Fast Business

Faster operation, better governance

Your ERP System

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 **38.000** customers nationwide.

Awards

11 Sao Khue Awards from Vietnam Software Assosiataion (VINASA).

2 BIT-CUP (Best IT Product Cup) voted by end users.

TOP **5** Software Businesses.

TOP **10** Vietnam IT services and solutions companies.

Vietnamese National Talent Award organized by Dantri online newspapers, VNPT Group and Vietnam Television (VTV).

18 gold, silver medals, certificate of merit, IT awards.

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Website	**www.fast.com.vn**

(Report date: 31 December 2021)

FAST is a company specialized in developing and providing software and solutions support businesses in operation and management based on information technology (IT) flatforms. These softwares and solutions make manual tasks automated, boost smart and creative works, support businesses in 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 HRM Online** – Human Resource Management - Timecard - Payroll System.
    - **Fast DMS Online** – Distribution Management System.
    - **Fast CRM Online** – Customer Relationship Management System.
- Solutions for small and medium-sized businesses:
    - **Fast Accounting** – Accounting software.
    - **Fast Accounting Online** – Cloud-based Accounting software.
    - **Fast Accounting Online for Bookkeepers**– Accounting software for bookkeepers.
- Solutions for electronic invoice **Fast e-Invoice**.
- Solution for e-contract management **Fast e-Contract**.
- Software for training **Fast Accounting Online for Education**.

Customers 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.

Respectfully!

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 finished, how many tasks have 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 them 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

Fast Business allows users to work, access database via in the Internet (computer, laptop, tablet, mobile phone) through just 3G connection.

5. Strong Brand

FAST is a company specialized in developing and application consulting solutions and software supporting businesses with over **25** years of experience, has been serving solutions and software for more than **38.000** businesses nationwide with over **2.200** 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 Ho Chi Minh City Department of Information and Communication….

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

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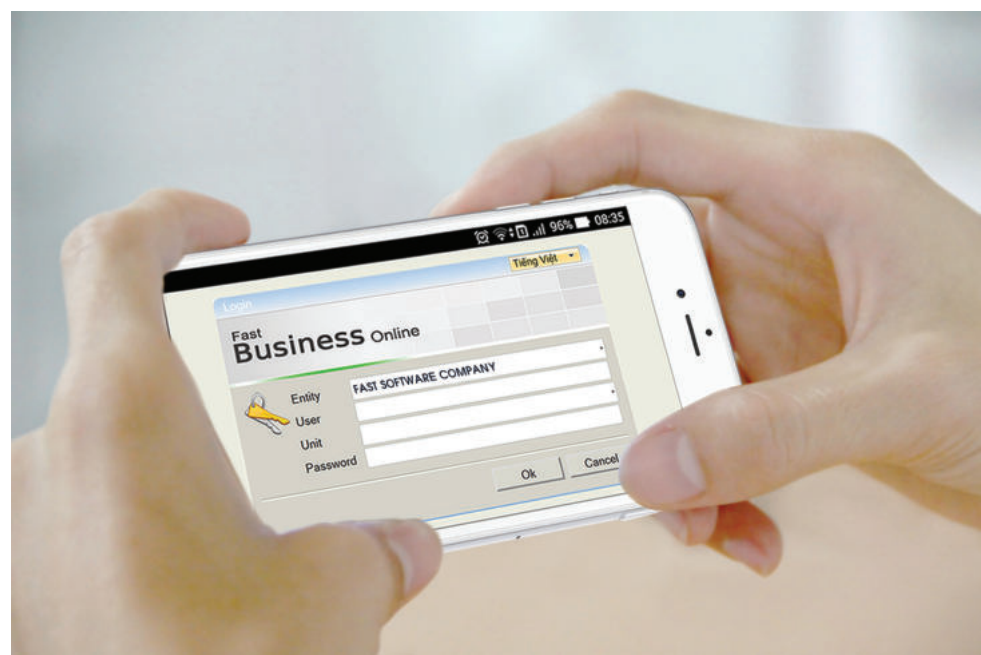
ERP Solution – An urgent need of medium and large businesses

As develops and expands to a certain size, the business 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 data consistent 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, in addition to needing to change in the way of management, operation, employee recruitment, training and development, the business also needs have basic changes in application information technology supporting in management: Change from applicating 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 bases on information technology platform. An ERP solution will support your business in:

- Conducting your core business activities 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 the same network 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.

