



Data Migration Guide

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# Chapter 1

## Introduction

The purpose of this documentation is to provide guidance on how to migrate data using the Sage 200 Data Migration Tool from the following Sage products:

- Sage Line 50 Accounts 2007
- Sage 50 Accounts 2008
- Sage Line 50 Manufacturing 2007 (or Later)
- Line 100 v7.2 or Later
- MMS v1.0-v2.3
- Sage 200 BOM v5.xx

**Note:** Line 50 v11 and v12 are no longer supported in this documentation.

**Important!** This guide is designed to be read prior to starting the migration process. It will advise you about the preparatory work required to ensure the migration takes place as efficiently and accurately as possible. Please ensure you read it in full before you begin to migrate the data .

### In this chapter:

- Using This Documentation .....2
- What is in the Data Migration Tool? .....3
- Documentation Summary .....7
- Using Help .....9

## Using This Documentation

The *Sage 200 v2009 Data Migration* documentation provides information on how to use the Data Migration Tool. You can access the Help System from the Data Migration Tool menu bar. You can also press the 'F1' function key on your keyboard to display the help system.

We hope you will find the documentation comprehensive. If you want to email us with your comments, please email the Sage 200 Documentation Team at [SageTechnicalAuthors@sage.com](mailto:SageTechnicalAuthors@sage.com) and mark the subject line as 'Sage 200 Data Migration'.

## Process-oriented approach

This guide is written to describe the processes that you will go through when migrating your data.

Where the processes comprise of more than one activity, a snapshot of activities is provided in the side panel on the first page of all chapters. Where it does not, a snapshot is provided of the topics included in the chapter.

## Conventions

- References to other sections in this *Guide* are given in italics.
- References to on-screen items are enclosed in single quotation marks. For example, on the 'Target Connection' tab, click 'Test Connection'.
- Navigation to a window is illustrated by the name(s) you need to choose separated by a symbol >. For example, Choose Connection Details > Target Connection means choose the 'Connection Details' option and then the 'Target Connection' option.
- Where there are prerequisites to performing activities these are indicated graphically using the ✓ symbol so you can easily identify them.

For detailed information about your Sage 50 Accounts products, Sage Line 50 Manufacturing, Line 100 product or your Sage 200 product modules, refer to the documentation accompanying the products, and for information on the operation of Sage 200 following the migration process, see the *Sage 200 Operations Guide*.

## What is in the Data Migration Tool?

The Data Migration Tool enables data to be taken from one Sage product into another. It allows you to make choices about the data you want to migrate. During migration you can tailor the process to design the output.

You can migrate data into the Financials, Commercials, BOM and Project Accounting modules of Sage 200 from:

- Sage Line 50 Accounts 2007
- Sage 50 Accounts 2008
- Line 100 v7.2 or Later
- MMS v1.0- v2.3

In addition, you can migrate data into Sage 200 Manufacturing from:

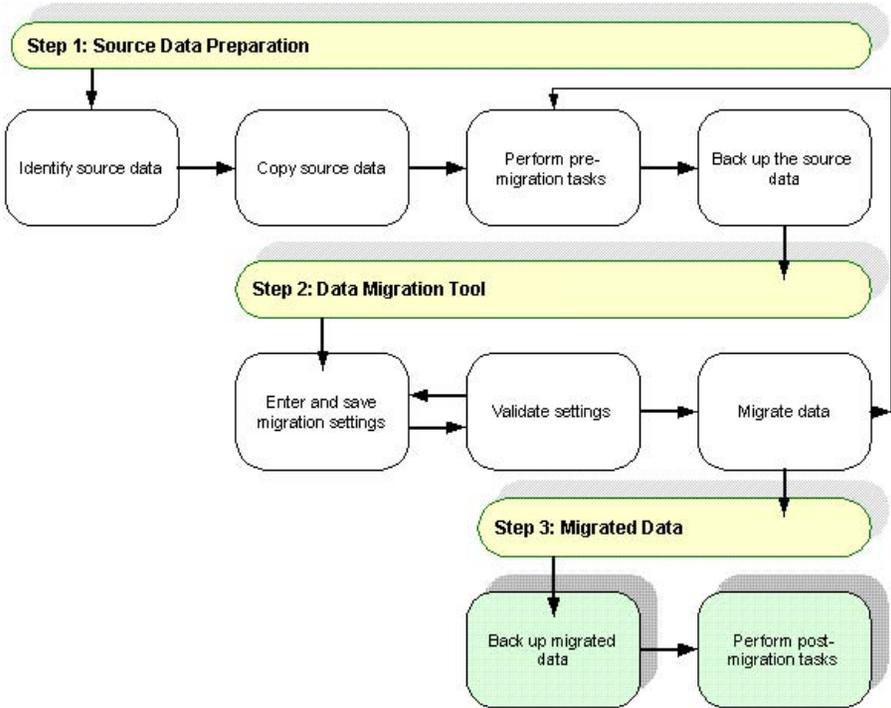
- Sage Line 50 Manufacturing 2007 (or Later)
- Sage 200 BOM v5.xx

**Important!** When migrating manufacturing data from Sage Line 50 Manufacturing 2007 ( or Later), you must migrate Sage Line 50 Accounts 2007 (or later) data first into to Sage 200.

Whether you are migrating data into accounts or into manufacturing, you need to make some manual preparation in your source data before migration and some manual checks and adjustments following migration.

## The Migration Process

The diagram below shows the process of migrating data.



**Note:** You will need to repeat this process for as many migrations as you are performing. So, if you are migrating Sage Line 50 Manufacturing to Sage 200 Manufacturing, for example, you will need to follow the process to migrate your Line 50 Accounts data to Sage 200, and then follow it again when you migrate your Sage Line 50 Manufacturing data to Sage 200 Manufacturing.

## To perform migration

### 1. Outside the Sage 200 Data Migration Tool:

- Identify the source data.

Find the location of the source database.

**Note:** For a successful migration, the source data needs to be in a format that has not been affected by customisation. This means that the position, length or format of the fields must not be changed and/or the fields must not be used to contain data other than the normal system usage.

- Copy the source data.

Sage recommends that you complete a trial run of the migration process before doing it for real. To do this, copy each database that you want to migrate, to a separate test area and use the copied data as the source for the migration.

**Note:** The database output after migration may be bigger or smaller than the source database. You should test whether you have sufficient space for the real migration during the trial run.

- Perform pre-migration tasks on the source data copy.

Use the following sections to guide you through the tasks required prior to migrating the source data:

*Migrating from Sage Line 50 Accounts 2007 (or Later) on page 11*

*Migrating from Sage Line 50 Manufacturing 2007 (or Later) on page 43*

*Migrating from Line 100 v7.2 (or Later) on page 65*

*Migrating from MMS v1.0 - v2.3 on page 127*

*Migrating from Sage 200 BOM on page 147*

Sage Line 50 Accounts 2007 or Sage 50 Accounts 2008	<i>Migrating from Sage Line 50 Accounts 2007 (or Later) on page 11</i>
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Sage Line 50 Manufacturing 2007	<i>Migrating from Sage Line 50 Manufacturing 2007 (or Later) on page 43</i>
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Line 100 v7.2 and later	<i>Migrating from Line 100 v7.2 (or Later) on page 65</i>
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MMS v1.0- v2.3	<i>Migrating from MMS v1.0 - v2.3 on page 127</i>
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Sage 200 BOM v5.xx	<i>Migrating from Sage 200 BOM on page 147</i>
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- Back up the source data before migration.  
**Important!** You must back up the source data after performing the pre-migration tasks and before migrating the data.
2. Within the Sage 200 Data Migration Tool:
    - Enter and save the migration settings.
    - Validate the migration settings.
    - Review the 'Log' from the validation and make any necessary adjustments to your migration settings or to the source data (outside the Data Migration Tool), if required, before migrating the data.
    - Migrate the data.
    - Review the 'Log' from the migration and make any necessary adjustments to your migration settings or to the source data (outside the Data Migration Tool), if required, before migrating the data again.
  3. Outside the Sage 200 Data Migration Tool:
    - Back up the migrated data.
    - Perform manual checks after migration.

## Documentation Summary

The following summary provides information on the key sections in this documentation.

**Note:** Installation of the Sage 200 Data Migration Tool is described in the *Sage 200 System Administrator's Guide*.

### Migrating from Sage Line 50 Accounts 2007 (or Later)

This section describes how to prepare Sage Line 50 Accounts 2007 and Sage 50 Accounts 2008 data for migration to Sage 200 v5.xx. It describes the migration options you need to specify during the migration process, and discusses their effects on the migrated data. It also lists the tasks you need to perform after migration.

See *Migrating from Sage Line 50 Accounts 2007 (or Later)* on page 11.

### Migrating from Line 100 v7.2 (or Later)

This section describes how to prepare Line 100 v7.2 (or later) data for migration to Sage 200 v5.xx. It describes what happens to the data during the migration process and the migration options you need to specify during the process. It also lists the tasks that you need to perform after migration.

See *Migrating from Line 100 v7.2 (or Later)* on page 65.

### Migrating from MMS v1.0- v2.3

This section describes how to prepare MMS v1.0- v2.3 data for migration to Sage 200 v5.xx. It describes what happens to the data during the migration process and the migration options you need to specify during the process. It also lists the tasks that you need to perform after migration.

See *Migrating from MMS v1.0 - v2.3* on page 127.

### Migrating from Sage Line 50 Manufacturing 2007 (or Later)

This section describes how to prepare Sage Line 50 Manufacturing 2007 (or later) data for migration to Sage 200 v5.xx Manufacturing. It describes the migration options you need to specify during the migration process, and discusses their effects on the migrated data. It also lists the tasks you need to perform after migration.

See *Migrating from Sage Line 50 Manufacturing 2007 (or Later)* on page 43.

## Migrating from Sage 200 BOM v5.xx

This section describes how to prepare Sage 200 BOM v5.xx data for migration to Sage 200 v5.xx Manufacturing. It describes what happens to the data during the migration process and the migration options you need to specify during the process. It also lists the tasks that you need to perform after migration.

See *Migrating from Sage 200 BOM* on page 147.

## Running Migration

This provides an overview of what you need to do to run the migration process.

See *Running Migration* on page 159.

## Using Help

The *Sage 200 Data Migration documentation* is provided as a help file.

### To open help

- Press 'F1' or use the 'Help' menu from within the Sage 200 Data Migration Tool.  
Links on the help menu also do the following:

Sage on the Web	This takes you to <a href="http://www.sage.com">www.sage.com</a> if you have internet access.
About the Sage 200 Data Migration Tool	This helps you to identify your Sage 200 Data Migration Tool version and serial number.

### To access help topics

- Use one of the following ways of accessing the help topics you want in the Sage 200 Data Migration Tool help system: using the help contents, using the help index, or using the help search facility.

Contents	<p>Use the contents in the window on the left hand side of the help system to search for a help topic.</p> <p>The contents is represented as a series of books and pages. A book indicates pages of information are available. Double-click the book to display the book pages. Click on a page to display the information in the help window.</p>
Index	<p>If you cannot find the topic you are looking for in the contents, click the 'Index' tab and type in a key word (or words) that you want to search for.</p> <p>Select the topic you want and click 'Display' to display the information in the help window.</p>
Search	<p>The search facility is an extended version of the index. Instead of searching for key words in the help system titles, the search facility searches every word in the help system topic text.</p> <p>Select the topic you want and click 'Display' to display the information in the help window.</p>

### To minimise help

- Click the 'Minimise' button () in the top right-hand corner of the help window. This hides the window in the desktop without closing help.

### To close help

- Click the 'Close' button () in the top right-hand corner of the help window.

# Chapter 2

## Migrating from Sage Line 50 Accounts 2007 (or Later)

This chapter describes how to prepare Sage Line 50 Accounts 2007 or Sage 50 Accounts 2008 data for migration.

It describes how to set up the database connection to start the migration, and the migration options you need to specify during the migration process, considering their effects on the migrated data. It also lists the tasks you need to perform after migration.

You can migrate the following Line 50 Accounts data:

- Customers
- Suppliers
- Nominal
- Bank
- Sales
- Purchases
- Stock

This chapter does not describe running the Data Migration Tool. For more information on running the Data Migration Tool, see *Chapter 7, Running Migration*.

### In this chapter:

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# Preparing Sage Line 50 Accounts 2007 (or Later) Data for Migration

## Prerequisites

Before you begin, you must ensure that:

- ✓ Line 50 Accounts data is version 2007 (or later).

You can use Line 50 Accounts internal upgrade routines to upgrade from earlier versions of Line 50 before using the Sage 200 Data Migration Tool.

- ✓ Line 50 Accounts system is the standard system.

The Line 50 Accounts system must not have been customised in any way. This means that the position, length or format of the fields must not be changed and/or using the fields to contain data other than the normal system usage.

## Pre-migration Tasks Check List

These tasks must be completed before you migrate the source data.

Sage 200 processes data differently from Line 50 Accounts. The differences may cause errors, which can lead to the data not migrating across correctly. Please work through the following tasks for a successful migration.

- Note:** We recommend that you take a backup of your Line 50 Accounts data before completing these tasks.
- All efforts must be made to ensure there is no corruption within the Line 50 Accounts data files by running 'Check Data', fixing any reported errors and running 'Check Data' again.
- Delete transactions with missing customers, suppliers or stock codes.
- Ensure all Accruals and Prepayments are fully completed or cancelled. Take note of any that may require setting up again in Sage 200.
- Process or cancel any Sales Order that is not fully open or fully complete.
- Ensure that all invoices created in the 'Invoicing' section, are updated.
- Delete invoices created by SOP to prevent these appearing in the SOP list in Sage 200 (leading to a duplication of orders).  
**Hint:** You can do this using the search facility in Line 50 Accounts where Invoice type code Is Equal To 1 - Invoice from SOP. Once displayed, select the list using 'Swap' and delete the invoices.
- Fully reconcile the 'VAT Return'. VAT is handled differently in Sage 200 and only transactions entered through Sage 200 can be included in its 'VAT Return'.
- Only months in the current financial year can be left open.
- Run 'Clear Audit Trails' up to the end of the last financial year.
- Correct a 'Previous Year Adj' if it is found in the 'Capital and Reserves' section of the 'Balance Sheet'.
- Run the following Line 50 Accounts reports:
  - Detail Trial Balance
  - Aged Debtors
  - Aged Creditors
  - Sales Order Status Report
  - Stock Listing
  - POP Orders Status Report

- Line 50 Accounts price lists contain details of specific prices and discounts applicable to stock items and customers. Sage 200 has customer discount groups with linked stock item discounts. The migration takes the Line 50 Accounts price lists, and creates customer discount groups with linked stock item discounts in Sage 200.

However, if the Line 50 Accounts price list contains mainly specific prices for stock items and it is linked to a significant proportion of your customer base, you should make this into a Price Band in Sage 200.

In order to do this, print out the details of the price list and then delete it from Line 50 Accounts. The information will need to be set up in a Microsoft @ Excel spreadsheet and imported into Sage 200, using the 'Import Prices' function, after migration.

**Note:** You can migrate up to 99 Line 50 Accounts price lists into Sage 200. Any more than this will be ignored.

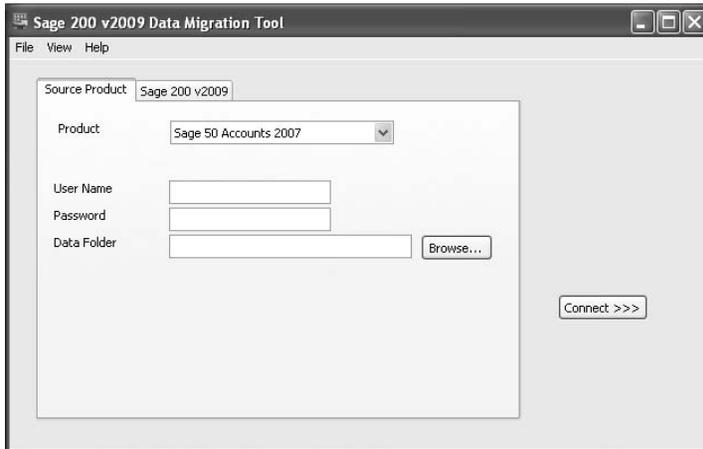
- Take note of all recurring entries in Line 50 Accounts as standing orders and direct debits cannot be migrated due to insufficient information in Sage Line 50 Accounts. After migration, they must be set up manually as standing orders or direct debits within Sage 200. For more information, see *After Migration on page 36*.
- Take note of all credit control and other memos set up for customers as these cannot be migrated into Sage 200.
- Ensure all committed costs have been issued.
- BACK UP THE DATA after all the above tasks have been completed, immediately before migration.

Without this pre-migration backup it will be very difficult for full support to be provided by Sage Technical Support.

## Set Up Connection

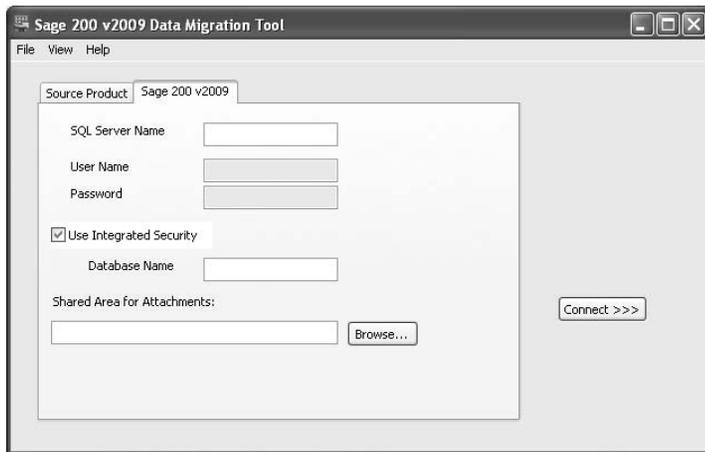
Before migration, you need to set up the database connection by completing information on the 'Source Product' and 'Sage 200 v2009' tabs.

### Source Product



- Select the 'Product' you want to migrate data from.
- Specify the 'User Name' and 'Password' used for accessing the source data when used in the source product. In Line 50 Accounts, this information is embedded in the data and you need to enter this to access the data.
- Enter the location of the data set, or click 'Browse' to select it.  
For example, if the data was held in C:\Program Files\Sage\Line 50, you would enter that path.
- Once you have identified to the Data Migration Tool where the information to be migrated is held and the product that it is coming from, you must specify the 'Sage 200 v2009' information.

## Sage 200 v2009



- Specify the 'SQL Server Name' for the new Sage 200 v5.xx company after migration. For example, MAINSERVER.
- Depending on whether or not you are using integrated security within SQL server or mixed mode security, you will need to enter the following:

Mixed Mode Security      Clear the 'Use Integrated Security' check box and enter the 'User Name' and 'Password' to access the data in the migrated company.

Integrated Security      Select the 'Use Integrated Security' check box.

- Enter the 'Database Name' which identifies the name of the Sage 200 v5.xx company to the Data Migration Tool. For example, MIGRATED COMPANY 1.
- Enter the location of the 'Shared Area for Attachments', the area where any attachments in your data will be placed, or click 'Browse' to select it.  
For example, if the shared area was in c:\shared, you would enter that path.

## Connect

- Once you have entered the setup information for the connection, click 'Connect' to connect to the databases and proceed to enter the migration options.

## Pre-migration Information

Before getting started, consider the following whilst setting up your migration process.

**Future Year Transactions** These are migrated as current transactions due to the different way these are handled within Sage 200. If you use these frequently, we recommend migration after completing a Year End in Line 50 Accounts.

**Foreign Orders and Invoices** The migration may cause small rounding errors as the values are stored to only 2 decimal places in Line 50 Accounts.

**Previous years budgets and actuals** The budget and actual values on nominal accounts for the current year and last year are migrated to Sage 200 from Line 50 Accounts. But those for previous years cannot be migrated.

For Line 50 Accounts, you are now ready to work through the migration options.

**Note:** We have provided a Migration Options check list at the end of this section. You can use this to prepare the information you will need to provide for the options during the migration process. For information on running migration, see *Running Migration on page 159*.

## Migration Options Descriptions: Accounting System

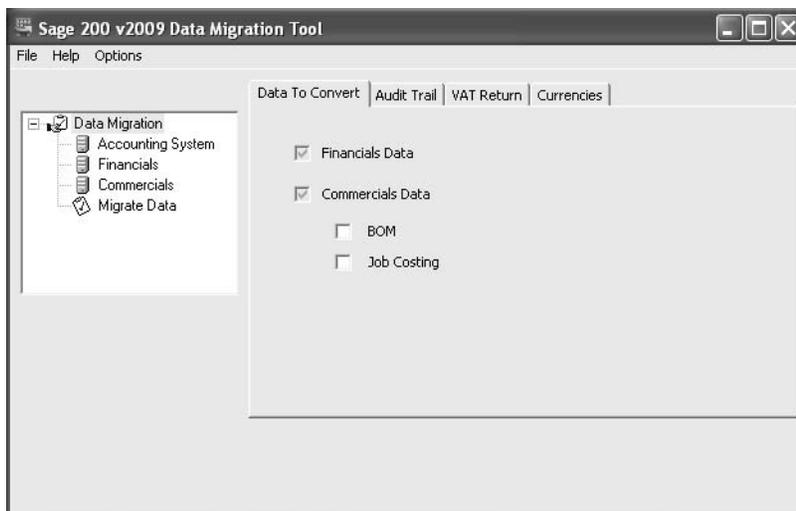
Three tabs of information must be provided:

- Data to convert
- VAT Return
- Currencies

**Note:** You cannot enter information for the 'Audit Trail' tab for Line 50 Accounts because Line 50 Accounts does not have an Audit Trail.

### Data to convert

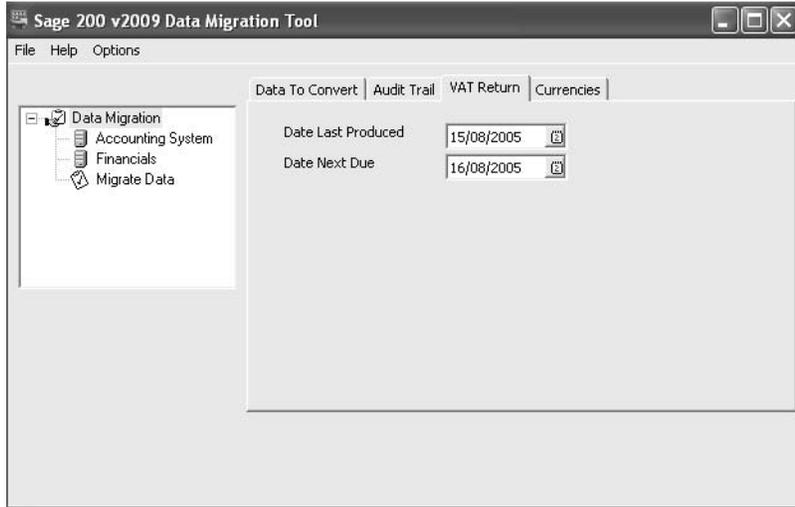
This information indicates the data you want to migrate.



- Select the checkboxes for the data you want to migrate. In Line 50 Accounts, 'Financials Data' and 'Commercials Data' is always converted, but you can choose whether or not to migrate 'BOM' and 'Job Costing' data.

## VAT Return

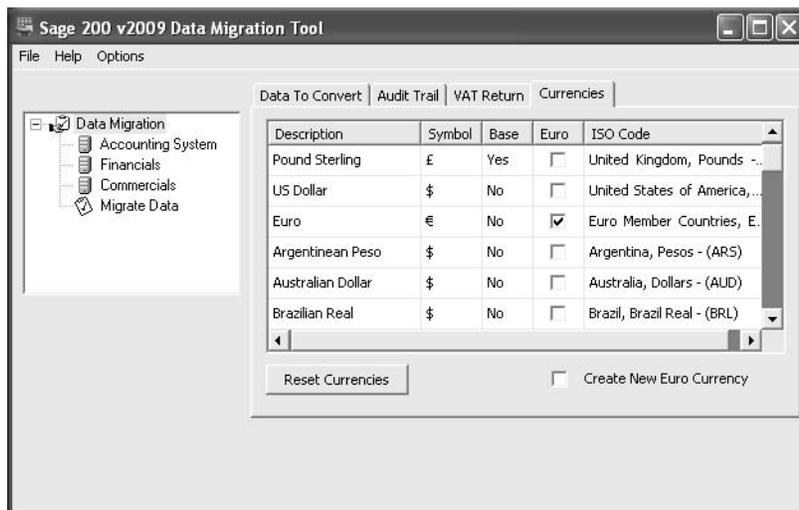
This information is required in order to place VAT transactions into the correct VAT period within Sage 200.



- On the 'VAT Return' tab, indicate the 'Date Last Produced' and the 'Date Next Due', to indicate when the last 'VAT Return' was run in Line 50 Accounts and when the next one would be due.
- All transactions that have already been reported on a 'VAT Return' will go into the period ending with the date of your last 'VAT Return'.
- Transactions not already reported will be put into the current or future VAT period according to the transaction date.
- The current VAT period will have an end date as the due date of your next 'VAT Return'.

### Currencies

Within Sage 200 the euro currency is handled differently to other currencies. For this reason, the Migration process will list the currencies set up in your Line 50 Accounts system. You must indicate which of your currencies is the euro and also enter the correct ISO code against each of your currencies.



- On the 'Currencies' tab, indicate the 'Euro' currency and the 'ISO Code' for currencies.  
**Note:** The Data Migration Tool cannot do this automatically because the abbreviation you have chosen in Line 50 Accounts may not be recognised.
- If you do not have a 'Euro' currency before migration, select the 'Create New Euro Currency' check box. This will create a 'Euro' currency for you as it is necessary for there to be one for migration to take place.

