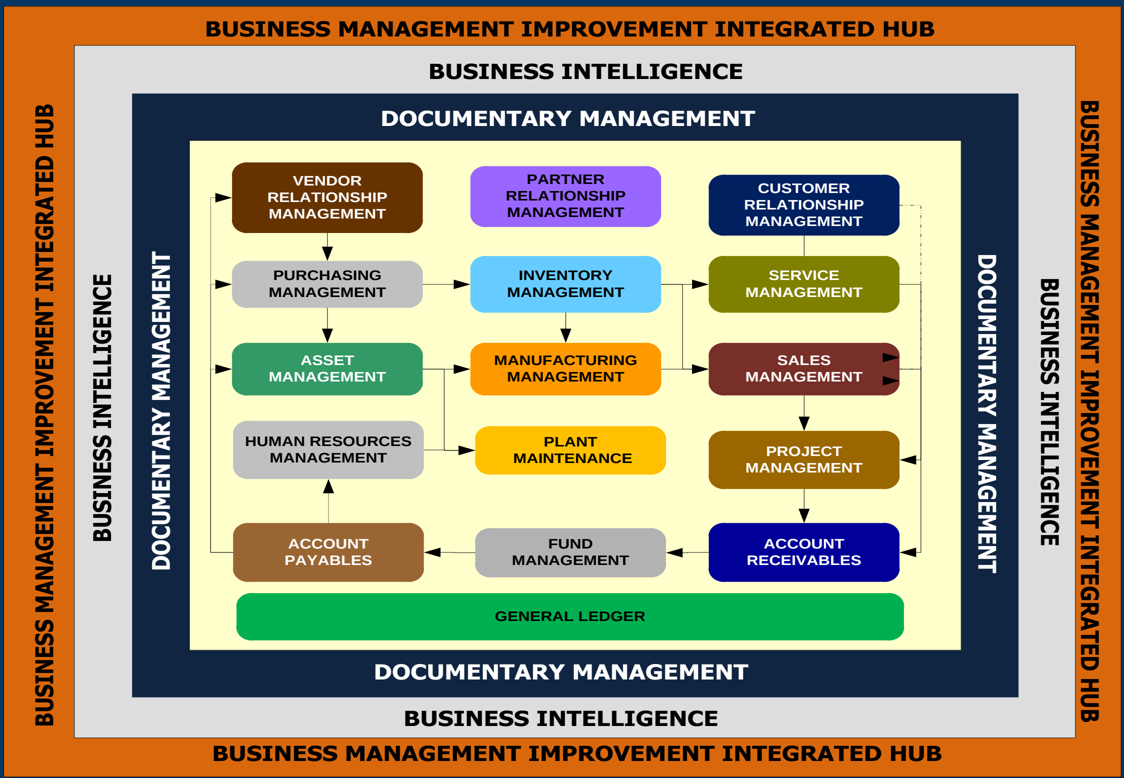
Business Force One® (BFO)
Empowers your business and productivity

Choosing the right business management solution means balancing your short and long term business goals with your financial resources. BFO® helps you overcome these challenges with a business management system that matches your business needs as well as your budget.

BFO® is designed specifically for help small, midmarket and corporate businesses seeking one solution to help increase productivity without disrupting everyday business operations. It delivers integrated functionality to support solutions for:

- Customer Relationship Management (CRM)
- Supply Chain Management (SCM)
- Enterprise Resource Planning (ERP)
- Enterprise Resource Management (ERM)
- Supported by end-to-end service (e-Business)

BFO® is a modular system that consists of more than 17 modules with many small units called features. The system and application functionality, as well as all facilities for designing and programming customized features and add-ons, are divided into features. This carefully designed system offers great flexibility. You can purchase precisely the functions that you need, and then customize them. You can add more components as you need them.



FINANCIAL ACCOUNTING MANAGEMENT

1. **BFO Financial Accounting System** is the heart of the system. With very well and flexible design, BFO financial system provides you a suitable accounting system including both financial accounting and management accounting. With BFO auto generating report system along with BFO Posting profile system, you can use a range of pre-defined reports or your own customized company-specific reports help the financial and accounting department work effectively and productively. "BFO streamlines your process so that your business runs fast and lean".

2. Key feature worksheet

Feature	Description
General Ledger (v1,2,3,4) *BFO-FM/001*	• You use this feature to set up a company and post to the general ledger. • The feature provides you with the basic facilities necessary for setting up a company and posting to the general ledger: chart of accounts, general journals, VAT facilities, recurring journals and source codes. It also includes facilities for internal and external reporting. • The feature allows you to post and report in the company's base currency. If you also purchase the Multiple Currencies feature, you can post and report in an additional currency as well. • The feature allows two languages from the beginning – the English US language and the native language for the particular country. • The feature allows 1 instance of BFO Application Server. This feature must always be included as part of the initial purchase of a solution because it includes 1 session and the first company.
Allocations *(v1,2,3,4)* *BFO-FM/002*	• This feature allows you to allocate general ledger entries to combinations of accounts, departments and projects (analysis codes) using allocation keys. • You can use periodic general journal to facilitate your periodic allocation. • The allocation keys can be based on amount, percentage or quantity. Allocations can be used for many purposes, for example, when allocating overhead (such as rent) to company profit centers.

	Requirements: General Ledger
Budgeting *(v1,2,3,4)* *BFO-FM/003*	• This feature allows you to work with budgets in general accounts. • Once you have created a budget, you can print a balance compared to the budget showing variances by percentages. You can work with several budgets. Budgets are normally entered per period for the relevant accounts. You can create, copy and work with any number of budgets at the same time. You can work with, for example, a 100% budget, a 110% budget, and so on. Requirements: General Ledger
Financial Report Generator *(v1,2,3,4)* *BFO-FM/004*	• You use this feature for defining your financial reporting. You can arrange reports based on the figures in GL Entry data from the chart of accounts as well as budgets, but with a different arrangement of financial figures, texts or details than in the chart of accounts. The Financial Reporter feature is like a filter for the accounts that enables you to choose the accounts that you want to include (or not include). You can also use it to change the order of the accounts or combine the figures in various ways, and you can set up which columns to print. In addition, it is possible to make simple calculations. Requirements: General Ledger
Audit Trail *(v1,2,3,4)* *BFO-FM/005*	• This feature lets you define a set of reason codes that can be assigned to individual transactions throughout the system. • This provides additional, user-defined audit trails that complement the information already provided by system-assigned audit trails and posting descriptions. • You can place reason codes on journals as well as on sales and purchase headers. For example, reason codes can be used to mark all ledger entries made in connection with the closing of the fiscal year. Requirements: General Ledger
Fund/Bank Account *(v1,2,3,4)* *BFO-FM/006*	• This feature allows you to manage an unlimited number of bank accounts in both local and foreign currencies. • This feature allows you to generate printed checks with unique number series for each bank account.

