

Company	Acc Pro (Singapore) Pte. Ltd.
Digital Solution Name & Version Number¹	Xero - Full Transformation Packages for SMEs Version 2021 - Xero Premium - Full Digital Transformation Package - for Micro Business - With Customised Training
Appointment Period	14 October 2021 to 13 October 2022
Extended Appointment Period²	14 October 2022 to 13 October 2023

wef. 10 November 2022

Standard Packaged Solution (ie. Minimum items to be purchased)

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost * (\$)
1) Software					
Xero Premium Plan for up to unlimited users per Company for one year Modules include: e-sales quotations, e-invoices, fixed asset modules, customised Goods and Services Tax (GST), e-purchase orders, capture bills and receipts with Hubdoc, multiple currencies, integrated inventory and reports, automatic bank feeds with local banks		per company	1.00		
Registration of InvoiceNow and linkage to Xero		per company	1.00		
2) Hardware					
Not Applicable					
3) Professional Services					
Understanding of business processes and to perform gap analysis to customise Xero to client's needs. This involves: - To understand and go through the current sales and receipts processes and perform gap analysis					
- To understand and go through the current purchases and payment processes and perform gap analysis		per manday	2.00		
- To understand and go through the current month-end and year-end adjustment processes and perform gap analysis					
- To understand and go through inventory management processes and perform gap analysis					
Customise sales and expenses forms to customers requirements (Up to 2 forms)		per manday	0.50		
Implementation of Xero Premium includes the following: - Kick off meeting and proposed project timeline - Setting up of company profile - Setting up of taxes (GST) function - Setting up the COA Chart of Accounts - Setup of mobile apps for user - User Acceptance Test		per manday	2.00		
Migration of figures to Xero Premium. Includes: - Migration of prior year balance sheet line items (including Accounts Receivable, Accounts Payable, inventory and fixed assets) - Migration of past and current monthly Profit Or Loss Statements		per manday	2.00		
Customise management reports and recurring transactions to the client's requirements		per manday	1.00		
4) Training					

<p>Basic Customised Training of Xero - administration, accounting management - sales and purchases - inventory management - Chart of Accounts - Fixed Asset - How to connect to the bank, and using bank feeds to perform bank reconciliation (2 half day sessions)</p>		per session	2.00		
<p>Advanced Customised Training of Xero - Customization of sales quotation and invoices - Set up Budget and Forecasts in Xero - Manage Categories in Xero - Project module management - Customization of reports in Xero, and set schedules to send out the customised reports - Management of user rights on Xero - Practical pitfalls in the usage of Xero - Best book-keeping practices in line with digitalization of sales and accounting processes - Use of data extraction tools to further automate the productivity of book-keeping (2 half day sessions)</p>		per session	2.00		
<p>5) Others Not Applicable</p>					
Total				\$ 6,907.48	\$ 6,907.00

¹ A higher upgrade of the software version is acceptable, for example solution version 3.x allow anything from 3.0 to 3.99999

² As specified in the Letter of Appointment, IMDA may exercise the option to extend the Appointment Duration for an additional one-year ("Extended Appointment Period")

* Qualifying cost refers to the supportable cost to be co-funded under the grant