

Eftsure inside D365 F&O complete Go-Live checklist

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 | <input type="checkbox"/> | |
| | Assign all existing vendor to legal entity | Assign all existing vendor to respective legal entities | <input type="checkbox"/> | |
| | Create PartnerID | Create partner ID and assign to respective Customer ID | <input type="checkbox"/> | |
| | Create ExternalID (OrgID) | Eg: 1 or PROD | <input type="checkbox"/> | |
| | Create all user accounts | Create user accounts as per customer request | <input type="checkbox"/> | |
| | Create API admin account | Create Admin accounts as per customer request eg: API1234 (APICID) | <input type="checkbox"/> | |
| | Assign partner ID | Assign correct partner ID to all users | <input type="checkbox"/> | |
| | Provide API access | Provide customer API access to all user | <input type="checkbox"/> | |
| | 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 | <input type="checkbox"/> | |
| | Onboarding form | Updated onboarding form Export Header name field | <input type="checkbox"/> | |
| D365 | Set environment | Eftsure parameter: Environment Live, OrgID | <input type="checkbox"/> | |
| | Credential | Setting > User Option > eftsure *Key user performing Go-Live | <input type="checkbox"/> | |
| | Credential API | Generic account or key user | <input type="checkbox"/> | |
| | Synchronise form | Parameter > Onboarding > Form > Sync | <input type="checkbox"/> | |
| | Export configuration | Export configuration from GOLD (UAT) *Both environments have the same setup eg: vendor group, method of payment." | <input type="checkbox"/> | |
| | Import configuration | Import configuration to PROD | <input type="checkbox"/> | |
| | Reset environment | Eftsure parameter: Environment Live, OrgID | <input type="checkbox"/> | |
| | Review configuration | Onboarding > onboarding form field mapping, greetings | <input type="checkbox"/> | |
| | | Payments *only enable MOP as per customer request for vendor payment validation | <input type="checkbox"/> | |
| | | Vendor groups | <input type="checkbox"/> | |
| | | Vendor copy | <input type="checkbox"/> | |
| | | User interface | <input type="checkbox"/> | |
| | | Batches (setup Admin account – generic API account) | <input type="checkbox"/> | |

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|--|---|---|--------------------------|--|
| | | Logs | <input type="checkbox"/> | |
| | | Countries | <input type="checkbox"/> | |
| | | VAT number (API key for ABR/NZBN) | <input type="checkbox"/> | |
| | | License | <input type="checkbox"/> | |
| | 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" | <input type="checkbox"/> | |
| | Entity configuration | Exclude agreed vendor groups: Exclude all vendors that shouldn't be sent to eftsure | <input type="checkbox"/> | |
| | | Init: generate unique supplier reference to communicate with eftsure Supplier code format: EntityID VendorAccount VendorBankAccountId | <input type="checkbox"/> | |
| | | Init Exflow: generate unique supplier reference for Exflow invoices | <input type="checkbox"/> | |
| | | Sync From: downloading all suppliers changes from eftsure. (NA if new customer with blank portal) | <input type="checkbox"/> | |
| | | 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 | <input type="checkbox"/> | |
| | | Enable legal entities: user with eftsure role will see all icons and perform eftsure tasks | <input type="checkbox"/> | |
| | Generate batches | Workspace > Admin > All batches > Check batches: create all batches. Review batch recurrences and batch users | <input type="checkbox"/> | |
| | Vendor master review (Go Green) | Rename bank account name for red vendor with Account name differ | <input type="checkbox"/> | |
| | | Mass self-certify existing vendors as per customer's request | <input type="checkbox"/> | |
| | | Review red incorrect bank account. Incorrect banking format, account code type, incorrect BSB | <input type="checkbox"/> | |
| | 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 | <input type="checkbox"/> | |
| | 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) | <input type="checkbox"/> | |
| | Set Payment limit | Set Payment limit on all required suppliers (Optional) | <input type="checkbox"/> | |
| | Add bank account name to electronic reporting | Configure all electronic reporting's payment file Electronic reporting Whitepaper | <input type="checkbox"/> | |
| | Refresh data | Workspace > Chart > refresh | <input type="checkbox"/> | |
| | Enable standard view | System admin > Workspaces > Feature management (Saved views support for workspaces) | <input type="checkbox"/> | |
| | Create vendor template | Create vendor template if you wish to use eftsure Check A Payee to create new vendor | <input type="checkbox"/> | |
| | Eftsure portal notification | Notification on Eftsure Status outage | <input type="checkbox"/> | |