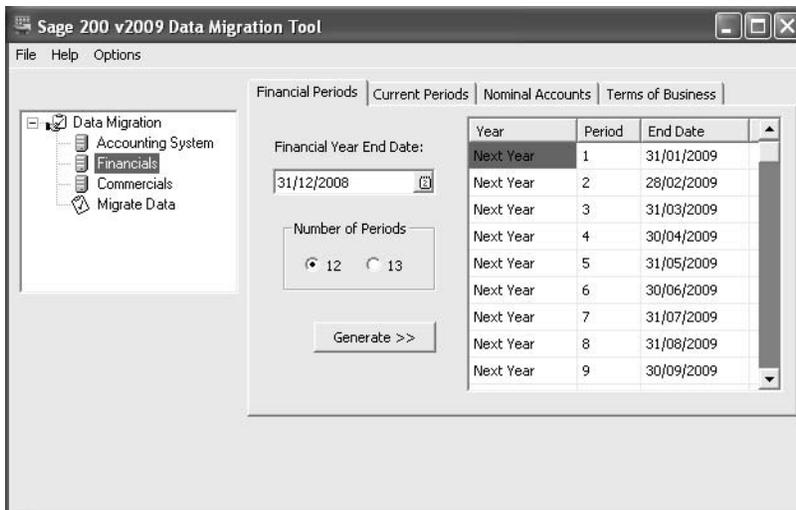
## Migration Options Descriptions: Financials Options

Four tabs of information must be provided:

- Financial periods
- Current periods
- Nominal Accounts
- Terms of Business

### Financial periods

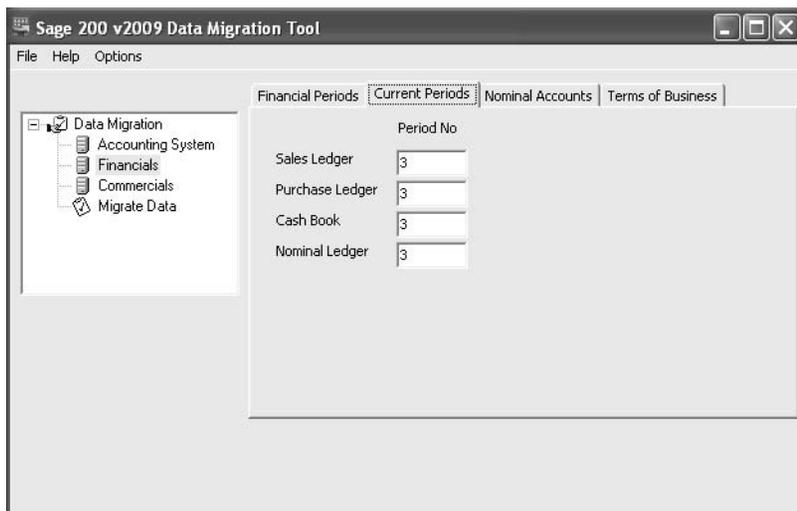
This information is needed to set up the correct financial periods in Sage 200.



- On the 'Financial Periods' tab, enter the 'Financial Year End Date' that is used in Line 50 and the 'Number of Periods' used in the financial year, that is, whether 12 or 13 period accounting is used.
- Click 'Generate' and the period end dates for the following year are created automatically. You can then change these in this window, if required, by editing the dates in the 'End Date' column.

### Current periods

When your data is migrated into Sage 200 all but the current period will be 'Closed', however other periods can be opened again within Sage 200. For more information, see your *Accounting System Manager* documentation.

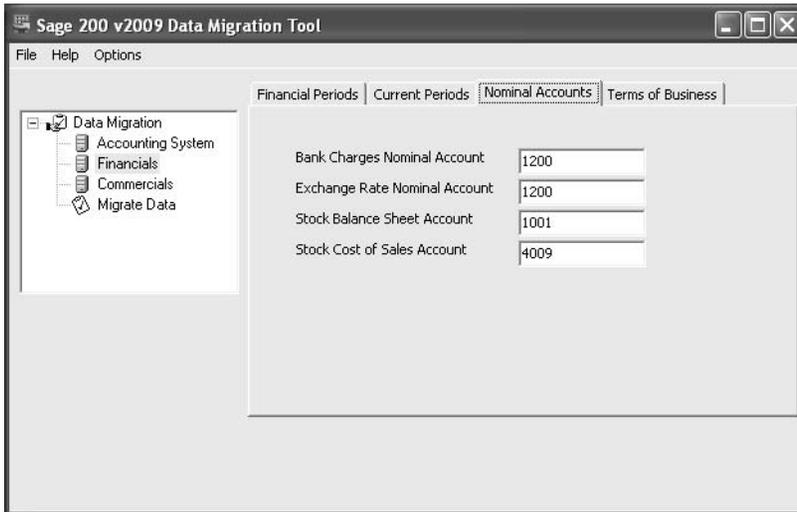


- On the 'Current Periods' tab, indicate the 'Period No' for 'Sales Ledger', 'Purchase Ledger', 'Cash Book' and 'Nominal Ledger' that you want to be open in Sage 200 after migration. For example, if the company operates a January to December financial year and it is currently October, you would enter period number '10'.

**Note:** Period numbers for Sales Ledger, Purchase Ledger and Cash Book may be one number ahead of Nominal Ledger.

## Nominal accounts

This information is required to correctly configure your Sage 200 system.

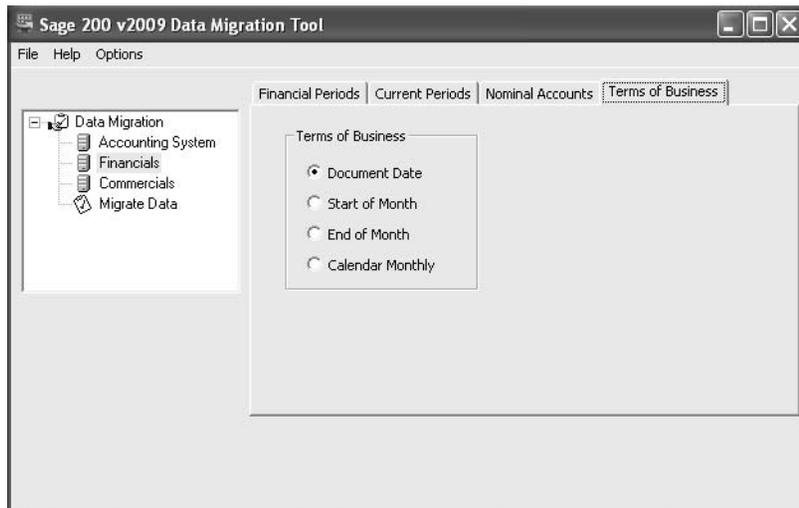


- On the 'Nominal Accounts' tab, indicate the nominal account number used in Line 50 Accounts for 'Bank Charges Nominal Account', 'Exchange Rate Nominal Account', 'Stock Balance Sheet Account' and 'Stock Cost of Sales Account'.

## Terms of business

This tab is used to set the default terms of business on all sales accounts within Sage 200. Please see the *Sage 200 Sales Ledger* documentation for more details on these terms.

This can be changed individually for your accounts after conversion.



- On the 'Terms of Business' tab, choose from 'Document Date', 'Start of Month', 'End of Month' or 'Calendar Monthly'.

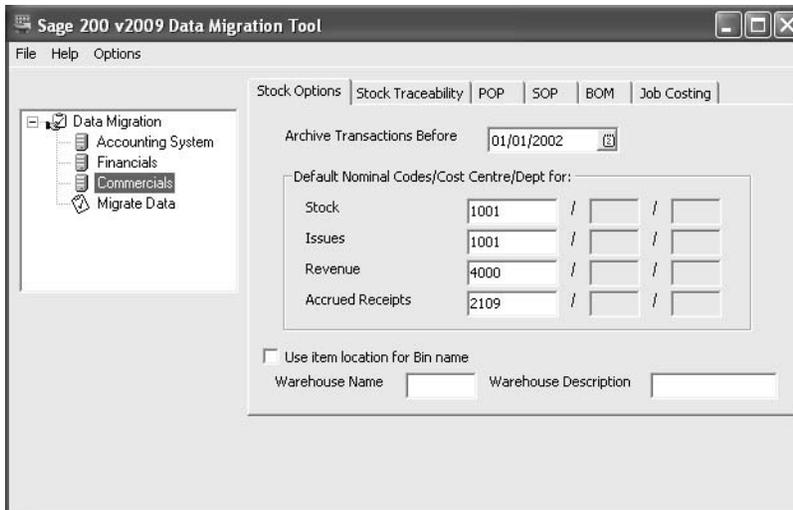
## Migration Options Descriptions: Commercials Options

Sixtabs of information must be provided:

- Stock Options
- Stock Traceability
- POP
- SOP
- BOM
- Job Costing

### Stock Options

The 'Stock Options' tab is used to set up the options that will relate to your stock items.



- Enter the 'Archive Transactions Before' date.  
The 'Archive Transactions Before' date will control which data is migrated into the current files and which is migrated into the Stock Transaction history files. Keeping the size of the current files under control is recommended because this affects the system's on-line speed of response.
- Enter the 'Default Nominal Codes/Cost Centre/Dept for' 'Stock', 'Issues', 'Revenue' and 'Accrued Receipts'.  
These default nominal codes are assigned to all Product Groups and Stock items set up in Sage 200 that do not have a specific code associated with them in Line 50 Accounts.

The codes entered must exist in your Chart of Accounts. These can be changed after migration if required.

- Indicate whether you want to 'Use item location for Bin name'; enter the 'Warehouse Name' and 'Warehouse Description'.

If you have locations entered against your stock items in Line 50 Accounts and you want to continue to maintain this information, you can indicate this using these migration options.

If you want to retain the Line 50 Accounts locations, select the box 'Use item location for Bin Name'. Sage 200 will be configured during migration to use Multiple Locations. One warehouse will be set up with the name as entered in the 'Warehouse Name' option and the Line 50 Accounts locations will become Sage 200 bins within this warehouse.

Switching on multiple locations has an effect on the on going processing within the Sage 200 system. For more information, see the *Sage 200 Stock*, *Sage 200 Sales Order Processing* and *Sage 200 Purchase Order Processing* documentation to understand the implications of using multiple locations before making the decision to do this.

**Note:** If you do not choose this option the location information against your stock items in Line 50 Accounts will be lost.

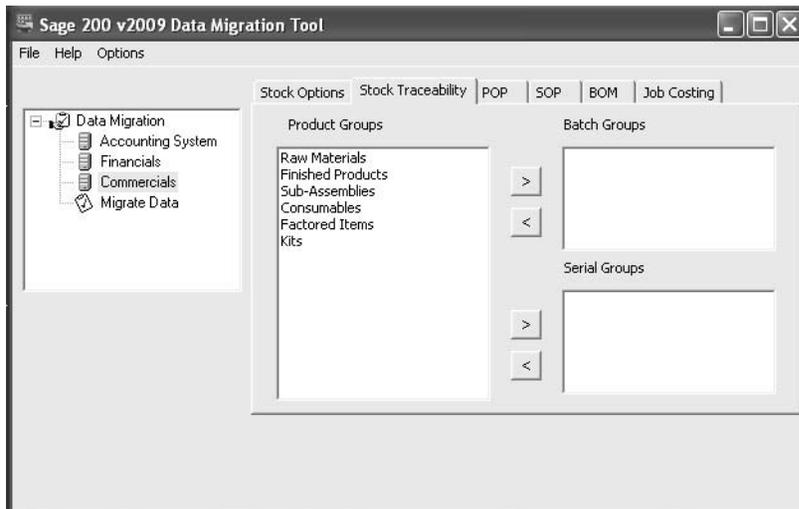
## Stock Traceability

One major advantage of Sage 200 over Line 50 Accounts is the ability to set up stock items as traceable. This means the system keeps full details of when they were received, where they were received from, where they are in your warehouse(s) and when and to whom they were issued. If you want to make some of your existing stock items traceable within Sage 200, the following steps need to be carried out before the data is migrated.

- Within Line 50 Accounts, all the items that are to be made traceable must be linked to specific categories.

**Note:** Only items that are to be made traceable should be linked to these categories.

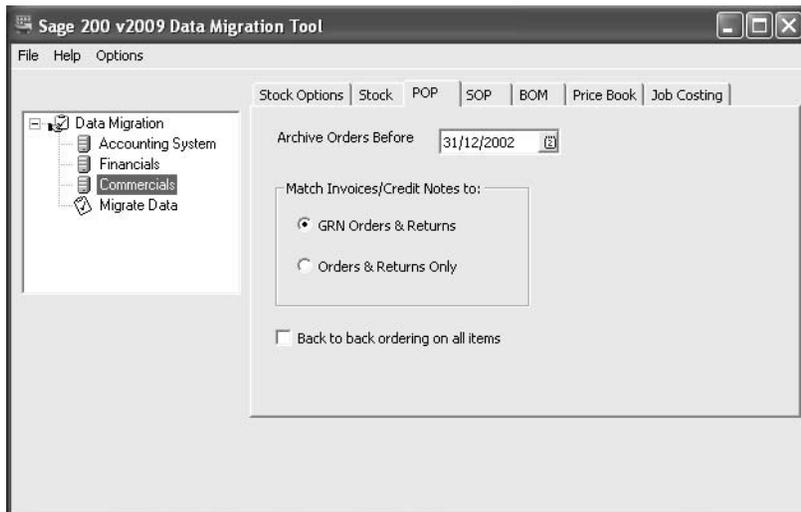
- The migration will populate an entry window with all categories entered against your existing Line 50 Accounts stock items. You must indicate against each category whether the items are to be batch numbered, serial numbered or non-traceable.
- When the data is migrated these categories become Product Groups within Sage 200 and the relevant traceability will be turned on for all linked items. Unassigned batch/serial numbers will be created for current stock. (For more information on unassigned batch/serial numbers see the *Sage 200 Stock* documentation.)
- Within Sage 200, you can then amend the batch/serial numbers to match those on the stock.



- On the 'Stock Traceability' tab, indicate the traceable categories.

## Purchase Order Processing (POP)

The 'POP' tab is used to specify which Line 50 Accounts POP data you want to migrate into the current Sage 200 files and how you want to match invoices and credit notes to orders in Sage 200.

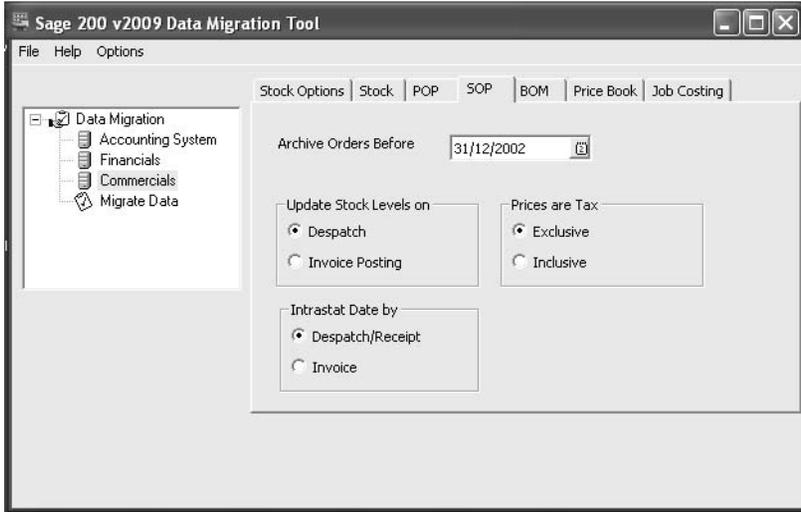


- Enter the 'Archive Orders Before' date.  
The 'Archive Orders Before' date will control which data is migrated into the current files and which is migrated into the Purchase Order Processing Order history files.  
**Note:** Keeping the size of the current files under control is recommended because this affects the system's on-line speed of response.
- Indicate whether you want to 'Match Invoices/Credit Notes to' 'GRN Orders & Returns' or 'Orders & Returns Only'.  
When invoices are received in Sage 200 they can be matched to the Order, or to both the Order and the Goods Received Note. For more information, see the *Sage 200 Purchase Order Processing* documentation for a full description to decide which process you would like to follow. Then indicate your choice using this migration option.  
**Note:** This cannot be changed after migration.

## Sales Order Processing (SOP)

The 'SOP' tab is used to specify which Line 50 Accounts SOP data you want to migrate into the current Sage 200 files, how you want to update stock levels and whether or not prices are inclusive or exclusive.

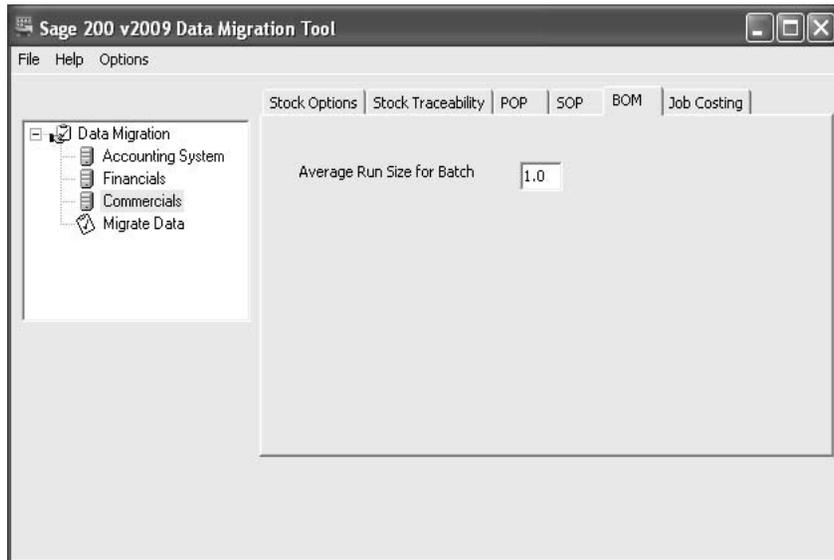
**Note:** SOP proformas do not migrate from Line 50 Accounts to Sage 200.



- Enter the 'Archive Orders Before' date.  
The 'Archive Orders Before' date will control which data is migrated into the current files and which is migrated into the Sales Order Processing Order history files.  
**Note:** Keeping the size of the current files under control is recommended because this affects the system's on-line speed of response.
- Indicate whether you want to 'Update Stock Levels on' 'Despatch' or 'Invoice Posting'.  
Sage 200 has a setting which indicates whether the stock system should be updated for sales orders as they are despatched or when the invoice is posted. By default this is set to update stock on goods despatch.  
**Note:** This cannot be changed after migration if there are live orders on the system.
- Indicate whether 'Prices are Tax' 'Exclusive' or 'Inclusive'.  
In Line 50 Accounts, prices on sales orders are held as tax exclusive. In Sage 200, prices on sales orders can be all tax inclusive or all tax exclusive. Choose how you want to process orders in Sage 200 using this option. If you choose 'Inclusive', the values on the order will be re-calculated. This may lead to small differences in values due to rounding.  
**Note:** This cannot be changed after migration.

## Bill of Materials (BOM)

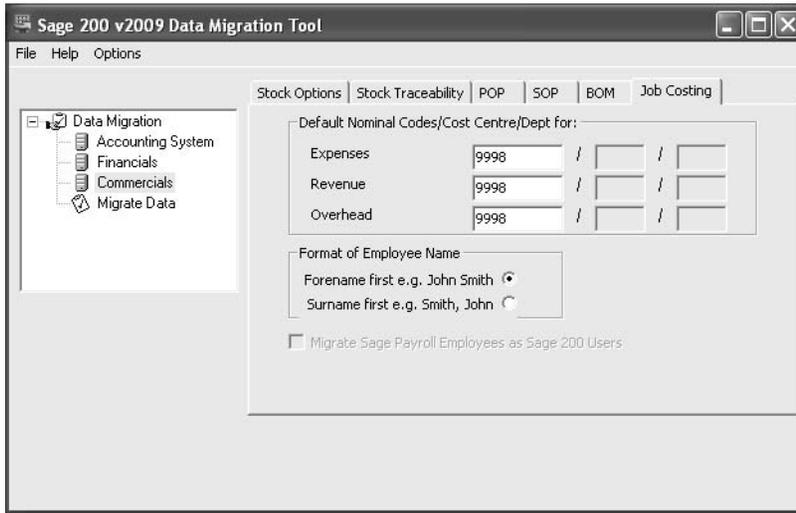
Within the Sage 200 Bill of Materials module, you can indicate the number of finished items that would normally be built in one batch. For more information see your *Sage 200 Bill of Materials* documentation. This migration option allows the field in Sage Bill of Materials to be populated for all migrated BOMs. This can be changed after migration.



- If BOM data is to be migrated, use the 'BOM' tab to indicate the 'Average Run Size for Batch'.

## Job Costing

The Job Costing tab is used to set up the nominal codes, cost centres and department information for Expenses, Revenues and Overheads. These defaults don't exist in Line 50 Accounts so you must set them up here. You can also use this tab to specify the format for employee names.



## Employee Name Formats

- In Line 50 Accounts, employee names are stored in a single field, so they may be stored in formats such as 'Forename<space>Surname' or 'Surname<space>Forename'. In Sage 200, names are stored in two fields.

Use the 'Format of Employee' options to choose whether the surname is presented first or last when the information is separated into two fields in the migrated data.

# Migration Options Check List

## Accounting System Options

### Data to convert

- Financials Data
- Commercials Data
- BOM Data

### VAT Return

Date VAT Return last produced .....  
Date VAT Return next due .....

- Indicate your euro currency.

Make a note of your currency ISO Codes to enter during migration.

## Financials Options

### Financial periods

Financial Year End Date .....  
Number of Periods .....  
Sales Ledger Period Number .....  
Purchase Ledger Period Number .....  
Cash Book Period Number .....  
Nominal Ledger Period Number .....

### Nominal accounts

Bank Charges Nominal Account .....  
Exchange Rate Nominal Account .....  
Stock Balance Sheet Account .....  
Stock Cost of Sales Account .....

### Terms of business

Terms of business  Document Date  
 Start of Month  
 End of Month  
 Calendar Monthly

## Commercials: Stock Options

### Transaction history

Archive Transactions Before: .....

### Nominal accounts

Default Stock Nominal Code .....

Default Issues Nominal Code .....

Default Revenue Nominal Code .....

Default Accrued Receipts Nominal Code .....

### Locations

Use Item Location for Bin Name

Warehouse Name .....

Warehouse Description .....

### Traceable Categories

Make a note of your traceable categories.

## Commercials: Purchase Order Processing Options

### Order History

Archive Orders Before: .....

### Invoice/Credit Note Matching

- Match Invoices/Credit Notes to
- GRN Orders & Returns
  - Orders & Returns Only

## Commercials: Sales Order Processing Options

### Order History

Archive Orders Before: .....

### Stock Levels

- Update Stock Levels on
- Despatch
  - Invoice Posting

### Prices

- Prices are Tax
- Exclusive
  - Inclusive

## Commercials: BOM Options

### BOM

Average run size for batch .....

## Running the Migration Process

For procedural information about the migration process, please see *Running Migration* on page 159.

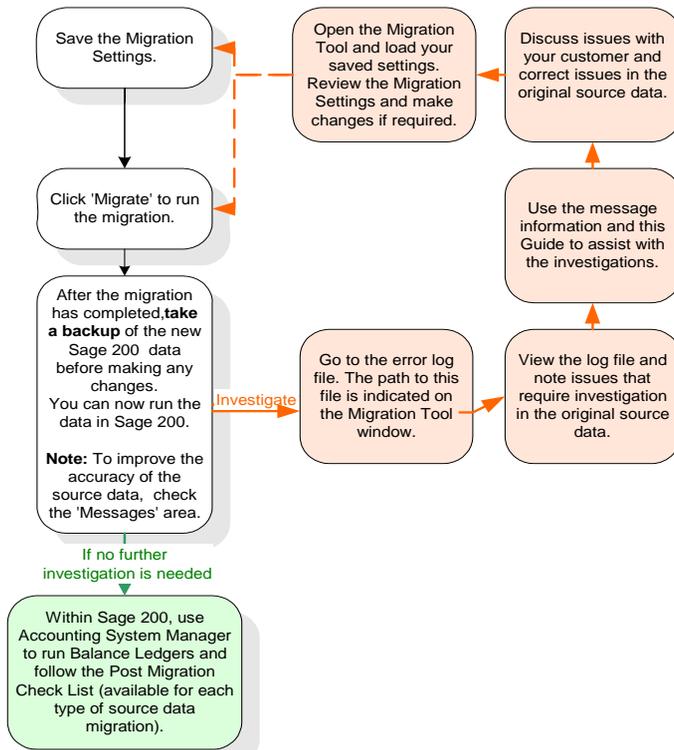
## After Migration

Once you have a migrated data set, the process becomes iterative. Each iteration involves you working with your customer to confirm and agree that the migrated data is accurate and any issues have been addressed to provide a suitable platform from which processing in Sage 200 v5.xx can continue.

If you and your customer are not happy with the migrated data and want to migrate it again, perhaps after amending your source data and/or choosing different options, then run the migration process again. This will overwrite the database set up by the previous migration process.

The following diagram indicates the type of process you might choose to follow once you have saved the migration settings and are ready to start running the migration.

**Note:** Please be aware that large data sets will take time to migrate.



Migration is a complex process and the new data structures are very different. This makes it difficult to verify the output manually. As the process diagram shows, we recommend that you do as many manual checks as you can using the Post Migration Checklists for the specific product you have migrated. You must check the key reports produced after migration with those produced beforehand.

To work through the Post Migration Check List for Line 50 Accounts source data after completing the migration, see *Post migration check list on page 38*.

### Post migration check list

The following information and check list will guide you through the final stage of the migration process. Please use this information as part of the process to finalise the migrated data. All tasks should be completed after the migration. For more information on any of the tasks see your individual Sage 200 module documentation.

- Important!** TAKE A BACK UP of the data immediately after migration and before making any changes. Keep this for at least one year.

- Use Accounting System Manager > System Utilities > Balance Ledgers for Financials and Commercials.

These routines find any imbalances in the financial ledgers and validate Stock data and SOP and POP orders.

You may find that rounding errors are reported in SOP and POP. This is due to the migration process. Selecting 'Validate, report and correct anomalies' in 'Balance Ledgers', will resolve these issues.

Investigate any other errors by comparing the data before migration with that after migration.

- The Sage 200 database imposes strict data integrity rules to ensure the full and complete validity of your data. If, when migrating, the Line 50 Accounts data is found not to conform to these rules the specific data items will not be migrated. Any data excluded will be reported in the 'Log' file produced by the migration process.

For example, sales and purchase order lines for items that do not exist in the stock file will not be migrated.

You must examine this 'Log' file carefully and see if you can correct any data errors before repeating the migration.

- Check item period balances. On migration, the 'Last Period Sales' information is set to Year-to-date sales from the pre-migrated system. Purchases information does not exist. These figures are left blank during migration. The balances for 'This Period' are set to '0' and the period start date is set to the date of migration. This means that sales and purchases from the migration date forwards are accumulated into 'This Period'.
- Re-open accounting periods, if required (see *Pre-migration Tasks Check List on page 13*).
- Set up prepayments and accruals (see *Pre-migration Tasks Check List on page 13*).
- Set up Standing Orders and Direct Debits (see *Pre-migration Tasks Check List on page 13*).

