

Infusion (Online version)

MIGRATION GUIDE

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

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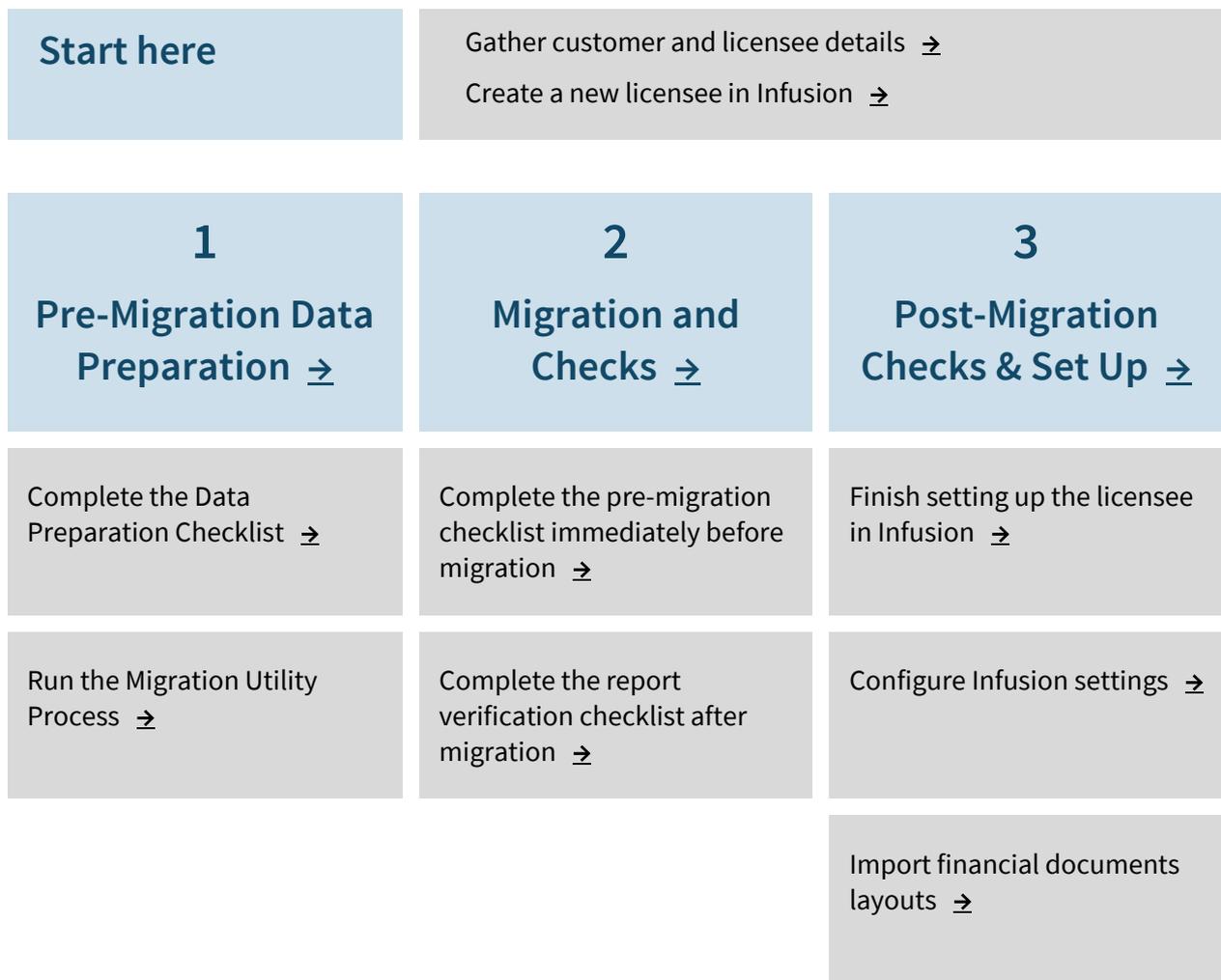
This guide explains how the migration process works when moving clients from VFP to the online version of Infusion. VFP stands for Visual FoxPro and is the software for existing licenses. The new version of Infusion is browser-based and online.

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.

