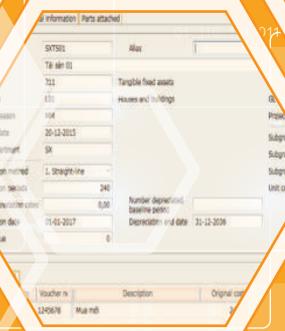


# Fast Accounting

Specialist in management & costing

Accounting software for small and medium businesses



## COMPANY OVERVIEW

<b>Vietnamese Company name</b>	Công ty Cổ phần Phần mềm Quản lý Doanh nghiệp
<b>English Company name</b>	Fast Software Company
<b>Trade name</b>	FAST
<b>Date of establishment</b>	June 11 <sup>th</sup> 1997
<b>Staff</b>	Over <b>500</b> employees working at Ha Noi, Ho Chi Minh and Da Nang offices.
<b>Core Business</b>	Developing, consulting and implementing the information management system that support businesses in operation and management, help them increase productivity and efficiency.
<b>Products &amp; Services</b>	<ul style="list-style-type: none"> <li>Solutions for large and medium-sized businesses: <b>Fast Business Online (ERP), Fast DMS Online, Fast CRM Online, Fast HRM Online</b></li> <li>Accounting software for small and medium-sized businesses: <b>Fast Accounting, Fast Accounting Online, Fast Accounting Online for Bookkeepers</b></li> <li>Solution for electronic invoicing: <b>Fast e-Invoice</b></li> <li>Accounting software for training: <b>Fast Accounting Online for Education</b></li> <li>Customization based on specific requirements.</li> </ul>
<b>Objectives</b>	Being " <b>Long-Lasting, Reliable Partner</b> " of customers, employees, shareholders, partners and community.
<b>Slogan</b>	Faster – Smarter.
<b>Awards</b>	<ul style="list-style-type: none"> <li><b>12</b> Sao Khue Awards from Vietnam Software and IT Services Association (VINASA).</li> <li><b>2</b> BIT Cups from Vietnam PC World magazine, for Best Software Solution voted by end users.</li> <li><b>TOP 5</b> of Software Companies</li> <li><b>TOP 10</b> Vietnam IT services and solutions companies</li> <li>"<b>Vietnamese National Talent</b>" Awards, organized by Dan Tri online newspaper, VNPT Group and Vietnam Television (VTV)</li> <li><b>18</b> Gold, silver medals, certificate of merit, and IT awards.</li> </ul>
<b>Customers</b>	Over <b>42.000</b> customers nationwide.
<b>Offices</b>	Ha Noi - Da Nang - Ho Chi Minh
<b>Call center</b>	<b>1900-2130</b>
<b>Email</b>	<b>info@fast.com.vn</b>
<b>Website</b>	<b>www.fast.com.vn</b>

(Report date: 30 June 2022)

## INTRODUCTION LETTER

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

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

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

- Solutions for large and medium-sized businesses:
  - **Fast Business Online** – Enterprise Resource Planning solution (ERP).
  - **Fast DMS Online** – Distribution Management System.
  - **Fast CRM Online** – Customer Relationship Management System.
  - **Fast HRM Online** – Human Resource Management – Timecard – Payroll System.
- Solutions for Small and Medium-sized businesses:
  - **Fast Accounting** – Accounting software for small and medium-sized businesses.
  - **Fast Accounting Online** – Cloud-based Accounting software.
  - **Fast Accounting Online for Bookkeepers** – Cloud-based Accounting software for profession accounting service companies and persons.
- Solutions for electronic invoice **Fast e-Invoice.**
- Solution for e-contract management **Fast e-Contract.**
- Software for training **Fast Accounting Online for Education.**

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

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

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

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

For further information about **FAST** and products and services well as Fast Accounting in detail please visit our website at [www.fast.com.vn](http://www.fast.com.vn)

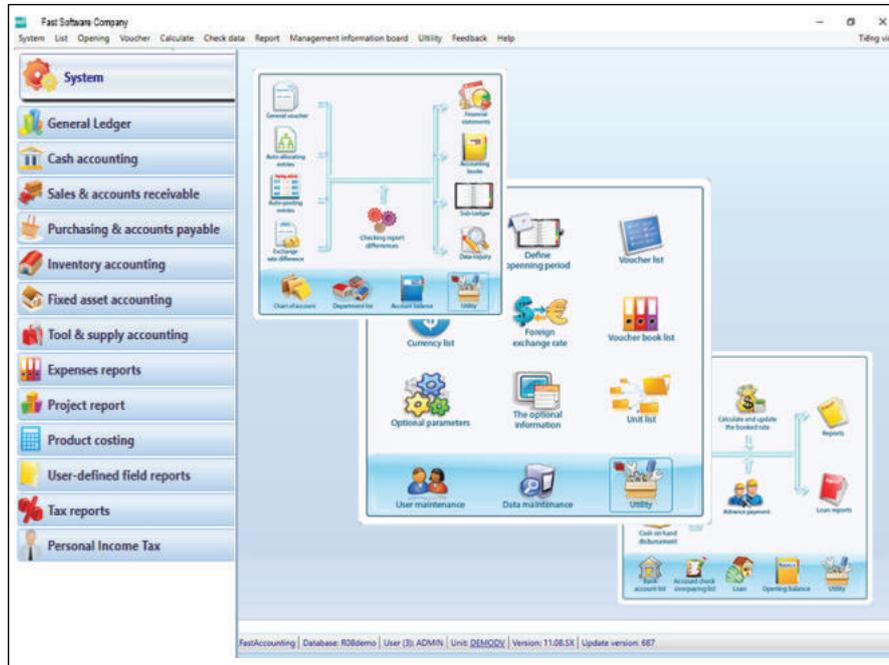
**Sincerely,**

**Fast Software Company.**

# FAST ACCOUNTING OVERVIEW

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

Fast Accounting has been developed and improved continuously since 1997 with more than 22.000 customers nationwide and honorably given awards such as Sao Khue award, BIT Cup, Widely Used Product, IT Cup...