- Amend the Account 'Short Name' in Sage 200 to facilitate easy searching for accounts in Sage 200. This information will have been filled by the first eight characters from the 'Account Name' in Line 50.
- Check the Stock settings are as you require.
- Check the SOP settings are as you require.
- Check the POP settings are as you require.
- Check through product groups and stock items to make any required changes to the nominal codes chosen by migration.
- Set up addresses for each warehouse if using multiple locations, as this data does not exist in Line 50 Accounts. POP orders can use the warehouse address as the delivery address. These need to be populated manually.
- Set up more stock write off categories, if required, using any nominal account, because only one is set up using the nominal default account.
- Delete or consolidate customer discount groups.
- Amend foreign currency prices and price bands as these are migrated as base currency.
- Set up user permissions in Sage 200. See the *Accounting System Manager* documentation.
- Set up configurable names, if required. Use Stock Control > Utilities > System Set Up > Stock Control Settings.
- Due to the different way that budgets on revenue accounts are held in Line 50 Accounts and Sage 200, they should be checked after migration and may need manual amendment.
- Delivery addresses can be set up in both the Sales Order Processing and Invoicing areas of Line 50 Accounts. The migration process cannot tell whether these are duplicates so will set up all addresses in Sage 200. You may need to delete duplicates manually after migration.
- Check and amend prices in price bands and all discounts and discount groups set up by migration. The migration will have set up five price bands. These cannot be deleted, however, you can rename them and use them for your own price bands, if you want.
- Produce the following key Sage 200 Financials and Commercial reports for comparison with the Line 50 Accounts reports produced before migration:

<b>Sage Line 50 Accounts 2007 ( or later) reports</b>	<b>Sage 200 reports</b>
Trial Balance	Trial Balance
Balance Sheet	Balance Sheet
Profit and Loss	Profit and Loss
Aged Debtors	Aged Debtors
Aged Creditors	Aged Creditors
Sales Orders (Detailed)	
Stock Levels	
Purchase Orders (Detailed)	

Now check the key Line 50 Accounts Job Costing reports against the Sage 200 Project Accounting reports to make sure the information is the same.

<b>Project Details Reports</b> Project List	<b>Reports/Setup</b> Project List
<b>Cost Code Reports</b> Cost Code Summary per Project	<b>Project Enquiries</b> Cost Transaction and Revenue Transaction
<b>Project Profit Reports</b> Project Profitability - Excluding Committed Costs	<b>Project Enquiries</b> Profitability Analysis



**Important!** BACK UP THE DATA - another backup should be taken immediately after all the above tasks have been completed and before you begin daily processing in Sage 200.

## Things to be aware of following migration

Migrated Cash Book transactions relating to standing order and direct debits will not be displayed in the Sage 200 enquiry screen. This is because the link between the transaction and the Standing Order/Direct Debit that created it, does not exist in the source data. As further transactions are generated by the Standing Order/Direct Debit in Sage 200 v5.xx, the link will be created and the transactions will be displayed in the enquiry screen.



# Chapter 3

## Migrating from Sage Line 50 Manufacturing 2007 (or Later)

This chapter describes how to prepare Sage Line 50 Manufacturing 2007 (or later) data for migration to Sage 200 Manufacturing.

It describes how to set up the database connection, in order to start the migration, and the migration options you need to specify during the migration process. It also lists the tasks you need to perform after migration.

**Note:** This chapter does not describe the process of running the Data Migration Tool. For more information on running the Data Migration Tool, see *Chapter 7, Running Migration*.

### In this chapter:

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# Preparing Sage Line 50 Manufacturing 2007 (or Later) Data for Migration

## Prerequisites

Before you begin you must ensure that:

- ✓ You synchronise Line 50 Accounts and Sage Line 50 Manufacturing 2007 (or later) stock levels.

Run File Maintenance > Check Data in Line 50 Accounts; then open Sage Line 50 Manufacturing 2007 (or Later). Respond to the prompt that you do want to ensure that the Manufacturing data is in line with Line 50 Accounts data.

- ✓ You unallocate Sage Line 50 Manufacturing 2007 ( or later) allocations.

**Note:** It is not possible to set up the allocation data and links required in Sage 200 Manufacturing from the information available in Sage Line 50 Manufacturing 2007 (or later).

- ✓ You migrate Sage Line 50 Accounts data to Sage 200.

We recommend that you use the Data Migration Tool to migrate Line 50 Accounts data to Sage 200 before migrating Sage Line 50 Manufacturing 2007 (or later) data into Sage 200 Manufacturing.

**Note:** Line 50 Accounts data must be migrated to Sage 200 data. You can use a third party migration tool to do this.

## Pre-migration Tasks Check List

These tasks must be completed in sequence before you migrate the source data.

Sage 200 processes data differently from Line 50 Accounts and Manufacturing. The differences may cause errors, which can lead to the data not migrating across correctly. Please work through the following tasks for a successful migration.

**Note:** We recommend that you take a backup of your Sage Line 50 Manufacturing 2007 (or later) data before completing these tasks.

Unallocate any Sage Line 50 Manufacturing 2007 (or later) allocations.

Run 'Prove Stock Balances'.

**Path:** Sage Line 50 Manufacturing 2007> File> Maintenance> Check Data> 'Prove Stock Balances' checkbox.

All efforts must be made to ensure there is no corruption within the Sage Line 50 Manufacturing 2007 (or later) data files. Run 'Check Data', and fix any reported errors. Then run 'Check Data' again.

Prepare the destination by migrating Line 50 Accounts to Sage 200 before migrating the manufacturing data. See *Migrating from Sage Line 50 Accounts 2007 (or Later) on page 11*.

**Note:** If you are not using Sage 200 data migration, ensure that the Sage 200 financials and commercials database is fully populated by other means before attempting to migrate manufacturing data from Sage Line 50 Manufacturing 2007.

**Important!** You should not perform any processing on the prepared Sage 200 database before migrating the Sage Line 50 Manufacturing 2007 data into it.

Ensure that the Sage 200 commercials database only contains one warehouse.

**Note:** If you have migrated the Sage Line 50 Accounts data to Sage 200 data using the *Migrating from Sage Line 50 Accounts 2007 (or Later) on page 11* routine, then there will be only one warehouse in Sage 200 commercials by default.

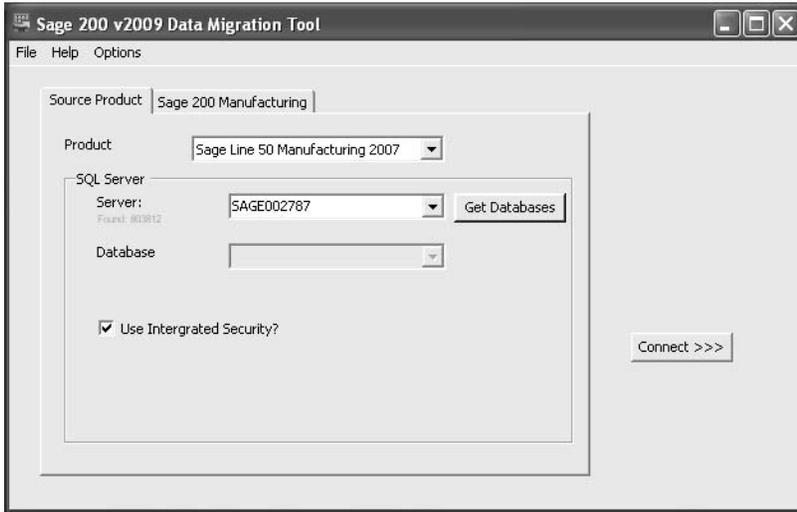
Immediately before migration, BACK UP THE PREPARED SAGE 200 DATA after all the above tasks have been completed,

Without this pre-migration backup it will be very difficult for full support to be provided by Sage Technical Support.

## Set Up Connection

Before migration, you need to set up the database connection by completing information on the 'Source Product' and 'Sage 200 Manufacturing' tabs.

### Source Product



- Select Sage Line 50 Manufacturing 2007 (or later) as the 'Product' you want to migrate data from.
- Enter the 'SQL Server Name' for the source Sage Line 50 Manufacturing 2007 (or later) company. For example, SERVER1.  
**Note:**  repopulates the list of available servers.
- Click 'Get Databases'.
- Select the Sage Line 50 Manufacturing 2007 (or later) 'Database' from the drop-down list. For example, COMPANY1.
- Depending on whether or not you are using integrated security within SQL server or mixed mode security, you will need to enter the following:

Mixed Mode Security

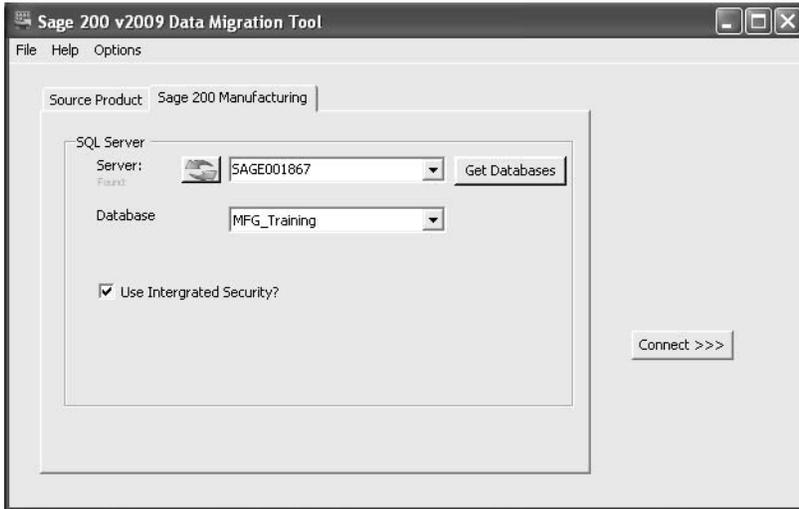
Clear the 'Use Integrated Security' check box and enter the 'User Name' and 'Password' to access the data in the migrated company.

Integrated Security

Select the 'Use Integrated Security' check box.

- Once you have identified to the Data Migration Tool where the information to be migrated is coming from, click the 'Sage 200 Manufacturing' tab.

### Sage 200 Manufacturing



- Enter the 'SQL Server Name' for the new Sage 200 company after migration or select from the drop-down list. For example, MAINSERVER.  
**Note:**  repopulates the list of available servers.
- Click 'Get Databases'.
- Select the Sage 200 Manufacturing 'Database' from the drop-down list. For example, MIGRATED COMPANY 1. This must be the company which was set up from the Sage 50 data associated with the Sage Line 50 Manufacturing 2007 database that is being migrated.
- Depending on whether or not you are using integrated security within SQL server or mixed mode security, you will need to enter the following:

Mixed Mode Security

Clear the 'Use Integrated Security' check box and enter the 'User Name' and 'Password' to access the data in the migrated company.

Integrated Security

Select the 'Use Integrated Security' check box.

## Connect

- Once you have entered the setup information for the connection, click 'Connect' to connect to the databases and launch the 'Line 50 Manufacturing Migration Wizard'.

## During Migration

Consider the following whilst you are entering migration information:

BOMs	These are automatically migrated.
GRNs	<p>Locations, stock levels and traceable information for these items will be set up purely from the GRN data. So, if stock data has been populated in Sage 200 database before migrating the GRNs, this stock data will be replaced during migration by the data from the GRNs.</p> <p>If you choose to migrate GRNs and these are not already linked to a batch traceable product group they will be linked to a new batch traceable product group set up by the migration.</p>
Works Orders	Because units of measure are not set up during migration. you must convert the works orders into stock units. These stock units are matched up with the units of measure in Sage 200. There may be rounding issues as a result of this process.

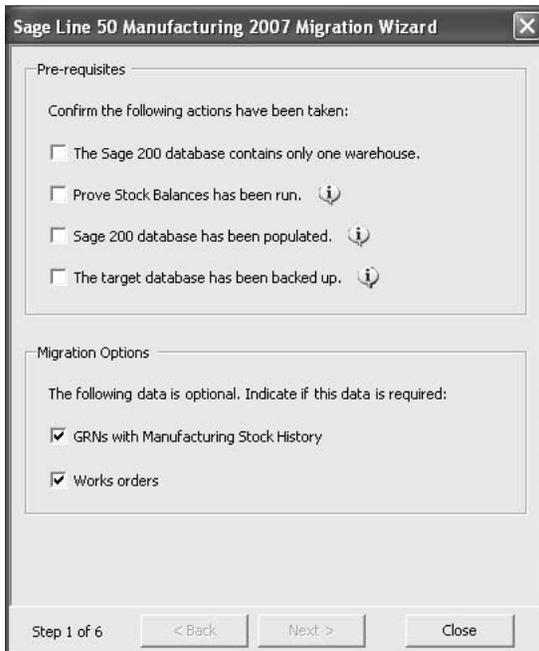
For Sage Line 50 Manufacturing 2007 (or later), you are now ready to work through the Manufacturing migration options.

**Note:** We have provided a Migration Options check list at the end of this section. You can use this to prepare the information you will need to provide for the options during the migration process. For information on running migration see *Running Migration on page 159*.

## Migration: Pre-requisites

Before you can migrate your data you must confirm that:

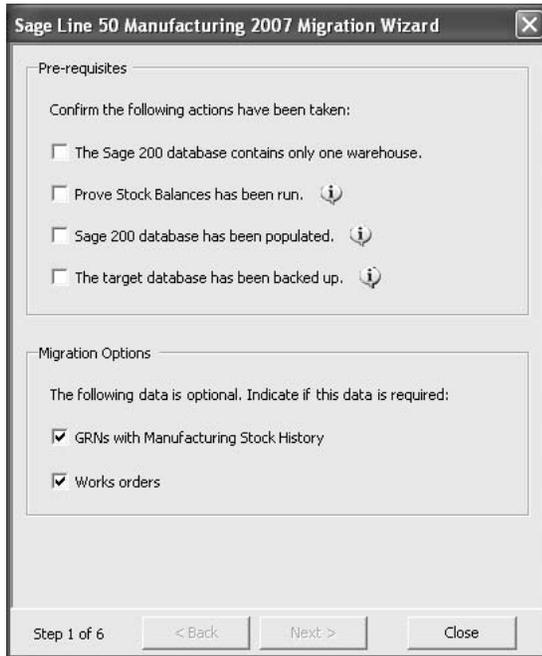
- The Sage 200 database contains only one warehouse.
- The Sage Line 50 Manufacturing 2007 (or later) Prove Stock Balances routine has been run.
- The Sage 200 database has been populated.
- The target database has been backed up.



- In 'Step 1 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard', select the 'Pre-requisites' check boxes.

**Note:** All four pre-requisites must be completed prior to migration.

## Migration: Migration Options



- In 'Step 1 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard' (or later), select the required 'Migration Options' check boxes.

### GRNs with Manufacturing Stock History.

Within Sage 200, locations, stock levels and traceable information for these items will be set up purely from the GRN data. So, if stock data has been populated in the Sage 200 database before migrating the GRNs from Sage Line 50 Manufacturing 2007 (or later), this stock data will be replaced during migration by the data from the GRNs.

The new batch traceable product group set up is based on the product group code from Sage 50, e.g. PACKING with BT on the end (for batch traceable) so this becomes in Sage 200 PACKINGBT.

If you choose to migrate GRNs and these are not already linked to a batch traceable product group they will be linked to a new batch traceable product group set up by the migration.

To migrate any GRN information, you must select the GRNs with Manufacturing Stock History check box.

When you select 'GRNs with Manufacturing Stock History', only the Sage Line 50 Manufacturing 2007 (or later) stock history is migrated. Stock transactions from the Line 50 Accounts module are removed.

**Note:** Because you have a traceable history from Sage 200, you can drill down on Sage Line 50 Manufacturing 2007 (or later) batch numbers.

### Works Orders

Sage Line 50 Manufacturing 2007 (or later) BOMs and Works Orders may contain different stock units for the same items.

For example, a BOM stock unit could be '4' for four drawer components, but when converted into a works order the stock unit could be '1' for one pack of four drawers. If you are then migrating works orders, the works orders stock units are converted back into the BOM stock units.

- When you have entered the migration options, click 'Next' to continue.

## Migration: Nominal Accounts

Choose your default nominal accounts:

	Acc No.	CC	Dept
Non stock items:	9998		
Labour:	9998		
Machine:	9998		
Setup:	9998		
Tooling:	9998		
Sub-contract:	9998		
Sub Contract Variance:	9998		
Other expenses:	9998		
Overhead recovery:	9998		
Work in Progress:	9998		
One-off asset account:	9998		

Summarise nominal postings when building assemblies

Step 2 of 6    < Back    Next >    Close

- In 'Step 2 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard' (or later), enter valid nominal account codes.
- Select the 'Summarise nominal postings when building assemblies' check box if you want only one posting recorded when you build assemblies.  
**Note:** If you are making nominal postings, clear the check box.
- When you have entered the nominal codes, click 'Next' to continue.

## Migration: Overhead Recovery

Sage Line 50 Manufacturing 2007 Migration Wizard

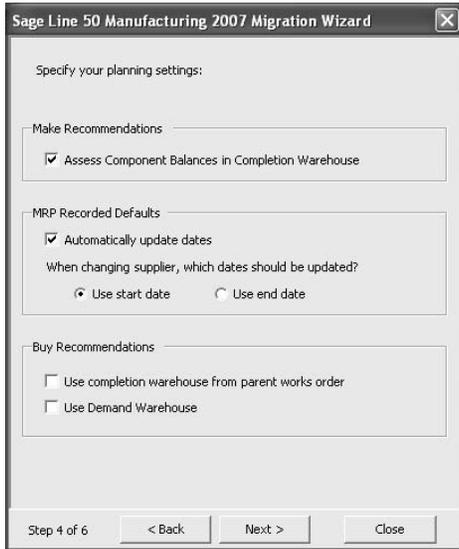
Specify your default overhead recovery percentages:

Labour:	<input type="text" value="5"/>
Machine:	<input type="text" value="0"/>
Materials:	<input type="text" value="0"/>
Non stock items:	<input type="text" value="0"/>
Other expenses:	<input type="text" value="0"/>
Setup:	<input type="text" value="0"/>
Sub-contract:	<input type="text" value="0"/>
Tooling:	<input type="text" value="0"/>

Step 3 of 6   < Back   Next >   Close

- In 'Step 3 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard' (or later), enter a percentage (to two decimal places) for default overhead recovery for labour, machine, materials, non stock items, other expenses, setup, sub-contract and tooling.
- When you have entered the overhead recovery percentages, click 'Next' to continue.

## Migration: Planning Settings



- In 'Step 4 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard' (or later), enter the following 'Make Recommendations' settings.

Assess Component  
Balances in Completion  
Warehouse

Select the check box if you want to offer an alternative to assessing component stock in all valid warehouses during material requirements planning. The default is not selected.

- In 'Step 4 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard'(or later), enter the following 'MRP Recorded Defaults' settings.

Automatically update dates

Select the check box if you want to automatically update dates for recommendations when you change suppliers during material requirements planning. The default is selected.

Use start date or  
Use end date

Select 'Use start date' or 'Use end date' to indicate whether, when changing supplier, you want to update the start date or the end date during material requirements planning. The default is 'Use start date'.

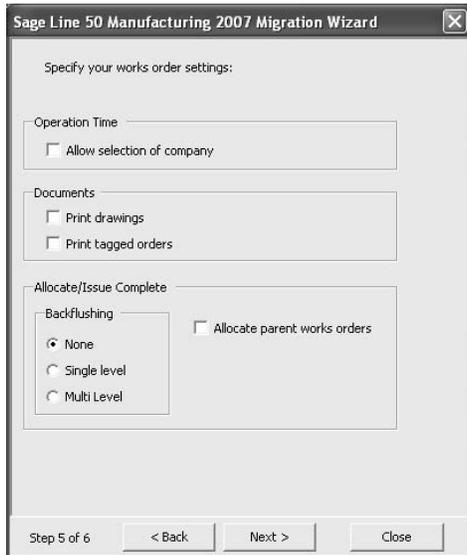
- In 'Step 4 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard' (or later), enter the following 'Buy Recommendations' settings.

Use completion warehouse from parent works order      Select the check box if you want to use the completion warehouse on a parent works order on subassembly works orders. The default is not selected.

Use Demand Warehouse      Select the check box if you want to use an alternative to the completion warehouse during works order completion. The default is not selected.

- When you have entered the planning settings, click 'Next' to continue.

## Migration: Works Orders Settings



- In 'Step 5 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard' (or laetr), enter the following 'Operation Time' settings.

Allow selection of company      Select the check box if you want to be able to choose from a selection of companies when running the 'Operation Times' module.

- In 'Step 5 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard' (or later), enter the following 'Documents' settings.

Print drawings                      Select the check box if you want to print the drawings associated with works orders.

Print tagged orders                Select the check box if you want to print works orders which are linked to purchase orders.

- In 'Step 5 of 6' of the 'Sage Line 50 Manufacturing 2007 Migration Wizard' (or later), enter the following 'Allocate/Issue/Complete' settings.

Backflushing

Select whether to enable 'backflushing' for a single works order, multiple works orders, or not at all.

**Note:** Selecting 'Multi Level' means that when you complete a top level works order and choose to backflush, all the components are issued through each of the levels and the finished items are put into stock.

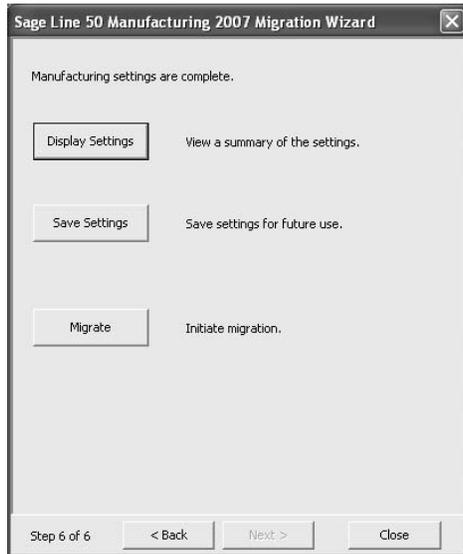
You can override this for individual works orders.

Allocate parent works orders

Select the check box to allocate stock to parent works orders on works order completion.

- When you have entered the works orders settings, click 'Next' to continue.

## Migration: Initiate Migration



- To view a summary of the settings you have entered, click 'Display Settings'.
- To save the settings for future use, click 'Save Settings'.
- To initiate migration, click 'Migrate'.

## Migration Options Check List

### Migration Options

- GRNs
- Works Orders

### Nominal Accounts

Choose your default nominal accounts:

- Non stock items .....
- Labour .....
- Machine .....
- Setup .....
- Tooling .....
- Sub Contract .....
- Sub Contract Variance .....
- Other expenses .....
- Overhead recovery .....
- Work in Progress .....
- One-off asset account .....

- Summarise nominal postings when building assemblies  Yes
- No

### Overhead Recovery

Specify your default overhead recovery percentages:

- Labour .....
- Machine .....
- Materials .....
- Non Stock Items .....
- Other Expenses .....
- Setup .....
- Sub Contract .....
- Tooling .....

### Planning

- Assess Component Balances in Completion Warehouse  Yes
- No
- Automatically Update Dates  Yes
- No
- Use Start or End Date  Start
- End

- Use completion warehouse from parent works order  Yes  
 No
- Use Demand Warehouse  Yes  
 No

### Works Orders

- Allow selection of company  Yes  
 No
- Print drawings  Yes  
 No
- Print tagged orders  Start  
 End
- Backflushing  None  
 Single Level  
 Multi Level
- Allocate parent works orders  Yes  
 No

## Running the Migration Process

For procedural information about the migration process, please see *Running Migration* on page 159.

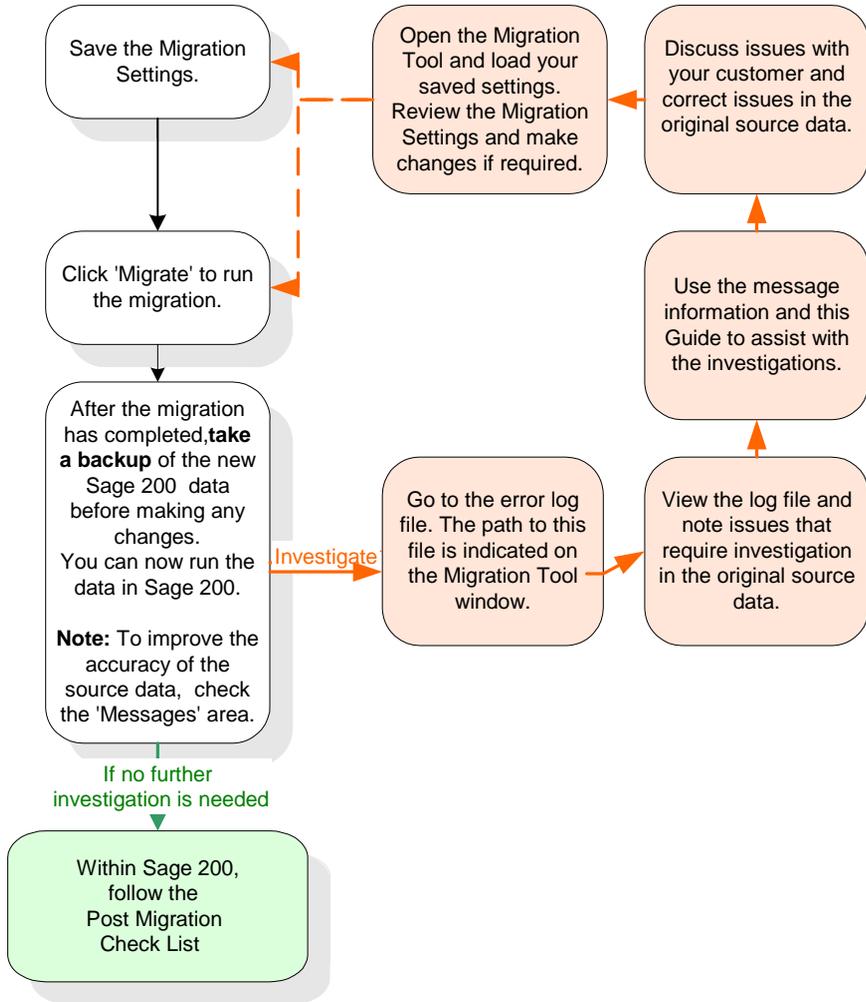
## After Migration

Once you have a migrated data set, the data needs to be verified by you and the customer. This is to provide a suitable platform from which processing in Sage 200 Manufacturing can continue.

You may decide after amending the source data and/or choosing different options, to migrate the data again. Rerunning the migration process will overwrite the database set up by the previous migration process.

The following diagram indicates the type of process you might choose to follow once you have saved the migration settings and are ready to start running the migration.

**Note:** Be aware that large data sets take time to migrate.



Migration is a complex process and the new data structures are very different. This makes it difficult to verify the output manually. As the process diagram shows, we recommend that you do as many manual checks as you can using the Post Migration Checklists for the specific product you have migrated to Sage 200.

To work through the Post Migration Check List for Sage Line 50 Manufacturing 2007 source data after completing the migration, see *Post migration check list on page 64*.

### Post migration check list

The following information and check list will guide you through the final stage of the migration process. Please use this information as part of the process to finalise the migrated data. All tasks should be completed after the migration. For more information on any of the tasks, see your Sage Line 50 Manufacturing documentation and your individual Sage 200 module documentation.