Over 25 years of experience, there are more than 2.200 medium and large size businesses, operating in many different industries and fields using Fast Business. Fast Business has been awarded many of the prestigious title was awarded by Vietnam Software and IT Services Association, Vietnam Software and IT Services Association, HCMCity ICT Department , VNPT Group and Vietnam Television…, includes:

- Sao Khue Award for Prospect solution.
- The best IT software solution – BIT CUP.
- Sao Khue Award for the best software.
- "Nhan Tai Dat Viet" Award for the sucesses software.

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

- Managing production process, calculating products 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.
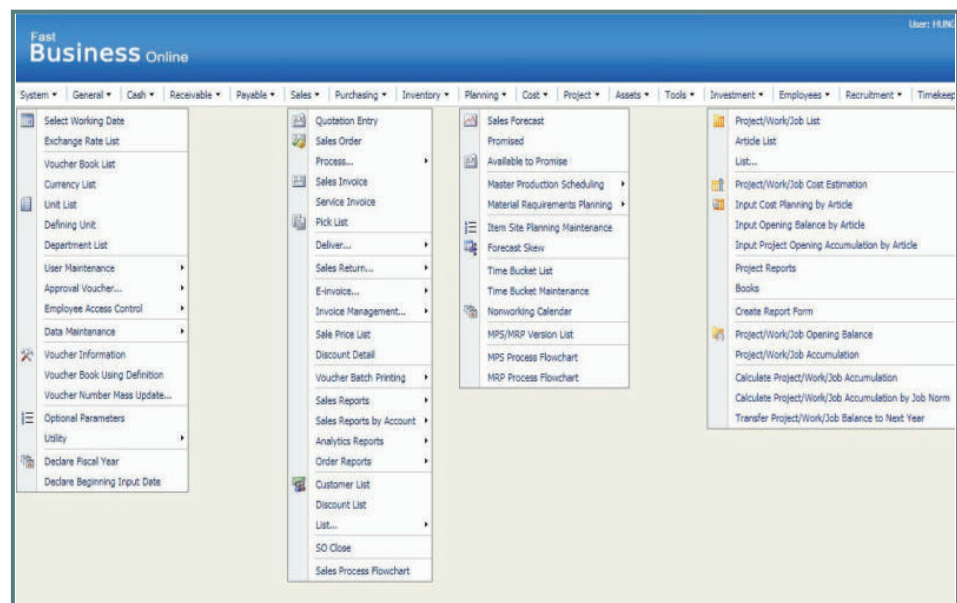
Essential features of Fast Business

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.

- **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.
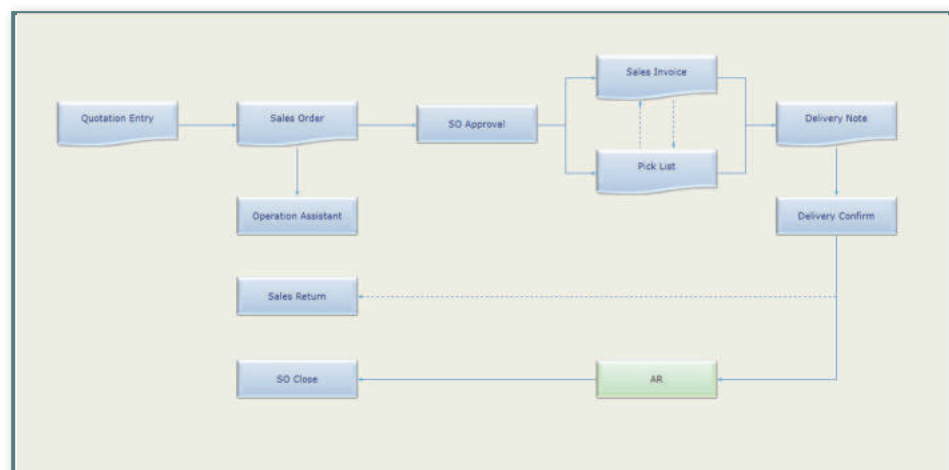
- **Financial analysis report system:** Analyze financial criteria and structure, compare criteria and structure by plan, compare with other companies in the same industry.