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

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

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



## SYSTEM MANAGEMENT

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

### Menu of Functions



### User management

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

### Data Management

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

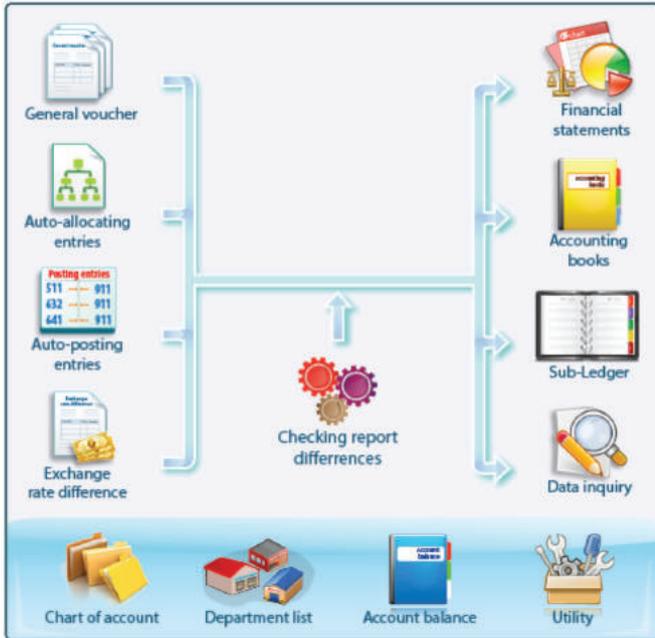
### Main Functions

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

# GENERAL LEDGER

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

## Menu of Functions

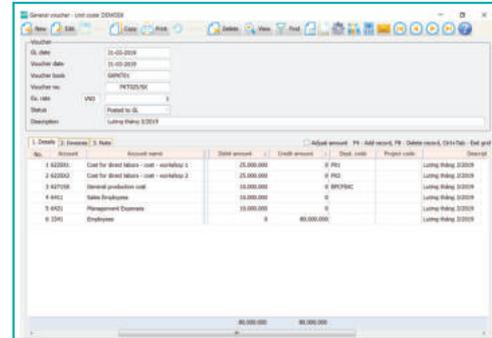


## Chart of Accounts

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

## Transactions

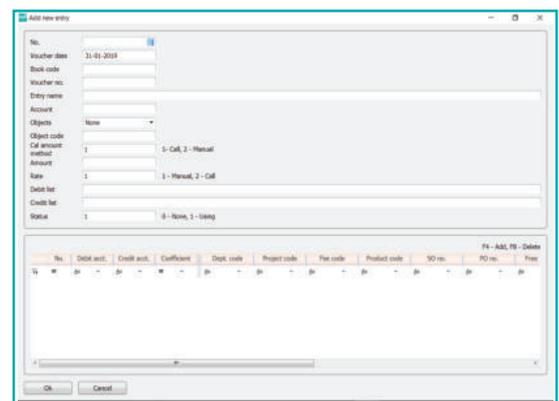
- Input accounting transactions that weren't inputted in other functional modules on the accounting voucher screen.
- Allow to input groups of one debit/many credits or many debits/one credit on a general voucher and control the balance of total amount of debits and total amount of credits of each account.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



Example of “General voucher” screen

## Period-end data processing

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



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

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

## Utilities

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

## Financial Statement

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

No.	Article	Date	01-01-2019 -> 3	01-02-2019 -> 2	01-03-2019 -> 3	Total	Calculate	Debit account
10	1. Revenues from sales and services rev	01	324.500.000	551.000.000	877.350.000	1.752.850.000	2	
20	2. Revenue deductions	02					2	
30	3. Net revenues from sales and services	10	324.500.000	551.000.000	877.350.000	1.752.850.000	2	
40	4. Costs of goods sold	11	264.559.446	455.092.140	731.998.042	1.451.649.628	1	311 62
50	5. Gross revenues from sales and service	20	59.940.554	95.907.860	145.351.958	301.200.372	2	
60	6. Financial expenses	21					1	312 33
70	7. Financial expenses	22					1	311 33
71	- In which: Interest expenses	23					1	311 33
80	8. Selling expenses	25	12.781.250	12.781.250	12.781.250	38.343.750	1	311 36
90	9. General administration expenses	26	14.681.250	12.681.250	12.681.250	40.043.750	1	311 36
100	10. Net profits from operating activities	30	32.478.054	70.445.360	119.889.458	222.812.872	2	
110	11. Other income	31					1	211 31
120	12. Other expenses	32					1	311 31
130	13. Other profits (40-31-32)	40					2	
140	14. Total net profit before tax (50-30+1-50)	50	32.478.054	70.445.360	119.889.458	222.812.872	2	
150	15. Current corporate income tax expen	51			30.000.000	30.000.000	1	311 35
160	16. Deferred corporate income tax expen	52					2	
170	17. Profits after enterprise income tax (1	60	32.478.054	70.445.360	89.889.458	192.812.872	2	
180	18. Basic earnings per share (*)	70					3	
190	19. Diluted earnings per share (*)	71					3	

