

REPORT

# Your Comprehensive End-of-Year ERP Checklist

Maximize the Benefits of Your  
Enterprise Resource Planning (ERP) System



To finish the year on a high note and kick off the new with confidence, take a look at the following ERP year-end checklist for valuable insights on closing out the year masterfully. Your actions will fall under the following areas of focus:

## **I Data Backup and Disaster Recovery**

- A. Execute a thorough backup of your ERP system's data. It's important to schedule this in advance and make sure all stakeholders are made aware that the system will be unavailable during a certain time.
- B. Verify the integrity of backup files and ensure they are stored securely. This step helps you determine if backup data is valid and it's protected from unauthorized access, modification or deletion.
- C. Test emergency recovery procedures for the system. Should a disaster impact your physical business, you need to have assurance that your data is protected. In 2020, there were 22 natural disasters with losses exceeding \$1 billion each in the U.S., [according to economists](#).

## **II Software Updates and Patch Management**

- A. Review and schedule any pending ERP software updates, including major releases and security patches. Doing so is essential to keeping the system secure, efficient and up-to-date. Stakeholders will need to prioritize patch assessments, an update schedule and testing plans.
- B. Ensure that all software updates are compatible with other integrated systems. This involves an integration assessment, testing, vendor coordination, documentation and change control, to name a few of the most significant areas.
- C. Testing disaster recovery procedures are crucial to ensure system recoverability in case of emergencies. This matters in terms of risk mitigation, operational continuity, response time evaluation and compliance. According to a 2022 report from the Uptime Institute, [20% of organizations surveyed reported experiencing a severe outage](#) in the past three years.



## User Access and Security

- A. Review and update user access rights, roles, and permissions. This can help your organization curb cybersecurity risks in case bad actors have access to data that could impact operations.
- B. Disable access for departing or role-altered employees. When employees leave the organization or experience role changes, it's crucial to promptly disable their access to the ERP system. This process involves access review, timely deactivation, and role-based access control. Data breaches stemming from insider threats and simple mishaps can cost businesses an average of \$7.5 million annually, [according to the Harvard Business Review](#).
- C. Conduct a security audit to identify and rectify vulnerabilities. Performing a security audit is a proactive measure to maintain the integrity of your ERP system. This process involves an assessment, testing, performing updates and security patches, security policy review, and incident response planning.
- D. Educate employees on security best practices and password management. Employees need to know better so they can do better. This can be achieved through initiatives such as training, password policies, and multi-factor authentication.



## Performance Optimization

- A. Keep tabs on system performance year-round and identify areas creating lags or slowdowns. This should be an ongoing task that calls for following key metrics and observing trends that could lead to threats that could deter performance.
- B. Conduct a comprehensive performance analysis and optimize configurations as needed. This is a deep dive into the system's infrastructure, including hardware, software, and network configurations. Based on the outcome, you might need to implement changes that can boost efficiency.
- C. Archive or delete obsolete data to improve system performance and reduce clutter. This step not only improves system performance but also streamlines data management.



## Data Integrity and Cleanup

- A. Facilitate a data integrity check to identify duplicate, outdated, or inaccurate records. Ensuring data quality is fundamental to more informed decision-making.
- B. Initiate data cleanup activities, including data deduplication and data validation. Data cleanup enhances data reliability and helps prevent errors.
- C. Ensure consistency and accuracy of critical data, such as inventory levels and customer information. Critical data, such as inventory levels and customer information, needs to be current and accurate to help support facilities function at the highest level.

## VI Reporting and Analytics

- A. Review and update standard reports and dashboards to reflect changing business requirements. Adapting standard reports and dashboards to changing business needs helps ensure that the information presented remains relevant and actionable.
- B. Create year-end reports for financial and operational analysis. These documents present a comprehensive overview of financial and operational performance over the course of the year. Such insights can [help inform strategic planning and regulatory compliance](#).
- C. Ensure that data used for reporting is up to date and accurate. Regular data verification and updates are crucial to prevent errors in financial and operational analysis.

## VII Year-End Financial Processes

- A. Work alongside finance teams to help produce accurate year-end financial reporting. A good working relationship with finance teams is necessary to ensure the accuracy and reliability of year-end financial reporting. These deliverables bolster decision-making and compliance.
- B. Close financial periods and reconcile accounts. These actions can help ensure financial data is consistent and ready for audits, tax filings, and other financial processes.
- C. Support the seamless execution of a financial audit with data that's readily accessible and compliant with regulatory requirements. This preparation makes it easier for an internal or external auditor to pore over financial statements and run tests with dummy transactions.