	Requirements: General Ledger.
Bank Reconciliation (v1,2,3,4) BFO-FM/007	• This feature enables you to reconcile your bank accounts in BFO with the bank's statements. • You can apply amounts from your bank account ledger to the reconciliation form and keep track of all bank statements. Requirements: Bank Account Management
Account Receivables (v1,2,3,4) BFO-FM/008	• You use this feature to set up and maintain the customer table. With this feature, you can also post sales transactions in journals and manage receivables. • The feature allows you to register customers and manage receivables using general journals. It is always used when you need to have a customer table. Sales Invoicing (see description below) is also frequently used with the Basic Receivables feature. • Basic Receivables is integrated with General Ledger and Inventory and is required for the configuration of all other Sales & Receivables features. • If you have the Multiple Currencies feature, you can post sales transactions and manage receivables in multiple currencies for each customer. Requirements: General Ledger
Account Payables (v1,2,3,4) BFO-FM/009	• You use this feature to set up and maintain a vendor table. With this feature, you can also post purchase transactions in journals and manage payables. • The Basic Payables feature includes the vendor table and allows you to generate vendor ledger entries using general journals. This feature is always used if you must have a vendor table, but it also lets you manage payables. Purchase Invoicing is also frequently used with this feature (see description below). • Basic Payables is integrated with General Ledger and Inventory and is required for the configuration of all other Purchases & Payables features. • If you have the Multiple Currencies feature, you can post purchase transactions and manage payables in multiple currencies for each vendor. Requirements: General Ledger
Salespeople	• This feature lets you assign purchasers to vendors and

/Purchasers *(v1,2,3,4)* *BFO-FM/0010*	salespeople to customers to keep track of purchases and sales per person. Purchasers and salespersons are tracked in the Vendor Ledger, Customer Ledger, Item Ledger, Job Ledger and Resource Ledger. • Statistics are generated about individual salespeople and purchasers based on this information. These can be used to calculate commissions. Requirements: General Ledger
Sales Invoice *(v1,2,3,4)* *BFO-FM/0011*	• You use this feature to set up; post and print customer invoices and sales credit memos. It is fully integrated with General Ledger and Inventory. Requirements: Basic Receivables
Purchase Invoice *(v1,2,3,4)* *BFO-FM/0012*	• You use this feature to set up, post and print purchase invoices and purchase credit memos. It is integrated with General Ledger and Inventory. Requirements: Basic Payables.
Basic Analysis Codes *(v1,2,3,4)* *BFO-FM/0013*	• This feature gives you an unlimited number analysis codes to use in transactions in all ledgers. You can name all the analysis codes as most appropriate for your business. • In addition to an unlimited number of analysis codes, the feature includes advanced analysis code functionality. With this feature you can: • You can assign analysis codes to each transaction that involves a general ledger account, customer, vendor, asset, employee, project or an inventory item. This gives greater flexibility when working with statistics. • In addition, it will be possible to define default analysis codes values and rules for the default values for all account types (G/L, customer, vendor, item, and so on). This will help you add analysis codes easily to all transactions. • The feature can also be used for a statement of operations for a company. Requirements: General Ledger
Business Information System *(v1,2,3,4)* *BFO-FM/0014*	• This feature is a powerful tool for decision supporting making, especially for BOD and managers. It provides you an overview of your business and drill-down to detail so that you get fruitful and important information to make decisions urgently and precisely. Filtered from all posted entries, Business information system (BIS) is a

	powerful yet flexible report system for users to define by themselves. And Business information system helps you doing analysis and generating statistics by different criteria such as customer debts, revenues, receipt from customers and payment to vendors, customer overdue, stock available … data can be played in graphics for reflecting your business trends as well as compare between actual and budget/planning data by interval period yearly, quarterly, monthly and daily. The BFO drill-down functionality lets you know detail entries formed this data. in short, this module supports the organization's executives to make right strategy decisions in time for optimizing sales process, cash flow, inventory turnover, customer satisfaction, business trends, and vendor performance… Requirements: General Ledger
Planning System *(v1,2,3,4)* *BFO-FM/0015*	• This feature allows you to work with planning in customer accounts, vendor accounts, employee accounts, bank accounts and inventory items. • It helps you keep track of sales planning, cash flow forecast, purchase requisition planning, production planning as well as payroll planning. • You can combine this feature with Business Information System to compare between actual and planning data by interval period yearly, quarterly, monthly and daily. • The planning system can be imported from MS Excel, copy from other planning and allocate data by interval period yearly, quarterly and monthly. Requirements: General Ledger
Business Report Generator System *(v1,2,3,4)* *BFO-FM/0016*	• You use this feature for defining your business reporting. You can arrange reports based on the figures in all master data from each module such as customer accounts, vendor account, item accounts, employee accounts …, but with a different arrangement of business or financial figures, texts or details than in the all kind of accounts. The Business Reporter feature is like a filter for the accounts that enables you to choose the accounts that you want to include (or not include). You can also use it to change the order of the accounts or combine the figures in various ways, and you can set up which columns to print. In addition, it is possible to make simple calculations. Requirements: General Ledger

Sales and Distribution Management

1. **BFO Sales and Distribution System:** To move ahead of the competition, you need to keep your customers satisfied, and you cannot do this without an efficient and flexible distribution system. BFO® Distribution System gives you the power to act more responsively to your customers' demands, improve your customer service and reduce your inventory and distribution costs. With the advanced warehousing functionality included in BFO® Distribution, you can reduce costs and increase efficiency in your warehouse. BFO® Distribution also helps you to increase and maintain the accuracy of your inventory data with features such as item tracking and an barcode system (2D and 3D). From your warehouse layout, to shipping, BFO® Distribution will increase the efficiency of your distribution processes. When your customers know that all your distribution resources are geared towards serving their needs, you become more than just today's supplier of goods; you become a long-term partner.

