# How to migrate Cloud Payroll Master Data from Database A to Database B

[1.0]

Cheng Kah Poh

[30/11/2020]
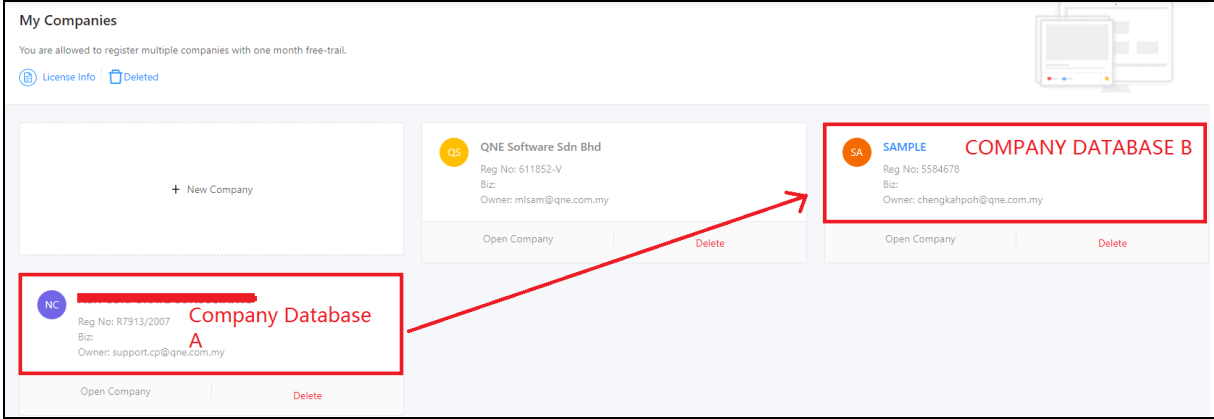
| REV. No | Nature of Change | Prepared By | Prepared Date | Reviewed & Approved by |
|---|---|---|---|---|
| 1.0 | How to migrate Cloud Payroll Master Data from Database A to Database B | Cheng Kah Poh | 30/11/2020 | |
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**Amendment Record**

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## SCENARIO

If let says, I would like to migrate master data (Example Employee Profile) from Company Database A to Company Database B.



User able to migrate:

- Employees.

- Maintenance : Allowances, Claim Types, Deductions, Overtime, Unit Based Allowance.

- Human Resources: Leave Groups, Leave Types

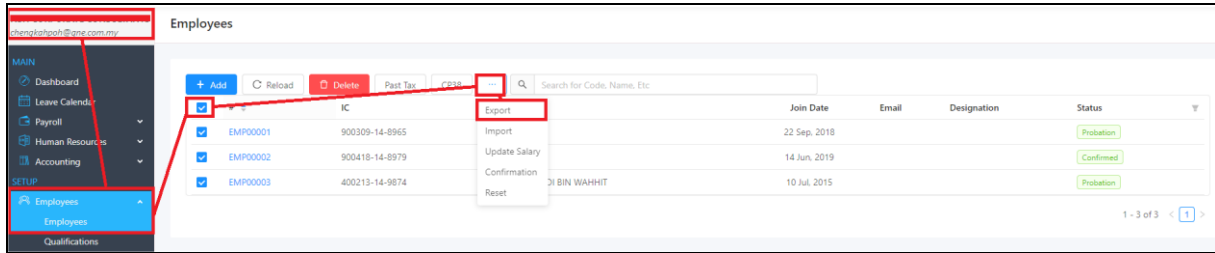- Company: Banks, Departments, Projects, Categories, Branches