- **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
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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

- In addition of security access by requiring a user login and password, the program allows to active the two factor authentication also to improve the security of the system
- 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
- 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
- Allow users to edit filter conditions or define formula in some reports
- 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, XP... 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, 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
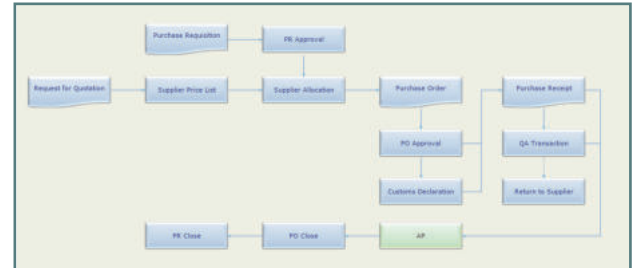
Purchasing process

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

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 PURCHASING

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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	

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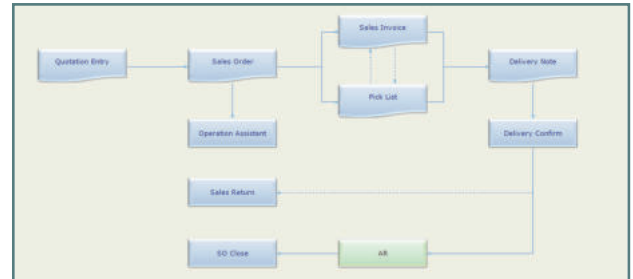*"Purchase summary report" screen*

Fast Sales

With Fast Sales, which is integrated in ERP Fast Business 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

Sales Invoice

and promotion program, warning to customers on receipts: 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.

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
- …

"Report of Net sales summary" screen

FAST SALES

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

"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 MPS – Master Production Scheduling

Fast Manufacturing, which is integrated in ERP Fast Business SSolution, 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 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 overloading 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 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
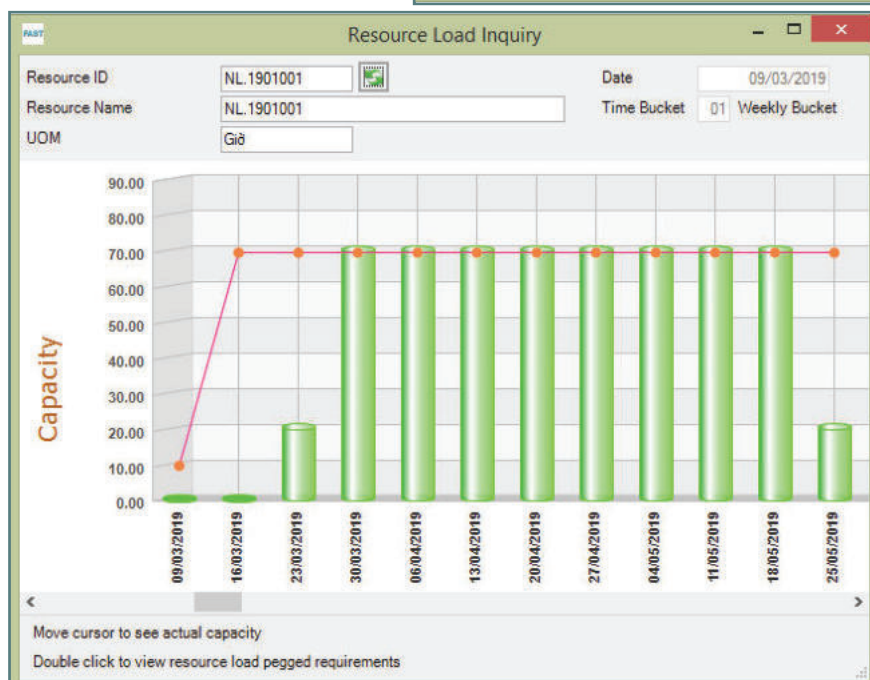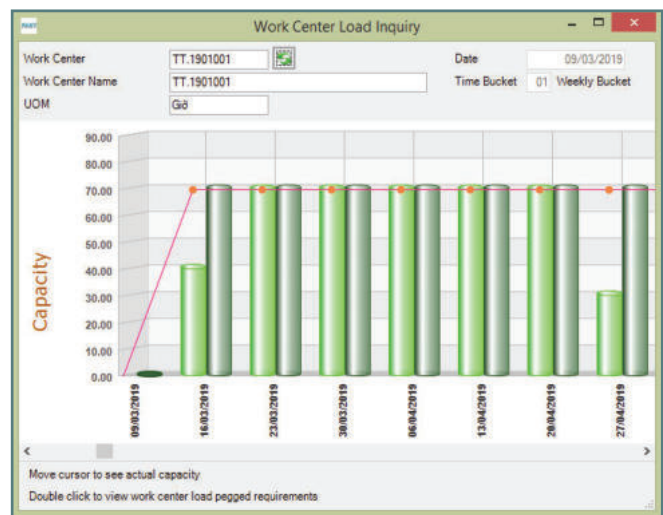- Define detailed process with outsourcing.

