Veco Administration Guides –

Eurolink Migration

Introduction

A data migration procedure is available for those customers who are using the "Eurolink (32-bit FoxPro)" software version 200804 (Build 000) or later. Customers who wish to migrate their data to "Veco" must first upgrade to this version or later.

Data Migrated from Eurolink to Veco

The following data is transferred from "Eurolink" to "Veco":

Eurolink Details	Equivalent Details in "Veco"
User Names	Staff
Offices	Offices
Chart of Accounts	Chart of Accounts
Bank Accounts	Chart of Accounts (Bank Type)
Landlords	Owner Group & Owner Contacts
Landlords Tax Details	Owner Contact Tax Details
Landlord Additional Phone Numbers	Owner Communications
Landlords Accountant Details	General Contact linked to Owner Contacts
Landlords Mortgage Company	General Contact linked to Owner Contacts
Landlords Solicitor	General Contact linked to Owner Contacts
Landlord Recurring Charges (Fixed)	Tenancy PLI Scheduled Charges (Fixed)
Landlord Recurring Charges (Percentage)	Tenancy PLI Scheduled Charges (Percentage)
Landlord Diary (Only future items)	Owner Group Calendar
Landlord Important Notes	Owner Group Important Notes
Landlord Notes	Owner Group Notes
Property (All, including Archived)	Property
Property Marketing (including photos)	Property Marketing Details
Property Policies	Property Insurance Policies
Property Preferred Suppliers	Property Suppliers & Utilities
Property Works Orders	Property Works Orders
Property Diary	Property Calendar
Property Important Notes	Property Important Notes
Property Notes	Property Notes
Tenants (Not Archived)	Tenancy & Tenant Contacts
Tenants Additional Phone Numbers	Tenant Contact Communications
Tenants Employer	General Contact linked to Tenant Contacts
Tenants Guarantor	General Contact linked to Tenant Contacts
Tenants Reference	General Contact linked to Tenant Contacts
Tenants Previous addresses	Tenant Contact previous addresses
Tenant Diary	Tenancy Calendar
Tenant TDS Details	Tenancy TDS Details
Tenant Fees (from Fees Forecast screen)	Tenancy Agreed Fees
Tenant Recurring Charges (ie Rent)	Tenancy SLI Scheduled Charges (with remaining schedule)
Tenant Important Notes	Tenant Important Notes
Tenant Notes	Tenant Notes
Suppliers	Supplier Contacts
Supplier Additional Phone Numbers	Supplier Contact Communications
Supplier Diary	Supplier Contact Calendar
Supplier Important Notes	Supplier Important Notes

Supplier Notes	Supplier Notes
Applicant Details (with basic requirements, not areas)	Applicant Contacts
Applicant Additional Phone Numbers	Applicant Contact Communications
Applicant Important Notes	Applicant Contact Important Notes
Contacts	General Contacts
Contacts Notes	General Contacts Notes
Mailing Details	General Contacts
Mailing Notes	General Contact Notes
<u>Transactions</u>	
The following Opening Balances are created….	
Landlord Bank Balances	Owner Group Opening Bank Balances
Tenant Bank Balances	Tenancy Opening Bank Balances
Tenant Deposit Balances	Tenancy Opening Deposit Balances
Also the following individual transactions…	
Tenant Arrears (ie Unpaid Rent, Unallocated Receipts)	Individual SLI(or SLP) transactions

Migrating Landlords

In Eurolink, if a landlord consists of separate individual owners they can be entered as two separate names in the fields:

Title 1, Initials 1, Surname 1
Title 2, Initials 2, Surname 2

In this case, the migration process will create two separate Veco Owner contacts, and associate both owners with the same Owner Group with either a 50%/50% ownership split, or a 100%/0% split. Which way to make this split can be chosen at the time of the migration.

If in Eurolink both names have been entered in the "Name 1" fields, eg:

Title = Mr & Mrs
Initials = J
Surname = Smith

Then, only a single Owner contact will be created in Veco.

Likewise, if in Eurolink a name has been entered as follows:

Title = Mr
Initials = J
Surname = Smith and Miss Jones

The migration process will create a single Owner contacts with the surname "Smith and Miss Jones".

In other words, the migration process cannot create separate Owner contacts in these circumstances.