## Accounting books

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

## Management information board

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

Name	Value	UOM: VND
Revenue	1.752.850.000	
Cost	1.491.940.628	
Gross revenue	301.200.372	
Rate (%)	21	

Account	Account name	Amount	UOM: VND
320111	Deferrable Input VAT - Goods	2.250.000	
320111	Short-term Payable: Business	1.692.237.300	
330111	Payable VAT - Domestic: Base	6.500.000	
3304	Corporation Income Tax	40.000.000	
3391	Employees	229.650.000	
3392	Trade Union Fees	2.760.000	
3393	Equal Insurance	70.000.000	
	<b>Total:</b>	<b>2.029.637.500</b>	

Item	NAME	Value	UOM: VND
1	Product SXTR01	284.000.000	
2	Product SXTR02	371.800.000	
3	Product SXTR03	375.000.000	
4	Product SXTR04	522.000.000	
	<b>Total:</b>	<b>1.752.850.000</b>	

Customer name	Revenue	UOM: VND
1 Customer SKKH01	1.119.850.000	
2 Customer SKKH02	633.000.000	
	<b>Total:</b>	<b>1.752.850.000</b>

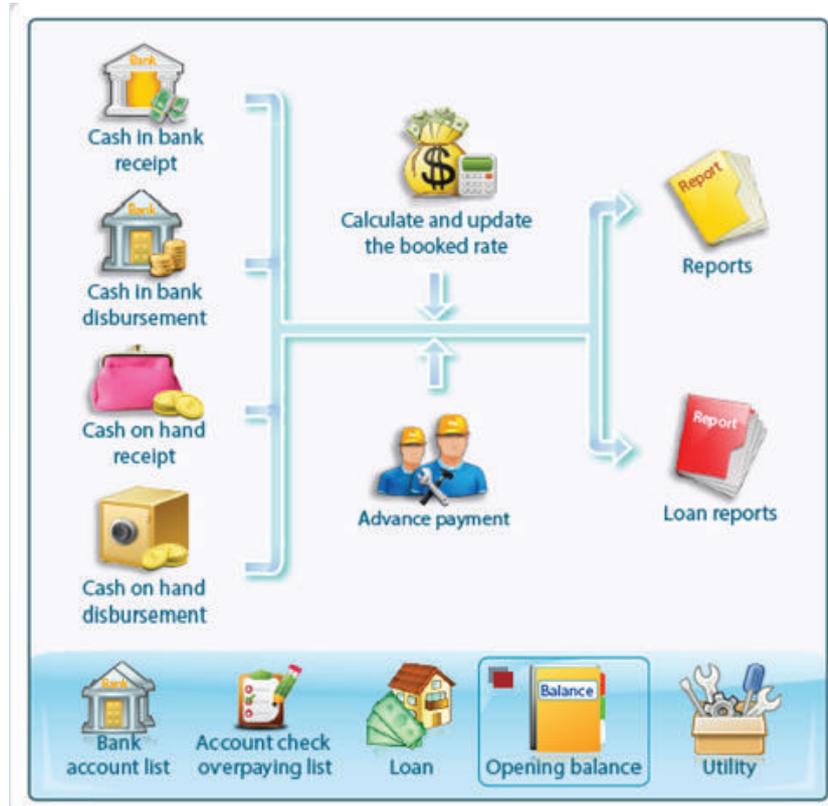
## Data mining

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

## CASH ACCOUNTING

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

### Menu of Functions



### Transactions

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

Example of "Bank receipt" screen

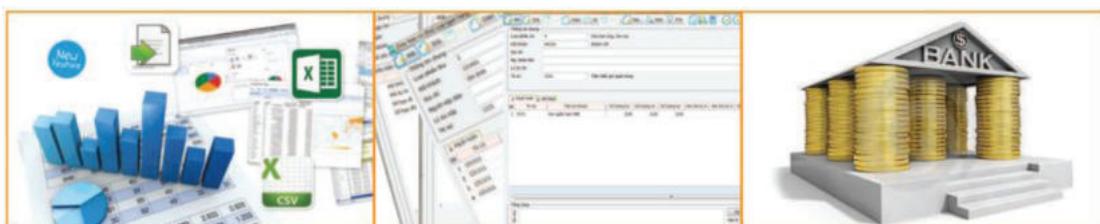
## Utilities

- Import lists, balances and vouchers from excel files.