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 HRM
Human resource management – Payroll – Time card

Fast HRM is one of the 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 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
- Self-service.

Personal Management

- Presents organization structure as a tree hierarchy. Manage the detailed employee information: personal information, educational background, working history, salary history, award, disciplinary, current working status…

- Searches easily the detailed employee information

- Has a detailed reporting system, serving a variety of purposes: List, Fluctuation and Statistical group

- Has User Query Design to help quickly export multiple types of reports.

- Connects to Timecard, Payroll closely to update data of timekeeping, salary, benefits and Personal Income Tax.

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

- Makes interview schedules for each specific position

- Sends automatic emails to applicants about recruitment schedules and others

- Automatically updates applicants' resumé status after each test/interview round. Automatically transfers all information about the successful candidates into a fresh official staff section

- Stores full and detailed information of failed applicants that is not only useful for the next recruitment but reduces the costs of recruitment

- Provides different statistic, analysis recruitment reports.

Training Management

- Manages in detail training courses for employees, from the planning stage to the execution, and the training results of every (group of) participant(s)

- Keeps an eye on the skills and professional training demands from the various departments

- Tracks in details information about the courses: training contents, forms, place, lecturers, costs and course' status

- Has many types of statistical analysis reports for the recruitment statements

- All the information on the training processes and its results shall be transferred automatically to be continuously tracked and managed in the Personal Information Module.

Performance Management

- Manages in detail the process of employee performance review by every KPI of the job

- Allows inputting factors to evaluate job completion by every single employee

- Allows tracking separately the self-evaluated results of employees and managers'

- Reflects fully and timely employees' opinions when performing evaluation.

- Summarise and detailedly report theemployees' work evaluation status.

Tools and Supply Management

- Manages the detailed issuing of tools and supplies by department, and employee

- Accurately and specifically tracks the opening quantity and allows carrying forward to next year

- Controls the issuing of tools and supply process detailedly by the employees. Manages the tools and supply requisitions corresponding to each job position

- Includes many different types of reports serving many criteria: fluctuation reports, tools and supply expiration summary reports.

FAST HRM

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Timekeeping and Payroll management

Timekeeping Management

- Detailedly manages the employee's working time or off time
- Inputs flexibly the holidays and weekly non-working days
- Allows admins to shift details, working time, tracking time-in and time-out
- Defines shifting, overtime registration
- Manages employees' off-work hours by reasons
- Manages leave registration and approval via SMS
- Extracts attendance data from the attendance machine or manually input
- Allows additional updates, adjustments of attendance data
- Calculates attendance automatically, accurately and timely
- Allows employees' authorized working time adjustments
- Automatically transfers working hours data into the payroll module
- Late – in, early-out reports, reports that analyze and summarize staff working time.

Annual leave management

- Details annual leave management by employees, years of seniority, used leaves and bonus leave days
- Tracks the leave balance and allows carrying forward to next year, as well as supports for validating the maximum number of allowable carry forward leave days or expiration of using
- Annual leave reports: Employees' leave details, leave summaries, used leaves and leave balance days…

Payroll Management

- Manages in details about wages, allowances, insurances and premiums of specific employees by working progress
- Allows defining flexible salary periods
- Provides options for the salary currency for each employee
- Applies different minimum salary amounts by area when calculating salary
- Handles different choices of salary by salary coefficient, fixed salary or commission-based salary
- Provides options to calculate salary on a working time basis
- Applies different salary coefficients and levels upon the effective date
- Inputs man-hour, products unit price upon the effective date
- Inputs product quantity by individuals or by departments
- Distributes flexible salary based on the product's sale to each employee by some coefficients
- Tracks detailed information on allowance, and rewards or punishments
- Tracks detailed information on salary advances
- Periodically evaluates, classifies employees' performances
- Calculates salaries, insurances, union member fees by following current laws and regulations
- Calculates salary by departments, working hours, types of allowance, products
- Summaries and details payroll reports.

FAST HRM

Insurance and Personal income tax management

Insurance Management

- Manages the whole process of employees' involvement in social insurances, health insurances, unemployment insurances, detailed insurances ratio controlled flexibly for each employee

- Manages employees' information about labor contracts and related appendices

- Tracks employees' benefits: maternity, sick leaves…

- Reports about social insurances, health insurances and unemployment insurances in required forms

- Exports report templates for insurance declarations (Increasing or decreasing in labor, payment adjustments…); allowing the interface with the third party e-insurance software solutions.

