

Infusion (Online version)

MIGRATION GUIDE

A PARTNER GUIDE TO MIGRATING CUSTOMERS
FROM VFP TO THE ONLINE VERSION OF INFUSION

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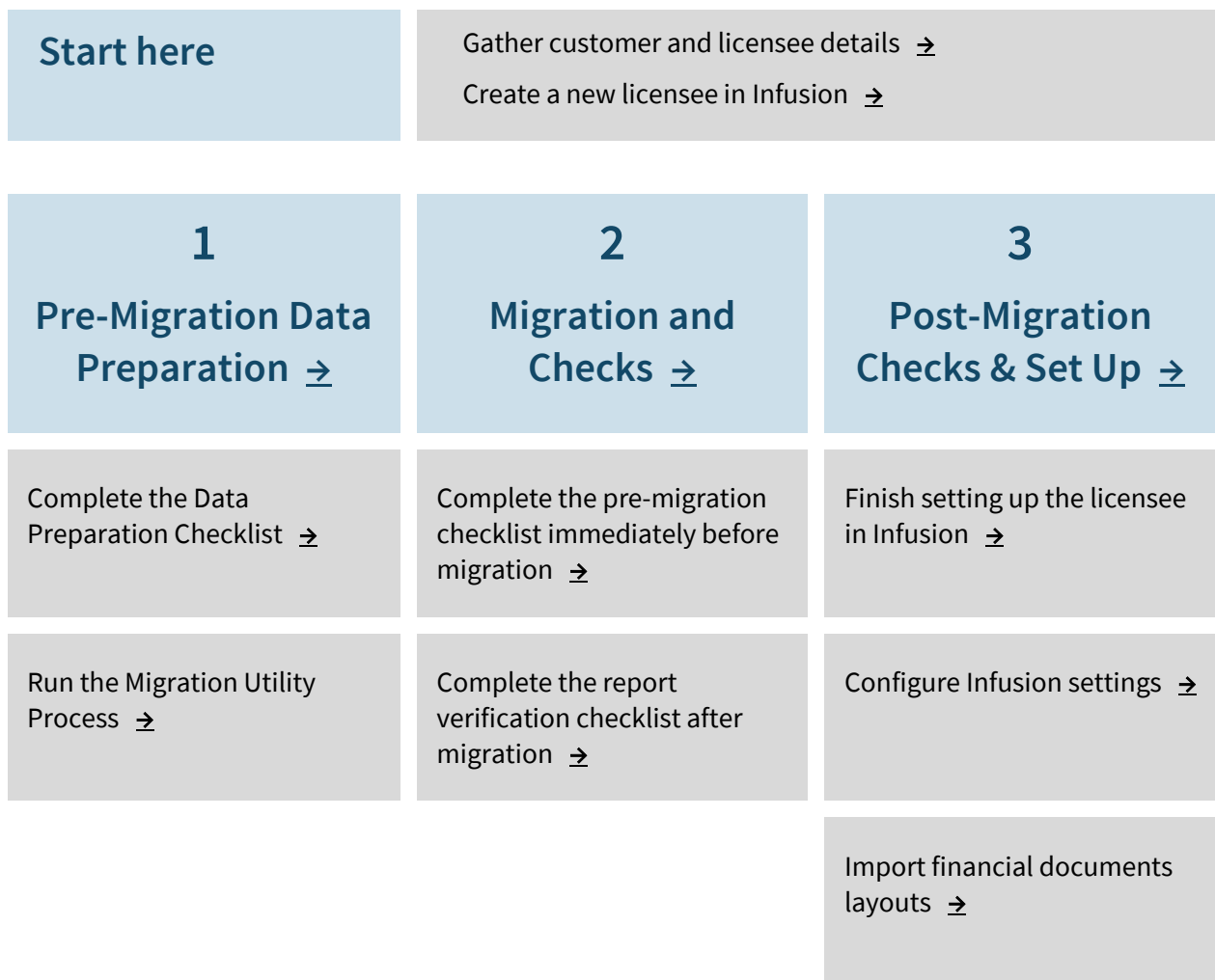
This guide explains how the migration process works when moving clients from VFP to the online version of Infusion. VFP stands for Visual FoxPro and is the software for existing licenses. The new version of Infusion is browser-based and online.

Many of these steps can be completed by the end user, and the rest can be actioned by a Certified Partner or Infusion Software. At present, all data migrations will be completed by the Infusion Support team. Partners will assist in preparing the data for migration and completing the set-up post migration.

Migration may take up to 2 hours to process and complete, depending on the size of the existing data file.

Migration at a glance

The following diagram provides a snapshot of how the components of the migration process fit together, with each step a building block along the migration process. The diagram links to the key sections of this guide.



The Migration Process Overview

There are three main steps within the migration process. Data preparation can be carried out at any point prior to migration. The actual migration and post-migration can be completed together. A Migration Utility is run as part of the data preparation process. Please contact Infusion Support to install this on existing software.

Pre-migration Data preparation

Complete the checklist for review prior to migration. This is an excellent opportunity to review the existing set up and clean up the VFP data. Use the Checklist to confirm organisation and user details and use the Settings section to document how the new software will be setup. You'll also complete the migration utility process at this stage.

Migration

This is when existing data is brought into the new software. There are some final checks and balances to do before starting. The pre-migration checklist should be completed immediately before the migration. There is some repetition from the earlier preparation. If there are any actions to follow up, these should be minor as the work has been undertaken previously.

Complete a full backup of the data, including images and documents, and provide this to Infusion Support. Infusion Support will schedule and complete the data migration.

When migration is done, complete the report verification checklist to check that the reports from VFP and the online version of Infusion are consistent.

Post-migration checks and set-up in Infusion

Following the migration, there are a further series of checks to undertake. You'll finish setting up the licensee in Infusion and configure the settings. You'll also import financial reports layouts into Infusion (Balance Sheet and Profit & Loss).

Gather customer and licensee details

Complete the details in the following table.

| Data migration | |
|------------------------------|--|
| Infusion staff member | |
| Organisation information | |
| Company | |
| Contact | |
| Contact phone number | |
| Contact email | |
| Company's IT support contact | |
| Default sending email | |
| Infusion Certified Partner | |
| Number of users required | |
| Client's accountant details | |
| Name | |
| Company | |
| Email | |
| Phone number | |

Licensee details

Complete the fields below.

| Licensee info | |
|-----------------------------------|---|
| Name* | |
| Country | |
| Zone ID | |
| Licence Package* | |
| Sessions Limit* (no. of users) | |
| Active POS Terminals limit | |
| Import default Chart of Accounts? | <input type="checkbox"/> No Chart of Accounts to be imported * Select this option for Migration |
| Organisation admin | |
| Name* | |
| Email* | |
| Infusion partner | |
| Name | |
| Email | |

Notify the Licensee that the License is created and awaits their acceptance of the Terms and Conditions.