## VIII Vendor Support and Contractst

- A. Review vendor support contracts and renewals. It's essential to regularly review vendor support contracts to ensure they align with your organization's needs. This includes contract assessment, renewal planning and contacting ERP software providers to address any outstanding support issues.
- B. Contact ERP software providers for any outstanding support issues or concerns. Maintaining open lines of communication with ERP software providers is crucial for addressing support issues.
- C. Assess the need for additional training or consulting services for the upcoming year. Assessing the need for training and consulting services helps ensure your team remains well-equipped to use the ERP system effectively. This includes skills gap analysis and resource allocation.

## IX Documentation and Documentation Update

- A. Review and update ERP system documentation, including user manuals and process guides. Keeping ERP system documentation up to date is critical for ensuring that users have accurate and current resources at their disposal. This involves document review and version control.
- B. Ensure current backup documentation for configurations, customizations, and integrations. Backup documentation is essential for maintaining data integrity and system stability. This includes backup documentation inventory and validation.

## X Training and Knowledge Transfer

- A. Schedule training sessions for employees, especially new hires. Scheduling regular training sessions is vital for ensuring that employees, especially new hires, are proficient in using the ERP system. This includes training planning and feedback collection.
- B. Identify key knowledge holders and initiate knowledge transfer processes. Experienced employees who hold critical knowledge about the ERP system can help train and mentor less seasoned ones.
- C. Encourage employees to provide feedback on system usability and functionality. This is best executed through setting up feedback channels and feedback analysis.

## XI Budget Planning

- A. Collaborate with IT and finance teams to plan the ERP budget for the upcoming year. A needs assessment, cost estimation and budget allocation.
- B. Allocate resources for maintenance, upgrades, and enhancements. Prioritize resource allocation based on the importance of maintenance, upgrades, and enhancements in the upcoming year.
- C. Consider potential investments in new ERP features or modules to support business growth. Assess the current and future needs of the organization and how new ERP features can align with these needs.

## XII Rigorous Disaster Recovery Testing

- A. Conduct a comprehensive disaster recovery test to verify system restoration in natural disasters security breaches or other inclement events. Rigorous disaster recovery testing is essential for verifying the system's ability to restore functionality in catastrophic scenarios. Key steps include scenario planning and testing execution. Gartner predicts that by 2025, [45 percent of organizations worldwide will have experienced attacks on their software supply chains](#), a three-fold increase from 2021.
- B. Document any encountered issues during testing and apply corrective measures. Thorough documentation and issue resolution are critical in disaster recovery testing. This includes issue logging and taking corrective actions.

## **XIII Reflect and Set Objectives**

- A. Reflecting on past performance is key to setting objectives for the upcoming year. This involves performance assessment, root cause analysis and setting goals for continuous improvement.
- B. Define achievable and measurable goals for the ERP system based on the performance assessment. Ensure that the objectives align with the organization's strategic plans and priorities.

## **XIV Communication and Stakeholder Engagement**

- A. Share the outcomes of ERP maintenance and planning with relevant stakeholders, including executives, department heads and end-users. Provide them with insights into the ERP system's performance and the plans for the future.
- B. Gather feedback and input from stakeholders to inform future ERP strategies. To that end, create mechanisms for stakeholders to share their thoughts, concerns, and suggestions. Take care to analyze collected feedback to identify areas for improvement and optimization in future ERP strategies.

## **XV Archive Documentation**

- A. Archive end-of-year documentation, reports, and records securely and systematically for future reference and compliance. This involves documentation categorization and secure storage practices.

## **XVI Compliance Review**

- A. Ensure continued compliance with industry regulations and standards. Key actions include completing regulatory updates and compliance audits.
- B. Conduct any necessary audits or assessments to verify compliance. Plan and schedule audits or assessments as needed to address compliance concerns. If non-compliance issues are identified, take corrective actions to address them and maintain compliance.



By adhering to this comprehensive end-of-year ERP maintenance guide, manufacturers can get the most from their ERP systems while aligning them with evolving business needs and objectives.

## About rSTAR Technologies

rSTAR is a full-service specialized system integrator built to transform leaders in the asset-intensive industries, such as energy and utilities, manufacturing, high-tech, and automotive into business value all-stars by focusing on digital transformation initiatives. With over 20 years of experience in Oracle, Microsoft, and Salesforce, the company provides consulting, implementation, and services for AI, CX integration and automation solutions.



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