## Reports

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

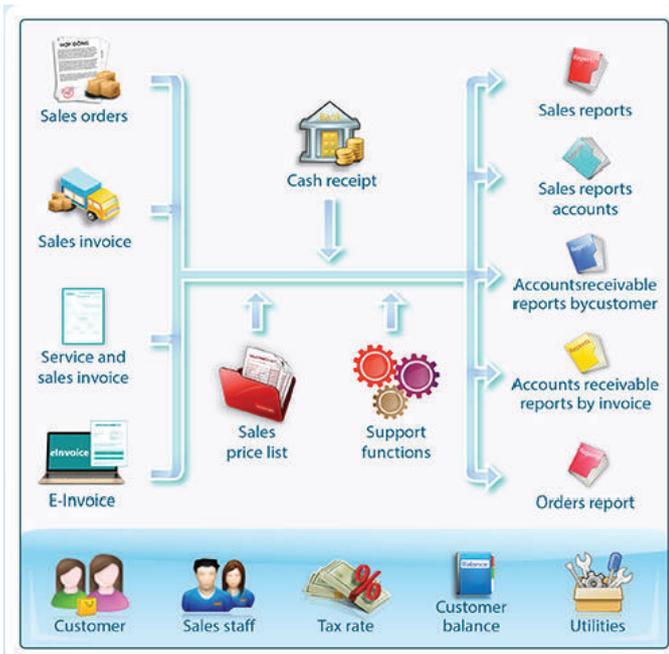
CASH IN BANK DETAIL BOOK									
BANK									
BANK ACCOUNT									
ACCOUNT: 112 - BANK DEPOSITS									
FROM DATE: 01-01-2019 TO DATE: 31-03-2019									
									OPENING BALANCE: 3.434.400.000
POSTING DATE	VOUCHER		DESCRIPTION	REF. ACCOUNT	AMOUNT		BALANCE	NOTE	
	NO.	DATE			RECEIPT (DEPOSIT)	PAYMENT (WITHDRAW)			
A	B	C	D	E	1	2	3	F	
02-01-2019	BC001/SX1	02-01-2019	Thu tiền bán hàng của hóa đơn 0001298 ngày 02-12-2018	131111	25.000.000		3.459.400.000		
02-01-2019	UNC001/SX2	02-01-2019	Chi thanh toán tiền điện thoại tháng 12/2018	6277		500.000	3.458.900.000		
02-01-2019	UNC001/SX2	02-01-2019	Chi thanh toán tiền điện thoại tháng 12/2018	6417		400.000	3.458.500.000		
02-01-2019	UNC001/SX2	02-01-2019	Chi thanh toán tiền điện thoại tháng 12/2018	6427		800.000	3.457.700.000		
02-01-2019	UNC001/SX2	02-01-2019	Chi thanh toán tiền điện thoại tháng 12/2018	133111		170.000	3.457.530.000		
02-01-2019	UNC002/SX2	02-01-2019	Chuyển nộp tiền BHYT tháng 12/2018	3383		7.650.000	3.449.880.000		
02-01-2019	UNC002/SX2	02-01-2019	Chuyển nộp tiền BHYT tháng 12/2018	3384		1.350.000	3.448.530.000		
02-01-2019	UNC002/SX2	02-01-2019	Chuyển nộp tiền BHYT tháng 12/2018	3386		600.000	3.447.930.000		
02-01-2019	UNC003/SX2	02-01-2019	Chuyển nộp tiền KPCĐ và đoàn phí cho Công đoàn cấp trên tháng 12/2018 (25% KPCĐ + 40% đoàn phí)	3382		330.000	3.447.600.000		
03-01-2019	UNC004/SX2	03-01-2019	Chi thanh toán tiền điện tháng 12/2018	6277		2.800.000	3.444.800.000		
03-01-2019	UNC004/SX2	03-01-2019	Chi thanh toán tiền điện tháng 12/2018	6417		700.000	3.444.100.000		
03-01-2019	UNC004/SX2	03-01-2019	Chi thanh toán tiền điện tháng 12/2018	6427		500.000	3.443.600.000		
03-01-2019	UNC004/SX2	03-01-2019	Chi thanh toán tiền điện tháng 12/2018	133111		400.000	3.443.200.000		
03-01-2019	UNC005/SX2	03-01-2019	Chi thanh toán tiền nước tháng 12/2018	6277		500.000	3.442.700.000		
03-01-2019	UNC005/SX2	03-01-2019	Chi thanh toán tiền nước tháng 12/2018	6417		800.000	3.441.900.000		
03-01-2019	UNC005/SX2	03-01-2019	Chi thanh toán tiền nước tháng 12/2018	6427		500.000	3.441.400.000		
03-01-2019	UNC005/SX2	03-01-2019	Chi thanh toán tiền nước tháng 12/2018	133111		180.000	3.441.220.000		
03-01-2019	UNC006/SX2	03-01-2019	Thanh toán tiền lương tháng 12/2018	3341		76.550.000	3.364.670.000		
03-01-2019	UNC007/SX2	03-01-2019	Thanh toán tiền mua vật liệu của nhà cung cấp SXNB01	331111		50.000.000	3.314.670.000		
03-01-2019	UNC008/SX2	03-01-2019	Thanh toán tiền mua vật liệu của nhà cung cấp SXNB01	331111		20.000.000	3.294.670.000		
TOTAL TO NEXT PAGE:					25.000.000	164.730.000			



# SALES AND ACCOUNTS RECEIVABLE

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

## Menu of Functions



## List of Customers

- Provide customer code up to 16 characters.
- Provide 3 fields, each field includes a list with different codes to divide into groups, classify types of customer support in analyzing and summarizing.
- Check valid tax ID, codes duplicated.
- Customer information is updated from the authorized database automatically while inputting tax ID.
- Manage customers by unit in case of multiple units using the same database.
- Provide supporting information such as default accounts, payment terms...

## Sales and cash collection transactions

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

- Service invoice.
- Invoice cum issue.
- Sales and service return receipt.
- Adjustment invoice.
- Connect to FAST's electronic invoicing software or software from different suppliers.
- Cash collection
  - Cash collection (cash on hand, cash in bank).
  - Misc. receivable transaction, AR-AP interface.
  - Cash allocation for invoices.
- Track sales invoices in detail by employee/sales department, payment due date... and track multiple orders, contracts, projects per an invoice. Check the current balance of the customer.
- Processing flexibly in case of promotion, gifts, discounts...
- Allow to create cash receipts while creating cash-sales invoices.
- Automatically calculate tax and transfer information to list of sales VAT invoices. Allow to edit the amount of tax . Track amount of tax by project, contract.
- Make adjusting entries, AR-AP interface between customers or suppliers.
- Allocate cash for invoices after collecting separately.
- Print invoices based on available templates or print directly from the program.

