



# WMS Batch Process Checklist

## Batch Scheduling & Configuration

Verify batch job scheduling, dependencies, and resource allocation.

### Maximum Concurrent Batch Jobs

### Scheduled Start Time

### Next Scheduled Run Date

### Batch Processing Priority

- ☐ High
- ☐ Medium
- ☐ Low

### Notes on Scheduling Adjustments

### Execution Environment

- ☐ Local Server
- ☐ Cloud Environment

## Data Extraction & Transformation

Confirm data extraction processes are accurate and transformations are correctly applied.

### Source System Connection Details

Write something...

### Number of Records Extracted

Enter a number...

### Data Transformation Type Applied

- ☐ Mapping
- ☐ Concatenation
- ☐ Filtering
- ☐ Calculation

### Transformation Logic Description

Write something...

### Record Count After Transformation

Enter a number...

### Fields Involved in Transformation

☐ Field A

☐ Field B

☐ Field C

☐ Field D

## Data Loading & Validation

Ensure data is loaded correctly and validation rules are enforced.

### Number of Records Loaded

Enter a number...

### Number of Records Rejected

Enter a number...

### Reason for Rejections (if any)

Write something...

### Data Type Verification Status

- ☐ Passed
- ☐ Failed
- ☐ N/A

### Mandatory Field Verification Status

- ☐ Passed
- ☐ Failed
- ☐ N/A

### Data Load Completion Date

Enter date...

### Data Load Completion Time

Enter time...

## Error Handling & Logging

Review error handling mechanisms and logging procedures for comprehensive troubleshooting.

### Describe the error handling procedure for failed batch jobs.

Write something...

### Maximum acceptable error rate (%)

Enter a number...

### Error notification method

- ☐ Email
- ☐ SMS
- ☐ System Alert

### Details of error log file location and format.

Write something...

### Last error log file review date

Enter date...

### Error escalation levels (select all that apply)

- ☐ Tier 1 Support
- ☐ Tier 2 Support
- ☐ Development Team

## Security & Permissions

Validate security protocols and user permissions related to batch processes.

### Batch Job Execution Account

- ☐ Service Account 1
- ☐ Service Account 2
- ☐ Dedicated Batch User

### Access Granted to Batch Jobs

- ☐ Read
- ☐ Execute
- ☐ Modify
- ☐ Delete

### Encryption Status

- ☐ Enabled
- ☐ Disabled

### Least Privilege Principle Score (1-10)

### Last Permission Review Date

## Performance Monitoring

Assess batch processing time and resource utilization for optimization.

### Average Batch Processing Time (Minutes)

### Peak CPU Utilization (%)

### Memory Consumption (MB)

### Disk I/O (MB/s)

### Date of Last Performance Review

### Typical Start Time of Batch Jobs

### Observations and Notes on Performance

# Dependencies and Integrations

Check for proper functioning of dependencies and seamless integration with other systems.

## ERP System Integration Status

- ☐ Connected & Functioning
- ☐ Connected - Requires Verification
- ☐ Disconnected
- ☐ Not Applicable

## Last Data Sync Time (Epoch)

Enter a number...

## Integration Error Logs Status

- ☐ No Errors
- ☐ Minor Errors - Resolved
- ☐ Critical Errors - Requires Attention
- ☐ Error Logs Not Reviewed

## Notes on Integration Performance

Write something...

## Last Integration Review Date

Enter date...

# Backup and Recovery

Review backup and recovery procedures for batch process data and configurations.

## Last Backup Date

Enter date...

## Last Backup Time

Enter time...

## Backup File Size (MB)

Enter a number...

## Backup Location Details

Write something...

## Backup Type (Full/Differential/Incremental)

- ☐ Full
- ☐ Differential
- ☐ Incremental

## Last Restore Test Date

Enter date...

**Restore Test Results/Notes**

Write something...