

Data Migration - Annex 3

Data Migration

Migration of key information, members database. The best practice is to keep the members system active and accessible for as long as necessary in case users need to refer back to information that is not migrated. Eventually this will be phased out and be only for history information search.

Member data information:

Membership number (unique no.)
First name
Surname
Company Name
ID Card
Date of Birth
Additional Contacts
Additional emails per additional contact
Additional addresses
Type
Company Registration No.
Contact Number
Mobile No.
Website
Locality
Country
Address 1
Street
Post Code
Additional Addresses
Email
Business Sector
VAT No.
Year of Establishment
Turnover
Number of Outlets
Customer Relationship
Number of Employees
Additional Questions
Multi-free text fields
Declaration
Promotion materials authorisation
Member or non-member
Active or non-active
Resigned Flag

Resignation reason
Paid or pending
Membership rate €
Active date
Renewal date
*Year 2020 Paid/unpaid
Year 2020 € amount paid
Year 2019 Paid/unpaid
Year 2019 € amount paid

*till the activation member year

Finance data information:

Chart of Accounts
Chart of Accounts Balances, control account by customer or by invoice no.
Opening Balance
Pending invoices