Example of "Sales invoice" screen

## Utilities

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

## Reports

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

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

ACCOUNTS RECEIVABLE AGING REPORT											
FROM DATE: 01-01-2019 TO DATE: 31-03-2019											
REPORT DATE: 31-03-2019											
NO.	INVOICE DATE	INVOICE NO.	PAYMENT TERM	DUE DATE	RECEIVABLE AMOUNT	RECEIVED AMOUNT	IN DUE	OVERDUE 1 - 30 DAYS	OVERDUE 31 - 60 DAYS	OVERDUE 61 - 90 DAYS	OVERDUE > 90 DAYS
<b>Customer SXKH01 - SXKH01</b>					<b>693.935.000</b>	<b>200.000.000</b>	<b>444.785.000</b>	<b>0</b>	<b>49.150.000</b>	<b>0</b>	<b>0</b>
1	02-02	000002/SX	15	17-02	249.150.000	200.000.000			49.150.000		
2	31-03	000006/SX	15	15-04	254.650.000		254.650.000				
3	31-03	000007/SX	15	15-04	190.135.000		190.135.000				
<b>Customer SXKH02 - SXKH02</b>					<b>696.300.000</b>	<b>300.000.000</b>	<b>339.350.000</b>	<b>56.950.000</b>	<b>0</b>	<b>0</b>	<b>0</b>
1	28-02	000003/SX	15	15-03	356.950.000	300.000.000		56.950.000			
2	31-03	000005/SX	15	15-04	339.350.000		339.350.000				
<b>TOTAL:</b>					<b>1.390.235.000</b>	<b>500.000.000</b>	<b>784.135.000</b>	<b>56.950.000</b>	<b>49.150.000</b>	<b>0</b>	<b>0</b>

## CONNECTING TO FAST E-INVOICE SOLUTION FOR ELECTRONIC INVOICING

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

### Fast e-Invoice overview

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

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

### Features of Fast e-Invoice

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

FAST Release electronic invoice

Refresh Preview the print template Detail Released Replace Adjusted Cancelled Export

Drag a field here to group by that field

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

15:03

Fast Business Online

Revenue, Expense - 1st Quarter

Unit of Measure: VND

Unit: All Units

Overview Report Entry Notification Others

14:54

Detail

Purchase requisition approval workflow process

14/08/2021 08:28:29

Number: 133  
Date: 23/07/2021

Item	Item Description
C0711	

In Words: One Million One Hundred Ten Thousand Dong(s) Only

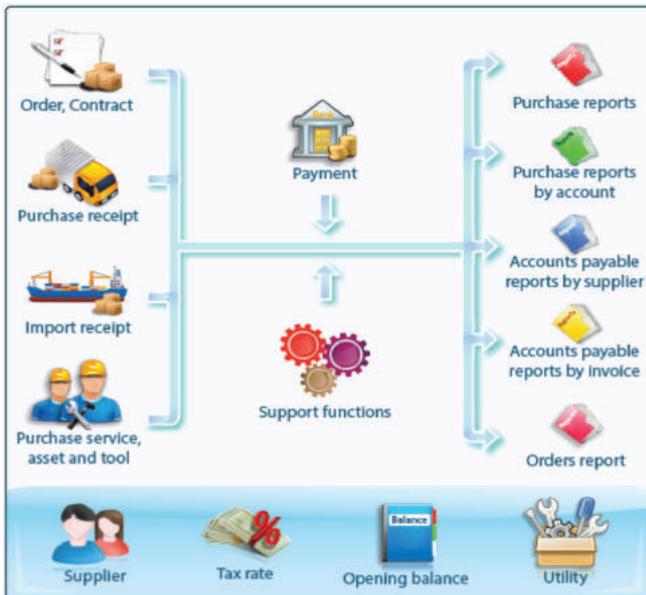
Detail Approval:  
 - At 29/07/2021, 16:51:15 HUNGHQ has changed the status to "2 - Approved"  
 - At 30/07/2021, 15:48:48 HUNGHQ has changed the status back to "1 - Open"  
 - At 14/08/2021, 08:28:29 HUNGHQ has changed the status to "2 - Approved"



# PURCHASING AND ACCOUNTS PAYABLE

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

## Menu of Functions



## List of suppliers

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

## Transactions

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

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

Example of "Purchase receipt" screen

Example of "Purchase receipt" screen

## Utilities

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

## Reports

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

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

# INVENTORY ACCOUNTING

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

## Menu of Functions



## List of items

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

## Transactions

- Transactions
  - Receipt.
  - Issue.
  - Stock transfer.

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

No.	Item code	Material	Item name	UOM	Site code	Inventory	Quantity	Price	Amount
1	SIVLP03	Material	SIVLP03	KG	SIVLPL	6,100,000	10,000,000	1,500,000	15,000,000
2	SIVLP04	Material	SIVLP04	KG	SIVLPL	8,400,000	20,000,000	2,000,000	40,000,000
3	SIVLP05	Material	SIVLP05	KG	SIVLPL	41,400,000	10,000,000	2,500,000	25,000,000
						55,900,000	40,000,000		80,000,000
Total:									Goods amount: 80,000,000

