Clean Slate Installation User Homework Checklist

Pre-installation Homework:

- Provide void cheque for each bank account
- Provide bank account numbers
- Provide EFT information (if applicable)
    - Processing Center number
    - Originator ID or Issuer Identity
    - Company Name (as it is at the bank)
    - Company Short Name (as it is at the bank)
    - NOTE: contact the bank to get information if unknown
- Provide company logo(s) (PNG or JPG)
- Provide last completed bank reconciliation (if needed & determined by eZmax back office team)
- Provide last trial balance (if needed & determined by eZmax back office team)
- Provide basic brokerage information (i.e. current spreadsheet)
- Provide list of users (not agents)
- What level of access (permissions) will user have
- Provide payroll info (payroll frequency, dates, etc.)
- Scanned copy of void cheques for all bank accounts (computer printed, in PDF)

During Installation Homework:

- Enter deal conditions
- Enter lawyers
- Enter external brokerages/agents
- Enter agents
    - Enter commission deductions
    - Enter invoicing table
    - Create Teams (if applicable)
- Create list of required documents
- Enter reasons to reject documents
- Create suppliers
- Create supplies (non-reoccurring expenses)
- Create employees