2. **Key Feature worksheet**

Feature	Description
Sales Quotes *(v1,2,3,4)* *BFO-SM/001*	• You use this feature to manage sales quotes to customers. • From sales quotes, you can generate sales order and follow the sales process to shipment, invoicing and receipt payment.
Sales Contracts *(v1,2,3,4)* *BFO-SM/002*	• You use this feature to manage sales contract with customers. • From sales contracts, you can generate sales order and follow the sales process to shipment, invoicing and receipt payment.
Sales Orders *(v1,2,3,4)* *BFO-SM/003*	• You use this feature to manage sales order processes. • The differences between setting up an invoice directly and setting up a sales order are: • Quantity available is adjusted as soon as an amount is entered on a sales order line, but it is not affected by an invoice until the invoice is posted. • You can use the Sales Order Management feature to manage partial shipments. • You can ship and invoice separately with the Sales Order Management feature.

	• There is also a difference regarding the time frame for the sale. There can be a long period between the time items are ordered and the time they are sold. The feature also enables you to use quotes and blanket orders in the sales phase. Quotes and blanket orders do not affect inventory figures. Requirements: Sales Invoice.
Payment Discount *(v1,2,3,4)* *BFO-SM/004*	• You use this feature to work with customer payment discounts that are either customer specific or customer group specific. A discount can then be shared among several customers. With a payment discount, you negotiate the percentage that the customer or customer discount group will get as a discount by payment before invoice due date. • Requirements: Basic Inventory and Sales Invoice
Alternative Ship-to Address *(v1,2,3,4)* *BFO-SM/005*	• You use this feature when there are several invoicing and ship-to addresses. • You can set up ship-to addresses for a specific customer. For example, if you have a customer who is a contractor and requires delivery at several different construction sites, you could make use of Alternative Ship-To's. • Requirements: Sales Invoice
Order Promising *(v1,2,3,4)* *BFO-SM/006*	• You use this feature to calculate availability dates and delivery dates. If the customer has a requested delivery date you can find out if it is possible to deliver on that date. You can also calculate a possible delivery date, based on lead time or production time, if you have nothing on inventory. • Requirements: Basic Inventory, Sales Order Management
Shiping Agents *(v1,2,3,4)* *BFO-SM/007*	• This feature gives you the possibility to set up several Shipping Agents (UPS, DHL, external carriers or own carriers) and relate their services (express, overnight, standard) with shipping time. Shipping Agents can be used together with Sales orders and Transfer orders. • Requirements: Sales Order Management
Sales Return Orders *(v1,2,3,4)* *BFO-SM/008*	• This feature allows you to create a sales return order, to compensate a customer for wrong or damaged items. Items can be received against the sales return order. • It is possible to do partial return receipt and to combine return receipts in one credit memo. With this feature you can link sales return orders with replacement sales orders

	• Requirements: Sales Order Management and Basic Inventory
Sales Line Discount (v1,2,3,4) BFO-SM/009	• This feature allows you to calculate invoice discounts automatically. • You can set up any number of invoice discount terms, for which you define a certain minimum amount, discount percentage and/or a service charge. You can do this in both LCY and in foreign currencies. • The discount is calculated on the individual item lines and becomes part of the net sum of the invoice. • Requirements: Sales Invoice.
Sales Pricing (v1,2,3,4) BFO-SM/010	• You use this feature to work with sales prices that are either customer specific or customer group specific. • A sales price can then be shared among several customers. With a sales price, you negotiate the actual prices with the customer or customer price group. • Requirements: Basic Inventory and Sales Invoice
Sales Campaign (v1,2,3,4) BFO-SM/011	• You use this feature to work with sales prices and sales line discounts connected with campaigns. Once you have "activated" the prices/discounts any customer or contact related to a company currently in a segment associated with a given campaign can have access to the price/discount associated with that campaign. These prices will then be valid for the life of the campaign or until you decide to "deactivate" it. • Upon creating a sales document or service order the campaign price/discount will be amongst the available pricing reductions when the application chooses the price to retrieve on the line. • Requirements: Campaign Management.

Purchase Management

1. **BFO Purchasing System** helps your people work with business partners and suppliers in such a way that everybody's business model can advance and key business relationships deliver high value. BFO Procurement functionality can also help your people monitor and report on the actual productivity and business value of vendor and partner engagements, and implement appropriate course corrections. In turn, your team can practice consistent, efficient quality control over the fulfillment of vendor commitments to your company, and record their findings in such a way that it is easy for business managers to evaluate vendor performance, negotiate terms, or initiate new business alliances. Reliable demand-planning capabilities also help to control costs and align vendors firmly behind your business goals

2. **Key feature worksheet**

Feature	Description
Purchase Requests (v1,2,3,4) BFO-PM/001	• You use this feature to manage Purchase Requests from purchaser to suppliers. • From purchase requests, you can generate purchase order and follow the purchase process to item receipt, purchase invoice and payment to suppliers.
Purchase Contracts (v1,2,3,4) BFO-PM/002	• You use this feature to manage Purchase Contacts with suppliers. • From purchase contracts, you can generate purchase order and follow the purchase process to item receipt, purchase invoice and payment to suppliers.
Purchase Orders (v1,2,3,4) BFO-PM/003	• You use this feature to manage purchase quotes, blanket orders and purchase order processes. • The differences between creating a purchase order and creating a purchase invoice directly are: • Quantity available is adjusted as soon as an amount is entered on a purchase order line, but it is not affected by a purchase invoice until the invoice is posted. • You can use the Purchase Order Management feature to manage partial receipts. • You can receive and invoice separately with the Purchase Order Management feature. • The feature also allows you to use quotes and blanket orders in the purchase phase. Quotes and blanket orders