- Important!** TAKE A BACK UP OF THE DATA immediately after migration and before making any changes. Keep this for at least one year.
- Produce the following Sage 200 Stock reports to view the batch traceable items and product groups now set up: Batch/Serial Locations and Quantities and Product Groups Report.
- Using the reports produced, move migrated products into different batch traceable product groups if required.
- Important!** BACK UP THE DATA - another backup should be taken immediately after all the above tasks have been completed and before you begin daily processing in Sage 200.

# Chapter 4

## Migrating from Line 100 v7.2 (or Later)

This chapter describes how to prepare Line 100 v7.2 (or later) data for migration to Sage 200 v5.xx. It describes what happens to the data during the migration process and the migration options you need to specify during the process. It also lists the tasks that you need to perform after migration.

You can migrate the following Line 100 v7.2 (or later) data:

- Financials only
- Financials and Commercials
- Financials, Commercials, BOM and Job Costing

**Note:** You cannot migrate Line 100 v7.2 - 8.5 Full Business Suite.

This chapter does not describe running the Data Migration Tool. For more information on running the Data Migration Tool, see *Chapter 7, Running Migration*.

### In this chapter:

- Preparing Data for Migration .....66
- Pre-migration Tasks Check List.....67
- Set Up Connection .....70
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- After Migration .....119

## Preparing Data for Migration

If you retain your Line 100 system (with access to datasets before conversion) on a spare PC, you can use this following conversion, to compare Line 100 data with Sage 200 data.

**Note:** Do not load Sage 200 onto the same PC as Sage Line 100. Once the data is migrated and you start using Sage 200, the Line 100 datasets can only be used for information purposes such as re-printing invoices from Line 100. Sage 200 will not allow further processing or reprinting after migration.

### Prerequisites

Before you begin you must ensure that:

- ✓ Sage Line 100 data is at Line 100 v7.2 (or later).

You can use Line 100 internal upgrade routines to upgrade from earlier versions of Line 100 before using the Sage 200 v5.xx Data Migration Tool.

- ✓ Sage Line 100 v7.2 (or later) system is the standard system.

It must not have been customised in any way. This means that the position, length or format of the fields must not be changed and/or using the fields to contain data other than the normal system usage.

## Pre-migration Tasks Check List

These tasks must be completed before you migrate the source data.

- Read the 'Migration Defaults Descriptions' section in this chapter (see *Pre-migration Information on page 72*). Depending on how you want the migration to affect your data in Sage 200 you may need to make some adjustments to your Line 100 data and settings prior to running the Data Migration Tool.
- Run the following routines in Line 100 before starting migration in order to ensure that data is as ready as possible.
  - Balance Ledgers in Line 100 v8 (Prove Ledger in Line 100 v7) for all financial ledgers.
  - Prove Stock.
  - Prove Order Balances in Sales Order Processing and Purchase Order Processing.
  - Prove Invoice File in Invoicing (if used).

**Note:** If FDFEDFIL or other direct tools have been used to amend, add or delete records in the database (i.e. the usual system functionality has been circumvented), the integrity of the data relationships may have been compromised. Whereas Line 100 could, to some extent, operate like this, Sage 200 cannot. All data links and relationships must be accurate.

For information about how the migration process handles known problem situations, see *Special Data Processing on page 117*

- All Sales, Purchase and Cash Book batched transactions must be posted or deleted. If there are any transactions in the batch files the migration process will abort and display an error message.
- Unallocate all Bill of Materials and clear the 'Use Work in Progress Depot for Allocations/Issues' option in the Bill of Materials settings.

There may be problems migrating from Line 100 to Sage 200 if this option is enabled and BOM allocations exist. This is because Line 100 handles this situation differently to Sage 200 and the information is not available to ensure this is set up correctly in Sage 200.

You can re-allocate in Line 100 and migrate or migrate and re-allocate in Sage 200.

- You must process all outstanding SSD (Intrastat) entries before migration. Using the Accounting System Manager functions in Line 100 v7 or the SOP and POP Utilities in Line 100 v8, carry out any necessary maintenance on the entries and then print the report choosing to delete all entries up to the current date.
- If consolidation is in use then all amounts must be consolidated just prior to migration.  
**Note:** If the balance on any account does not agree with the consolidated amount the migration will fail and give an error message.
- Either complete or cancel invoices created in the 'Invoicing' module and Sales Order Processing orders that are beyond the 'Order Entered' stage. Orders at intermediate stages of processing will cause the migration to fail. This includes orders that have been placed 'On Hold'. These should be released and then completed or cancelled. Invoices must be printed and then posted or cancelled.
- Use 'Period End' routines to update all pending transactions in Sales Ledger, Purchase Ledger and Cash Book and post any unposted stock history in the Stock system.  
If this is not done, the migration will fail.
- If the 'Nominal Ledger Postings for Cost of Sales' option is not selected in the Sales Order Processing settings, run 'Erase Cost of Sales Figs' before migrating. Sage 200 will automatically post the cost of sales for you.
- Ensure that Line 100 is up-to-date for all goods received in Purchase Order Processing before migration.  
  
Many sites despatch goods on sales orders before they have been logged as received in Purchase Order Processing. This means stock levels go negative. This is acceptable for non-traceable items but where items use batch or serial numbers in Sage 200, the stock is not allowed to go negative. For more information on negative stock, see *Negative Stock on page 75*
- Make sure that all VAT transactions are reconciled.
- Run Month Ends on Cash Book, Sales Ledger, Purchase Ledger and Nominal Ledger just prior to migration (i.e. do not enter any transactions after running the Month End in Line 100 before migration). After migration, accounting periods can be re-opened in Sage 200, if required.

- ❑ Run the following Line 100 reports:

- Stock Valuation Report
- Free Stock Report
- SOP Customer Orders
- POP List All Orders
- Trial Balance
- Balance Sheet
- Profit and Loss
- Aged Debtors
- Aged Creditors

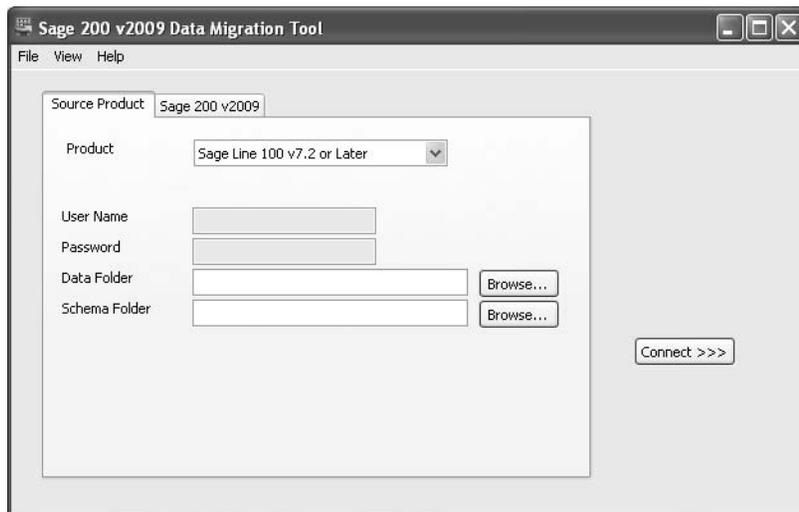
- ❑ **Important!** BACK UP THE DATA after all the above tasks have been completed, immediately before migration.

Without this pre-migration backup it will be very difficult for full support to be provided by Sage Technical Support.

## Set Up Connection

Before migration, you need to set up the database connection by completing information on the 'Source Product' and 'Sage 200 v2009' tabs.

### Source Product



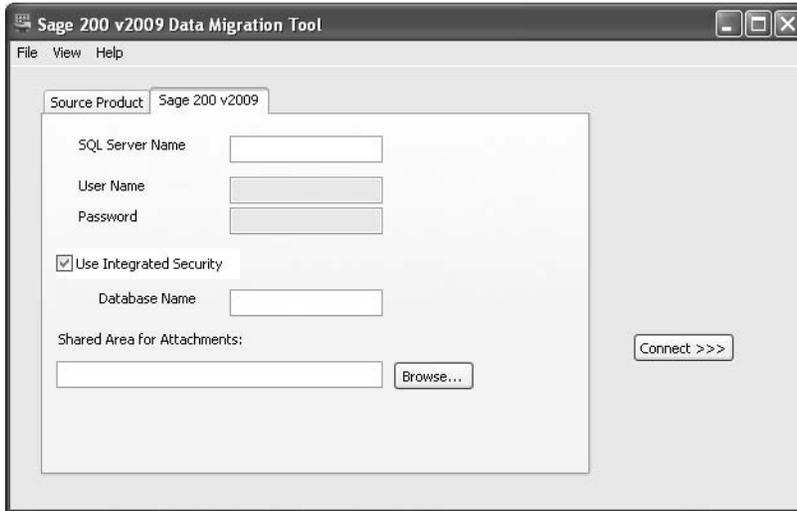
**Note:** You do not have to provide a 'User Name' or 'Password' for Line 100 migrations.

- Select the 'Product' you want to migrate data from.
- Enter the location of the 'Data Folder', or click 'Browse' to select it.  
For example, if the data was held in c:\program files\sage\line 100, you would enter that path.
- Enter the location of the 'Schema Folder' or click 'Browse' to select it.  
For example, the location could be c:\sage\svnprogs.

**Note:** The Line 100 source data uses a standard Line 100 database. If you extend fields or add new ones to your schemas, the post migration data will be incompatible with Sage 200.

- Once you have identified to the Data Migration Tool where the information to be migrated is held and the product that it is coming from, you must specify the 'Sage 200 v2009' information.

## Sage 200 v2009



- Specify the 'SQL Server Name' for the new Sage 200 v5.xx company after migration. For example, MAINSERVER.
- Depending on whether or not you are using integrated security within SQL server or mixed mode security, you will need to enter the following:

Mixed Mode Security

Clear the 'Use Integrated Security' check box and enter the 'User Name' and 'Password' to access the data in the migrated company.

Integrated Security

Select the 'Use Integrated Security' check box.

- Enter the 'Database Name' which identifies the name of the Sage 200 v5.xx company to the Data Migration Tool. For example, MIGRATED COMPANY 1.
- Enter the location of the 'Shared Area for Attachments', the area where any attachments in your data will be placed, or click 'Browse' to select it.  
For example, if the shared area was c:\shared, you would enter that path.

## Connect

- Once you have entered the setup information for the connection, click 'Connect' to connect to the databases and proceed to enter the migration options.

## Pre-migration Information

Although Line 100 data cannot be changed during the migration process, it is possible in some cases, to work with the Line 100 data prior to migration, or the Sage 200 data post migration to achieve what you want.

The following sections describe the areas where you can work with this data before and after migration.

- |                           |   |
|---------------------------|---|
| Financials Modules        | <ul style="list-style-type: none"><li>■ Analysis Codes</li><li>■ Control Accounts</li></ul>   |
| Stock                     | <ul style="list-style-type: none"><li>■ Allocations</li><li>■ Batch and Serial Numbers</li><li>■ Transaction History</li><li>■ Negative Stock</li><li>■ Multiple Stock Locations</li></ul>  |
| Price Book                | <ul style="list-style-type: none"><li>■ Discounts</li><li>■ Foreign Currency</li></ul>  |
| Purchase Order Processing | <ul style="list-style-type: none"><li>■ Duplicate Order Numbers</li><li>■ POP Settings</li></ul>  |
| Sales Order Processing    | <ul style="list-style-type: none"><li>■ Batch and Serial Items</li><li>■ Call Off Orders</li><li>■ Duplicate Order Numbers</li><li>■ To Follow Items</li><li>■ Nominal Postings</li><li>■ Reprinting Invoices</li><li>■ Sales Order Items</li><li>■ Sales Order Discounts</li><li>■ Sales Order Foreign Currency Conversion</li><li>■ Users and Permissions</li></ul> |
| Bill of Materials         | <ul style="list-style-type: none"><li>■ Sales From A Single Batch</li></ul>   |
| Job Costing               | <ul style="list-style-type: none"><li>■ Job Costing to Project Accounting Non-migrated Fields</li></ul>   |

## Migration Defaults Descriptions: Financials Modules

### Analysis Codes

In Line 100 and earlier versions of Sage 200, analysis codes were set up in two stages. The headings and titles were set up first, followed by a separate list of values.

Analysis Headings	Analysis code	Analysis Name
Area	NE	North East
Salesperson	SW	South West
	Fred	Fred Smith
	John	John Green
	Ann	Ann Brown

There was no relationship between these so, for example, it was possible to choose the 'Area' heading but use the code 'John'.

Sage 200 v5.xx offers much better control by ensuring that the code values are associated directly with the relevant heading. The system also requires a name (up to 30 characters) for the values rather than a code and a name.

When migrating this data, the Data Migration Tool is unable to establish which values belong to which heading. All values are therefore associated with all headings. The Data Migration Tool only migrates the code into the new name field as these need to reflect the codes already applied to pre-migration data:

Analysis Heading	Analysis Value
Area	NE
Area	SW
Area	Fred
Area	John
Area	Ann
Salesperson	NE
Salesperson	SW

Salesperson	Fred
Salesperson	John
Salesperson	Ann

After migration, you should delete values that do not belong to particular headings. At this stage you may also want to amend the codes to reflect the original names. If you do change the codes to names, you must remember that existing orders will still contain the old code.

### Control Accounts

When migrating the default accounts, only the Account Number with a blank Cost Centre and Department is specified. If 'Use Cost Centre breakdown for balance sheet postings' is not selected, the Account Number \_\_ (first blank = CC, second blank = DP) combination must exist in your Chart of Accounts, otherwise transactions will start posting to suspense. If the Data Migration Tool finds that a nominal account of the required combination does not exist, it will create it.

## Line 100: Migration Defaults Descriptions: Stock

### Allocations

Sage 200 v5.xx creates allocations for all outstanding sales orders, with the exception of items marked as 'to follow' or for batch/serial items. However, this quantity may be more than Line 100 shows, usually arising if manual amendments to the allocations have been made.

As Sage 200 has total referential integrity in the database the allocations cannot be reduced without affecting the sales orders.

This results in the higher allocated quantity being retained (if there is stock available) and the system logging an exception.

If there is insufficient stock to allocate to the order lines, and the 'Average' costing method is used, where negative stock is not allowed (see *Stock Levels on page 101*), the order line is marked as unallocated and an exception is logged in the migration 'Log'.

### Batch and Serial Numbers

Details of serial numbers or batches that have been fully sold and are therefore in the history file in Line 100, will be migrated for information purposes.

In Line 100 the items in stock do not directly link to the batch/serial numbers set up for the item. In Sage 200 this direct link is essential. Therefore all current stock for batch/serial items will be connected to the existing batch/serial numbers where possible. If there are insufficient numbers in the file to satisfy the stock, 'Unassigned' batch/serial items will be created for the extra. For

more information and a description of 'Assigned' and 'Unassigned' items see the *Sage 200 Stock* documentation.

If more batch/serial numbers exist than there is stock, the extra numbers will not be migrated during the migration process. A warning will be placed into the migration 'Log'.

In Line 100 there is no automatic link between the POP and SOP orders where batch/serial items were bought and sold, indeed these orders may no longer exist within the Line 100 data. In Sage 200 this link is maintained. On migrating orders from Line 100, however, it will not be possible to retrospectively create these links.

As the Line 100 data cannot be relied on to ensure there are enough batch/serial numbers available to satisfy allocations, no SOP or Stock allocations will be created for batch/serial items. This means that SOP order lines will revert to being un-allocated. All such order lines will need to be allocated after migration. It is possible that different numbers will be allocated this time, and for this reason we suggest that all orders where picking lists have been printed, are despatched and invoices printed and posted, before you migrate.

See also *Negative Stock on page 75*.

<b>Before migration</b>
<ul style="list-style-type: none"><li>■ Ensure all orders where picking lists have been printed, are despatched and invoices printed and posted before migration.</li></ul>
<b>After migration</b>
<ul style="list-style-type: none"><li>■ You may want to assign any unassigned batch/serial number items</li><li>■ You will need to allocate SOP order lines for batch/serial items.</li></ul>

## Transaction History

In Sage 200 the transaction history for stock items is very detailed, with many different types of transactions being recorded. Transaction history in Line 100 is not as detailed so it is difficult to reliably infer which transaction type should be used when migrating from Line 100.

Certain assumptions have to be made for migration. If there is an account number present in the Line 100 transaction and it is an outward movement of goods, the Data Migration Tool assumes it is a Sales Order transaction. If it is an inward movement the Data Migration Tool assumes it is a Purchase Order transaction. Otherwise the assumption is that the transactions are a stock movement not associated with sales or purchases.

## Negative Stock

The concept of negative stock is supported in Sage 200 as it is in Line 100. In Sage 200, negative stock is referred to as a shortfall. The migration creates a shortfall for any location that has negative stock for an item.

However in Sage 200 negative stock is not allowed for items using the 'Average' costing method. Some Line 100 systems did allow this. If an item is found to have negative stock and its product group is set to use 'Average' costing, the costing method is changed to FIFO. This will affect all other items linked to that product group.

Negative stock is also not allowed for traceable items (those that use batch or serial numbers). Again some Line 100 systems did allow this, but usually this only occurs if goods have been received but not yet booked in through 'POP Goods Received', and have already been marked as despatched on a SOP order. It is therefore essential that if traceable items are used, you make sure the system is completely up to date with all goods received before migrating the data.

If a traceable item is found to have a negative stock level during migration, this will be set to '0'. This may require manual amendments to be carried out after migration, when the 'negative' items are finally added to stock.

<b>Before migration</b>
<ul style="list-style-type: none"><li>■ Ensure Line 100 is completely up to date with all goods received.</li></ul>
<b>After migration</b>
<ul style="list-style-type: none"><li>■ Amend traceable stock items with 'negative' levels in Line 100 from '0' in Sage 200 after migration, if required.</li></ul>

### Multiple Stock Locations

Line 100 can have depots switched on or off and these can be used with or without bins. Sage 200 can also have multiple locations switched on or off. Multiple locations can be used with one or two levels called warehouses and bins. You can amend the name of these levels after migration.

The Data Migration Tool checks to see whether Line 100 uses depots and, if so, switches on multiple locations in Sage 200. Otherwise multiple locations will be switched off in Sage 200 during migration.

If depots are not used, Sage 200 still needs a default warehouse called 'Home' with one default bin called 'Unspecified'. These are set up by the migration and cannot be deleted or renamed.

If depots are used (multiple locations are switched on), the migrated stock is placed into warehouses and bins with the same name as the existing depots and bins wherever possible. If no bins are specified for a depot, a bin called 'Unspecified' is set up for the warehouse.

After migration, multiple locations can be manually switched on if required, however it is not possible to switch multiple locations off in Sage 200 once SOP and POP orders exist. You must therefore decide the required configuration before migration.

**There is a special situation** where you currently have depots switched off in Line 100 but use the 'Bin Name' field in the stock item and so have one bin name specified for each stock item.

If you want to retain these bin names after migration then you must have multiple locations enabled in Sage 200.

To do this you must switch depots on in Line 100, and set up one depot name, before you run the migration. The existing bin numbers will automatically be linked to the new depot along with all the stock.

**Note:** Do not use the reserved words 'Home' or 'Returns' for the depot name.

Sage 200 will then be set up as described above. Existing SOP orders awaiting despatch will not have the bin number identified so their allocations will be linked to the 'Unspecified' bin.

Similarly, POP orders, where goods have been received but not invoiced (the 'unconfirmed' stock), will be placed in the 'Unspecified' bin.

**Note:** If you switch the 'Depots' setting on in your Line 100 system and then switch it off again, you will lose the bin numbers set up on the stock items. Make sure that you only switch 'Depots' on in the copy of the data you are actually going to migrate.

### Before migration

- Think about whether you want to use multiple locations in Sage 200 or not. If Line 100 uses 'Depots', multiple locations are switched on in Sage 200 during migration. If Line 100 does not use 'Depots' but uses the 'Bin Name' in the stock item and you want to retain this information in Sage 200, you must switch 'Depots' on in the copy of the Line 100 data you are going to migrate, and set up one depot name within this data before you run migration.

### After migration

- Identify and map the bin number for the SOP orders awaiting despatch and the POP orders awaiting invoice.

## Migration Defaults Descriptions: Price Book

The Price Book module within Sage 200 has no direct equivalent in Line 100. However, some of the source Line 100 data can still be migrated across into it.

### Discounts

The discount matrices set up in Line 100, including those for individual customers, are migrated. Each default matrix creates a 'Customer Discount Group' containing the customers currently linked to it. This will be called 'Customer Discount Group n' where 'n' is the number of the default discount matrix. Each customer matrix will create a 'Customer Discount Group' containing just that one customer, called 'Customer Discount Group xxxxxxxx' where 'xxxxxxx' is the account reference of the relevant customer.

The product group and item discounts in the default matrices are used to create Product Group and Item discounts. These will be called 'xxxxxxxxxxxxx Disc n' or 'xxxxxxxxxxxxx Disc n', where 'xxxxxxxxxxxxx' is the relevant product group or item code and 'n' is the default matrix number. Discounts relating to customer matrices are given the relevant item or product group code plus a unique number. These discounts are linked to the relevant 'Customer Discount Group'.

Where customers have their own matrix and are linked to a default one, they will be linked to their own individual 'Customer Discount Group'. This will link to the discounts created from their own matrix and their default matrix. This scenario introduces the possibility of a customer having two different discounts for the same product group and/or stock item. This is not allowed in Sage 200 so in these instances the migration chooses the discount from the customer's own matrix over the one from the default. You may want to amend this after migration.

**Note:** Customer discount groups are intended to represent sets of customers, rather than just one. You may want to delete or consolidate some of these after migration.

After migration
<ul style="list-style-type: none"><li>■ Amend customer's discount for product group and/or stock item, if required.</li><li>■ Delete or consolidate customer discount groups, if required.</li></ul>

## Foreign Currency

All prices and discounts are assumed to be in your base currency and are migrated as base currency. If some prices and/or discounts are in a foreign currency the price bands and discounts must be amended manually after migration.

After migration
<ul style="list-style-type: none"><li>Amend price bands and discounts if they are in a currency other than base currency before migration.</li></ul>

## Migration Defaults Descriptions: Purchase Order Processing

### Duplicate Order Numbers

Line 100 places a copy of an order into the history file every time an invoice is posted for it. This means that there are duplicate order numbers. Sage 200 does not allow duplicates.

If the order is not fully completed there will be an entry for it in the current file and one or more entries for it in the history file. For example:

<b>Line 100 Current File</b>			
<b>Order Number</b>	<b>Ordered</b>	<b>Received</b>	<b>Invoiced</b>
12345	10	8	8
<b>Line 100 History File</b>			
12345	10	5	3
12345	10	5	5
12345	10	8	8

In this instance the order in the current file always shows the latest status of the order. The orders in the current file are migrated and those in the history file are ignored. The following information would be migrated into Sage 200.

<b>Sage 200 Orders File</b>			
<b>Order Number</b>	<b>Ordered</b>	<b>Received</b>	<b>Invoiced</b>
12345	10	8	8

If the order has been fully completed there will be a final entry in the history file with a status of '8' (fully completed). Only this entry is migrated during migration.

Line 100 History File				
Order Number	Status	Ordered	Received	Invoiced
12345	4	10	5	3
12345	4	10	5	2
12345	6	10	10	5
12345	8	10	10	2

The migration process adjusts the quantities to the number ordered. This must match the final quantity invoiced for the order to be completed. The following information would be migrated into Sage 200.

Sage 200 Orders File			
Order Number	Ordered	Received	Invoiced
12345	10	10	10

This way ensures that the total ordered, despatched and invoiced is correct.

## POP Settings

The setting 'Use same cost centre and department as the supplier account' in Purchase Order Processing is automatically switched on during migration. This ensures that Sage 200 works in the same way as Line 100.

After migration
<ul style="list-style-type: none"> <li>Amend the setting 'Use same cost centre and department as the supplier account' in Purchase Order Processing if required. For more information see your <i>Sage 200 Purchase Order Processing</i> documentation.</li> </ul>

## Batch and Serial Items

In Sage 200 any item line for a batch/serial item that has been received but not yet invoiced, should be connected to the specific batch or serial number assigned when the goods were received. However, it is not possible to create these links for orders converted from Line 100.

## Migration Defaults Descriptions: Sales Order Processing

### Batch and Serial Items

Any item line for a batch/serial item will automatically be unallocated by the migration process. This is because in Line 100 the batch/serial number associated with a SOP order may not actually exist. In Sage 200, this situation cannot exist.

After migration you should run automatic allocation to re-allocate the items.

Running the automatic allocation may mean that the batch/serial numbers allocated this time are different from those originally allocated. We therefore recommend that any order where the picking list has been printed, be picked, despatched, and the invoice printed and posted before migration.

Any completed order migrated from Line 100 will not have the links to the serial or batch numbers created. This is because this link is to the despatch and invoicing records. These records cannot be created in Sage 200, as insufficient information exists in Line 100.

There are four SOP settings in Sage 200, concerned with batch/serial numbered items. These are:

- Print numbers on picking lists.
- Print numbers on order acknowledgments.
- Print numbers on despatch notes.
- Print numbers on invoices.

These will all be set to 'No' (false) by the migration. You may want to change these manually after migration.

The Stock Setting 'Allow duplicate numbers' is set to 'Yes' by the migration. Again, you may want to change this manually afterwards. This setting is enabled by the migration on all stock items, to allow for possible duplicates in the old data.

<b>Before migration</b>
<ul style="list-style-type: none"> <li>■ Ensure all orders where picking lists have been printed, are despatched and invoices printed and posted before migration.</li> </ul>
<b>After migration</b>
<ul style="list-style-type: none"> <li>■ Run automatic allocation to re-allocate any unassigned batch/serial number items</li> <li>■ Change the SOP settings relating to printing of batch/serial numbers if required.</li> <li>■ Change Stock Setting 'Allow duplicate numbers' following migration if you do not want to allow duplicate numbers in Sage 200.</li> </ul>

## Call-Off Orders

The process of calling off quantities from an existing order is handled differently by Sage 200 in comparison with Line 100. As the stock items are required, several different despatches can be made for the same order. Any stock items remaining in an order (to be 'called off') are migrated to a live sales order in the Sage 200 system. Stock items already despatched and invoiced will create one or more 'Completed' orders with a similar order number (see *Duplicate Order Numbers* below).

## Duplicate Order Numbers

Line 100 places a copy of an order into the history file every time an invoice is posted for it. This means that there are duplicate order numbers in the system. Sage 200 does not allow duplicates. During the migration, the orders in the current file are migrated first using the original order number found in Line 100. Any duplicate order number found thereafter will have its order number extended with //1, //2 and so on.

