



Clean Slate Installation Pre-training Requirements Checklist

The following items are requirements to be fulfilled before your training can start:

- ☐ General ledger chart of accounts (in Excel format)
- ☐ Trial balance from last full month
 - ☐ Trial balance from last fiscal year (if fiscal year was closed)
- ☐ Confirmation all bank reconciliations for all accounts are up to date
- ☐ Number of open transactions (deals)
- ☐ List of open of open transaction (deals) with a trust deposit
 - ☐ Address of transaction, amount paid, date paid
- ☐ List of open accounts receivable
- ☐ List of open account payable
- ☐ List of outstanding cheques



IMPORTANT

Training cannot begin until we receive these items