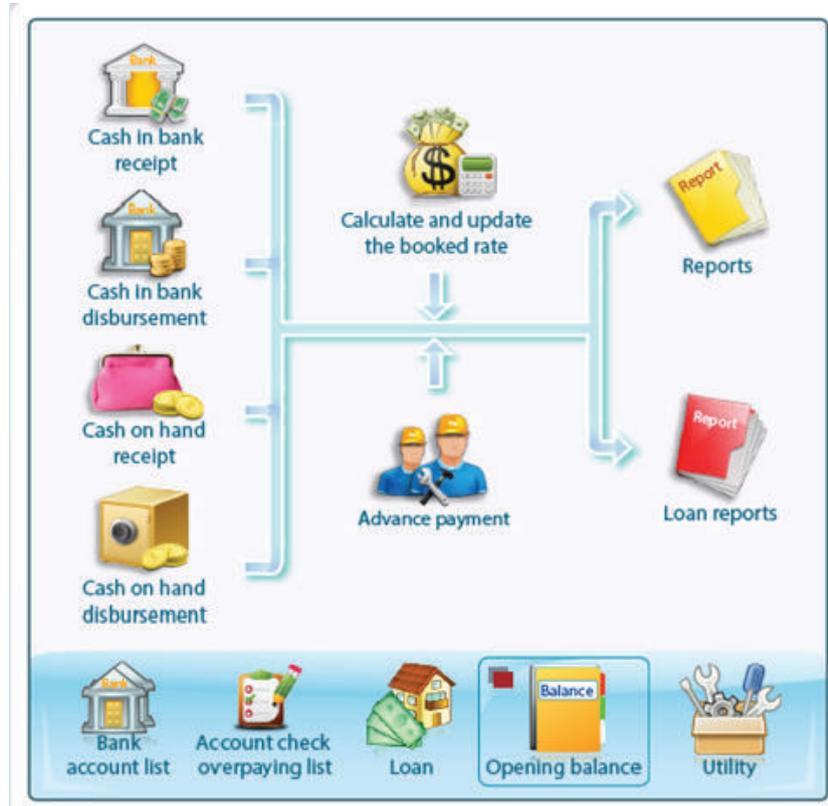
Data mining

- Fast Accounting provides multiple reports to lookup data quickly and easily. Software allows users to choose data fields on demands and save these templates for next using.

CASH ACCOUNTING

“Cash Accounting” module is used for cash receiving and disbursement supporting users to manage transactions in detail by objects, vouchers – invoices, contracts, projects, orders and loan contracts...

Menu of Functions



Transactions

- Make cash collection/payment in detail by invoices, contracts, orders, projects, loan contracts, accounting departments...
- Make cash receiving and disbursement related to one or multiple objects – customers, suppliers, employees... on a voucher.
- Provide utilities related to VAT calculation methods (tax included or not included in price) as well as inputting information of VAT invoices of direct expenses (non AP/AP invoices).
- Allow to manage and post transactions by actual exchange rate and booking rate. Automatically calculate booking rate. Allow users to correct value while converting between currencies.
- Control over disbursement with these following options: Not allowed, Warning only, No Warning.
- Allow to print cash receipt, cash disbursement, bank disbursement order by specific templates and allow users to customize it. Provide bank disbursement order templates of banks.

Example of "Bank receipt" screen

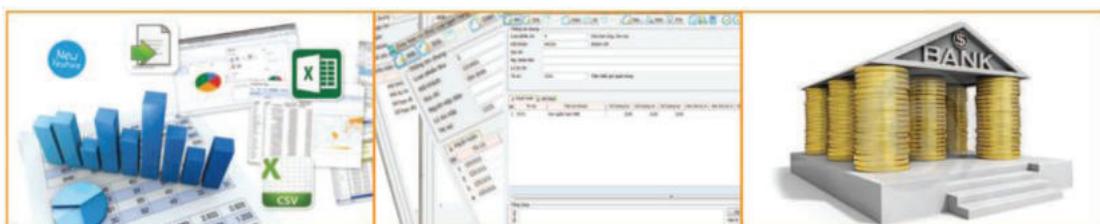
Utilities

- Import lists, balances and vouchers from excel files.

Reports

- Provide these groups of reports:
 - Cash-on-hand reports.
 - Cash-in-bank reports.
 - Loan contract reports.
- Each group of reports includes reports in detail and summary reports.

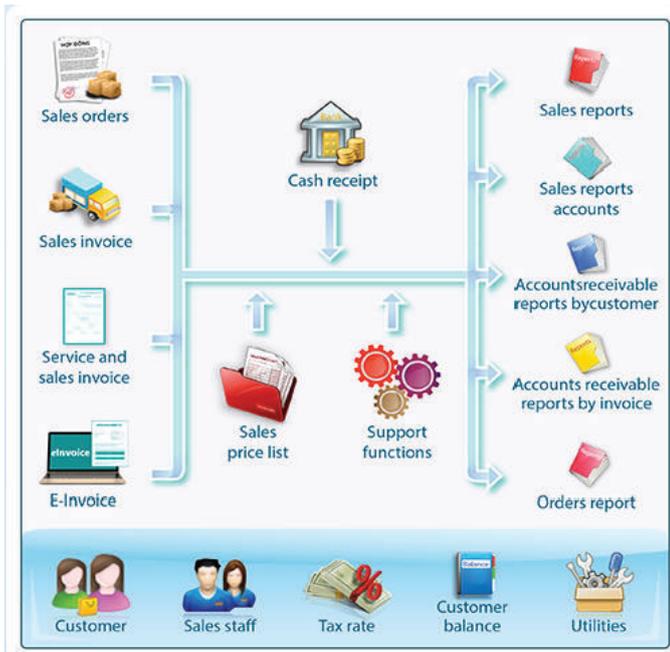
| CASH IN BANK DETAIL BOOK | | | | | | | | | |
|---|------------|------------|---|--------------|-------------------|--------------------|---------------|------|--------------------------------|
| BANK | | | | | | | | | |
| BANK ACCOUNT | | | | | | | | | |
| ACCOUNT: 112 - BANK DEPOSITS | | | | | | | | | |
| FROM DATE: 01-01-2019 TO DATE: 31-03-2019 | | | | | | | | | |
| | | | | | | | | | OPENING BALANCE: 3,434,400,000 |
| POSTING DATE | VOUCHER | | DESCRIPTION | REF. ACCOUNT | AMOUNT | | BALANCE | NOTE | |
| | NO. | DATE | | | RECEIPT (DEPOSIT) | PAYMENT (WITHDRAW) | | | |
| A | B | C | D | E | 1 | 2 | 3 | F | |
| 02-01-2019 | BC001/SX1 | 02-01-2019 | Thu tiền bán hàng của hóa đơn 0001298 ngày 02-12-2018 | 131111 | 25,000,000 | | 3,459,400,000 | | |
| 02-01-2019 | UNC001/SX2 | 02-01-2019 | Chi thanh toán tiền điện thoại tháng 12/2018 | 6277 | | 500,000 | 3,458,900,000 | | |
| 02-01-2019 | UNC001/SX2 | 02-01-2019 | Chi thanh toán tiền điện thoại tháng 12/2018 | 6417 | | 400,000 | 3,458,500,000 | | |
| 02-01-2019 | UNC001/SX2 | 02-01-2019 | Chi thanh toán tiền điện thoại tháng 12/2018 | 6427 | | 800,000 | 3,457,700,000 | | |
| 02-01-2019 | UNC001/SX2 | 02-01-2019 | Chi thanh toán tiền điện thoại tháng 12/2018 | 133111 | | 170,000 | 3,457,530,000 | | |
| 02-01-2019 | UNC002/SX2 | 02-01-2019 | Chuyển nộp tiền BHYT tháng 12/2018 | 3383 | | 7,650,000 | 3,449,880,000 | | |
| 02-01-2019 | UNC002/SX2 | 02-01-2019 | Chuyển nộp tiền BHYT tháng 12/2018 | 3384 | | 1,350,000 | 3,448,530,000 | | |
| 02-01-2019 | UNC002/SX2 | 02-01-2019 | Chuyển nộp tiền BHYT tháng 12/2018 | 3386 | | 600,000 | 3,447,930,000 | | |
| 02-01-2019 | UNC003/SX2 | 02-01-2019 | Chuyển nộp tiền KPCĐ và đoàn phí cho Công đoàn cấp trên tháng 12/2018 (25% KPCĐ + 40% đoàn phí) | 3382 | | 330,000 | 3,447,600,000 | | |
| 03-01-2019 | UNC004/SX2 | 03-01-2019 | Chi thanh toán tiền điện tháng 12/2018 | 6277 | | 2,800,000 | 3,444,800,000 | | |
| 03-01-2019 | UNC004/SX2 | 03-01-2019 | Chi thanh toán tiền điện tháng 12/2018 | 6417 | | 700,000 | 3,444,100,000 | | |
| 03-01-2019 | UNC004/SX2 | 03-01-2019 | Chi thanh toán tiền điện tháng 12/2018 | 6427 | | 500,000 | 3,443,600,000 | | |
| 03-01-2019 | UNC004/SX2 | 03-01-2019 | Chi thanh toán tiền điện tháng 12/2018 | 133111 | | 400,000 | 3,443,200,000 | | |
| 03-01-2019 | UNC005/SX2 | 03-01-2019 | Chi thanh toán tiền nước tháng 12/2018 | 6277 | | 500,000 | 3,442,700,000 | | |
| 03-01-2019 | UNC005/SX2 | 03-01-2019 | Chi thanh toán tiền nước tháng 12/2018 | 6417 | | 800,000 | 3,441,900,000 | | |
| 03-01-2019 | UNC005/SX2 | 03-01-2019 | Chi thanh toán tiền nước tháng 12/2018 | 6427 | | 500,000 | 3,441,400,000 | | |
| 03-01-2019 | UNC005/SX2 | 03-01-2019 | Chi thanh toán tiền nước tháng 12/2018 | 133111 | | 180,000 | 3,441,220,000 | | |
| 03-01-2019 | UNC006/SX2 | 03-01-2019 | Thanh toán tiền lương tháng 12/2018 | 3341 | | 76,550,000 | 3,364,670,000 | | |
| 03-01-2019 | UNC007/SX2 | 03-01-2019 | Thanh toán tiền mua vật liệu của nhà cung cấp SXNB01 | 331111 | | 50,000,000 | 3,314,670,000 | | |
| 03-01-2019 | UNC008/SX2 | 03-01-2019 | Thanh toán tiền mua vật liệu của nhà cung cấp SXNB01 | 331111 | | 20,000,000 | 3,294,670,000 | | |
| TOTAL TO NEXT PAGE: | | | | | 25,000,000 | 164,730,000 | | | |