The quantity and values in these orders must be dealt with carefully to avoid the appearance of more stock being ordered than actually was. For example, an order originally for 10 items has had 3 items despatched and invoiced. Then another 2 items are despatched and invoiced leaving 5 still on 'to follows'. The records in the files would be:

Line 100 Current File		
Order Number	Invoiced	To Follows
12345	0	5
Line 100 History File		
12345	2	8
12345	3	5

The migration process amends the quantity in the live order to show the remaining items. The completed (historical) orders show the number actually invoiced. For example:

Sage 200 Orders File			
Order Number	Ordered	Invoiced	Outstanding
12345	5	0	5
12345/1	2	2	0
12345/2	3	3	0

This way the full amount of 10 is accounted for.

If the order is fully completed and all information is in the historical file then the migration process transfers these orders, again adding //1, //2 incrementally, onto the order number as it finds duplicates. The migration process also amends the quantity on each order to that invoiced. For example:

Line 100 History File		
Order Number	Invoiced	To Follows
12345	2	8
12345	3	5
12345	5	0

This will migrate as:

Sage 200 Orders File			
Order Number	Ordered	Invoiced	Outstanding
12345	2	2	0
12345/1	3	3	0
12345/2	5	5	0

Again the full quantity of 10 is accounted for.

### To Follow items

For orders that contain 'To Follows' items, the items already despatched will have created an order in the history file. This will be migrated as a 'Completed' order just for the goods already despatched. Items on the order that are left to be despatched will create a live sales order using a similar order number (see *Duplicate Order Numbers on page 83*), with all items marked as unallocated. As the stock becomes available these can be allocated and then despatched separately.

### Nominal Postings

There are several settings which control the nominal postings from a sales order. The settings provide more flexibility than those in Line 100. The migration process prescribes the required settings based on your current system. The following table illustrates the possible scenarios.

Case	Line 100 system			Sage 200 System			
	Sales account from customer account	Sales account from item record	Cost of sales by Cost Centre (CC).	Revenue from Customer or Item	Use CC from customer	Use same CC for issues	Use same CC for stock
1	Y	N	Y	Customer	Y	Y	Y
2	Y	N	N	Customer	Y	N	N
3	N	Y	Y	Item	Y	Y	Y
4	N	Y	N	Item	Y	N	N

The results are:

Case 1

Stock posting to account set up on item and CC/DP set up on customer.  
 Issues posting to account set up on item and CC/DP as on customer.  
 Revenue posting to account and CC/DP as set up on customer.

Case 2

Stock posting to account and CC/DP as set up on item.  
 Issues posting to account and CC/DP set up on item.  
 Revenue posting to account and CC/DP as set up on customer.

Case 3

Stock posting to account set up on Item and CC/DP as on customer.  
 Issues posting to account set up on Item and CC/DP as on customer.  
 Revenue posting to account set up on item and CC/DP as on customer.

Case 4

Stock posting to account and CC/DP as set up on item.  
 Issues posting to account and CC/DP as set up on item.  
 Revenue posting to account set up on item and CC/DP as on customer.

This makes Sage 200 act much like Line 100. However, you may need to change these settings after migration to take advantage of the greater flexibility.

### After migration

- Change Nominal postings settings in Sage 200 to take advantage of greater flexibility if desired.

## Re-printing Invoices

As there is insufficient invoicing information held in Line 100 to populate the Sage 200 data satisfactorily, this is not migrated into Sage 200. This means that re-printing Line 100 invoices is not possible using the standard Sage 200 facilities. If you have retained a copy of your old Line 100 system this can still be used to re-print the invoices.

## Sales Order Items

If the full Stock system is not required in Line 100, sites can use a simplified product file. The Sage 200 system uses an equivalent called 'Sales Order Items'. These are simply an item code and price. They cannot be associated with or use price bands, discounts or units of measure. If a site uses the facility the items are migrated.

## Sales Orders - Discounts

Sales orders that include line or order discounts have to be re-calculated when migrating. Due to rounding there may be small differences in the line and order totals in the Sage 200 system. This is usually only a few pence.

## Sales Orders - Foreign Currency Conversion

In Line 100, orders for foreign currency customers can be handled in two different ways based on the 'Foreign Currency Price Conversion' flag set in the Sales Order Processing parameters.

- The flag is set to 'No'.  
The values entered for the order lines are assumed to already be the foreign currency values. These values are printed on the invoice as entered.
- The flag is set to 'Yes'.  
The values entered are assumed to be in base currency. When the invoice is printed these are multiplied by the exchange rate.

Sage 200 requires all orders to be stored in the customer's currency. When migrating orders the Data Migration Tool has to determine whether the order is already stored in the customer's currency or in base currency. If it is stored in base currency, it is migrated to the customer's currency using the exchange rate on the order.

**Note:** If the Line 100 option is set to apply the exchange rate when the order acknowledgement or invoice is printed but that document has not yet been printed, the exchange rate in the Accounting System Manager foreign currency table is used for migration.

Any orders that have their values changed during migration will be reported in the migration 'Log'. Live orders should be checked manually after migration before they are processed further.

### After migration

- Check live foreign currency orders after migration before further processing.

## Users and Permissions

By default, special permissions are not applied to users as part of the migration process. For example, a user will not be able to alter the unit price when entering a sales order. These permissions must be set up manually after migration to meet your requirements.

### After migration

- Set up 'User Permissions' in Sage 200.

## Migration Defaults Descriptions: Bill of Materials

### Sales from a single batch

In Sage 200 a batch item that is marked as allowing sales only from a single batch, cannot be added onto a BOM. In Line 100 it is possible that such items may be included. During migration these items will be migrated as part of the BOM. However if you try to process that BOM through Sage 200 you will receive a warning that you are unable to do so due to the inclusion of that item. You must either delete the item from the BOM or remove the 'sales from a single batch' option from the stock item, in order to be able to process the BOM. The migration process will report if it finds any of these items when migrating BOMs.

<b>After migration</b>
<ul style="list-style-type: none"><li>■ Delete batch items allowing sales only from a single batch from the BOMs or remove the 'sales from a single batch' option from the stock item.</li></ul>



### Migration Information: Job Costing to Project Accounting

For more information about the fields that are not migrated from Line 100 Job Costing to Sage 200 Project Accounting, please refer to the online help present in the Data Migration tool.

## Migration Options Descriptions

Certain settings must be specified in the Data Migration Tool before data is migrated from Line 100. For more information about performing the migration using the Data Migration Tool, see *Running Migration on page 159*.

Before getting started, you need to consider the following whilst setting up your migration process.

Historical Data                      To ensure the migration is as efficient as possible, it is important to reduce the amount of historical data and keep it to a minimum. Loading large amounts of historical data may affect access speed. This is a good opportunity to re-evaluate exactly how much historical data is required.

For Line 100 v7.2 - 8.5 you need to enter the following migration options: Accounting System, Financials and Commercials options.

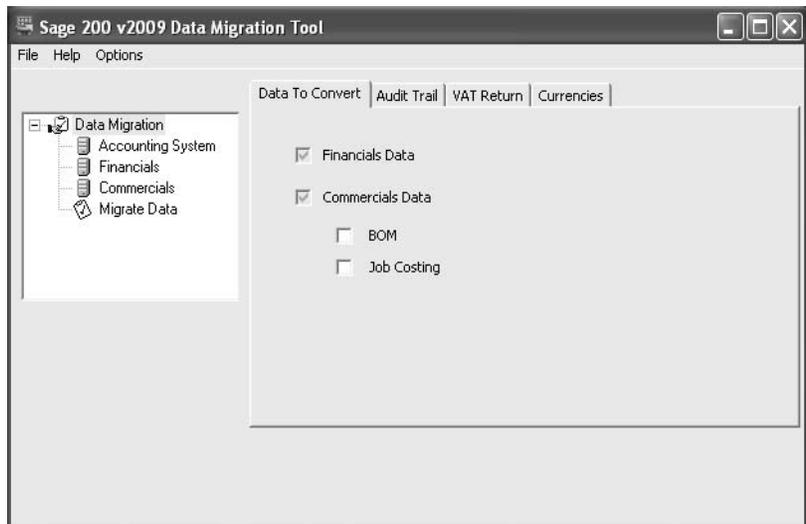
**Note:** We have provided a Migration Options check list at the end of this section. You can use this to prepare the information you will need to provide for the options during the migration process. For information on running migration, see *Running Migration on page 159*.

## Migration Options Descriptions: Accounting System

Four tabs of information must be provided:

- Data to Convert
- Audit Trail
- VAT Return
- Currencies

### Data to convert

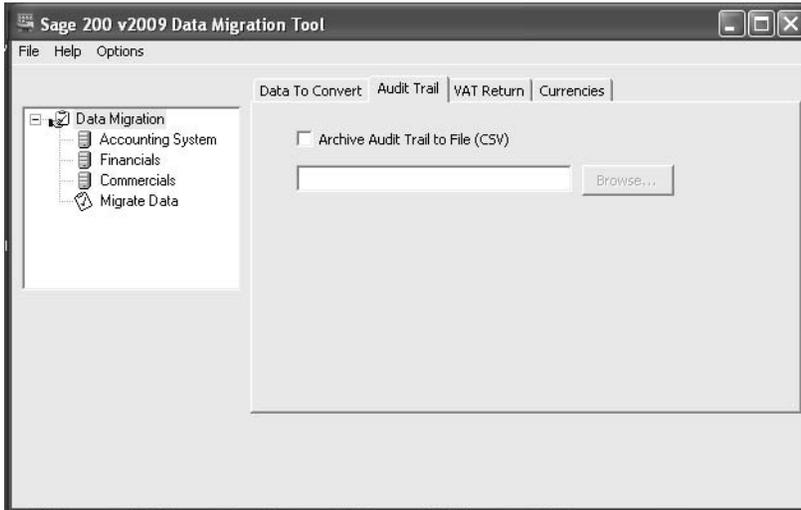


- On the 'Data To Convert' tab, indicate the data you want to migrate. In Line 100, 'Financials Data' is always converted but you can choose whether or not to migrate 'Commercials Data' and whether or not this includes 'BOM' data.

**Note:** You cannot migrate 'Project Costing' data.

## Audit Trail

Audit Trail records cannot be migrated into Sage 200 v5.xx as the data is not available to fully populate the v5.xx audit trail records. This option is provided so you can output audit transactions to a CSV file if you require.

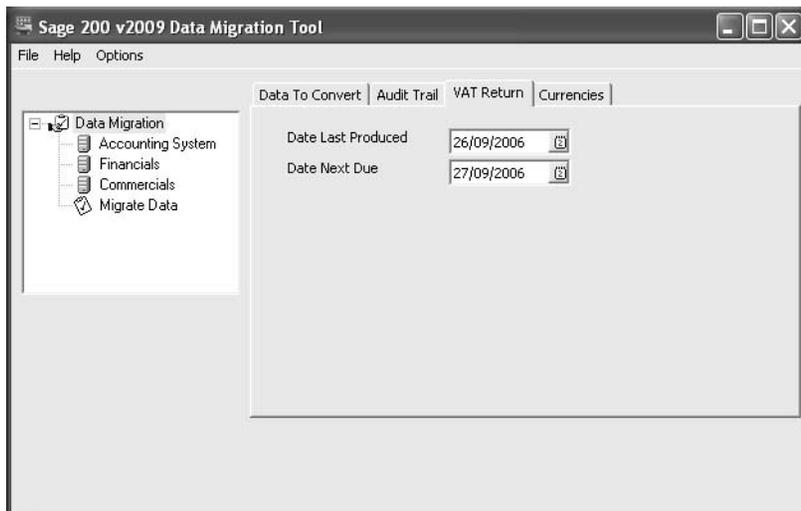


- Select the 'Archive Audit Trail to File (CSV)' check box if you want to save audit trail records to a CSV file. If you do not choose this option, all audit trail records will be ignored.
- Enter the path of the CSV file, or click 'Browse' to select the path.

**Note:** Ensure that there is sufficient disk space available.

## VAT Return

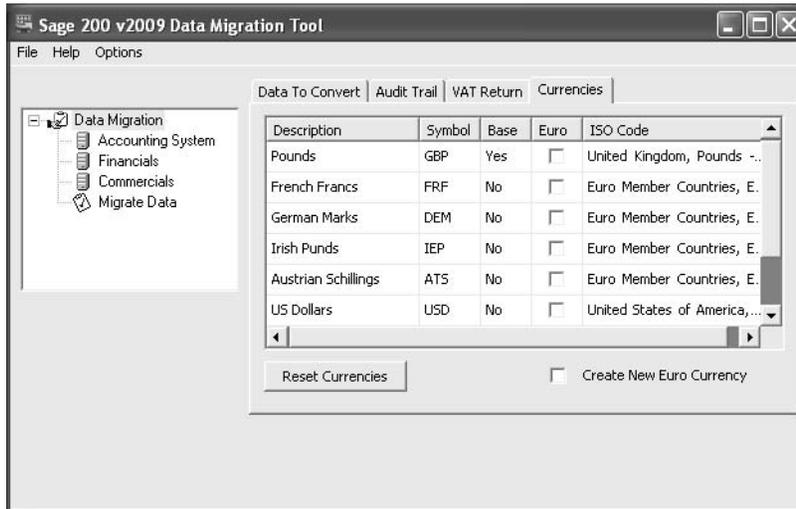
This information is required in order to place VAT transactions into the correct VAT period within Sage 200.



- On the 'VAT Return' tab, indicate the 'Date Last Produced' and the 'Date Next Due', to indicate when the last 'VAT Return' was run in Line 50 Accounts and when the next one would be due.
- All transactions that have already been reported on a 'VAT Return' will go into the period ending with the date of your last 'VAT Return'.
- Transactions not already reported will be put into the current or future VAT period according to the transaction date.
- The current VAT period will have an end date as the due date of your next 'VAT Return'.

## Currencies

Within Sage 200 the euro currency is handled differently to other currencies. For this reason the Migration process will list the currencies set up in your Line 100 system. You must indicate which of your currencies is the euro and also enter the correct ISO code against each of your currencies.



- On the 'Currencies' tab, indicate the 'Euro' currency and the 'ISO Code' for currencies.  
**Note:** The Data Migration Tool cannot do this automatically because the abbreviation you have chosen in Line 100 may not be recognised.
- If you do not have a 'Euro' currency before migration then select the 'Create New Euro Currency' check box. This will create a 'Euro' currency for you as it is necessary for there to be one for migration to take place.

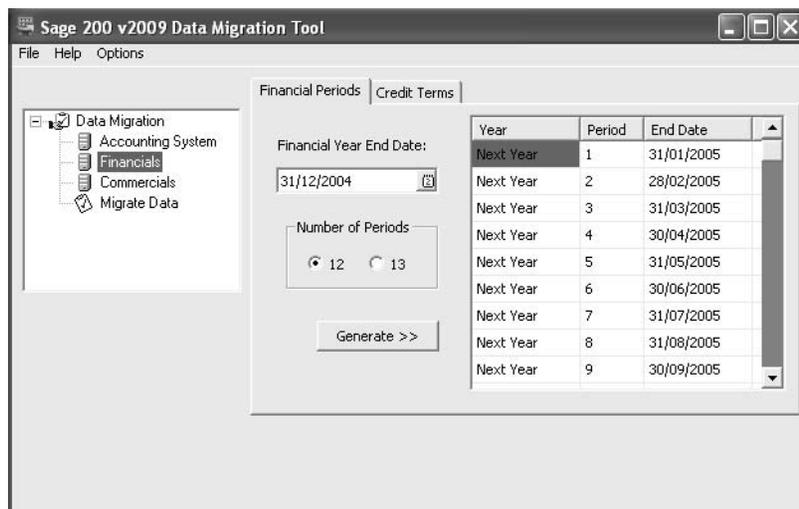
## Migration Options Descriptions: Financials Options

One tab of information must be provided:

- Financial Periods

### Financial Periods

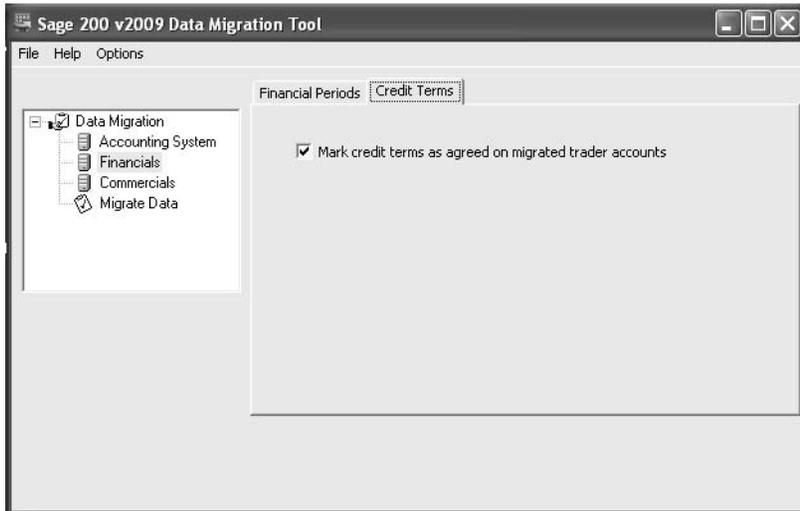
This information is needed to set up the correct financial periods in Sage 200.



- On the 'Financial Periods' tab, enter the 'Financial Year End Date' that is used in Line 100 and the 'Number of Periods' used in the financial year, that is, whether 12 or 13 period accounting is used.
- Click 'Generate' and the period end dates for the following year are created automatically. You can then change these in this window, if required, by editing the dates in the 'End Date' column.

## Credit Terms

Select the 'Mark credit terms...' check box to set up the default value of the 'terms agreed' field for sales and purchase accounts. It also enables you to decide what the value will be for all the migrated accounts.



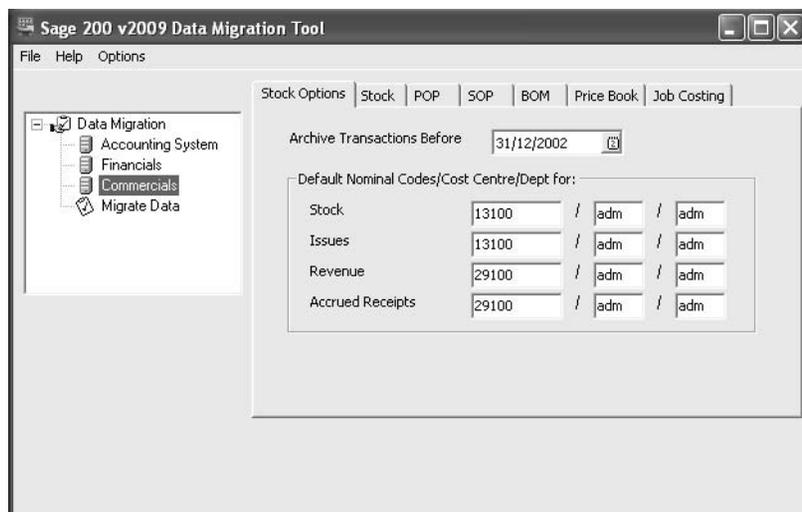
## Migration Options Descriptions: Commercials Options

Seven tabs of information must be provided:

- Stock Options
- Stock
- SOP
- POP
- BOM
- Price Book
- Job Costing

### Stock Options

The 'Stock Options' tab is used to set up options that relate to your stock items.



- Enter the 'Archive Transactions Before' date.

The Sage 200 Stock system has both current and archived history files for transactions. The migration process can move data into both the current and archive files.

However, depending on the amount of historical data currently held, the migration of such data could take a considerable period of time. It is suggested that consideration be given to archiving and removing some of the history in Line 100 before migration.

If a date is entered (in the format) dd/mm/yyyy any transactions earlier than this date are migrated and placed into the archive file. The rest are migrated and moved into the current file. If the date is left blank all transactions are placed into the current file.

**Note:** Sage 200 system maintains a link between historical transactions and the batch/serial information included in the transaction. However the Line 100 system does not. Therefore transaction history that is migrated will not contain batch/serial information.

- Enter the 'Default Nominal Codes/Cost Centre/Dept for' 'Stock', 'Issues', 'Revenue' and 'Accrued Receipts'.

A Line 100 Sales Order Processing setting on the 'Nominal Codes' tab allows you to indicate whether the cost centre and department set on the stock item or the customer record will be used to generate the postings to the revenue account as a result of order entry. The Sage 200 Sales Order Processing setting on the 'Default Accounts' tab does the same and so this is migrated for you during migration. If the option is set to use the stock record then Sage 200 uses the cost centre and department set in each stock item. It is therefore important that your existing nominal codes are migrated as accurately as possible.

To ensure that the migration sets up valid nominal codes, four default account references are requested as part of the migration options. These accounts, including the cost centre and department, must be valid existing nominal accounts in your ledger. If you do not use cost centres and departments leave these blank, but the account number must exist.

**When migrating product groups**, the defaults set for 'Stock' and 'Issues' are migrated using the account number and cost centre and department on the existing record, even if the cost centre and department are blank. If the accounts do not exist in your Nominal Ledger the process will use the migration default account/cost centre/department.

**When migrating stock items** the account reference for 'Stock', 'Issues' and 'Revenue' are migrated using the account number entered on the stock item record. The cost centre and department for the stock nominal account is obtained from the product group Stock code. The cost centre and department for both 'Issues' and 'Revenue' nominal accounts are obtained from the product group 'Issues' account. If these accounts do not exist the process will use the full account/cost centre/department from the product group.

The product group level 'Revenue' account is populated using the 'Revenue' account from the first item found in that product group.

The 'Accrued Receipts' at both product group and item level are populated with the account reference entered for the migration option and the same cost centre and department as the 'Stock' account on the product group. If this combination does not exist the process will use the full account reference entered for the migration options.

For example, if you entered the following accounts in the migration options:

: Stock	13100		
: Issues	44100	Sal	Std
: Revenue	31100	Sal	Std
: Accrued Receipts	19100		

the following conversions would occur during migration.

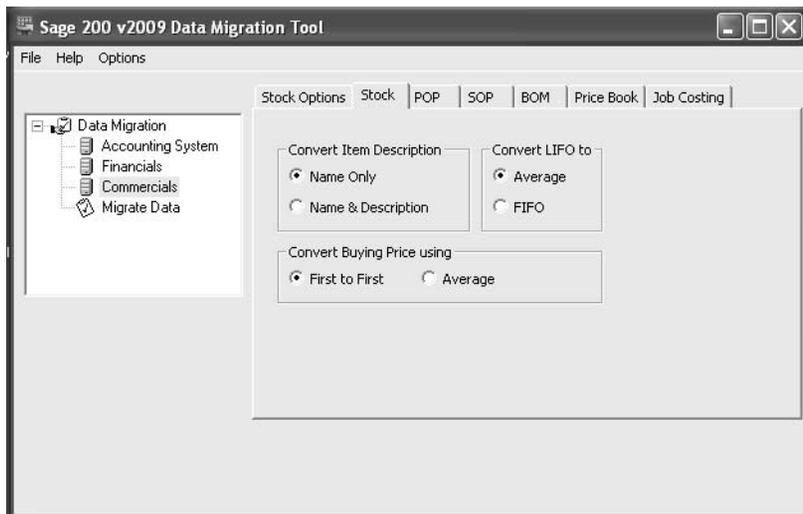
Stock Records	Line 100 Nominal defaults	Sage 200 Nominal defaults after migration			Reason
<b>Product Group - ACCS</b>					
Stock	13100	13100			As existing record (account exists).
Issues	44200 Sal Val	44200	Sal	Val	44200 Sal Val found to exist so copied over.
Revenue	N/A	31100	Sal	Val	As Revenue from first item in group.
Accrued Receipts	N/A	19100			Account as migration option above, CC/DP as Stock.
<b>Item - ACS/Blender</b>					
Stock	14200	14200			CC/DP as Product Group
Issues	44300	44200	Sal	Val	44300 Sal Val found not to exist so replaced with Issues from the product group.
Revenue	31100	31100	Sal	Val	CC/DP as product group Issues account.
Accrued Receipts	N/A	19100			As product group.

Item ACS/Toaster					
Stock	14300	13100			14300 found not to exist so replaced with Stock from the product group.
Issues	44200	44200	Sal	Val	CC/DP as product group Issues.
Revenue	31200	31200	Sal	Val	CC/DP as product group Issues.
Accrued Receipts	N/A	19100			As product group.

**Note:** When the cost centre and department on the 'Stock' account is left blank it is usually associated with a SOP setting that requires the cost centre and department set on the customer record to be used for postings generated as a result of order entry. Otherwise postings to the stock account are made to an account 13100/blank/blank. If this is not required then the SOP setting should be set to use the cost centre and department from the stock item and the correct cost centre and department must be entered for the Stock account code on each stock item.

## Stock

The information provided on this tab indicates the stock processing options.



- Choose how you want to convert the item description from Line 100 by selecting the 'Name Only' or 'Name & Description' button.

Line 100 contains two lines for the item description. These are used by some sites as a complete item name. Other sites use the first line as a name and the second as additional information. Sage 200 holds an item name (up to 60 characters) and a description that is unlimited in size.

If you select 'Name Only' both lines of description from Line 100 are migrated into the Sage 200 'Name'. Otherwise, the first line of Line 100 description is migrated into the Sage 200 'Name' and the second line of the Line 100 description is migrated into the Sage 200 'Description'.

**Note:** The option you choose will affect how the item line appears on customer's invoices.

- Choose whether you want to convert 'Last In First Out (LIFO)' to 'Average' or 'FIFO' in Sage 200.  
Sage 200 supports 'First In First Out (FIFO)', 'Standard' and 'Average' costing methods. 'Last In First Out (LIFO)' stock costing method is not supported in Sage 200 as this is no longer a recognised accounting practice.  
If Line 100 has items that use 'LIFO' these must be migrated to either 'Average' or 'FIFO'. This choice must be indicated at migration by selecting the relevant option.
- Choose whether you want to convert your buying price using 'First to First' or 'Average'.

The following information describes the effect the existing and new costing methods as well as the migration options will have on the migration of stock levels to the Sage 200 system.

## Stock Levels

For most costing methods, the Line 100 stock system keeps a record of the last five buying prices invoiced and the level of stock currently held at each price. Migrating standard cost items is straightforward as the items are valued using a standard cost set for each item.

The Line 100 system often records stock as 'No Invoice'. This is calculated when there is a difference between the overall stock level and the total of the stock at each buying price. The difference can be positive or negative. This is assumed to relate to purchase orders where the stock has been received but not invoiced, or purchase returns where stock has been returned but not credited. However, this is often merely the result of manual adjustments to the stock levels.

Sage 200 maintains a direct relationship to such purchase orders and returns and a 'receipt' for each amount of stock of this nature is created by migration with no associated price. So when you migrate the level of stock at each buying price, adjustments may need to be made by the system to allow for stock awaiting completion in Purchase Order Processing.