Example of “Issue” screen

## Utilities

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

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

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

### Cost of inventory calculation

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

### Reports

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

STOCK SUMMARY REPORT							
SITE: All							
FROM DATE: 01/01/2019 TO DATE: 31/03/2019							
NO.	ITEM CODE	ITEM NAME	UOM	OPENING STOCK	RECEIPT QUANTITY	ISSUE QUANTITY	CLOSING STOCK
1	SXTP01	Product SXTP01	Cai		3,750,000	3,650,000	200,000
2	SXTP02	Product SXTP02	Cai		3,360,000	3,360,000	
3	SXTP03	Product SXTP03	Cai		3,710,000	3,710,000	
4	SXTP04	Product SXTP04	Cai		2,900,000	2,900,000	
5	SXVLC01	Material SXVLC01	KC	6,000,000	80,000,000	33,500,000	32,500,000
6	SXVLC02	Material SXVLC02	KC	4,000,000	100,000,000	88,000,000	37,700,000
7	SXVLC03	Material SXVLC03	KC	4,000,000	100,000,000	88,900,000	37,100,000
8	SXVLC04	Material SXVLC04	KC	3,000,000	100,000,000	81,100,000	30,900,000
9	SXVLC05	Material SXVLC05	KC	2,000,000	10,000,000	30,000,000	12,000,000
10	SXVLP01	Material SXVLP01	KC	1,000,000	70,000,000	32,500,000	38,500,000
11	SXVLP02	Material SXVLP02	KC	1,000,000	70,000,000	81,000,000	6,700,000
12	SXVLP03	Material SXVLP03	KC	1,000,000	70,000,000	81,900,000	6,100,000
13	SXVLP04	Material SXVLP04	KC	500,000	70,000,000	82,100,000	6,400,000
14	SXVLP05	Material SXVLP05	KC	100,000	70,000,000	29,000,000	41,100,000

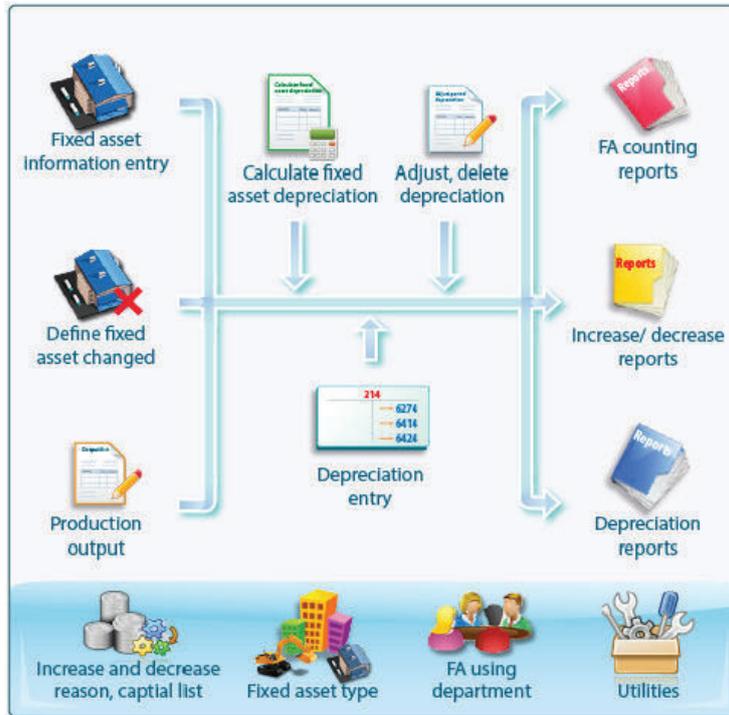
PREPARED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature, full name) CLIFF ACCOUNTANT  
(Signature, full name)

No.	Item code	Item name	UOM	Period 1	Period 2	Period 3	Item account
1	SXTP01	Product SXTP01	Cai	500,000			1551
2	SXTP02	Product SXTP02	Cai	500,000	300,000		1551
3	SXTP03	Product SXTP03	Cai	1,000,000	1,000,000		1551
4	SXTP04	Product SXTP04	Cai	300,000	500,000		1551
5	SXVLC01	Material SXVLC01	KG	53,500,000	43,500,000	32,500,000	1521
6	SXVLC02	Material SXVLC02	KG	79,700,000	59,700,000	37,700,000	1521
7	SXVLC03	Material SXVLC03	KG	79,100,000	59,100,000	37,100,000	1521
8	SXVLC04	Material SXVLC04	KG	80,900,000	60,900,000	38,900,000	1521
9	SXVLC05	Material SXVLC05	KG	33,000,000	23,000,000	12,000,000	1521
10	SXVLP01	Material SXVLP01	KG	58,500,000	48,500,000	38,500,000	1522
11	SXVLP02	Material SXVLP02	KG	46,700,000	26,700,000	6,700,000	1522
12	SXVLP03	Material SXVLP03	KG	46,100,000	26,100,000	6,100,000	1522
13	SXVLP04	Material SXVLP04	KG	48,400,000	28,400,000	8,400,000	1522
14	SXVLP05	Material SXVLP05	KG	61,400,000	51,400,000	41,400,000	1522

# FIXED ASSET ACCOUNTING

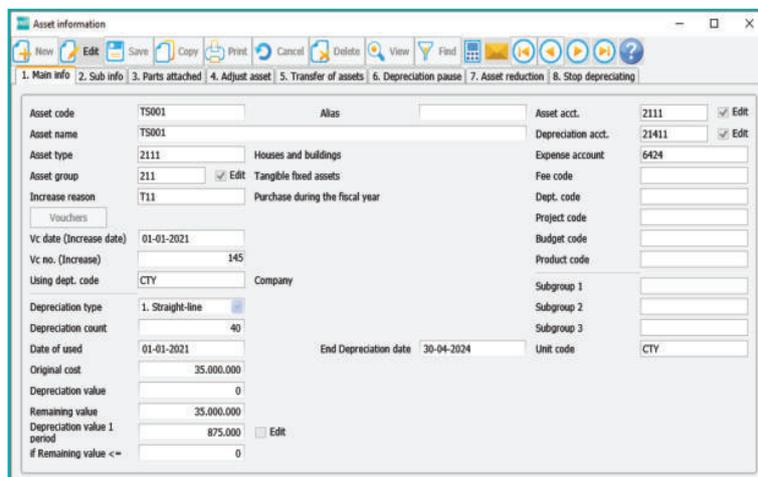
“Fixed Assets Accounting” module records essential information of fixed assets supporting users in managing all information clearly of fixed assets anytime. This module includes utilities to update changes related to fixed assets such as department transferring, value adjustment, depreciation adjustment...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

## Menu of Functions



## Fixed asset information

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



Example of Fixed Asset information screen

## Utilities

- Import fixed asset list from excel files.