	do not affect inventory figures. Requirements: Purchase Invoicing
Purchase Invoice Discount *(v1,2,3,4)* *BFO-PM/004*	• This feature lets you calculate invoice discounts automatically. • The discount can differ from vendor to vendor with different minimum amounts (also in different currencies) and different rates, depending on the size of the invoice. The discount is calculated on the individual item lines and becomes part of the net sum of the invoice. Requirements: Purchase Invoic*e.*
Requisition Planning *(v1,2,3,4)* *BFO-PM/005*	• You use this feature to automate the requisition procedure. • Requisition Management automatically generates suggested purchases based on a variety of data such as minimum and maximum quantities, reorder quantities, and so on. Requirements: Purchase Order Management and Basic Inventory
Alternate Ship-to Address *(v1,2,3,4)* *BFO-PM/006*	• You use this feature for vendors with more than one order address. • The number of possible order addresses is unlimited. Requirements: Purchase Invoice.
Purchase Return Order *(v1,2,3,4)* *BFO-PM/007*	• This feature allows you to create a purchase return order, to compensate your own company for wrong or damaged items. Items can be picked from the purchase return order. It is possible to do partial return shipments and to combine return shipments in one credit memo. With this feature you can link purchase return orders with replacement purchase orders. • Requirements: Purchase Order Management and Basic Inventory
Purchase Line Discount *(v1,2,3,4)* *BFO-PM/008*	• You use this feature to work with purchase discounts that are vendor specific. With a line discount, you negotiate the percentage that the vendor, will give as a discount. Requirements: Basic Inventory and Purchase Invoicing

Purchase Pricing (v1,2,3,4) BFO-PM/009	• You use this feature to work with purchase prices that are vendor specific. With a purchase price, you negotiate the actual prices with the vendor. Requirements: Basic Inventory and Purchase Invoicing
Drop Shipment (v1,2,3,4) BFO-PM/010	• You use this feature to link sales and purchase orders to one another and when items are shipped directly from the vendor to the customer. • Drop Shipments enables you to handle items being shipped directly from the vendor to the customer without manual application of inventory entries. The invoicing process is not affected by drop shipments. Drop Shipments is useful for businesses that sell items that are shipped directly from the vendor to the customer without ever being placed in inventory. Requirements: Sales Order Management and Purchase Order Management

INVENTORY MANAGEMENT

1. **BFO Inventory System (Barcode Support Available)** helps you to control inventory efficiently. Items are managed detail by work center, warehouse location and also logical in-transit location in terms of item unit of measure conversion. You can easily control even same item which different by variants or Item dimensions and manage the planning value (cost and price) in a matrix for advanced planning and analysis.. one of the most remarkable feature is that, with BFO inventory, information of real stock, safety stock, ordered reserved quantity is always in your hand so that you can promise to delivery in time or transfer item from nearby branches, distribution center (POS), and other warehouse locations easily. Especially, inventory figures are always online and available instantly, assisting your on-time and precise decision.

2. **Key feature worksheet**

Feature	Description
Inventory Management *(v1,2,3,4)* *BFO-IM/001*	• This feature is used to keep track of items and prices. It is usually used with Sales & Receivables and Purchases & Payables. • The Basic Inventory feature includes the BFO item tables, item entries and item journals. With this feature, you can set up inventory items and post item transactions in journals. • Basic Inventory is integrated with General Ledger and with the posting processes in Sales & Receivables and Purchases & Payables. This feature is also required for the configuration of all other Inventory features. • Requirements: General Ledger
Multi Locations *(v1,2,3,4)* *BFO-IM/002*	• This feature provides basic functionality that allows the user to manage inventory in multiple locations. The feature is broad enough to include locations in plants or production facilities as well as distribution centers, warehouses and service cars. • Requirements: Inventory Management
Item Transfer *(v1,2,3,4)* *BFO-IM/003*	• This feature enables you to track inventory effectively as it is moved from one location to another. You can also better account for the value of inventory in transit and at various locations.

	• Requirements: Multiple Locations
Item Substitutions (v1,2,3,4) BFO-IM/003	• With this feature, you can link items with the same or similar characteristics. If a customer orders an item that is not available, you can offer substitute items and avoid losing the sale. Or you can provide an extra service to your customer by offering lower-cost alternatives. • Requirements: Sales Order Management and Basic Inventory
Item Reference (v1,2,3,4) BFO-IM/004	• Using this feature, you can quickly and precisely identify the items a customer is ordering on the basis of item numbers other than your own. Cross-reference information from customers, vendors and manufacturers as well as generic numbers, universal product codes (UPCs) and European article numbers (EANs) can be stored and easily accessed. • Requirements: Sales Order Management and Basic Inventory
Non Stock Item (v1,2,3,4) BFO-IM/005	• You use this feature when you offer items that are not part of your inventory but that you can order from the vendor or manufacturer. Such items are registered as non-stock items but otherwise are treated like any other item. • Requirements: Sales Order Management and Basic Inventory
Item Charged (v1,2,3,4) BFO-IM/006	• You use this feature when you want to include the value of additional cost components into the unit cost or unit price of an item. Such cost components can for example be freight, insurance, or other costs related to the item. • Requirements: Inventory Management
Physical Counting (v1,2,3,4) BFO-IM/007	• Physical counting is a basic method of verifying inventory record data. It is used to maintain and increase inventory accuracy. • Requirement: Inventory Management
Item Receipt (v1,2,3,4) BFO-IM/008	• You use this feature to enable your warehouse employees to carry out their dedicated tasks. This is done from a separate user interface when receiving items in a multi-order environment. Here the put away is

	created from the receipt. • Requirements: Inventory Management
Item Shipment *(v1,2,3,4)* *BFO-IM/009*	• You use this feature to enable your warehouse employees to carry out their dedicated tasks. This is done from a separate user interface when shipping items in a multi-order environment. Here the pick is created from the shipment. • Requirements: Inventory Management
Inventory Costing *(v1,2,3,4)* *BFO-IM/010*	• The inventory cost worksheet is an efficient tool for companies who are to carry out the periodic task of reviewing and updating inventory costs. • By providing an overview of the current inventory costs, the worksheet becomes a convenient space where the preparation for cost update can take place without taking immediate effect in the system. This preparation that usually starts from cost updates for both the purchased components and overhead costs. It can be carried out using different allocated criteria of simultaneously with the possibility of consolidating them into one. Simulating the effect on the cost of the manufactured item due to changes in components and/or capacity usage cost in the worksheet represents an efficient way of getting a required overview and helps ensure that many potential errors are identified and avoided. • The facility to execute the changes at a given date and to ensure that any revaluation resulting from cost changes is dealt with in the system is the cornerstone of the Inventory cost worksheet. This will provide a company's controllers with a reliable and efficient means to maintain accurate and up-to-date inventory costs. • Requirement: Inventory Management
Item Barcoded *(v1,2,3,4)* *BFO-IM/011*	• With the Automated Data Capture System you can capture data automatically. It will be possible to keep data accurate, even in a hectic environment. • This feature uses BFO Application Server, and it supports some of the workflows in the new WMS that enables the automation of the warehouse. • Requirement: Inventory Management