### Multiple locations are not selected

If multiple locations are not selected in Sage 200 then for items currently using 'FIFO' or 'Average' costing and 'LIFO' items where the migration option has been set to 'Average', stock levels will be migrated with no changes. The system takes the first buying price and makes that the earliest price in Sage 200. For example:

Line 100 System Setup		
Stock Level	Buying Price Number:	Buying Price
10	1	£20
20	2	£19
30	3	£18
30	4	£21
10	5	£22

Sage 200 System Setup		
Earliest First	Buying Price	Stock Level
1	£20	10
2	£19	20
3	£18	30
4	£21	30
5	£22	10

For items using 'LIFO' where migration to 'FIFO' is selected, the system makes the last buying price from the Line 100 system the earliest buying price in Sage 200. For example:

Line 100 System Setup		
Stock Level	Buying Price Number:	Buying Price
10	1	£20
20	2	£19
30	3	£18
30	4	£21
10	5	£22

Sage 200 System Setup		
Earliest First	Buying Price	Stock Level
1	£22	10
2	£21	30
3	£18	30
4	£19	20
5	£20	10

**Multiple locations are selected**

Multiple locations add a level of complexity. Line 100 does not know how much stock, at which buying price, is located in which depot/bin. However, Sage 200 can keep a record not only of which locations have which stock but also what price was charged for specific items.

When migrating data there is insufficient information available to set up these relationships with total accuracy. Therefore there are two methods of migrating the data:

- Method 1 - Allocating first to first
- Method 2 - Using average price

The impact of each method is explained in the following sections. Either method may require some manual correction to be carried out after migration.

**Method 1 - Allocating first to first**

The first to first method is applied to all items that currently have costing method 'Average' or 'FIFO' and items that are to be migrated from 'LIFO' to 'Average' costing.

The migration uses the existing order of the buying prices and the depot/bin names held in Line 100. Stock from the buying prices is applied to the depot/bins in logical order until the stock level for each depot/bin is satisfied.

For example where the setup before migration is:

Line 100 System Setup		
Locations		Stock Levels
Depot	Bin	
AST	No bin	20
DFR	RED	20
DFR	BLUE	25
STY	GREY	15
STY	RED	10

Line 100 System Setup		
Buying Prices	Quantity	Value
£20	10	200
£19	20	380
£18	30	540
£21	30	630
0	0	0
Total	90	1750

After migration the setup is:

Sage 200 System after migration				
Locations		Stock Levels	Buying Prices	Value
W/H	Bin			
AST	Unspecified	10	£20	200
AST	Unspecified	10	£19	190
DFR	RED	10	£19	190
DFR	RED	10	£18	180
DFR	BLUE	20	£18	360
DFR	BLUE	5	£21	105
STY	GREY	15	£21	315
STY	RED	10	£21	210
	Total	90		1750

Corrections can be made using stock transfers after migration.

If you have chosen to migrate 'LIFO' items to 'FIFO' a similar migration method is used. This involves taking the last buying price first and allocating it to the first location. The prices are applied in order, working up to the first buying price. In this case, the setup after migration is:

AST	Unspecified	20	£21	420
DFR	RED	10	£21	210
DFR	RED	10	£18	180
DFR	BLUE	20	£18	360
DFR	BLUE	5	£19	95
STY	GREY	15	£19	285
STY	RED	10	£20	200
				1750

### Method 2 - Using Average price

The Average price method is applied to all items with costing methods 'FIFO', 'Average' and 'LIFO' (regardless of whether these are to be migrated to 'FIFO' or 'Average').

This method adds all items at different buying prices and calculates an average price. The average price is calculated by taking each buying price (with a stock level of more than zero) and multiplying it by the number of items at that price. The totals are then added together to give the total stock value. The total stock value is then divided by the total number of items to give an average price for each item. In this example the average price is £19.44 (£1750 divided by 90). The system will then allocate the stock to Sage 200 locations using the average price.

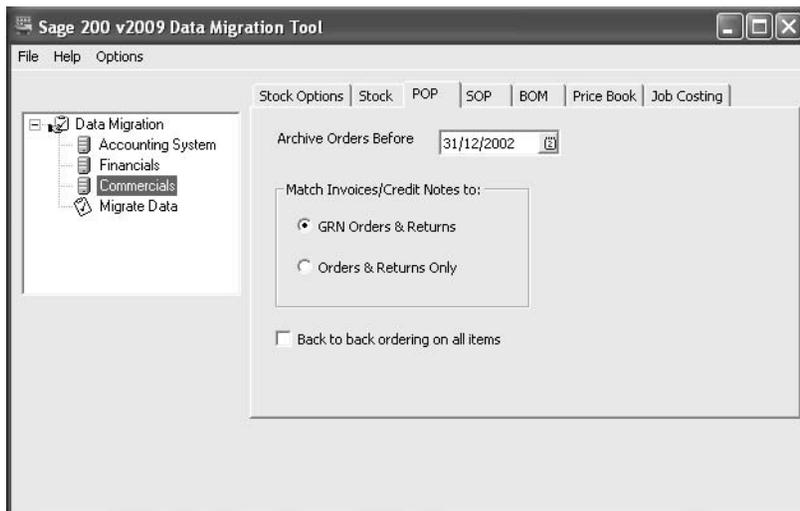
Using this method will inevitably result in some rounding differences with the total value of stock items. The rounding differences will need to be posted to the Nominal Ledger. The overall value may be higher or lower than your current stock value. The postings generated by the rounding differences are made to the item's stock nominal account and the nominal default Stock Write Off account.

Sage 200 System after migration				
Locations		Stock Levels	Buying Prices	Value
W/H	Bin			
AST	Unspecified	20	£19.44	388.80
DFR	RED	20	£19.44	388.80
DFR	BLUE	25	£19.44	486.00
STY	GREY	15	£19.44	291.60
STY	RED	10	£19.44	194.40
	Total	90		1749.60
				Difference - 40p

**Note:** Negative stock does cause problems when the system tries to assess the cost price of the actual stock items on hand. The migration process has to assume that any negative stock is associated with one of the buying prices. A notional buying price is applied to the items before the stock is distributed as described above.

## Purchase Order Processing (POP)

The 'POP' tab is used to specify which Line 100 POP data you want to migrate into the current Sage 200 files, how you want to match invoices and credit notes to orders in Sage 200 and if you want back to back ordering on all items.



- Enter the 'Archive Orders Before' date.  
 This will control which data is migrated into the current files and which is migrated into the Purchase Order Processing Order history files. Completed orders dated before this date are put into the history file. All incomplete orders and completed orders after this date are put into the current file.  
**Note:** Keeping the size of the current files under control is recommended because this affects the system's on-line speed of response.
- Indicate whether you want to 'Match Invoices/Credit Notes to' 'GRN Orders & Returns' or 'Orders & Returns Only'.  
 When invoices are received in Sage 200 they can be matched to the Order, or to both the Order and the Goods Received Note. For more information see the *Sage Sage 200 Purchase Order Processing* documentation for a full description of '2 way' or '3 way' matching to decide which process you would like to follow, then indicate your choice using this migration option.  
**Note:** This cannot be changed after migration.
- Select the 'Back to back ordering on all items' check box if you want back to back ordering in Line 100 to be switched on in Sage 200 for every eligible item.  
 If you select the option, then for all stock items where a preferred supplier is indicated, the 'From supplier via stock' fulfilment method (back-to-back facility) will be selected in the

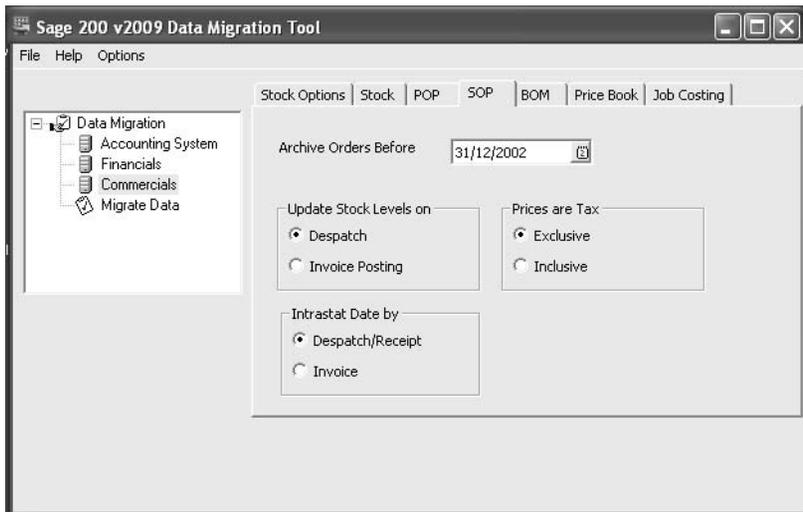
SOP Fulfilment Method settings. If there is no preferred supplier then this facility will not be active for that stock item.

If the check box is not selected, then all stock items will use the default fulfilment method of 'From stock'. You may of course amend the settings in Sage 200 Sales Order Purchasing after migration, for selected items.

**Note:** If the 'From supplier via stock' fulfilment method is selected and 'live' sales orders, exist when you use 'Generate Orders' in Sage 200 v5.xx, purchase orders are generated for all stock items required for the 'live' sales orders. Some of these may already have been ordered on a purchase order using Line 100. There is no way to determine this. It is your responsibility to check the generated purchase orders to ensure that duplication does not occur.

## Sales Order Processing (SOP)

The 'SOP' tab is used to specify which Line 100 SOP data you want to migrate into the current Sage 200 files, how you want to update stock levels and whether or not prices are inclusive or exclusive.



- Enter the 'Archive Orders Before' date.
 

The 'Archive Orders Before' date will control which data is migrated into the current files and which is migrated into the Sales Order Processing Order history files. Completed orders dated before this date are put into the history file. All incomplete orders and completed orders after this date are put into the current file.

**Note:** Abandoned and cancelled orders are not migrated from Line 100 to Sage 200. For orders that are already fully posted and in the Line 100 history file, the migration process creates records in the SOP Order file with a status of 'Completed'. There will be no associated invoice/despatch records created for them in Sage 200 even though they are in fact fully despatched and invoiced in Line 100.

**Note:** Keeping the size of the current files under control is recommended because this affects the system's on-line speed of response.
- Indicate whether you want to 'Update Stock Levels on' 'Despatch' or 'Invoice Posting'.
 

Sage 200 has a setting which indicates whether the stock system should be updated for sales orders as they are despatched or when the invoice is posted. Line 100 always updates stock as the invoice is posted. By default this is set to update stock on goods despatch in Sage 200.

**Note:** This cannot be changed after migration if there are live orders on the system.

- Indicate whether 'Prices are Tax' 'Exclusive' or 'Inclusive'.

Sage 200 only allows you to enter orders that are either tax exclusive or tax inclusive. Line 100 allowed both.

If you currently have the SOP setting in Line 100 to use both, you must choose the tax method you want to use for processing orders in Sage 200. If orders are found in Line 100 that are tax exclusive and you have chosen to use inclusive or vice versa the order values are amended accordingly during migration which might lead to rounding differences. Any orders changed in this way through the migration process will be reported in the migration 'Log'.

**Note:** You cannot change this setting once orders are on Sage 200 after migration.

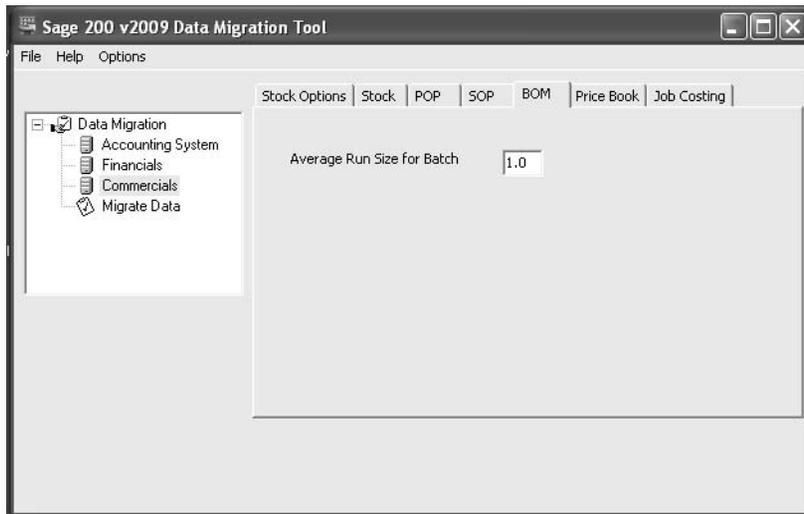
The values on live orders should be checked manually after migration before further processing.

- Indicate whether the 'Intrastat Date by' is 'Despatch/Receipt' or 'Invoice'.

## Bill of Materials (BOM)

Within the Sage Sage 200 Bill of Materials module, you can indicate the number of finished items that would normally be built in one batch. For more information see your *Sage 200 Bill of Materials* documentation. This migration option allows the field in Sage Bill of Materials to be populated for all migrated BOMs. This can be changed after migration.

- If BOM data is to be migrated, use the 'BOM' tab to indicate the 'Average Run Size for Batch'.



## Price Book

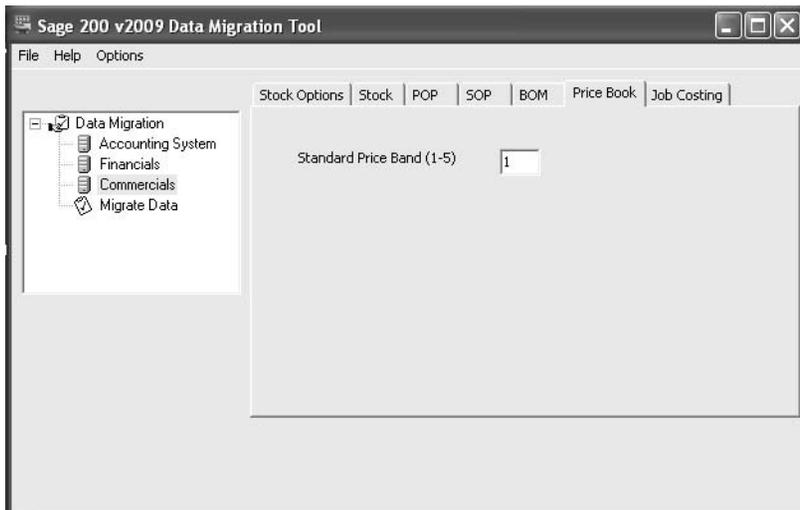
The concept of the price band does not exist in Line 100. However, each stock item has up to five selling prices associated with it. In the Sage 200 system the standard price band must always exist and must have a price set for each item (even if that price is zero). To ensure as many standard prices as possible are populated, you must indicate the selling price in the item records you want to use for the standard price band. You must choose one of the selling prices from 1 to 5 for the migration options.

If you choose selling price '1' to be the standard price band the migration sets the price within this band to that in selling price '1' in Line 100 for each stock item. Even if the price in the item record is zero, the zero value will be used to populate the price in the price band.

The remaining four selling prices are used to create four additional price bands. The name of these bands will match the relevant selling price used to create it. For example the price band named 'Price Band 3' will contain the prices from selling price 3 on the stock items. If a specific item does not have anything set up in the relevant selling price, the price in the price band is set to 'link to standard'. This means that the equivalent item price in the standard price band would always be used.

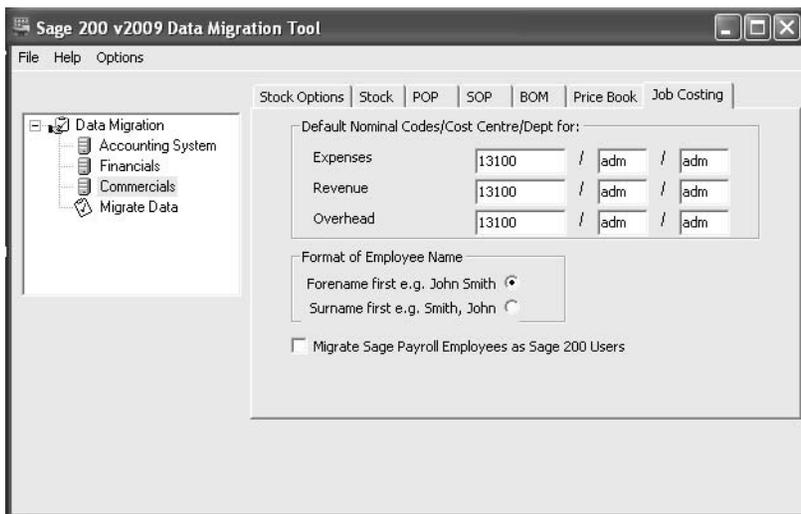
When linking customers to price bands the default selling price set for each account in the Sales Ledger is used. For example, if a customer has default selling price 5 then they would be linked to the price band created from selling price 5. If nothing is set for the customer by default, they are linked to the standard price band.

- Use the 'Price Book' tab to select the 'Standard Price Band'.



## Job Costing

The Job Costing tab is used to set up the nominal codes, cost centres and department information for Expenses, Revenues and Overheads. These defaults don't exist in Line 100 so you must set them up here. You can also use this tab to specify the format for employee names and choose whether you want to re-import Sage Payroll employees or migrate them across.



## Employee Name Formats

- In Line 100, employee names are stored in a single field, so they may be stored in formats such as 'Forename<space>Surname' or 'Surname<space>Initials'. In Sage 200, names are stored in two fields.

Use the 'Format of Employee Name' options to choose whether the surname is presented first or last when the information is separated into two fields in the migrated data.

## Importing or Migrating Sage Payroll Employee Details

If you have imported employee information into Sage Line 100 from Sage Payroll, you have two options pre and post migration.

- You have the option to migrate across the Sage Payroll employee details that already exist in Line 100. This option does not attempt to create the employees post migration but sets them up as Sage 200 Human Resources Entries. To do this, **select** the check box.
- Alternatively, immediately **after** completing a migration from Line 100 to Sage 200, you can import the latest details for Sage Payroll employees from the Sage Payroll program into

Sage 200. This requires no migration of Line 100 Sage Payroll imported employees.  
To do this, **clear** the check box.

# Migration Options Check List

## Accounting System Options

### Data to convert

- Financials Data
- BOM Data
- Commercials Data
- Project Costing Data

### Audit Trail

- Archive Audit Trail to File (CSV)

Audit Trail Path .....

### VAT Return

Date VAT Return last produced .....

Date VAT Return next due .....

### Currencies

- Indicate your euro currency.

Make a note of your currency ISO Codes to enter during migration.

## Financials Options

### Financial periods

Financial Year End Date .....  
Number of Periods .....

## Commercials: Stock Options

### Transaction history

Archive Transactions Before: .....

### Nominal accounts

Default Stock Nominal Code .....  
Default Issues Nominal Code .....  
Default Revenue Nominal Code .....  
Default Accrued Receipts Nominal Code .....

### Conversion options

Convert Item Description  Name Only  
 Name & Description  
Convert LIFO to  Average  
 FIFO  
Convert Buying Price Using  First to First  
 Average

## Commercials: Purchase Order Processing Options

### Order History

Archive Orders Before .....

### Invoicing/Credit Note Matching

- Match Invoices/Credit Notes to
- GRN Orders & Returns
  - Orders & Returns Only

### Back to Back Orders

- Back to back ordering on all items

### Commercials: Sales Order Processing Options

#### Order History

Archive Orders Before .....

#### Stock Levels

- Update Stock Levels on
- Despatch
  - Invoice Posting

#### Prices

- Prices are Tax
- Exclusive
  - Inclusive

### Commercials: BOM Options

#### BOM

Average Run Size for Batch .....

## Commercials: Price Book Options

### Price Band

Standard Price Band (1-5) .....

## Special Data Processing

It is possible for Line 100 data to have become corrupt. This may have been due to the use of FDFEDFIL or other tools that write to the database directly, circumventing the system functionality.

In Sage 200, data integrity of the database must be maintained at all times. Therefore the conversion process has to use special processing rules to ensure corrupt and missing data cannot cause problems in Sage 200 after migration.

The situations that have been recognised and catered for are detailed below. All will cause an event to be logged.

Problem	Product group has no valid unit of measure.
Resolution	Create an Each Unit.
Problem	Stock item has no valid tax code.
Resolution	Link to the first non-zero rate tax code found.
Problem	Stock item has no valid product group.
Resolution	Create a product group with the name 'Migration'.
Problem	Stock item has no valid depot.
Resolution	Create a warehouse with the name 'Migration' and the bin 'Unspecified'.
Problem	Stock item has no valid stock and/or base unit.

Resolution	Create an Each unit for the stock item.
Problem	SOP order has no valid customer.
Resolution	Ignore - do not migrate.
Problem	POP Order has no valid supplier.
Resolution	Ignore - do not migrate.
Problem	SOP/POP order line has no valid stock item.
Resolution	Ignore - do not migrate. Adjust order totals accordingly.
Problem	SOP/POP order line has no valid tax code.
Resolution	Use the tax code on the associated stock item.
Problem	SOP/POP order line has no valid depot.
Resolution	Use any depot that is linked to the stock item.
Problem	SOP order line has no valid selling price unit.
Resolution	Find the stock unit for the item and use that.

In addition, it has been found that data could sometimes cause duplicate indexes in the Sage 200 system when these are not allowed. The migration will either make the index unique by adding //1 onto the particular field that causes the duplication (usually a name field). Or in some circumstances the duplicate record will be ignored completely. Either way an error should be logged in the migration 'Log' for reporting on after migration.

If any of these special rules have been used during the migration you must check the output and if necessary correct the data manually.

## Running the Migration Process

For procedural information about the migration process, please see *Running Migration* on page 159.

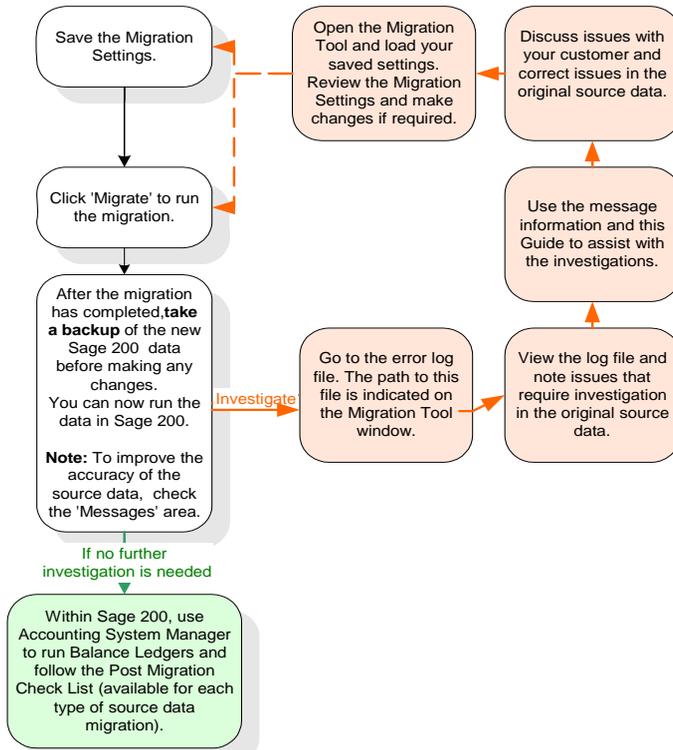
## After Migration

Once you have a migrated data set, the process becomes iterative. Each iteration involves you working with your customer to confirm and agree that the migrated data is accurate and any issues have been addressed to provide a suitable platform from which processing in Sage 200 v5.xx can continue.

If you and your customer are not happy with the migrated data and want to migrate it again, perhaps after amending your source data and/or choosing different options, then run the migration process again. This will overwrite the database set up by the previous migration process.

The following diagram indicates the type of process you might choose to follow once you have saved the migration settings and are ready to start running the migration.

**Note:** Please be aware that large data sets will take time to migrate.



Migration is a complex process and the new data structures are very different. This makes it difficult to verify the output manually. As the process diagram shows, we recommend that you do as many manual checks as you can using the Post Migration Checklists for the specific product you have migrated to Sage 200 v5.xx. You must check the key reports produced after migration with those produced beforehand.

To work through the Post Migration Check List for Line 100 source data after completing the migration, see *Post migration check list on page 120*.

### Post migration check list

These tasks should be performed after migration has completed. For more information on any of the tasks see your individual Sage 200 module documentation.

- ❑ **Important!** TAKE A BACK UP of the data immediately after migration and before making any changes. Keep this for at least one year.

- ❑ Use Accounting System Manager > System Utilities > Balance Ledgers for Financials and Commercials.

These routines find any imbalances in the financial ledgers and validate Stock data and SOP and POP orders.

You may find that rounding errors are reported in SOP and POP. This is due to the migration process. Selecting 'Validate, report and correct anomalies' in 'Balance Ledgers' will resolve these issues.

Investigate any other errors by comparing the data before migration with that after migration.

- ❑ After migration, please check the following key reports (marked with an asterisk) to make sure the information is the same. This list also identifies the Sage 200 reports that are equivalent to those in Line 100.
- ❑ Check migration 'Log' in Sage 200 and note any special processing resolutions performed. Make adjustments to the data output in Sage 200, if required. For example, you may want to amend the tax codes for items that did not have a valid tax code in Line 100.

For more information, see *Special Data Processing* on page 117.

- ❑ Perform any tasks required after migration from the Migration Defaults Descriptions. For example, you may want to amend the nominal postings on SOP orders in Sage 200 in order to take advantage of the greater flexibility for nominal postings in Sage 200 than in Line 100.

**Important!** Do not perform the following tasks without reading the relevant section of this *Guide* and without having performed any required corresponding pre-migration task.

- Amend sales order allocations, if required.
- Reallocate stock to order lines, if required.
- Assign any unassigned batch/serial number items.
- Allocate SOP order lines for batch/serial number items.
- Amend traceable stock items with 'negative' levels in Line 100 from '0' in Sage 200 after migration, if required.
- Identify and map the bin number for the SOP orders awaiting despatch and the POP orders awaiting invoice, if using multiple locations.
- Amend the customer's discount for the product group and/or stock item from that of their own record instead of the default discount assigned during migration.
- Delete or consolidate customer discount groups.
- Amend foreign currency prices and price bands.
- Amend the setting 'Use same costcentre and department as the supplier account' in Purchase Order Processing, if required.
- Run automatic allocation to re-allocate any unassigned batch/serial number items.
- Change the SOP settings relating to printing of batch/serial numbers if required.
- Change the Stock setting, 'Allow duplicate numbers' following migration if you do not want to allow duplicate numbers in Sage 200.
- Change nominal postings settings to take advantage of greater flexibility in Sage 200.
- If you have retained a copy of your old Line 100 system, this can still be used to re-print the invoices, otherwise contact Sage Technical Support if you need to use the Line 100 SKO to re-print invoices following migration.
- Check the foreign currency orders after migration before further processing.
- Check user permissions in Sage 200 match those that were set up in Line 100.
- Delete batch items allowing sales only from a single batch from the BOMs or remove the 'sales from a single batch' option from the stock item.

For more information, see *Pre-migration Information on page 72*.

- ❑ Perform any tasks required after migration from the Migration Options Descriptions. For example, you may want to check live orders have the correct tax inclusive/exclusive setting and value before further processing.

