

Business Process Validation Checklist for ERP

Project & Process Information

Project Name	Date
Process/Module	Validated By

Validation Checklist

Business Step	Validation Criteria	Pass	Fail	Remarks
1. Data Entry	Data is accurately entered and saved in system			
2. Approval Workflow	Approval routes triggered as designed			
3. Transaction Posting	Transactions posted correctly in relevant modules			
4. Reporting	Reports generated with correct data and format			
5. Exception Handling	System handles invalid data gracefully			

Additional Notes / Observations