Item Assembly (v1,2,3,4) BFO-IM/012	• You use this feature to break down finished goods into bills of materials. • Bills of Materials can be used to describe constructions, package deals and other products that are always sold together. Bills of materials are set up in the item table with a bill of materials description specifying items, resources, quantities, and so on. There are also batch jobs for calculating the direct unit cost of the bills of materials. • Requirements: Inventory Management

PRODUCTION MANAGEMENT

1. **BFO Production System** optimizes manufacturing process both raw materials as well as production schedule. BFO production system compares and streamlines your production planning to actual manufacturing outcome. Especially, it integrates with sales department. So that you can know your capacity to promise to your customers' need as well as your available stock to promise.

2. **Key feature worksheet**

Feature	Description
Production Order Management (v1,2,3,4) BFO-PC001	• You use this feature for creating and handling production orders. • The feature provides you with the basic facilities necessary for creating production orders and posting consumption and output to the production orders. Once you have created a production order, you can calculate net requirements based on that production order. Requirements: Inventory
BOM Management (v1,2,3,4) BFO- PC/002	• You use this feature for creating bills of materials. • The feature is also required for configuration of all other BFO Manufacturing features. The feature also includes facilities for inventory costing calculation. Requirements: Production Orders
BOM Version Management (v1,2,3,4) BFO- PC/003	• You use this feature for creation and handling of versions of manufacturing bill of materials and routings. Requirements: Machine Center, Production Bill of Materials
Product Outsourcing (v1,2,3,4) BFO-MM/004	• You use this feature to control products that is done by subcontractors or outsourcers. Requirements: Inventory Management
Agile Manufacturing (v3,4) BFO- PC/005	• This feature gives you access to run Agile Manufacturing including Supply Planning and Capacity Planning. Requirements: Inventory Management
Material	• You use this feature for material requirements planning

Requirement Planning *(v3,4)* *BFO- PC/006*	based on demand. • The feature includes features for material requirements planning. The feature also includes action messages for fast and easy balancing of supply and demand. The material requirements planning feature supports bucket less and bucketed material requirements planning. You can set up items with their own reordering policy, and you can register whether they are manufactured by or purchased from a third party. The feature automatically creates production orders and purchase orders. Requirements: Production Bill Of Materials and Requisition Management
Production Forecast *(v3,4)* *BFO- PC/007*	• You use this feature for forecasting product quantities that originated from sales orders and stock policy. Requirements: Sales Orders, Production Bill Of Materials and Requisition Management.
Machine Centers *(v3,4)* *BFO- PC/008*	• This feature is used for adding machine centers as capacities to the manufacturing process. Requirements: Basic Capacity Planning
Capacity Requirement Planning *(v3,4)* *BFO- PC/009*	• This feature is used for adding capacities (Machine centers) to the manufacturing process. You can set up routings and use these routings on production orders and in material requirements planning. This lets you see loads and the task list for the capacities. Requirements: Agile Manufacturing, Production Orders
Finite Loading *(v3,4)* *BFO- PC/010*	• You use this feature for finite loading of capacity-constraint resources. • Finite Loading helps planners make more reliable plans by taking capacity constraints into account. This ensures that no more work is assigned to a work centre than the capacities can be expected to execute during a given time period. • If the Order Promising feature (see Sales & Receivables) has been purchased, Finite loading also enables the system to calculate capable-to-promise. • Requirements: Machine Center
Production Schedule	• The feature includes handling for master production

(v1,2,3,4) *BFO- PC/011*	scheduling. The feature also includes action messages for fast and easy balancing of supply and demand. The feature automatically creates production orders and purchase orders. • With this feature, you can see production schedules on Gantt charts. Requirements: Agile Manufacturing, Production Bill Of Materials and Requisition Management.
Production Design *(v1,2,3,4)* *BFO- PC/012*	• This feature includes handling of products related to manufacturing. For example, items, Bill Of Materials, and cost calculations for people working with the responsibility as Product Designer. Requirements: General Ledger, Machine Centers, and Capacity Requirements Planning.
Production Analysis *(v1,2,3,4)* *BFO- PC/013*	• With this feature, you can analyze manufactured items for COGS, sales expensed allocation as well as administrative cost to see the profits of these product item. You can make analysis on these net profit of items *by groups or by selling area as well as by customers or customer groups.* Requirements: General Ledger, Inventory Costing, Sales Orders.

HUMAN RESOURCE MANAGEMENT

1. **BFO HR System** helps you response quickly to the organizations' changes and requirements. It saves your times for payroll job, and helps you focus on the analysis of the organization's workforce and balance scorecard. Therefore, it empowers your employees to increase the efficiency and responsiveness of human resource administration.
2. **Key feature sheet**

Feature	Description
Recruitment (v1,2,3,4) BFO-HR/001	• Whether you are recruiting internally or externally, finding the right candidates for an open position is extremely important. It can also be one of the most time consuming tasks a human resource department has. BFO streamlines this process. • Applicant specific information relating to an open competition can be accessed through the applicant card. This includes items such as expected salary, willingness to relocate, and availability. • Automatically rate all applicants that have applied for a position through the interactive Applicant Analysis feature. This powerful feature rates all applicants based on the qualifications they have and the qualifications that the position requires. • Define all positions within your company including specific information that is standard for the position. This information will automatically flow from an applicant to an employee when that applicant is hired (e.g. rates, deductions, benefits, earnings). Requirement:
Employee (v1,2,3,4) BFO-HR/002	• You use this Feature for efficiently managing your company's human resources. • An employee card provides a complete information file for each employee. The information includes personal employee information as well as various administrative status codes. Among these codes is one for employment contracts, which can be used to assign standardized employment contracts or levels. A generic statistical grouping code also enables you to categorize employees using various criteria. • You can group and track relevant employee information and organize your employees according to

