Migration Strategy: AccuFund to Custom Fund Accounting System

Migrating from an established system like AccuFund to a custom-built solution requires careful planning. This document outlines a comprehensive approach to ensure a successful transition.

1. Data Migration Strategy

Assessment and Extraction:

- Export all financial data from AccuFund (charts of accounts, funds, transactions, budgets)
- Extract vendor/customer information, recurring transactions, and historical records
- Document custom reports and specialized configurations

Data Transformation:

- Map AccuFund chart of accounts structure to new system
- Transform fund definitions and attributes
- Convert historical journal entries while maintaining audit trails
- Adapt budget structures to the new database schema

Data Validation:

- Run parallel financial reports in both systems to verify accuracy
- Implement cross-checking reconciliation processes
- Verify opening balances match closing balances from AccuFund

2. Technical Implementation

Database Setup:

- Implement the PostgreSQL schema we designed
- Create import utilities for AccuFund data
- Build data verification and integrity checks

Integration Requirements:

- Identify any third-party systems AccuFund interfaces with (banking, payroll, etc.)
- Develop equivalent integration points in the new system
- Test data flow between systems

2.5 Inter-Entity Transfer Configuration (v8.6+)

The **Inter-Entity Transfer** feature, introduced in version 8.6 of the Fund Accounting System, automates

cash movements between related legal entities by creating paired *Due To*/*Due From* journal entries. When migrating from AccuFund you must ensure the underlying account structure and historical transactions correctly map to this new capability.

Why It Matters for Multi-Entity Organizations

- Eliminates manual dual-entry work between entities.
- Provides an auditable `matching_transaction_id` that links both sides of the transfer.
- Keeps inter-company balances in sync via *Due To*/*Due From* accounts.

Required *Due To / Due From* Account Structure

- **Assets 19xx – "Due From <Other Entity>"**
- **Liabilities 29xx – "Due To <Other Entity>"**
- Create one pair per counter-party entity to simplify reconciliation.

Mapping AccuFund Accounts to the New System

- Locate AccuFund GL accounts used for inter-company settlements.
- Map each to the correct 19xx / 29xx account code in the new chart of accounts (or create new accounts if missing).
- Confirm each account is assigned to the correct entity in the import CSV.

Migration Considerations for Existing Inter-Entity Transactions

- When importing historical journal entries, populate `is_inter_entity`, `target_entity_id` and `matching_transaction_id` so legacy transfers appear as linked pairs.
- If AccuFund stored transfers as single multi-line entries, split them into two separate entries (one per entity) during transformation.

Validation Steps Post-Migration

- Run the "Inter-Entity Transfers" report and verify all historic transfers appear in matched pairs.
- Confirm each entity's *Due To* balance equals the counter-party's *Due From* balance.
- Perform a sample transfer in the new system to ensure automatic dual-entry posting functions as expected.

3. Process and Training

Process Documentation:

- Document current AccuFund workflows and identify changes in the new system
- Create standard operating procedures for core accounting functions
- Update approval workflows and internal controls

User Training:

- Develop role-based training materials
- Conduct hands-on training sessions for finance staff
- Provide specialized training for administrators and report developers

4. Phased Implementation Approach

Phase 1: Core Setup (2-3 months)

- Install infrastructure
- Configure chart of accounts and funds
- Migrate master data (vendor/customer records)
- Set up user accounts and permissions

Phase 2: Historical Data (1-2 months)

- Import historical transactions
- Validate financial reports against AccuFund
- Test period closings and reconciliations

Phase 3: Parallel Operations (1-2 months)

- Run both systems simultaneously
- Process transactions in both systems
- Compare outputs and resolve discrepancies

Phase 4: Cutover (1 week)

- Finalize balance transfers
- Complete final verifications
- Switch to the new system as primary

5. Common Challenges and Mitigation

Data Complexity:

- AccuFund likely contains years of historical transactions and customizations
- Solution: Detailed data mapping and validation processes

Feature Gaps:

- The custom solution may not immediately replicate all AccuFund features
- Solution: Prioritize critical functionality; phase additional features

User Resistance:

- Staff comfortable with AccuFund may resist change
- Solution: Early stakeholder involvement and comprehensive training

Reporting Differences:

- Custom reports in AccuFund need to be recreated
- Solution: Identify critical reports early and prioritize their development

6. Cost Considerations

- Development costs for migration utilities
- Staff time for data validation and testing
- Potential consulting assistance for complex data mapping
- Training and documentation development

A successful migration would typically take 4-6 months from planning to full implementation, depending on the complexity of your AccuFund implementation and the amount of historical data to be migrated.

Generated by Droid by FACTORY on