SALES AND ACCOUNTS RECEIVABLE

“Sales and Accounts Receivable” module tracks sales process from ordering to delivery, invoices issuing and collecting money supporting in receiving full and correct orders, timely delivery and cash collection. This module provides different sales reports, supports in analyzing best selling items, high profit items, loyal customers and customers paying on time... to make better selling plan with the aims of increasing income and profits.

Menu of Functions



List of Customers

- Provide customer code up to 16 characters.
- Provide 3 fields, each field includes a list with different codes to divide into groups, classify types of customer supporting in analyzing and summarization.
- Check valid tax ID, codes duplicated.
- Customer information is updated from the authorized database automatically while inputting tax ID.
- Manage customers by unit in case of multiple units using same database.
- Provide supporting information such as default accounts, payment terms...
- Processing flexibly in case of promotion, gifts, discount...
- Allow to create cash receipt while creating cash-sales invoices.
- Automatically calculate tax and transfer information to list of sales VAT invoices. Allow to edit the amount of tax . Track amount of tax by project, contract.
- Make adjusting entries, AR-AP interface between customers or suppliers.
- Allocate cash for invoices after collecting separately.
- Print invoices based on available templates or print directly from program.

Sales and cash collection transactions

- Transactions, sales vouchers
 - Order, sales contract
 - Sales invoice
 - Delivery note

Example of "Sales invoice" screen

Utilities

- Import list and opening balance from excel files.
- Import vouchers (invoices) from excel files.

Reports

- Provide these groups of reports:
 - Sales report by items.
 - Sales report by account.
 - AR by customer report.
 - AR by invoice report.
 - Order report.
- Each group of reports includes different reports in detail and summary supporting in summarizing and analyzing sales, AR by time and multiple periods, accumulation, comparison between same periods of years... as well as analyzing sales and AR in multi-dimensional way or by different subjects...
- Allow users to choose columns of report, column order, column width and save for next using.

| SALES SUMMARY REPORT | | | | | | | |
|---|-----------|----------------|-----|-----------|----------------------|--------------------|----------------------|
| FROM DATE: 01-01-2019 TO DATE: 31-03-2019 | | | | | | | |
| NO. | ITEM CODE | ITEM NAME | UOM | QUANTITY | GOODS AMOUNT | VAT AMOUNT | TOTAL AMOUNT |
| 1 | SXTP01 | Product SXTP01 | Cái | 3.550,000 | 284.000.000 | 28.400.000 | 312.400.000 |
| 2 | SXTP02 | Product SXTP02 | Cái | 3.380,000 | 371.800.000 | 37.180.000 | 408.980.000 |
| 3 | SXTP03 | Product SXTP03 | Cái | 3.710,000 | 575.050.000 | 57.505.000 | 632.555.000 |
| 4 | SXTP04 | Product SXTP04 | Cái | 2.900,000 | 522.000.000 | 52.200.000 | 574.200.000 |
| TOTAL: | | | | | 1.752.850.000 | 175.285.000 | 1.928.135.000 |

| ACCOUNTS RECEIVABLE AGING REPORT | | | | | | | | | | | |
|---|---------|------------|--------------|----------|----------------------|--------------------|--------------------|---------------------|----------------------|----------------------|-------------------|
| FROM DATE: 01-01-2019 TO DATE: 31-03-2019 | | | | | | | | | | | |
| REPORT DATE: 31-03-2019 | | | | | | | | | | | |
| NO. | INVOICE | | PAYMENT TERM | DUE DATE | RECEIVABLE AMOUNT | RECEIVED AMOUNT | IN DUE | OVERDUE 1 - 30 DAYS | OVERDUE 31 - 60 DAYS | OVERDUE 61 - 90 DAYS | OVERDUE > 90 DAYS |
| | DATE | NO. | | | | | | | | | |
| Customer SXKH01 - SXKH01 | | | | | 693.935.000 | 200.000.000 | 444.785.000 | 0 | 49.150.000 | 0 | 0 |
| 1 | 02-02 | 0000002/SX | 15 | 17-02 | 249.150.000 | 200.000.000 | | | 49.150.000 | | |
| 2 | 31-03 | 0000006/SX | 15 | 15-04 | 254.650.000 | | 254.650.000 | | | | |
| 3 | 31-03 | 0000007/SX | 15 | 15-04 | 190.135.000 | | 190.135.000 | | | | |
| Customer SXKH02 - SXKH02 | | | | | 696.300.000 | 300.000.000 | 339.350.000 | 56.950.000 | 0 | 0 | 0 |
| 1 | 28-02 | 0000003/SX | 15 | 15-03 | 356.950.000 | 300.000.000 | | 56.950.000 | | | |
| 2 | 31-03 | 0000005/SX | 15 | 15-04 | 339.350.000 | | 339.350.000 | | | | |
| TOTAL: | | | | | 1.390.235.000 | 500.000.000 | 784.135.000 | 56.950.000 | 49.150.000 | 0 | 0 |