Migrating Tenancy Names

Due to the many differences between the Eurolink software and Veco the migration process attempts to transfer details in as logical a way as possible. In doing so we assume that information has been entered into Eurolink in a uniform and consist manner. The details below explain the migration process in respect of tenant details.

Main Differences between Eurolink and Veco Tenant Details

Eurolink allows the recording of a single "Tenant" record together with individual "Reference" details. The tenant details effectively represent the tenancy and will list the occupier names for agreement purposes, while the "reference" details represent the names of the individual tenants within the tenancy together with their respective employer, guarantor, referee, and previous addresses, if relevant.

Veco has a main "Tenancy" record to which are attached individual "Tenant Contact" records. Each individual contact will have "Related Contacts" for guarantor, employer, etc, and "Related Addresses" for previous address, forwarding address, etc.

For the most part the migration process transfers Eurolink fields into equivalent Veco fields, but it is import to note the following:

Eurolink Details….	Migrated to Veco as….
Tenant	Tenancy
Tenant Occupiers Name	Tenancy Occupiers Names
Tenant Full Names	Tenancy Occupiers Full Names
Tenant Reference Name	Tenant Contact
Tenant Reference Guarantor	Tenant Related Contact
Tenant Reference Employer	Tenant Related Contact
Tenant Reference Referee	Tenant Related Contact
Tenant Reference Referee	Tenant Related Contact
Tenant Reference Previous Address	Tenant Related Address
Tenant Reference Forwarding Address	Tenant Related Address

The migration process tries to interpret the Eurolink details according to the following rules:

Occupiers Names

The names in the Eurolink Tenant "Occupiers Name" field are separated out into individual tenant names.

Each individual name is translated into a Veco Tenant Contact and attached to the Veco Tenancy.

As Eurolink does not have separate fields for title, first name and surname, these are interpreted as best as possible.

Examples:

Eurolink		Veco		
Occupiers Names		**Title**	**First Name**	**Surname**
Mr John Smith	Becomes a single contact	Mr	John	Smith
John Smith	Becomes a single contact		John	Smith
Mr J Jones & Miss B Green	Entered on same line, becomes two contacts	Mr Miss	J B	Jones Green
John Smith Miss Beccy Green	Entered on separate lines, becomes two contacts	Miss	John Beccy	Smith Green
Mr A Harrison and Mr Paul Wilson & Derek Johnson	Entered on separate lines, becomes three contacts	Mr Mr	A Paul Derek	Harrison Wilson Johnson

Reference Details

Should reference details be entered into Eurolink these will take priority over the Occupiers Names explained above because they may each have employer, and guarantor details. In these cases, the name entered into the "Tenant Name" field on the Reference Details page of Eurolink will create the Veco Tenant Contact.

The employer, guarantor, referee, and previous addresses will become Veco "Related Contacts" and "Related Addresses".

Even if the Eurolink "Occupiers Names" field consist of two or three names, these are ignored in favour of the Reference Details because it is assumed that there will be separate Reference Details for each of the two or three tenants.

So, an Occupiers Name of…. "Mr John Smith and Mrs Julie Smith" but a single Reference name of…. "J Smith"

will only create a single Veco Tenant Contact: Title=(blank), First Name=J, Surname=Smith

Note in this example that one of the tenants has been ignored because the program has to assume that there will be both sets of Reference Details. The system cannot know that a reference (eg guarantor) of "J Smith" refers to "John" or "Julie", and would not know which contact was missing.

In this example the missing tenant would have to be entered manually into Veco, otherwise the tenancy details are not full and correct.

Veco Tenancy Occupiers Names

As shown in the table above, the Eurolink "Occupiers Names" and "Full Names" are migrated into the Veco fields "Occupiers Names" and "Occupiers Full Names" on the Tenancy Details. This always happens regardless of how the contact details are migrated.

However, natively within Veco these fields are automatically completed from the Veco Tenant Contact names and cannot be entered directly. So, if the Contacts in Veco after migration have a slightly different spelling to the Eurolink "Occupiers Names" field you may find that the Veco "Occupiers Names" field is changed automatically. This is entirely correct because Veco has to assume that the Tenant Contact details are correct regardless of what has been initially migrated into this field.

