

Headquarters to Singapore System Interface Checklist

Agree data, controls, testing and support responsibilities between group systems and a Singapore entity.

Type into the shaded fields, then save your copy. All items are optional. For longer records, give a file name or link.

1. Current and target systems

1.1 Draw the current and target applications used by headquarters, Singapore and shared providers.

Record: System name, purpose, owner, location and lifecycle status

Owner

Status / target date

1.2 Mark the system of record for each business object and transaction.

Record: System of record and approved downstream copies

Owner

Status / target date

1.3 Record work that remains manual or outside the target integration.

Record: Manual step, owner and review date

Owner

Status / target date

Headquarters to Singapore System Interface Checklist

Record the facts, open questions and person responsible.

2. Master data

2.1 Define ownership for business partners, materials, chart of accounts, cost objects and organisational data.

Record: Create, approve, change, deactivate and distribute responsibilities

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Owner

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Status / target date

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2.2 Agree global and local identifiers, mapping rules and duplicate handling.

Record: Key structure, mapping table and conflict-resolution rule

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Owner

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Status / target date

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2.3 Define change frequency, effective dating and error correction.

Record: Change event, approval, timing and recovery procedure

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Owner

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Status / target date

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Headquarters to Singapore System Interface Checklist

Record the facts, open questions and person responsible.

3. Transactions and reporting

3.1 List transaction flows between headquarters and Singapore, including direction and trigger.

Record: Object, event, frequency, volume and expected completion time

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Owner

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Status / target date

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3.2 Define financial posting, currency, tax, intercompany and reconciliation treatment.

Record: Accounting design and reconciliation owner

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Owner

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Status / target date

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3.3 Separate operational interfaces from consolidation and management reporting feeds.

Record: Purpose, recipient, timing, data source and approval record

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Owner

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Status / target date

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Record the facts, open questions and person responsible.

4. Controls, security and privacy

4.1 Specify authentication, authorisation, service accounts, encryption and secret ownership.

Record: Security design and periodic access review

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Owner

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Status / target date

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4.2 Classify personal, financial and commercially sensitive data exchanged between systems and countries.

Record: Data classification, purpose, retention and transfer basis

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Owner

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Status / target date

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4.3 Define logging, monitoring, alerting and evidence retention.

Record: Control log, alert owner and audit-evidence location

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Owner

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Status / target date

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Record the facts, open questions and person responsible.

5. Reliability and support

5.1 Agree availability, response time, batch windows and recovery requirements based on operational needs.

Record: Requirement, baseline, owner and acceptance method

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Owner

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Status / target date

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5.2 Define retry, duplicate prevention, sequencing and failed-message handling.

Record: Error states, queue ownership and reconciliation procedure

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Owner

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Status / target date

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5.3 Assign first response, technical diagnosis, business correction and vendor escalation.

Record: Support responsibility matrix and contact route

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Owner

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Status / target date

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Record the facts, open questions and person responsible.

6. Test and cut-over

6.1 Build test cases for normal, exception, duplicate, late and out-of-order scenarios.

Record: Input, expected output, owner and signed result

Owner

Status / target date

6.2 Reconcile counts, values, balances and status across both systems.

Record: Control totals, tolerance, investigation and approval

Owner

Status / target date

6.3 Rehearse deployment, backlog handling, rollback and business communications.

Record: Cut-over runbook and deployment approval criteria

Owner

Status / target date

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Record the facts, open questions and person responsible.

7. Ongoing interface management

7.1 Name the owner for interface changes and compatibility reviews after either system releases an update.

Record: Release calendar and regression-test responsibility

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Owner

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Status / target date

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7.2 Maintain an interface decision log and remove mappings and temporary solutions when they are no longer used.

Record: Decision, reason, approver, effective date and retirement action

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Owner

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Status / target date

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7.3 Review whether the interface still supports the intended operating model.

Record: Review frequency, operating issues, manual effort and improvements

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Owner

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Status / target date

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Project decision

Complete what is known before the next phase. Open items can be discussed with MTC.

Recommended interface design and scope

Business reason and expected outcome

Key assumptions

Open risks and decisions

Named sponsor

Approval date and next step