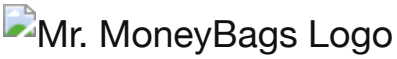


AccuFund Migration Steps

Mr. MoneyBags v1.x

Step-by-Step Migration Checklist



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> *Use this document as a punch-list while you migrate.*
> *All commands assume Ubuntu 24 LTS unless noted.*

Legend

☐ = action not started ☑ = completed 📂 = file or folder path

💻 = command shell

1 Pre-Migration Checklist (≈ ½ day)

#	Task	Who	Done
1.1	☐ Confirm executive approval & budget	Sponsor	
1.2	☐ Freeze non-essential AccuFund customization changes	IT	
1.3	☐ Verify latest AccuFund license & version 9.x	IT	
1.4	☐ Schedule migration window (ideally Fri 18:00 → Sun 12:00)	Finance	
1.5	☐ Email downtime notice to users (template in 📂 `communications/`)	Comms	
1.6	☐ Snapshot AccuFund VM or run **Full Backup** utility	IT	
1.7	☐ Verify backup SHA-256 matches log	IT	
1.8	☐ Stage new Ubuntu 24 server (4 vCPU / 8 GB RAM / 100 GB SSD)	IT	

Common pitfalls

- Forgetting to lock end-users ➜ results in delta data loss.
- Skipping checksum validation ➜ corrupt backup undetected.

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2 Environment Setup Steps (≈ 1 hour)

1. **Install prerequisites**

```
💻
sudo apt update && sudo apt install -y git curl docker.io
docker-compose
sudo systemctl enable --now docker
```

2. **Clone repository**

```
💻 git clone https://github.com/org/mr-moneybags.git
/opt/mrmoneybags
```

3. **Create `.env`**

```
📂 /opt/mrmoneybags/.env
NODE_ENV=production
DB_URL=postgres://mm_admin:Str0ng!@localhost:5432/mrmoneybags
SESSION_SECRET=$(openssl rand -hex 32)
```

4. **Launch stack**

```
💻
cd /opt/mrmoneybags
docker compose up -d
```

5. **Verify**
   - Browse → `http://SERVER_IP:3000` should show login.
   - 💻 `docker compose ps` shows **server** & **db** healthy.

Pitfall: Firewall port 3000 blocked ➜ open with `sudo ufw allow 3000`.

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3 Data Extraction Steps (≈ 2 hours)

Step	Action	AccuFund Screen	Output
3.1	☐ Run **GL → Export → Chart of Accounts**	General Ledger	`gl_accounts.csv`
3.2	☐ Run **GL → Export → Funds**	Funds	`funds.csv`
3.3	☐ Export **Vendors** with bank info	AP → Vendors	`vendors.csv`
3.4	☐ Export **Bank Accounts** list	Banking → Bank Accounts	`bank_accounts.csv`
3.5	☐ Export **Journal Detail** per fiscal year	Reports → GL Detail	`je_YYYY.csv`
3.6	☐ Export **Outstanding Checks**	AP → Checks	`open_checks.csv`
3.7	☐ Export **Open Deposits**	Cash Receipt → Deposits	`open_deposits.csv`

Save all files in 📂 `/migration_exports/YYYY-MM-DD`.

4 CSV Import Steps (Postman) (≈ 1.5 – 3 hours)

Prerequisites

- Entities, Chart of Accounts, and Funds **must already exist** in Mr. MoneyBags.
  - Use `npm run bootstrap:mac` or the Admin UI to create any missing codes.
- Files must be comma-separated CSV with headers.
- Recommended date format: **YYYY-MM-DD**. Amount columns may include `$` or `,`; these are stripped automatically.

Authentication (required for Postman)

Before calling any `/api/import/*` endpoints you must authenticate so that Postman stores the session cookie:

	Setting	Value
Method	**POST**	
URL	`http://SERVER_IP:3000/api/auth/login`	
Headers	`Content-Type: application/json`	
Body (raw JSON)	`{ "username": "admin", "password": "yourPassword" }`	

If the response is *200 OK* with “Login successful” Postman will capture the `mmb.sid` cookie automatically. All subsequent requests in this collection will be sent with that cookie and be authenticated.

4.1 Analyze your CSV

	Setting	Value
Method	**POST**	
URL	`http://SERVER_IP:3000/api/import/analyze`	
Body	**form-data** → `file` *(type = File)* → choose your exported CSV	

Response contains `headers`, `sampleData`, and a `suggestedMapping` object such as:

```
{
  "transactionId": "TransactionID",
  "entryDate": "Date",
  "accountCode": "AccountCode",
  "fundCode": "FundCode",
  "debit": "Debit",
  "credit": "Credit",
  "description": "Description"
}
```

4.2 Validate the CSV (no JSON conversion needed)

	Setting	Value
Method	**POST**	
URL	`http://SERVER_IP:3000/api/import/validate-csv`	
Body	**form-data**	
	`file` → your CSV file `mapping` *(type = Text)* → paste JSON mapping from step 4.1	

Response:

```
{
  "isValid": true,
  "issues": [],
  "summary": {
    "totalRows": 1234,
    "uniqueTransactions": 456,
    "unbalancedTransactions": 0
  }
}
```

4.3 Process (import) the CSV

Same body as **Validate**, but send to:

`POST http://SERVER_IP:3000/api/import/process-csv`

Returns **202 Accepted** with `{ "importId": "uuid-here" }`.