The license is not accessible until Terms and Conditions are read and accepted by a representative of the Licensee. Data can be migrated into Infusion, but it won't be visible until the Terms and Condition have been accepted.









Users

Confirm the System and Licensee roles for users. Users may have multiple role types. Copy and paste the chart to the next page to add more users.

| User name or initials | | | | | | | |
|---|--|--|--|--|--|--|--|
| Organisation Admin | | | | | | | |
| Organisation Manager | | | | | | | |
| Financial Admin | | | | | | | |
| Financial Accounting Staff | | | | | | | |
| HR Manager | | | | | | | |
| Inventory Staff | | | | | | | |
| Inventory Controller | | | | | | | |
| Sales Staff | | | | | | | |
| Sales Admin | | | | | | | |
| Sales Manager | | | | | | | |
| Accounts Receivable Admin | | | | | | | |
| Accounts Receivable Manager | | | | | | | |
| Accounts Payable Manager | | | | | | | |
| POS Admin | | | | | | | |
| POS Staff | | | | | | | |
| Financial Admin (SELECT) | | | | | | | |
| Financial Accounting Staff (SELECT) | | | | | | | |
| Inventory Staff (SELECT) | | | | | | | |
| Inventory Controller (SELECT) | | | | | | | |
| Accounts Payable Manager (SELECT) | | | | | | | |
| Financial Admin (ACCOUNTING) | | | | | | | |
| Financial Accounting Staff (ACCOUNTING) | | | | | | | |

Sign the customer up to Infusion

Once you've gathered all the relevant details about your customer, you can sign the customer up on our website. Alternatively, if your customer could benefit from a **2-week free trial** of Infusion using demo data, register their details on our [2-Week Free Trial page](#) before completing the following steps.

| | |
|--|---|
| 1. Visit our website | Go to https://www.infusionsoftware.co.nz/sign-up/infusion-online-sign-up/ |
| 2. Complete the customer details and requirements | <p>Enter information about the company and about the specific contact person (or organisation admin) the account will be associated with.</p> <ul style="list-style-type: none">  Package: Choose the package that is best suited to your customer.  Number of Standard Users Required: Number of users that will access everything  Number of POS Users Required: Number of users that will only access POS  How did you hear about Infusion?: Select "Existing User"  Partner: Choose your name from the drop-down list, or select 'Other'.  Do you want to migrate your data? Select Yes  Financial Year Start Month: Choose the option that suits your customer.  Notes: Tell us anything else that could be useful for us in setting up the customer. <p>Read the Terms and Conditions and then select Submit.</p> |
| 3. A new license will be created in Infusion | Infusion Support will create a new license for your customer. Your customer will receive an email notifying them that they have been added as an Organisation Admin and inviting them to activate their license and create a password |
| 4. Customer accepts the Terms and Conditions | The Organisation Admin will then need to accept the Infusion Terms and Conditions. Once they have done this, charging will begin, and you can start helping them to configure their settings. |

Partner roles

If you are added to the license as a Partner, you won't have any roles until you or the customer assigns roles to you. Before then, you can see the following in the online version of Infusion. View how to [Add a User](#) for more information.

| Settings | Administration |
|---|--|
| <ul style="list-style-type: none"> • Organisation Settings — Full Access • License Settings — You can edit and save, except the Partner field. • Theme • Email Settings | <ul style="list-style-type: none"> • Licensees list — You can View and Request Deletion, and go to Edit mode (but can't save anything at this point). • Partners list — You can View and be in Edit mode (but can't save anything at this point) |

Plan for Infusion staff training

| | |
|-----------|--|
| Business: | |
| Location: | |
| Date: | |
| Contact: | |

| Staff member name and role | Training Modules | | | | | | | | | |
|----------------------------|------------------|--------|-----------|--------|-----------|--------|----------|--------|-----|--------|
| | Financials | | Customers | | Suppliers | | Products | | POS | |
| | ✓ | Signed | ✓ | Signed | ✓ | Signed | ✓ | Signed | ✓ | Signed |
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STEP 1: PRE-MIGRATION DATA PREPARATION

These steps can be completed at any point before migration. Complete the data-preparation checklist and run the migration utility.

Complete the data preparation checklist

Complete this checklist at any point prior to migrating. These tasks ensure that existing data is compatible for migration to an Infusion datafile. The Actions provide supporting information if required.

| Task | Actions | ✓ |
|--|--|---|
| VFP is operating on the latest version | Check your current version in the title bar of VFP. Check for the latest release version here . If an upgrade is required, refer here . | |
| Partially posted invoices | Go to Admin > System Reports > Check for Partially Posted Customer Invoices — run for 3 years Resolve any issues reported. | |
| Allocate Customer Unallocated Payments | Go to Customers > Reports > Customer Unallocated Payments Pay off any Unallocated Payments and Credit notes where possible. For very old transactions where the payment is \$0.00, date the transaction as old as possible (you may need to remove lockout dates). | |
| Allocate Supplier Unallocated Payments | Go to Suppliers > Reports > Supplier Unallocated Payments Pay off any Unallocated Payments and Credit notes where possible. For very old transactions where the payment is \$0.00, date the transaction as old as possible (you may need to remove lockout dates). | |
| Recommended Month End Procedures | Go to Recommended Month End Procedures Work carefully through the list in this article. Some of the tasks will be duplicated on this data preparation guide. | |
| Undeposited Bankings | Go to Cashbook > Reports > All Undeposited Bankings | |

| Task | Actions | ✓ |
|--|---|---|
| | These must be banked before migration but can be left for the evaluation migration. | |
| Unexported Direct Credits | Go to Cashbook > Reports > All Unexported Direct Credits These must be exported before migration but can be left for the evaluation migration. | |
| Check Financial Defaults | Go to Admin > Defaults > Manage Financial Defaults Check all required defaults are valid GL Codes and save. | |
| DATA Folder structure | Are there any unusual files in this folder? Ensure that only required files are in the folder. Check to see that there are no incorrect installs of Infusion below the Data folder level. Delete these if there are. | |
| Delete Attachments | Go to Infusion\DATA\Attachments Delete these if possible. The backup will be smaller. | |
| Bring the Current Financial Year up to date if needed | Go to Financials > Year End > Close Off Year . Check with your Accountant or Partner whether you can move your financial year forward. Follow this link for more information. | |
| Check Financial Year Close This will be relevant if you have migrated from a different software such as Aurora or NZA Gold relatively recently. If you have only recently started using VFP as a fresh dataset (no migration or conversion) you can ignore this step. | Go to Admin > Other > View Audit Trail and search for 'Close Year' If there are no results and you are already on the most recent financial year, please call Infusion Support and request they turn your financial year back a year so that you can run a close off. | |
| Delete GL Accounts that are not required (unused or old and no longer needed) Ensure that all GL Accounts to migrate are relevant and required, with obsolete or unused GL Codes deleted. |  Run a 3 Year Profit and Loss and a 3 Year Balance Sheet report (both with Zero Balances included). Go to Financials > Reports > 3 Year Profit & Loss (YTD) , and Financials > Reports > 3 Year Balance Sheet , ensuring 'Show Zero GL I/Ds' is checked.  Audit GL Accounts to determine which are required and which are to be deleted. Delete as appropriate. | |