## Fixed asset changes

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

## Calculate and allocate depreciation, create general ledger entry

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

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

- Create depreciation allocation entries and record them to the general ledger.

## Reports

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

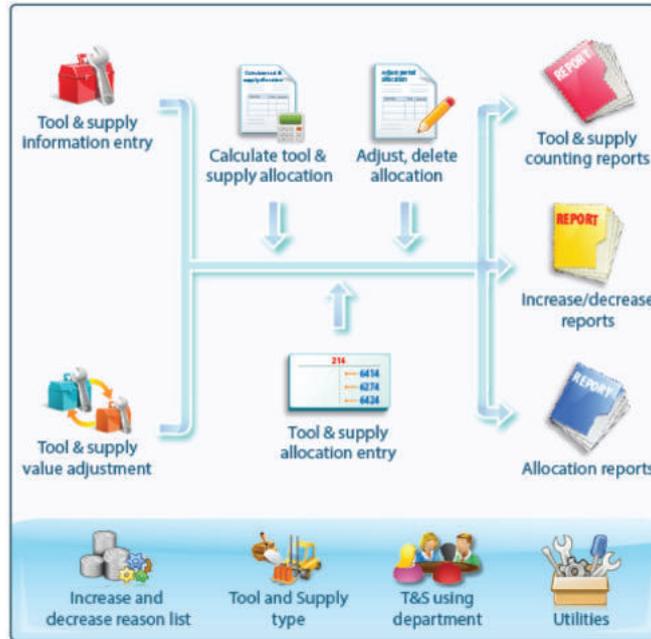
FIXED ASSET BOOK														
YEAR: 2019														
NO.	VOUCHER			ASSET NAME AND DESCRIPTION	MADE IN	USING DATE	FA NO.	ORIGINAL COST	DEPRECIATION			ACCU. DEPR.	DECREASE	
	NO.	DATE							RATE(%)	VALUE			VOUCHER NO.	DATE
A	B	C	D	E	G	H	1	2	3	4	I	K	L	
1	0000001	01-01-2018	Fixed Asset SXTS01	Việt Nam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

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

# TOOLS AND SPARE PARTS ACCOUNTING

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

## Menu of Functions



## Tools and spare parts information

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

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

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

Example of Tools and Spare parts information screen

## Utilities

- Import tools and spare parts list from excel files.

## Tools and spare parts changes

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

## Calculate and allocate expense, create general ledger entry

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

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

## Reports

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

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

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

# EXPENSE REPORTS

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

## Menu of Functions



## Expense reports

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

Expenses summary report by sub-account - many period

Refresh Edit Detail Print Export Calculator

Drag a field here to group by that field

No.	Account	Name	Period 1	Period 2	Period 3	Total
1	641	Sales Expenses	142.652.747	142.033.833	139.337.583	424.024.163
2	6411	Sales Employees	75.543.000	75.543.000	75.543.000	226.629.000
3	6413	Stationery for Sales	9.043.081	1.229.167	2.897.917	13.170.165
4	6414	Depreciation of Fixed Assets	4.166.666	4.166.666	4.916.666	13.249.998
5	6417	External Services	53.900.000	61.095.000	53.780.000	168.775.000
6	6418	Other Cash Expenses			2.200.000	2.200.000
7	642	Enterprise Administration Expenses	146.566.091	146.048.490	155.199.632	447.814.213
8	6421	Management Expenses	64.623.000	64.623.000	64.623.000	193.869.000
9	6422	Administrative Materials	53.579.046	52.508.823	57.466.215	163.554.084
10	6423	Office's Equipments	1.523.723	1.229.167	1,422,917	4.175.807
11	6424	Depreciation of Fixed Assets	25,040,322	24,687,500	24,687,500	74,415,322
12	6427	External Services	1.800.000	1.800.000	3.800.000	7.400.000
13	6428	Other Cash Expenses		1.200.000	3.200.000	4.400.000

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

## PROJECT AND CONSTRUCTION ACCOUNTING

### Menu of Functions



### Information of project and construction

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

### Project and construction cost estimate tracking

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

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

### Project value tracking and payment by stages

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

### Project and construction AR and AP tracking

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

### Project and construction AR and AP tracking

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

### Cost, profit and loss of project and construction calculation

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

# PRODUCT COST ACCOUNTING

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

## Menu of Functions



## Expense allocation and cost of product calculation

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

## Manufacturing cost

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

## Reports

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

PRODUCT COST REPORT										
MONTH 1 YEAR 2019										
NO.	PRODUCT CODE	PRODUCTNAME	UOM	RECEIPT QUANTITY	PRICE	TOTAL PRICE	MATERIAL COST	LABOUR COST	GENERAL COST	
1	SXTP01	Product SXTP01	CM	1.000.000	58.703.989	58.075.684	70.060.746	14.573.103	3.422.135	
2	SXTP02	Product SXTP02	CM	1.000.000	34.303.643	100.950.646	61.698.410	15.000.000	5.107.231	
3	SXTP03	Product SXTP03	CM	1.000.000	126.451.371	188.417.026	180.308.028	17.311.000	7.307.387	
4	SXTP04	Product SXTP04	CM	300.000	156.452.703	126.750.616	108.975.636	9.340.045	7.341.137	
				<b>Total:</b>	<b>6.000.000</b>	<b>433.892.896</b>	<b>612.631.073</b>	<b>433.783.673</b>	<b>84.406.200</b>	<b>24.331.280</b>

