

Sage ERP Accpac

Client's Upgrade Tasks Checklist

Company Database Name: _____

Review this checklist, and then complete each step before you install Sage ERP Accpac.

Important Steps before Upgrading to Version 6.X

Perform the following tasks in your previous version of Sage ERP Accpac:

Accounts Payable

- Post all invoice batches and retrieve\ensure posted to General Ledger
- Post all payment batches and retrieve\ensure posted to General Ledger
- Post all adjustment batches and retrieve\ensure posted to General Ledger

Accounts Receivable

- Post all invoice batches and retrieve\ensure posted to General Ledger
- Post all receipt batches and retrieve\ensure posted to General Ledger
- Post all adjustment batches and retrieve\ensure posted to General Ledger

Bank Services (Ensure ALL Banks are reviewed)

- Ensure there are no open bank reconciliations
- Post all bank reconciliations and retrieve\ensure posted to General Ledger
- Print and clear all reconciliation posting journal. This is the only purging that needs to be done before the conversion.
- Note: There should be no entries, cleared checks or deposits in future periods (May want to print to PDF as reports are purged during conversion)

General Ledger

- Post all open batches in the General Ledger

Print Balancing Reports

- Print AP Aged Payable report and ensure it balances to the General Ledger
- Print AR Aged Trial Balance report and ensure it balances to the General Ledger
- Print GL trial balance to current period
- Print GL trial balance to period 12 of current fiscal year
- Print GL financial statements (optional)

Inventory Control

- Ensure all transactions have been completed in Order Entry, Purchase Order and Inventory Control
- Perform Day End Processing and retrieve transactions to Accounts Recievable, Accounts Payable and the General Ledger.
- Post all transferred transactions in the applicable subledger modules.

Order Entry

- Ensure all shipped orders have been invoiced

Purchase Orders

- Ensure all receipts against open PO's have been made

Data Integrity

- Run Data Integrity Check and export to file. If errors e-mail to Equation before upgrade date.

*****Repeat process for each database*****

(Print out a copy for each different database, if applicable and fax the completed sheet to 760-436-3521 or email to accpacupgrade@equationtech.us)
