



***Electronic Data Conversion
Checklist***

Using the Electronic Data Conversion Checklist

Completed by:	Project Leader and FACTS Implementation Consultant
Purpose:	To give the Customer an understanding of the tasks involved in Electronic Data Conversion. It also helps the Implementation Consultant begin developing a plan for Electronic Data Conversion by identifying the people responsible for each task and specifying a time frame for each task.
How it is used:	The Implementation Consultant reviews this checklist with the Customer. During this review, responsibility is assigned for tasks that have not been assigned already. Dates for each task are agreed upon and entered in the “When” column.
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 Checklist.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 Checklist

Steps	Who	When
1. <input type="checkbox"/> Complete Data Conversion Questionnaire	Customer and Local FACTS Office	_____
2. <input type="checkbox"/> Once proposal is accepted and contract is signed by customer:		
a. <input type="checkbox"/> Map fields using Conversion Mapping Worksheet - Establish default data for FACTS fields	Customer and Local FACTS Office	_____
b. <input type="checkbox"/> Transfer files from existing system on compatible media to a common format (i.e., ASCII)	_____	_____
c. <input type="checkbox"/> Print the following reports from the existing system:	Customer	_____
<div style="display: flex; justify-content: space-between;"> <div> <p>If converting this file from your existing system:</p> <p>Customer Master File</p> <p>Item Master File</p> <p>Vendor Master File</p> <p>General Ledger: Chart of Accounts</p> <p>Open Accounts Receivable</p> <p>Open Accounts Payable</p> </div> <div> <p>Print this report (or like) from your existing system:</p> <p>Customer Master Listing (including ship-to's)</p> <p>Item Master Listing - Warehouse information - Cost / Price information (if converting) - Replenishment information (if converting) -</p> <p>Vendor Master Listing (including ship-from's)</p> <p>Chart of Accounts Listing Trial Balance for current period (if converting ending balances) Balance Sheet Income Statement</p> <p>Aged Receivables Report</p> <p>Aged Payables Report</p> </div> </div>		
3. <input type="checkbox"/> Conversion program written and tested	Local FACTS Office	_____
a. <input type="checkbox"/> Data converted and tested for accuracy		
b. <input type="checkbox"/> Open issues documented on Mapping Worksheet		
4. <input type="checkbox"/> Converted files are loaded on customer's system	Local FACTS Office	_____
5. <input type="checkbox"/> FACTS supporting files must be manually entered prior to testing conversion	Customer	_____
6. <input type="checkbox"/> Converted files are tested by performing cross checking with existing system. (See Testing Checklist provided)	Customer	_____
a. <input type="checkbox"/> Document open issues/corrections	Customer	_____

Steps	Who	When
7. <input type="checkbox"/> (Optional) A second pass of the conversion may be accomplished to ensure conversion is clean prior to final conversion (Repeat Step 2b through 5)	See above	_____
8. <input type="checkbox"/> Customer approves and accepts first pass of data conversion (See Delivery and Acceptance Form provided)	Customer	_____
9. <input type="checkbox"/> Conversion plan is developed for final conversion prior to going live:	Customer and Local FACTS Office	_____
a. <input type="checkbox"/> Edit FACTS required or new fields prior to going live	Customer	_____
b. <input type="checkbox"/> Other FACTS files are manually entered/edited in preparation for final conversion prior to going live	Customer	_____
c. <input type="checkbox"/> Records/fields added or edited after final capture of existing files to be converted must be identified and manually entered	Customer	_____
10. <input type="checkbox"/> Final conversion is performed and loaded on customer's system	Local FACTS Office	_____
11. <input type="checkbox"/> Beginning balances/transactions are loaded	Customer	_____
12. <input type="checkbox"/> Final edits are made to FACTS files	Customer	_____
13. <input type="checkbox"/> Audit trails are checked for data accuracy (See Testing Checklist provided)	Customer	_____
14. <input type="checkbox"/> Final acceptance of Data Conversion	Customer	_____

LIVE PROCESSING BEGINS