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**Go-Live Checklist**

Prepared for

**[Customer Name]**

Project

**[Project Name]**

Prepared by

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Contributors

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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 balanceAccount # \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Accounts receivable balanced to General ledger: |  |  |  |
| **Accounts payable module** |  |  |  |
| Open invoice balance(Aged Balance Report) |  |  |  |
| Accounts payable ledger account balanceAccount # \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Accounts payable balanced to General ledger: |  |  |  |
| **Inventory module** |  |  |  |
| Value of all Inventory |  |  |  |
| Ledger account balances for Inventory accountsAccount # \_\_\_\_\_\_\_\_\_\_\_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:**  |