



Training for Common Sub-Modules Solution to Cloud Accounting Solution - Xero and Quickbooks Online

1. Objectives of this Course

This course offers common cloud accounting sub-modules solution integrated to Quickbooks Online/Xero such as optical character recognition (OCR), cloud storage solution, digital banking and digital payments gateway which are commonly used by TACs.

2. Targeted Audience: Treasurer and TAC secretariat staff

3. Job Requirements (Qualification and Key Skills)

- Diploma and above in Business, Accountancy or other relevant fields
- Currently perform manual/desktop book-keeping and other administrative tasks in TAC
- Meticulous, trustworthiness and discretion with confidential information
- Good interpersonal & communication skills

4. Training Outline

(A) Document Management, Cloud Collaboration Tool and Digital Signatories (Dropbox or Dropbox Sign)

1. How to make use of cloud storage solution to store data, backup, and team folder access rights.
2. How to make use of Dropbox Sign to generate e-signatories with audit trail
3. Practical hand-on training on Dropbox

(B) Optical Character Recognition (Dext or Hubdoc)

How to make use of Dext or Hubdoc to improve the productivity of mass upload of source documents and how to setup Dext or Hubdoc to publish to Quickbooks Online/Xero

(C) Digital Banking and Payment Gateway (Aspire or Airwallex)

The revolution of common payment gateway (Paypal/Stripe) and digital bank (Aspire and Airwallex) under DBS and MAS accreditation on how to set up approval rules, corporate credit card approval limit for certain employees, upload of digital receipts and integration to Quickbooks Online/Xero

How to integrate the payment gateway and bank feeds to Xero/Quickbooks Online



5. Training Style

Individual virtual training at own pace, and group webinar.

6. Training Fees

Course Fees = **SGD 425 per pax** (Minimum 2 pax to start the class)

7. Training Duration – 1 Full day (8 Hours)

Programme	Subject / Training hours	Details
(A)	Cloud Storage Solution (Dropbox) and Digital Signatories (Dropbox Sign)	<ul style="list-style-type: none"> • Trainee will learn on team folders management using dropbox admin console • File Management and collaboration • Dropbox Sharing via e-mail or link • Deleted files recovery • Dropbox Transfer • Dropbox desktop apps installation • Dropbox mobile app download and sync
(B)	Optical Character Recognition Solution Hubdoc (Xero)/Receipt Capture (Quickbooks Online Dext integration to Quickbooks Online/Xero Training on usage of Hubdoc/Receipt Capture to streamline and automate book-keeping	<ul style="list-style-type: none"> • To understand the logics behind Hubdoc (Xero) and Receipt Capture (Quickbooks Online) • How to scan, take photos or e-mail the source documents (e.g. vendor bills or receipts) to Receipt Bank • How to review and approve staff claims in Hubdoc/Receipt Capture • How to push the source documents to the purchases and payable module • Questions and Answers from trainees <p>Practical training on Optical Character Recognition Solution on trainee own company with guidance from trainer</p>
(C)	Digital Banking and payment gateways (Aspire OR Airwallex)	<ul style="list-style-type: none"> • How to set up budgets for expense • How to perform conversion of different currencies online



		<ul style="list-style-type: none"> • How to set up digital debit cards for employees • How to manage users' rights, including the Transfer Approval Policy setup • To learn on the different receipt modes - FAST, GIRO, Local TT, MEPS, Forex transfer • How to upload the vendor bills and receipts • How to make digital payment • How to download and upload the csv file to Quickbooks Online • How to integrate the digital bank feeds (including the digital receipts) to Xero
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8. About Global Cloud Reskilling Pte Ltd

Global Cloud Reskilling Pte Ltd is the reskilling and training arm of Acc Pro (Singapore) Group after the strategic re-organization of the group at end of 2022.

Besides Global Cloud Reskilling Pte Ltd, Acc Pro (Singapore) Group includes Acc Pro (Singapore) Pte Ltd, Acc Pro (Singapore) Consultancy Services Pte Ltd, Acc Pro (Singapore) Talent Pte Ltd, Acc Pro (Malaysia) PLT and Acc Pro (London) Ltd.

Acc Pro (Singapore) Group is the Quickbooks Online Elite Partner and Xero Gold Partner in Singapore. The project team also looks into the integration of common sub-modules solution to cloud accounting solutions. The Group not only has presence in Singapore, but also in Malaysia, Philippines and London.