

Database Migration from Sage 100 to Odoo 17

Signed by:

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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.

2. Data Import Structure and Mapping

- Use an organized table format to define each data category, with a brief description of its importance and its role 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.

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.