

## Database Migration from Sage 100 to Odoo 17

### 1. Introduction

- **Objective:** To transfer essential business data from Sage 100 to Odoo 17, ensuring continuity in business operations and data integrity.
- **Scope:** Include all financial, inventory, procurement, sales, and manufacturing data.
- **Stakeholders:** Specify roles and contacts for each team involved in data migration.

Signed by:  
  
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### 2. Data Import Structure and Mapping

- Use an organized table format to define each data category, with a brief description of its importance and usage in Odoo. The company performing the migration will use the attached Excel files to understand field mappings.

### 3. Data Categories and Requirements

Each data category should be clearly outlined with required fields, key considerations, and notes on specific mappings.

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#### A. Accounting Data

- **Chart of Accounts (account\_chart)**
  - **Description:** List of accounts used to categorize financial transactions.
  - **Notes:** Ensure that account types are compatible with Odoo's financial reporting structure.
- **Account Tags (account\_tags)**
  - **Description:** Tags used to classify accounts for detailed reporting.
- **Account Types (account\_types)**
  - **Description:** Defines the nature of accounts (e.g., Asset, Liability).
  - **Notes:** Map types to Odoo's default account types for consistent financial reporting.
- **Fiscal Positions (fiscal\_positions)**
  - **Description:** Positions used to adjust tax rates and accounts based on region or customer.
- **Taxes Groups and List (taxes\_groups, taxes\_list)**
  - **Description:** Tax rates and grouping for invoices and bills.
  - **Notes:** Verify compliance with Odoo's tax structure to ensure tax computations align correctly.
- **Journals (journal\_list)**
  - **Description:** Transactional logs for different types of entries.

#### B. Customer and Supplier Data

- **Customer List (customer\_list)**
  - **Description:** List of clients for invoicing, CRM, and sales.
- **Supplier List (supplier\_list)**

- **Description:** Vendor details for procurement and accounts payable.
- **Customer Payments and Supplier Payments (customer\_payment\_list, supplier\_payment\_list)**
  - **Description:** Record of payments made or received.

## C. Inventory and Stock Data

- **Products List and Categories (product\_list, product\_categories)**
  - **Description:** Inventory of products with classifications.
- **Stock Locations and Warehouses (stock\_location, stock\_warehouse)**
  - **Description:** Physical and virtual storage spaces.
  - **Notes:** Align with Odoo's warehouse management structure.
- **Reordering Rules (reordering\_rules)**
  - **Description:** Stock thresholds for automatic reorders.
- **Picking Types (picking\_types)**
  - **Description:** Types of stock operations (e.g., Receipts, Deliveries).

## D. Sales and Purchase Data

- **Sales Orders and Delivery Slips (sales\_order\_list, sales\_delivery\_slip\_list)**
  - **Description:** Customer orders and delivery records.
- **Purchase Orders and Delivery Slips (purchase\_orders\_list, purchases\_delivery\_slip\_list)**
  - **Description:** Vendor orders and receipt records.
- **Sales Teams (sale\_team)**
  - **Description:** Groups of sales representatives.
- **Price Lists (price\_list)**
  - **Description:** Pricing details for products based on customer categories.
- **Carrier List (carrier\_list)**
  - **Description:** Information about shipping and logistics providers.

## E. Manufacturing and Procurement Data

- **Manufacturing Components (manufacturing\_components)**
  - **Description:** Parts or materials used in manufacturing processes.
- **Procurement Groups (procurement\_group\_list)**
  - **Description:** Groups that manage the procurement process.

## F. Invoices and Payments

- **Customer Invoices (invoices\_list)**
  - **Description:** List of invoices issued to customers for products or services.
  - **Notes:** Ensure consistency with Odoo's invoicing format, especially regarding tax computations and due dates.
- **Supplier Bills (bills\_list)**
  - **Description:** Record of bills received from suppliers for goods or services.

- **Notes:** Match tax entries with Odoo's tax structure to ensure correct payment tracking.
- **Customer Payments (`customer_payment_list`)**
  - **Description:** List of payments received from customers, recorded against customer invoices.
  - **Notes:** Verify that each payment correctly matches its corresponding invoice in Odoo for accurate reconciliation.
- **Supplier Payments (`supplier_payment_list`)**
  - **Description:** Record of payments made to suppliers, associated with supplier bills.
  - **Notes:** Ensure payment records are aligned with bills to avoid double payments or reconciliation issues.

## 4. Data Migration Steps and Workflow

- **Preparation:** Ensure data accuracy and completeness in Sage 100, cleansing data as necessary.
- **Data Mapping:** Attach Excel files detailing field mappings.
- **Validation:** Test migrations with sample data to ensure accuracy.
- **Go-Live:** Plan cutover steps, ensuring minimal disruption.
- **Post-Migration:** Conduct checks for data integrity and verify functional workflows.