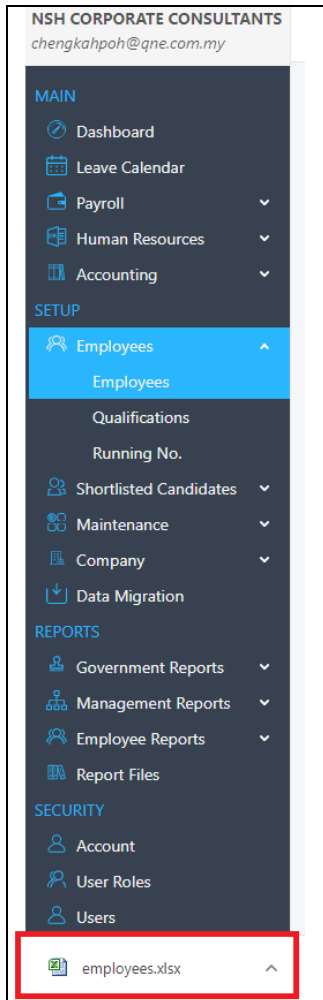To know how to migrate, Please refer solutions.

SOLUTION

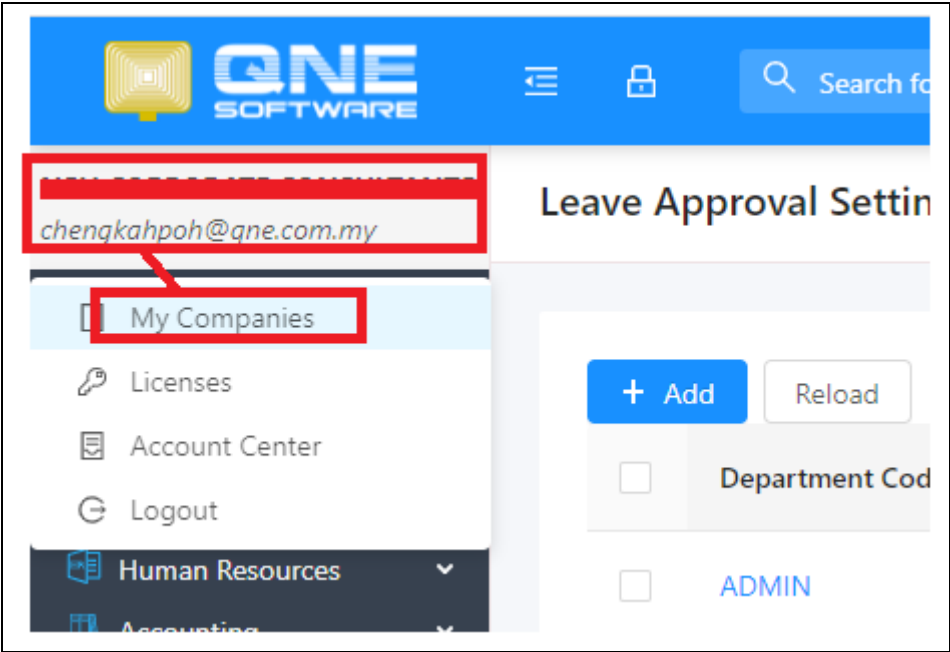Step 1 – Click Employee Profile in Company A.

Note: Make sure we are in correct DB → Click Employees→ Click Employees→ Tick All→ Point to <…> → Click Export.
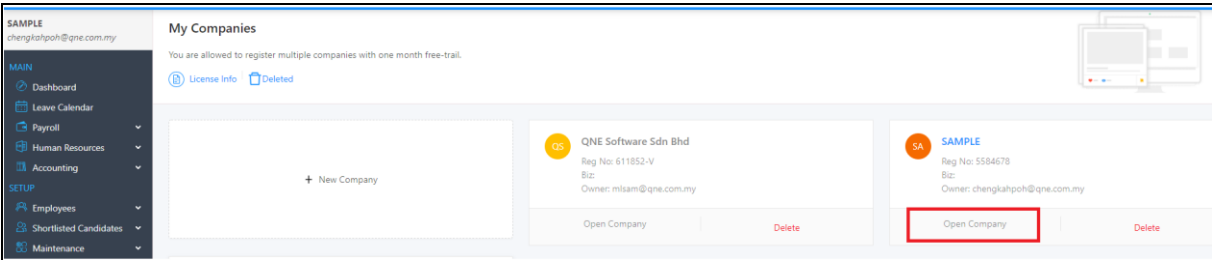