4.4 Monitor progress

`GET http://SERVER_IP:3000/api/import/status/:importId`

Shows `status`, `progress`, counters, and any errors.

4.5 Rollback if needed

`POST http://SERVER_IP:3000/api/import/rollback/:importId`

Deletes all journal entries created by that import.

Common pitfalls

- **Account code not found** → create the code in Settings → Chart of Accounts or fix the CSV.
- **Unbalanced transaction** → lines sharing a Transaction ID must have equal debits & credits.
- **Date parse errors** → use YYYY-MM-DD.
- **Large files (100 k+ lines)** → split by fiscal year.

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5 Banking Setup Steps (≈ 1 hour)

macOS local install *– you can run* `npm run bootstrap:mac` *to set up PostgreSQL, load the sample dataset, and create* `.env` *automatically.*

#	Action	UI Path	Done
5.1	☐ Import bank accounts (`bank_accounts.csv`)	Settings → Bank Accounts → Import	
5.2	☐ Connect live feeds / upload first statements	Bank Reconciliation → Bank Statements	
5.3	☐ Configure default check format (11-inch voucher)	Check Printing → Check Formats	
5.4	☐ Enter opening cleared balances	Bank Reconciliation → New Reconciliation	

6 User Authentication Setup (≈ 30 min)

1. **Create admin**

   💻

   ```
   npm run create-admin -- \
     --user admin --email admin@example.org --password
   'TempP@ss123!'
   ```

2. **Bulk-import users**
   - Save file as 📂 `users_import.csv` (`full_name,email,role`)
   - UI → Settings → Users → Import CSV.

3. **Role audit**
   - ☐ Confirm Settings tab only visible to `admin` role.
   - ☐ Finance role can post JE but cannot manage users.

Pitfall: Copy-pasting passwords with trailing space ➜ login failure.

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7 Testing & Validation Steps (≈ 4 hours)

Task	Tool / Location	Expected	Done
☐ Compare record counts (staging vs prod)	💻 `sp_compare_counts()`	0 variance	
☐ Trial balance per entity	Reports → Trial Balance	Matches AccuFund	
☐ Bank rec ending balance	Bank Reconciliation report	Equals statement	
☐ Random JE drill-down (5/mo)	JE screen	Debit = Credit	
☐ User login & permissions	Login as each role	Proper access	
☐ Print sample check to blank paper	Check Printing	Fields align	

8 Go-Live Steps (≈ 2 hours)

1. ☐ **Freeze** AccuFund data entry (set to read-only).
2. ☐ Export delta transactions (last 48 h) and import via staging.
3. ☐ Switch DNS or load balancer to new server IP.
4. ☐ Send "System Live" email with new URL & credentials.
5. ☐ Monitor server logs (`docker logs -f server`) for 2 hours.
6. ☐ Decommission AccuFund VM (snapshot + power off).

9 Post-Migration Steps (≈ 1 day)

#	Action	Owner	Done
9.1	☐ Schedule nightly `pg_dump` cron job	IT	
9.2	☐ Conduct user training webinar (slides in 📂 `training/`)	Trainer	
9.3	☐ Review first week reconciliations	Finance	
9.4	☐ Document any custom report gaps	Finance	
9.5	☐ Retire AccuFund license / contract	Procurement	

A Required Tools

Tool	Version	Purpose
Docker Engine	≥ 24.0	App containers
PostgreSQL client (`psql`)	16.x	DB import
AccuFund 9.x	Latest	Data export
Spreadsheet software	n/a	Mapping sheets
bcrypt-cli	2.x	Password hashing
Postman	≥ 10.0	API testing / file uploads

B Time & Effort Summary

Phase	Est. Hours
Preparation & Backup	4
Environment Setup	1
Extraction & Import	5
Banking & Auth Config	1.5
Testing & Validation	4
Go-Live	2
Post-Migration	8
Total	**25.5 hrs**

C Appendix - Useful Commands

Action	Command
Dump prod DB	`pg_dump -U postgres -Fc mrmoneybags > db_$(date +%F).dump`
Restore dump	`pg_restore -U postgres -d mrmoneybags db.dump`
Reset admin PW	`npm run reset-password -- --user admin --password 'NewP@ss!'`

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