
Reconciliation checklist

Use this before you sign a migration off. Run it after every rehearsal too, so the final run holds no surprises.

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1 Before you count anything

- ☐ The mapping specification version used for this run is recorded.
- ☐ The source extract time is recorded, and the source was frozen (or the delta window is known).
- ☐ Every object in scope is listed, including the ones you expect to be empty.
- ☐ The rules for records you are deliberately not moving are written down (soft-deleted, archived, out of date range, test data).

2 Counts, per object

- ☐ Source count, loaded count and held-back count for every object.
- ☐ For every object: source = loaded + held back. If it does not add up, stop here.
- ☐ Child objects counted per parent, not just in total (for example order lines per order), so a parent missing all its children shows up.

3 Totals

- ☐ Financial totals match to the penny: order value, invoice value, open balances, credit limits.
- ☐ Quantity totals match: stock, hours, units.
- ☐ Totals are compared by period as well as overall (per month or per year), so two errors cannot cancel each other out.

4 Integrity

- ☐ No orphans: every child record in the target has its parent.
- ☐ No duplicates on the target's unique keys or on the external ID carried over from the source.
- ☐ Required fields are populated on every record.
- ☐ Dates are possible: no future creation dates, no end dates before start dates, no 1900-01-01 placeholders.
- ☐ Every lookup value exists in the target's picklists or reference tables.

5 Spot checks

- ☐ A random sample of records, compared field by field between source and target.
- ☐ The highest-value records, compared field by field.
- ☐ Records that went through the most complex transformation rules, compared field by field.
- ☐ A handful of records checked by someone who uses the old system every day, in the new system's own screens.

6 Held-back records

- ☐ Every held-back record is listed with its ID and the rule that held it back.
- ☐ The business owner has seen the list and agrees nothing on it needs to move.
- ☐ Where the old system is being switched off, the held-back records are archived somewhere they can still be found.

7 Sign-off

- ☐ Counts, totals, integrity results and spot checks are on one sheet.
- ☐ The sheet names the run, the date and the mapping specification version.
- ☐ The business owner signs it, not only the person who did the migration.