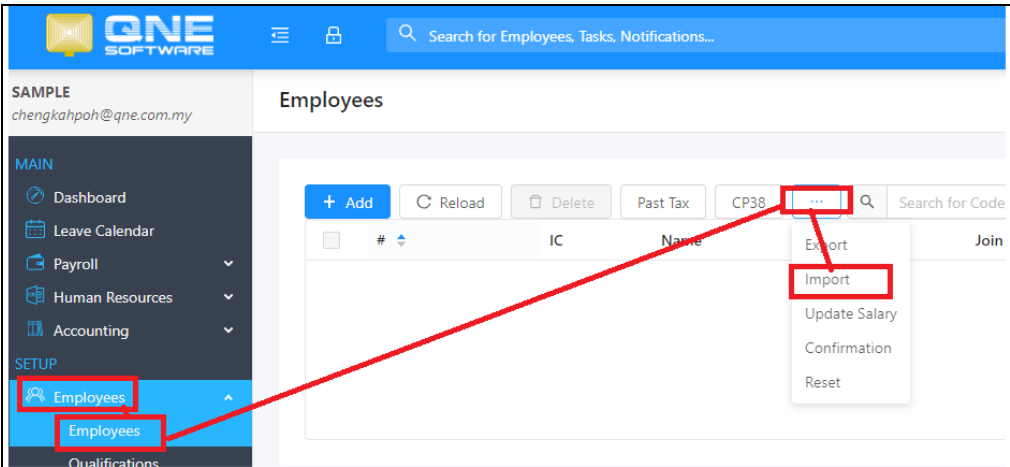Step 2 – After Click Export, Browser will download the excel file

Step 3 – Click My Companies



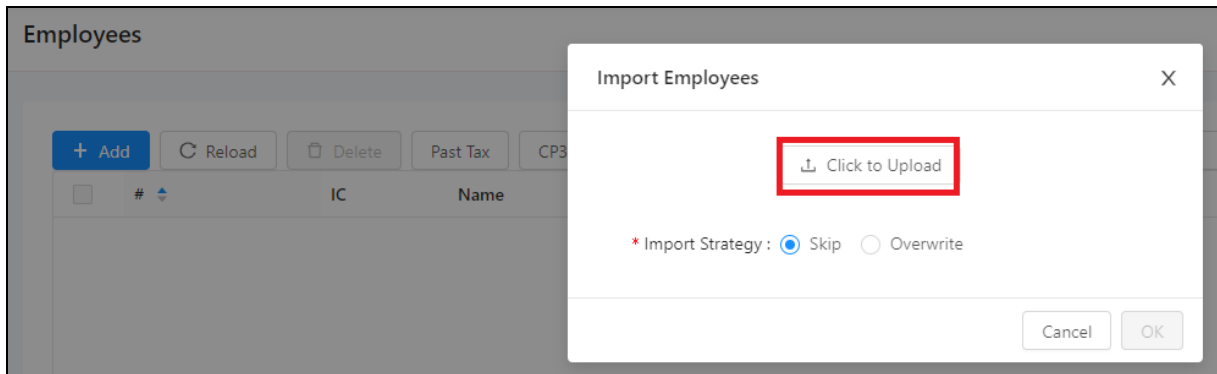Step 4 – Click Open Company to login Company Database B.



