



Software Implementation For Accounting Checklist

Pre-Implementation Planning

Define project scope, identify key stakeholders, and establish the implementation budget and timeline.

Project Manager Name

Project Start Date

Target Go-Live Date

Project Scope and Objectives

Key Stakeholders Involved

- ☐ CFO
- ☐ Controller
- ☐ IT Department
- ☐ Accounting Clerks
- ☐ External Auditors

Estimated Implementation Budget

Enter a number...

Software Requirements Document

 Upload File

Implementation Priority Level

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

Requirements Gathering & Vendor Selection

Document functional requirements, evaluate software features, and finalize the vendor agreement.

Project Lead Name

Write something...

Software Functional Requirements

Write something...

Required Software Features

- ☐ Automated Bank Feeds
- ☐ Multi-currency Support
- ☐ Advanced Reporting/BI
- ☐ API/Integration Capabilities
- ☐ Automated Accounts Payable
- ☐ Inventory Management

Target Go-Live Date

Enter date...

Estimated Implementation Budget

Enter a number...

Vendor RFP/Proposal Documents

 Upload File

Implementation Priority

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

Data Migration & Cleanup

Audit existing financial data, clean up duplicate records, and map legacy data to the new system format.

Data Migration Completion Date

Enter date...

Data Sources to be Migrated

- ☐ Accounts Payable
- ☐
- ☐ General Ledger
- ☐ Fixed Assets
- ☐ Vendor Master Data
- ☐ Customer Master Data

Data Cleaning Notes & Discrepancies

Write something...

Mapping Template Document

 Upload File

Migration Status

- ☐ Not Started
- ☐ In Progress
- ☐ Validation Pending
- ☐ Completed

Data Integrity Lead Sign-off

System Configuration & Setup

Configure the Chart of Accounts (COA), set up user roles/permissions, and define automated workflows.

Chart of Accounts (COA) Mapping Status

Write something...

User Permission Roles Configured

- ☐ Accounts Payable Clerk
- ☐ Accounts Receivable Clerk
- ☐ Controller/Finance Manager
- ☐ CFO/Administrator
- ☐ Auditor (Read-only)

Currency Configuration

- ☐ Single Currency
- ☐ Multi-Currency

Configuration Completion Date

Enter date...

Configuration Log/Setup Documentation

 Upload File

Workflow Customization Notes

Write something...

System Admin Approval

Integration & Interface Testing

Verify seamless data flow between the new accounting software and existing CRM, banking, or payroll tools.

Connected Systems to Verify

- ☐ Bank Feeds
- ☐ CRM (Salesforce/HubSpot)
- ☐ Payroll Provider
- ☐ Inventory Management System
- ☐ Expense Management Tool
- ☐ Tax Filing Software

Data Mapping Status

Integration Test Completion Date

Integration Error Logs & Observations

Write something...

Integration Test Results Report

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Integration Status

- ☐ Pending
- ☐ In Progress
- ☐ Testing
- ☐ Verified/Passed
- ☐ Failed

User Acceptance Testing (UAT)

Execute end-to-end testing of accounting processes to ensure accuracy and system stability.

Test Scenarios Completed

- ☐ Accounts Payable Workflow
- ☐ Accounts Receivable Workflow
- ☐ Bank Reconciliation Workflow
- ☐ General Ledger Postings
- ☐ Financial Reporting Generation
- ☐ Tax Calculation Accuracy

Testing Status

- ☐ Passed
- ☐ Passed with Minor Issues
- ☐ Failed - Requires Retesting

Bug Report & Error Logs

Write something...

Testing Completion Date

Enter date...

UAT Lead Approval

Evidence of Successful Testing (Screenshots)

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User Training & Documentation

Conduct training sessions for the accounting team and create internal SOPs for the new software.

Training Modules Completed

- ☐ General Ledger Navigation
- ☐ Accounts Payable Workflow
- ☐ Accounts Receivable Workflow
- ☐ Financial Reporting & Dashboards
- ☐ Bank Reconciliation Process

Updated Standard Operating Procedures (SOPs)

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Training Completion Date

Enter date...

Training Assessment Score

- ☐ Pass
- ☐ Pass with Remediation
- ☐ Fail

Training Feedback and Identified Gaps

Write something...

Trainer/Supervisor Acknowledgment

Go-Live & Post-Implementation Review

Execute the final cutover, monitor initial transaction accuracy, and perform a post-launch audit.

Go-Live Date

Post-Implementation Success Criteria Met

- ☐ Data integrity verified
- ☐ All users trained
- ☐ Integration links active
- ☐ Reporting accuracy confirmed

Post-Launch Issue Log & Resolution Summary

Number of Critical Bugs Identified

Final Sign-off Documentation

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Project Lead Approval