| Task | Actions | ✓ |
|---|---|---|
| | Follow this link for more information. | |
| G/L Integrity check There should be no Exceptions on the G/L Integrity report. | <ul style="list-style-type: none"> ⓘ Run the G/L Integrity utility. Go to Financials > Utilities > Check G/L Integrity ⓘ Resolve any reported Exceptions. Follow this link for more information. | |
| Check the Default GST Rate setting on GL Accounts is correct GL Accounts must be set to the correct Default GST Rate so that when bank transactions are imported they are coded with the correct GST setting within Bank Reconciliation. | Run the Chart of Accounts report. Go to Financials > Reports > Chart of Accounts Reference the GST Rate column to ensure the correct setting is applied. Update any incorrect codes in Infusion. I = Inclusive, E=Exclusive, X = Exempt, Z=Zero Rated, C=Customs GST | |
| Check the Function Setting on GL Accounts is correct GL Accounts are more strictly identified as Profit and Loss or Balance Sheet in the online version of Infusion. These should be correct prior to migration. | Scan the function column in Financials > Manage GL IDs Profit and Loss GLs should be Income or Expense Functions. Balance Sheet GLs should be Asset, Liability or Equity Functions. | |
| Check GL Account Custom Fields Custom Fields for GL Accounts are not a feature of the online version of Infusion and will not migrate. The Migration Utility reports on any GL Accounts using Custom Fields. No action is required to update Custom Fields. This is a notification only. | To check if GL Accounts have Custom Fields: Go to Financials > Utilities > Export Chart of Accounts Refer to the following columns: Text Field 1-6; Number Field 1-6; Check 1-6; Char Field 1-6; Date Field 1-6 | |
| Clear out old or unused Saved Cashbook Receipts and Payments Remaining receipts and payments will be migrated as recurring transactions. | <ul style="list-style-type: none"> ⓘ For each bank account in Cashbook Receipts and Payments check the dropdown against the Payee/Payer field. ⓘ Delete any unused saved receipts/payments. | |

| Task | Actions | ✓ |
|--|---|---|
| Bank Reconciliation is up to date | Bring bank reconciliation up to date. Check older/unused/obsolete bank accounts for any unreconciled transactions. | |
| System Verification Report balances This report must be in balance before Migration. | Ensure balances and totals are correct. Go to Admin > System Reports > System Verification Follow this link for troubleshooting variances. | |
| Run a Reindex | Go to Admin > Reindex Files Follow this link for more information. | |
| Run a Pre-Migration Backup | Run a pre-migration utility backup. At the end of the standard file name, add a note: eg: ibs9100-20210401-1214_PreMigUtil.zip Follow this link for more information. | |
| Download and Run the Migration Utility | Download the latest Migration Utility here Extract the file and replace the migration.app file in the Infusion folder. | |
| System Verification Report balances | Go to Admin > System Reports > System Verification Re-run the System verification after the utility to ensure data continues to balance. | |
| Run a backup and contact Infusion Support | At the end of the standard file name, add a note: eg: ibs9100-20210401-1214_MigEval.zip Contact Infusion Support to arrange transfer of the backup file for Migration to an evaluation license which you will have access to for 2 weeks. | |

Run the migration utility – detailed process

The Migration Utility is part of the pre-Migration tasks required prior to migrating to Infusion. It is installed with the VFP upgrade from version 8.525 on. For earlier versions, it can be installed on your existing VFP software by Infusion Support. Please contact them to organise installation.

When run, the utility performs the following tasks:

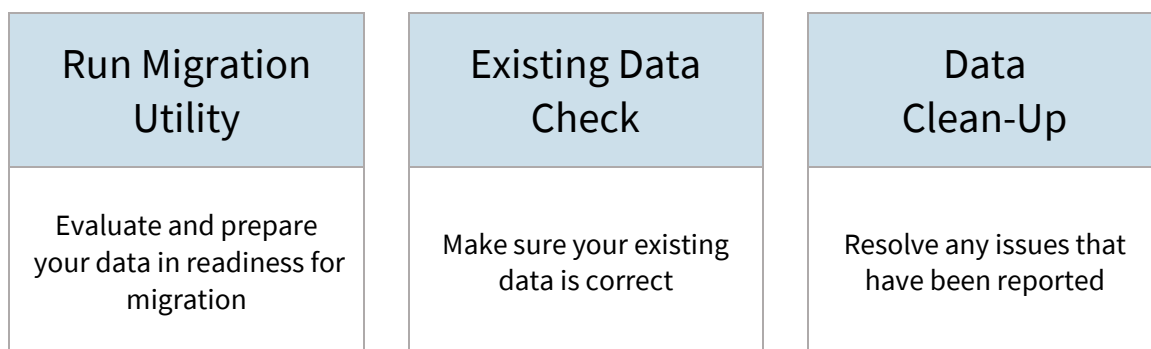
- ⓘ Ensures data is correctly configured to meet migration criteria for Infusion and reports on anomalies. This is because there are some formatting and functional changes between the two software programmes.
- ⓘ Checks Active / Inactive statuses and balances of Customers, Suppliers and Products and reports on records that require amending.
- ⓘ Prepares Layouts for Profit and Loss and Balance Sheet reports.
- ⓘ Assesses functionality currently in use in the existing software and reports if this is not yet available in the online version of Infusion.

If any clean-up of data is required, the utility prepares an overall report listing the affected records which must be fixed prior to migration. Individual reports are generated for each affect module and these are stored in a newly created Migration folder in your Infusion folder.

After completing the Migration Utility, return to the Migration checklist and complete remaining tasks on the checklist.

The migration utility process

The Migration Utility process is carried out in three steps. The utility can be run as often as required and is recommended to run again after a data clean-up to ensure that all records have been updated. It is run as both part of the Data Preparation and Migration process as it includes checks required both prior to and during migration.