CONNECTING TO FAST E-INVOICE SOLUTION FOR ELECTRONIC INVOICING

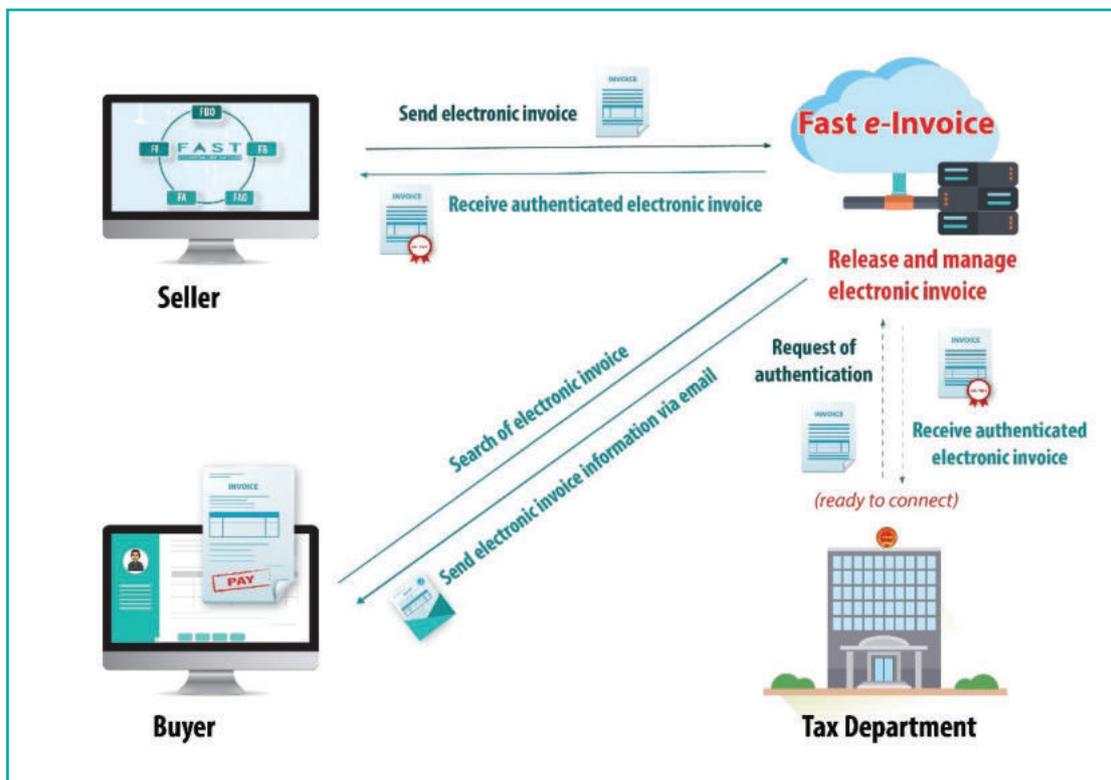
Fast e-Invoice is solution helping customers to create, store and manage electronic invoices easily, safely and quickly.

Fast e-Invoice overview

Fast e-Invoice is solution helping customers to create, store and manage electronic invoices easily, safely and quickly.

Fast Accounting is ready to connect to Fast e-Invoice. Users input information of invoices on Fast Accounting and transfer it to Fast e-Invoice for issuing.

The difference of FAST is to allow customers to choose electronic invoice software - not only Fast e-Invoice, but also the software from different suppliers.



Features of Fast e-Invoice

- Input sale invoices information on the transaction software.
- Transfer sale invoices information to electronic invoicing software.
- Issuing electronic invoices, issue invoice number on the electronic invoicing software.

- Managing electronic invoices:
 - View and print statistical reports on electronic invoice management activities of businesses
 - Converted into paper invoices: Allows converting electronic invoices issued into paper invoices to book-keep, track by law in accounting and electronic transactions.
 - View electronic invoice before issuing: Allow to view the electronic invoice template before official release to avoid data errors on the invoice.
- Handling when billing information is wrong
 - Allow to delete the electronic invoice issued when there is a mistake, create and issue a replacement invoice for the canceled invoice
 - Allow to create and issue adjustment invoices when invoices are create and sent to buyers, delivered, provided services, declared tax.
- Allow customers to receive electronic invoices conveniently and quickly via the electronic invoice portal (Web, Portal) or email.
- Users can provide login information for their customers to access and manage issued invoice history.
- Allow to manage the situation of issuing invoices one Mobile App.

FAST Release electronic invoice

Refresh Preview the print template Detail Released Replace Adjusted Cancelled Export

Drag a field here to group by that field

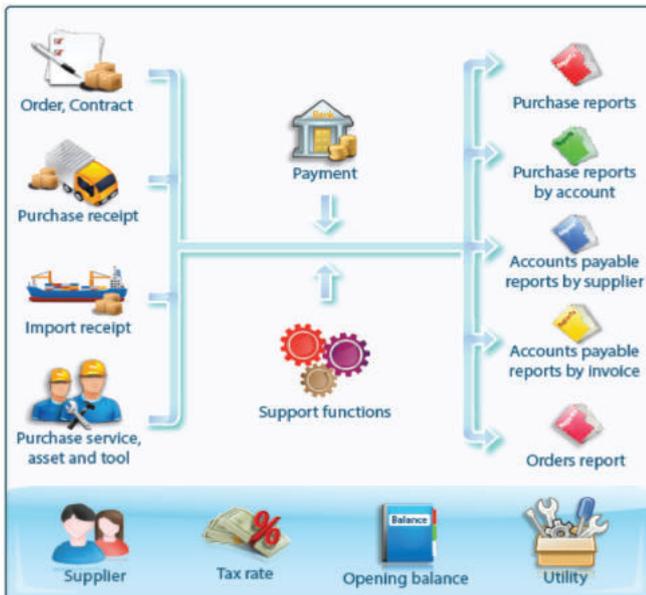
| Select | Do not receive | Voucher date | Voucher no. | Customer code | Total payment | Voucher book | Seri no. |
|--------------------------|--------------------------|--------------|-------------|---------------|---------------|---------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> | 20-06-2019 | 0000029 | KH001 | 1.260 | AA/19E-000001 | AA/19E |
| <input type="checkbox"/> | <input type="checkbox"/> | 20-06-2019 | 0000034 | KH002 | 1.260 | AA/19E-000001 | AA/19E |
| <input type="checkbox"/> | <input type="checkbox"/> | 23-07-2019 | 0000073 | KH001 | 14.850 | AA/19E-000001 | AA/19E |
| <input type="checkbox"/> | <input type="checkbox"/> | 24-07-2019 | 0000074 | KH001 | 14.850 | AA/19E-000001 | AA/19E |
| <input type="checkbox"/> | <input type="checkbox"/> | 24-07-2019 | 0000079 | KH005 | 4.400.000 | AA/19E-000001 | AA/19E |
| <input type="checkbox"/> | <input type="checkbox"/> | 25-07-2019 | 0000075 | KH001 | | AA/19E-000001 | AA/19E |



PURCHASING AND ACCOUNTS PAYABLE

“Purchasing and Accounts Payable” module tracks purchasing process from ordering to delivery, invoices receiving and payment to suppliers. This module provides reports of inventory, purchasing order... supporting in timely ordering and optimizing inventory. Accounts Payable is tracked in detail by payment due date of each invoice supporting in timely payment and building good relationship with suppliers.

Menu of Functions



List of suppliers

- Provide suppliers up to 16 characters
- Provide 3 fields, each field includes a list of different codes which divided into groups and, types of supplier that help for analytic and summary purposes.
- Check valid tax ID and duplicated tax ID.
- Customer information is updated from the authorized database automatically while inputting tax ID
- Manage suppliers by units in case of multiple units using same database.
- Provide support information such as default accounts, payment terms...

Transactions

- Transactions, sales vouchers
 - Order, purchase contract – domestic and import.
 - Purchase receipt – domestic and import.

- Purchase receipt - Direct issue .
- Purchase expense.
- Return to supplier.
- Service purchase invoice and other goods (fixed asset, tools and supply...)
- Payment to supplier
 - Payment to suppliers – cash on hand, cash in bank, loan contract.
 - Payment of advanced amount.
 - Misc. payable transaction, AP-AR interface .
 - Allocate cash paid to invoices.
- Track multiple orders, contracts, projects per one purchase receipt.
- Purchase expense, import tax can be inputted together on the same receipt or inputted separately as an expense receipt. Provide utilities to allocate expense to items.
- Allow to look up purchase receipt while inputting return to supplier.
- Automatically calculate tax and update information related to tax invoices entry, allow to input multiple tax invoices entry related to one receipt supporting in making list of VAT invoices entry and allow to divide into groups by project, contract.
- Make adjusting entries, AP-AR interface between suppliers or with customers.
- Allocate cash paid to invoices after payment separately.
- Print inventory receipt, payment of advanced amount on available templates or print directly from program.

Example of "Purchase receipt" screen

Utilities

- Import list and opening balance from excel files.
- Import data from excel files.