Updating Veco Contacts

Other than companies, all Veco Contacts are required to have a "Title" (eg Mr, Mrs, Miss, etc). However, migrated details may not have this information depending on how names are entered in Eurolink. Although this will not cause an immediate problem, contact names should be corrected at some point. When contact names are updated it is useful to ensure that the "File As" and "Address Title" fields are also updated because these are used at various points and on information grids.

Also, bear in mind that changing tenant contact details will cause the Tenancy Occupiers Names field to be updated accordingly.

Migration Choices

If reference details have not been entered at all for any particular tenancy then the migration process will create contacts of every tenant named as "Occupiers". However, as mentioned above, if reference details exist for one tenant of a multi-tenant occupancy then they have to exist for every tenant even if it is just a name and no employer or guarantor details.

Where Eurolink details have not been fully completed there are two choices:

1. Ignore all Reference Details and migrate all tenant Occupier Names as separate Veco contacts and manually enter employer, guarantor, and referee details.

2. Migrate any existing employer, guarantor, and referee details, but manually enter any missing tenant occupiers for tenancy where there is more than a single tenant.

Migration Limitations

Any data not mentioned in the previous pages is not migrated to "Veco". In particular, please note the following:

Estate details, including properties, and lessee are <u>NOT</u> migrated. An import facility is available to import static estate, property, freeholder, and lessee details, but no other details or accounts data can be imported and will need to be entered manually. This includes Estate budgets and property apportionment details.

Parameters are <u>NOT</u> migrated and will need to be configured manually.

User security levels are <u>NOT</u> migrated and will need to be configured manually.

 "Bespoke" written reports and statement layouts are <u>NOT</u> migrated.

Landlords and Properties from "EurolinkOnline" are <u>NOT</u> migrated.

Landord and Tenant Bank Name and Address Details are <u>NOT</u> migrated.

Basic Applicant Details from "EurolinkOnline" <u>can be</u> migrated if required by using the "Veco Applicant Import" routine.

"EuroDocs" documents are <u>NOT</u> migrated to "Veco" because there is no equivalent function, however any documents capable of being indexed (ie Word, Excel, E-Mail, PDF) will be accessible from the "Veco Document Finder" facility if the PC/server is configured with Windows Search recognising the old Eurolink EuroDocs folders.

Mail merge letters are <u>NOT</u> migrated. Existing mail merge templates can be imported, but the mail merge fields will need to be removed and re-entered manually.

"TaskCentre" tasks are <u>NOT</u> migrated and will need to be re-written in either "Task Centre" again or in "AutoMate".

Transactions

Landlord Tax Balances are <u>NOT</u> migrated and will need to be entered manually. This is because Eurolink maintains tax balances at Landlord level, whereas Veco maintains a tax balance for each individual landlord owner. These will need to be posted as CBR transactions (Debit=CLIENTBANK, Credit=PROTX)

Outstanding Supplier Invoices (including unpaid fees) are <u>NOT</u> migrated and will need to be entered manually as PLI transactions. This is because invoices in Veco are recorded against individual properties whereas this may not be the case in Eurolink where invoices can be recorded against the landlord only.

Bank Reconciliation

Because the migration process only transfers opening landlord and tenant cash book balances, and does not transfer individual transactions (except for unallocated sales ledger items) - no bank reconciliation balance can be transferred. All opening balances are assumed to be unreconciled, whereby in reality some part of any individual opening balance may be reconciled and part may not.

It is therefore recommended that bank reconciliations be managed as follows:

a. Reconciled as up-to-date as possible on Eurolink prior to the migration.
b. Prepare a printed list of any unreconciled items on Eurolink as at the date of migration.
c. After migration ignore the Opening Balance totals on Veco.
d. After going live on Veco use the Bank Reconciliation process on Veco to tick off (reconcile) any bank statement items that have been entered directly on Veco, but ignore any "Opening Balance" items.
e. Items appearing on the bank statement that have already been entered into Eurolink will appear on the pre-migration printed list. These should be ticked off the list and not processed in Veco.
f. Once all items have been ticked off the printed list, the final reconciled Eurolink cash book balance will equal the opening balances migrated to Veco. At this time, tick off the Opening Balance totals on Veco.

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