



***Electronic Data Conversion
Testing Checklist and
Acceptance Form***

Using the Electronic Data Conversion Testing Checklist and Acceptance Form

Completed by:	The first page is completed by the Local FACTS Office Programmer and signed by the Customer. The remainder of the form (testing checklist) is completed by the Project Leader.
Purpose:	To provide the customer with instructions on how to test the electronic conversion, to document any rework needed and to obtain the Customer's sign-off on the conversion.
How it is used:	<p>After the data conversion is delivered, it must be verified by the Customer. The FACTS Implementation Consultant (or Local FACTS Office Programmer) writes up the testing instructions on this form and gives it to the Customer. You should agree on a date for completion of the testing (generally thirty days from the start of testing). The gray area of the form is used to record the Customer's sign-off on delivery, testing, training and final acceptance of the conversion.</p> <p>The form includes an Electronic Data Conversion Testing Checklist for major FACTS files. These checklists step the Project Leader through the conversion testing process. After completing all checklists, any rework required is noted on page 1 under Rework Notes.</p> <p>After testing and rework (if required) is completed successfully, the Customer signs at the bottom of page 1 to indicate final acceptance of the conversion.</p>
When it is used:	During Data Conversion
Who uses it:	Local FACTS Office and customer
File under:	Installing the System/Data Conversion
Last revised:	05/01
File:	<p>Data Conversion Testing Acceptance.exe</p> <p>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.</p> <p>Note: The Software Solutions Nexus is a private extranet and is available for local Facts personnel only.</p>

Electronic Data Conversion Delivery and Acceptance Form

Service _____
Order: _____
Programmer: _____

Page _____ of _____
Pass Number _____

Data Conversion Description:

Installation, Setup and Testing Instructions: (see Testing checklist attached)

Rework Notes / Comments:

Delivery

Installed By: _____ Date: _____
Received By: _____ Date: _____

Customer Testing

Date to Complete By: _____
Tested By: _____ Date: _____

Training

Person Trained: _____ Date: _____
Person Trained: _____ Date: _____

Acceptance of Conversion

Accepted By: _____ Date: _____

Customer Master File Electronic Data Conversion Testing Checklist

- ☐ When this file is captured from the existing system, print a Customer Listing/Report for proofing purposes. Insure that report identifies the number of records captured. (Preliminary)
- ☐ Once converted file is loaded on the customer's system, rebuild the following sort files:
 1. ARCALX
 2. ARCLSX
 3. ARZIPX
 4. ARSLSX
 5. ARRGNX
 6. ARPHOX
- ☐ Run FACTS Customer Balancing Register to set balance to equal the total of open receivables invoices. (If open receivables file is not electronically converted run to set to 0. Otherwise perform this step after the open receivables file is converted.)
- ☐ Perform FACTS Customer Inquiries and/or print a FACTS Customer Listing to spot-check data for accuracy and completeness.

Customer Name	Ship-to's	Tax Codes
Address	Salesperson	etc.
Phone	Terms	
Contact	Customer Class	

- ☐ Verify converted data with Customer Listing pulled from existing system. Insure correct number of records were converted.

☐ _____

☐ _____

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Item Master File Electronic Data Conversion Testing Checklist

- ☐ When this file is captured from the existing system, print a Item Listing/Report for proofing purposes. Insure that report identifies number of records captured. (Preliminary)
- ☐ Once converted file is loaded on the customer's system, rebuild the following sort files:
 - 1. ICALPX
 - 2. ICVNDX
 - 3. ICCLSX
 - 4. ICINTX
 - 5. ICMSIX
- ☐ Perform FACTS Item Inquiries and/or print a FACTS Item Listing to spot-check data for accuracy and completeness.
- ☐ Verify converted data with Item Listing pulled from existing system. Insure correct number of records were converted.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Warehouse / Item Master File Electronic Data Conversion Testing Checklist

- ☐ When this file is captured from the existing system, print Stock Status Report for proofing purposes. Reports should list the following: (Preliminary)
- On Hand quantities
 - Costs and/or Prices
 - Extended value of inventory (if possible)
- Insure that report identifies number of records captured.

- ☐ Once converted file is loaded on the customer's system, rebuild the following sort files:

1. ICWHSX
2. ICLOCX
3. ICTRAX
4. ICPHYX
5. ICLOTX
6. ICREGX
7. ICMVCX

- ☐ If converting costs and/or pricing data, print a FACTS Cost/Price List to proof data for accuracy and completeness.
- ☐ Run a FACTS Item Balancing Register for all warehouses, answering yes for all report options. Run this register after all sales orders, purchase orders, and warehouse activities. This register synchronizes all activity in the transaction file(s).
- ☐ Print a FACTS Stock Status and Valuation Report to cross check quantities and costs with existing system values. If item costs are converted, compare total to GL inventory balance and initial below.

