Qi *Projects* *(October 2021)*

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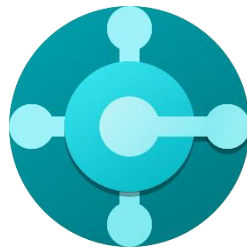Gold Partner

Qi Data Conversion from Sage 50 Accounts and Sage 50 Manufacturing to Business Central

QI_D365BC_DC_v500

This document details the data conversion process and content, from your current Sage software during your Dynamics 365 Business Central project with Qi Ltd, using the software, MigrateNow! This software remains the IP of Qi Ltd and is not for re-sale or available on subscription.

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Introduction

This document describes the process for your data conversion from Sage 50 and Sage 50 Manufacturing; what needs to be done in preparation, and how each type of data will be treated.

Preparation

Please clear any redundant data that is not required to be converted. This should include:

Sage Accounts

1. **Clear the financial Audit trail to a suitable date.**
2. **Clear the Stock Audit trail to a suitable date.**
3. **Delete redundant Customers, Suppliers, and Products**
4. **Delete Sales Orders, Purchase Orders, Sales Invoices, up to a chosen date (the ones that are left will be converted as below)**
5. **The Maximum length for codes (Customer Code, Supplier Code, Product Code) is 20 characters in Dynamics. The data conversion process will make a unique 20-character code for any it finds longer than this and add the original code on to the end of the Name or Description (the sage description is 60 characters, the Dynamics description is 100). When entering orders etc. the program searches both the code and description, so you can search by either old or new code**

Sage Manufacturing (if relevant)

1. **Works Order should not have any stock issued beyond what has been completed. i.e., any WIP stock will be lost in the data conversion, so the WO's need to be Reverse Issued, or what has been issued must be completed**
2. **Remove any redundant BOM's**
3. **Run the Sage Manufacturing Maintenance routine to Validate all aspects**

Data	Description	Comments
Purchase Orders	Complete, Cancel, or Delete any PO's that are not current	Completed and Cancelled will be loaded into the Purchase Order Archive The outstanding part of current Purchase Orders will be loaded as PO's in D365BC
Sales Orders	Complete, Cancel, or Delete any SO's that are not current	Completed and Cancelled will be loaded into the Sales Order Archive The outstanding part of current Sales Orders will be loaded as SO's in D365BC
Stock Items	Delete any Redundant or Incorrect Stock Items No Historical information will be converted where the item has been deleted	We can assist with this and will remove them from Sage before conversion We will also delete related BOM's and Product Information records
Sales Invoices	Must be "Updated" prior to Conversion starting	Customer to update the invoices and Credits
Works Orders	No Works Orders will be converted, any Issued, Part Issued, Part completed need to have the stock issue reversed	They will be recreated in D365BC
Sales Quotes	Mark outstanding quotes as "Won" or "Lost"	They will then be converted to the Sales Quote Archive

General Ledger

Import Task	Source	Comments
Chart of Accounts	Sage Accounts – NOMINAL LEDGER, Chart of Accounts	Please check the Account Schedules for P&L and Balance Sheet
GL History	Sage Accounts – Audit Trail	We will convert the Sage Audit Trail, and the Usage table to Give Customer/Vendor/Bank/GL/VAT Entries

Chart of Accounts

Sage Nominal Ledger will be converted into D365BC's Chart of Accounts. Accounts for Begin Totals and End Totals will be automatically created by adding A or B to the End based on the Sage Chart of Accounts.

Accounts will be added for Cost Applied and Cost of Sales, etc. There have Alphabetic account codes and as such can be found at the end of the Chart of Accounts. These will need to be renumbered by you to the correct part of the chart of accounts

We will create a general product posting group for each of the Sales/Cost Account Groupings.

GL History

The Audit Trail from Sage will be imported each Split converted as a separate transaction. The postings to the stock accounts will be converted to a new Stock Conversion account.

This will also create the history for the Customers, Vendors, Bank and VAT Ledgers.

For the Customer and supplier transactions the Sage Usage table will be imported to the detailed ledger entries to close the allocated transactions.

VAT

The current position of VAT entries will be transferred, i.e., what has been reported in Sage will be marked as reported in D365BC, things that have not yet been reported will be transferred as open

Bank

The current position of Bank entries will be transferred, i.e., what has been reconciled in Sage will be marked as reconciled in D365BC, things that have not yet been reconciled will be transferred as open

Sales

Import Task	Source	Comments
Customers	Sage Accounts – SALES LEDGER	
Ship-To Addresses	Sage Accounts Delivery Addresses	
Customer History	Sage Audit Trail	

Customers

- Customers will be converted from the Sage Sales Ledger. The standard fields (address, phone, email etc.) will be copied to their logical equivalents in D365BC.
- We will use the country code to derive the General & Vat Business Posting Group.
- The Sage Status will be used to set the prepayment amount or the blocked flag.
- The department code in Sage will be used as the D365BC department Dimension.