Important – Before you start

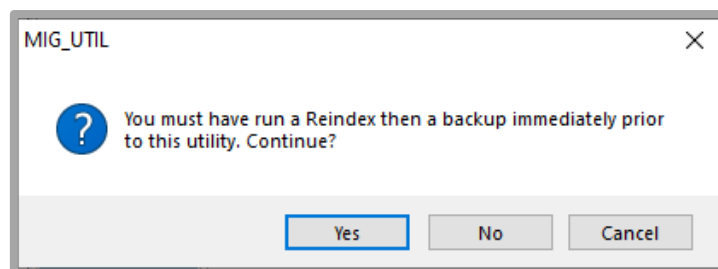
The migration utility can only be run when all users are signed out of VFP (other than the person running the utility). Only run the Migration Utility after completing the System Verification Report and Back Up tasks in the Pre-Migration checklist.

Within VFP, go to **Admin > Other > Migration Utility**

The Migration Utility starts and is an automated process.

Confirm that a Reindex and Backup has been completed.

Select **Yes** to proceed.



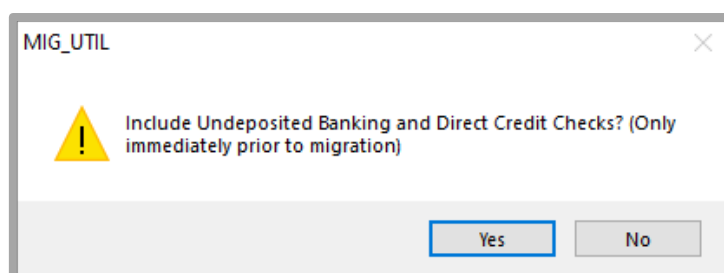
Utility prompt windows

Whilst it is running, the utility presents prompt windows. These can provide confirmation requests for actions, or act as notifications of finding records that require clean-up. These records are added to reports for review after the utility is run.

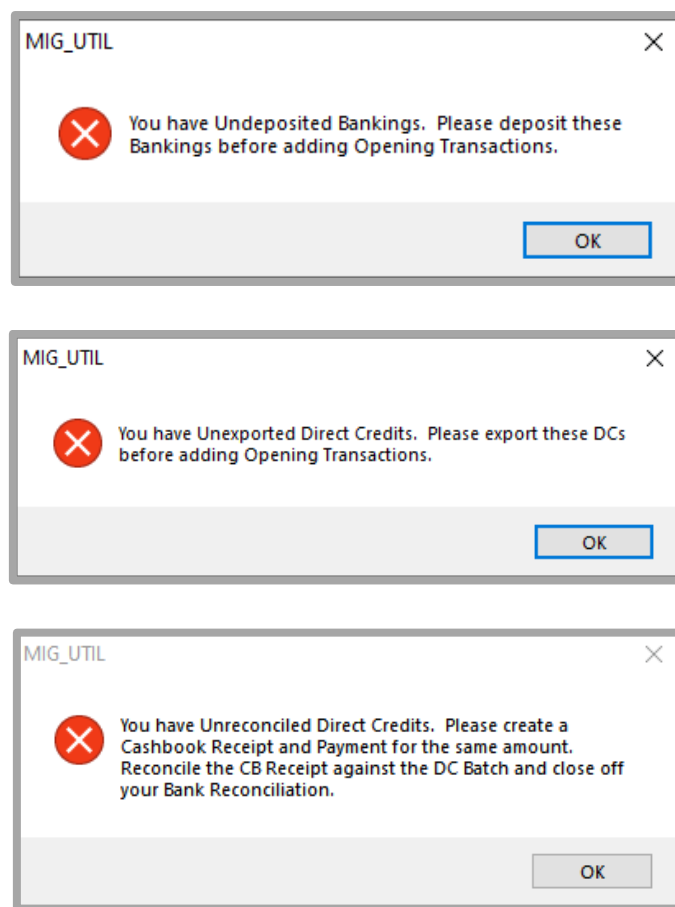
Undeposited Banking, Unexported Direct Credit, Unreconciled Direct Credits notifications

This checks if there are any undeposited bankings, unexported direct credits or unreconciled direct credits. If any of these are found, the utility will not proceed.

When running the utility as part of early data preparation, select No to continue. On the day of migration, select **Yes**.

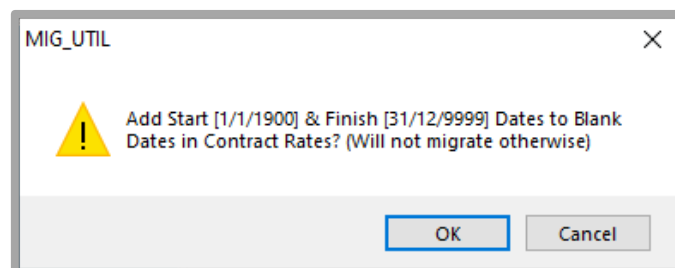


If the utility finds any, the below notifications will display and the utility stops. Resolve the issue and re-start the utility when ready.



Blank Dates in Contract Rates Notification

The existing VFP software allows Contract Rates to be set without start or finish dates. The new online software requires start and finish dates and the utility adds these to enable the migration process. A report is generated at the end of the utility to notify which records have had dates added and these can be edited.



Select OK to proceed or Cancel to review Contract Rates before continuing. Re-start the Utility when ready.

Migration Reports

At the completion of running the utility, an on-screen Migration Report displays a list of generated files and reports. These are stored in a newly created MigrationDATA folder in your Infusion folder.

Existing data check

Immediately after running the Migration Utility, re-run the System Verification Report to ensure that existing data continues to balance.

If there are any imbalances, restore the back-up. Follow the links for more information to [restore a backup](#), or to [manage the size of a back-up](#).

Re-run the System Verification Report, checking that the report now matches the report taken prior to running the Utility.

Contact Infusion Support for further assistance to check reports and re-run the Utility.

Data clean-up

The newly created MigrationDATA folder is located in your Infusion folder and includes:

- ⓘ Reports by module to provide details of anomalies on records that require clean-up. If there is no report for a module, there are no occurrences to report and no action is required
- ⓘ Files that contain the Profit and Loss and Balance Sheet layouts in their current form. These are generated based on the format from your existing software ready to import to Infusion. These are imported into the online version of Infusion after the migration has run.
- ⓘ .dbf files. For Infusion Support only — these files are copies of records that have been deleted.

