



Nightly Ledger

PARTNER ONBOARDING

The Onboarding Playbook

How we bring your firm's bookkeeping onto Nightly Ledger — securely, with documented process, and live within a week.

For US CPA & accounting firms

WELCOME

What to expect

This playbook shows exactly how we onboard your firm — what happens, who does what, and what we need from you. Our goal is simple: take the repetitive, time-draining work off your team's plate while meeting the same standards you'd expect from staff down the hall.

Most firms are live within **one week**. We start with a free pilot on a single client so you can judge the quality before committing to anything.

THE WEEK AT A GLANCE

DAY	MILESTONE
Day 1	Discovery call — we map your tools, volumes and pain points and scope a free pilot.
Day 1-2	NDA signed and secure, role-based access set up.
Day 2-3	We document your workflow into SOPs and confirm your chart of accounts and conventions.
Day 3-5	Pilot: we complete a real sample (e.g., a month of reconciliations) and return review-ready files.
Day 5+	Go-live: daily/overnight handoff begins, with weekly reporting and a monthly close package.

What stays with you

Client relationships, review, sign-off and advisory. You stay in control and in front of the client.

What we take on

The routine production work — bill posting, invoicing, reconciliations and month-end prep.

THE PROCESS

Five phases to go-live

1

Discovery & scope

~30 minutes · Day 1

We learn your software, client types, monthly volumes and where the bottlenecks are, then agree the scope and a free pilot.

2

Security & access

Day 1-2

We sign your NDA, set up least-privilege access through your systems and a shared password manager, and confirm no client data is stored locally.

3

Process mapping & SOPs

Day 2-3

We document your preferred workflow into a written SOP per task — your chart of accounts, coding rules, naming conventions and review points — so output is consistent from day one.

4

Pilot / first close

Day 3-5

We complete a real sample under the SOP and return documented workpapers for your review. You judge the quality before any commitment.

5

Go-live & cadence

Day 5 onward

We move to a steady rhythm: you hand off at your close of business, we work overnight, and you review clean books by morning — with weekly status and a monthly close package.

Pilot-first, always. You never commit before you've seen our work on your own data. If the pilot isn't review-ready, you walk away — no cost, no obligation.

Roles, communication & turnaround

You get a named team and a single point of contact — not a faceless queue. Communication runs on the channel you prefer (email, Slack or a shared task board).

ROLE	RESPONSIBILITY
Your reviewer (CPA)	Final review, sign-off and client-facing decisions.
Client success (NL)	Your main point of contact; scope, cadence and escalations.
Team lead (NL)	Owens quality and the review of our work before it reaches you.
Specialists (NL)	AP / bill posting, AR / invoicing, and reconciliation production.

Typical turnaround (SLA)

TASK	TURNAROUND
Bill posting & expense coding	Same business day
Invoicing & payment application	Same business day
Bank & card reconciliation	Next morning (overnight)
Month-end close package	Agreed per client (e.g., by business day 3)

Turnaround assumes source documents and access are available. Exceptions are always surfaced to your reviewer rather than guessed.

Security & data handling

Least-privilege access

Role-based access to only the systems and clients we work on, granted through your tools.

No local storage

We work inside your environment; client files are not downloaded or kept on local machines.

Signed NDAs

Confidentiality agreements in place before any access is granted.

Documented workpapers

Every close leaves an audit trail your reviewer can follow.

Tools we work in

QuickBooks Online & Desktop, Xero, Bill.com, Gusto, NetSuite, Sage — and most major US platforms. If you use something else, we'll confirm support on the discovery call.

What we'll need from you

- Access to your accounting software for the pilot client (view/edit as appropriate)
- Your chart of accounts and any coding or naming conventions
- A sample of recent work so we can match your standards
- Your preferred communication channel and review cadence
- A signed NDA (we can provide a template, or use yours)

COMMON QUESTIONS

FAQ

Is the work white-label?

Yes. We operate inside your systems under your firm's brand; your clients never need to know the work was produced offshore.

How does pricing work?

From \$15/hour with no minimums, or a fixed monthly retainer for part-time or full-time dedicated staff. You only pay for productive, reviewed work.

How do you protect our client data?

Role-based access, no local downloads, signed NDAs and documented workpapers on every engagement.

What if the pilot isn't up to standard?

Then we part ways — the pilot is free and there's no obligation.

Want to skip ahead?

If you'd like a **free pilot** or a **sample engagement**, just **reply to our email** and we'll set it up — usually within a day.

Prefer to talk first? Book a 30-minute call at **nightlyledger.com**.