

Finance System Data Migration

Process Design Document

Introduction

The Finance system data migration process is designed to move finance and accounts data from an online system with limited APIs to a new system. The process includes the necessary steps to ensure that the accounts are balanced, as required by the new system, and the data is formatted to align with the new system's data requirements. This document will outline the specific steps and procedures that will be followed during the migration process, including data mapping, validation, and testing, to ensure a smooth and successful transition of data to the new system.

Objective

The objective of this process automation is linked to the project business case and is mainly intended to:

- Provide reliable data in the correct format for import to the new system.
- Reduce human error when balancing finance accounts.
- Speed up the migration process.
- Provide accurate balancing of accounts.

'As is' process description.

Overview

- Process name: Finance System Data Migration
- Process Description: Create account data imports from an online system where APIs are limited.
- Process volume: 25 accounts to be processed. Each account has 4 years of transactions.
- # Of FTEs supporting this activity: 5
- Level of exception rate: Expected to be low.
- Input data: List of Accounts - Excel Spreadsheet

- Output data: CSV required for the data import process.

Applications used in the process.

- Online ERP System
- New Hosted ERP System

Scope

In scope

- Download accounts data from Online ERP
- Balance accounts data for each account
- Reformat data in accordance with the business rules for the new system
- Create data file for upload to new system.

Out of Scope

- Data import into new system as this requires validation by the finance controller.

Business Rule Matrix

The Business Rule Matrix serves as a comprehensive catalog that enumerates the specific data formats applicable to each respective system, with the primary objective of facilitating smooth and effective data conversion processes.

Rule	Online ERP System	Hosted ERP System
Date format	MMddy	ddMMyyyy
Account Name	Online System Account Code	New System Account Code
Product	Online System Product Code	New Produce Code
Transaction Credit/Debit Format	\$0.00	0.00
Tax/GST	\$0.00	0.00