Requirements for each file found within migration folder

The following is a description of files found within the Migration folder and requirements for each if they have been created by the Migration Utility.

| File | Requirements |
|----------------|--|
| Inactive files | <p>Inactive records should have zero balances. Files that have “inactive” in their name are reporting on records that are marked Inactive in your existing data file but do not have a corresponding zero balance.</p> <p>Inactive records can only be migrated with zero balances and if left in the system will cause the migration to fail. As such, records in *inactive files need to be amended.</p> <p>Below is a list of *inactive files and following is guidance to resolve records in these files.</p> <ul style="list-style-type: none"> ⓘ prodinactive.csv ⓘ custinactive.csv ⓘ suppinactive.csv |

| File | Requirements | | | | | | | | |
|---|--|--|--|---|--|----------------------------------|---|-------------------------------------|---|
| prodinactive.csv | <p>The prodinactive file lists all products that have been activated because they do not have a zero balance or they have pending transactions.</p> <p>Resolution: Check each record and resolve by either:</p> <ul style="list-style-type: none"> ⚙ Adjusting the stock to zero, and/or deleting the pending transactions and setting the product to Inactive again; OR ⚙ Leaving the product active. | | | | | | | | |
| custinactive.csv | <p>The custinactive file lists all customers that have been activated because they do not have a zero balance or they have pending transactions.</p> <p>Resolution: Check each customer record and identify the reason and identify the reason for the reactivation. Suggested causes and fixes include but are not limited to:</p> <table> <tr> <td>Balance is outstanding</td><td>Follow up with the customer to claim payment. When the payment is received and the account balance is zero, revert to inactive</td></tr> <tr> <td>The Balance belongs to another customer</td><td>Bring balance to zero Transfer the balance to the correct customer. This link provides more information</td></tr> <tr> <td>Balance is to be refunded</td><td>Bring balance to zero Create a refund payment. This link provides more information</td></tr> <tr> <td>Balance is to be written off</td><td>Bring balance to zero To create a customer adjustment, follow this link To write off a bad debt, follow this link</td></tr> </table> | Balance is outstanding | Follow up with the customer to claim payment. When the payment is received and the account balance is zero, revert to inactive | The Balance belongs to another customer | Bring balance to zero Transfer the balance to the correct customer. This link provides more information | Balance is to be refunded | Bring balance to zero Create a refund payment. This link provides more information | Balance is to be written off | Bring balance to zero To create a customer adjustment, follow this link To write off a bad debt, follow this link |
| Balance is outstanding | Follow up with the customer to claim payment. When the payment is received and the account balance is zero, revert to inactive | | | | | | | | |
| The Balance belongs to another customer | Bring balance to zero Transfer the balance to the correct customer. This link provides more information | | | | | | | | |
| Balance is to be refunded | Bring balance to zero Create a refund payment. This link provides more information | | | | | | | | |
| Balance is to be written off | Bring balance to zero To create a customer adjustment, follow this link To write off a bad debt, follow this link | | | | | | | | |
| suppinactive.csv | <p>The suppinactive file lists all suppliers that have been activated because they do not have a zero balance or they have pending transactions.</p> <p>Resolution: Check each supplier record and identify the reason for the reactivation. Suggested causes and fixes include but are not limited to:</p> <table> <tr> <td>Debt is outstanding to supplier</td><td>Follow up with payment. When the payment is made and the account balance is zero, revert to inactive.</td></tr> <tr> <td>Supplier was paid but there is no record in the system</td><td>Bring balance to zero Create a Supplier Payment to reflect the payment that was made</td></tr> </table> | Debt is outstanding to supplier | Follow up with payment. When the payment is made and the account balance is zero, revert to inactive. | Supplier was paid but there is no record in the system | Bring balance to zero Create a Supplier Payment to reflect the payment that was made | | | | |
| Debt is outstanding to supplier | Follow up with payment. When the payment is made and the account balance is zero, revert to inactive. | | | | | | | | |
| Supplier was paid but there is no record in the system | Bring balance to zero Create a Supplier Payment to reflect the payment that was made | | | | | | | | |

| File | Requirements | |
|------------------------------|---|--|
| | Balance belongs to another supplier | <p>Bring balance to zero</p> <p>Create a Supplier adjustment to transfer balances between suppliers</p> <p>To create a supplier adjustment, follow this link</p> |
| | Balance is a refund owing from the Supplier | <p>Follow up to receive the refund. When the refund is received and the account balance is zero, revert to Inactive.</p> <p>This link provides more information.</p> |
| | Balance is to be written off | <p>Bring balance to zero</p> <p>To create a supplier adjustment, follow this link</p> |
| Layout files | <p>Files that have “layout” as part of the name are storing the structure of your existing GL chart. The file is an extraction of existing content and is used to import the basic layout directly to Infusion.</p> <p>balsheetlayout.csv: The balsheetlayout file stores the extracted Balance Sheet layout.</p> <p>profitlosslayout.csv: The profitlosslayout file stores the extracted Profit and Loss layout.</p> | |
| finCashbookTrans.csv | <p>This file is created when there are Cashbook Receipts or Payments that reference deleted GL codes.</p> <p>Resolution: Delete or edit the Cashbook transactions to have a current GL code. If migrated, the deleted GL code will be recreated.</p> | |
| custContractRates.csv | <p>This file is created when existing customer records have blank Start and Finish dates on Contract Rates. Infusion requires dates for all Contract Rates and the utility adds these as –</p> <p>Start 01/01/1900; Finish 31/12/9999.</p> <p>Resolution: Update Start and Finish dates on the customer Contract Rates. If no specific dates are required leave with the dates inserted by the utility.</p> | |

STEP 2: MIGRATION

As part of migration, complete the pre-migration checklist immediately before migration. Then complete the report verification checklist to compare the reports in VFP and the online version of Infusion.

Complete the pre-migration checklist

During migration, data is transferred from VFP to the online version of Infusion. To ensure data is ready, follow the pre-migration checklist below before running the migration process.





















| Task | Actions | ✓ |
|--|--|---|
| Check Undeposited Bankings Ensure there is no content | Deposit all Undeposited Bankings. Go to Cashbooks > Reports > Undeposited Bankings Follow this link for more information. | |
| Check Unexported Direct Credits Ensure there is no content | Export all Direct Credits. Go to Cashbooks > Reports > Unexported Direct Credits Follow this link for more information. | |
| Check Unreconciled Direct Credits | <p>ⓘ Check the Bank Reconciliation for Direct Credit Batch entries</p> <p>Go to Cashbooks > Bank Reconciliation and select the bank account to review.</p> <p>ⓘ For any Unreconciled Direct Credits :</p> <ul style="list-style-type: none"> • Create a Cashbook Receipt coded to a Suspense GL Code, and a Cashbook Payment for the same amount • Reconcile the Direct Credit Batch against the Cashbook Receipt • Leave the Cashbook Payment unreconciled | |
| Check for Budgets beyond next year | Only previous, current and next year's budgets migrate. Export future-dated budgets from VFP in readiness to import to the online version of Infusion. | |
| System Verification Report balances | Ensure balances and totals are correct. Go to Admin > System Reports > System Verification | |

| Task | Actions | ✓ |
|---|---|---|
| This report must be in balance before Migration. | Follow this link for troubleshooting variances. | |
| Run a Reindex Ensure you run a backup prior to the Reindex | Go to Admin > Reindex Files Follow this link for more information. | |
| Run Migration Utility | Download the latest Migration Utility here Extract the file and replace the migration.app file in the Infusion folder. See this section for more information. | |
| System Verification Report balances | Go to Admin > System Reports > System Verification Re-run the System verification after the utility to ensure data continues to balance. | |
| Run G/L Integrity Ensure there are no exceptions returned | ⓘ Run G/L Integrity utility Go to Financials > Utilities > Check G/L Integrity ⓘ Resolve any reported exceptions Follow this link for more information. | |
| Run a backup (1) | At the end of the standard file name, add a note: eg: ibs9100-20210401-1214_audit.zip Follow this link for more information. | |
| Run a Reindex | Go to Admin > Reindex Files Follow this link for more information. | |
| Run a Backup (2) | Run a pre-migration utility backup. At the end of the standard file name, add a note: eg: ibs9100-20210401-1214_MIGRATION.zip Follow this link for more information. | |
| Extract reports from VFP These are used for review when you have completed migrating data | Refer to the Report Verification section for a list of reports to print. Create a Migration Reports folder and save reports. Print a copy if required. | |