Personal Income Tax Management

- Manages in detail about personal income tax of specific employees by working progress

- Declares full information about taxpayers, family allowances and dependents

- Determines taxable income, income tax exemptions and others fully and legally

- Provides monthly, quarterly and yearly reports about Personal Income Tax in required forms.

Self-service

- Allows employees the right to view/input personal information/requests which reviewed by superiors before the implementation:

  - Views and updates personal information (if any)

  - Views personal reports: Details Time Record Sheet, Workday Sheet, Employee Annual Leave Summary, Payslip...

  - Makes requests: Leave or Vacation Requests, Business Trip, Tools and Supply Requisition.

- Managers can send messages and notifications to each employee or the entire group via the chat box or through the System Announcement Entry function.

Fast CRM – Customer Relationship Management

Fast CRM - web-base Customer Relationship Management software is a comprehensive customer management solution, helping businesses communicate and approach customers in a systematic and effective way as well as keeping track of customer information (such as contact person, specific needs…) for better customer service.

With Fast CRM, customer information will be updated and centralized in the database management system. Users can analyze, formulate a list of potentials, loyal customers to set out reasonable customer care strategies.

Fast CRM included:

- Calendar
- Sharing
- Chat
- Lead/Potential
- Contact
- Opportunity
- Contract
- Order
- Case/Feedback
- Campaign.

Calendar

- Use to schedule tasks/events to be done, helping employees manage and perform easily
- Information can be created by users to update their own tasks, assign tasks to staff, or share them with people/groups of users.

Sharing

- Users can post shareable information, such as stories, photos, and files to share within the organization or to outsiders
- Take a quick look at the pending jobs or other information shared by other users.

Chat

- Allow to send message, or to chat with specific users, or group chats
- Allow to send offline messages to recipients, a notification will be shown when the recipient login.

Lead / Potential

- Manage lead sources: Employees, referrals, seminars, marketing campaigns of the company
- Lead information can be shared with one user or group of users
- Reports
  - Potential Account List by Source
  - Potential Account List by Potential Status.

Account/Customer

- Automatically convert lead/ potential into account/ customer
- Manage customer information at many levels, classify customers
- Detailed permissions: View/edit/delete
  - View/edit/delete customers created by owned
  - View/edit/delete customers of junior staff
  - View/edit shared customers
- Reports:
  - Account List
  - Contact List.

Opportunities

- Update opportunities by campaign, source, stage, opportunity value... and applied to 2 types of old and new customers
- Manage negotiating opportunities, sales prospects with potential customers
- Manage the success rate of opportunity and value delivered in stages
- Reports:
    - Opportunity Sales By Stages
    - Opportunity Sales By Sources
    - Opportunity Sales By Campaign
    - Opportunity Sales By Time.

Contract, Order

- Update contract information: Contract number, customer code, payment validity date, value, sales person...
- Update order detailed information: Order number, contract, customer, status ...
- Allow to upload an attachment to a document.
- Reports:
    - Statistic report by customer, user who authorized the contract...
    - Order Report.

Case/Feedback

- Manage customer feedback on products or Q&A...
- Manage customer information by case, type, case reason, service level...
- Response Activity Report.

Campaign

- A campaign is a marketing project in order to find customer, potential customers. It can be an exhibition, seminar or printed advertisement, email or other type of marketing initiative
- Update details of campaign information, budget, actual costs, expected revenue from the campaign.

FAST CRM
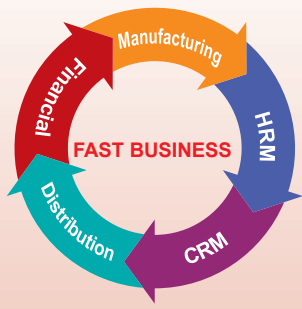
Fast Financial

Fast Financial, which is integrated in ERP Fast Business 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
3. Receivable
4. Payable
5. Inventory
6. Asset
7. Tools & Supplies
8. Product Costing
9. Investor

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.

This module also provides a full range of tax reports, updated in required forms and the latest circulars by the government.

Expense management function provides analysis reports about revenue and expense, compares reports by period, department, budget planning and actual budget comparison.

Cash 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.

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.

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

Inventory 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.

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 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.

This module also 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 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.

