

AccuFund Migration Steps

Mr. MoneyBags v1.x

Step-by-Step Migration Checklist

 Mr. MoneyBags Logo

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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 ($\approx \frac{1}{2}$ 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 Full Backup 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)

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

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


4 Database Migration Steps (≈ 3 hours)

1. Create staging schema

```
 psql -U postgres -d mrmoneybags -f database/staging_schema.sql
```

2. Import CSVs

Example for COA:

```
 \copy staging.gl_accounts FROM '/migration_exports/gl_accounts.csv' WITH CSV HEADER
```

Repeat for each export.

3. Run validation routines

```
 CALL sp_validate_staging_data();
```

- Fix any errors listed in  logs/staging_validation.log .

4. Execute migration stored proc

```
 CALL sp_promote_staging_to_prod();
```

5. Rebuild balances

```
 CALL sp_rebuild_balances();
```

Pitfalls

- Wrong CSV delimiter (comma vs semicolon) → adjust `WITH (DELIMITER ';')` .
- Account codes > 20 chars → truncate or map in COA sheet first.

5 Banking Setup Steps (≈ 1 hour)

| # | 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)

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.

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)

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 (\approx 1 day)

| # | 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

| 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 |

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 | <code>pg_dump -U postgres -Fc mrmoneybags > 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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