Complete the report verification checklist

















Use this checklist of reports to run before and after migrating data and verify that totals match. If there are any variances, please contact Infusion Support.

Infusion Financials Reports

| Infusion VFP | ✓ | Infusion (online version) | ✓ |
|---|---|--|---|
| 3 Year Balance Sheet  As at today's date  As at end of the last Financial Year | | Balance Sheet  As at today's date  Year on Year for three years for the end of each Financial Year | |
| 3 Year Profit and Loss  As at today's date  As at end of the last Financial Year | | Profit and Loss YTD  As at today's date  Year on Year for three years for the end of each Financial Year | |
| Trial Balance  As at today's date  Year on Year for three years for the end of each Financial Year | | Trial Balance  As at today's date  Year on Year for three years for the end of each Financial Year | |
| Bank Reconciliation For each bank account check:  Closing Bank Balance  Unpresented items balance | | Bank Reconciliation For each bank account check:  Statement balance  Infusion - Unreconciled balance | |
| GST Summary Report  As at today's date  As at end of the last Financial Year | | GST Summary Report  As at today's date  As at the end of the last Financial Year | |

Infusion Accounting Reports

Run the Infusion Financials reports as well as the following.

| Infusion VFP | ✓ | Infusion (online version) | ✓ |
|---|---|---|---|
| Customer Aged Trial Balance  As at today's date  As at end of the last Financial Year | | Customer Aged Trial Balance  As at today's date  As at the end of the last Financial Year | |
| Supplier Aged Trial Balance  As at today's date  As at end of the last Financial Year | | Supplier Aged Trial Balance  As at today's date  As at the end of the last Financial Year | |
| Product Valuation Summary  As at today's date  As at end of the last Financial Year | | Product Valuation  As at today's date  As at the end of the last Financial Year | |
| Customer Sales Analysis by Date Range  This MTD  This YTD and the last Financial YTD Sort by Product Group Sort by Customer Sort by other relevant criteria | | Customer Sales Analysis  This MTD  This YTD and the last Financial YTD Sort by Product Group Sort by Customer Sort by other relevant criteria | |

Sign off

Signing off for Infusion Migration acknowledges that I have undertaken the tasks outlined in this document for Migration. I have run the Reports outlined in the Report Verification and have proven balances match between existing Infusion VFP software and the online version of Infusion. I am satisfied that my data in both Infusion VFP and the online version of Infusion is accurate and complete.

Signed Partner:

Date:

Signed Client:

Date:

Signed Infusion Support:

Date:

STEP 3: POST-MIGRATION CHECKS AND SET UP

Finish setting up the licensee in Infusion

Upon completion of the data migration run the following checks and reports to check data integrity. Included in the checklist is a requirement to import Profit and Loss and Balance Sheet layouts. Instructions for this process are at the end of this section.

| Task | Actions | ✓ |
|---|--|---|
| Ensure Terms and Conditions are accepted | The Welcome screen displays the Terms and Conditions and these need to be accepted before the software can be used. | |
| Add Users and Permissions | <p>ⓘ Add Users and Permissions at Settings > Users</p> <p>Find out more here: Add a User</p> <p>At this time, it is only necessary to set permissions for staff who are completing the migration.</p> | |
| Add Staff members | <p>ⓘ Add staff members on the Staff module</p> <p>Find out more here: Add a Staff Member</p> | |
| Complete license settings Set up the Infusion License using the Settings. | <p>ⓘ Update the Settings on the Welcome Screen and complete as required</p> <p>ⓘ Check the Infusion Settings have correctly migrated</p> <p>ⓘ Update Infusion Settings that are not included in the migration as required.</p> | |
| Add other Users and permissions Refer to the Users list previously created. | <p>ⓘ Add remaining users to Infusion</p> <p>Find out more here: Add a Staff Member</p> | |

| Task | Actions | ✓ |
|---|--|---|
| Import Profit & Loss and Balance Sheet layout files Check layouts include correct GL Accounts. | <p>These files were created as part of the Migration Utility and are saved into your Infusion folder.</p> <ul style="list-style-type: none"> Look for profitlossLayout.csv and balsheetLayout.csv Import the two Layout files into Infusion Move any ungrouped GL Accounts to the correct group within the Profit & Loss or Balance Sheet Layouts <p>View this section of the document for more information: Import Financial Documents Layouts</p> | |
| Check for Missing Balance GL Code After migration, you may have a GL code named Missing Balance. This holds any balances the migration process was unable to assign. This will be if there was an imbalance in transactions or on your system verification in VFP. | <p>If you have a missing balance:</p> <ul style="list-style-type: none"> Edit the GL – assign a code and a Current Asset or Liability Function Type to the GL Code and Save Investigate the transactions coded to the Missing Balance GL, these may be journals created as part of the migration process. Either: <ul style="list-style-type: none"> Rename the GL Code to assign the missing balance transactions to a meaningful GL Name Journal the balance out of the Missing Balance GL code and deactivate the GL Code when the balance is zero <p>The Missing Balance GL Code should not be assigned to an Income or Expense Function Type</p> | |
| Import future year budgets | If budgets beyond next year are required, import the budgets exported from VFP in the Pre-Migration tasks | |
| Print reports from the online version of Infusion for review against VFP reports | Use these reports to verify data after migration Refer to the Report Verification Checklist for reports to print. | |
| Provide reports to Accountant | For Infusion Financials | |

| Task | Actions | ✓ |
|---|--|---|
| Update Recurring Cashbook Receipts and Payments | <ul style="list-style-type: none"> Previously saved Cashbook Receipts and Payments are migrated as a Recurring Cashbook Receipt or Payment. The recurrence details are not set and need to be established. Go to Financials > Cashbook Receipts or Cashbook Payments Locate the transaction, open to edit and update the recurring details. <p>Follow this link for a guide to Cashbook Receipts.</p> <p>Follow this link for a guide to Cashbook Payments.</p> | |
| Email defaults setup and tested | Ensure emails are sending to correct email addresses | |
| Preview invoices | | |


Configure the Infusion settings

The following pages give you a space to capture details for updating Infusion Settings. The information can then be used to update the settings in Infusion, found in **Settings** on the main menu.

