



# AccuFund Migration Steps

**Mr. MoneyBags v1.x**

Step-by-Step Migration Checklist

 Mr. MoneyBags Logo

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# Table of Contents

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<b>1</b>	<b>Pre-Migration Checklist</b>	<b>1</b>
<b>2</b>	<b>Environment Setup Steps</b>	<b>2</b>
<b>3</b>	<b>Data Extraction Steps</b>	<b>3</b>
<b>4</b>	<b>CSV Import Steps (Postman)</b>	<b>4</b>
<b>5</b>	<b>Banking Setup Steps</b>	<b>5</b>
<b>6</b>	<b>User Authentication Setup</b>	<b>6</b>
<b>7</b>	<b>Testing &amp; Validation Steps</b>	<b>7</b>
<b>8</b>	<b>Go-Live Steps</b>	<b>8</b>
<b>9</b>	<b>Post-Migration Steps</b>	<b>9</b>
<b>A</b>	<b>Required Tools</b>	<b>10</b>
<b>B</b>	<b>Time &amp; Effort Summary</b>	<b>10</b>
<b>C</b>	<b>Appendix - Useful Commands</b>	<b>11</b>

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


## Legend

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☐ = action not started    ☒ = completed     = file or folder path     = command shell

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## 1 Pre-Migration Checklist ( $\approx \frac{1}{2}$ day)

#	Task	Who	Done
1.1	<input type="checkbox"/> Confirm executive approval & budget	Sponsor	
1.2	<input type="checkbox"/> Freeze non-essential AccuFund customization changes	IT	
1.3	<input type="checkbox"/> Verify latest AccuFund license & version 9.x	IT	
1.4	<input type="checkbox"/> Schedule migration window (ideally Fri 18:00 → Sun 12:00)	Finance	
1.5	<input type="checkbox"/> Email downtime notice to users (template in  communications/ )	Comms	
1.6	<input type="checkbox"/> Snapshot AccuFund VM or run <b>Full Backup</b> utility	IT	
1.7	<input type="checkbox"/> Verify backup SHA-256 matches log	IT	
1.8	<input type="checkbox"/> 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.

## 2 Environment Setup Steps (≈ 1 hour)

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### 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`.

### 3 Data Extraction Steps (≈ 2 hours)

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

Save all files in  /migration\_exports/YYYY-MM-DD .



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

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### Prerequisites

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- 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	<b>POST</b>	
URL	<code>http://SERVER_IP:3000/api/auth/login</code>	
Headers	<code>Content-Type: application/json</code>	
Body (raw JSON)	<code>{ "username": "admin", "password": "yourPassword" }</code>	

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	<b>POST</b>	
URL	<code>http://SERVER_IP:3000/api/import/analyze</code>	
Body	<b>form-data</b> → <code>file</code> ( <i>type = File</i> ) → 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	<b>POST</b>	
URL	<code>http://SERVER_IP:3000/api/import/validate-csv</code>	
Body	<b>form-data</b>	
	<code>file</code> → your CSV file <code>mapping</code> ( <i>type = Text</i> ) → 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)

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**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	<input type="checkbox"/> Import bank accounts ( <code>bank_accounts.csv</code> )	Settings → Bank Accounts → Import	
5.2	<input type="checkbox"/> Connect live feeds / upload first statements	Bank Reconciliation → Bank Statements	
5.3	<input type="checkbox"/> Configure default check format (11-inch voucher)	Check Printing → Check Formats	
5.4	<input type="checkbox"/> Enter opening cleared balances	Bank Reconciliation → New Reconciliation	

## 6 User Authentication Setup (≈ 30 min)

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### 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
<input type="checkbox"/> Compare record counts (staging vs prod)	 <code>sp_compare_counts()</code>	0 variance	
<input type="checkbox"/> Trial balance per entity	Reports → Trial Balance	Matches AccuFund	
<input type="checkbox"/> Bank rec ending balance	Bank Reconciliation report	Equals statement	
<input type="checkbox"/> Random JE drill-down (5/mo)	JE screen	Debit = Credit	
<input type="checkbox"/> User login & permissions	Login as each role	Proper access	
<input type="checkbox"/> Print sample check to blank paper	Check Printing	Fields align	

## 8 Go-Live Steps (≈ 2 hours)

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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).
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## 9 Post-Migration Steps ( $\approx$ 1 day)

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#	Action	Owner	Done
9.1	<input type="checkbox"/> Schedule nightly <code>pg_dump</code> cron job	IT	
9.2	<input type="checkbox"/> Conduct user training webinar (slides in  <code>training/</code> )	Trainer	
9.3	<input type="checkbox"/> Review first week reconciliations	Finance	
9.4	<input type="checkbox"/> Document any custom report gaps	Finance	
9.5	<input type="checkbox"/> Retire AccuFund license / contract	Procurement	

## A Required Tools

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Tool	Version	Purpose
Docker Engine	≥ 24.0	App containers
PostgreSQL client ( <code>psql</code> )	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

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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
<b>Total</b>	<b>25.5 hrs</b>

## C Appendix - Useful Commands

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

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