	different types of information, ranging from experience, skills, education and training to the employee's union membership. • You can even store personal information, track job openings in your organization and extract a list of candidates for these positions. • You can easily record all types of absences and overtime, and you can attach alternative addresses and relatives to the employees. Requirement:
Training Management (v1,2,3,4) BFO-HR/003	• Each employee's file includes a table of qualifications and employee skill that you can assign from a user-defined table of qualification codes or skill code. These codes can include educational credentials, training/educational certificates and professional certifications. This information, along with the statistical codes, assists you in identifying employees that fit your profile for job opening or project assignment. Requirement: ***Employee***
Commendation & Discipline (v1,2,3,4) BFO-HR/004	• Comment/ Discipline sheets are provided throughout the Human Resources area so that all aspects of the personnel file can be properly documented. Comments/Discipline can be attached to all employee records including absences, qualifications, equipment issuances and confidential information. Requirement: ***Employee***
Employee Relatives (v1,2,3,4) BFO-HR/005	• Accurate employee records are essential for human resource management. Yet to make the most of such data, you must be able to manage it according to your particular organizational needs. For instance, you may need to know all the employee's relatives both inside or outside your company to built around a central repository of employee information, these facilities add reliable personnel management functionality to BFO. Requirement: ***Employee***
Employee Qualification &	• Each employee's file includes a table of qualifications and employee skill that you can assign from a user-

Skill (v1,2,3,4) BFO-HR/006	defined table of qualification codes or skill code. These codes can include educational credentials, training/educational certificates and professional certifications. This information, along with the statistical codes, assists you in identifying employees that fit your profile for job opening or project assignment. • Requirement: ***Employee***
Confidential Information and Company Asset (v1,2,3,4) BFO-HR/007	• Confidential employee information is tracked in a separate table attached to the employee card. This lets you give relatively broad access to basic employee file information, while placing tighter security restrictions on the confidential file. Confidential information can include such things as salary, insurance coverage, stock options and computer access codes. • You can also track of benefits and distributed company items or equipment issued to employees, such as keys, credit cards, company cars, portable computers, cellular phones and pagers. There is also a place to attach a scanned employee photograph, as well as a list of alternate addresses. Requirement: ***Employee***
Timesheet management integrated with punch machine (v1,2,3,4) BFO-HR/008	• The absence and Overtime tracking function lets you create your own unique absence and overtime codes. These can then be used along with statistical codes, department codes and project codes to provide multi-dimensional reporting of absence and overtime history. Trends or patterns can thus be easily identified and quickly addressed. • Timesheet information can be extract from punch machines (many kinds). So that it reduce key in data by manual. Requirement: ***Employee***
Payroll Management (v1,2,3,4) BFO-HR/009	• Payroll feature lets you maintain employee information; write manual checks print reports and government documents. This Feature is based on the total number of active employees across all companies in the database

	• Payroll Calculations lets you do automatic pay calculations, including salary & hourly and vacations & sick time. It will also perform automatic deductions and contributions, including taxes & withholding, insurance. • Requirement: ***Employee***
Payroll Group and advanced Payroll (v1,2,3,4) BFO-HR/010	• Advanced Calculations adds a new dimension to effective dates by allowing you to add an activation code. A user defined activation code is a "date formula" based upon a user selected base date. An example of this is the automatic change - a rate that changes after an interval of time has passed - a raise after your probation period has passed. • This functionality allows the user to create a payroll run where a portion or all of the transactions that are recorded are electronic in nature. In other words, rather than creating entries in the payroll journal for only checks, the user can choose to create entries for direct deposit as well. It is possible to create split payments. In other words, an employee can be paid a portion as direct deposit and a portion as a check. • This Feature provides the ability for Payroll Reports, which corresponds with the Account Schedule functionality as in General Ledger. These reports can either be based on employee totals over a period of time (a row for each employee), or upon a payroll register (a row for each pay check). The user will be able to define, using sets of filters and other instructions, the contents of each column, whether it contains the total of a set of payroll controls, or the result of a calculation based on other columns. • Requirement: ***Employee***
Key Performance Index (v1,2,3,4) BFO-HR/011	• Advanced Human Resources has the ability to become a primary component for creating a competitive advantage; hiring the best individuals and making the best use of their skills within the organization. Key functionality; empower employees to increase the efficiency and responsiveness of HR administration through applicant tracking, health and safety, employee reviews, qualifications, career management policies, benefit administration, and reporting. • Requirement: Basic Human Resources

Relationship Management

1. **BFO Relationship Management** solution provides organizations with technologies, business applications, and best practices that help them sell, market, and service their products and services. It provides a unified view of customer information and interactions through integrated sales, marketing, and customer service features. This approach enables organizations to share information, accelerate sales, identify new revenue opportunities, and deliver more consistent customer service.

2. **Key feature worksheet**

Feature	Description
Contact Management (v1,2,3,4) BFO-RM/001	• You use this feature to maintain an overview of your contacts, and personalize your approach to them. • In the Contact Management feature, you can record your contact information for all your business relationships. For each contact you can specify the individual contact persons related to this contact. • The duplicate check function automatically alerts you if you enter contact information that already exists. • You can categorize your contacts based on profiling questions in order to have a precise view of prospects and customers. • The feature is tightly integrated with Sales & Receivables application area which means, for example, that you can issue quotes to prospects or create sales documents for specific contact persons (requires Sales Order Management) Requirements: General Ledger
Contact Classification (v1,2,3,4) BFO-RM/002	• You use this feature to classify your contacts into different categories. • In this feature, you can have the program automatically classify your customers based on criteria specified by you, for example, you can have the program group contacts in terms of revenue. You can use this information to target contacts for your campaigns. • You can segment your customers into ABC segments and even use

	this feature for rating. In other words you can assign the weights of two questions to identify the value of a third question. Requirements: Contact Management
Marketing Intelligent (v1,2,3,4) BFO-RM/003	• You use this feature to manage business information of contacts in order to understand contact's capacity, competitors' information, partner network… for satisfying and negotiating with these contacts. • This feature also helps you for marketing research.
Competitor Management (v1,2,3,4) BFO-RM/004	• You use this feature to know your competitors. • It help you analysis your strength, weakness towards your competitors and summarize and compare business deal lost by the competitor as well as deal won over the competitors directly.
Partner Management (v1,2,3,4) BFO-RM/005	• This feature helps you to understand your partner for cooperating with them.
Campaign Management (v1,2,3,4) BFO-RM/006	• You use this feature to organize campaigns based on segments created by you. You can segment your contacts based on specific criteria, such as sales, contact profiles and interactions. It is also possible to reuse existing segments or segmentation criteria. • You can mail merge the identified segment with a word document or send any other file type to the contacts in your segment. You can send a document to people of different nationalities in their native language. Requirements: Contact Management, Interaction/Document Integration.
Sales Opportunity (v1,2,3,4) BFO-RM/007	• You use this feature to keep track of sales opportunities. • You can section your sales processes into different stages that you then use to manage your sales opportunities. • In this feature you have an overview of the sales opportunities in the pipeline. Requirements: Contact Management, Task Management and Salespeople / Purchasers