FAST FINANCIAL

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.
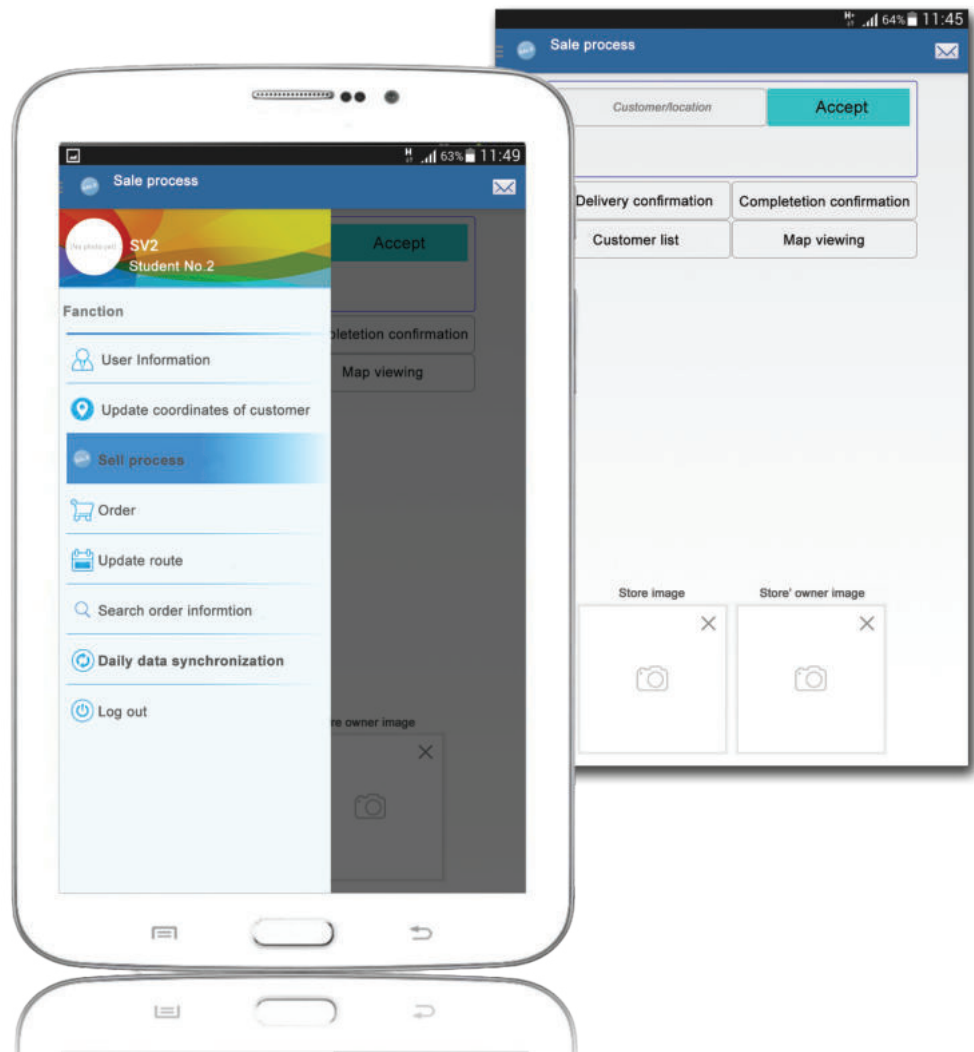
Tracking business situation of distributors, agencies and stores in details