Reports

- Provide these groups of reports
 - Goods purchased report.
 - Purchasing report by account.
 - AP by supplier report.
 - AP by invoice report.
 - Order report.
- Each group of reports includes detailed and summary reports supporting in summarizing and analyzing goods purchased, AP by time and by multiple periods, accumulation, same periods of different years comparison... as well as analyzing purchasing and AP in different dimensions or items.
- Allow users to choose columns of report, column order, column width and save for next using.

| PURCHASE SUMMARY REPORT | | | | | |
|---|-----------|------------------|-----|-------------|----------------------|
| FROM DATE: 01-01-2019 TO DATE: 31-03-2019 | | | | | |
| NO. | ITEM CODE | ITEM NAME | UOM | QUANTITY | VALUE |
| 1 | SXVLC01 | Material SXVLC01 | KG | 60.000,000 | 60.000.000 |
| 2 | SXVLC02 | Material SXVLC02 | KG | 100.000,000 | 200.000.000 |
| 3 | SXVLC03 | Material SXVLC03 | KG | 100.000,000 | 300.000.000 |
| 4 | SXVLC04 | Material SXVLC04 | KG | 100.000,000 | 400.000.000 |
| 5 | SXVLC05 | Material SXVLC05 | KG | 40.000,000 | 200.000.000 |
| 6 | SXVLP01 | Material SXVLP01 | KG | 70.000,000 | 35.000.000 |
| 7 | SXVLP02 | Material SXVLP02 | KG | 70.000,000 | 70.000.000 |
| 8 | SXVLP03 | Material SXVLP03 | KG | 70.000,000 | 105.000.000 |
| 9 | SXVLP04 | Material SXVLP04 | KG | 70.000,000 | 140.000.000 |
| 10 | SXVLP05 | Material SXVLP05 | KG | 70.000,000 | 175.000.000 |
| TOTAL: | | | | | 1.685.000.000 |

INVENTORY ACCOUNTING

“Inventory Accounting” module manages list of materials and goods items, receiving and issuing, inventory calculation and supports in making reports according to regulation and internal management requirements. This module provides different methods of calculating cost of inventory: monthly average, moving average or FIFO at high speed of calculation even with thousands of items and a large number of receipts in case of transferring within warehouses. Manage stock item by multi unit of measures and by lot. Includes different reports in detail and a summary supporting in summarizing and analyzing goods received, goods issued, or inventory.

Menu of Functions



List of items

- Provide item code up to 16 characters.
- Provide 03 fields, each field includes a list of different codes to group and classify items with the aim of summarizing and analyzing.
- Manage items by units in case of these units using same database.
- Allow to define related default accounts – inventory, cost of goods, accounts... supporting in accounting automatically transactions.
- Allow to track items in 2 units of measure and track lots info.

Transactions

- Transactions
 - Receipt
 - Issue
 - Stock transfer

- Manufacturing order
- Inventory counting
- Transactions related to receiving and issuing inputted in corresponding modules and automatically transferred to Inventory Accounting module.
- Transaction of goods received/issued can be done with multiple contracts, projects, manufacturing orders, receipt/issue codes (corresponding account), warehouse codes.
- Support in listing of items and their quantity issued based on norms of products (BOM).
- Allow to stock transfer within 1 step – automatically create receipt; or stock transfer within 2 steps – create receipt and issue separately.
- Check inventory while issuing.

| General information | | Voucher | |
|--|------------------|--------------------------|---------------------|
| Transaction code: 4 | Production issue | GL date: 05-03-2019 | |
| Cust. code: SXP002 | Factory SXP002 | Voucher date: 05-03-2019 | |
| Address: Gia chi Phần xuất SXP002 | | Voucher book: SXP002 | |
| Receiver: nhân viên SXP002 | | Voucher no.: P0000/SK3 | |
| Description: Xuất kho vật liệu phụ cho sản xuất, phần xuất 2 | | Ex. 199: VND | 1 |
| | | Status: Printing | Posted to GL: / / 0 |

| 1. Details | | 2. Note | | Adjust amount | | Specific cost | | F4/F8 - Add/Delete record, F9 - Get import voucher | | Select P.R. | |
|------------|-----------|------------------|-----|---------------|------------|---------------|-----------|--|--|-------------|--|
| No. | Item code | Item name | UOM | Site code | Inventory | Quantity | Price | Amount | | | |
| 1 | SXVL003 | Material SXVL003 | KG | SXVLP | 6.100,000 | 10,000,000 | 1.500,000 | 15,000,000 | | | |
| 2 | SXVL004 | Material SXVL004 | KG | SXVLP | 8.400,000 | 20,000,000 | 2,000,000 | 40,000,000 | | | |
| 3 | SXVL005 | Material SXVL005 | KG | SXVLP | 41.400,000 | 10,000,000 | 2,500,000 | 25,000,000 | | | |
| | | | | | 55.900,000 | 40,000,000 | | 80,000,000 | | | |
| Total: | | | | | | | | Goods amount: 80,000,000 | | | |

Example of “Issue” screen

Utilities

- Import list and opening balance, inventory from excel files.
- Import vouchers from excel files.
- Data Checking: If there are differences between stock books and accounting books or differences between actual inventory and inventory on receipt calculated by FIFO, the

program provides utilities to check various causes leading to these differences showing falsed transactions or inaccurate settings... supporting users in correcting reports.

- Define site/warehouse information for items. If there is only one site/warehouse or item only has one site/warehouse, it is not required to enter the site code when doing transaction.

Cost of inventory calculation

- Calculate and update cost of inventory in different methods: monthly average, moving average, FIFO and specific cost.
- Create transactions of differences with some options according to user choice.
- Fastly calculate even with thousands of items and a large amount of receipts and issues and in case of transferring within warehouses. Handling cases of purchased expenses vouchers later or specific issue cost for the calculation of FIFO cost.

Reports

- Provide these reports:
 - Receiving reports
 - Issuing reports
 - Inventory reports.
- Each group includes different reports in detail and a summary supporting in summarizing and analyzing goods received, goods issued, or inventory with multiple periods, accumulation, same periods but different years comparison... well as analyzing goods received, goods issued, inventory in different dimensions and objects....
- Allow users to choose columns of report, columns orders, column width and save for next using.

| STOCK SUMMARY REPORT | | | | | | | |
|---|-----------|------------------|-----|---------------|------------------|----------------|---------------|
| SITE ALL | | | | | | | |
| FROM DATE 01 01 2019 TO DATE 31 03 2019 | | | | | | | |
| NO. | ITEM CODE | ITEM NAME | UOM | OPENING STOCK | RECEIPT QUANTITY | ISSUE QUANTITY | CLOSING STOCK |
| 1 | SXTP01 | Product SXTP01 | Cai | | 3,750,000 | 3,650,000 | 200,000 |
| 2 | SXTP02 | Product SXTP02 | Cai | | 3,360,000 | 3,360,000 | |
| 3 | SXTP03 | Product SXTP03 | Cai | | 3,710,000 | 3,710,000 | |
| 4 | SXTP04 | Product SXTP04 | Cai | | 2,900,000 | 2,900,000 | |
| 5 | SKVLC01 | Material SKVLC01 | KC | 6,000,000 | 80,000,000 | 33,500,000 | 32,500,000 |
| 6 | SKVLC02 | Material SKVLC02 | KC | 4,000,000 | 100,000,000 | 88,000,000 | 37,700,000 |
| 7 | SKVLC03 | Material SKVLC03 | KC | 4,000,000 | 100,000,000 | 88,900,000 | 37,100,000 |
| 8 | SKVLC04 | Material SKVLC04 | KC | 3,000,000 | 100,000,000 | 81,100,000 | 39,900,000 |
| 9 | SKVLC05 | Material SKVLC05 | KC | 2,000,000 | 10,000,000 | 30,000,000 | 12,000,000 |
| 10 | SKVLP01 | Material SKVLP01 | KC | 1,000,000 | 70,000,000 | 32,500,000 | 39,500,000 |
| 11 | SKVLP02 | Material SKVLP02 | KC | 1,000,000 | 70,000,000 | 81,300,000 | 6,700,000 |
| 12 | SKVLP03 | Material SKVLP03 | KC | 1,000,000 | 70,000,000 | 81,900,000 | 6,100,000 |
| 13 | SKVLP04 | Material SKVLP04 | KC | 500,000 | 70,000,000 | 82,100,000 | 6,400,000 |
| 14 | SKVLP05 | Material SKVLP05 | KC | 100,000 | 70,000,000 | 29,000,000 | 41,100,000 |

PREPARED BY: _____ Date: _____
 (Signature, full name) CHIEF ACCOUNTANT
 (Signature, full name)

| No. | Item code | Item name | UOM | Period 1 | Period 2 | Period 3 | Item account |
|-----|-----------|------------------|-----|------------|------------|------------|--------------|
| 1 | SXTP01 | Product SXTP01 | Cai | 500,000 | | | 1551 |
| 2 | SXTP02 | Product SXTP02 | Cai | 500,000 | 300,000 | | 1551 |
| 3 | SXTP03 | Product SXTP03 | Cai | 1,000,000 | 1,000,000 | | 1551 |
| 4 | SXTP04 | Product SXTP04 | Cai | 300,000 | 500,000 | | 1551 |
| 5 | SKVLC01 | Material SKVLC01 | KG | 53,500,000 | 43,500,000 | 32,500,000 | 1521 |
| 6 | SKVLC02 | Material SKVLC02 | KG | 79,700,000 | 59,700,000 | 37,700,000 | 1521 |
| 7 | SKVLC03 | Material SKVLC03 | KG | 79,100,000 | 59,100,000 | 37,100,000 | 1521 |
| 8 | SKVLC04 | Material SKVLC04 | KG | 80,900,000 | 60,900,000 | 38,900,000 | 1521 |
| 9 | SKVLC05 | Material SKVLC05 | KG | 33,000,000 | 23,000,000 | 12,000,000 | 1521 |
| 10 | SKVLP01 | Material SKVLP01 | KG | 58,500,000 | 48,500,000 | 38,500,000 | 1522 |
| 11 | SKVLP02 | Material SKVLP02 | KG | 46,700,000 | 26,700,000 | 6,700,000 | 1522 |
| 12 | SKVLP03 | Material SKVLP03 | KG | 46,100,000 | 26,100,000 | 6,100,000 | 1522 |
| 13 | SKVLP04 | Material SKVLP04 | KG | 48,400,000 | 28,400,000 | 8,400,000 | 1522 |
| 14 | SKVLP05 | Material SKVLP05 | KG | 61,400,000 | 51,400,000 | 41,400,000 | 1522 |

FIXED ASSET ACCOUNTING

Fixed Assets Accounting" module records essential information of fixed assets supporting users in managing all information clearly of fixed asset anytime. This module includes utilities to update changes related to fixed assets such as department transferring, value adjustment, depreciation adjustment... and ability to allocate depreciation flexibly that meeting the accounting requirements more easier and more convenient.

Menu of Functions



Fixed asset information

- Track information about original cost, depreciation, remaining value, depreciation calculation method, depreciation periods, groups of asset, types of asset, departments, reason of increasing, manufacturer, manufacture date...
- Provide 03 fields, each field includes a list of different codes to divide into groups, classify types of asset supporting in summarizing and analyzing.
- Allow to define default accounts – depreciation, expense – supporting in accounting allocation depreciation entry automatically.

| Main information | | Additional information | | Parts attached | |
|---------------------------|------------------|------------------------------------|------------|----------------------|---------|
| Asset code | SXT501 | Alias | | Depreciation account | 21411 |
| Asset name | Tài sản SXT501 | | | Expense account | 6274 |
| FA group | 211 | Tangible fixed assets | | Fee code | |
| Asset type | L01 | Houses and buildings | | GL department | SPOFSIC |
| Increase reason | HM | | | Project code | |
| Increase date | 20-12-2017 | | | Subgroup 1 | |
| Using department | SX | | | Subgroup 2 | |
| Depreciation method | 1. Straight-line | | | Subgroup 3 | |
| Depreciation periods | 240 | | | Unit code | DEMOSX |
| Faster depreciation rates | 0,00 | Number depreciated baseline period | | | |
| Depreciation date | 01-01-2019 | Depreciation end date | 31-12-2038 | | |
| Round value | 0 | | | | |

| 1. Detail of capital | | | | | | | |
|----------------------|--------------|------------|-------------|---------------|-------------------|-----------------|--------------------|
| No. | Voucher date | Voucher no | Description | Original cost | Accumulated depre | Remaining value | Depreciation value |
| 1 | 01-01-2018 | 0000001 | Mua mdi | 240.000.000 | 12.000.000 | 228.000.000 | 1.000.000 |
| Total: | | | | 240.000.000 | 12.000.000 | 228.000.000 | 1.000.000 |

Example of Fixed Asset information screen

Utilities

- Import fixed asset list from excel files.

Fixed asset changes

- Fixed asset value adjustment.
- Department using transfer.
- Fixed asset depreciation suspending.
- Fixed asset disposal.
- Fixed asset depreciation abandonment.

Calculate and allocate depreciation, create general ledger entry

- Allow to calculate depreciation in case fixed asset are transferred to multiple departments or projects/constructions within a period.
- Allow to adjust depreciation after calculating.

- Allow to define the way of allocating depreciation flexibly to multiple items: accounting department, project, product, manufacturing order.

- Create depreciation allocation entries and record to general ledger.

Reports

- Provide these groups of reports:
 - Fixed asset statistic reports
 - Fixed asset increasing/decreasing reports
 - Fixed asset depreciation reports.
- Each group of reports includes detailed and summary reports supporting in analyzing with different dimensions or objects.

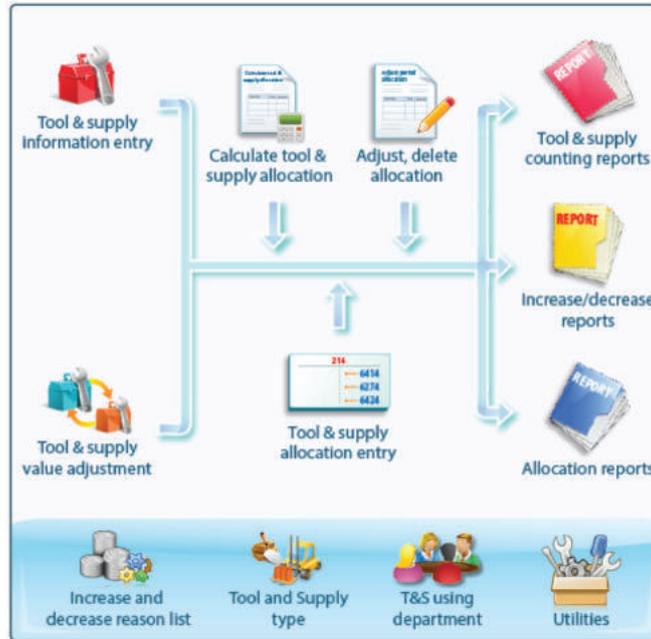
| FIXED ASSET BOOK | | | | | | | | | | | | | | |
|------------------|---------|------------|--------------------|----------------------------|------------|------------|----------------------|---------------|------------------|----------|---|-------------|-------------|------|
| YEAR: 2019 | | | | | | | | | | | | | | |
| NO. | VOUCHER | | | ASSET NAME AND DESCRIPTION | MADE IN | USING DATE | FA NO. | ORIGINAL COST | DEPRECIATION | | | ACCU. DEPR. | DECREASE | |
| | NO. | DATE | | | | | | | RATE(%) | VALUE | | | VOUCHER NO. | DATE |
| A | B | C | D | E | G | H | 1 | 2 | 3 | 4 | I | K | L | |
| 1 | 0000001 | 01-01-2018 | Fixed Asset SXTS01 | Việt Nam | 20-12-2017 | TS001 | 240.000.000 | 0,42 | 1.000.000 | | | | | |
| 2 | 0000002 | 12-12-2017 | Fixed Asset SXTS02 | Việt Nam | 12-12-2017 | TS001 | 420.000.000 | 1,00 | 4.200.000 | | | | | |
| 3 | 0000003 | 12-12-2017 | Fixed Asset SXTS03 | | 12-12-2017 | | 300.000.000 | 1,00 | 3.000.000 | | | | | |
| 4 | 0000004 | 30-12-2018 | Fixed Asset SXTS04 | | 30-12-2018 | | 142.500.000 | 0,67 | 950.000 | | | | | |
| 5 | 0000005 | 30-12-2018 | Fixed Asset SXTS05 | | 20-12-2018 | | 30.000.000 | 1,67 | 500.000 | | | | | |
| TOTAL: | | | | | | | 1.132.500.000 | | 9.650.000 | 0 | | | | |

| FIXED ASSETS DEPRECIATION | | | | | | | | | |
|---|--------------------|-------------|------------|--------------|----------------------|-------------------|--------------------|----------------------|--|
| FROM PERIOD: 01 TO PERIOD: 03 YEAR 2019 | | | | | | | | | |
| NO. | ASSET NAME | FA CARD NO. | DEPR. DATE | DEPR. PERIOD | ORIGINAL COST | DEPR. PER PERIOD | DEPRECIATED VALUE | REMAINING VALUE | |
| Houses and buildings | | L01 | | | 240.000.000 | 3.000.000 | 15.000.000 | 225.000.000 | |
| 1 | Fixed Asset SXTS01 | SXTS01 | 01-01-2019 | 240 | 240.000.000 | 3.000.000 | 15.000.000 | 225.000.000 | |
| Machines and equipment | | L02 | | | 892.500.000 | 25.950.000 | 103.950.000 | 788.550.000 | |
| 1 | Fixed Asset SXTS02 | SXTS02 | 01-01-2019 | 100 | 420.000.000 | 12.600.000 | 54.600.000 | 365.400.000 | |
| 2 | Fixed Asset SXTS03 | SXTS03 | 01-01-2019 | 100 | 300.000.000 | 9.000.000 | 45.000.000 | 255.000.000 | |
| 3 | Fixed Asset SXTS04 | SXTS04 | 01-01-2019 | 150 | 142.500.000 | 2.850.000 | 2.850.000 | 139.650.000 | |
| 4 | Fixed Asset SXTS05 | SXTS05 | 01-01-2019 | 60 | 30.000.000 | 1.500.000 | 1.500.000 | 28.500.000 | |
| TOTAL: | | | | | 1.132.500.000 | 28.950.000 | 118.950.000 | 1.013.550.000 | |

TOOLS AND SPARE PARTS ACCOUNTING

“Tools and Spare Parts” module records necessary information of tools and spare parts supporting users in holding accounting information of tools and spare parts anytime. With features allow to update changes related to department transferring, expense adjustment... as well as ability to define expense allocation flexibly, this module is very helpful in managing tools and spare parts to meet accounting requirements exactly and conveniently.

Menu of Functions



Tools and spare parts information

- Track information about of tools and spare parts: quantity, original cost, value allocated, remain value, expense allocation method, allocation periods, groups of tools and spare parts, types of tools and spare parts, department of use, reasons of increase, manufacturer, manufacturing date...
- Provide 03 fields, each field includes a list of different codes to divide into groups and classify supporting in summarizing and analyzing.
- Allow to define default accounts – expense allocation pending, expense – supporting in recording depreciation allocation entry automatically.

| Main information | | Additional information | | Parts attached | |
|---|----------------|------------------------|------------|-----------------|--------|
| T&S code | DVCC01 | Sub code | | Allocated acct. | 24228 |
| T&S name | Công cụ DVCC01 | | | Expense account | 6413 |
| T&S group | 1531 | Công cụ dụng cụ | | Fee code | |
| T&S type | L01 | Type 01_Chair&Table | | Dept. code | |
| Increase reason | MM | New bought | | Project code | |
| Increase date | 15-08-2018 | | | Subgroup 1 | |
| Voucher date | 01-09-2018 | | | Subgroup 2 | |
| Voucher no. | 0000001 | | | Subgroup 3 | |
| Allocation type | 1: Timelife | | | Unit code | DEM00V |
| Allocation periods | 24 | | | | |
| Allocation date | 01-01-2019 | Allocation end date | 31-12-2020 | | |
| UOM | cái | | | | |
| Original cost (price) | 5.000.000 | Allocated amount | 833.332 | | |
| Remain amount | 4.166.668 | Allocated in period | 208.333 | | |
| Remain amount rest into last allocation if <= | 0 | | | | |

| 1. Details | | | | | | | F4 - Add record, FB - Del record, Ctrl+Tab - Exit grid | | |
|------------|-------------|--------------|-------------|-----------------|------------------|----------|--|------------------|--|
| No. | FA card no. | Voucher date | Voucher no. | Using dept. cod | Using dept. name | Quantity | Original cost | Allocated amount | |
| 1 | DVCC01 | 01-09-2018 | 0000001 | VP | Văn phòng | 1,000 | 5.000.000 | 833.332 | |
| Total: | | | | | | 1,000 | 5.000.000 | 833.332 | |

Example of Tools and Spare parts information screen

Utilities

- Import tools and spare parts list from excel files.

Tools and spare parts changes

- Department transferring.
- Expense allocation suspending.
- Tools and supply disposal.
- Tools and spare parts broken-down update.
- Expense allocation abandonment.

Calculate and allocate expense, create general ledger entry

- Allow to calculate expense allocated in case tools and spare parts are transferred to other departments or to other projects/constructions.
- Allow to adjust expense allocated after calculating.

- Allow to define flexibly the allocating expense method for multiple subjects: accounting department, project, product and manufacturing order.
- Create expense allocation entries and record to general ledger.

Reports

- Provide these groups of reports:
 - Tools and spare parts statistic reports.
 - Tools and spare parts increasing/decreasing reports.
 - Expense allocation reports.
- Each group includes detailed and summary reports supporting in analyzing with different dimensions or objects.

| TOOL & SPARE BOOK | | | | | | | | | | | | | | |
|-------------------|---------|------------|---|----------|------------|---------|---------------|------------|---------|------------------|---------|----------|--------|--|
| YEAR: 2019 | | | | | | | | | | | | | | |
| NO. | VOUCHER | | | INCREASE | | | | ALLOCATION | | | | DECREASE | | |
| | NO. | DATE | TOOL & SPARE PARTS NAME AND DESCRIPTION | MADE IN | USING DATE | T&S NO. | ORIGINAL COST | ALLOCATION | | ACCU. ALLOCATION | VOUCHER | | REASON | |
| | | | | | | | | RATE (%) | VALUE | | NO. | DATE | | |
| A | B | C | D | E | G | H | 1 | 2 | 3 | 4 | I | K | L | |
| 1 | 0000002 | 01-11-2018 | Tools & Spare parts DVCC02 | Việt Nam | 01-11-2018 | | 6.000.000 | 4,17 | 250.000 | 500.000 | | | | |
| 2 | 0000003 | 01-01-2019 | Tools & Spare parts DVCC03 | Việt Nam | 05-01-2019 | | 1.800.000 | 4,17 | 75.000 | | | | | |
| 3 | 0000003 | 01-01-2019 | Tools & Spare parts DVCC03 | Việt Nam | 05-01-2019 | | 2.400.000 | 4,17 | 100.000 | | | | | |
| 4 | 0000003 | 01-01-2019 | Tools & Spare parts DVCC03 | Việt Nam | 05-01-2019 | | 1.800.000 | 4,17 | 75.000 | | | | | |
| 5 | 0000004 | 01-03-2018 | Tools & Spare parts DVCC04 | Việt Nam | 01-03-2018 | | 7.000.000 | 4,17 | 291.667 | 2.916.667 | | | | |
| 6 | 0000005 | 01-01-2019 | Tools & Spare parts DVCC05 | Việt Nam | 05-01-2019 | | 3.750.000 | 4,17 | 156.250 | | | | | |
| 7 | 0000005 | 01-01-2019 | Tools & Spare parts DVCC05 | Việt Nam | 05-01-2019 | | 3.750.000 | 4,17 | 156.250 | | | | | |
| 8 | 0000006 | 01-01-2019 | Tools & Spare parts DVCC06 | Việt Nam | 05-01-2019 | | 1.500.000 | 4,17 | 62.500 | | | | | |
| 9 | 0000006 | 01-01-2019 | Tools & Spare parts DVCC06 | Việt Nam | 05-01-2019 | | 1.500.000 | 4,17 | 62.500 | | | | | |

| T&S DEPRECIATION SUMMARY REPORT | | | | | |
|---|-----------|---------------------|----------------------|--------------|----------------------|
| FROM PERIOD: 01 TO PERIOD: 03 YEAR 2019 | | | | | |
| NO. | NORM CODE | NORM NAME | OPENING DEPRECIATION | ARISE PERIOD | CLOSING DEPRECIATION |
| 1 | L01 | Type 01_Chair&Table | 1.333.332 | 5.666.668 | 7.000.000 |
| 2 | L02 | Type 02_Computer | 2.916.667 | 2.187.501 | 5.104.168 |
| TOTAL: | | | 4.249.999 | 7.854.169 | 12.104.168 |

EXPENSE REPORTS

“Expense reports” module supports in creating detailed and summary reports as well as analyzing sales expense, management expense, overhead manufacturing expense. Expense items (fee code) can be tracked by sub-accounts or by using a specific field.

Menu of Functions



Expense reports

- Transaction list by fee code (expense item)/sub-account.
- Summary report by fee code/sub-account.
- Summary report by fee code – multi-period.
- Summary report by fee code – 2-period comparison.
- ...

Expenses summary report by sub-account - many period

Refresh Edit Detail Print Export Calculator

Drag a field here to group by that field

| No. | Account | Name | Period 1 | Period 2 | Period 3 | Total |
|-----|---------|------------------------------------|-------------|-------------|-------------|-------------|
| 1 | 641 | Sales Expenses | 142.652.747 | 142.033.833 | 139.337.583 | 424.024.163 |
| 2 | 6411 | Sales Employees | 75.543.000 | 75.543.000 | 75.543.000 | 226.629.000 |
| 3 | 6413 | Stationery for Sales | 9.043.081 | 1.229.167 | 2.897.917 | 13.170.165 |
| 4 | 6414 | Depreciation of Fixed Assets | 4.166.666 | 4.166.666 | 4.916.666 | 13.249.998 |
| 5 | 6417 | External Services | 53.900.000 | 61.095.000 | 53.780.000 | 168.775.000 |
| 6 | 6418 | Other Cash Expenses | | | 2.200.000 | 2.200.000 |
| 7 | 642 | Enterprise Administration Expenses | 146.566.091 | 146.048.490 | 155.199.632 | 447.814.213 |
| 8 | 6421 | Management Expenses | 64.623.000 | 64.623.000 | 64.623.000 | 193.869.000 |
| 9 | 6422 | Administrative Materials | 53.579.046 | 52.508.823 | 57.466.215 | 163.554.084 |
| 10 | 6423 | Office's Equipments | 1.523.723 | 1.229.167 | 1,422.917 | 4.175.807 |
| 11 | 6424 | Depreciation of Fixed Assets | 25.040.322 | 24.687.500 | 24.687.500 | 74.415.322 |
| 12 | 6427 | External Services | 1.800.000 | 1.800.000 | 3.800.000 | 7.400.000 |
| 13 | 6428 | Other Cash Expenses | | 1.200.000 | 3.200.000 | 4.400.000 |

“Project and Construction Accounting” module supports in gathering expenses related to each project, construction, making cost reports as well as profit and loss reports, comparison reports. These tracked data include accounts arised in period, accumulation from the beginning of the year and from starting date. Expense allocation and cost of goods transferring are defined flexibly covering multiple cases and meeting multiple requirements. Allow tracking inventory, debt in each project, works. This module supports in tracking projects, constructions by different groups as well as by structure of projects/ sub-projects and constructions/works.

PROJECT AND CONSTRUCTION ACCOUNTING

Menu of Functions



Information of project and construction

- Provide projects and construction code up to 16 characters.
- Track projects and constructions information: code, name, starting date, project value, budget, parent project, status of project...
- Provide 03 fields, each field includes a list of different codes which grouped and classified for statistical analysis purposes.

Project and construction cost estimate tracking

- Define project cost estimated in detail by item code in the list of items or by general estimate code.

- Make detailed and summary reports by code of cost estimate, compare actual and estimated cost.

Project value tracking and payment by stages

- Track value of project and payment by stages.
- Create report of actual value and payment stages.

Project and construction AR and AP tracking

- Track AR and AP of each project, construction.
- Create reports of AR, AP activity, balance by project and construction.

Project and construction AR and AP tracking

- Track receiving/issue and inventory in each project, construction.
- Create reports of stock summary, stock card in each project, construction.

Cost, profit and loss of project and construction calculation

- Track transactions by project and construction.
- Allocate expense by different ways: coefficient, account arised, cost of project, value of project
- Allocate expense to direct projects after aggregating expense through indirect projects.
- Product cost can be posted by different ways: coefficient, WIP expense and revenue comparison, actual expense and estimates comparison.
- Create different reports of expense, cost of goods sold and project revenue, account arised in period, accumulation from the beginning of the year and from started date well as allow to define the way of calculation.

PRODUCT COST ACCOUNTING

“Product cost accounting” module supports in aggregating expenses and calculating product cost. This module allows you to calculate product cost by MTO (Made to order) or MTS (made to stock). It’s applicable to simple or complex cost calculation demands that have multiple phases; directly aggregated and allocated expense or maybe both, with multiple allocation criterias by raw materials, salary range, product quantity... This module provides different reports that’s helpful for cost structure analysis.

Menu of Functions



Expense allocation and cost of product calculation

- Allow to select the way of allocating expense: bill of material, coefficient, products quantity produced in a period and other criterias.
- Provide features to check data leading to expenses that are unable to allocate: inaccurate information or no definition, incomplete information or no updating.
- Provide feature to create expense allocation accounting entry to WIP (Work In Progress) expense account.
- Allow to calculate products cost after allocating expense aggregated.
- Allow to update value/cost in receipts of finished products after calculating product cost.

Manufacturing cost

- Aggregate manufacturing cost by different objects: direct cost, manufacturing orders, workshop accounts, or indirect subjects (indirect manufacturing department)...
- Provide features to check if expenses are inputted with full information or not.

Reports

- Expense aggregation reports.
- Expense allocation reports.
- Product cost reports
- Bill of Material (B.O.M) and actual cost of raw materials comparison.

| PRODUCT COST REPORT | | | | | | | | | | |
|---------------------|--------------|----------------|-----|------------------|------------------|--------------------|--------------------|--------------------|-------------------|-------------------|
| MONTH 1 YEAR 2019 | | | | | | | | | | |
| NO. | PRODUCT CODE | PRODUCTNAME | UOM | RECEIPT QUANTITY | PRICE | TOTAL PRICE | MATERIAL COST | LABOUR COST | GENERAL COST | |
| 1 | SXTP01 | Product SXTP01 | CM | 1.000.000 | 58.703.989 | 58.703.989 | 70.060.746 | 14.573.103 | 3.422.135 | |
| 2 | SXTP02 | Product SXTP02 | CM | 1.000.000 | 34.305.645 | 34.305.645 | 61.898.417 | 15.033.029 | 5.107.751 | |
| 3 | SXTP03 | Product SXTP03 | CM | 1.000.000 | 126.451.371 | 126.451.371 | 180.925.038 | 17.311.030 | 7.307.387 | |
| 4 | SXTP04 | Product SXTP04 | CM | 500.000 | 156.452.763 | 78.226.381 | 138.975.636 | 9.342.045 | 7.301.137 | |
| | | | | Total: | 6.000.000 | 433.892.896 | 612.631.673 | 433.783.673 | 84.406.290 | 24.331.280 |

| COST OF PRODUCT CARD | | | | | | |
|----------------------------------|--|--------------------|-------------------|--------------------|-------------------|-----------------------------|
| MANUFACTURING CODE: , MO DATE: | | | | | | |
| DEPT. CODE: PX1 - | | | | | | |
| PRODUCT: SXTP01 - PRODUCT SXTP01 | | | | | | |
| PERIOD: 1 YEAR 2019 | | | | | | |
| | | | | | | RECEIPT QUANTITY: 1.500.000 |
| NO. | COST FACTOR NAME | OPENING WIP AMOUNT | ARISING AMOUNT | CLOSING WIP AMOUNT | PRODUCT COST | UNIT COST |
| 1 | Group cost of direct raw materials - acc 621 | 22.500.000 | 56.902.179 | 9.341.433 | 70.060.746 | 46.707,164 |
| 2 | Group cost for direct labour - acc 622 | | 14.573.103 | | 14.573.103 | 9.715,402 |
| 3 | Group cost factory overhead - acc 627 | | 3.422.135 | | 3.422.135 | 2.281,423 |
| TOTAL: | | 22.500.000 | 74.897.417 | 9.341.433 | 88.055.984 | 58.703,989 |

Apart from the general business objects such as accounts, customers, suppliers, contract, projects, constructions, accounting departments, manufacturing orders... there are additional objects that need to be tracked by business specific requirements. Fast Accounting provides 03 user-defined fields to track these objects and a management report module of these fields.

USER-DEFINED FIELD REPORTS

Menu of Functions



Main functions

- Provide fields as types of list, number, month/date, text supporting in additional management requirements.
- Allow users to define field name, width, position on transaction screen well as input transactions for these fields.

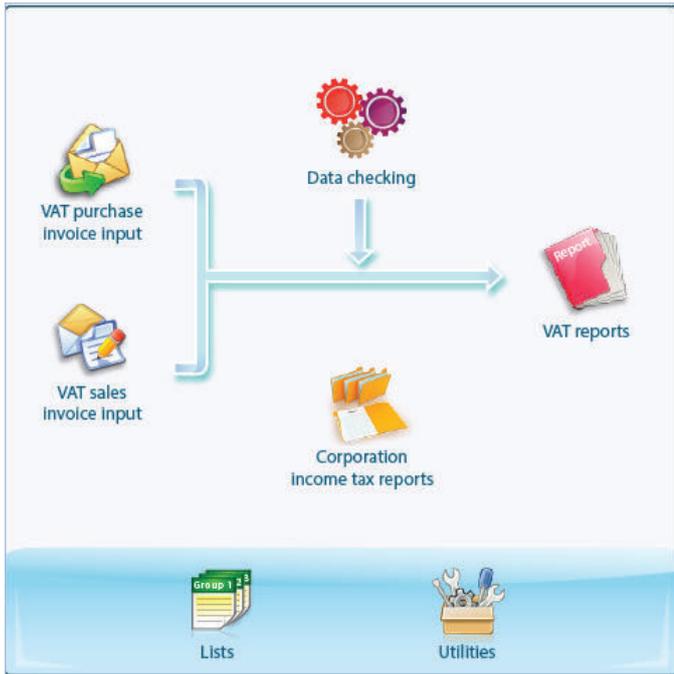
Reports

- Provide detailed and summary reports by user-defined fields.
- Provide different reports to track records by accounts and raw materials.

TAX REPORTS

“Tax reports” module supports in creating VAT reports and Corporate income tax (CIT) reports by regulation. Data will be aggregated from other modules. This module provides functions to check and compare data between general ledger and tax reports. Allow to export financial statements to files then imported to tax software of General Department of Taxation. Businesses using self-printed invoices can use "Invoice Management". Businesses using electronic invoices can connect to electronic invoicing software.

Menu of Functions



- Allow users to define formulas of collecting data according to criterias on VAT declaration.
- Export data on VAT reports, CIT reports directly to software which support tax declaration of General Department of Taxation.
- Allow to export data VAT reports and CIT reports to files then imported to tax software of General Department of Taxation.

Tax reports

- Create all VAT reports and CIT reports by regulation.
- Update the latest circulars issued by Ministry of Finance.

Functions

- Allow to input multiple purchased VAT invoices coming with an accounting vouchers (cash disbursement, advanced payment receipt, purchased goods and service receipt).
- Allow to input negative value of goods purchased and amount of VAT exemption on VAT input listing as well as input negative sales and amount of payable VAT on VAT output listing.
- Allow to combine one-time customers into one code, not requires to input tax ID for customer not having one.
- Provide function to check data between general ledger and tax reports supporting users in identifying and fixing quickly these errors.

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Form: 01/GTGT
(According to Circular No. 20/2015/TT-BTC dated February 27th 2015 of the Ministry of Finance)

VALUE ADDED TAX (VAT) DECLARATION

(For taxpayer declare VAT according to deducted method)
[01] Tax period: Period 1 year 2019
[02] Official [X] [03] Additional time []

[04] Tax entity: _____
[05] Tax code: 0 1 0 0 7 2 7 8 2 5 _____
[06] Address: _____
[07] District: Quận Cầu Giấy [08] Provincial/City: TP Hà Nội
[09] Phone: (04) 3771.5590 [10] Fax: (04) 3771.5591 [11] E-mail: info@fast.com.vn
[12] Tax agent (if any): _____
[13] Tax code: _____
[14] Address: _____
[15] District: _____ [16] Provincial/City: _____
[17] Phone: _____ [18] Fax: _____ [19] E-mail: _____
[20] Tax agent's contract No. _____ Date: _____

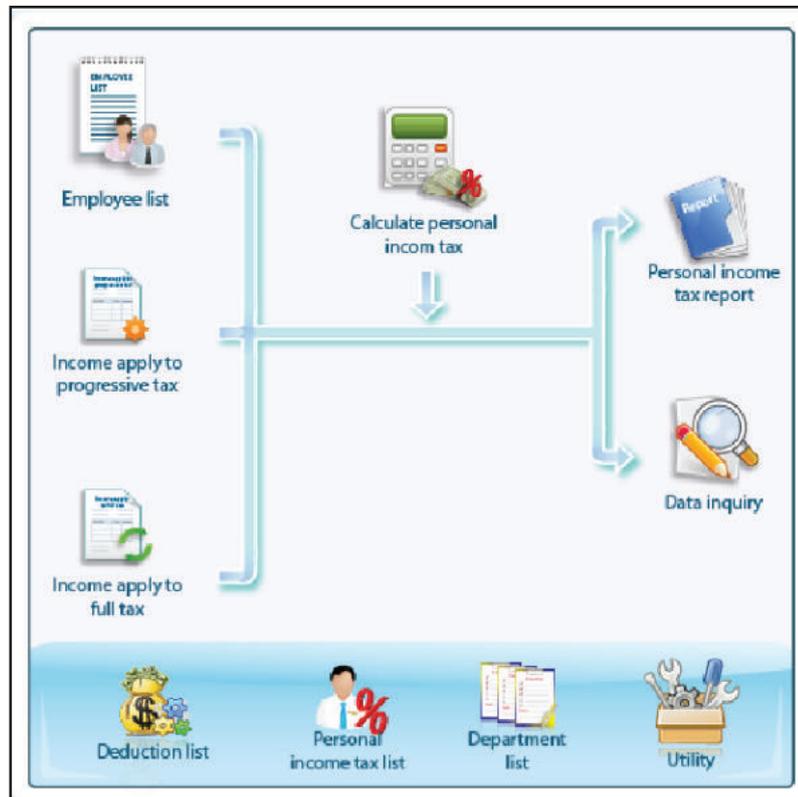
Currency: VND

| NO. | NORM | GOODS & SERVICES VALUE (WITHOUT VAT) | VAT |
|-----|--|--------------------------------------|------------------|
| A | No business activity period (mark "X") | [21] | |
| B | VAT to be deducted transferring from prior period | | [22] |
| C | VAT payable to state budget | | |
| I | Goods and services purchased in period | | |
| 1 | Valued and VAT of purchasing Goods and services | [23] 1.709.500.000 | [24] 170.107.500 |
| 2 | Total VAT to be deducted in period | | [25] 170.107.500 |
| II | Goods and services sold in period | | |
| 1 | Goods and services sold- Tax free | [26] | |
| 2 | Goods and services sold with VAT ([27]+[29]+[30]+[32]+[32a]-[31]-[33]) | [27] 1.752.850.000 | [28] 175.285.000 |
| a | Goods and services sold with 0% Tax rate | [29] | |
| b | Goods and services sold with 5% Tax rate | [30] | [31] |
| c | Goods and services sold with 10% Tax rate | [32] 1.752.850.000 | [33] 175.285.000 |
| d | Goods and services sold exemption Tax | [32a] | |
| 3 | Total turnover and VAT of selling goods, services ([34]+[26]+[37]-[35]-[28]) | [34] 1.752.850.000 | [35] 175.285.000 |
| III | VAT arises in period [36]-[35]-[25] | | [36] 5.177.500 |
| IV | Increase/decrease adjustment of VAT in period | | |
| 1 | Decrease adjustment of VAT in period | | [37] |
| 2 | Increase adjustment of VAT in period | | [38] |
| V | Total VAT paid by business activities, installation, extra provincial sales | | [39] |
| VI | Define the duty VAT must be paid in period | | |
| 1 | VAT paid by business activities in period (if ([40a]-[36]-[22]-[37]-[38]-[39]-0) | | [40a] 5.177.500 |
| 2 | VAT purchase of investment projects (the provinces and cities directly under the Central Government) are compensated with the va | | [40b] |
| 3 | VAT must be paid in period ([40]-[40b]) | | [40] 5.177.500 |
| 4 | VAT not deducted in this period (if ([41]-[36]-[22]-[37]-[38]-[39]-0) | | [41] |
| 4.1 | VAT to be asked for returning in this period | | [42] |

PERSONAL INCOME TAX MANAGEMENT

“Personal Income Tax management” module allows you to define, update data monthly, calculate PIT of employees and create reports by regulation.

Menu of Functions



Main functions

- Input information of employees
- Update data by progressive tax tariff
- Update data by full tax tariff
- Update tax exemption adjustment
- Calculate PIT
- Finalize PIT.

Reports

- Provide reports according to regulation issued by Ministry of Finance and General Department of Taxation.

- Developed and improved continuously since 1997.
- More than 18.500 customers nationwide.
- Access corporate database via the Internet.
- Customization according to specific requirements.



FAST
ACCOUNTING & ERP SOFTWARE

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