____ / ____ -
initials date

I have cross-checked the on-hand values between
my existing system and FACTS.

____ / ____ -
initials date

I have cross-checked the costs/extended costs between
my existing system and FACTS.

____ / ____ -
initials date

I have cross-checked the GL inventory balance between
my existing system and FACTS.

- ☐ Perform FACTS Item inquiries on random items to spot-check converted data for accuracy and completeness.
- ☐ Verify converted data with Item Listing pulled from existing system. Insure correct number of records were converted.

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Vendor Master File Electronic Data Conversion Testing Checklist

- ☐ When this file is captured from the existing system, print a Vendor Listing/Report for proofing purposes. Insure that report identifies number of records captured. (Preliminary)
- ☐ Once converted file is loaded on the customer's system, rebuild the following sort files:
 - 1. APVALX
 - 2. APCLSX
- ☐ Run a FACTS Vendor Balancing Register to set balance in file to equal Open Payables balance. (If Open Payables file is not electronically converted run to set to 0, otherwise perform this step after the Open Payables file is converted.)
- ☐ Perform FACTS Vendor Inquiries on random items to spot-check converted data is accurate and complete.
- ☐ Verify converted data with Vendor Listing pulled from existing system. Insure correct number of records were converted.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

General Ledger - Chart of Accounts Master File Electronic Data Conversion Testing Checklist

- ☐ When this file is captured from the existing system, print a Chart of Account Listing for proofing purposes. Insure that report identifies number of records captured. (Preliminary)

If converting ending balances, print a Trial Balance Report, Balance Sheet and Income Statement from existing system for periods being converted. Otherwise beginning balances should be entered through GL Journal Entry.

- ☐ Once converted file is loaded on customer's system, rebuild the following sort files:

1. GLALPX
2. GLTYPX
3. GLMSMX

- ☐ Print a FACTS Chart of Accounts report to proof account numbers, descriptions and account type.

- ☐ If converting balances, print a FACTS Trial Balance report and Ending Balance report to verify converted data with Trial Balance Reports pulled from existing system. Trial balances for every period converted should at least be printed to CRT and insure total is equal to 0. (Be careful!! Even if out of balance, the amount will print and the last report line will print 0.)

Insure the correct number of records were converted.

- ☐ Create and print FACTS financial statements and compare to existing system.

____ / ____ -
initials date

I have cross-checked financial statements and find
they balance with my existing system.

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Open Receivables File Electronic Data Conversion Testing Checklist

- ☐ When this file is captured from the existing system, print a Aged Receivables Report for proofing purposes. Insure that report identifies number of records captured. (Preliminary)
- ☐ Once converted file is loaded on the customer's system, rebuild the following sort files:
 1. ARCOPX
 2. ARCSHX
 3. ARINVX
- ☐ Run FACTS Customer Balancing Register. This register synchronizes all activity in the transaction file.
- ☐ Run FACTS Aged Receivables Report in FACTS. The totals of aging columns should agree. Verify converted data with Aged Receivables Report pulled from existing system. Spot-check invoices for correct vendor, invoice number, date, etc. Insure correct number of records were converted.

Compare existing and converted AR aging balance to FACTS GL AR balance and initial below.

_____	/	_____	-	
initials		date		I have cross-checked the GL Accounts Receivable balance between my existing system and FACTS.

- ☐ Through FACTS Document Change F/M - Cash & Credit Application Menu, spot-check some random invoices for accuracy and completeness. (i.e. period, branch, discount, and due dates.)
- ☐ Through FACTS Cash Receipt Entry, test a few invoices to insure there are no problems. Including correct assignment of discounts, etc. Delete Cash Receipts batch when testing is complete.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Open Payables File Electronic Data Conversion Testing Checklist

- ☐ When this file is captured from the existing system, print an Aged Payables Report for proofing purposes. Insure that report identifies number of records captured. (Preliminary)
- ☐ Once converted file is loaded on the customer's system, rebuild the following sort files:
 1. APDOCX
- ☐ Run FACTS Vendor Balancing Register to synchronize all activity in the transaction file.
- ☐ Run FACTS Aged Payables Report in FACTS. The totals of aging columns should agree. Verify converted data with Aged Payables Report pulled from existing system. Spot-check invoices for correct vendor, invoice number, date, etc. Insure correct number of records were converted.

Compare existing and converted AP aging totals to FACTS GL AP balance and initial below.

_____ / _____ -	
initials date	I have cross-checked the GL Accounts Payable balance between my existing system and FACTS.

- ☐ Through FACTS Document Change F/M - Document & Adjustment Entry Menu, spot-check random invoices for accuracy and completeness. (i.e. period, branch, discount, and due dates)
- ☐ Through FACTS Selection of Invoices for Payment, test a few invoices to insure there are no problems. Including correct assignment of discounts, etc. Unselect when testing is complete.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____