Delivery Addresses

- Converted from Sage Delivery Addresses, and the Delivery address from the Sage Sales Ledger Record if present.

Customer Transactions

- **All Customer transactions** will be converted using data from the Audit Trail and the Sage Usage table. The receipt information will be imported to the detailed ledger entries to close the allocated transaction.

Outstanding Sales Orders

- The outstanding part of Sales orders that are not "Complete" or "Cancelled" will be converted to D365BC Sales Orders

Historical Sales Orders

- All Sales orders currently in Sage will be converted to "Sales Order Archive"

Outstanding Sales Quotes

- The Sales Quotes that are not "Won" or "Lost" will be converted to D365BC Sales Quotes

Historical Sales Quotes

- All Sales Quotes currently in Sage will be converted to "Sales Quote Archive"

Historical Sales Invoices and Credits

- All Sales Invoices currently in Sage will be converted to "Posted Sales Invoices" or "Posted Sales Credits"

Contacts

Import Task	Source	Comments
Contacts	Sage Accounts Sales Ledger Contact Name, Trade Contact	We will create a company contact for each customer imported, we will create a person contact for each contact name in Sage

Contacts

- We will create a D365BC Company Contact for Each Customer & Vendor. We will create a person contact for the Sage Sales Ledger Contact and trade contact if they were not blank.

Inventory

Import Task	Source	Comments
Items	Sage Accounts Products Sage Manufacturing BOM's and Routings	
Sales Pricing	Item Prices will be converted	
Item Beginning Balances	Calculated from Sage Accounts Stock Activity	
Item History	Sage Accounts Stock Activity	

Items

- Qi, will map from the Nominal Account on the Sage product record to a General Posting Group.
- The Sage Stock Category will be used for the Product Group, and the STOCKCAT Dimension in D365BC, for new records the Product Group will auto fill the STOCKCAT Dimension.
- Items will be set as Fixed Reorder Qty. in the Reordering Policy field, except those without re-order quantities; these will be set to Lot-for-Lot.
- Where items have codes longer than 20 characters, these will be renumbered to be unique, we will add the original stock code to the end of the description separated with a { symbol. These can be searched for in the item list, or Order entry, and can be easily identified and edited out

Purchasing

Import Task	Source	Comments
Vendors	Sage Accounts Purchase Ledger	
Vendor Bank Accounts	Sage Accounts Purchase Ledger	
Vendor History	Sage Audit Trail	

Vendors

- The Vendors will be converted from the Sage Purchase Ledger. The standard fields (address, phone, email etc.) will be copied to their logical equivalents in D365BC.
- We have used the country code to derive the General & Vat Business Posting Group.
- The department code in Sage will be used as the D365BC department Dimension

Vendor Transactions

- All Supplier transactions will be converted using data from the Audit Trail and the Sage Usage table. The Payment information will be imported to the detailed ledger entries to close the allocated transaction.

Outstanding Purchase Orders

- The outstanding part of purchase orders that are not "Complete" or "Cancelled" will be converted to D365BC Purchase Orders

Historical Purchase Orders

- All Purchase orders currently in Sage will be converted to "Purchase Order Archive"

Manufacturing

Import Task	Source	Comments
Work Centers	Sage Manufacturing	
BOMS	Sage Manufacturing BOM Headers, BOM Components	
Routings	Sage Manufacturing	

Production BOMs

- Production BOMs will be created if the stock record had a BOM in SAGE Batch Controller.
- Production Routings will be created from the Sage Batch Controller information

Both will be converted as Headers (i.e., not as a BOM, or Routing version),

Multiple Suppliers

Where Alternative suppliers exist in Product Information, they will be loaded into the Item card, in the Vendors section

Other Data Conversion Options

Other data can be converted, typically requested options include the below. These will be specified and quoted separately

Serial Number and Lot Number History
- Costs will depend on the quality of the information available for conversion
- If the Traceability information is consistent this can be used for conversion

Contact Relationship Information
- Costs will depend on the quality and scope of the information available for conversion

Data Conversion Testing

You are responsible for testing the converted data as soon as you have access to it, and thoroughly well before the final data conversion

When testing the Data Conversion please plan to run through every different type of data that has been converted. For example, with Sales Orders please choose at least one 'type' of order i.e., sale item, spares, repair etc and run through the following points,

- Please check the data has been migrated to the correct D365BC field
- Please check the data has been migrated fully i.e., ensure text is complete
- Please ensure all important data has been migrated and nothing is missing
- Do a couple of small searches/filters to ensure the same information is found in both systems

We also suggest that a selection of records is checked in detail.

In the trial data conversion, the Sage data will be converted from a backup taken at the start of the trial, please bear this in mind when comparing data.

You will also need to test all transaction types (Sales Order, Purchase Order, Invoices, Cash Receipts etc.) to ensure that they work as expected by you and support all required information and functions.

You must note which records you have tested and email any queries or discrepancies to support@qil.co.uk with the email subject – Data Migration. Please detail the screen and field that you have a query over and what the query is.