

Onboarding Checklist

TASK	JOB/TASK	CFO	CON	TRN
<input type="checkbox"/> Learn about the Company	Onboarding 01.0 – Client Welcome	X	X	X
<input type="checkbox"/> Receive new client information from Jody/Adan	Onboarding 01.0 – Client Welcome	X	X	X
<input type="checkbox"/> Send Welcome Email	Onboarding 01.0 – Client Welcome	X	X	X
<input type="checkbox"/> Set up Onboarding Trello Board, invite team and client	Onboarding 01.0 – Client Welcome	X	X	X
<input type="checkbox"/> Create internal SLACK Channel	Onboarding 01.0 – Client Welcome	X	X	X
<input type="checkbox"/> Setup Initial Kick-Off Meeting	Onboarding 01.0 – Client Welcome	X	X	X
<input type="checkbox"/> Create presentation	Onboarding 02.0 – Kick Off Presentation	X	X	X
<input type="checkbox"/> Complete Initial Kick-Off Meeting	Onboarding 02.0 – Kick Off Presentation	X	X	X
<input type="checkbox"/> Setup Weekly Onboarding Meeting	Onboarding 02.0 – Kick Off Presentation	X	X	X
<input type="checkbox"/> Obtain Client Contact Information	Onboarding 03.0 – Create Permanent File	X	X	X
<input type="checkbox"/> Provide Login Information	Onboarding 03.0 – Create Permanent File	X	X	X
<input type="checkbox"/> Provide Employee Handbook	Onboarding 03.0 – Create Permanent File	X	X	
<input type="checkbox"/> Provide a Copy of Organizational Chart	Onboarding 03.0 – Create Permanent File	X	X	
<input type="checkbox"/> Gather Business and Individual Tax Returns for Company and All Partners (2 Years)	Onboarding 03.0 – Create Permanent File	X	X	X
<input type="checkbox"/> Obtain Client's Key Contacts and Send Intro Letter	Onboarding 04.0 – Obtain Key Contacts	X	X	X
<input type="checkbox"/> Meeting with Client, Summit, and Bank to Establish Relationship and Understand Loan Terms	Onboarding 04.0 – Obtain Key Contacts	X		
<input type="checkbox"/> Send Kick-off Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X	X	X
<input type="checkbox"/> Send Onboarding Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X	X	X
<input type="checkbox"/> Send Onboarding Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X	X	X
<input type="checkbox"/> Send Onboarding Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X	X	
<input type="checkbox"/> Send Onboarding Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X	X	X
<input type="checkbox"/> Send Onboarding Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X	X	
<input type="checkbox"/> Send Onboarding Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X	X	
<input type="checkbox"/> Send Onboarding Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X	X	
<input type="checkbox"/> Send Final Onboarding Meeting Recap to Client	Onboarding 05.0 – Weekly Tasks	X		
<input type="checkbox"/> Set up Meeting Schedule:	Onboarding 05.0 – Weekly Tasks	X		
<input type="checkbox"/> Weekly Cash Flow Meeting	Onboarding 06.0 - Cash Flow	X	X	
<input type="checkbox"/> Weekly Cash Flow Meeting	Onboarding 06.0 - Cash Flow	X	X	X
<input type="checkbox"/> Weekly Cash Flow Meeting	Onboarding 06.0 - Cash Flow	X	X	
<input type="checkbox"/> Weekly Cash Flow Meeting	Onboarding 06.0 - Cash Flow	X	X	
<input type="checkbox"/> Weekly Cash Flow Meeting	Onboarding 06.0 - Cash Flow	X		
<input type="checkbox"/> Weekly Cash Flow Meeting	Onboarding 06.0 - Cash Flow	X		
<input type="checkbox"/> Discuss Expense Policy and Supporting Document Retention	Onboarding 07.0 – Process Documentation	X	X	X
<input type="checkbox"/> Review AR Process	Onboarding 07.0 – Process Documentation	X	X	X
<input type="checkbox"/> Review AP Process	Onboarding 07.0 – Process Documentation	X	X	X
<input type="checkbox"/> Review Payroll Process	Onboarding 07.0 – Process Documentation	X	X	X
<input type="checkbox"/> Setup Bill.com for bill pay (IF APPLICABLE)	Onboarding 07.1 – Set Up Bill.com	X	X	X