- 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
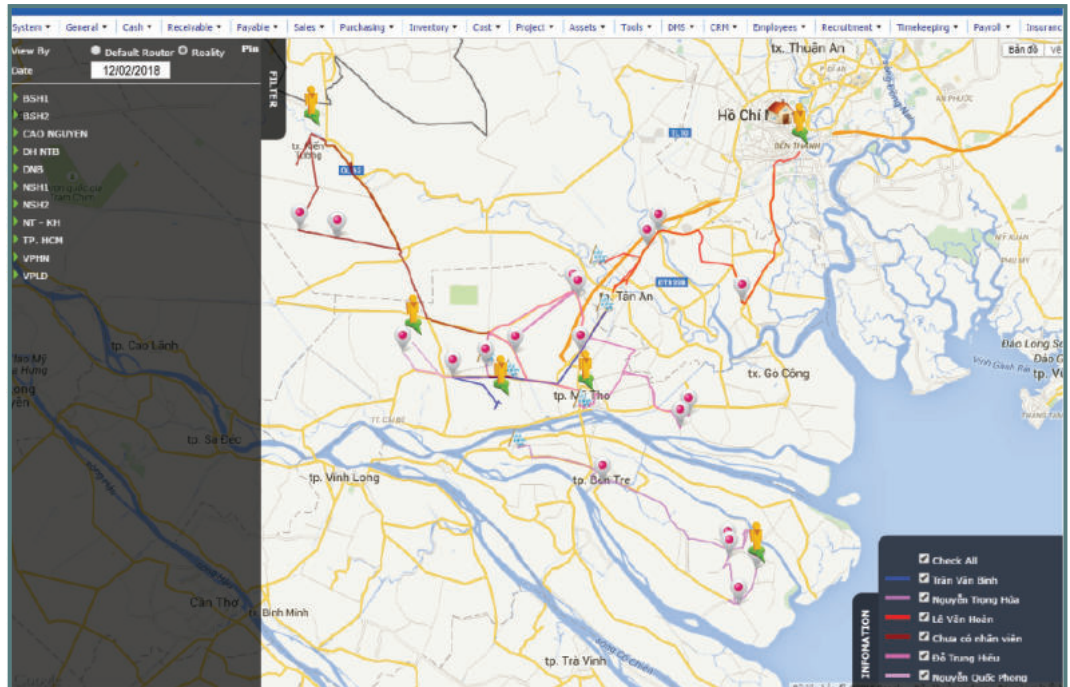
Fast Analytics
Multi–dimensional data analysis tool

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?
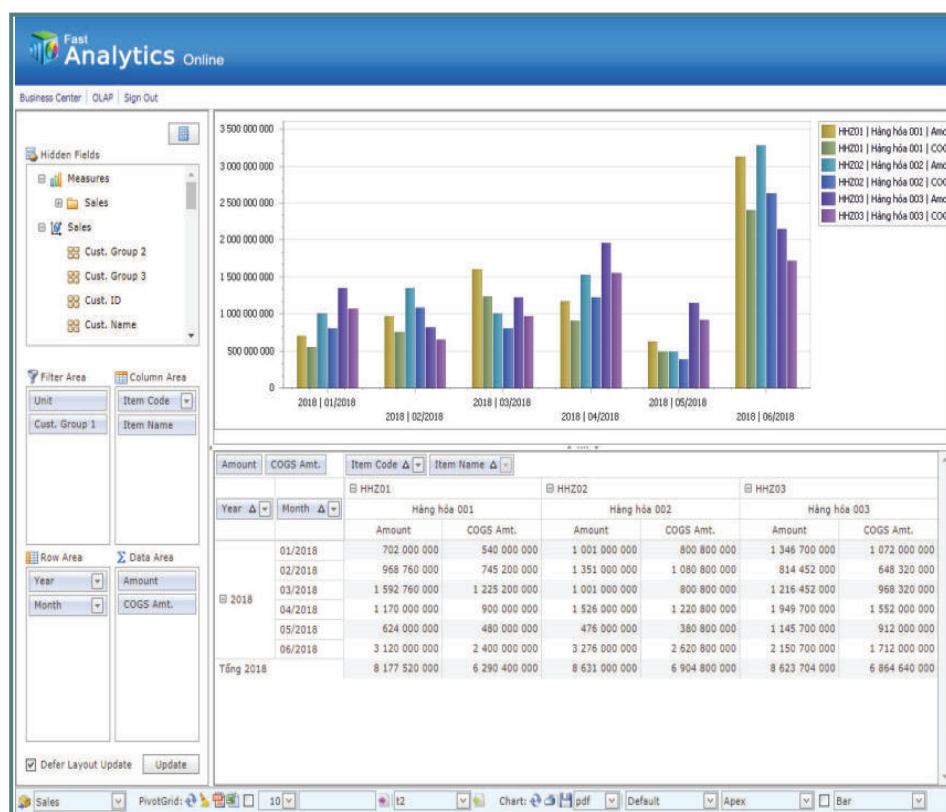
Fast Consolidated Reports