<p>1. Visit our website</p>	<p>Go to https://www.infusionsoftware.co.nz/sign-up/infusion-online-sign-up/</p>
<p>2. Complete the customer details and requirements</p>	<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>
<p>3. A new license will be created in Infusion</p>	<p>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</p>
<p>4. Customer accepts the Terms and Conditions</p>	<p>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.</p>

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)

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	<p>Go to Cashbook > Reports > All Unexported Direct Credits</p> <p>These must be exported before migration but can be left for the evaluation migration.</p>	
Check Financial Defaults	<p>Go to Admin > Defaults > Manage Financial Defaults</p> <p>Check all required defaults are valid GL Codes and save.</p>	
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	<p>Go to Infusion\DATA\Attachments</p> <p>Delete these if possible. The backup will be smaller.</p>	
Bring the Current Financial Year up to date if needed	<p>Go to Financials > Year End > Close Off Year.</p> <p>Check with your Accountant or Partner whether you can move your financial year forward.</p> <p>Follow this link for more information.</p>	
<p>Check Financial Year Close</p> <p>This will be relevant if you have migrated from a different software such as Aurora or NZA Gold relatively recently.</p> <p>If you have only recently started using VFP as a fresh dataset (no migration or conversion) you can ignore this step.</p>	<p>Go to Admin > Other > View Audit Trail and search for 'Close Year'</p> <p>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.</p>	
<p>Delete GL Accounts that are not required (unused or old and no longer needed)</p> <p>Ensure that all GL Accounts to migrate are relevant and required, with obsolete or unused GL Codes deleted.</p>	<ul style="list-style-type: none"> ⓘ 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	✓
	<p>Follow this link for more information.</p>	
<p>G/L Integrity check There should be no Exceptions on the G/L Integrity report.</p>	<ul style="list-style-type: none"> ⓘ Run the G/L Integrity utility. Go to Financials > Utilities > Check G/L Integrity ⓘ Resolve any reported Exceptions. <p>Follow this link for more information.</p>	
<p>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.</p>	<p>Run the Chart of Accounts report. Go to Financials > Reports > Chart of Accounts</p> <p>Reference the GST Rate column to ensure the correct setting is applied. Update any incorrect codes in Infusion.</p> <p>I = Inclusive, E=Exclusive, X = Exempt, Z=Zero Rated, C=Customs GST</p>	
<p>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.</p>	<p>Scan the function column in Financials > Manage GL IDs</p> <p>Profit and Loss GLs should be Income or Expense Functions.</p> <p>Balance Sheet GLs should be Asset, Liability or Equity Functions.</p>	
<p>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.</p>	<p>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</p>	
<p>Clear out old or unused Saved Cashbook Receipts and Payments Remaining receipts and payments will be migrated as recurring transactions.</p>	<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	✓
<p>Bank Reconciliation is up to date</p>	<p>Bring bank reconciliation up to date. Check older/unused/obsolete bank accounts for any unreconciled transactions.</p>	
<p>System Verification Report balances This report must be in balance before Migration.</p>	<p>Ensure balances and totals are correct. Go to Admin > System Reports > System Verification Follow this link for troubleshooting variances.</p>	
<p>Run a Reindex</p>	<p>Go to Admin > Reindex Files Follow this link for more information.</p>	
<p>Run a Pre-Migration Backup</p>	<p>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.</p>	
<p>Download and Run the Migration Utility</p>	<p>Download the latest Migration Utility here Extract the file and replace the migration.app file in the Infusion folder.</p>	
<p>System Verification Report balances</p>	<p>Go to Admin > System Reports > System Verification Re-run the System verification after the utility to ensure data continues to balance.</p>	
<p>Run a backup and contact Infusion Support</p>	<p>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.</p>	

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:

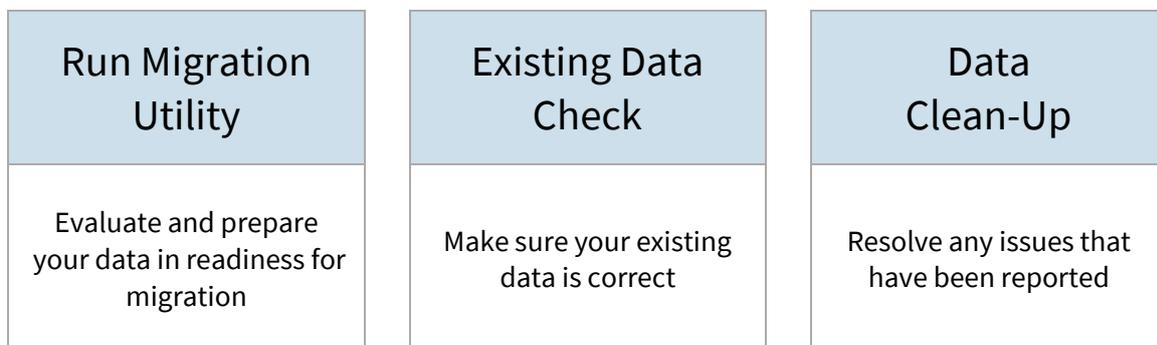
- ⓘ Ensures data is correctly configured to meet migration criteria for Infusion and reports on anomalies. This is because there are some formatting and functional changes between the two software programmes.
- ⓘ Checks Active / Inactive statuses and balances of Customers, Suppliers and Products and 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