<input type="checkbox"/> Setup Payroll Allocation and payroll accrual template	Onboarding 07.2 – Set Up Payroll Allocation and Accrual	X	X	X
<input type="checkbox"/> Review PY Tax Return	Onboarding 08.0 - Clean up Books	X	X	X
<input type="checkbox"/> Review & Prepare Necessary Bank Reconciliations and Journal Entries	Onboarding 08.0 - Clean up Books	X	X	X
<input type="checkbox"/> Agree FS to Prior Year Tax Return	Onboarding 08.0 - Clean up Books	X	X	X
<input type="checkbox"/> Download COA from Client's Software and Propose Changes to Accounts (If Need)	Onboarding 09.0 - Chart of Accounts	X	X	X
<input type="checkbox"/> Review Chart of Accounts with Client	Onboarding 09.0 - Chart of Accounts	X	X	X
<input type="checkbox"/> Update Account Numbers to Follow SPCA Form:	Onboarding 09.0 - Chart of Accounts	X	X	X
<input type="checkbox"/> Modify Chart of Account	Onboarding 09.0 - Chart of Accounts	X	X	X
<input type="checkbox"/> Modify Chart of Accounts and Clean Up Client's Books and Customize as Necessary (Discuss)	Onboarding 09.0 - Chart of Accounts	X	X	X
<input type="checkbox"/> Create Financial Statement Template	Onboarding 10.0 - Financial Statements	X	X	X
<input type="checkbox"/> Present Full Set of Financials (Transaction)	Onboarding 10.0 - Financial Statements			X
<input type="checkbox"/> Draft of Prior Month's Financial Statements (depending on week of the month) (Adam is in Meeting)	Onboarding 10.0 - Financial Statements	X		
<input type="checkbox"/> Present Full Set of Financials (Controller)	Onboarding 10.0 - Financial Statements		X	
<input type="checkbox"/> Present Full Set of Financials	Onboarding 10.0 - Financial Statements	X		
<input type="checkbox"/> Revise Forecasting Model Based on Utilization Rates	Onboarding 11.0 - Forecasting	X		
<input type="checkbox"/> Make Necessary Adjustments to KPI Reports and Forecast	Onboarding 11.0 - Forecasting	X		
<input type="checkbox"/> Review Forecasting Methodology with Client	Onboarding 11.0 - Forecasting	X	X	
<input type="checkbox"/> Setup Account Structure in Plan Guru and Load Historical Data	Onboarding 11.0 - Forecasting	X	X	
<input type="checkbox"/> Create Forecasting Model	Onboarding 11.0 - Forecasting	X	X	
<input type="checkbox"/> Review Preliminary Forecasting Model with Client	Onboarding 11.0 - Forecasting	X	X	
<input type="checkbox"/> Assigning Ownership to Budget	Onboarding 11.0 - Forecasting	X		
<input type="checkbox"/> Make Necessary changes to Forecasting Model	Onboarding 11.0 - Forecasting	X	X	
<input type="checkbox"/> Determine Company Policies from Employee Handbook	Onboarding 12.0 - Payroll Grid	X	X	
<input type="checkbox"/> Create a Payroll Grid	Onboarding 12.0 - Payroll Grid	X	X	
<input type="checkbox"/> Make Final Changes to Payroll Grid (If Needed)	Onboarding 12.0 - Payroll Grid	X	X	
<input type="checkbox"/> Discuss Revenue Recognition	Onboarding 12.0 – Revenue Recognition	X	X	
<input type="checkbox"/> Invoicing Meeting (VCFO)	Onboarding 12.0 – Revenue Recognition			
<input type="checkbox"/> Revisit Revenue Recognition	Onboarding 12.0 – Revenue Recognition	X	X	
<input type="checkbox"/> Review Time and Billing Software (2)	Onboarding 12.0 – Revenue Recognition	X		
<input type="checkbox"/> Review Time and Billing Software (2)	Onboarding 13.0 - KPIs	X		
<input type="checkbox"/> Data Dump Information into KPI Report	Onboarding 13.0 - KPIs	X		
<input type="checkbox"/> Determine Rates for KPI Metric	Onboarding 13.0 - KPIs	X		
<input type="checkbox"/> Prepare KPI reports for Clients and Review with Client	Onboarding 13.0 - KPIs	X		
<input type="checkbox"/> Make Necessary Adjustments to KPI Reports and Forecast	Onboarding 13.0 - KPIs	X		
<input type="checkbox"/> Create Jobs and tasks in Jetpack for specific Client	Onboarding 14.0 – JetPack Set up	X	X	