

The Cloud Pre-Flight Technical Checklist

A rigorous 2-phase framework to prepare legacy on-premise ledgers (Sage 50 / QBD) for strict reconciliation-verified extraction to modern cloud systems.

1 Pre-Extraction Ledger Health

DATABASE INTEGRITY

- ☐ Run native 'Verify Data' utility. If corruption errors present, run 'Rebuild Data' before extraction.
- ☐ Purge internal audit trails if file size exceeds 1.5GB (QBD specific).
- ☐ Resolve all 'Uncategorized Asset/Expense' pending transactions to ensure GL closure.
- ☐ Force-recalculate customer balances to fix ghost AR invoices.

CUT-OFF PREPARATION

- ☐ Establish strict conversion date (e.g., last day of financial year: YYYY-MM-DD).
- ☐ Reconcile all bank feeds up to the exact cut-off date. Print statements.
- ☐ Process all pending payroll periods and commit liabilities.
- ☐ Lock prior periods using a closing password to prevent retro-active changes during extraction.

Mandatory Baseline Reports

Generate these exact reports in your legacy system as of the cut-off date to serve as the undeniable source-of-truth for post-migration audit.

☐ Trial Balance (Accrual)☐ Balance Sheet (Standard)☐ AR Aging Summary☐ AP Aging Summary