Settings > Organisation

PACKAGES: All

Update this information in the **Settings > Organisation** section of Infusion.

| Organisation Settings | | ✓ |
|--|----------------------------------|---|
| Name | | |
| View on Map icon  | Ensure the link to the map works | |
| Address line 1 | | |
| Address line 2 | | |
| Address line 3 | | |
| City/Town | | |
| Post Code | | |
| Country | | |
| Email | | |
| Website | | |
| Mobile | | |
| Phone | | |
| Fax | | |
| Licence Settings | | |
| Partner | | |
| Licensee Type | | |
| License Package | | |
| Country | | |
| Zone ID | | |
| Session Limit | | |

| Theme Settings | | ✓ |
|--------------------------------------|-------|---|
| Logo | | |
| Logo image | | |
| Logo background colour | | |
| Login | | |
| Login background image | | |
| Blur login background image | | |
| Login Background colour | | |
| Menu | | |
| Menu background colour | | |
| Menu foreground colour | | |
| Menu icon foreground colour | | |
| Selected menu background colour | | |
| Selected menu foreground colour | | |
| Selected menu icon foreground colour | | |
| Header | | |
| Header background colour | | |
| Header foreground colour | | |
| Toolbars | | |
| Toolbar background colour | | |
| Fields | | |
| Read only Field Background Colour | | |
| Editable field background colour | | |
| Email settings | | |
| Outgoing email enabled | Y / N | |
| Logo background colour | | |
| Logo image | | |

Settings > Financials

PACKAGES: All

Update this information in the **Settings > Financials** section of Infusion.

| Financial settings | | |
|--|--|--|
| Date of Conversion | | |
| First month of the Financial Year | | |
| Default GL accounts | | |
| Customer control | | |
| Customer discounts | | |
| Undeposited funds [†] | | |
| Finance charges | | |
| Freight inwards | | |
| Freight outwards | | |
| Rounding | | |
| Default sales | | |
| Default purchases | | |
| Default closing | | |
| GST income | | |
| GST expense | | |
| GST payment | | |
| Supplier control | | |
| Supplier discounts | | |
| Unexported direct credits [†] | | |
| Banking methods | | |
| Name | Add all methods, or check existing methods | |

[†] Undeposited Funds and Unexported Direct Credits do not update as part of the Migration process. Update the details for each of these GL Accounts after migration.

| | | | |
|---|--|----------------|--|
| GST Settings | | | |
| IRD Details | | | |
| GST Registration Number* | | | |
| GST Basis* | Payments (Cash) / Invoice (Accrual) | | |
| Filing Frequency*† | 1 / 2 / 6 monthly | | |
| Taxable Period End Month* | | | |
| GST on Quotes / Invoices | | | |
| Quote / Invoice pricing* | Incl / Excl | | |
| GST RATES | Add all required rates or check existing rates | | |
| Alternate Rates | | | |
| Rate Name | Percentage Rate | Effective Date | |
| | | | |
| | | | |
| Lockout Dates | | | |
| Only allow transactions dated after_____and before_____ | Add lockout start and end dates | | |
| Only allow adjustments and invoices dated after_____ | Add date | | |
| Budget Types | | | |
| Add required budgets †† | | | |

† The Filing Frequency is not updated as part of the Migration process. Update the Filing Frequency after migration.

† † Budgets for previous, this and next year are imported as part of the migration. Budgets for beyond next year require adding.

Settings > Reports

PACKAGES: Infusion Financials, Infusion Accounting

Update this information in the **Settings > Reports** section of Infusion.

| Report settings | | | | |
|---|---------------------------------|----------------|------------------------------|-----------|
| Logo | | Upload logo | | |
| Report email recipient address override | | | | |
| ID Card – Current user | | | | |
| Default financial reports — System generated reports have fixed formatting. Below is a list of available reports. | | | | |
| Customer aged trial balance | Profit and loss | | Balance sheet | |
| Supplier aged trial balance | Profit and loss 12 month/3 year | | Balance sheet vs last year | |
| Trial balance | Profit and loss with budgets | | Balance sheet – 3 year | |
| Sales analysis | GST summary | | Financial transaction detail | |
| Chart of accounts | Profit and loss forecast | | Budget 12 month | |
| Layouts — Documents such as invoices, customer statements, labels, and so on, along with some reports, have layout options available for selection. Where applicable, choose an option and a page layout. | | | | |
| Document | Option | | Page layout | |
| Customer delivery labels | Standard | | Portrait | |
| Customer invoice delivery labels | Standard | | Portrait | |
| Customer invoice * Designed for licensees using Head Offices | Product | Professional * | Portrait | Landscape |
| | Service | Standard * | | |
| Customer statement | Open items | Standard | Portrait | |
| Customer transactions | Standard | | Portrait | |
| Packing slip | No prices | Standard | Portrait | |
| Product price-list | Standard | | Landscape | |
| Product status | Standard | | Portrait | |
| Product valuation | Standard | | Portrait | |
| Supplier statement | Open items | Standard | Portrait | |
| Supplier transactions | Standard | | Portrait | Landscape |

Settings > Point of Sale

PACKAGES: Infusion Accounting, Infusion Select, Infusion Insight

Update this information in the **Settings > Point of Sale** section of Infusion.

| POS Terminals | | |
|---|---|--|
| Name* | Ensure all required POS terminals are added | |
| POS Cash Drawers | | |
| Name* | | |
| Undeposited funds (from financial settings) | | |
| Cash sale account | | |
| Unders and overs | | |
| Terminals | | |
| Drawer id | Terminal id | |
| | | |
| | | |

Settings > Integrations

PACKAGES: Infusion Accounting, Infusion Select, Infusion Insight

Update this information in the **Settings > Integrations** section of Infusion.

| Integrations | | |
|--------------|--|--|
| SMS Settings | Create SMS Global account and follow steps | |

Settings > Customers

PACKAGES: Infusion Accounting, Infusion Select, Infusion Insight

Update this information in the **Settings > Customers** section of Infusion.

