



Post-ERP System Audit Checklist

Data Migration Verification

Confirm accuracy and completeness of migrated data.

Number of Records Migrated

Number of Records Failed to Migrate

Description of Data Migration Errors (if any)

Data Accuracy Validation Method Used

- ☐ Manual Review
- ☐ Automated Validation
- ☐ Statistical Sampling

Date of Data Migration Validation

Data Sources Verified

- ☐ CRM
- ☐ Legacy System A
- ☐ Legacy System B
- ☐ Spreadsheets

Record ID of Example Validated Record

Write something...

Record ID of Example Invalidated Record (if any)

Write something...

System Configuration Review

Validate system settings align with business requirements.

System Performance Baseline (Transactions/Minute)

Enter a number...

Core Module Status (Go-Live, Pilot, Testing)

- ☐ Go-Live
- ☐ Pilot
- ☐ Testing
- ☐ Development

Describe any Configuration Deviations from Original Plan

Write something...

Last Configuration Change Date

Enter date...

Workflow Automation Status

- ☐ Fully Implemented
- ☐ Partially Implemented
- ☐ Not Implemented

Concurrent User Limit

Enter a number...

Notes on Customizations & Extensions

Write something...

User Access & Security

Assess user roles, permissions, and security protocols.

User Roles Assigned

- ☐ Administrator
- ☐ Power User
- ☐ Standard User
- ☐ Limited Access

Access Granted to Modules

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

Password Complexity Policy

- ☐ Meets Policy
- ☐ Does Not Meet Policy
- ☐ N/A

Number of Active Users

Write something...

Last Password Reset Policy Review Date

Enter date...

Security Audit Approval

Integration Testing

Verify data flow and functionality across integrated systems.

Integration Point 1 - Status

- ☐ Completed
- ☐ In Progress
- ☐ Failed
- ☐ Not Started

Transaction Volume - Expected (per day)

Enter a number...

Transaction Volume - Actual (per day)

Enter a number...

Integration Error Log Review (if applicable)

Write something...

Data Mapping Validation - Point A

- ☐ Verified
- ☐ Needs Review
- ☐ Error Found

Last Integration Test Date

Enter date...

Notes/Observations on Integration Performance

Write something...

Reporting & Analytics Validation

Ensure reports are accurate, accessible, and meet stakeholder needs.

Report Generation Time (seconds)

Enter a number...

Key Reports Verified

- ☐ Sales Report
- ☐ Inventory Report
- ☐ Financial Statements
- ☐ Production Schedule
- ☐ Customer Order Tracking

Notes on Report Accuracy

Write something...

Last Report Validation Date

Enter date...

Data Visualization Effectiveness

- ☐ Excellent
- ☐ Good
- ☐ Needs Improvement
- ☐ Unacceptable

Comments on Data Visualization

Write something...

Process Documentation & Training

Confirm process documentation is updated and user training is effective.

Summary of Process Documentation Updates

Write something...

Documentation Version Control System Used

- ☐ Git
- ☐ SharePoint
- ☐ Other (Specify)

Documents Reviewed and Updated

- ☐ Standard Operating Procedures (SOPs)
- ☐ Training Manuals
- ☐ Workflow Diagrams
- ☐ System Configuration Guides

Last Documentation Review Date

Enter date...

Number of Users Trained on Updated Processes

Enter a number...

Description of Training Materials Provided

Write something...

Training Delivery Method

- ☐ Online
- ☐ In-Person
- ☐ Hybrid

Performance Monitoring

Review system performance metrics and identify areas for optimization.

Average Transaction Processing Time (seconds)

Enter a number...

System Response Time (milliseconds)

Enter a number...

CPU Utilization (%)

Enter a number...

Memory Utilization (%)

Enter a number...

Date of Performance Monitoring Check

Enter date...

Time of Performance Monitoring Check

Enter time...

Observed Performance Issues & Notes

Write something...

Change Management & Documentation

Evaluate change request process and documentation accuracy.

Summary of Change Request Process Adherence

Write something...

Change Request Form Availability

- ☐ Available
- ☐ Unavailable
- ☐ Partially Available

Documentation Review Coverage

- ☐ Process Flows
- ☐ User Manuals
- ☐ System Configuration
- ☐ Integration Specs

Last Documentation Review Date

Enter date...

Reviewer Signature

Notable Deviations from Standard Change Process

Write something...

Compliance & Regulatory Checks

Verify adherence to relevant compliance and regulatory standards.

Industry-Specific Regulations

- ☐ GDPR
- ☐ HIPAA
- ☐ SOX
- ☐ CCPA
- ☐ Other (Specify)

Audit Log Review Frequency (Days)

Enter a number...

Last Compliance Audit Date

Enter date...

Summary of Compliance Audit Findings

Write something...

Applicable Regulatory Frameworks

- ☐ ISO 9001
- ☐ ISO 27001
- ☐ PCI DSS
- ☐ Other

Supporting Compliance Documentation

 Upload File

Issue Resolution & Support

Assess effectiveness of issue resolution processes and user support.

Number of Support Tickets Resolved

Enter a number...

Severity of Resolved Issues

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Critical

Date of Issue Resolution

Enter date...

Detailed Description of Resolution

Write something...

Resolution Method

- ☐ Bug Fix
- ☐ Workaround
- ☐ Process Change
- ☐ Training Provided

Affected Systems

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

Support Team Member Involved

Write something...