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**Go-Live Checklist**

Prepared for

Project

Prepared by

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If possible, the “Go-live” day should be scheduled for the end of the year, quarter, or month. It is generally easier from a data conversion and history stand-point to go-live after the legacy system has been reconciled. The Legacy system refers to the current ERP system, which can include a Microsoft Dynamics solution being optimized or upgraded, and will be replaced by the Microsoft Dynamics solution. This check list is a generic guideline for going live on a Microsoft Dynamics solution. Project and/or product specific modifications to this checklist may be necessary.

**Preparation for go-live:**

* Finalize Microsoft Dynamics Solution setup
* Make a hard copy (tape) backup of Microsoft Dynamics solution environment
* Export all of the Microsoft Dynamics solution setup files, if applicable.
* Create backup copies of the Microsoft Dynamics solution databases, if applicable.
* Perform test conversion/upgrade of data
* Train end users

**Conversion of financial data:**

* Verify data in the legacy system
* Print applicable reports from the legacy system
* Extract data from the legacy system
* Convert financial data

**Verification of financial data in Microsoft Dynamics:**

* Print financial reports in Microsoft Dynamics
  + General ledger trial balance for each period and year
  + AR Balances/Aging
  + AP Balances/Aging
  + Payroll data
  + Inventory Valuation report
  + Open Sales Orders
  + Open Purchase Orders
  + Open Production Orders
* Validate new system financial reports against legacy system reports.
* Verify other applicable data in the Microsoft Dynamics system
  + Inventory Quantities
  + Project Balances and Budgets
  + Bill of Material structure.
  + Human Resources (HR) benefits and deductions
  + Etc…

**Going live**

* Make a hard copy (tape) backup of the Microsoft Dynamics solution
* Create a complete backup of the Microsoft Dynamics solution databases
* Export all of the Microsoft Dynamics solution setup files, if applicable.
* Verify adequacy of the Database Maintenance Plan
* Validate replication functionality, if applicable.
* Close General ledger
* Complete final setup

**FINANCIAL DATA CONVERSION WORKSHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | | |
| **Conversion Date** |  | | |
| **Authorized employee** |  | | |
| Reconcile each module to the General ledger and to the legacy system | | | |
|  | **Legacy System** | **Microsoft Dynamics** | **Delta** |
| **Accounts receivable module** |  |  |  |
| Open invoice balance  (Aged Balance Report) |  |  |  |
| Accounts receivable ledger account balance  Account # \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Accounts receivable balanced to General ledger: |  |  |  |
| **Accounts payable module** |  |  |  |
| Open invoice balance  (Aged Balance Report) |  |  |  |
| Accounts payable ledger account balance  Account # \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Accounts payable balanced to General ledger: |  |  |  |
| **Inventory module** |  |  |  |
| Value of all Inventory |  |  |  |
| Ledger account balances for Inventory accounts  Account # \_\_\_\_\_\_\_\_\_\_\_  Account # \_\_\_\_\_\_\_\_\_\_\_  Account # \_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Inventory module balanced to General Ledger: |  |  |  |
| **General ledger module** |  |  |  |
| Trial balance is in balance |  |  |  |
| Financial statements correct |  |  |  |
| **Other modules**: Enter descriptions and values for any other financial data that is converted. | | | |
| Open Sales orders |  |  |  |
| Open purchase orders |  |  |  |
| Open production orders |  |  |  |
| Payroll Balances |  |  |  |
| Payroll Pay Rates |  |  |  |
|  |  |  |  |
| **SIGNATURE OF AUTHORIZED EMPLOYEE** |  | | **Date:** |