Task Management (v1,2,3,4) BFO-RM/008	• You use this feature to organize the tasks related to your sales and marketing activities. You can create to-do lists for yourself and assign tasks to other users or teams of users. You can create automatically recurring to-dos and activities consisting of several to-dos. Requirements: Contact Management
Interaction and Document integration (v1,2,3,4) BFO-RM/009	• You can use this feature to record all the interactions that you have with your contacts, such as telephone calls, meetings or letters. You can attach documents to interactions, for example, word documents, Excel files, or .txt files. • You can also have the program automatically record interactions when you perform other actions in BFO. All BFO documents that you send to your contact, like sales orders or quotes, can be logged and retrieved at a later stage. • By using TAPI (Telephony Application Programming Interface) compliant telecom devices, you can call a contact by clicking a button on the contact card. Requirements: Contact Management and Salespeople / Purchasers
Email Integration (v1,2,3,4) BFO-RM/010	• You use this feature to synchronize your tasks and your contacts in BFO with meetings, tasks and contacts in MS Outlook. You can create, update, cancel and delete in one program and the other program is automatically synchronized. • You can also use this feature when you need access to information or even update information when working offline. This is due to a batch job that you can run when you are online again. Requirements: Contact Management and Task Management
Call Center Integration (v1,2,3,4) BFO-RM/011	• This feature integrates with Call Center to get information on interaction such as telephone in and out • It links to contacts' posted transactions such as contact's quotes, contracts, revenue and profits. So that you could make a right decision.

Asset management

1. **BFO Asset system** help you to manage buildings, machinery, tools… called equipments or fixed assets. You would define various asset transactions: acquisitions, asset usage, depreciation or allocation, write-downs, appreciation and the disposal of assets to satisfy legal requirements, tax purposes and internal accounting purposes. You can follow-up the movement of an asset or a part of an asset from one department to another. One asset can also be split up into several assets, and several assets can be combined into one asset.

2. **Key feature worksheet**

Feature	Description
Asset Management (v1,2,3,4) BFO-AM/001	• You use this feature to keep track of assets such as buildings, machinery and equipment. • For each asset, you set up depreciation method and other conditions used for calculating depreciation are defined. Requirements: General Ledger
Asset Maintenance and serviced (v1,2,3,4) BFO-AM/001	• With this feature, you can record maintenance and service expenses for each asset. This provides you with the information needed for detailed analysis and decision making related to the renewal and disposal of assets. Requirements: Asset Management
Asset Allocation & Depreciation (v1,2,3,4) BFO-AM/003	• This feature allows you to use allocation keys to allocate different percentages of asset transactions, such as acquisition cost and depreciation, to different departments or projects. This feature can be used if several departments share an asset. Requirements: Asset Management
Asset Reclassification (v1,2,3,4) BFO-AM/004	• With this feature, you can reclassify an asset or a part of an asset, for example, from one department to another. One asset can also be split up into several assets, and several assets can be combined into one asset. • This functionality is necessary if you need to dispose of one part of an asset. The feature allows you to split the asset into two assets and then dispose of one of them. Requirements: Asset Management

Asset Work In Process *(v1,2,3,4)* *BFO-AM/005*	• With this feature, you can build up an asset from purchased raw materials, equipments, overhead cost totaling into a new asset. Requirements: Asset Management
Asset Disposal *(v1,2,3,4)* *BFO-AM/006*	• This feature helps you control asset disposal. It provides you with the information needed for detailed analysis for disposal of assets. Requirements: Asset Management
Asset Revaluation *(v1,2,3,4)* *BFO-AM/007*	• With this feature, you can post asset transactions: write-downs and appreciation of assets for revaluation. Requirements: Asset Management

Document Control

1. **BFO Document Control** helps you to manage inbound/outbound document. Document content, document solving status, department's usage and keeping… is online managed effectively. On the other hand, outbound documents are linked to inbound documents for reconciliation. Planning document process, dispatch and delegation for document process are available. Especially, alert system through email, SMS as well as auto meting informed system can help your BOD take advantage.

2. **Key feature worksheet**

STT	Feature
1	Update incoming document
2	Update out coming document
3	Transfer Document
4	Delegation
5	Document process for overdue, due date…
6	Update delegation and document process by the delegator
7	Link between incoming document to out coming document
8	Update relative document
9	Update over date document
10	Update transfer document to employees or departments
11	Incoming document searching
12	Out coming document search
13	Search for overdue or over date documents
14	Statistics of document process by departments
15	Statistics of document process by employees
16	Incoming books
17	Out coming books
18	Document process status
19	Over due process document list
20	Document storage management by shelves
21	Deleted documents
22	Sent organization setup
23	Document type setup
24	Field service documentary
25	Issued document setup
26	Department and employee setup
27	Calendar setup
28	Document attachment
29	Meeting scheduling
30	Sent document process status by Email or SMS

Advanced Analysis

1. **BFO for Executives** is a powerful tool for decision supporting making, especially for BOD and managers. It provides you an overview of your business and drill-down to detail so that you get fruitful and important information to make decisions urgently and precisely. Filtered from all posted entries, Business information system (BIS) is a powerful yet flexible report system for users to define by themselves. And Business information system helps you doing analysis and generating statistics by different criteria such as customer debts, revenues, receipt from customers and payment to vendors, customer overdue, stock available … data can be played in graphics for reflecting your business trends as well as compare between actual and budget/planning data by interval period yearly, quarterly, monthly and daily. The BFO drill-down functionality lets you know detail entries formed this data. in short, this module supports the organization's executives to make right strategy decisions in time for optimizing sales process, cash flow, inventory turnover, customer satisfactions, business trends, and vendor performance….

