

## Scope of Services

	<b>Premium Xero Package</b>
<b>Xero Software Subscription</b>  *Included in all plans	Xero Software Subscription for <b>ONE Year (Premium Edition)</b>  Subsequent year Xero Software Subscription (Premium Edition) will be at SGD 65 monthly.
<b>Standard System Configuration and Professional Set-up services</b>  Aspire Basic Plan B Aspire Advance Plan C Aspire Super Plan D Aspire Wonderful Plan E	<b>BALANCE CONVERSION</b> Chart of Account set-up Opening balances (Chart of Accounts) Account Receivables balances Account Payable balances Contact Master files Products and Services master files Fixed Assets balances  <b>XERO SET-UP</b> Organisation details set-up User's invitation set-up Currencies set-up Quotation and Invoice template set-up (standard template) Payment set-up Email set-up Tax rates set-up Accounts Receivable Aging Report set-up Accounts Payable Aging Report set-up Bank Feed set-up (integrate with company's local bank account) Peppol E-invoicing set-up
<b>Data Conversion Service</b>  Aspire Basic Plan B Aspire Advance Plan C Aspire Super Plan D Aspire Wonderful Plan E	Supplier Master List Customer Master List Inventory Master List Set-up Opening Balance (total figure of old system to Xero)  Client is responsible to prepare and provide the data in the format according to the Xero standard CSV format template.
<b>User Training:</b>  Aspire Advance Plan C Aspire Super Plan D Aspire Wonderful Plan E	<b>TRAINING</b> Sales Module Accounts Receivable Module Purchase Module Account Payable Module Organisation and financial setting Fixed Asset Module Bank Reconciliation Module Reporting Module ( ONE day or 8 hours training for up to 2 persons)
<b>Note : Additional items</b>	<b>Aspire Super Plan D</b> Professional Consulting and customisation of ONE form  <b>Aspire Wonderful Plan E</b> Professional Consulting and customisation of TWO forms Tracking Categories set-up GST Reporting set-up