**Important!** Do not perform the following tasks without reading the relevant section of this *Guide*.

- Amend stock levels using stock transfers, if you use multiple locations.

**Note:** Line 100 stores reorder levels for an item. The Sage 200 system stores these per warehouse for an item. The conversion sets the stock levels at each warehouse to the same levels as the items in the preconversion system. This may need changing after the conversion.

For more information, see *Migration Options Descriptions on page 89*.

Check the Stock settings are as you require.

Check the SOP settings are as you require.

Check the POP settings are as you require.

- ❑ Check through product groups and stock items to make any required changes to the nominal codes chosen by migration.

Set up addresses for each warehouse, if using multiple locations as this data does not exist in Line 100. POP orders can use the warehouse address as the delivery address. These need to be populated manually.

Set up more stock write off categories, if required.

Check item period balances. On migration, the 'Last Period Sales' information is set to Year-to-date sales from the pre-migrated system. Purchases information does not exist. These figures are left blank during migration. The balances for 'This Period' are set to 0 and the period start date is set to the date of migration. This means sales and purchases from the migration date forwards are accumulated into 'This Period'.

- ❑ Check and amend prices in prices bands and all discounts and discount groups set up by migration. The migration will have set up five price bands even if you did not use five selling prices in Line 100. These cannot be deleted. You can rename them and use them for your own price bands, if you want.

Re-allocate all Bill of Materials that you unallocated prior to migration (see *Pre-migration Tasks Check List on page 67*).

- Produce the following key Sage 200 reports for comparison with the Line 100 reports you produced before migration:

Line 100 reports	Sage 200 reports	Use criteria
Stock Valuation Report	Stock Valuation Report	
Free Stock Report	Stock Levels Report by Warehouse	
Customer Orders report	SOP Sales Orders (Detailed) report	Order/Return Type between Sales Orders and Sales Returns  Order/Return Status between Live and On Hold
List All Orders report	POP Orders and Returns (Detailed) report	Order/Return Type = All  Document Status between Live and On Hold
Trial Balance	Trial Balance	
Balance Sheet	Balance Sheet	
Profit and Loss	Profit and Loss	
Aged Debtors	Aged Debtors	
Aged Creditors	Aged Creditors	

Now check the key Job Costing reports against the Project Accounting reports to make sure the information is the same.

<p><b>Header Maintenance Reports</b> Contract Header Report Employee Report</p>	<p><b>Reports/Setup</b> Timesheet/Resource Summary</p>
<p><b>Transaction Analysis</b> Cost Summary</p>	<p><b>Project Enquiries</b> Cost Transaction and Revenue Transaction</p>
<p><b>Work in Progress Reports</b> Profitability Report</p>	<p><b>Project Enquiries</b> Profitability Analysis</p>

- Note that migrated Cash Book transactions relating to standing order and direct debits will not be displayed in the enquiry screen. This is because the link between the transaction and the Standing Order/Direct Debit that created it, does not exist in the source data. As further transactions are generated by the Standing Order/Direct Debit in Sage 200 v5.xx, the link will be created and the transactions will be displayed in the enquiry screen.
- Important!** BACK UP THE DATA - a backup should be taken immediately after migration, and also after all the above tasks have been completed and you begin daily processing in Sage 200.



# Chapter 5

## Migrating from MMS v1.0 - v2.3

This chapter describes how to prepare MMS v2.3 or earlier data for migration to Sage 200 v5.xx. It describes what happens to the data during the migration process and the migration options you need to specify during the process. It also lists the tasks that you need to perform after migration.

You can migrate the following MMS data:

- Financials only
- Financials and Commercials
- Financials, Commercials and BOM

This chapter does not describe running the Data Migration Tool. For more information on running the Data Migration Tool, see *Chapter 7, Running Migration*.

### In this chapter:

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# Preparing MMS Data for Migration

## Prerequisites

Before you begin you must ensure that:

- ✓ Sage MMS data is at MMS v2.3 or earlier.
- ✓ Sage MMS system is the standard system.

The MMS system must not have been customised in any way. This means that the position, length or format of the fields and/or using the fields to contain data other than the normal system usage.

**Note:** Additional fields may have been added to the standard system but these will be ignored during migration and so this data will be lost during migration.

## Pre-migration Tasks Check List

These tasks must be completed before you migrate the source data.

- Run the following routines in MMS before starting migration in order to ensure that data is as ready as possible.
  - Balance Ledgers for all financial ledgers.
  - Balance Ledgers for Stock, SOP and POP.

**Note:** If there are any errors you must correct them before proceeding. Contact Sage Technical Support if you need help with this.

- Ensure that there is no 'Suggested Payments' file in the Purchase Ledger.
- Ensure that all sales and purchase batches are updated to the ledgers, or deleted.
- Ensure that all sales, purchase and cashbook pending transactions are updated to the ledgers.
- Ensure that all VAT transactions are reconciled.
- Month numbers must be the same for the four financial ledgers (Sales, Purchase, Nominal, Cash Book) so run month ends on Cash Book, Sales, Purchase and Nominal Ledgers just prior to migration.

**Important!** Do not enter any transactions after the month end has been run before migrating.

- If consolidation is in use then all amounts must be consolidated just prior to migration.

**Note:** If the balance on any account does not agree with the consolidated amount the migration will fail and give an error message.

- ❑ Run the following MMS reports:

Stock Valuation Report

Stock Levels Report

SOP Orders and Returns

POP Orders and Returns

Trial Balance

Balance Sheet

Profit and Loss

Aged Debtors

Aged Creditors

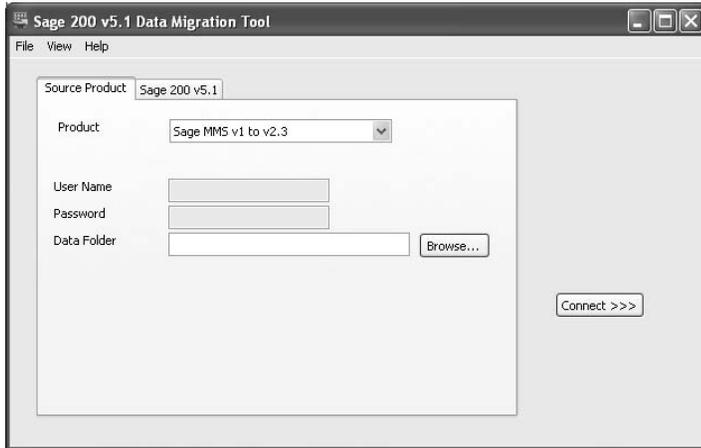
- ❑ **BACK UP THE DATA** after all the above tasks have been completed, immediately before migration.

Without this pre-migration backup it will be very difficult for full support to be provided by Sage Technical Support.

## Set Up Connection

Before migration, you need to set up the database connection by completing information on the 'Source Product' and 'Sage 200 v5.xx' tabs.

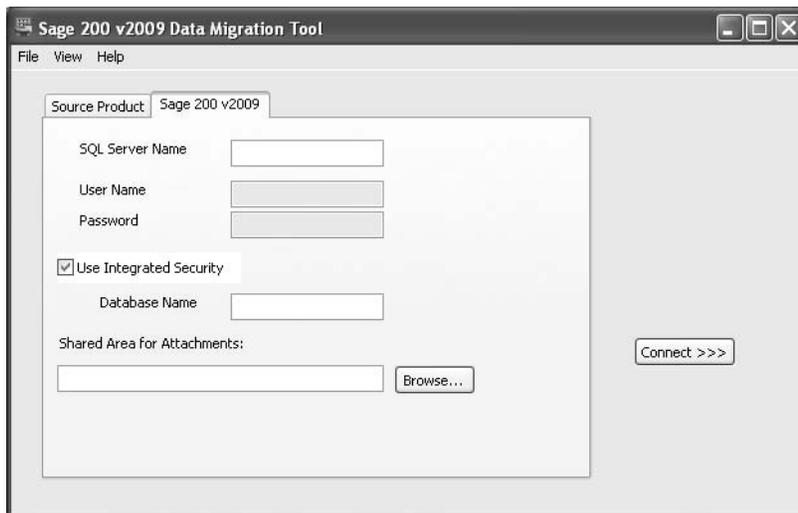
### Source Product



**Note:** You do not have to provide a 'User Name' or 'Password' for Line 100 migrations.

- Select the 'Product' you want to migrate data from.
- Enter the location of the data set, or click 'Browse' to select it.
- For example, if the data was held in c:\program files\sage\mms, you would enter that path.
- Once you have identified to the Data Migration Tool where the information to be migrated is held and the product that it is coming from, you must specify the 'Sage 200 v5.xx' information.

## Sage 200 v5.xx



- Specify the 'SQL Server Name' for the new Sage 200 v5.xx company after migration. For example, MAINSERVER.
- Depending on whether or not you are using integrated security within SQL server or mixed mode security, you will need to enter the following:

Mixed Mode Security	Clear the 'Use Integrated Security' check box and enter the 'User Name' and 'Password' to access the data in the migrated company.
Integrated Security	Select the 'Use Integrated Security' check box.

- Enter the 'Database Name' which identifies the name of the Sage 200 v5.xx company to the Data Migration Tool. For example, MIGRATED COMPANY 1.
- Enter the location of the 'Shared Area for Attachments', the area where any attachments in your data will be placed, or click 'Browse' to select it.  
For example, if the shared area was c:\shared, you would enter that path.

### Connect

- Once you have entered the setup information for the connection, click 'Connect' to connect to the databases and proceed to enter the migration options.

## Pre-migration Information

Although MMS data cannot be changed during the migration process, it is possible in some cases, to work with the MMS data prior to migration, or the Sage 200 v5.xx data post migration to achieve what you want.

Before getting started, consider the following sections whilst setting up your migration process. These describe the areas where you can work with this data before and after migration.

**Historical Data**                      To ensure the migration is as efficient as possible it is important to reduce historical data to a minimum. Loading large amounts of history may affect access speed. This is a good opportunity to re-evaluate exactly how much historical data is required.

**Financials Modules**                Analysis Codes  
Control Accounts

## Migration Defaults Descriptions: Financials Modules

### Analysis Codes

In earlier versions of MMS, analysis codes were set up in two stages. The headings and titles were set up first, followed by a separate list of values.

Analysis Headings	Analysis code	Analysis Name
Area	NE	North East
Salesperson	SW	South West
	Fred	Fred Smith
	John	John Green
	Ann	Ann Brown

There was no relationship between these so, for example, it was possible to choose the 'Area' heading but use the code 'John'.

Sage 200 v5.xx offers much better control by ensuring that the code values are associated directly with the relevant heading. The system also requires a name (up to 30 characters) for the values rather than a code and a name.

When migrating this data, the Data Migration Tool is unable to establish which values belong to which heading. All values are therefore associated with all headings. The Data Migration Tool

only migrates the code into the new name field as these need to reflect the codes already applied to pre-migration data:

<b>Analysis Heading</b>	<b>Analysis Value</b>
Area	NE
Area	SW
Area	Fred
Area	John
Area	Ann
Salesperson	NE
Salesperson	SW
Salesperson	Fred
Salesperson	John
Salesperson	Ann

After migration, you should delete values that do not belong to particular headings. At this stage you may also want to amend the codes to reflect the original names. If you do change the codes to names, you must remember that existing orders will still contain the old code. These can be updated using SQL script, an example of which can be obtained from Sage Technical Support.

### Control Accounts

In earlier versions of MMS, the default nominal accounts for the Balance Sheet could have Cost Centres and Departments specified.

In Sage 200 v5.xx, control accounts only have the main account number specified. If you use cost centre breakdown, the CC/DP is selected from your customers, suppliers, stock items and so on, depending on the options you have set.

When migrating the default accounts, only the Account Number with a blank Cost Centre and Department is specified. If 'Use Cost Centre breakdown for balance sheet postings' is not selected, the Account-blank CC-blank DP combination must exist in your Chart of Accounts, otherwise transactions will start posting to suspense. If the Data Migration Tool finds that a nominal account of the required combination does not exist, it will create it.

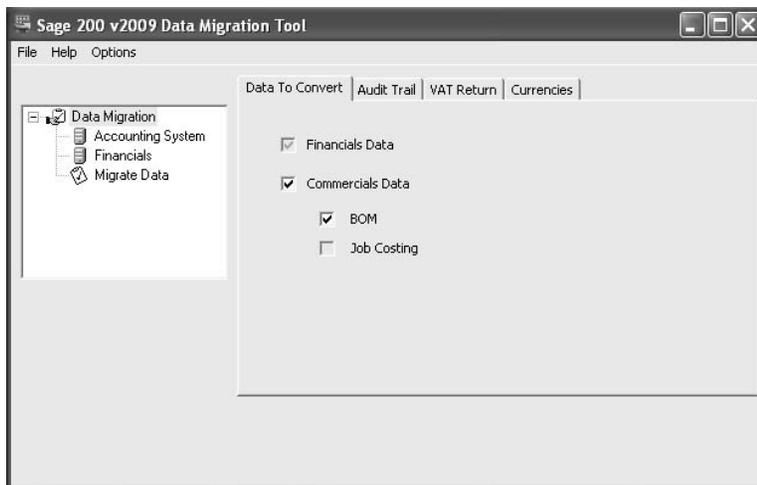
## Migration Options Descriptions: Accounting System

Four tabs of information must be provided:

- Data to convert
- Audit Trail
- VAT Return
- Currencies

### Data to convert

This information indicates the data you want to migrate.

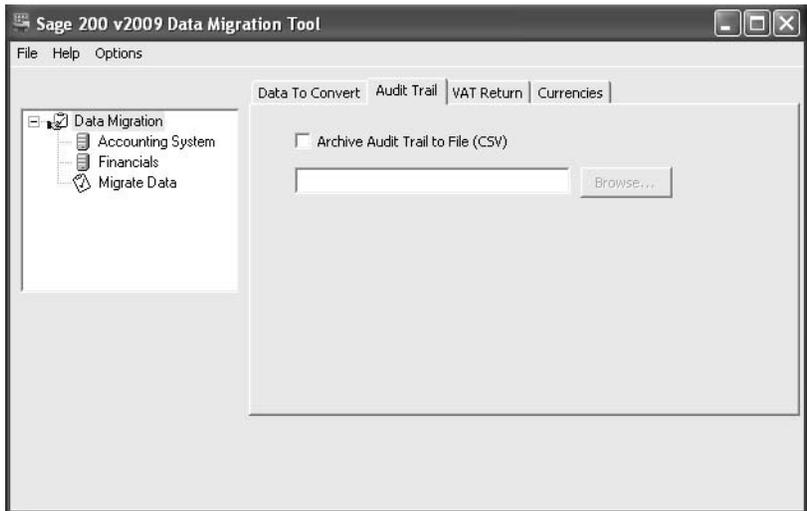


- On the 'Data To Convert' tab, indicate the data you want to migrate. In Sage 200, 'Financials Data' is always converted but you can choose whether or not to migrate 'Commercials Data' and whether or not this includes 'BOM' data.

**Note:** You cannot migrate 'Project Costing' data.

## Audit Trail

Audit Trail records cannot be migrated into Sage 200 v5.xx as the data is not available to fully populate the v5.xx audit trail records. This option is provided so you can output audit transactions to a CSV file if you required.

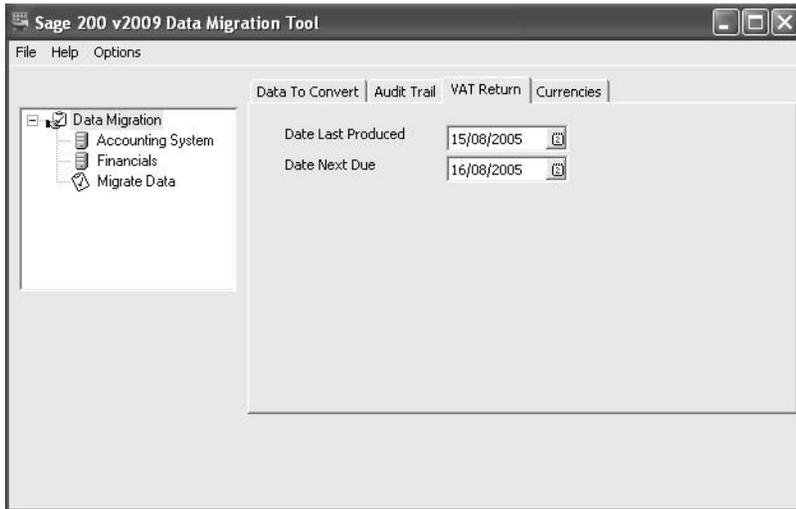


- Select the 'Archive Audit Trail to File (CSV)' check box if you want to save audit trail records to a CSV file. If you do not choose this option, all audit trail records will be ignored.
- Enter the path of the CSV file, or click 'Browse' to select the path.

**Note:** Ensure that there is sufficient disk space available.

## VAT Return

This information is required in order to place VAT transactions into the correct VAT period within Sage 200.

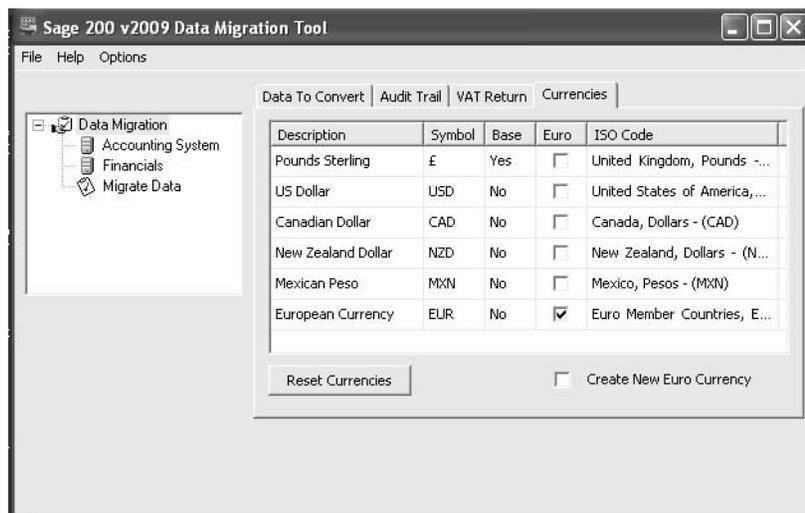


- On the 'VAT Return' tab, indicate the 'Date Last Produced' and the 'Date Next Due', to indicate when the last 'VAT Return' was run in MMS and when the next one would be due.
- All transactions that have already been reported on a 'VAT Return' will go into the period ending with the date of your last 'VAT Return'.
- Transactions not already reported will be put into the current or future VAT period according to the transaction date.

**Note:** The current VAT period will have an end date as the due date of your next 'VAT Return'.

## Currencies

Within Sage 200 the euro currency is handled differently to other currencies. For this reason the Migration process will list the currencies set up in your MMS system. You must indicate which of your currencies is the euro and also enter the correct ISO code against each of your currencies.



- On the 'Currencies' tab, indicate the 'Euro' currency and the 'ISO Code' for currencies.  
**Note:** The Data Migration Tool cannot do this automatically because the abbreviation you have chosen before in Sage 200 may not be recognised.
- If you do not have a 'Euro' currency before migration then select the 'Create New Euro Currency' check box. This will create a 'Euro' currency for you as it is necessary for there to be one for migration to take place.

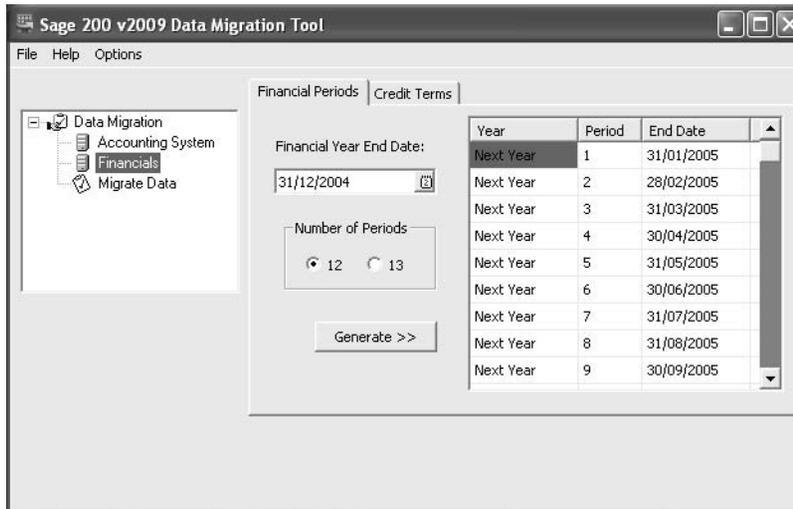
## Migration Options Descriptions: Financials Options

One tab of information must be provided:

- Financial Periods

### Financial Periods

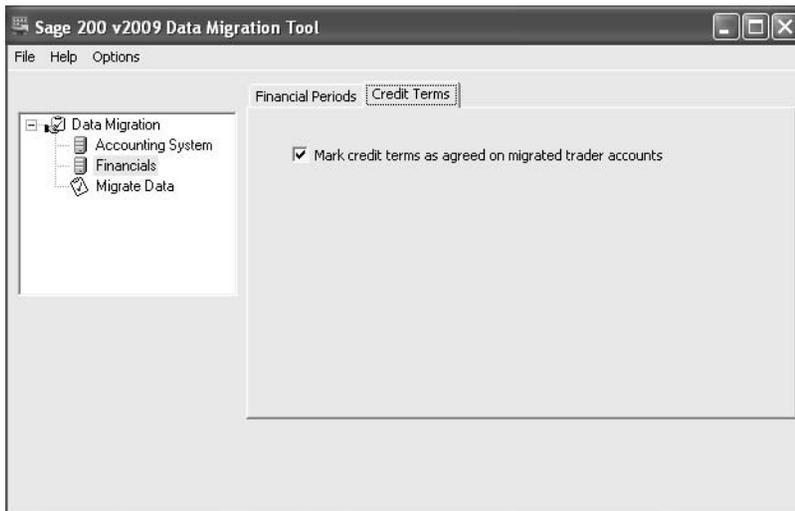
This information is needed to set up the correct financial periods in Sage 200.



- On the 'Financial Periods' tab, enter the 'Financial Year End Date' that is used in MMS and the 'Number of Periods' used in the financial year, that is, whether 12 or 13 period accounting is used.
- Click 'Generate' and the period end dates for the following year are created automatically. You can then change these in this window, if required, by editing the dates in the 'End Date' column.

## Credit Terms

Select the 'Mark credit terms...' check box to set up the default value of the 'terms agreed' field for sales and purchase accounts. It also enables you to decide what the value will be for all the migrated accounts.



## Migration Options Check List

### Accounting System Options

#### Audit Trail

- Archive Audit Trail to File (CSV)

Audit Trail Path .....

#### VAT Return

Date VAT Return last produced .....

Date VAT Return next due .....

#### Currencies

- Indicate your euro currency.

Make a note of your currency ISO Codes to enter during migration.

## Financials Options

### Financial periods

Financial Year End Date .....  
Number of Periods .....

## Running the Migration Process

For procedural information about the migration process, please see *Running Migration* on page 159.

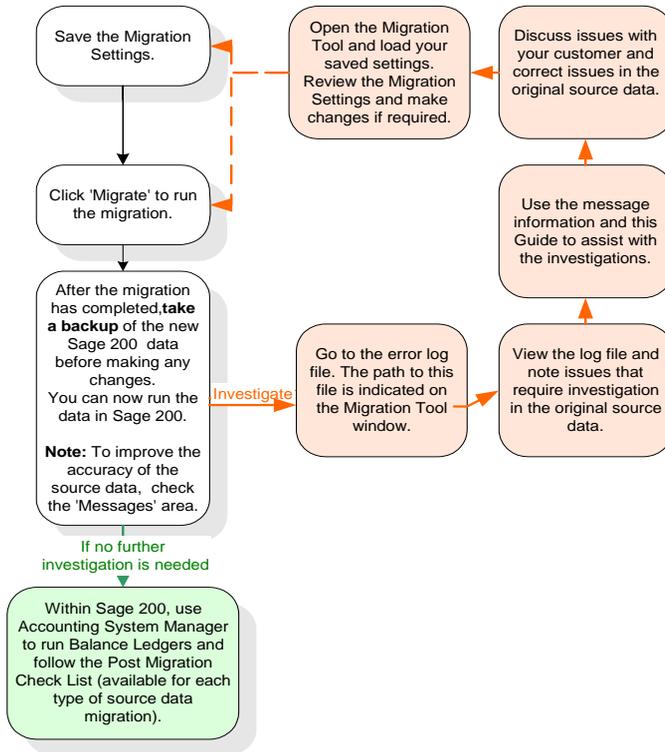
## After Migration

Once you have a migrated data set, the process becomes iterative. Each iteration involves you working with your customer to confirm and agree that the migrated data is accurate and any issues have been addressed to provide a suitable platform from which processing in Sage 200 v5.xx can continue.

If you and your customer are not happy with the migrated data and want to migrate it again, perhaps after amending your source data and/or choosing different options, then run the migration process again. This will overwrite the database set up by the previous migration process.

The following diagram indicates the type of process you might choose to follow once you have saved the migration settings and are ready to start running the migration.

**Note:** Please be aware that large data sets will take time to migrate.



Migration is a complex process and the new data structures are very different. This makes it difficult to verify the output manually. As the process diagram shows, we recommend that you do as many manual checks as you can using the Post Migration Checklists for the specific product you have migrated to Sage 200 v5.xx. You must check the key reports produced after migration with those produced beforehand.

To work through the Post Migration Check List for MMS source data after completing the migration, see *Post migration check list on page 145*.

## Post migration check list

These tasks should be performed after migration has completed. For more information on any of the tasks see your individual Sage 200 module documentation.

- Important!** TAKE A BACK UP of the data immediately after migration and before making any changes. Keep this for at least one year.

- Use Accounting System Manager > System Utilities > Balance Ledgers for Financials and Commercials.

These routines find any imbalances in the financial ledgers and validate Stock data and SOP and POP orders.

You may find that rounding errors are reported in SOP and POP. This is due to the migration process. Selecting 'Validate, report and correct anomalies' in 'Balance Ledgers' will resolve these issues.

Investigate any other errors by comparing the data before migration with that after migration.

- Re-open accounting periods, if required (see *Pre-migration Tasks Check List on page 129*).
- Produce the following Sage 200 v5.xx reports for comparison with the MMS reports you produced before migration:

Stock Valuation Report

Stock Levels Report

SOP Orders and Returns

POP Orders and Returns

Trial Balance

Balance Sheet

Profit and Loss

Aged Debtors

Aged Creditors

- ❑ Note that migrated Cash Book transactions relating to standing order and direct debits will not be displayed in the enquiry screen. This is because the link between the transaction and the Standing Order/Direct Debit that created it, does not exist in the source data. As further transactions are generated by the Standing Order/Direct Debit in Sage 200 v5.xx, the link will be created and the transactions will be displayed in the enquiry screen.
- ❑ **BACK UP THE DATA** - a backup should be taken immediately after migration, and also after all the above tasks have been completed and you begin daily processing in Sage 200.