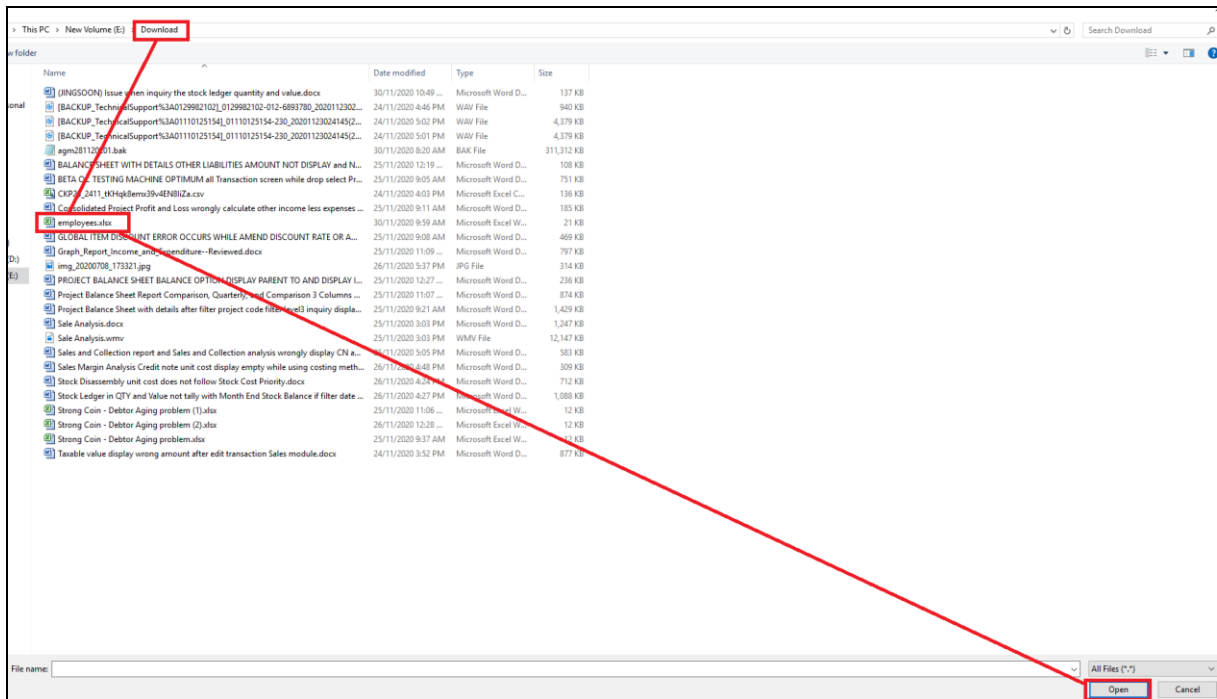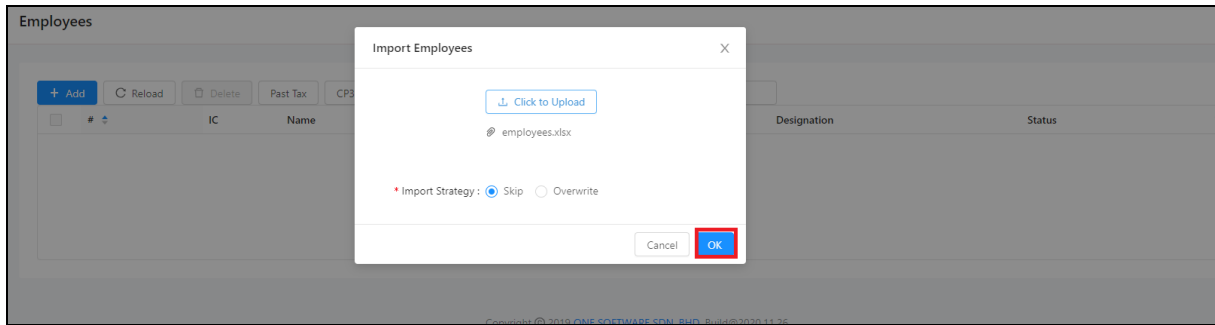Step 5 – Click Employees→ Click Employees→ Click <…> → Click Import.

Step 6 – Click Upload



Step 7 – Select the excel employee file which download from Company Database A→ Click Open

Step 8 – Click  OK



Result: