FAST
ACCOUNTING & ERP SOFTWARE

FAST SOFTWARE COMPANY
CÔNG TY CP PHẦN MỀM QUẢN LÝ DOANH NGHIỆP

Fast Business

Faster operation, better governance

Your ERP System

www.fast.com.vn

Hotline: 1900-2130

Fast 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 11th,1997
Staff	Over **500** employees working in Ha Noi, HCM City and Da Nang.
Core Business	Develop, consult and implement information system supporting in business operation and management based on information technology.
Products & Services	• Solutions for large and medium-sized businesses: **Fast Business Online (ERP), Fast DMS Online, Fast CRM Online, Fast HRM Online** • Accounting sofware for small and medium-sized businesses: **Fast Accounting, Fast Accounting Online, Fast Accounting Online for Bookkeepers** • Solution for electronic invoicing: **Fast e-Invoice** • Accounting software for training: **Fast Accounting Online for Education** • Customization according to specific requirements.
Objective	Become "**Long-lasting, reliable partner**" of customers, employees, share-holders, community and partners.
Slogan	Faster – Smarter.
Customers	Over **34.000** customers nationwide.
Awards	**11** Sao Khue Awards from Vietnam Software Assosiataion (VINASA) **2** BIT-CUP (Best IT Product Cup) voted by end users **18** gold, silver medals, certificate of merit, IT awards TOP **5** Software Businesses. Vietnamese National Talent Award organized by Dantri online newspapers, VNPT Group and Vietnam Television (VTV).
Offices	**Ha Noi** **Ho Chi Minh** **Da Nang**
Call center	**1900-2130**
Email	**info@fast.com.vn**
Website	**www.fast.com.vn**

(Report date: 31 December 2020)

Attention to: Board of Directors
Managers of functional departments

FAST is a company specialized in developing and providing software and solutions supporting businesses in operation and management based on the information technology. These softwares and solutions make manual tasks automated; assist clever and creative works; help your business achieve the competitive advantages due to the information exploiting speed and ability.

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

- Solutions for medium and large size businesses:
  - **Fast Business Online** – Web-based 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 medium and small size businesses
  - **Fast Accounting Online** – Accounting software on the cloud
  - **Fast Accounting Online for Bookkeepers**– Accounting software for bookkeepers
- Solutions for electronic invoice:
  - **Fast e-Invoice** – Electronic invoicing software
- Software for training:
  - **Fast Accounting Online for Education**– Accounting software for training.

Customer can choose software suitable for current size and requirements.

In addition to above solutions, **FAST** provides these following services:

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

Moreover, **FAST** also provides these following IT products and services: Computer system maintainance, supplying server, softwares like Microsoft, Kaspersky and computer devices...

We enclose hereby introduction of **Fast Business** – ERP solution for medium and large size businesses – which is honourably given “Sao Khue 2005” by Vietnam Software Association (VINASA) and “BITCup 2010” by PC World Vietnam Journal.

For further information about **FAST** and products and services, please do not hesitate to contact us at our offices in Ha Noi, Ho Chi Minh City and Da Nang or visit our website at **www.fast.com.vn**.

We are always at your hand.

5 reasons why to choose Fast Business ERP solution

1. Comprehensive solution

Fast Business is a comprehensive ERP solution, which covers most of tasks of functional departments: From finance and accounting, sales – purchase – inventory ones to manufacturing, human resource and customer relationship.

2. Working by process and workflow

Through Fast Business, all of business activities can be conducted by process and workflow not only within a specific department but pass through departments. This solution allows for tracking work status of each specific business activity: Which stage has been finished, how many tasks have been done in compare with requirements, orders and deadlines…

3. Supporting in decision–making

Fast Business contains reports in quick data queries and integrated multi-dimensional data analysis. Fast Business provides OLAP tool (Fast Analytics) for analyzing data that support users to exploit it easily. This information will support your business in making decisions about not only daily business management but analyzing results and planning for upcoming time.

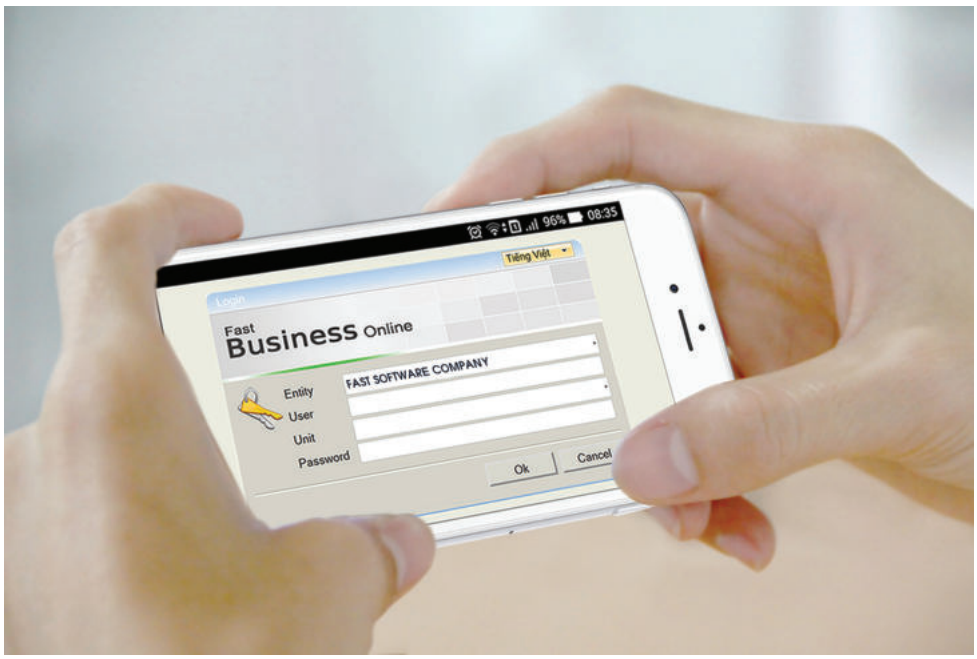
4. Working anywhere, anytime

This is one of the great benefits of Fast Business, that enables users to work and access corporate' database via the Internet including mobile phones connected with 3G.

5. Strong Brand

FAST is a company specialized in developing and application consulting solutions and software supporting businesses with over **23** years of experience, has been serving solutions and software for more than **34,000** businesses nationwide with over **1,800** ones using Fast Business. FAST was given the prestigious awards such as: BIT Cup (voted by users), Sao Khue by VINASA (Vietnam Software Association), IT Cup by Hochiminh City Department of Information and Communication….

FAST has **3** offices located in Ha Noi, Ho Chi Minh and Da Nang.



ERP Solution – An urgent need of medium and large businesses

As a business develops and expands to a certain size, they also face with problems below:

- Business activities are solved slowly because of waiting for rotation of documents/vouchers, information by steps and departments. This leads to dissatisfaction of customers and partners, the reducing of productivity, especially assignment with high specialization
- The disunion of data is caused by providing information from a number of different departments; Data is slowly summarized by upper level because of waiting reports from lower levels. These reasons cause negative effect to management and decision–making
- Because of silos of information in each department, as a result, employees have to ask to get necessary information from each specific department. This leads to negative effect to your organizational culture.

To solve problems above, your business needs not only changes in the way of management, operation, employee recruitment, training and development but in application information technology supporting in management: Change from purchasing single software for each department as a tool supporting in specific tasks to building an integrated information system (ERP Solution) to manage main business processes based on information technology platform. An ERP solution will support your business in:

- Conducting your core business activities on computers by workflow. After finishing activities in previous step, related information will be updated immediately and provides the fulfillment of information to participants for next activities. These advantages support your business to increase productivity and satisfaction of both customers and partners
- Updating information consistently and comprehensively, summarizing and providing information in time that supports managers to get not only an overview but analysis in details and effective support for administration and decision–making
- Enhancing teamwork culture through associated process and close connection on computer by departments. Based on decentralization of access to information, this solution allows low–level employees to be authorized to solve jobs quickly, saves time from waiting decisions of high–level ones, improves personal development, creative and dynamic works, and allows managers to concentrate more on their administration.

Fast Business solution overview

In 2004, FAST released Fast Business – ERP Solution for medium and large size businesses.

In 2005, Fast Business was given Sao Khue Award for Prospect solution by Vietnam Software Association (VINASA).

In 2010, Fast Business won BIT Cup – the best IT software solution voted by PC World Vietnam readers.

In 2012, FAST launched Fast Business Online – ERP Solution based on cloud computing platform.

In 2013 and 2017, Fast Business Online was given Sao Khue Award for the best software by Vietnam Software Association (VINASA).

In 2014, Fast Business Online was given ICT Award by HCMCity ICT Department for the best software solution.

In 2015, Fast Business Online was given "Vietnamese National Talent" Award for the sucesses software by Dantri online newspapers, VNPT Group and Vietnam Television (VTV).

In 2017, Fast Business Online was given Sao Khue Award for Prospect solution by Vietnam Software Association (VINASA).

There are more than **2,000** businesses nationwide using Fast Business.

Main modules of Fast Business

1. **Fast Manager**: Dashboard for managers.
2. **Fast Analytics**: Online, multi-dimensional processing, analyzing data tool.
3. **Fast CRM – Customer Relationship Management**: Customers' information, customer analysis and transactions…
4. **Fast Sales – Sales Management**: Quotation, orders, delivery, invoicing, sales analysis reports…
5. **Fast DMS – Distribution Management System**: Tracking business situation of distributors, agencies and stores in detail...
6. **Fast Purchasing – Purchasing Management**: Requisition, demand planning, supplier selection, contract/order, receiving, QC…
7. **Fast Inventory – Inventory Management**: Managing by location, lots, units, low-moving items analysis, actual inventory look-up, ordered inventory, and on road inventory…
8. **Fast Financial – Finance and Accounting Management**: GL, Cash, AR, AP, Inventory, Fixed Asset, Tools & Supplies, Made-to-stock costing, Made-to-order costing, project and construction costing, investor accounting, financial reports, budgeting, tax reports…
9. **Fast Manufacturing – Finance and Accounting Management**: MPS, MRP, manufacturing planning, needs of material, capacity planning, shop-floor control...
10. **Fast HRM – Human Resource, Timekeeping and Payroll Management**: employees' information, recruitment, training, performance review, timekeeping, payrolls, Personal Income Tax, Social Insurance, Health Insurance…
11. **Fast e-Invoice – Electronic invoicing solution**: Invoicing, sending to customers, store, search and reports.
12. **Fast iConnect– Connect to other devices and apps**: E-Banking, POS, Barcode, QRcodes, Truck scale software...

Benefits from Fast Business

Shortening information distance

- There are limitations in manual transaction on information by papers, oral transaction or by single tools. Because of multi-step transactions, information can be changed that leads to the inaccuracy of decision-making
- Fast Business provides smooth flow of information within enterprises, immediately transfers information to final destinations without intermediaries. Managers, Executives, Accountants… can get not only accurate but multi-dimension information by a mouse "click". No distance, instantly.

A comprehensive management

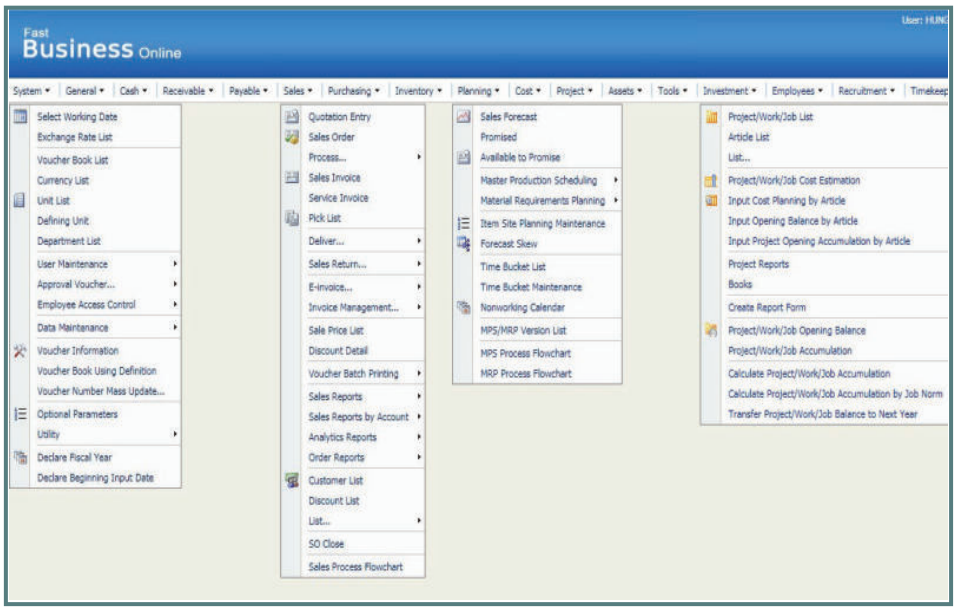
- Fast Business does not separate modules for each departments but a comprehensive integrated solution from input to output. Managers can view reports from all processes and relationship between related input and output
- Fast Business provides an overview about debts, finance status, inventory, cash flow… that supports Executive Board in decision-making.

Processing complex requirements

- Processing complex requirements in management shows on managing production process, calculating product cost with complex BOM, multi-steps
- Controlling policies of price, discount, promotion, debts and credit limit
- Managing purchasing process from requisition and its approving, quotation collection, suppliers selection, receiving to payment, return to suppliers.

Saving resources

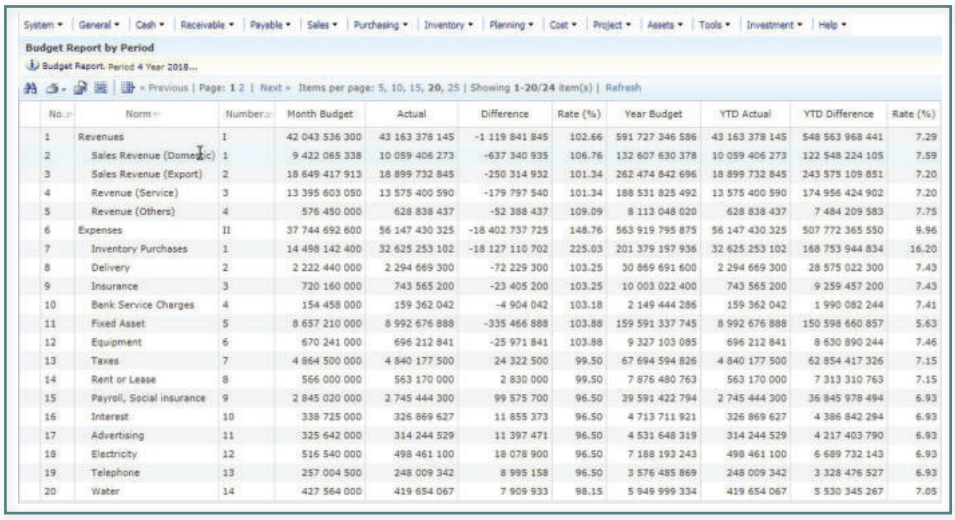
- Fast Business provides information quickly and accurately leading to make timely solutions and avoids risks from incorrect information
- Controlling business processes and saving resources to reduce product cost and unexpected expense
- Saving cost from reinvestment in the future for software that meets new requirements.



Essential features of Fast Business

Supporting business management

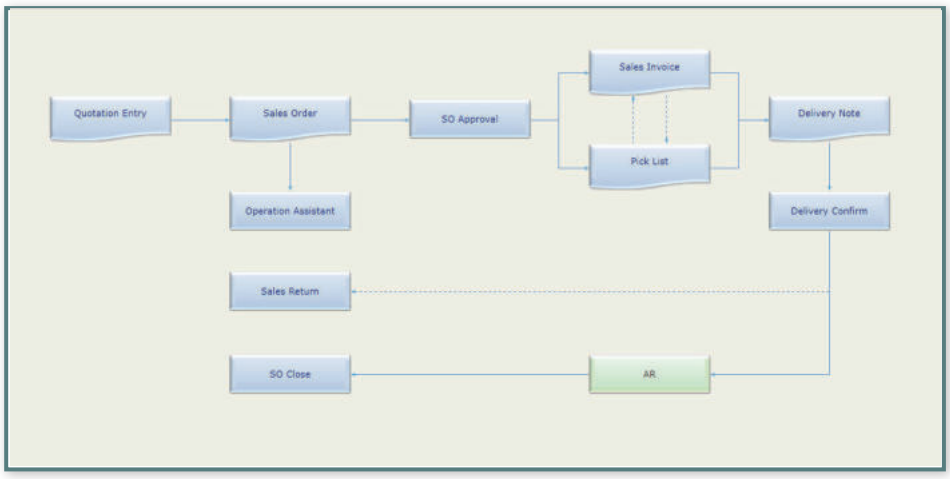
- **Management by planning:** Enterprises can manage by planning about budget of expenses or investment, delivery, receiving plan, master production plan or plan for order, MRP, debt collection plan and payment for suppliers… Fast Business provides warning functions of under reorder point of inventory and debt dues. Management by planning supports in proactive administration and adjustment.



Budget Report by Period

No.	Norm	Number	Month Budget	Actual	Difference	Rate (%)	Year Budget	YTD Actual	YTD Difference	Rate (%)
1	Revenues	1	42 043 536 300	43 163 378 145	-1 119 841 845	102.66	591 727 346 586	43 163 378 145	548 563 968 441	7.29
2	Sales Revenue (Domestic)	1	9 422 065 338	10 059 406 273	-637 340 935	106.76	132 607 630 378	10 059 406 273	122 548 224 105	7.59
3	Sales Revenue (Export)	2	18 649 417 913	18 899 732 845	-250 314 932	101.34	262 474 842 696	18 899 732 845	243 575 109 851	7.20
4	Revenue (Service)	3	13 395 603 050	13 575 400 590	-179 797 540	101.34	188 531 825 492	13 575 400 590	174 956 424 902	7.20
5	Revenue (Others)	4	576 450 000	628 838 437	-52 388 437	109.09	8 113 048 020	628 838 437	7 484 209 583	7.75
6	Expenses	II	37 744 692 600	56 147 430 325	-18 402 737 725	148.76	563 919 795 875	56 147 430 325	507 772 365 550	9.96
7	Inventory Purchases	1	14 498 142 400	32 625 253 102	-18 127 110 702	225.03	201 379 197 936	32 625 253 102	168 753 944 834	16.20
8	Delivery	2	2 222 440 000	2 294 669 300	-72 229 300	103.25	30 869 691 600	2 294 669 300	28 575 022 300	7.43
9	Insurance	3	720 160 000	743 565 200	-23 405 200	103.25	10 003 022 400	743 565 200	9 259 457 200	7.43
10	Bank Service Charges	4	154 458 000	159 362 042	-4 904 042	103.18	2 149 444 286	159 362 042	1 990 082 244	7.41
11	Fixed Asset	5	8 657 210 000	8 992 676 888	-335 466 888	103.88	159 591 337 745	8 992 676 888	150 598 660 857	5.63
12	Equipment	6	670 241 000	696 212 841	-25 971 841	103.88	9 327 103 085	696 212 841	8 630 890 244	7.46
13	Taxes	7	4 864 500 000	4 840 177 500	24 322 500	99.50	67 694 594 826	4 840 177 500	62 854 417 326	7.15
14	Rent or Lease	8	566 000 000	563 170 000	2 830 000	99.50	7 876 480 763	563 170 000	7 313 310 763	7.15
15	Payroll, Social insurance	9	2 845 020 000	2 745 444 300	99 575 700	96.50	39 591 422 794	2 745 444 300	36 845 978 494	6.93
16	Interest	10	338 725 000	326 869 627	11 855 373	96.50	4 713 711 921	326 869 627	4 386 842 294	6.93
17	Advertising	11	325 642 000	314 244 529	11 397 471	96.50	4 531 648 319	314 244 529	4 217 403 790	6.93
18	Electricity	12	516 540 000	498 461 100	18 078 900	96.50	7 188 193 243	498 461 100	6 689 732 143	6.93
19	Telephone	13	257 004 500	248 009 342	8 995 158	96.50	3 576 485 869	248 009 342	3 328 476 527	6.93
20	Water	14	427 564 000	419 654 067	7 909 933	98.15	5 949 999 334	419 654 067	5 530 345 267	7.05

- **Management by process:** Main activities in business such as purchasing, sales or production are all integrated in Fast Business. This function allows users to report both status of each specific step of process and possible action to take corresponding to each status. Management by process supports managers at all departments in ability to capture information on being step and its status of each recent activities without making calls or working face to face. This way of management supports for not only providing customer services and working with partners quickly but reducing repeated information coming from previous information inheritance.



- **Financial analysis report system:** Analyze financial criteria and structure, compare criteria and structure by plan, compare with other companies in the same industry.
- **Multi–period management report system:** Fast Business allows to conduct reporting periods of years or consecutive periods easily and supporting managers in comparison and evaluation business activities by time.
- **Multi–unit management report system:** Fast Business allows to conduct detailed or summary reports by each specific business unit, branch, store, unit group or the whole Corporation/Group.

Fine tuning and openness

- **Ability to fine tuning:** Fast Business provides utilities to fine tuning parameters for management requirements from adding/removing information fields need to manage, reporting situations and actions of each specific step to editing data screens, creating/deleting reports, menu system…
- **Ability to import data, connect to equipments:** Fast Business allows users to import data from common types of data files such as excel, txt, dbf, access, sql…or track data directly from barcode readers, timekeeping machines, weighing scales…
- **Ability to export data:** Fast Business allows to export data to common formatted data files such as Excel, Word, HTML, PDF…and create emails with available content and attached files
- **Ability to select and upgrade modules on demand:** Fast Business is organized on modular base. Customers can select necessary modules first then implement the remaining modules following business development and extension
- **Ability to customize for requirements:** FAST can customize software suitable for specific requirements.

General
FAST SOFTWARE COMPANY
3rd floor, CT1B VOV Building, Me Tri Ward, Nam Tu Liem District, Hanoi
www.fast.com.vn

Form: B 01 - DN
(According to Circular No. 200/2014/TT-BTC Dated 22/12/2014 of the Ministry of Finance)

BALANCE SHEET SUMMARY

Day 31 Month 3 Year 2018

Currency Unit: VND

Assets	Code	Interpretation	Closing Balance	Opening Balance
1	2	3	4	5
A - SHORT-TERM ASSETS	**100**		**82.328.100.250**	**25.469.884.470**
I. CASH AND CASH EQUIVALENTS	**110**		**8.594.413.223**	**5.546.945.606**
1. Cash	111		8.594.413.223	5.546.945.606
2. Cash Equivalents	112			
II. SHORT-TERM INVESTMENTS	**120**			
1. Trading Securities	121			
2. Allowances for decline in value of trading securities (*)	122			
3. Held-to-Maturity Investments	123			
III. SHORT-TERM RECEIVABLES	**130**		**30.088.769.122**	**11.693.897.580**
1. Short-term trade receivables	131		30.078.669.122	11.693.897.580
2. Short-term repayments to suppliers	132			
3. Short-term intra-company receivables	133			
4. Receivables under schedule of construction contract	134			
5. Short-term Loan Receivable	135			
6. Other Short-term Receivables	136		10.100.000	
7. Short-term allowances for doubtful debts (*)	137			
8. Shortage of assets awaiting resolution	139			
IV. INVENTORIES	**140**		**40.432.841.882**	**8.013.041.284**
1. Inventories	141		40.432.841.882	8.013.041.284
2. Allowances for decline in value of inventories (*)	149			
V. OTHER CURRENT ASSETS	**150**		**3.212.076.023**	**216.000.000**
1. Short-term Prepaid Expenses	151		201.400.000	216.000.000
2. Deductible VAT	152		3.002.176.023	
3. Taxes and other receivables from government budget	153		8.500.000	
4. Government bonds purchased for resale	154			
5. Others Current Assets	155			

Fast Business – General features

Multi-unit/company data management

- Allows 2 models to work: Database is centralized at head offices or decentralized at units
- Centralized model: Users access via the Internet. Software processes data very fast and that allows to work smoothly via the Internet
- Decentralized model: Copy data from units to parent company periodically.

System access and security

- Access by user login and password
- Access restrictions can be applied to users or user groups
- Access restrictions can be applied to menus, individual fields, and processing actions
- Data fields can be set to invisible, read-only, or read-write enable
- Access restrictions applied to actions in transaction screens: View, add new, edit, delete, print, approve
- Access restrictions applied to actions in master files: View, add new, edit, delete
- Access restriction can be applied to each specific user by data unit/company: View, add new, edit, delete in detail.

Master/list file management

- Allows users to arrange, adjust input information, display and lookup information. Allows users to look up master files in different ways while inputting data
- Access authorization to items by data unit/company
- Control item status: Active/Inactive
- Tool for code changing or merging in all incurred data
- User-defined fields available for additional specific management requirements
- Data in master files can be easily filtered/grouped in different ways to support in data analyzing
- Allows to drag and drop while grouping
- Output Excel files by a shortcut.

Transaction and voucher processing

- Display transaction process on screen
- Manage status of each transaction, voucher
- Multi-level approving according voucher status and position of approval person
- Allow to approve sequential or parallel for each vouchers
- Transfer straightly data from specific module to others without waiting for approval or moving to another module “on holding” status
- Establish/define process/data flow of vouchers and transactions
- Define new, add/remove different transaction codes according to specific requirements
- Define numbering voucher method, allows/not allows duplicate number of vouchers
- Automatically real-time/instant update account balances, item inventory…
- Check instant inventory, credit limit…to allow/hold transactions
- Add/Remove user-defined fields as list form, number field, date field or note field at master information part or detailed information of vouchers. Allows users to self – defined positions, formats, name of these blank fields
- Many utilities to look up data during data entry
- Import data from Excel files
- Copy and paste data directly between Excel and program
- Re-arrange line order in vouchers through simple actions
- Keep track of transactions: Created/Modified/Deleted time, Created/ Modified/ Deleted by.

Reports

- Multi-period data report
- Reports comparing multi-period or the same period of different years
- Provides utilities to view/print reports
- Show data report in chart form
- Quick report in user-defined format
- Reports exported to Microsoft Excel, Word, text, or HTLM files
- Some reports allow users to edit filter conditions or define formula
- Drill-down feature allows users to read detailed data or view original voucher while viewing summary report. Modification of original voucher is possible for authorized users.

Data analysis tool – Fast Analytics

- Allow to analyze data in simple multi-dimensional method by using drag-drop technique
- Fast processing speed, instantly after changing the way of viewing
- Show data in tables, charts
- Useful for summarizing analysis of previous activities and planning for the next time.

Other features

- Notify feature: Allow to inform jobs to related persons (can be voucher, proposals which need to be approved, to do tasks and other internal notices...)
- Features of regular report mailing: Allow to define reports which need to be sent by email by weekly/ daily/ monthly basis to the authorized users
- Dashboard feature: Allow users to quickly view the general report in term of business status, affiliated units by searching, sorting out, arranging information and accounting databases by date/week/month/quarter/year, support users to getting fully accurate information on time
- Calendar feature: Allow to update/share jobs/events, receive job assignments from high–level ones and assign to low–level ones, track/supervise the implementation of the working plan
- Chat feature: Allows users to communicate and chat to increase interaction when using of the program, as well as in daily tasks
- Post feature: Allow users to share public information/documents, then discuss and feedback directly on the program.

Multi–currency and dual-base currency management

- Base on currency options: VND or any foreign currency
- Input transactions and prepare reports in transaction currencies
- Options for book rate method: Monthly average/Average/FIFO/Specific
- Select input data mode of exchanging to based currency or two-base currency (to exchange and present 2 based currencies while inputting data).

Languages of interface and reports

- Vietnamese or English interface
- Japanese & Chinese interfaces available
- Users can define terms and translate to any language on data entry screens.

Technology and working environment

Fast Business provides both Window-based and Web-based versions.

- **Window–based**
  - Window 10/8/7... workstation
  - Database: SQL Server
  - Programming languages: Microsoft Visual Studio.Net, ASP.NET/Ajax
  - Reporting tool: Crystal Report
  - Software structure: 3–tier
  - Network: LAN, WAN.
- **Web–based**
  - Window 10/8/7, XP with browsers: IE, FireFox, Chrome, Safari, Opera… workstation
  - Database: SQL Server
  - Programming languages: ASP.NET/Ajax
  - Reporting tool: Crystal Report
  - Software structure: 3–tier
  - Network: LAN, WAN
  - Security: According to SSL security requirements.

Fast Purchasing

Fast Purchasing, which is integrated in Fast Business ERP solution, allows to automate tasks of entire purchasing–payment cycle: From creation and approval purchasing orders to requesting and updating quotations, suppliers selection, preparation of domestic and exported orders, tracking supplier deliveries and checking goods quality, the return of purchases to suppliers and closing orders.

Supplier information

- General information: Name, address, phone, fax number, contact person…
- Default delivery methods and payment terms
- Declaration of credit terms and maturity.

Purchase requisition processing

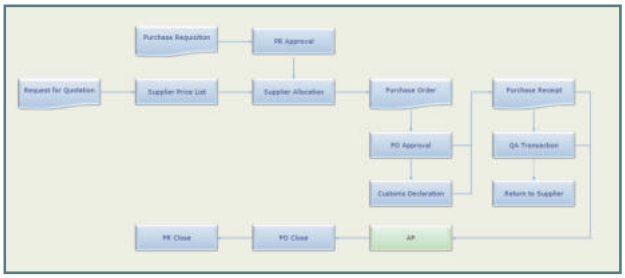
- Purchasing needs management by sales orders, production orders, project…
- Stock availability checking for requisitioned items
- Electronic/On-computer approval of PR's
- Supplier selection for approved purchase requisitions.

Quotation handling

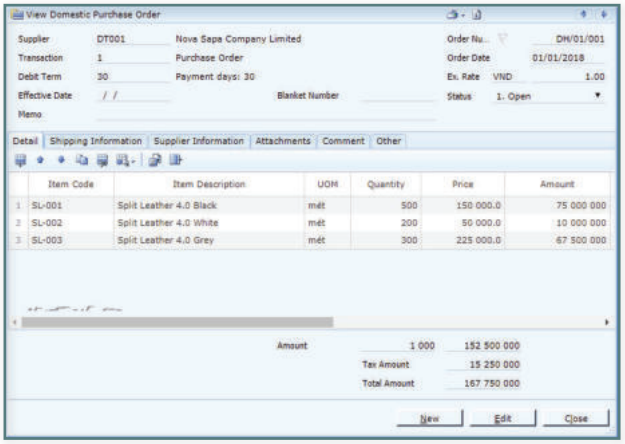
- Maintain quotations of all suppliers and ordered goods
- Define price breaks, volume discounts, purchase terms and minimum order quantity
- View past and present quotations
- Compare price quotes from different suppliers for one item
- Supports VAT exclusive or inclusive pricing.

Order processing

- PO can be created in different ways:
  - Direct entry of PO
  - Extract from contract
  - Extract from approved PR
  - Extract from supplier selection/allocation.
- Retrieve item prices and discounts based on quotation or supplier price list



Purchasing process



Order entry screen

- Local purchase and import control
- Calculation of freight, insurance and other charges
- View past and present POs
- Option to directly approve PO in PO screen or in another functional screen.

Send email, SMS of material orders, "on-hold" order

- Allows to send email, SMS of material orders, “on holding” status orders to approver.

FAST PURCHASING

FAST PURCHASING

Tracking importation

- Allocation importation charges to each item in the shipment according to quantity, amount, weight or volume
- Automatic calculation of import tax and other payables
- Options to calculation of excise tax for imported goods.

Tracking receiving goods

- Good receiving and quality control
- Tracking good receiving in 2 situations: Received by Receipts, Received by Invoices
- Declaration quality control on purchased receipts
- QC goods by different ways: Entire QC, QC in proportion.

Return to supplier control

- Return to supplier control in different circumstances:
  - Return due to QC reject
  - Return before receiving invoices
  - Return after receiving invoices.
- Updating purchasing order status on returning to suppliers.

Reports

- Purchase requisition status reports
- Purchase order status report, PR/PO comparison reports
- List of quotations and orders
- List of purchase receipts, QA results
- Purchase analysis reports
- …

FAST SOFTWARE COMPANY
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PURCHASE ORDER STATUS REPORT BY PO NUMBER

Purchase Order Status: All

Purchase Order			Item	UOM	Due Date	Price	Amount	Quantity		
Date		Number						Ordered	Received	Remaining
03/01/2018	PO	PP.DM001	PP.NB001 - Viet Tien Company							
			PP.HHO.001 - Service 001	m	13/01/2018	100.000	100.000.000	1.000,00	1.000,00	
			PP.HHO.002 -	m	13/01/2018	120.000	180.000.000	1.500,00	1.500,00	500,00
			Total				**280.000.000**	**2.500,00**	**2.500,00**	**500,00**
10/01/2018	PO	PP.DM002	PP.NB002 - An Dong Company							
			PP.HHO.001 - Service 001	m	10/01/2018	100.000	30.000.000	300,00	300,00	
			PP.HHO.002 -	m	10/01/2018	120.000	60.000.000	500,00	500,00	
			Total				**90.000.000**	**800,00**	**800,00**	**0,00**
12/01/2018	PO	PP.DM003	PP.NB001 - Viet Tien Company							
			PP.HHO.001 - Service 001	m	22/01/2018	100.000	100.000.000	1.000,00	1.000,00	
			PP.HHO.002 -	m	22/01/2018	120.000	180.000.000	1.500,00	1.500,00	
			Total				**280.000.000**	**2.500,00**	**2.500,00**	**0,00**
14/01/2018	PO	PP.DM004	PP.NB002 - An Dong Company							
			PP.HHO.001 - Service 001	m	24/01/2018	100.000	30.000.000	300,00	300,00	
			PP.HHO.002 -	m	24/01/2018	120.000	60.000.000	500,00	500,00	
			Total				**90.000.000**	**800,00**	**800,00**	**0,00**
16/01/2018	PO	PP.DM005	PP.NB003 -							
			PP.HHO.003 -	m	26/01/2018	110.000	220.000.000	2.000,00	2.000,00	
			PP.HHO.004 -	m	26/01/2018	130.000	390.000.000	3.000,00	3.000,00	1.000,00
			Total				**610.000.000**	**5.000,00**	**5.000,00**	**1.000,00**
18/01/2018	PO	PP.DM006	PP.NB004 -							
			PP.HHO.003 -	m	28/01/2018	110.000	66.000.000	600,00	600,00	
			PP.HHO.004 -	m	28/01/2018	130.000	130.000.000	1.000,00	1.000,00	

Page 1/2 8:39:00 21/03/2019

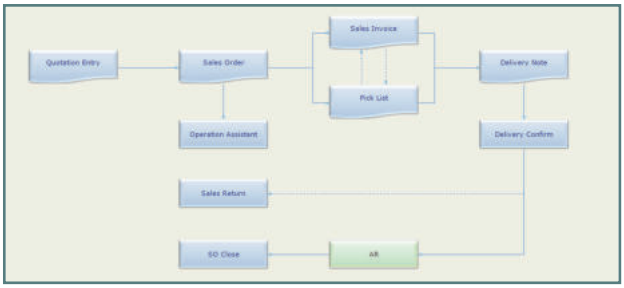
"Purchase summary report" screen

Fast Sales

With Fast Sales, which is integrated in Fast Business ERP solution, enterprises will get an obvious view of sales process and automation activities of sales and cash collection cycle. This advantage leads to enhancing sales team productivity and customer service, reducing time and expense of order processing. In addition, sales team will focus more on customer analysis and effective sales planning.

Customer information

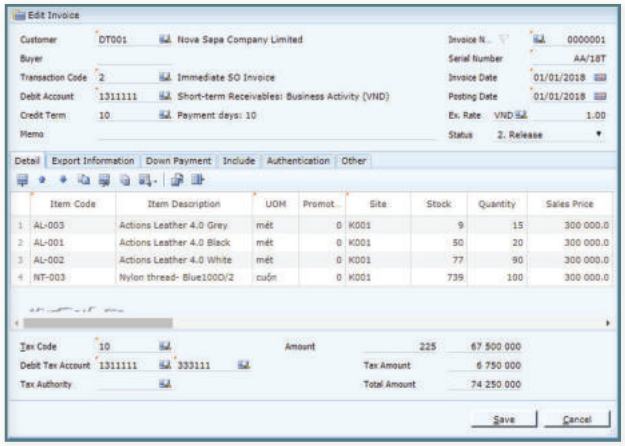
- General information about customer: Address, phone, fax number, contact person, credit terms and limit…
- Geographical information: City/ province, district, ward…
- Customer classification by different criteria.



Sales process

Flexible pricing schemes/policies

- Multiple price schemes per site, item, item group, customer or customer group, Multiple price breaks or discounts based on order quantity, Multi-currency prices, Price effectivity and expiration
- Different conditions for discount and promotion, by warehouses, products or product group, customers or customer group, employees…
- Different ways of discounts calculation: Percentage of total amount or item amount, promotion gifts…
- Different ways to set discounts: Ladder form, multi-level form (deducted from top to down) and set of product form
- Priority setting in comparison of different discount programs eligible to customers
- Declare the way to calculate discount based on original value or reduced from previous discounts
- Declare detailed discount limitation of each specific discount and promotion program, warning to customers on receipts. Discount limitation can be set to: Amount and revenue of goods sold, maximum of orders, amount of discount limitation, total promotion gifts for each program, customer or customer group in detail…
- Define price list, discount policy, discount limitation, vouchers in different measure units of one item
- Keep full and detailed results of discount and products for tracking, summarizing and analyzing purposes.



Sales Invoice

FAST SALES

FAST SALES

Quotation and order processing

- Manage quotation sent to customers and transfer data to orders for accepted quotation
- Manage multiple types of order:
  - Framework contract, blanket order
  - Regular order
  - Immediate invoicing order.
- Price and discounts lookup
- Partial delivery
- Stock availability checking
- Option for automatic/manual allocation of quantity available in different warehouse to fulfill sales orders
- Automatic puts orders on-hold for customers exceeding credit limit or with past due accounts
- Releases on-hold orders by authorized users only
- Freight and other charges
- Sales of non-inventory items (services…)
- Internal sales
- Consignment sales
- Approval based on order value
- Inform “on-hold” orders via email or SMS to authorized users.

Picking and Shipping

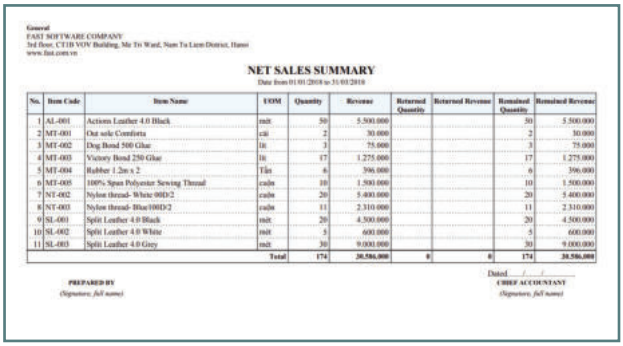
- Picking control by issuing order and pick list
- Options to extract issuing order from invoice or sales order
- Options to extract pick list from issuing order or directly from invoice or sales order
- Options to extract delivery from invoice or pick list
- Optional truck assignment facility.

Invoice processing and sales return control

- Invoices can be issued in different ways:
  - Immediate invoicing
  - Direct invoice entry
  - Invoice issuing before picking
  - Invoice issuing after picking.
- Options to extract invoice from sales order or pick list
- Sales return control
- Options to update order status during sales return entry
- Credit/debit memo processing for sales returns.

Reports

- Order status report
- Invoice status report
- Stock issues status report
- Stock issues, delivery notes and invoices list
- Delivery plan report
- Sales summary report
- Sales return report
- Sales analysis reports
- …



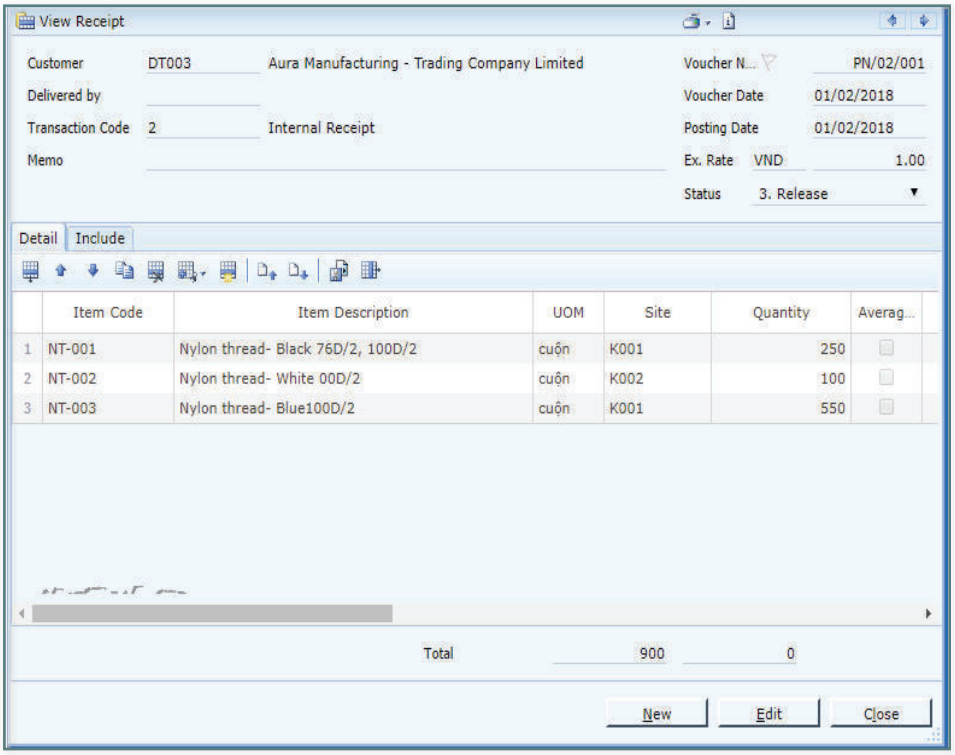
NET SALES SUMMARY

“Report of Net sales summary” screen

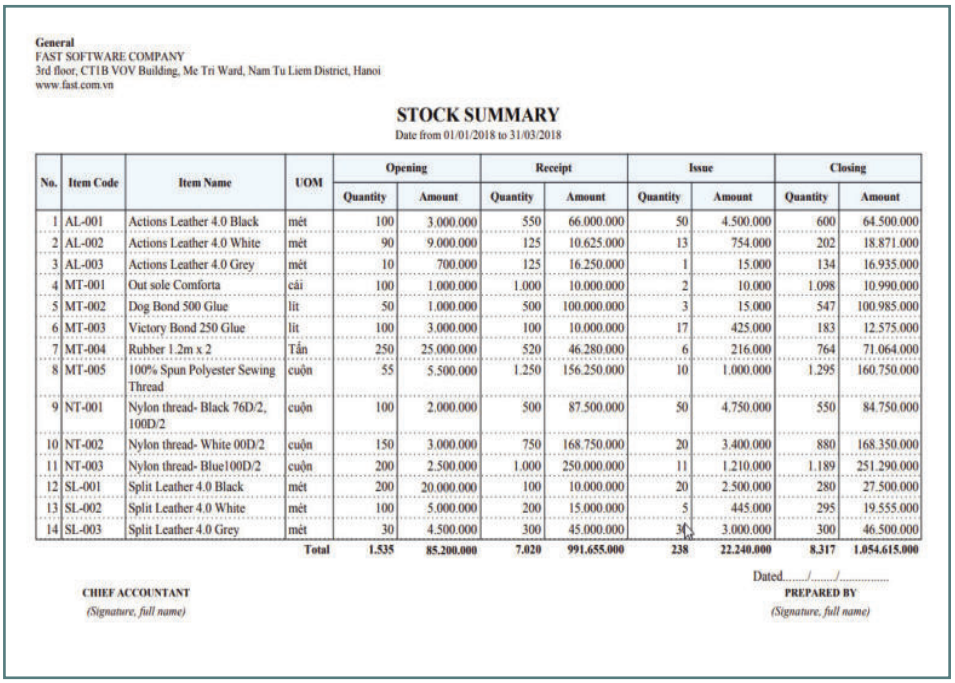
FAST INVENTORY

Fast Inventory

Fast Inventory, which is integrated in Fast Business ERP solution, allows to record all receiving/issue activities, effective management based on information about storage location of inventory items, lot and expiry date info, multiple units of measure. This module provides management and analysis reports about receiving/issue, movement cycle, ABC analysis…



"View Receipt" screen



General
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STOCK SUMMARY

Date from 01/01/2018 to 31/03/2018

No.	Item Code	Item Name	UOM	Opening		Receipt		Issue		Closing	
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	AL-001	Actions Leather 4.0 Black	mét	100	3.000.000	550	66.000.000	50	4.500.000	600	64.500.000
2	AL-002	Actions Leather 4.0 White	mét	90	9.000.000	125	10.625.000	13	754.000	202	18.871.000
3	AL-003	Actions Leather 4.0 Grey	mét	10	700.000	125	16.250.000	1	15.000	134	16.935.000
4	MT-001	Out sole Comforta	cái	100	1.000.000	1.000	10.000.000	2	10.000	1.098	10.990.000
5	MT-002	Dog Bond 500 Glue	lit	50	1.000.000	500	100.000.000	3	15.000	547	100.985.000
6	MT-003	Victory Bond 250 Glue	lit	100	3.000.000	100	10.000.000	17	425.000	183	12.575.000
7	MT-004	Rubber 1.2m x 2	Tấn	250	25.000.000	520	46.280.000	6	216.000	764	71.064.000
8	MT-005	100% Spun Polyester Sewing Thread	cuộn	55	5.500.000	1.250	156.250.000	10	1.000.000	1.295	160.750.000
9	NT-001	Nylon thread- Black 76D/2, 100D/2	cuộn	100	2.000.000	500	87.500.000	50	4.750.000	550	84.750.000
10	NT-002	Nylon thread- White 00D/2	cuộn	150	3.000.000	750	168.750.000	20	3.400.000	880	168.350.000
11	NT-003	Nylon thread- Blue100D/2	cuộn	200	2.500.000	1.000	250.000.000	11	1.210.000	1.189	251.290.000
12	SL-001	Split Leather 4.0 Black	mét	200	20.000.000	100	10.000.000	20	2.500.000	280	27.500.000
13	SL-002	Split Leather 4.0 White	mét	100	5.000.000	200	15.000.000	5	445.000	295	19.555.000
14	SL-003	Split Leather 4.0 Grey	mét	30	4.500.000	300	45.000.000	30	3.000.000	300	46.500.000
			Total	1.535	85.200.000	7.020	991.655.000	238	22.240.000	8.317	1.054.615.000

Dated...../...../.....

CHIEF ACCOUNTANT
(Signature, full name)

PREPARED BY
(Signature, full name)

"Stock Summary" report screen

FAST INVENTORY

Item information

- Item code up to 16 characters
- Different fields for item classification
- ABC classification
- Multiple units of measure per item
- Lots and expiry date info
- Item order policy, order sizing and lead time
- Weight, volume, color and size info
- Data recording separately for physical value and booked value.

Site/warehouse information

- Define location types with specific storage requirements such as temperature, humidity, and isolation requirements
- Restrict users from accessing data in selected sites.

Transaction processing

- Transactions types:
  - Material requisition
  - Issue
  - Receipt
  - Stock transfer out
  - Stock transfer in.
- Define transaction code and reasons for each vouchers
- Manage material issue through material requisition
- Option to allow over amount of inventory issued
- Items issued based on manufacturing order
- Inform shortage of material before manufacturing order signing
- 2 ways of stock transfer:
  - One step
  - Two steps.

Inventory counting

- Print counting sheets
- Print counting notes
- Print physical count variance
- Calculate physical count variance and create corresponding adjustment entries.

Inventory price calculating

- Support different methods in calculating inventory price:
  - Monthly average
  - Moving average
  - First in – First out
  - Specific.
- Options of pricing method for each specific item.

Reports

- Stock card
- Receiving/issuing reports
- Stock summary by item, lot and location
- Aging stock report
- Stock report by norms
- Slow-moving item report
- Stock report of due-to-expire items, out-of-date items
- Lot report
- ABC analysis report
- …

FAST MANUFACTURING

Fast Manufacturing
Fast MPS – Master Production Scheduling

Fast Manufacturing, which is integrated in Fast Business ERP solution, links production process from designing routing design, sales forecast, production scheduling, material requirement planning, supply chain management to shop floor activities and analyzing the entire production process.

Fast Manufacturing has following functional modules:

- Fast MPS – Master Production Scheduling
- Fast MRP – Material Requirement Planning
- Fast CRP – Capacity Requirement Planning
- Fast SFC – Shop Floor Control.

Bill of Materials / Product Structure Maintenance

- Multi-level bill of materials
- Unlimited components per item
- Effective date, alternative BOM
- Copy BOM for the similar ones
- Wastage percentage definition
- Manufacturing lead time definition.

Calculation of net requirement in supply-demand relationship

- Demand calculation based on Sales Forecasts and Sales Orders
- Supply ability calculation based on Inventory On hand, open MO, firmed plan MO
- Safety stock in demand
- Calculation based on effective time of demand
- Projected inventory in the future
- Ability to take orders.

Different Order policies support

- Discrete (lot by lot)
- Fixed order quantity (by lot size).

In time action messages

- Cancel MO
- Change MO quantity
- Reschedule
- Change quantity and reschedule
- New MO
- Due date past due
- Release date past due.

Working calendar maintenance

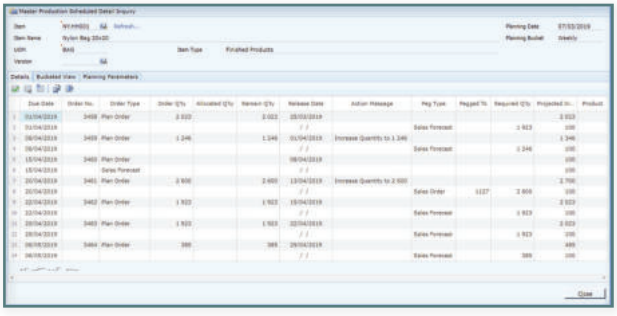
- Easy to define non-working days
- Support Lunar calendar: Tet Holiday, National Anniversary of Hung King (10th day of 3rd lunar month)
- Copy non-working days from previous year
- Auto-define non-working days for entire year.

Other special features

- Control dependence of demands on working calendar
- Options to planning mode:
  - Regenerate
  - Net change.
- Fixed result of requirement calculation (firmed plan order)
- Conversion of production plan to manufacturing order.

Reports

- Bucketed Master Production Schedule report
- Detailed Master Production Schedule report
- Action messages of Production Plan.



FAST MANUFACTURING

Fast MRP – Material Requirements Planning

Material Requirements Planning supports your enterprise in controlling materials flow to make a reasonable decision in material supply policy. Advantages found in this module are saving purchase expense, store expense and the most importance is solving foreseen shortage in near future. Output information of this module is the answer of the question: "How many and when do you really need to order?"

Accurate calculation of net requirements from supply–demand relationship

- Demand information based on Sales Forecast, Sales Order, MO
- Supply ability: Inventory on hand, pending purchase order, firmed plan orders
- Safety stock in demand
- Calculation based on effective time of demand
- Projected inventory.

Manufacturing Order

- Extracted MO from Production Plan
- Different Order policies
  - Discrete (lot by lot)
  - Fixed order quantity (by lot size)
  - Fixed order time.

In time action messages

- Cancel MO
- Change quantity
- Reschedule
- Change quantity and reschedule
- New MO advice
- Due date past due
- Release date past due.

Working calendar maintenance

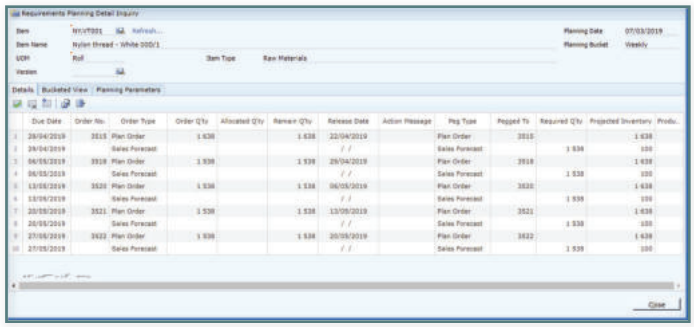
- Easy to define non-working days
- Support Lunar calendar: Tet Holiday, National Anniversary of Hung King (10th day of 3rd lunar month)
- Copy non-working days from previous year
- Auto-define non-working days for entire year.

Other special features

- Control dependence of demands on working calendar
- Options to planning mode:
  - Regenerate
  - Net change.
- Fixed result of requirement calculation (firmed plan order)
- Conversion of production plan to manufacturing order
- Output material requirement by planning data.

Reports

- Summary Material Requirement Planning report
- Detailed Material Requirement Planning report
- Action messages of Material Requirements.



FAST MANUFACTURING

Fast CRP – Capacity Requirement Planning

Capacity Requirement Planning supports your enterprise in controlling ability of resources participating in production process. Preventing your enterprise from over-loading time in near future and making reasonable responds are all advantages of this module.

Routing Definition

- Detailed operations declared by: Work order, work center, machine center and operation
- Define time of setup, run, queue and machine clean up…
- Define material quantity used and capacity
- Define parallel or sequential operations
- Options to automatically process special operations
- Define QC inspection request on one operation
- Manufacturing lead time definition
- Define detailed process with outsourcing.

Resource definition

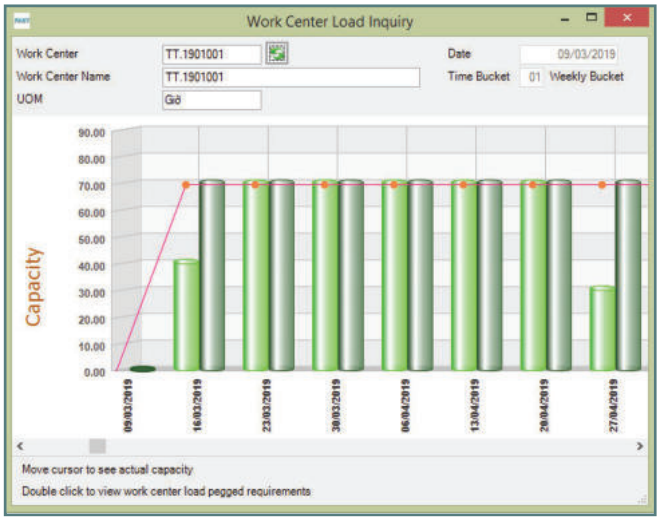
- Define critical resources, maximum of capacity to control and reduce “bottle-neck” effect
- Define detailed capacity by shift.

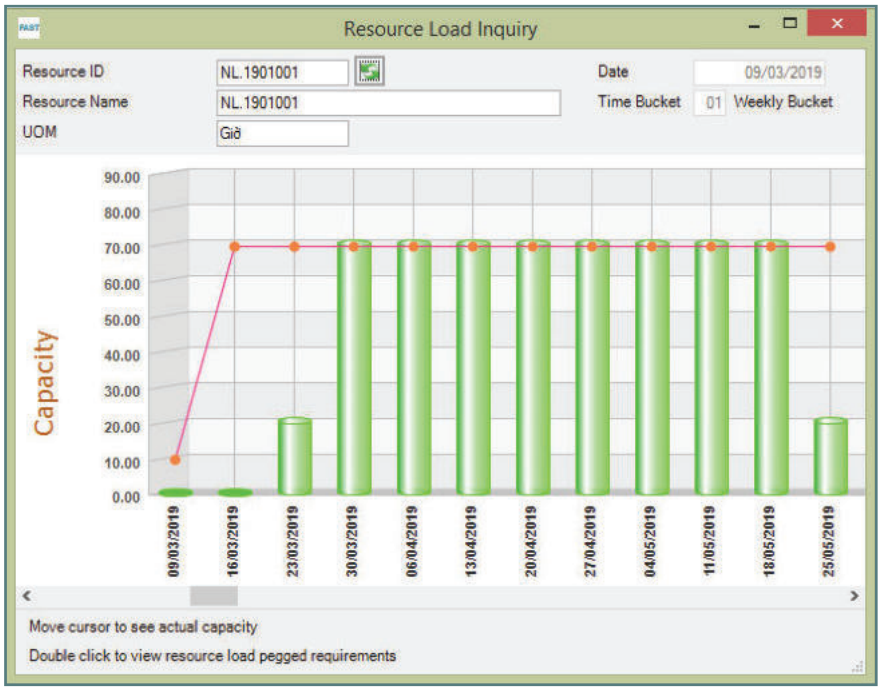
Capacity planning

- Balance and estimate capacity required in the future
- Action messages of adjusting Production Plan in time of “Bottle-neck” effect.

Reports

- Chart and report of available and used capacity
- Used capacity report by period
- Capacity used by each MO report.





FAST MANUFACTURING

Fast SFC – Shop Floor Control

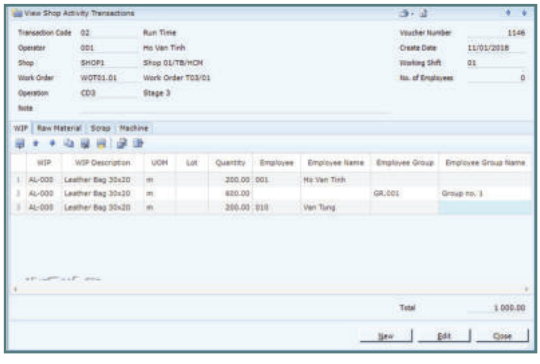
Shop Floor Control supports your enterprise in controlling status of manufacturing in detail, accurate evaluation of Work in Progress expense in production line, summarizing shop activities to complete technical norms in the future.

Routing Definition

- Detailed operations declared by: Work order, work center, machine center and operation
- Define time of setup, run, queue and machine clean up…
- Define material quantity used and capacity
- Define parallel or sequential operations
- Options to automatically process special operations
- Define QC inspection request on one operation
- Manufacturing lead time definition
- Define detailed process with outsourcing.

Manufacturing order management

- Manufacturing order can be created by different ways:
  - Direct creating
  - Extract from Sale Order
  - Extract from Production Plan.
- Manufacturing lead time calculation
- Different MO: Planning, manufacturing, finished and closed.



Shop floor order issuing

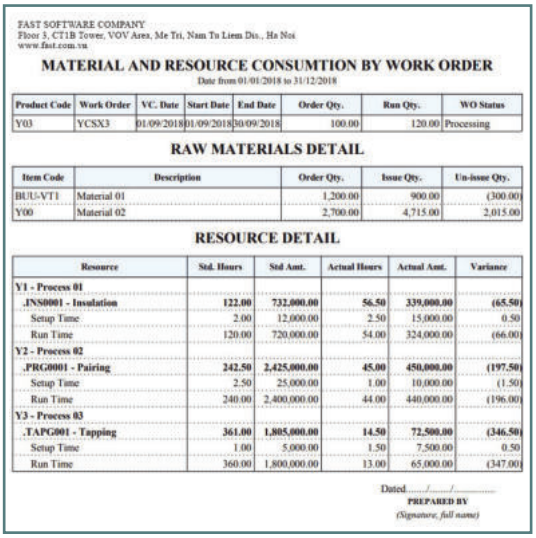
- Issuing by lots smaller than manufacturing order
- Outsourcing by work orders.

Shop floor Activity Transactions

- Setup time
- WIP process time
- QC time and rework quantity
- Transfer to next operation transaction
- Break time in shifts, breakdown time
- Other information: Hygiene, physical and chemical inspection
- Support in recording by codes.

Reports

- Manufacturing diagram (progress and implementation plan)
- Daily manufacturing report by shop floor, manufacturing order, operations
- Semi-finished product/finished product report
- Manufacturing order status report
- Material and resources report by work order
- Standard and real manufacturing expense report
- Statistics report by machines, workers, labor groups
- Stock summary by shop floor, manufacturing order, stock status.



FAST SOFTWARE COMPANY
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www.fast.com.vn

MATERIAL AND RESOURCE CONSUMTION BY WORK ORDER

Date from 01/01/2018 to 31/12/2018

Product Code	Work Order	VC. Date	Start Date	End Date	Order Qty.	Run Qty.	WO Status
Y03	YCSX3	01/09/2018	01/09/2018	30/09/2018	100.00	120.00	Processing

RAW MATERIALS DETAIL

Item Code	Description	Order Qty.	Issue Qty.	Un-issue Qty.
BUU-VT1	Material 01	1,200.00	900.00	(300.00)
Y00	Material 02	2,700.00	4,715.00	2,015.00

RESOURCE DETAIL

Resource	Std. Hours	Std Amt.	Actual Hours	Actual Amt.	Variance
Y1 - Process 01					
.INS0001 - Insulation	122.00	732,000.00	56.50	339,000.00	(65.50)
Setup Time	2.00	12,000.00	2.50	15,000.00	0.50
Run Time	120.00	720,000.00	54.00	324,000.00	(66.00)
Y2 - Process 02					
.PRG0001 - Pairing	242.50	2,425,000.00	45.00	450,000.00	(197.50)
Setup Time	2.50	25,000.00	1.00	10,000.00	(1.50)
Run Time	240.00	2,400,000.00	44.00	440,000.00	(196.00)
Y3 - Process 03					
.TAPG001 - Tapping	361.00	1,805,000.00	14.50	72,500.00	(346.50)
Setup Time	1.00	5,000.00	1.50	7,500.00	0.50
Run Time	360.00	1,800,000.00	13.00	65,000.00	(347.00)

Dated...../...../.....
PREPARED BY
(Signature, full name)

Fast HRM
Human resource management – Payroll – Time card

Fast HRM is one of important modules integrated in ERP Fast Business, which supports effective solutions in managing human resources in your business such as: Recruitment, training and development, assessment… This module provides multi-dimensional information about your employees: Personal information, education, skills, experience and others.

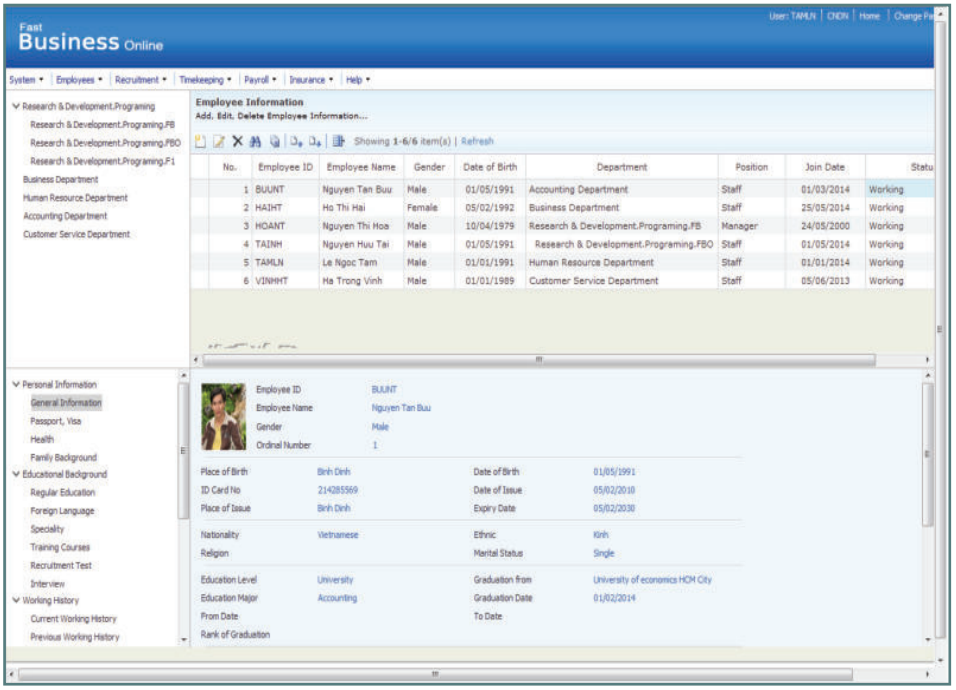
Fast HRM supports in timekeeping, payroll, computing social insurance and personal income tax not only clearly but timely and accurately. Fast HRM is allowed to read data from different timekeeping devices.

Fast HRM has following functions:

- Personal Management
- Recruitment Management
- Training Management
- Assessment Management
- Timekeeping Management
- Payroll Management
- Insurance Management
- Personal Income Tax Management.

Personal Management

- Presents organization structure as a tree hierarchy with “drill-down” feature, which allows to check information in detail
- Manages employee’s different information: Personal information, education, skills, experience, awards, discipline, labor contract, tools and labor safety clothing…
- Manages current work status of employee: Probation, working, long-term leave, labor contract terminate…
- Manages tool issues to employees.
- Provides comprehensive report system useful for human resource analyzing and planning
- Connects to Timecard, Payroll closely to update data of timekeeping, salary, benefits and Personal Income Tax
- Provides smart searching and looking-up features.



FAST HRM

Recruitment and Performance management

Recruitment Management

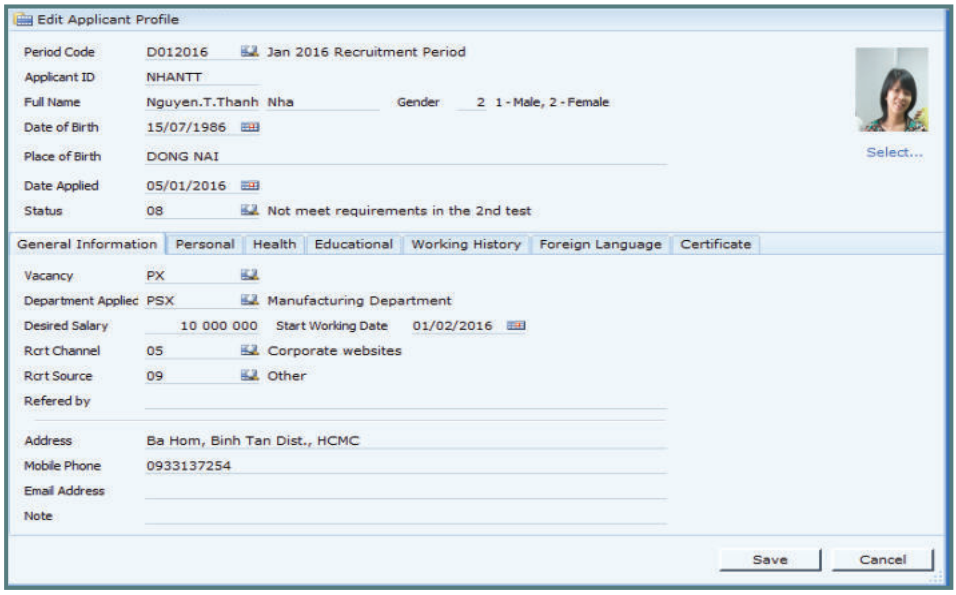
- Manages information about recruitment, applications, results and interviews in detail
- Updates recruitment demands from departments detailed in each position
- Allows for quick input of applicants' information followed up with these detailed information: Education, certificates, skills, experience, health and others
- Allows to make interviews schedules for each specific position
- Automatically updates applicants' resume status after each test/interview round
- Allows to send automatic email to applicants about recruitment schedule and others
- Stores full and detailed information of fail applicants that is not only useful for next recruitment but reduces costs of recruitment
- Provides different statistic, analysis recruitment reports
- Automatically transfers the entire information of the successful candidates into fresh official staff section.

Training Management

- Manages in details organizing training courses for employees, from planning stage to execution, and the training results of every (group of) participant(s)
- Keeps an eye on skills and profession training demands from departments
- Tracks in details information about the courses: Training contents, forms, place, lecturers, costs and course' status
- Provides fully and in a time statistical reports that analyzes training status, training demands
- All the information on training processes and its results shall be transferred automatically to be continuously tracked and managed in Personal Information Module.

Performance Management

- Manages in details the process of employee performance review by every KPI of the job
- Allows inputting factors evaluating job completion by every single employee
- Allows tracking separately the self-evaluated results of employee and managing levels
- Reflects fully and timely employees' opinions when performing evaluation
- Summary and detailed reports of employees' work evaluation status.



FAST HRM

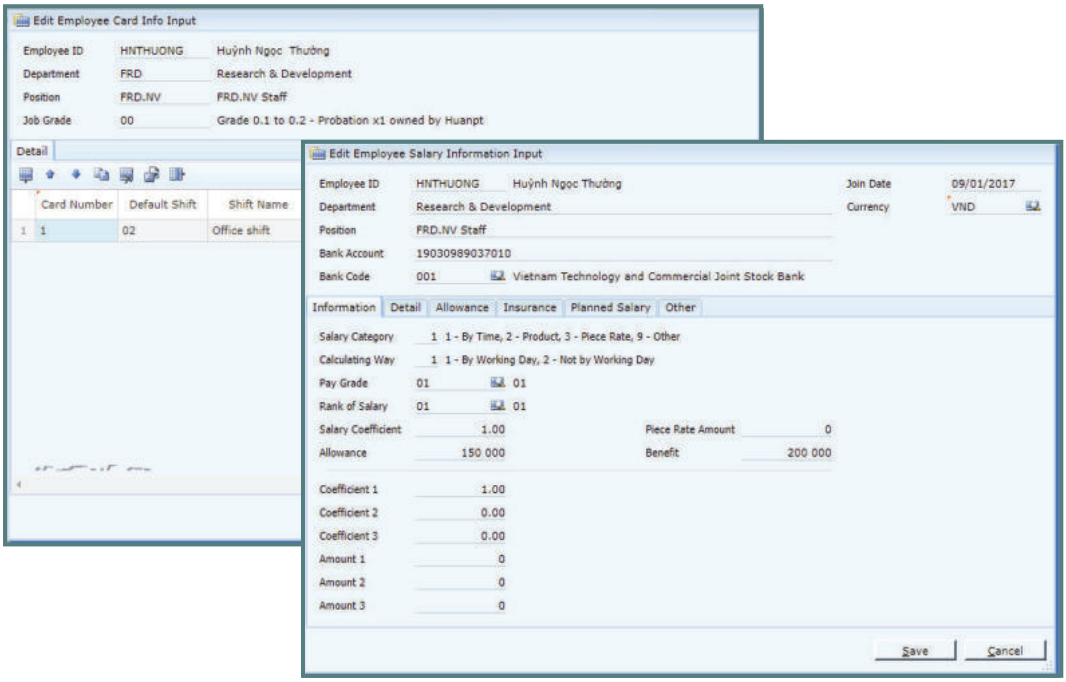
Timekeeping and Payroll management

Timekeeping Management

- Manages in details working hours and the off-hours
- Inputs flexibly the holidays and weekly non-working days
- Admins shifting details, working time, tracking time-in and time-out
- Defines shifting, overtime registration
- Manages employee's off-work hour by reasons
- Leaves registration and approves via SMS
- Attendance data is extracted from attendance machine or manually input
- Allows additional updates, adjustment of attendance data
- Calculates attendance automatically, accurately and in time
- Allows employees' authorized working time adjustments
- Automatically transfers working hours data into payroll module
- Late – in, early-out reports, reports that analyze and summarize staff working time.

Payroll Management

- Manages in details employees' salary, rewards, insurance and Personal Income Tax
- Allows to define flexible salary period
- Options to choose salary currency for each employee
- Applies different minimum salary amounts by area when calculating salary
- Different choices of salary handling, by salary coefficient, fixed salary or commission-based salary
- Options to calculate salary on a working time basis or not
- Applies different salary coefficients and levels upon effective date
- Inputs manhour, products unit price upon effective date
- Inputs product quantity by individuals or by departments
- Distributes department's product salary to each employee by some coefficients
- Tracks detailed information on allowance, and rewards or punishments
- Tracks detailed information on salary advances
- Periodically evaluates, classifies employee' performance
- Calculates salary, insurance, union member fee in accordance with current laws and regulations
- Calculates salary by departments, working time, types of allowance, products
- Summary and detailed payroll reports.

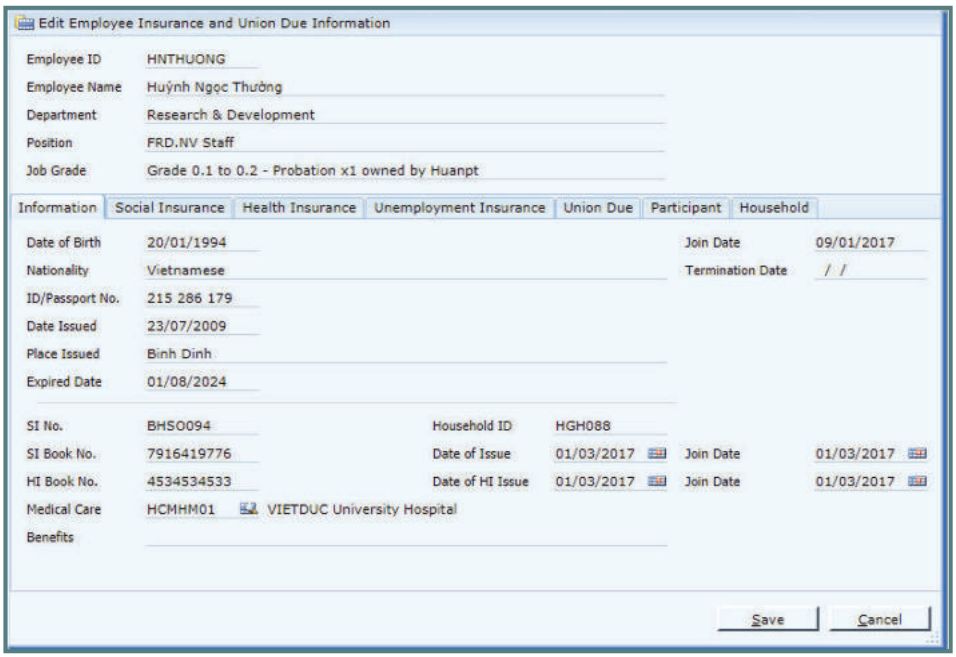


FAST HRM

Insurance and Personal income tax management

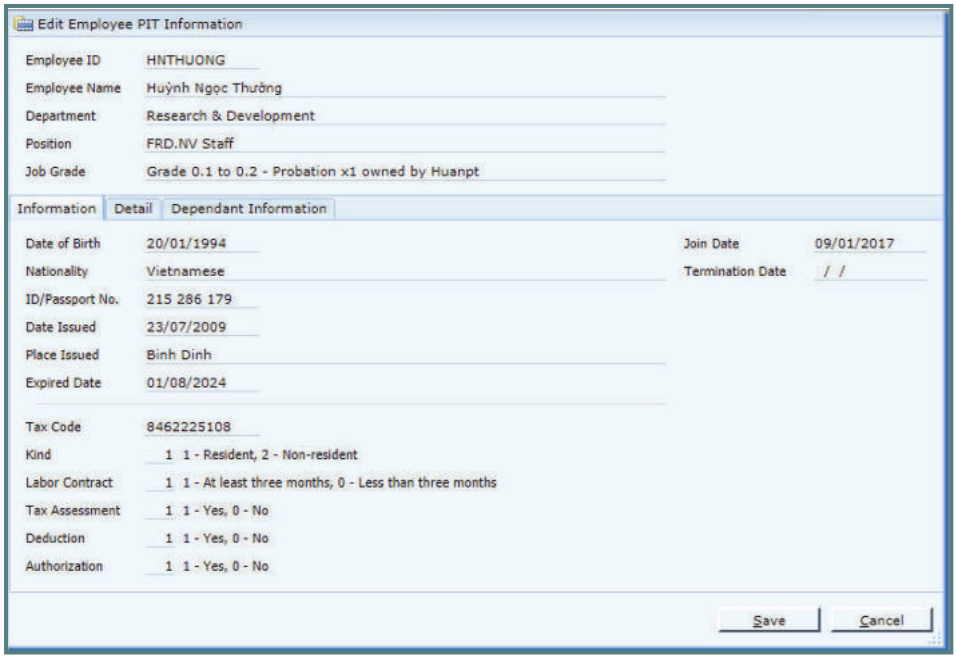
Insurance Management

- Manages the whole process of employees' involvement in social insurance, health insurance, unemployment insurance
- Manages employees' information about labor contract and related appendix's
- Tracks employees' benefits: Maternity, sick leaves…
- Reports about social insurance, health insurance and unemployment insurance in required forms.



Personal Income Tax Management

- Manages all information related to employees' Personal Income Tax
- Declares full information about taxpayers, family allowances and dependents
- Determines taxable income, Income tax exemptions and others fully and legally
- Monthly, quarterly and yearly reports about Personal Income Tax in required forms.



FAST HRM

Fast CRM – Customer Relationship Management

Fast CRM – a web-based customer relationship management software – is a comprehensive management solution that supports enterprises to communicate and build relationship with customer systematically and effectively.

Through updating and recording customer information with smart searching and inquiry system, your business can analyze and build long-time and potential account list supporting in making reasonable market development analysis and customer service policies.

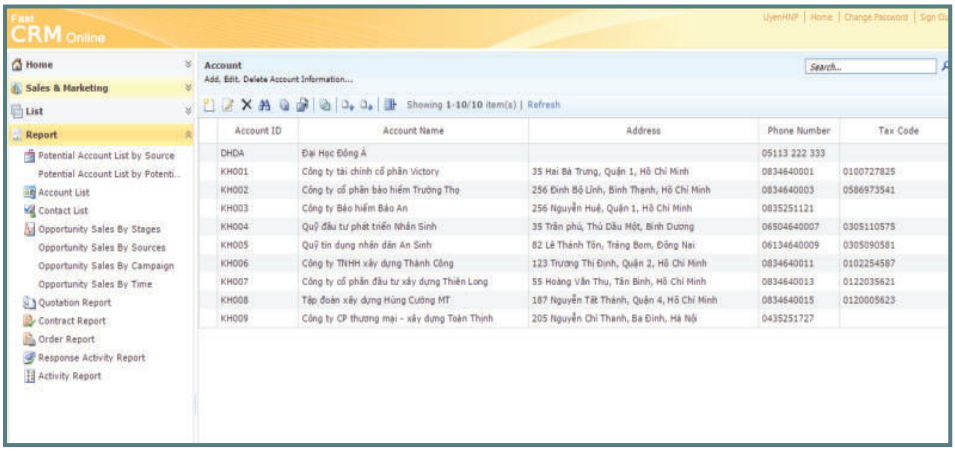
Essential features:

- Manage sales activities: Market research and development, sales, customer service, after-sales service
- Manage marketing activities
- Manage internal information and salesforce: Work calendar, job assignment and event tracking system, salesforce management and information sharing
- Business activities will be recorded in details by updated information of item, detail history of editing, updating time and by whom
- Effective information sharing system
- Functions embedded in each other support: In recording information within program, enhancing work efficiency, showing detailed contact/opportunities and reflecting-case/event/job/…
- Friendly and convenient design, easy to handle
- Import and export information from spreadsheet
- Advanced technology and high security.

Account and sales management

Potential account management

- Support in managing information of potential accounts. Despite of uncertain information about potential account, the lack of this control tool leads to lost business opportunities
- Potential accounts come from multiple sources such as employees, account's reference, seminar, marketing campaign. This is the sales lead and source of potential accounts can be converted to real customers of company. All information will be gathered and follow-up carefully to create real opportunities
- Integrate private messages for each potential account and allow to post news, photos, files, comments… related to this one
- Provide related jobs/events to follow-up carefully corresponding potential
- Apply system security and sharing policy to avoid unexpected information leakage
- Reports:
  - Potential account list by source
  - Potential account list by status.



FAST CRM

FAST CRM

Account information management

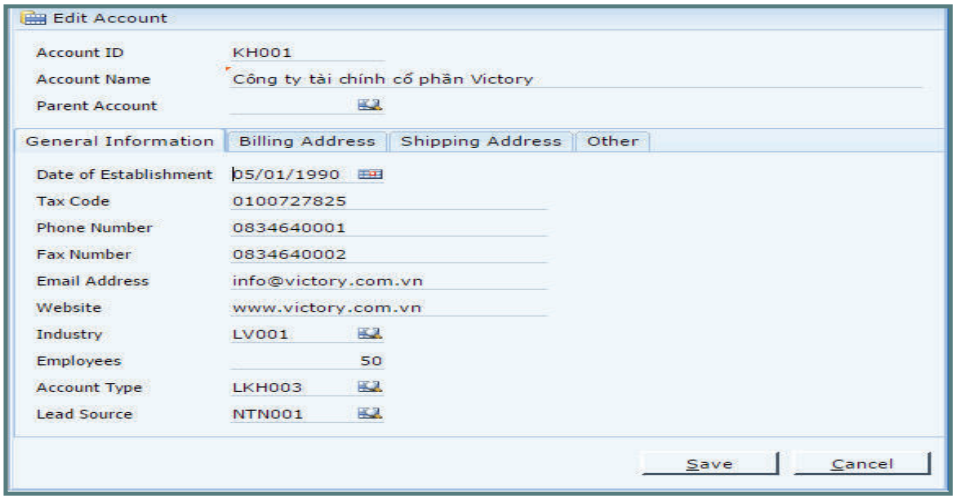
- Support in not only managing basic information of account such as: Contact address, email, phone number, business sectors, account classification, business sizes… but also controlling new contacts/opportunities with current accounts
- Track cases in detail or to-do jobs/events related to account
- Integrate function to update private news for each specific account, post news, photos, files… related to specific account only. User can like/update comments
- Manage information of multi-level account, account classification
- Apply system security and sharing policy for account information and extended functions (contact/opportunities/jobs/events) and eliminate information leakage
- User can view “Account list report”.

Contact management

- Update detailed information about contact person of account: Full name, position, department, company, gender, date of birth, office phone number, cellphone, email…
- Record opportunities/cases when working with contact person
- Tracking related jobs/events in details to make work calendar
- Apply system security and sharing policy for contact information and extended functions (opportunities/case/jobs/events) and eliminate information leakage
- Provide a different view of contacts by contact person report.

Opportunity management

- Update opportunities by campaign, source, stage, value…
- Reflect expected opportunities from both new and old accounts
- Manage on-handling opportunities, sales opportunities with potential accounts
- Control success rate of opportunities and value by stage
- Integrate functions: Sales quote/jobs/events
- Apply system security and sharing policy for opportunities and integrated functions
- These reports provide more information and concise view:
  - Opportunity sales by stage
  - Opportunity sales by source
  - Opportunity sales by campaign
  - Opportunity sales by time.



Fast CRM – Customer Relationship Management

Contract management

- Update detailed information of contract: Contract number, account code, effective date of payment, value, staff…
- Declare contract status: Preparing, To-Approve, Signed
- Authorize to view/edit/delete in details or user can be authorized corresponding rights in case of being shared
- Integrate jobs/events related to contract to make individual work calendar
- Statistics report by account, salesman… in details.

Order management

- Update details of order: Order number, contract, account, status…
- After being authorized or shared, user can view/edit/delete corresponding rights
- Provide utilities to attach downloaded files during data entry
- Order report.

Case management

- Manage cases/questions of account about products
- Manage account information by source, type, reason, level…
- Case report.

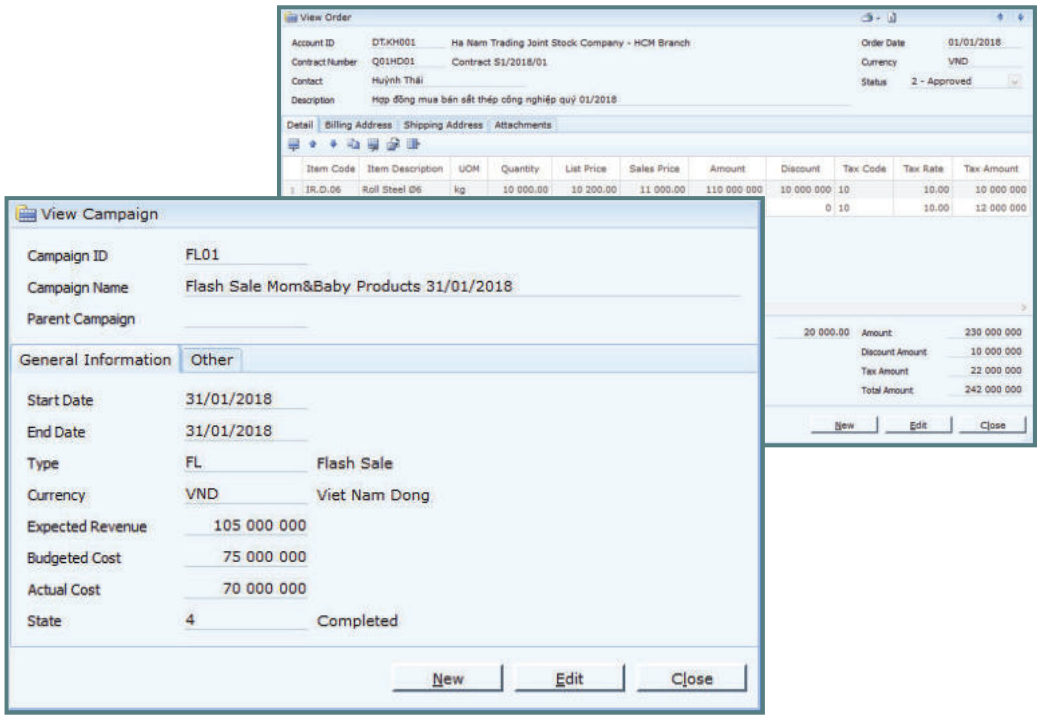
Campaign management

- Campaign is defined as advertisement, product introduction programs with the aim of finding accounts, potential accounts through conferences, exhibitions…
- Update campaign information, budget, expenses, expected income in details.

Salesforce and internal activities management

General information screen – easy to start working

- News feed – a venue: Public news, photos, files… The functions of like/comments about news, sports and cultural events… create convenience in using and interesting to look back
- Quick view case chart, jobs and shared events.



FAST CRM

FAST CRM

Job – Event management

- Update and track individual jobs/events by work calendar to assign jobs for junior staff or share with team members. Share information about jobs/events with one member or the whole team
- Work calendar can be created from multiple sources: Assignment, sharing, arising from account management process, creating contact/contract, tracking opportunities, case… User can customize all information at work calendar
- Work calendar will be detailed by management level, job status with the aim of managing all activities in the most effective way
- Easy to create jobs/events by double-click to specific date or holding left mouse through selected dates on calendar
- Allow to view jobs/events by multiple ways: By month, by week, by date or by table
- Allow to view jobs/events on “Employee activities report”.

Chat – Easy way to work

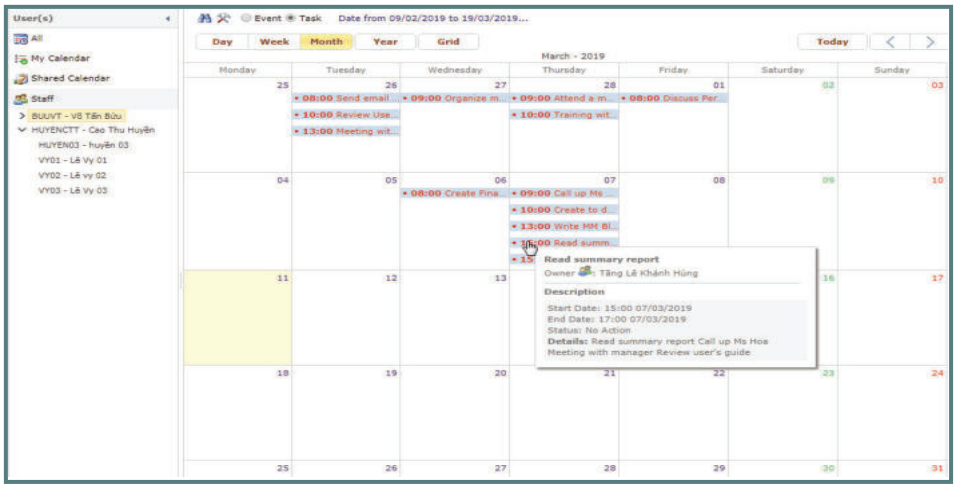
- Users can start conversation quickly by function of chat integrated in Fast CRM
- Chat bases on specific group to ensure contact information
- Allow to message, chat with specific user or group of users
- Allow to message offline and inform when user logs in.

Information sharing – flexible tool for managers

- Share information within team/group: When creating and sharing information within team/group, all team members can get the information
- Share account information: Allow to share information about account with junior staff by manager or with other employees by owner. Allow to set up policy of sharing related information such as contact person, contract, sales quote, opportunities, cases
- Allow to create policies of sharing potential, contact, opportunities, cases, campaign.

Security, access permission

- Team/group management structure: Declare permitted users, managers to create upcoming management structure
- Access permission: Function of authorization to each specific operation: create/edit/delete/print
- Authorization by group of users and access restriction used in case of complex authorization policy
- Limit access IP of user or group of users
- System rights and policies of information sharing support business to secure business information effectively, provide full information to right person, right job.



Fast Financial

Fast Financial, which is integrated in Fast Business ERP solution, takes core position of recording, processing and providing information of finance and accounting from financial report, accounting books, receivable liability, payable liability to product cost calculation, asset and tools management, tax report… Fast Financial provides enterprises the overview about finance status, supports in analyzing accounting data, financial planning, makes timely and reasonable decisions and enhances business efficiency.

Fast Financial has following modules:

1. General Ledger
2. Cash Accounting
3. Accounts Receivable
4. Accounts Payable
5. Inventory Accounting
6. Fixed Asset
7. Tools & Supplies
8. Product Costing
9. Project/Construction Accounting
10. Investor Accounting
11. User–defined fields reports
12. Expense
13. Tax report.

General Ledger takes position as center of receiving data from the rest modules, thereby creating financial reports: Balance sheet, income statement, cash flow report… This module allows user to create their own reports with required formula and conducts management reports comparing periods and units also.

Cash Accounting supports in managing cash receive and disbursement closely, exactly and clearly. Friendly interface and smart features will support user in tracking customers' receivable accounts, payment to vendor, loans transactions and more.

Accounts Receivable supports in tracking debts by customers, invoices and contracts, orders, conducting summary and detailed reports to manage debts and collection easily and effectively. Users can see the overview about debts, past due account receivable, overdue receivable and previous ones, thereby enhancing timely and full collection and payment terms suitable to company and customers. That overview supports company in cash flow planning.

Accounts Payable supports in tracking debts by suppliers, invoices, contracts and orders, conducting general and detailed report to manage debts and payment to vendors easily and effectively. Users can see the overview of debts, past due account receivable, overdue debts and previous ones, thereby making payment plan timely and suitable payment terms for company and customers. This overview supports company in cash flow planning.

FAST FINANCIAL

FAST FINANCIAL

Inventory Accounting provides information of all inventory, tracks receiving, issuing and transfer activities, calculates inventory cost based on these following methods: Monthly average, daily average, first in first out (FIFO). Diversity of summary and detailed reports supports users in getting necessary information.

Fixed Asset supports in recording required information about assets from acquisition to liquidation: Original cost, depreciation, remaining value, capital sources, depreciation year, departments used/aim of using… This modules allows to calculate depreciation by different methods suitable for enterprises requirement. There are 3 groups of report: Statistical report, depreciation report and fixed asset increase/decrease report.

Tools & Supplies Management records required information about tools from purchase time to breakdown notification, liquidation, making statistical report, increasing/decreasing and expense allocation.

Product Costing supports to gather, process and record information about cost of products with multiple types of production: Continuous production, by orders, by 1 stage or multistage of production, allocation method by business requirement (by norms, by consumption rate of material, salary…) With open design, this module can be modified easily in satisfaction of business specific requirements.

Project/Construction Accounting provides report of cost from construction beginning to completion. This module supports in detailed tracking by projects, construction, cost incurred during the reporting period, accumulation, profit and loss statement of project/construction…

Investor Accounting supports in accounting, managing by investor requirement of project management or enterprises with investment in capital construction. This module allows to organize project in categories, work items to gather related costs supporting for financial reports, accounting book suitable with investor accounting regulation.

User-defined fields report allows users in tracking the arising related to specific managed items based on business unique. This module supports in different types of report, providing essential information about managed items.

Expense Management provides analysis reports about income, cost incurred in period, compares reports by period, departments, budget planning and actual budget comparison.

Tax Report supports in gathering invoices, purchase and sales vouchers from other modules in order to create lists, monthly Value Added Tax declaration and reports related to Corporate Income Tax. Data can be exported to Excel or HTML files, then imported to tax software of General Department of Taxation.

Fast DMS
Distribution Management System

Management of order status by location and real time

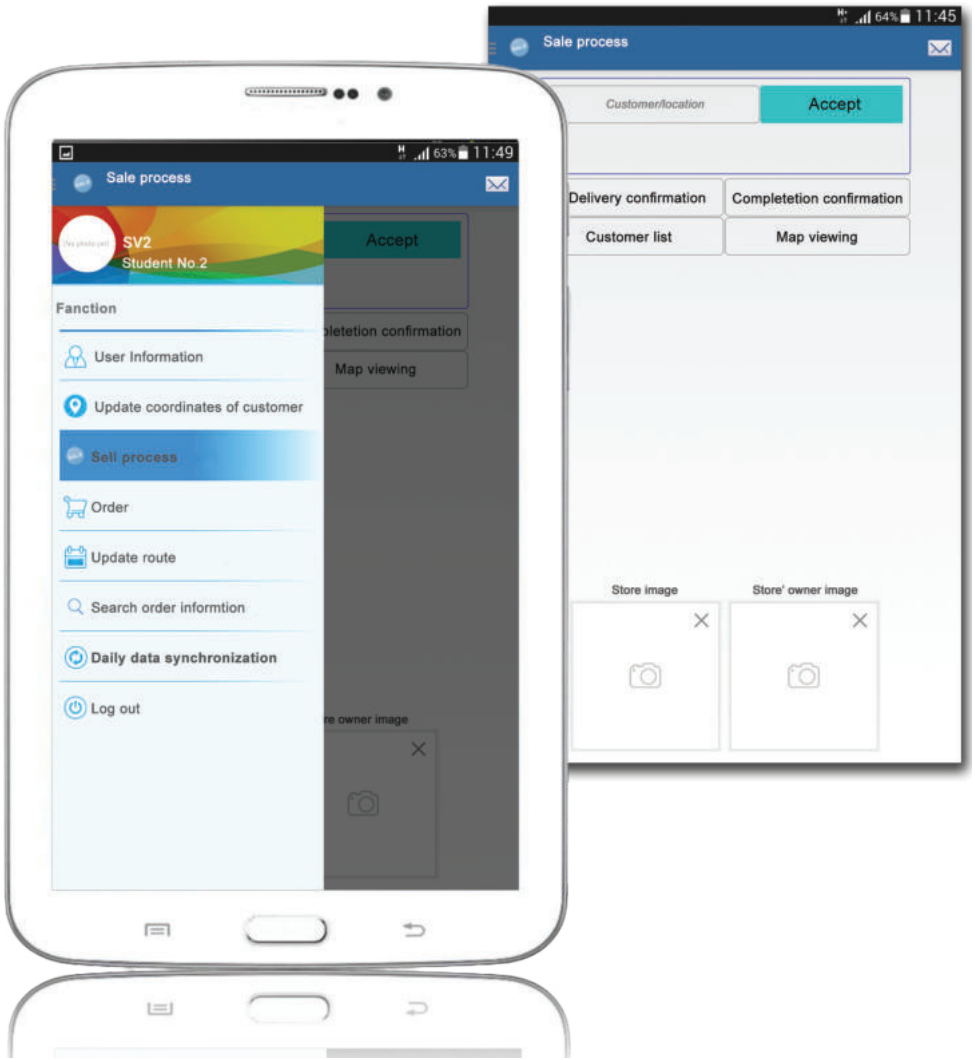
- Salesman works online, located by GPS using 3G Tech
- Orders to be handled at point of sales
- Boosts sales revenue
- Updates competitors' information.

Management of instant debt exactly by time

- Updates relating information on inventory status, debt balance of each point of sales through tablet right on time sales occurred
- Informs inventory at the point of sales
- Inform in details payments status
- Manages debt balance, supports agencies in placing orders, auditing and report reviewing.

Management of promotion, discount and sales process

- Manages, tracks promotional products to make sure they are delivered to the right market and to right customers
- Supports salesman with executing and following selling/sale process.



FAST DMS

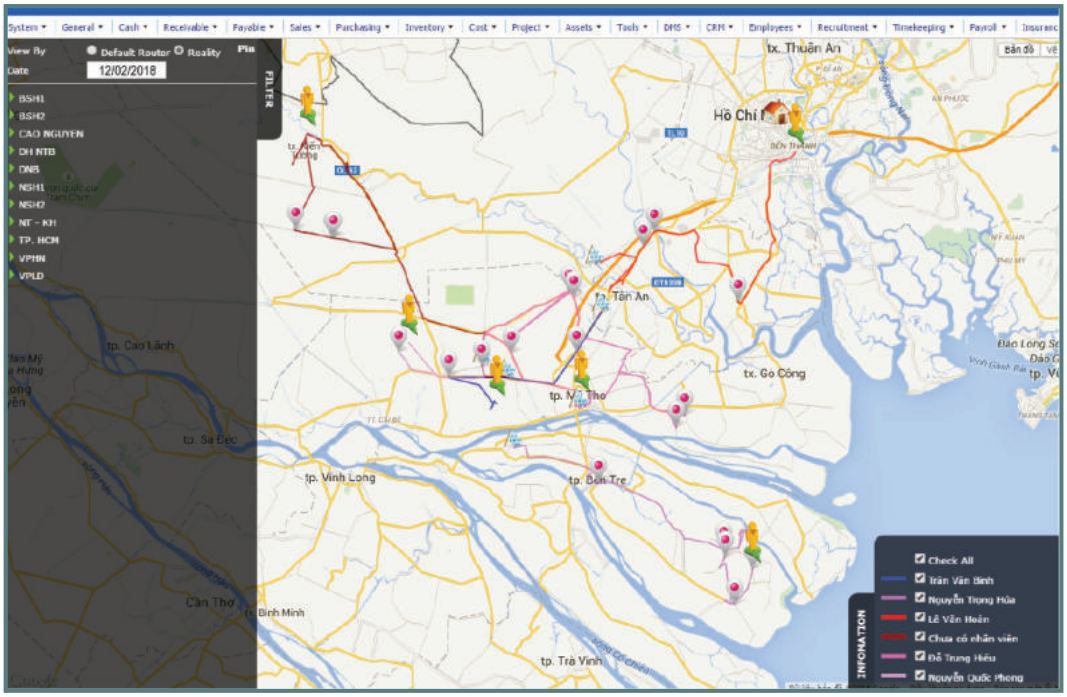
Tracking business situation of distributors, agencies and stores in details

- Updates images, showrooms, signboards of distributors on time
- Manages the coverage of market effectively
- Supports business efficiency up to 20%
- Evaluates the coverage of market and product lines.

Management of sales route

- The sales supervisors can know locations, route and activities of visiting sale points of all salespersons
- Evaluates the real time and productivity of each salesperson.

The consistent (the same) data between company and distributors and points of sales



FAST DMS

Fast Analytics
Multi–dimensional data analysis tool

Fast Analytics, which is integrated in Fast Business ERP solution, is a multi-dimensional data analysis tool

Fast Analytics contains Pivot Table and Pivot Chart.

Fast Analytics supports in pivoting data fields of purchasing, sales, inventory, finance and shows in charts (cylinder, circle and straight line).

Accounting, purchasing and sales, inventory data are converted to multi-dimensional database convenient for data pivot. This data conversion can be processed periodically or whenever you want.

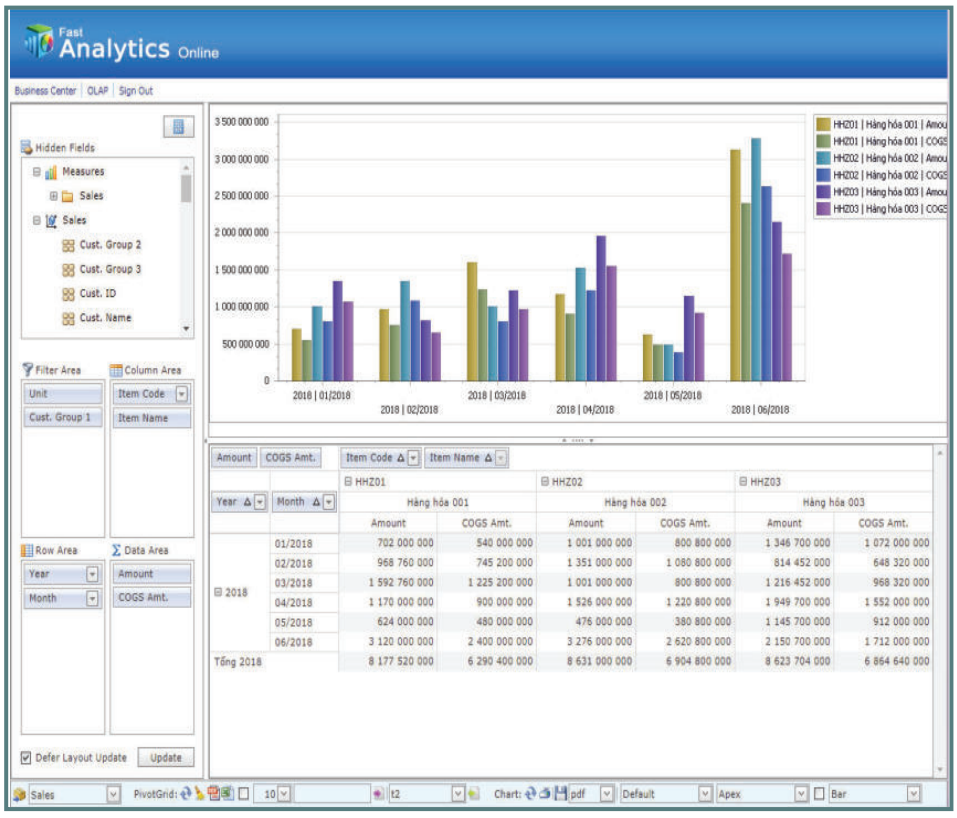
Following pivot table, data can be analyzed by other operations: Slicing – data are sliced to specific set and viewed from different viewpoints, drill-down – data are navigated through the details or roll-up – data are consolidated to summary.

Data pivot table, drill-down, roll-up and filter can be processed by simple operations such as: Drag and drop or select and mark in sorted lists.

Because data has been converted to convenient form for “pivot” operation, the data processing speed is very fast. Data view types are also very diverse to satisfy users’ requirements.

For example: If there has a commercial enterprise with 3 branches located in 3 regions, it’ll be easy to find out answers for the following questions in business data analysis during one working-week by Fast Analytics:

- Revenue of item A in each region?
- Which item is the best – selling at each store?
- At each store, which day is the busiest day?
- Which day has lowest sales?



Fast Consolidated Reports

Consolidated financial statement, which is integrated in Fast Business ERP solution, is financial statement of a group containing parent company and subsidiaries aiming to provide information about group financial situation, business results...

List

- Consolidated period list
- Consolidated unit group list
- Reports list
- Report criteria list.

Data inputting

- Adjusting entries
- Gross margin of internal sales.

Consolidated data calculation

- Summarize separate/unit report data
- Calculate connsolidated data.

List of consolidated financial statements

- Consolidated Balance Sheet
- Consolidated Income Statement
- Consolidated Statement of Cash Flows (Direct method)
- Consolidated Statement of Cash Flows (Indirect method).

General
FAST SOFTWARE COMPANY
3rd floor, CT1B VOV Building, Me Tri Ward, Nam Tu Liem District, Hanoi
www.fast.com.vn

Form: B 01 - DN
(According to Circular No. 200/2014/TT-BTC Dated 22/12/2014 of the Ministry of Finance)

BALANCE SHEET SUMMARY
Day 31 Month 3 Year 2018

Currency Unit: VND

Assets	Code	Interpretation	Closing Balance	Opening Balance
1	2	3	4	5
A - SHORT-TERM ASSETS	**100**		**82.328.100.250**	**25.469.884.470**
I. CASH AND CASH EQUIVALENTS	**110**		**8.594.413.223**	**5.546.945.606**
1. Cash	111		8.594.413.223	5.546.945.606
2. Cash Equivalents	112			
II. SHORT-TERM INVESTMENTS	**120**			
1. Trading Securities	121			
2. Allowances for decline in value of trading securities (*)	122			
3. Held-to-Maturity Investments	123			
III. SHORT-TERM RECEIVABLES	**130**		**30.088.769.122**	**11.693.897.580**
1. Short-term trade receivables	131		30.078.669.122	11.693.897.580
2. Short-term repayments to suppliers	132			
3. Short-term intra-company receivables	133			
4. Receivables under schedule of construction contract	134			
5. Short-term Loan Receivable	135			
6. Other Short-term Receivables	136		10.100.000	
7. Short-term allowances for doubtful debts (*)	137			
8. Shortage of assets awaiting resolution	139			
IV. INVENTORIES	**140**		**40.432.841.882**	**8.013.041.284**
1. Inventories	141		40.432.841.882	8.013.041.284
2. Allowances for decline in value of inventories (*)	149			
V. OTHER CURRENT ASSETS	**150**		**3.212.076.023**	**216.000.000**
1. Short-term Prepaid Expenses	151		201.400.000	216.000.000
2. Deductible VAT	152		3.002.176.023	
3. Taxes and other receivables from government budget	153		8.500.000	
4. Government bonds purchased for resale	154			
5. Others Current Assets	155			

"Balance sheet Summary" report screen

Fast Manager
Management information dashboard

Fast Manager, which is integrated in Fast Business ERP solution, provides information supporting in administration and reports for business management. Users of this modules are managers at medium level and business executives with demands of quick viewing information about business status supporting to daily administration and summary report for analysis and management.

Fast Manager provides these following information:

- Daily, weekly and monthly revenue, expense
- Information of cash balance, loans and receivable/payable (cash flow)
- Information of sales and receivable
- Information of purchasing and payable
- Inventory information
- Manufacturing information
- Expense and cost information
- Human Resources information
- Financial /statement
- ...

Managers or business executives can view essential information supporting in decision–making, problem-solving discussion or daily and monthly meetings…

Technical advantage of this module is development of reports based on web platform with usage of available internet browsers such as IE, Firefox, Chrome, Opera, Safari without installing any additional programs.

Users can access anywhere with internet connection or via mobile phones.

To ensure data security, this program requires to enter username, password and other security methods in database, firewall, private network (VPN)…

Because of specifics of each customer in management information, FAST supports in customizing programs on demand of.

Fast e-Invoice
Electronic Invoicing

Fast e-Invoice overview

- Fast e-Invoice is solution for electronic invoicing for creating and managing electronic invoices, helping customers to create, store and manage electronic invoices easily, safely and quickly
- Fast Business ERP solution is ready to connect to Fast e-Invoice. Users input information of invoices on Fast Business 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 of different suppliers.

Features of Fast e-Invoice

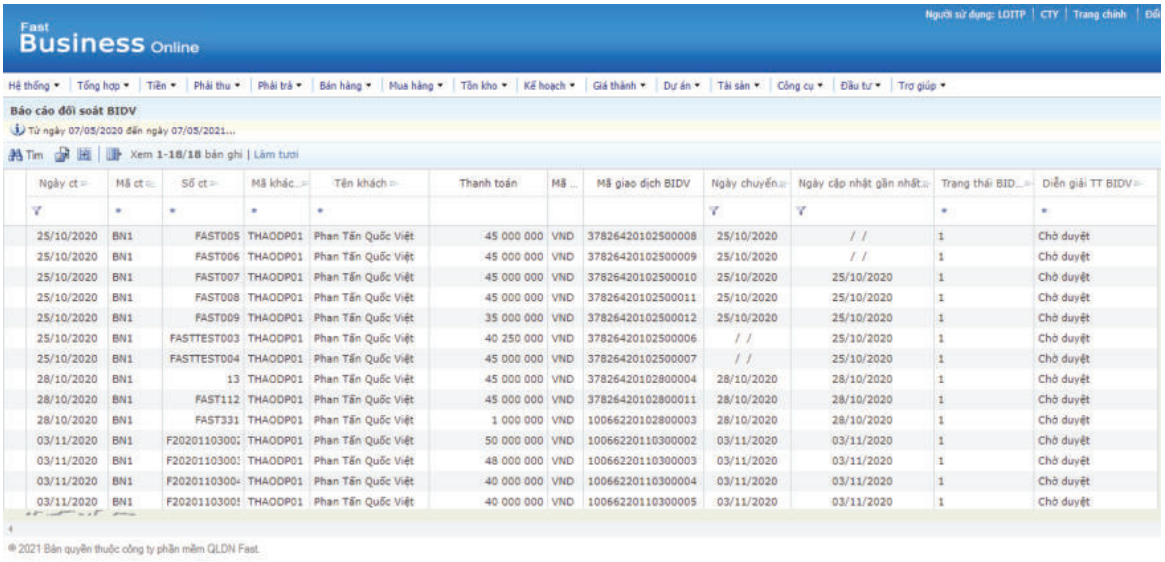
- Input sale invoices information on the transaction software
- Transfer sale invoices information to electronic invoicing software
- Issuing electronic invoices, issue invoice number on the electronic invoicing software.
- Managing electronic invoices:
  - View and print statistical reports on electronic 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.
- 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 iConnect

Fast iConnect function allows Fast Business Online to connect other devices and apps as e-Banking, POS, Barcode, QRcode, Truck scale software…It can help business to automate process, minimize manual tasks, improve accuracy and save time.

e-Banking Service

- Two-way sync works by gathering and connecting data from e-Banking systems through API, sFTP
- Automatically transfer money and receive payment online on the system
- Query payment accounts, term deposit accounts, loans, guarantees accounts
- Quick check data on transaction information, status of transfer money voucher.


Fast Business Online

Báo cáo đối soát BIDV

Từ ngày 07/05/2020 đến ngày 07/05/2021...

Xem 1-18/18 bản ghi

Ngày ct	Mã ct	Số ct	Mã khác	Tên khách	Thanh toán	Mã ...	Mã giao dịch BIDV	Ngày chuyển	Ngày cập nhật gần nhất	Trạng thái BID...	Diễn giải TT BIDV
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03/11/2020	BN1	F20201103005	THAODP01	Phan Tấn Quốc Việt	40 000 000	VND	10066220110300005	03/11/2020	03/11/2020	1	Chờ duyệt

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e-Banking Cross-checking report

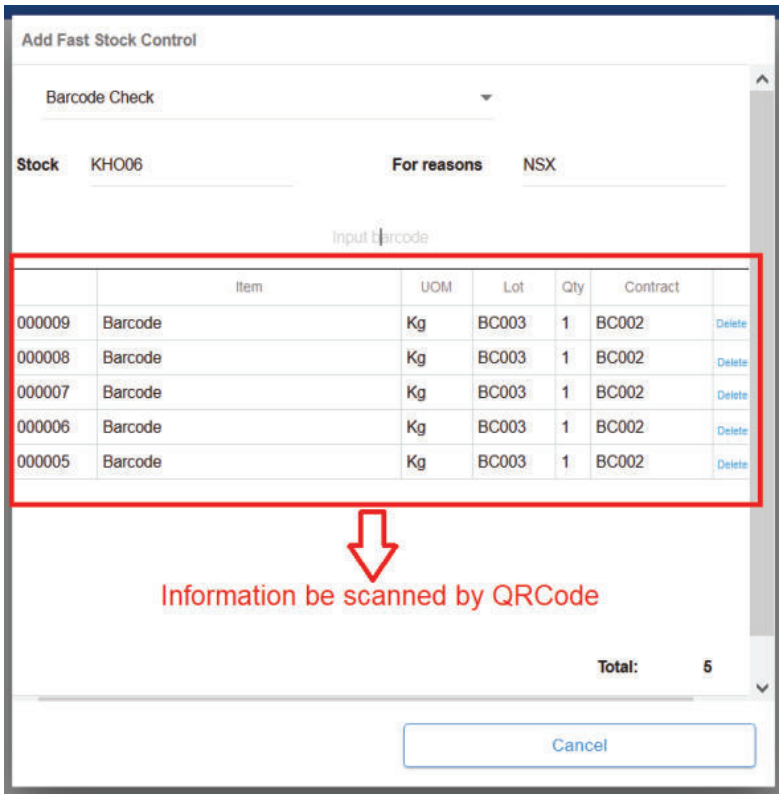
POS (Point of Sale)

- Automatic collect data from POS
- Allow to setup on an automatic data collection schedule.

Fast iConnect

Barcode, QRcode

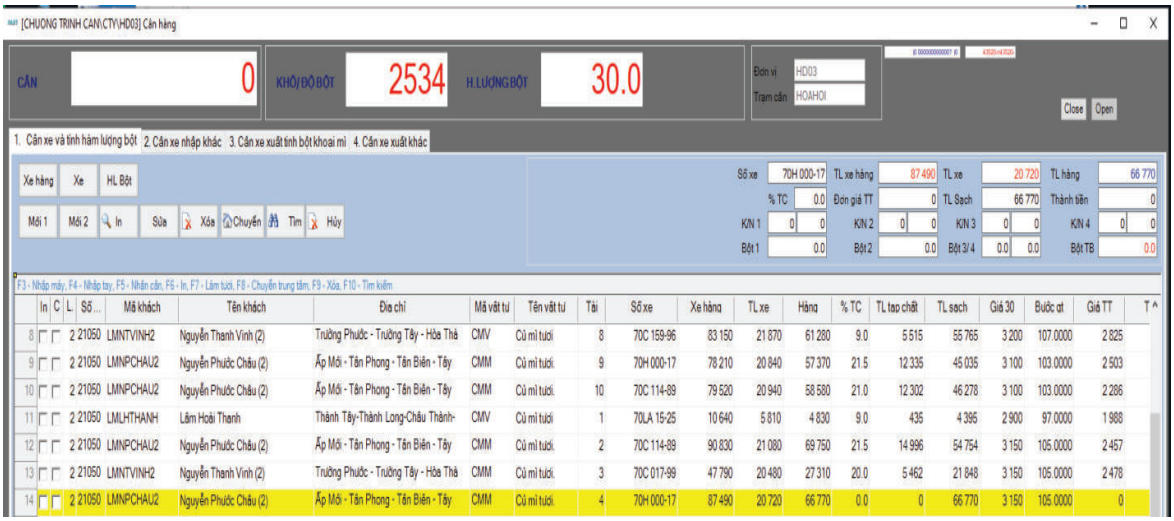
- Integrated QR Code, Barcode Material Management system
- Allows to generate barcodes with full information: Product code, product name, received date, production date, lot, ingredients, shelf life …
- Allow to directly connect to scanner device to capture data or sync data through API in case of using the offline PDA device.



Barcode scanning function

Truck scale software

- System has been directly connected to specialized truck scale software
- The data (good weight, truck weight, scaling date, item, customer…) will be synchronized with the system to generate purchase receipt or pick list.



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