2. **Key feature worksheet**

Feature	• Description
Advanced Analysis Codes *(v1,2,3,4)* *BFO-FM/0013*	For advanced business analysis using multi dimensional analysis. Requirements: Basic Analysis Codes
Business Information System *(v1,2,3,4)* *BFO-FM/0014*	• This feature is a powerful tool for decision supporting making, especially for BOD and managers. It provides you an overview of your business and drill-down to detail so that you get fruitful and important information to make decisions urgently and precisely. Filtered from all posted entries, Business information system (BIS) is a powerful yet flexible report system for users to define by themselves. And Business information system helps you doing analysis and generating statistics by different criteria such as customer debts, revenues, receipt from customers and payment to vendors, customer overdue, stock available … data can be played in graphics for reflecting your business trends as well as compare between actual and budget/planning data by interval period yearly, quarterly, monthly and daily. The BFO drill-down functionality lets you know detail entries formed this data. in short, this module supports the organization's executives to make right strategy decisions in time for optimizing sales process, cash flow, inventory turnover,

	customer satisfaction, business trends, and vendor performance… Requirements: General Ledger
Planning System *(v1,2,3,4)* *BFO-FM/0015*	• This feature allows you to work with planning in customer accounts, vendor accounts, employee accounts, bank accounts and inventory items. • It helps you keep track of sales planning, cash flow forecast, purchase requisition planning, production planning as well as payroll planning. • You can combine this feature with Business Information System to compare between actual and planning data by interval period yearly, quarterly, monthly and daily. • The planning system can be imported from MS Excel, copy from other planning and allocate data by interval period yearly, quarterly and monthly. Requirements: General Ledger
Business Report Generator System *(v1,2,3,4)* *BFO-FM/0016*	• You use this feature for defining your business reporting. You can arrange reports based on the figures in all master data from each module such as customer accounts, vendor account, item accounts, employee accounts …, but with a different arrangement of business or financial figures, texts or details than in the all kind of accounts. The Business Reporter feature is like a filter for the accounts that enables you to choose the accounts that you want to include (or not include). You can also use it to change the order of the accounts or combine the figures in various ways, and you can set up which columns to print. In addition, it is possible to make simple calculations. Requirements: General Ledger
User Permissions *(v1,2,3,4)* *BFO-GM/001*	• This feature allows you to limit access to the information in BFO to selected individuals. It lets you create user IDs and passwords. • User IDs & Passwords gives you control of access to the solution and gives all designated users full permissions. • This feature is an advanced and detailed system for assigning and limiting user permissions. • It enables you to control access to each modules/sub modules, form, report of BFO. Customized menus and

	windows can be assigned to users so that each user has access to only the functions necessary for his or her job. Especially, it can limit access to information of records in BFO or called record level security.
User History (v1,2,3,4) BFO-GM/002	• You use this feature to keep track of users posting to the ledgers and changing to important documents such as sales orders, purchase orders and work orders in Business Force One®. • You can revaluate users' BFO usage skills and quantity of transactions posted to the system belonging to each modules and even errors from the users. Requirements: General Ledger
Multi Company (v1,2,3,4) BFO-GM/003	• This feature offers more competitive pricing for customers who need more than one company in one database. • This feature is often selected if the customer has several subsidiaries and accepts the condition of having one installation, one database and one license. All the functionality and the total sum of users required for all entities must be configured to this license. Requirements: General Ledger
Responsibility Centers (v1,2,3,4) BFO-GM/004	• With this feature you can setup profit centers, revenue centers, and/or cost centers. A company can sell items with specific prices and related to a responsibility center. The functionality provides the ability to tie a user to a responsibility center so that only sales and purchase documents related to the particular user are displayed. In addition, users get assistance with entering extra data, such as dimensions and location codes. Requirements: Multiple Locations.
Multi Language (v1,2,3,4) BFO-GM/005	• This feature enables the user to switch language on the client in real time provided that the language is available in the program. • Currently, BFO has 6 languages for interface: English, French, Chinese, Japanese, Korean and Vietnamese and 3 languages for report system: English, Chinese, and Vietnamese. Requirements: General Ledger

Multi Currency (v1,2,3,4) BFO-GM/006	• This feature offers significant flexibility for companies carrying out international business. It's possible to manage multiple currencies throughout the system including payables and receivables, general ledger reports, employee and inventory items, and bank accounts. • Currency conversion is performed according to exchange rates that are stored and maintained in the exchange rate table. After you set up a currency in the exchange rate table and specify the format, amounts will always be shown in the correct format on all forms and reports throughout the system. In the exchange rate table, you can enter exchange rates for a date or for a period. For each conversion of a currency amount to a local amount, the program uses the exchange rate associated with the date on the transaction. You can also save historical exchange rates in the exchange rate table in order to keep track of fluctuations over a period of time. • Companies can transact business in any number of currencies for any customer and vendor. For example, companies can issue an invoice in one currency and accept payment for that invoice in a different currency. Automatic currency conversion ensures dynamic management and efficient processing of exchange rate changes. Details of transactions involving receivables and payables are stored in local and foreign currencies so that aging and reports for receivables and payables can be printed in local or foreign currency. • The Exchange Rate Adjustment option adjusts exchange rate changes and posts realized gains/losses to the general ledger. At payment, gains/losses are realized, and corresponding postings are made in the general ledger. Requirements: General Ledger
Report Designer (v1,2) BFO-GM/007	• You use this feature to create or change existing reports. • This feature also gives you access to MS.NET development 2005. You can create new reports from scratch or copy an existing report to use as a starting point. Every report in BFO is created using MS Excel/Open Office Editor and can therefore easily be customized.
Form Designer (v1,2) BFO-GM/008	• You use this feature to create or change existing forms (windows displayed on the screen for data entry and inquiry). • You can match the data entry screens with input data forms or create custom screens by user for field/record

	security. For example, you can change the Sales Order form to look like the order pads used in the field. Or you can create a Customer Card form for staff members that do not have access to the Credit Limit and Blocked fields.
Table Designer (v1,2,3,4) BFO-GM/009	• You use this feature to create or change existing table definitions. • You can change properties on fields, such as the field name, decimal places and maximum value. You can add new fields to existing tables and create new tables to store data specific to your business. You can create new keys for sorting information in new ways.
Solution Developer (v1,2,3,4) BFO-GM/010	• You use this feature to access to business logics source codes. Requirements: *Report Designer, Form Designer and Table Designer*