FACTS
Software Solutions

Going Live Checklist

Using the Going Live Checklist

Completed by:	Project Leader
Purpose:	To conduct a final check of the implementation and uncover any problems or open issues prior to going live.
How it is used:	Complete each item on the checklist. Note any problems or open issues on the Open Issues Log.
When it is used:	During Readiness Assessment just prior to going live.
Who uses it:	Customer and FACTS Implementation Consultant
File under:	Training and Testing/Readiness Assessment
Last revised:	05/01
File:	Going Live Checklist.exe
	This is a self-extracting zipped MS Word document and must be printed/viewed through MS Word. This file is located in the Software Solutions Nexus – Facts/Documentation and Education/PIA.
	Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.

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Going LIVE Checklist

- ❑ Current version of FACTS and associated monthly updates are installed.
- ❑ Custom modifications are completed, tested and approved.
- ❑ Data and System backup procedures are in place.
- ❑ Forms have been ordered, delivered, tested and approved.
  - ❑ Pick Tickets ❑ Invoices ❑ Counter Sales
  - ❑ AP Checks ❑ Purchase Orders ❑ AR Statements
  - ❑ Other _____ ❑ Other _____ ❑ Other _____
- ❑ Final review and acceptance of all FACTS application setup parameters.
- ❑ Financial Reports are setup and are correct.
  - ❑ P & L ❑ Balance Sheet
- ❑ Ensure proper security is setup:
  - ❑ User ❑ Module ❑ Template
  - ❑ Export ❑ Program ❑ Cost
  - ❑ Other ❑ Other ❑ Other
- ❑ Complete final data conversion
- ❑ All supporting files are manually entered, verified and correct.
- ❑ Set FACTS to current period for all applications.
- ❑ Enter beginning balances and data in transaction files:
  - ❑ *Accounts Receivable:
    - ❑ Invoice Entry
    - ❑ Print AR Sales Register & verify balances.
    - ❑ Print Open AR Report and compare totals. Cross-check to existing system.
    - ❑ Update & Print Sales Register. Retain for audit purposes.
    - ❑ Print Customer Balancing Register and update if necessary.
  - ❑ *Accounts Payable:
    - ❑ Document Entry
    - ❑ Print Document Entry Register & verify all entries/amounts.
    - ❑ Print AP Open Payables Report and compare totals. Cross-check to existing system.
    - ❑ Update & Print Document Entry Register. Retain for audit purposes.
    - ❑ Print Vendor Balancing Register and update if necessary.
  - ❑ Purchase Orders: (optional)
    - ❑ PO Entry for existing open PO's.
    - ❑ Print Open PO Report. Compare to existing open PO's.

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- ❑ Sales Orders: (optional)
  - ❑ SO Entry for existing open Sales Orders.
  - ❑ Quote Entry for existing quotes. Print quotes and compare to existing quotes
  - ❑ Blanket Order Entry for existing blanket orders.
  - ❑ Print Order Status Report
  - ❑ Print Pick Tickets. Compare to existing open Sales Orders.
  - ❑ Update Last Invoice # used in Non-Static Control F/M.

- ❑ Inventory:
  - ❑ Suggested Cost/Price entry and Suggested Cost/Price Listing (if not electronically converted). Compare Costs and Prices to existing system.
  - ❑ Update Suggested Cost/Prices when correct.
  - ❑ Adjustment Entry or Physical Inventory (if quantities not electronically converted).
  - ❑ Run Adjustment Register and compare both quantities and costs to existing system. When correct, update the Adjustment Register.
  - ❑ Print Stock Status Report and cross-check quantities and costs to existing system, as well as the extended inventory valuation.
  - ❑ Re-enter any adjustments/changes as required to balance with existing system. Update & Print registers/reports. Retain for audit purposes.
  - ❑ Set order points/line points or min/max values for all items.
    NOTE: If usage is not entered, freeze all restocking controls for six months
  - ❑ Run Item Balancing Register and update, if necessary.

- ❑ General Ledger:
  - ❑ Turn on GL posting

- ❑ System Management/Banking System
  - ❑ Adjust bank balance in Banking F/M.
  - ❑ Set Last Check Numbers Used in Banking F/M.

- ❑ Other:
  - ❑ _____
  - ❑ _____
  - ❑ _____

- ❑ Other:
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*** Note: Accounts Receivable and Accounts Payable open balances may already be posted to General Ledger. If so, set 'Post to GL' flags in AR and AP Non-Static Control Files to '1' (Print GL Distribution, Do not Post). After balances are updated, reset 'Post to GL' flags back to '2' (Summary) or '3' (Detail).**

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☞ **Remember to file and save the following reports and registers for audit purposes:**

- ❑ AP Document Register (Qtr &/or Month)
- ❑ AP Accounts Payable Check Register (Qtr &/or Month)
- ❑ Accounts Receivable Sales Register
- ❑ AR Cash Receipts Register (Qtr &/or Month)
- ❑ AR Service Charge Register
- ❑ Accounts Receivable & Sales Order reports
- ❑ AR Return Check Register
- ❑ GL reports & Financial Statement
- ❑ IC Inventory Adjustment Register (Qtr &/or Month)
- ❑ PO Receipt Register (Qtr &/or Month)
- ❑ PO Invoice Receipt Register (Qtr &/or Month)
- ❑ Purchasing & Accounts Payable reports
- ❑ SO Daily Sales Register (Qtr &/or Month)
- ❑ Sales Analysis reports
- ❑ End of Period Reports (each period)

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