# Chapter 6

## Migrating from Sage 200 BOM

This chapter describes how to prepare Sage 200 BOM data for migration to Sage 200 Manufacturing. It describes what happens to the data during the migration process and the migration options you need to specify during the process. It also lists the tasks that you need to perform after migration.

**Note:** You can migrate Line 100 BOM data or MMS BOM data to Sage 200 Manufacturing following these steps:

1. Migrate Line 100 data or MMS data to Sage 200 (see *Migrating from Line 100 v7.2 (or Later) on page 65* or *Migrating from MMS v1.0 - v2.3 on page 127*).
2. Migrate Sage 200 BOM data to Sage 200 Manufacturing data (described in this chapter.)

This chapter does not describe running the Data Migration Tool. For more information on running the Data Migration Tool see *Chapter 7, Running Migration*.

### In this chapter:

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Pre-migration Tasks Check List.....	149
Set Up Connection .....	150
During Migration .....	152
Migration Options Descriptions: Sage 200 BOM.....	153
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# Preparing Sage 200 BOM Data for Migration

## Prerequisites

Before you begin you must ensure that:

- ✓ You have no outstanding allocations on your BOM records.

## Pre-migration Tasks Check List

These tasks must be completed before you migrate the source data.

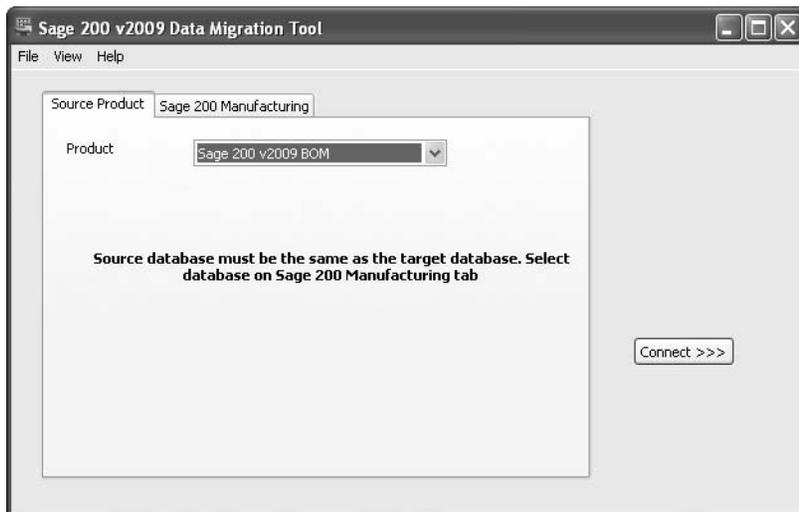
- Complete BOM builds or unallocate BOM allocations.
- BACK UP THE DATA after all the above tasks have been completed, immediately before migration.

Without this pre-migration backup , it will be very difficult for full support to be provided by Sage Technical Support.

## Set Up Connection

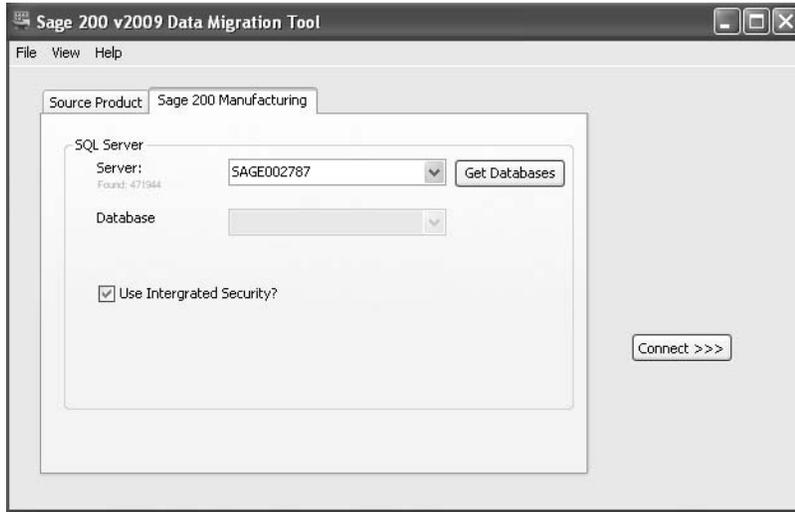
Before migration, you need to set up the database connection by completing information on the 'Source Product' and 'Sage 200 Manufacturing' tabs.

### Source Product



- Select Sage 200 v5 BOM as the 'Product' you want to migrate data from.
- Click the 'Sage 200 Manufacturing' tab.

## Sage 200 Manufacturing



- Enter the 'SQL Server Name' for the new Sage 200 Manufacturing company after migration or select from the drop-down list. For example, MainServer.  
**Note:** 'Refresh' repopulates the list of available servers.
- Click 'Get Databases'.
- Select the 'Database Name' from the drop-down list, which identifies the name of the Sage 200 Manufacturing company to the Data Migration Tool. For example, DemoData.
- Depending on whether or not you are using integrated security within SQL server or mixed mode security, you will need to enter the following:

Mixed Mode Security      Clear the 'Use Integrated Security' check box and enter the 'User Name' and 'Password' to access the data in the migrated company.

Integrated Security      Select the 'Use Integrated Security' check box.

### Connect

- Once you have entered the setup information for the connection, click 'Connect' to connect to the databases and proceed to enter the migration options.

## During Migration

Consider the following sections whilst setting up your migration process. These describe the areas where you can work with this data before and after migration.

BOM Version Control	If you use version control in Sage 200 BOM then this is automatically set up for you in Sage 200 Manufacturing by the migration process.
Default Settings	Default settings are set up automatically during the migration process.
BOM Costs	<p>Within Sage 200 BOM, costs are set up as rate per a variety of units of measure. Within Sage 200 Manufacturing, costs are set up as a rate per hour.</p> <p>Costs can be migrated from Sage 200 BOM to Sage 200 Manufacturing. During the migration process you must enter the number of hours each unit of measure represents. All rates set up in Sage 200 BOM are recalculated in Sage 200 Manufacturing using the multiple number of hours you enter in the right hand column.</p> <p>Maintenance of costs migrated in this way will not be easy in future. Sage recommends that you do not migrate the costs. In this case set up labour and machines anew within Sage 200 Manufacturing once migration is complete so that you can easily maintain costs in future.</p>

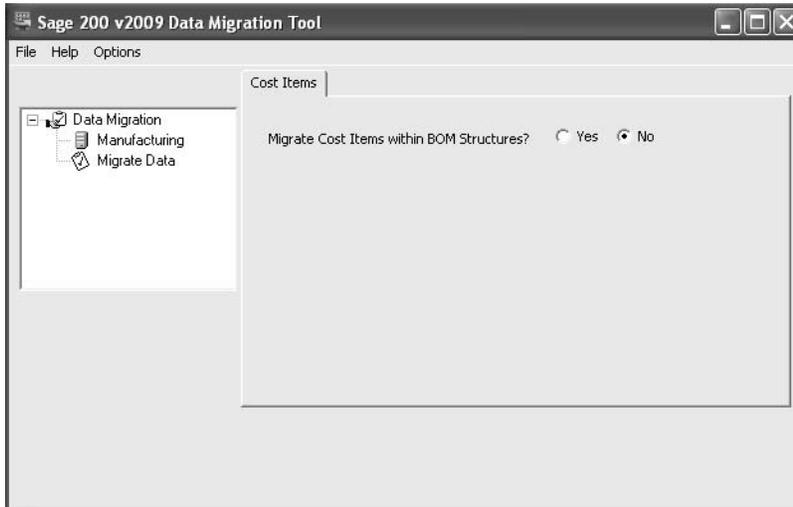
## Migration Options Descriptions: Sage 200 BOM

One tab of information must be provided:

- Cost Items

### Cost Items

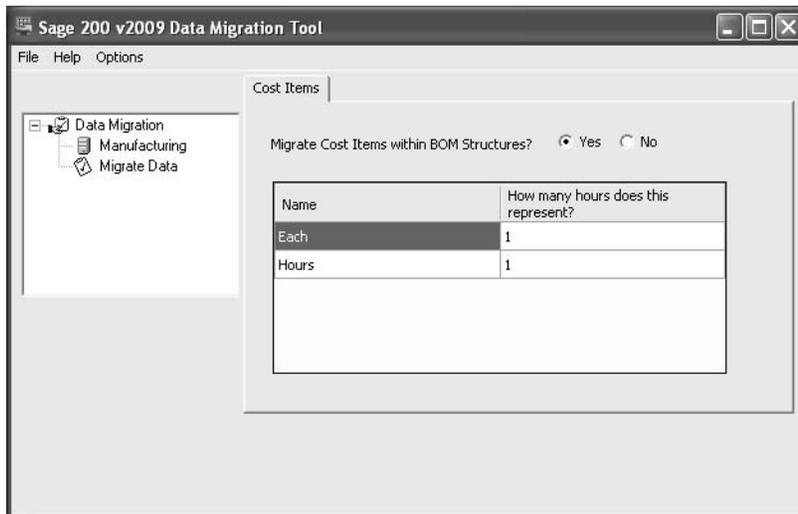
This information indicates whether you want to migrate cost items and, if so, lets you enter a number of hours to represent the Sage 200 BOM unit of measure in Sage 200 Manufacturing.



- On the 'Cost Items' tab, indicate whether you want to migrate cost items within BOM Structures.

**Note: Sage recommends that you choose 'No' and set up your labour and machines anew once you have migrated the data. This will make future maintenance of the costs easier.**

- If you choose to migrate cost items within BOM structures, you will need to enter a number of hours for each unit that exists in Sage 200 BOM.



- Each unit of measure in Sage 200 BOM is listed in the left hand column. In the right hand column you need to enter the number of hours this unit will represent in Sage 200 Manufacturing. During migration all rates set up in Sage 200 BOM are recalculated using the multiple number of hours you enter in the right hand column. If the unit is a half day in Sage 200 BOM, you must enter the number of hours this would equate to within Sage 200 Manufacturing, for example, 3.5 hours if a day was 7 hours a day in Sage 200 BOM.

**Note:** The rate of hours per day will differ from company to company but you should ensure that the number of hours in the Sage 200 Manufacturing company is equivalent to those in the source company in Sage 200 BOM. This is not the right place to decide that actually it would better to work an 8 hour day and so make half a day in Sage 200 Manufacturing be 4 hours. The target should match the source.

## Migration Options Check List

### Sage 200 BOM Options

#### Costs

Migrate Cost Items within BOM Structures?

Yes

No

If Yes, how many hours does this unit of measure represent?

Each

Hour

## Running the Migration Process

For procedural information about the migration process, please see *Run Migration on page 163*.

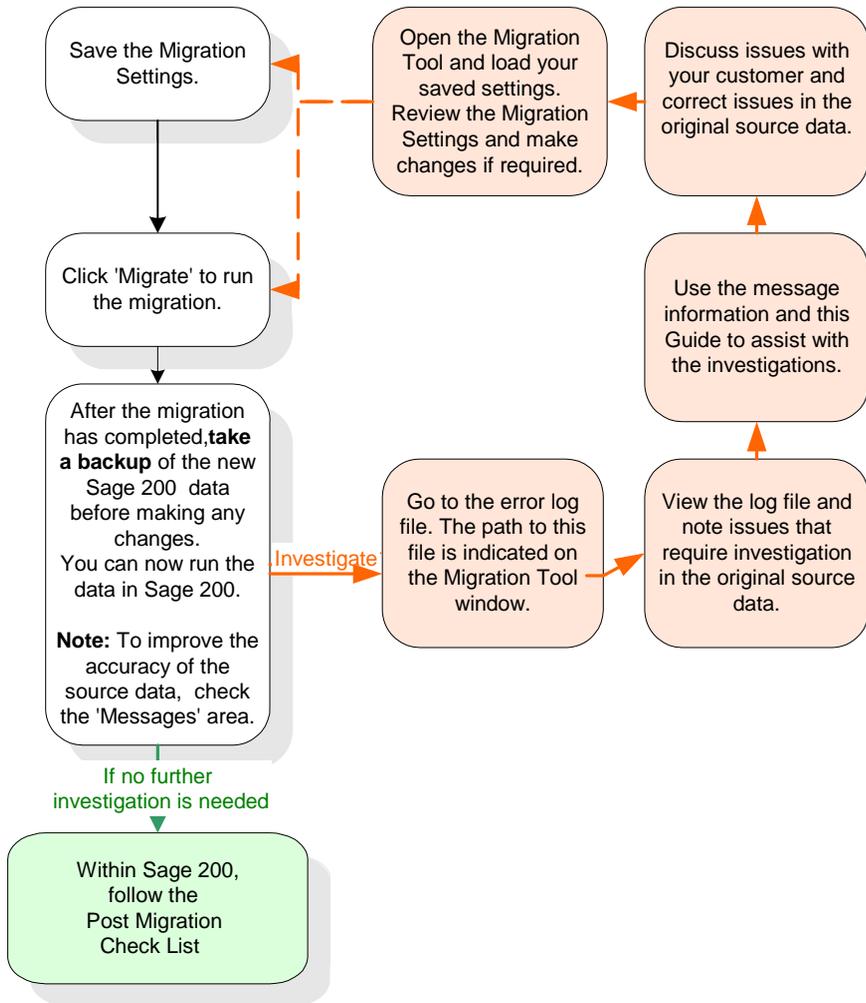
## After Migration

Once you have a migrated data set, the data needs to be checked. This is to provide a suitable platform from which processing in Sage 200 Manufacturing can continue.

You may decide after amending the source data and/or choosing different options to migrate the data again. Rerunning the migration process will overwrite the database set up by the previous migration process.

The following diagram indicates the type of process you might choose to follow once you have saved the migration settings and are ready to start running the migration.

**Note:** Please be aware that large data sets will take time to migrate.



Migration is a complex process and the new data structures are very different. This makes it difficult to verify the output manually. As the process diagram shows, we recommend that you do as many manual checks as you can using the Post Migration Checklists for the specific product you have migrated to Sage 200 Manufacturing. You must check the key reports produced after migration with those produced beforehand.

To work through the Post Migration Check List for Sage 200 BOM source data after completing the migration, see *Post migration check list on page 158*.

### Post migration check list

These tasks should be performed after migration has completed. For more information on any of the tasks see your individual Sage 200 module documentation.

- Important!** TAKE A BACK UP OF THE DATA immediately after migration and before making any changes. Keep this for at least one year.
- Amend Sage 200 Manufacturing default settings as required.
- If you chose to migrate cost items within the BOM structures, check the labour and machine costs now and ensure that they are what you would expect. If you chose not to migrate cost items within the BOM Structures, you must now set up your labour and machine costs in Sage 200 Manufacturing.
- BACK UP THE DATA - a backup should be taken immediately after migration, and also after all the above tasks have been completed and you begin daily processing in Sage 200.

# Chapter 7

## Running Migration

This chapter provides an overview of what you need to do to run the migration process.

*What to Do Before You Begin on page 175*

**In this chapter:**

- Before You Begin ..... 160
- Migration Options ..... 161
- Migration Settings..... 162
- Run Migration ..... 163
- After Migration ..... 166

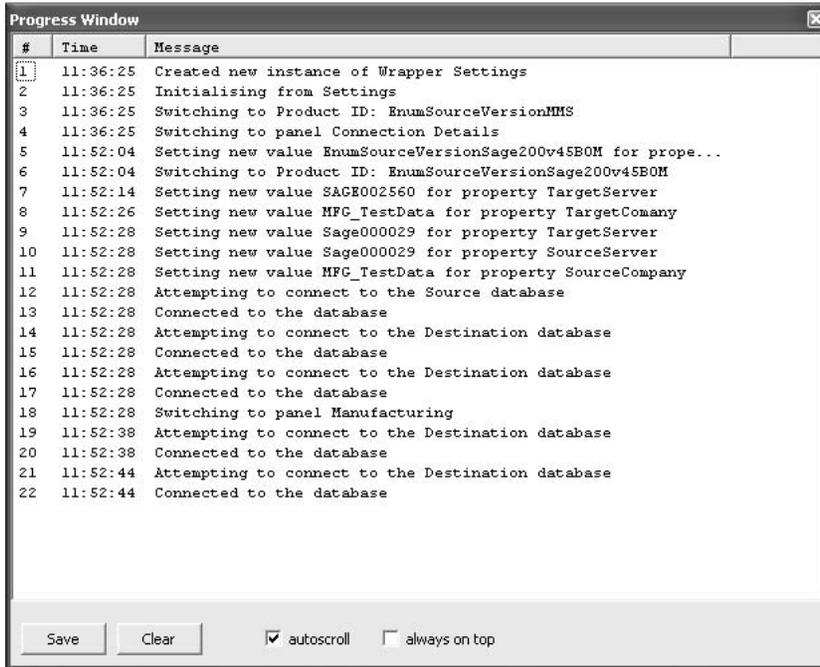
## Before You Begin ...

You must have:

- ✓ Ensured all users have logged out of the source data.
- ✓ Ensured all pre-migration tasks have been completed and the data is ready to be migrated.
- ✓ Taken a backup of the source data.
- ✓ Opened the Data Migration Tool.
- ✓ Set up your migration option settings.

## Migration Options

A progress window is displayed automatically when you connect to enter migration settings. This window provides you with a real-time progress report. Autoscroll is switched on automatically. This means that as you progress through the migration the display will scroll automatically to show the current action in the migration process.



You can save the progress report at any point. You can clear the report and a new one will begin from the next point of action. You can switch autoscroll off if you want and you can choose to display the window always on top or not.

You can also choose to show the display or to switch it off.

### To toggle progress display

- Choose File > Options and click on 'Show Progress'. If the display is currently off, the progress window will appear. If the display is currently on, the progress window will disappear.

## Migration Settings

Entering and saving migration settings is done using the File menu in the Data Migration Tool. It is useful to set up and save migration settings during your trial run of the migration process.

### To enter migration settings

- Enter the migration settings using the forms provided. For more information about how to enter information on these forms, refer to the *Sage 200 Operations* documentation.

### To save and open migration settings or start afresh

- You can save migration settings to open for use at a later time. You can save migration settings under a different name and you can clear previously entered migration settings and start again.

**Note:** You will most commonly want to save changes to settings when working with your customer to repeat migrations as you fine tune the final migrated data set.

You do these things by means of the File menu using the following options:

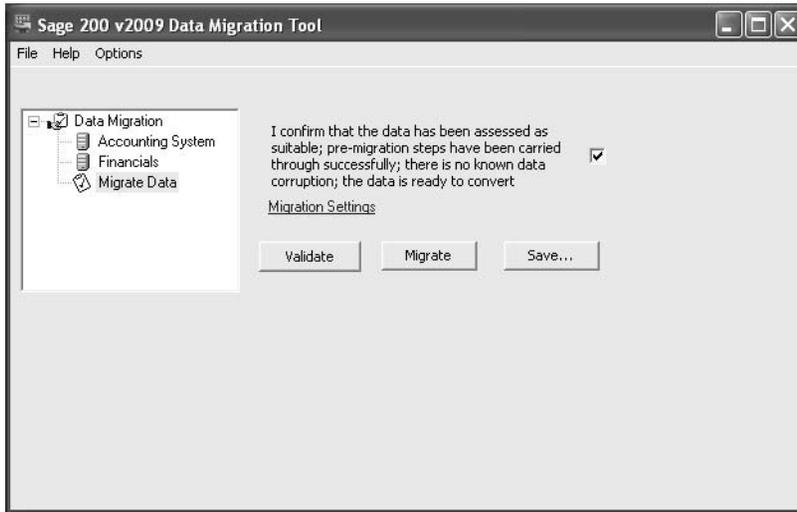
File	New	Enter a new set of migration settings.
	Open	Open an existing set of migration settings.
	Save	Save the migration settings entered with an .SDM (Migration Settings) extension.
	Save as	Save the migration settings entered with an .SDM (Migration Settings) extension with a new file name.

## Run Migration

**Note:** Ensure that you have the correct migration settings open.

### To migrate data

1. Click 'Migrate'. The 'Confirmation Statement' appears.



2. To test the settings are valid before migrating, click 'Validate'.

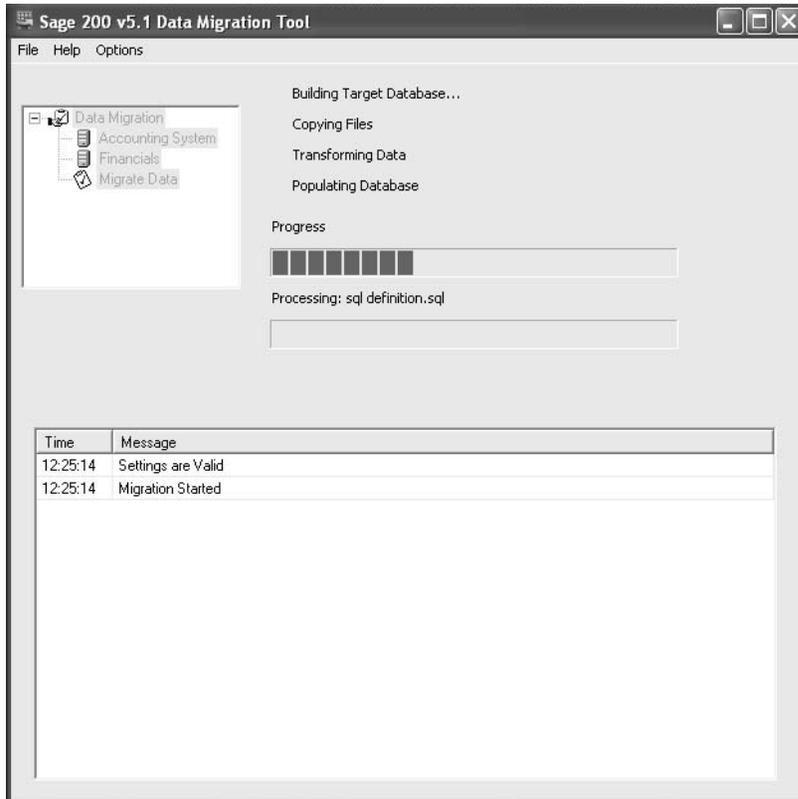
A 'Log' displays notes on events that will occur during migration with the option selection chosen.

Information notes	Advisory information about the migration options in force.
-------------------	--

Expected exceptions	Advising a LIFO product group has been migrated to Average or FIFO, for example.
---------------------	--

If the settings are valid a message is provided to that effect.

3. To migrate the data, click 'Migrate'. The migration process is started.

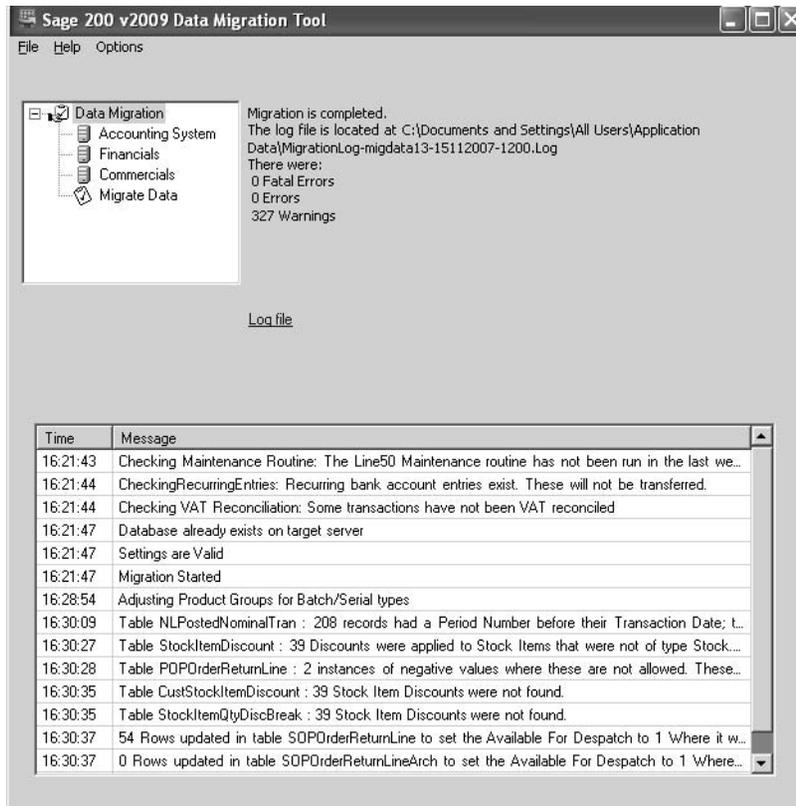


The time taken for the migration process depends on the following:

- The processing power of the PC on which the Data Migration Tool is running.
- Whether the data being read or written is on the PC or a connected network drive.
- The different types of data being migrated.
- The volume of data in the source files (number of accounts, stock items, sales orders and so on).

**Note:** It is best to run the process overnight if there is a large amount of data to migrate.

4. As the migration progresses, messages are displayed to let you know what is happening during the migration process.



The messages are found in the log reports which are saved, during migration, to the application data directory as the <migration source database name> .log. Two log reports are generated; one for general migration information and the other for errors.

**Hint:** You can open the error log in Notepad, which enables you to use the 'Edit' and 'Find' facilities to track down issues more quickly. For example, you could type in 'Error' to track these first.

Error messages also generally exceed the standard screen width when viewing the log. When scrolling down the list, you can move the horizontal scroll bar over to the far right of the log and scroll down. This will quickly identify the text lines that extend beyond the usual 100 characters.

## After Migration

**Important!** As soon as the migration has completed, take a backup of the migrated data before making any manual changes to this data.

Once you have a migrated data set, the process becomes iterative. Each iteration involves you working with your customer to confirm and agree that the migrated data is accurate and any issues have been addressed to provide a suitable platform from which processing in Sage 200 v5.xx can continue.

If you and your customer are not happy with the migrated data and want to migrate it again, perhaps after amending your source data and/or choosing different options, then run the migration process again. This will overwrite the database set up by the previous migration process.

Migration is a complex process and the new data structures are very different. This makes it difficult to verify the output manually. As the process diagram shows, we recommend that you do as many manual checks as you can using the Post Migration Checklists for the specific product you have migrated to Sage 200 v5.xx. You must check the key reports produced after migration with those produced beforehand.

It is essential that you work through the individual source data Post Migration Check Lists available at the end of each of the sections in this documentation after completing the migration.

- For Line 50 source data migration, see *Post migration check list on page 38*.
- For Sage Line 50 Manufacturing source data migration, see *Post migration check list on page 64*
- For Line 100 v7.2- 8.5 source data migration, see *Post migration check list on page 120*.
- For MMS v1.0 - 2.3 source data, see *Post migration check list on page 145*.
- For Sage 200 BOM source data migration, see *Post migration check list on page 158*.

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