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

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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 ERP Fast Business 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. customer.
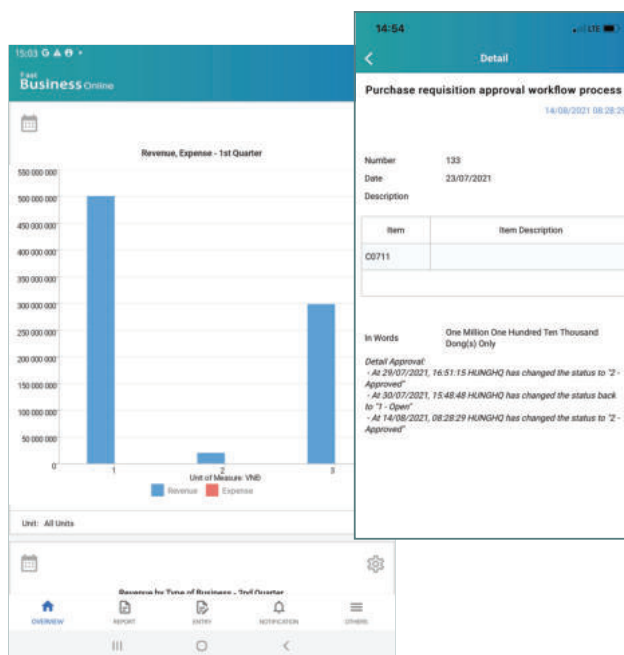
Fast e-Invoice
Electronic Invoicing Solution

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 e-Invoice is updated in accordance with regulations of Circular 78/2021/TT-BTC.

- Fast Business 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.

- Update feedback/replies from General Department of Taxation on Mobile App (accepted invoice, rejected invoice, details of e-invoice release error codes).

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Fast iConnect

Fast iConnect function allows Fast Business 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.

e-Banking Cross-checking report

POS (Point of Sale)

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

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.

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.
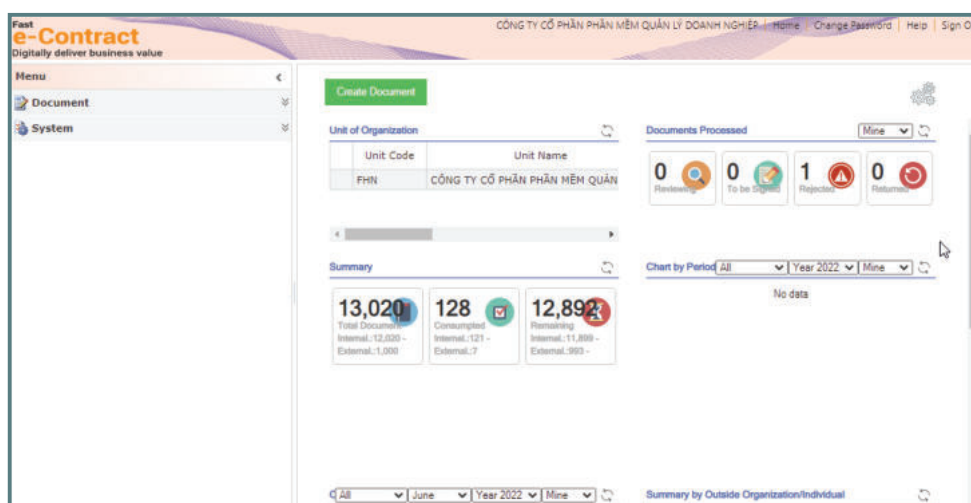
Fast e-Contract - Electronic Contract Management

Overview of Fast e-Contract

- Fast e-Contract is a solution of management and authorization of documents, contracts that the authentication is processed automatically on the electronic environment with full legality. The product meets the legal requirements described in the law of electronic transactions and digital certificates under Decree No. 165/2018/ND-CP.

- Fast Business ERP solution is fully compatible with Fast e-Contract for easy and fast electronic contract process

- Fast e-Contract allows smooth contract process from the stage of creating, determining the authentication flow, signing and storage in only one system

- Fast e-Contract helps businesses easily change from the traditional contract process to the electronic contract process, which is cost saving (70% saved) and time saving (90% saved).

Fast e-Contract Features

- Create electronic documents (contracts, orders, payment requests...)

- Approve and sign electronic documents by connecting with digital signatures (USB Token, HSM...), Token via email, OTP via SMS, Fast iOTP...

- Send the notification on review and approval request via e-mail

- Cancel/Close documents, allowing attach of documents or information to clarify cancel/-close reasons

- Authentication flow allowing multi-level approval of both sides (buyer, seller)

- e-Document Management:

  ○ Dashboard with detailed charts and statistics provide a quick view of the number of created, waiting for approval, returned or rejected documents

  ○ Many detailed reports help businesses to manage documents easily: Document status report, undelivered document list, completed/canceled document list, document searching…

- Fully compatible to Fast Business ERP solution, Fast Human Resource... and many types of digital signatures

- Work online 24/7 on any device such as computer, laptop, tablet and mobile phone.