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

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

## USER-DEFINED FIELD REPORTS

### Menu of Functions



### Main functions

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

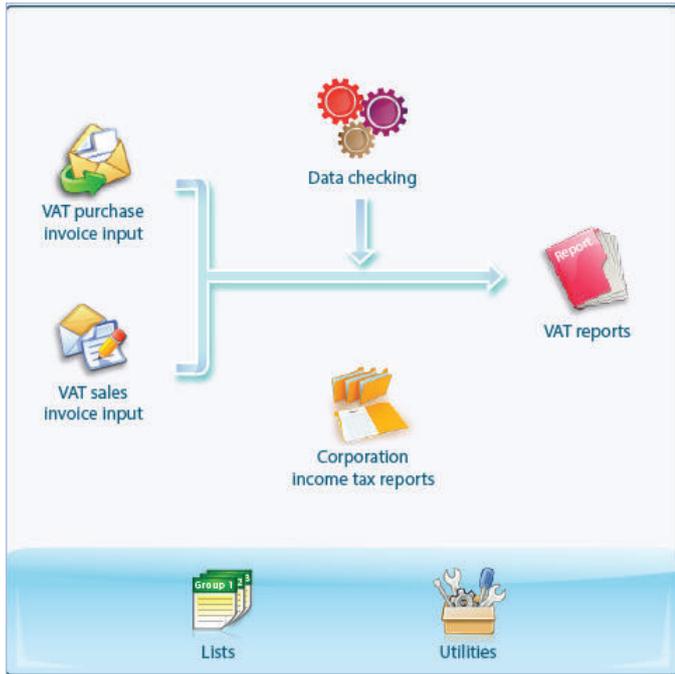
### Reports

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

# TAX REPORTS

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

## Menu of Functions



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

## Tax reports

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

## Functions

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

THE SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness

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

### VALUE ADDED TAX (VAT) DECLARATION

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

[04] Tax entity: \_\_\_\_\_  
[05] Tax code: 0 1 0 0 7 2 7 8 2 5

[06] Address: \_\_\_\_\_  
[07] District: Quận Cầu Giấy [08] Provincial/City: TP Hà Nội  
[09] Phone: (04) 3771.5990 [10] Fax: (04) 3771.5991 [11] E-mail: info@fast.com.vn

[12] Tax agent (if any): \_\_\_\_\_  
[13] Tax code: \_\_\_\_\_  
[14] Address: \_\_\_\_\_  
[15] District: \_\_\_\_\_ [16] Provincial/City: \_\_\_\_\_  
[17] Phone: \_\_\_\_\_ [18] Fax: \_\_\_\_\_ [19] E-mail: \_\_\_\_\_  
[20] Tax agent's contract No. \_\_\_\_\_ Date: \_\_\_\_\_

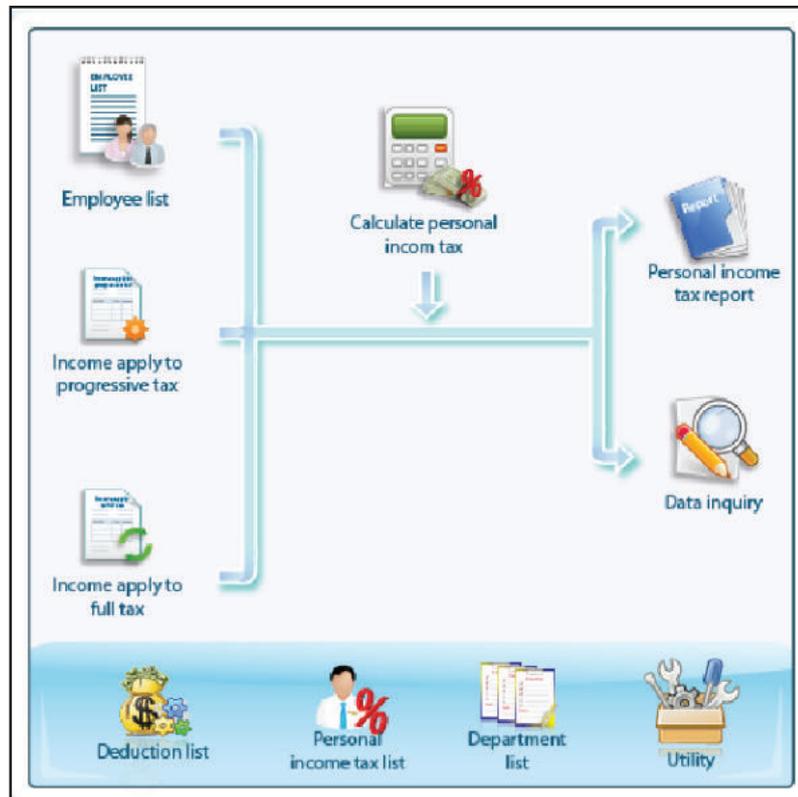
Currency: VND

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

## PERSONAL INCOME TAX MANAGEMENT

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

### Menu of Functions



### Main functions

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

### Reports

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