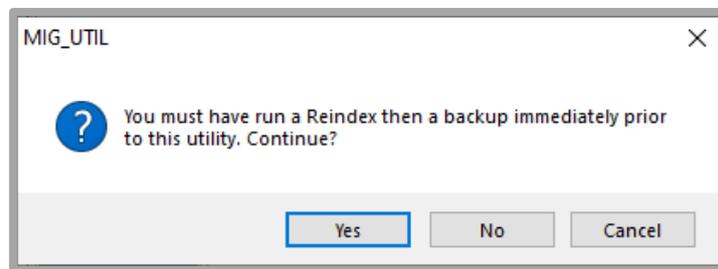
The migration utility can only be run when all users are signed out of VFP (other than the person running the utility). Only run the Migration Utility after completing the System Verification Report and Back Up tasks in the Pre-Migration checklist.

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.



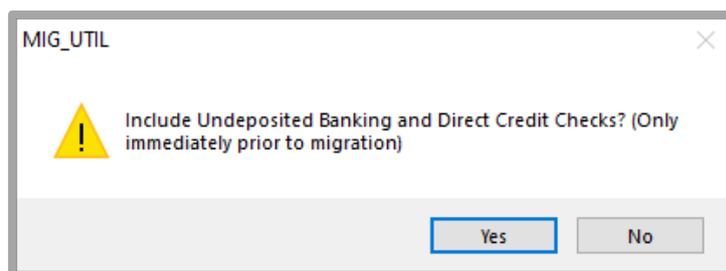
Utility prompt windows

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.

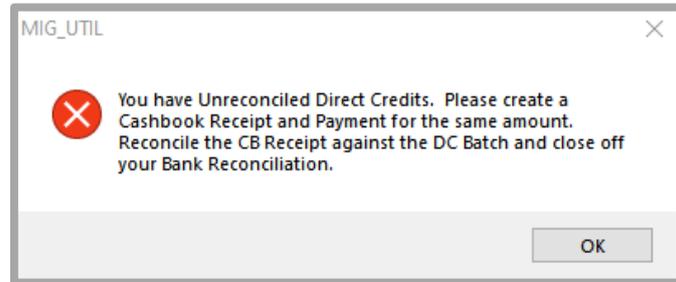
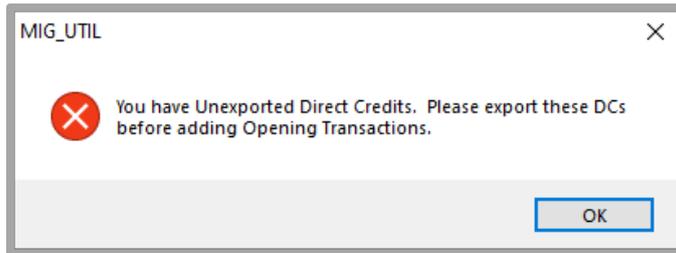
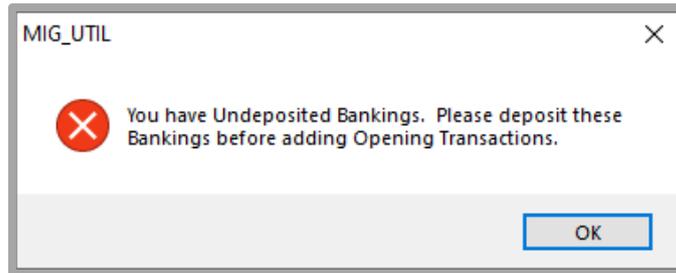
Undeposited Banking, Unexported Direct Credit, Unreconciled Direct Credits notifications

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**.

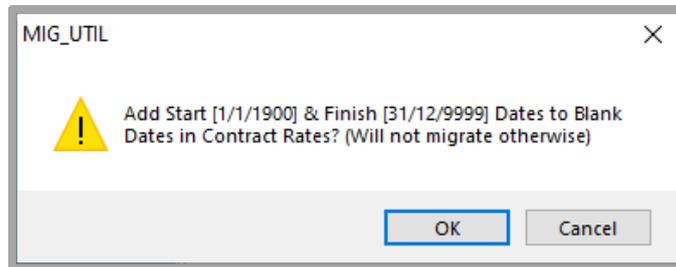


If the utility finds any, the below notifications will display and the utility stops. Resolve the issue and re-start the utility when ready.



