Eftsure inside D365 F&O complete Go-Live checklist-V4

Customer:

Date:

System	Task	Description	Status	Notes
Eftsure Portal	Legal entity code in PROD	Cross check legal entity code between eftsure portal and D365 in PROD	☐	
	Assign all existing vendor to legal entity	Assign all existing vendor to respective legal entities	☐	
	Create PartnerID	Create partner ID and assign to respective Customer ID	☐	
	Create ExternalID (OrgID)	Eg: 1 or PROD	☐	
	Create all user accounts	Create user accounts as per customer request	☐	
	Create API admin account	Create Admin accounts as per customer request eg: API1234 (APICID)	☐	
	Assign partner ID	Assign correct partner ID to all users	☐	
	Provide API access	Provide customer API access to all user	☐	
	Supplier reference check	Ensure the supplier reference are created using D365 VMF exports and format has been confirmed with eftsure D365 team. Ref: **EntityID|VendorAccount|VendorBankAccountId**	☐	
	Onboarding form	Updated onboarding form Export Header name field	☐	
D365	Set environment	Eftsure parameter: Environment Live, OrgID	☐	
	Credential	Setting > User Option > eftsure *Key user performing Go-Live	☐	
	Credential API	Generic account or key user	☐	
	Synchronise form	Parameter > Onboarding > Form > Sync	☐	
	Export configuration	Export configuration from GOLD (UAT) *Both environments have the same setup eg: vendor group, method of payment."	☐	
	Import configuration	Import configuration to PROD	☐	
	Reset environment	Eftsure parameter: Environment Live, OrgID	☐	
	Review configuration	Onboarding > Onboarding form field mapping, greetings	☐	
		Payments *only enable MOP as per customer request for vendor payment validation	☐ ☐	
		Vendor groups	☐	
		Vendor copy	☐	
		User interface	☐	
		Batches (setup Admin account – generic API account)	☐	
		Logs	☐	
		Countries	☐	

		VAT number (API key for ABR/NZBN)	☐	
		Snippets	☐	
		Tests (Default section)	☐	
		License	☐	
	Cross Company Data sharing	Configure Cross company data sharing *Applicable for customer with CCDS enabled with multiple legal entities. Suggest to perform after business hour"	☐	
	Entity configuration	**Exclude** agreed vendor groups: Exclude all vendors that shouldn't be sent to eftsure	☐	
		Init: generate unique supplier reference to communicate with eftsure Supplier code format: EntityID|VendorAccount|VendorBankAccountId	☐	
		Init Exflow: generate unique supplier reference for Exflow invoices	☐	
		Sync From: downloading all suppliers changes from eftsure. (NA if new customer with blank portal)	☐	
		Sync To (full push data from D365 to eftsure): sending all suppliers (except excluded) to eftsure, in order to ensure both systems are in sync Note: if full push from D365, sync From step will need to be done for Cross-matched vendor to be updated	☐	
		Enable legal entities: user with eftsure role will see all icons and perform eftsure tasks	☐	
	Generate batches	Workspace > Admin > All batches > Check batches: create all batches. Review batch recurrences and batch users	☐	
	Vendor master review (Go Green)	Rename bank account name for red vendor with Account name differ	☐	
		Mass self-certify existing vendors as per customer's request	☐	
		Review red incorrect bank account. Incorrect banking format, account code type, incorrect BSB	☐	
	Payment method	Activation of eftsure verification on methods of payment. After activation of eftsure verification for this payment method, only green/excluded vendors will be payable	☐	
	Notification	Although alerts are not mandatory, we recommend at least one of your users subscribes to the following events using the alert icons in the workspace or using the standard alerts tools in the system (Optional)	☐	
	Set Payment limit	Set Payment limit on all required suppliers (Optional)	☐	
	Electronic reporting	Configure all electronic reporting's payment file Electronic reporting	☐	
	Refresh data	Workspace > Chart > refresh	☐	
	Enable standard view	System admin > Workspaces > Feature management (Saved views support for workspaces)	☐	
	Create vendor template	Create vendor template if you wish to use eftsure Check A Payee to create new vendor	☐	
	Eftsure portal notification	Notification on Eftsure Status outage, API status	☐	