

## "Go Live" 50-Point Inspection

CK = Complete ; NC = Not Complete ; AG = After Go Live

CK	NC	AG			
Configuration					
1				Invoice Form	Client has ordered and downloaded their image form
2				Forms Text	Perform Test print at Andreoli HQ with Client Image for Q / WO / INV
3				Inspection Form	Client has been informed how to download Inspection image
4				All workstations downloaded HITS	Client has downloaded HITS to all workstations
5				All workstations downloaded Merchant	Client has downloaded Merchant Partners to all billing workstations
Codes & Packages					
6				Department Table	Been set per Client request
7				Shop Supplies	Been set per Client request
8				OP Codes	OPP, OPD, OPT, OPW has been set per client request
9				OPL Code	OPL has been setup as labor code with clients default labor rate
10				SS Code	SS has been setup as a generic non-stock good code
11				Service Codes	Been set per Client request
12				Service Packages	Been set per Client request
13				Delete MASTER codes	If client requested "clean slate" verify 400, FS, and Pkgs removed
14				Discount / Coupon Codes	Been set per Client request
15				Tire Packages	Been set per Client request
16				Tire Inventory linked to Default Pkg #	Check Drive Out Pricing screen for Raw Size 2256017
17				OPT linked to Default Pkg #	Check OPT to ensure it has been linked to Default Pkg #
Vendors & Integrations					
18				Parts Vendors	Verify top 5 parts vendors added
19				Tire Vendors	Verify top 5 tire vendors added
20				Misc Adjustment Account (s)	Verify 1 Misc Adjustment account exists per store
21				Transfer Account (s)	Verify 1 Transfer account exists per store (if multi-store)
22				Tire Vendors Integrations	Check that all tire integrations have been setup for each store
23				Tire Brands	Verify Tire Brands is turned on
24				CARFAX	Verify CARFAX is turned on
25				AccountingLink	Validate The Back Office has received order and scheduled install
26				Data Conversion	Validate The Back Office has received order and scheduled conversion

ServiceCAT					
27				Local Inventory / MCL	MCL has been setup with all lines for clients part inventory
28				Vendor Mapping	Have all SC vendors been mapped to BPOS vendor (TEST!)
29				Oil grouping	Have oils been grouped by type?
30				VSOC Pricing	Are oil changing prices satisfactory to customer?
31				Misc Inventory Test	Are all inventory types (filters, batteries, wipers, etc.) finding in SC ?
Inventory					
32				Tire Inventory	Has all tire inventory been uploaded?
33				Tire - Corporate Avg Cost and Pricing	Run tire search : 2256016 . Do item have Cost and Pricing?
34				Inventory Counts	Does client have plans to do inventory count / adjustment ?
35				"Supplies" non-stock goods codes	Have supply codes been setup - (ie. Fluids, lug nuts, valve stems)
System Settings					
36				System Settings as requested	Have system settings been set as requested? (spot check: Sales Tax)
37				AR Settings as requested	Been set per Client request
38				Appointment / Bay as requested	Been set per Client request
39				National Account Packages setup	Been set per Client request
Salesreps / Technicians / Users					
40				Salesreps	Been set per Client request
41				Technicians	Been set per Client request
42				Users and Permissions	Been set per Client request
Review & Practice					
43				Andreoli LIVE >> DEMO	Has Andreoli Copied LIVE to DEMO for Client practice
44				Andreoli Prep DEMO	1. Receive Qty    2. Labeled Store Name = DEMO !!!!! Toolbar = RED
45				Client - One Days processing	Has client processed one day?
Go Live					
46				Andreoli - Data conversion	Has data been converted and appear in proper format?
47				Client - Rekey tickets from missed date	If Client missed day from data conversion, must re-key lost day
48				Client - Inventory Adjustment	Has Client posted initial inventory adjustment
49				Client - AR totals journal entry	Has Client journaled AR totals?
50				Andreoli - End-of-Day Close Support	Has Andreoli called at End-of-Day to Support Day Close ?

Signed by Reviewer \_\_\_\_\_ Date: \_\_\_\_\_