ChecklistGuro

ERP Business Process Validation Checklist

Process Definition & Documentation

Verify documented business processes align with ERP configuration and expected outcomes.

Process Narrative Description

Write something...

Process Flow Diagram

⬆ Upload File

Process Owner

☐ John Smith

☐ Jane Doe

☐ Robert Jones

Document Creation Date

Enter date...

Process ID

Enter a number...

Process Objectives and Scope

Write something...

Data Accuracy & Integrity

Confirm data is accurately migrated and maintained within the ERP system.

Record Count Verification - Master Data

Enter a number...

Record Count Verification - Transaction Data

Enter a number...

Data Type Validation - Critical Fields

- [ ] Pass
- [ ] Fail
- [ ] N/A

Description of Identified Data Discrepancies

Write something...

Data Integrity Rules Applied?

- ☐ Referential Integrity Checks
- ☐ Unique Constraint Validation
- ☐ Data Type Constraints
- ☐ Custom Validation Rules

Date of Data Validation Run

Enter date...

System Configuration Verification

Validate ERP system settings and parameters match documented requirements.

Maximum Invoice Amount Limit

Enter a number...

Default Currency

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ JPY

Start of Fiscal Year

Enter date...

Custom Field Definitions

Write something...

Inventory Valuation Method

- ☐ FIFO
- ☐ LIFO
- ☐ Weighted Average

Maximum Discount Percentage

Enter a number...

User Roles & Permissions

Ensure appropriate user access levels are assigned and enforced.

Review of Core User Roles

- ☐ Finance
- ☐ Sales
- ☐ Manufacturing
- ☐ HR
- ☐ Inventory

Required Permissions for Finance Role

☐ General Ledger Access

☐ Accounts Payable Access

☐ Accounts Receivable Access

☐ Budgeting Permissions

☐ Reporting Permissions

Approval Hierarchy Validation

☐ Standard

☐ Customized

Number of Users with Admin Access

Enter a number...

Date of Last Permission Review

Enter date...

Integration Testing

Test data flow and functionality between ERP and integrated systems.

Record Count of Integrated Data

Enter a number...

Integration Status (Successful/Failed/Partial)

☐ Successful

☐ Failed

☐ Partial

Detailed Error Messages (if any)

Write something...

Systems Integrated (e.g., CRM, WMS)

☐ CRM

☐ WMS

☐ eCommerce

☐ Finance System

Integration Test Execution Date

Enter date...

Integration Test Start Time

Enter time...

Reporting & Analytics

Verify reports generate accurate and timely data.

Report Category Verified?

- ☐ Financial
- ☐ Operational
- ☐ Sales
- ☐ Inventory
- ☐ HR

Report Execution Time (seconds)

Enter a number...

Last Report Validation Date

Enter date...

Notes on Data Accuracy

Write something...

Data Source Accuracy

- ☐ Accurate
- ☐ Minor Discrepancies
- ☐ Significant Discrepancies

Report Validation Score (0-100)

Enter a number...

Workflow Validation

Test automated workflows to ensure correct execution.

Workflow Execution Count

Enter a number...

Workflow Start Date

Enter date...

Workflow Completion Date

Enter date...

Average Workflow Duration

Enter time...

Workflow Status (Success/Failure/Pending)

☐ Success

☐ Failure

☐ Pending

Workflow Notes/Comments

Write something...

Triggered Events

- ☐ System Event
- ☐ User Action
- ☐ Scheduled Task

Security Controls

Assess security measures and access restrictions.

Multi-Factor Authentication Enabled?

- ☐ Yes
- ☐ No
- ☐ Partial Implementation

Password Complexity Score (1-100)

Enter a number...

Data Encryption at Rest?

- ☐ Yes
- ☐ No
- ☐ Partial Implementation

Regular Security Audits Performed?

- ☐ Yes
- ☐ No
- ☐ Scheduled

Last Security Audit Date

Enter date...

Description of Security Incident Response Plan

Write something...

Security Measures Implemented (Select all that apply)

☐ Firewall

☐ Intrusion Detection System

☐ Antivirus Software

☐ Data Loss Prevention (DLP)

Compliance & Audit Trail

Confirm adherence to regulatory requirements and audit logging.

Last Audit Trail Review Date

Enter date...

Number of Audit Log Entries Reviewed

Enter a number...

Relevant Compliance Standards (e.g., GDPR, SOX)

☐ GDPR

☐ SOX

☐ HIPAA

☐ CCPA

☐ Other

Summary of Audit Trail Findings

Write something...

Supporting Audit Documentation (e.g., Audit Reports)

⬆ Upload File

Audit Trail Retention Policy Compliant?

☐ Yes

☐ No

☐ Not Applicable

Reviewer Signature

Exception Handling & Error Management

Test error handling procedures and fallback mechanisms.

Describe the error handling process documented.

Write something...

Number of documented error codes.

Enter a number...

Error notification method (e.g., email, SMS, dashboard)

☐ Email

☐ SMS

☐ Dashboard Notification

☐ System Log

Date of last exception handling process review.

Enter date...

Detailed steps for escalating unresolved exceptions.

Write something...

Attach screenshot of a typical error message.

⬆ Upload File