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
<p>Inactive files</p>	<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								
<p>prodinactive.csv</p>	<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. 								
<p>custinactive.csv</p>	<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 border="1" data-bbox="480 902 1430 1541"> <tr> <td data-bbox="480 902 778 1048">Balance is outstanding</td> <td data-bbox="778 902 1430 1048">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 data-bbox="480 1048 778 1205">The Balance belongs to another customer</td> <td data-bbox="778 1048 1430 1205">Bring balance to zero Transfer the balance to the correct customer. This link provides more information</td> </tr> <tr> <td data-bbox="480 1205 778 1361">Balance is to be refunded</td> <td data-bbox="778 1205 1430 1361">Bring balance to zero Create a refund payment. This link provides more information</td> </tr> <tr> <td data-bbox="480 1361 778 1541">Balance is to be written off</td> <td data-bbox="778 1361 1430 1541">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								
<p>suppinactive.csv</p>	<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 border="1" data-bbox="480 1742 1430 2038"> <tr> <td data-bbox="480 1742 778 1888">Debt is outstanding to supplier</td> <td data-bbox="778 1742 1430 1888">Follow up with payment. When the payment is made and the account balance is zero, revert to inactive.</td> </tr> <tr> <td data-bbox="480 1888 778 2038">Supplier was paid but there is no record in the system</td> <td data-bbox="778 1888 1430 2038">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	
	<p>Balance belongs to another supplier</p>	<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>
	<p>Balance is a refund owing from the Supplier</p>	<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>
	<p>Balance is to be written off</p>	<p>Bring balance to zero</p> <p>To create a supplier adjustment, follow this link</p>
<p>Layout files</p>	<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>	
<p>finCashbookTrans.csv</p>	<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>	
<p>custContractRates.csv</p>	<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	ⓘ Check the Bank Reconciliation for Direct Credit Batch entries Go to Cashbooks > Bank Reconciliation and select the bank account to review. ⓘ For any Unreconciled Direct Credits : <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	<ul style="list-style-type: none"> 🕒 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	<ul style="list-style-type: none"> ⓘ Add Users and Permissions at Settings > Users <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	<ul style="list-style-type: none"> ⓘ Add staff members on the Staff module <p>Find out more here: Add a Staff Member</p>	
Complete license settings Set up the Infusion License using the Settings.	<ul style="list-style-type: none"> ⓘ Update the Settings on the Welcome Screen and complete as required ⓘ Check the Infusion Settings have correctly migrated ⓘ Update Infusion Settings that are not included in the migration as required. 	
Add other Users and permissions Refer to the Users list previously created.	<ul style="list-style-type: none"> ⓘ Add remaining users to Infusion <p>Find out more here: Add a Staff Member</p>	

Task	Actions	✓
<p>Import Profit & Loss and Balance Sheet layout files</p> <p>Check layouts include correct GL Accounts.</p>	<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>	
<p>Check for Missing Balance GL Code</p> <p>After migration, you may have a GL code named Missing Balance. This holds any balances the migration process was unable to assign.</p> <p>This will be if there was an imbalance in transactions or on your system verification in VFP.</p>	<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>	
<p>Import future year budgets</p>	<p>If budgets beyond next year are required, import the budgets exported from VFP in the Pre-Migration tasks</p>	
<p>Print reports from the online version of Infusion for review against VFP reports</p>	<p>Use these reports to verify data after migration</p> <p>Refer to the Report Verification Checklist for reports to print.</p>	
<p>Provide reports to Accountant</p>	<p>For Infusion Financials</p>	

Task	Actions	✓
<p>Update Recurring Cashbook Receipts and Payments</p>	<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>	
<p>Email defaults setup and tested</p>	<p>Ensure emails are sending to correct email addresses</p>	
<p>Preview invoices</p>		

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

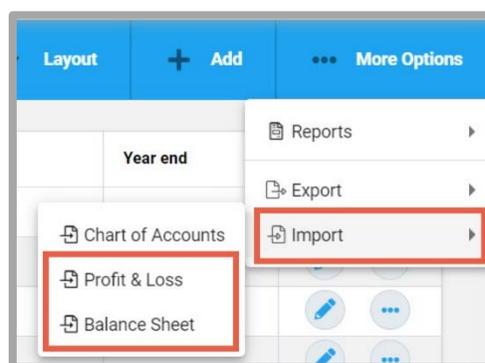
Prior to importing the layout files, it is beneficial to review the GL Accounts within the .csv files and within the General Ledger of Infusion (VFP). If there are discrepancies, these can be adjusted either within the .csv file or within the online version of Infusion.

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

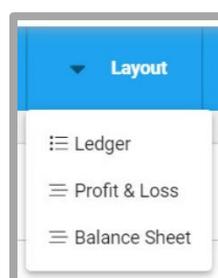
- ⓘ **Additional GL Accounts in the .csv file** will cause the import to fail. A notification will display in Infusion advising the surplus GL Accounts in the .csv file. Update either the .csv file to remove the surplus accounts or add the required accounts to the General Ledger in Infusion.
- ⓘ **Additional 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.