| Customer settings | | |
|---------------------------------------|---|--|
| Account settings | | |
| Automatic account numbering | On/off | |
| Next account number | | |
| Required fields | | |
| Address line 1 | On / off | |
| Zip/area code | On / off | |
| Region | On / off | |
| Phone numbers | On / off | |
| Marketing / referral | On / off | |
| Customer type | On / off | |
| Sales rep | On / off | |
| Email | On / off | |
| Payment settings | | |
| Default payment terms | Number of days / cash sale only / given day after eom | |
| Days - further detail | Number of days ____ / day of month ____ | |
| Customer invoice and quote settings | | |
| Allow discounts | On / off | |
| Allow editing of invoice/quote number | On / off | |
| Invoice settings | | |
| Next invoice number | | |
| Payment message | | |
| Prompt for payment when posting | On / off | |
| Accounts receivable email | | |
| Accounts receivable email signature | | |

| Quote settings | | |
|--|--|--|
| Next quote number | | |
| Quotes valid for | | |
| Sales email | | |
| Sales email signature | | |
| Custom information | | |
| <p>The following settings are available for users to configure specifically to their business. In some instances, default options are provided within the software - these are identified in bold and are non-editable. Options created by the user are in standard font and are available for editing.</p> <p>The migration process will bring over values in lists in the vfp software.</p> | | |
| Custom fields | | |
| Customer types | | |
| Customer groups | | |
| Delivery methods | | |
| Marketing types | | |
| Industry types | | |
| Customer regions | | |
| Quote status | | |
| Quote types | | |
| Invoice delivery status | | |

Settings > Suppliers

PACKAGES: Infusion Accounting, Infusion Select, Infusion Insight

Update this information in the **Settings > Suppliers** section of Infusion.

| Supplier settings | | |
|-----------------------------|---|--|
| Automatic account numbering | On / off | |
| Next account number | | |
| Required fields options | Address / Area code / Phone / Type / Email | |
| Default payment terms | Number of days / cash sale only / given day after eom | |

| | | |
|---|---|--|
| Days - further detail | Number of days ____ / day of month ____ | |
| Supplier purchase order and payment settings | | |
| Allow editing of order number | Y / N | |
| Purchase order message | | |
| Inventory controller message | | |
| Inventory controller email / signature | | |
| Accounts payable settings | | |
| Accounts payable email | | |
| Accounts payable email signature | | |
| Custom information | | |
| <p>The following settings are available for users to configure specifically to their business. In some instances, default options are provided within the software - these are identified in bold and are non-editable. Options created by the user are in standard font and are available for editing.</p> <p>The migration process will bring over values in lists in the vfp software.</p> | | |
| Custom fields | | |
| Supplier types | | |
| Supplier groups | | |

Settings > Products

PACKAGES: Infusion Accounting, Infusion Select, Infusion Insight

Update this information in the **Settings > Products** section of Infusion.

| | | |
|---|------------------|--|
| Product settings | | |
| Automatic product numbering | On / off | |
| Costing based on | Average / latest | |
| Enable stock level tracking on new products | On / off | |
| Warn when insufficient stock available | On / off | |
| Include all product locations | On / off | |

| | | |
|--|----------|--|
| Subtract allocated quantities when calculating expected quantity for stocktake lines | On / off | |
| Custom information | | |
| <p>The following settings are available for users to configure specifically to their business. In some instances, default options are provided within the software - these are identified in bold and are non-editable. Options created by the user are in standard font and are available for editing. The migration process will bring over values in lists in the vfp software.</p> | | |
| Custom fields | | |
| Website tags | | |
| Product locations | | |
| Product types | | |
| Product groups | | |
| Product sub-groups | | |
| Product locations | | |

Import financial documents layouts

Running the Migration Utility prior to migration creates files that are used to create Profit and Loss and Balance Sheet layouts in the General Ledger chart. You will not have access to financial reports until all GL Accounts are correctly grouped within the Profit and Loss, and Balance Sheet.

Import layouts from VFP to the online version of Infusion

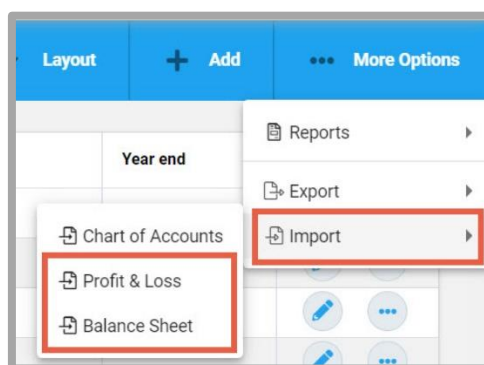
Prior to importing the layout files, it is beneficial to review the GL Accounts within the .csv files and within the General Ledger of Infusion (VFP). If there are discrepancies, these can be adjusted either within the .csv file or within the online version of Infusion.

The impact on an import when there are GL Account discrepancies are:

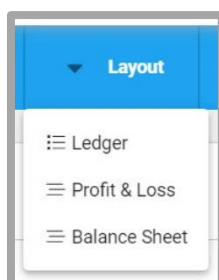
- ⓘ **Additional GL Accounts in the .csv file** will cause the import to fail. A notification will display in Infusion advising the surplus GL Accounts in the .csv file. Update either the .csv file to remove the surplus accounts or add the required accounts to the General Ledger in Infusion.
- ⓘ **Additional GL Accounts in the Infusion General Ledger** will not be allocated to a layout and will need to be manually grouped following the import.

To import the layout files, within Infusion, go to the Financials module. In the General Ledger toolbar, choose **...More Options > Import** and choose **Profit & Loss** or **Balance Sheet** as per the layout being imported.

Locate and select the layout file to import it. The import will process and the relevant layouts be updated.

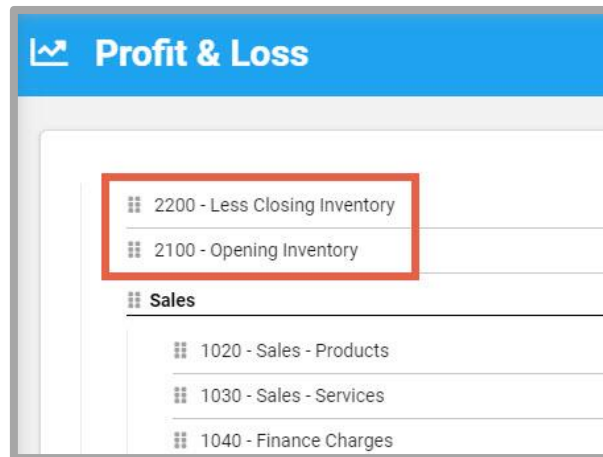


To review the import, choose Layout from the toolbar and choose the layout to view.



The following example is of a Profit and Loss layout and shows the grouping of the GL Accounts.

Accounts that were in the Infusion Chart of Accounts but not the .csv file are shown ungrouped at the top of the groups. Hover over the move icon at the start of the row to grab the account and drag it to the correct group.



| Profit & Loss | |
|-------------------------------|--|
| 2200 - Less Closing Inventory | |
| 2100 - Opening Inventory | |
| Sales | |
| 1020 - Sales - Products | |
| 1030 - Sales - Services | |
| 1040 - Finance Charges | |