

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

[1.0]


Cheng Kah Poh

[30/11/2020]



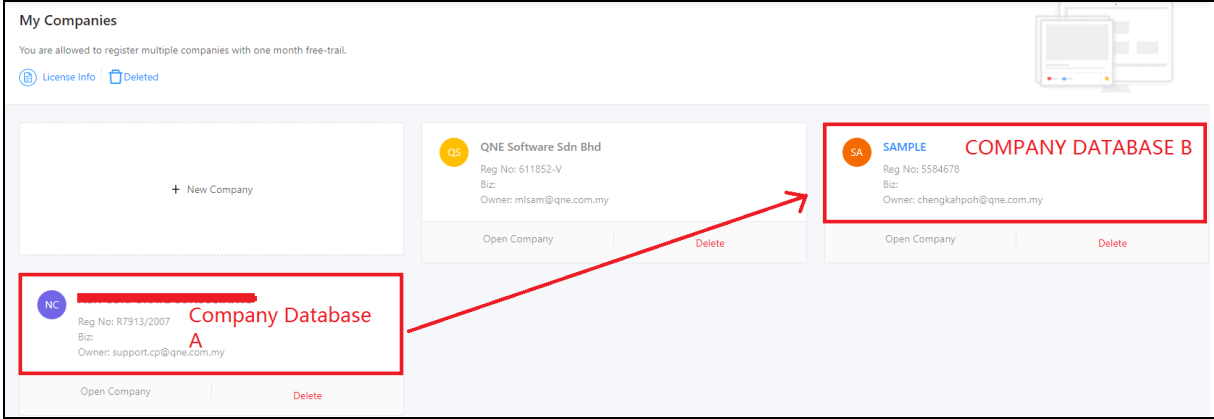
REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	How to migrate Cloud Payroll Master Data from Database A to Database B	Cheng Kah Poh	30/11/2020	

Amendment Record

	QNE TIPS	
	Product : QNE Optimum	Version: 1.00
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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

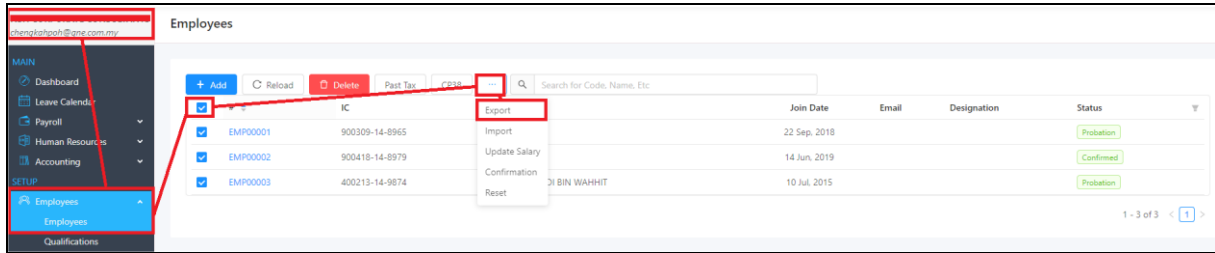
To know how to migrate, Please refer solutions.



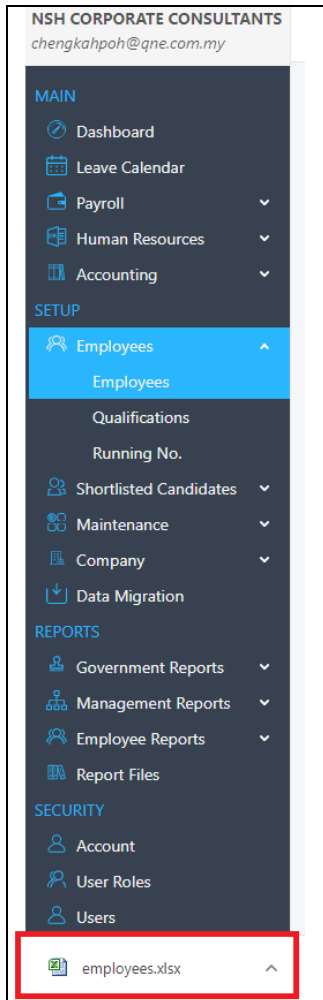
SOLUTION

Step 1 – Click Employee Profile in Company A.

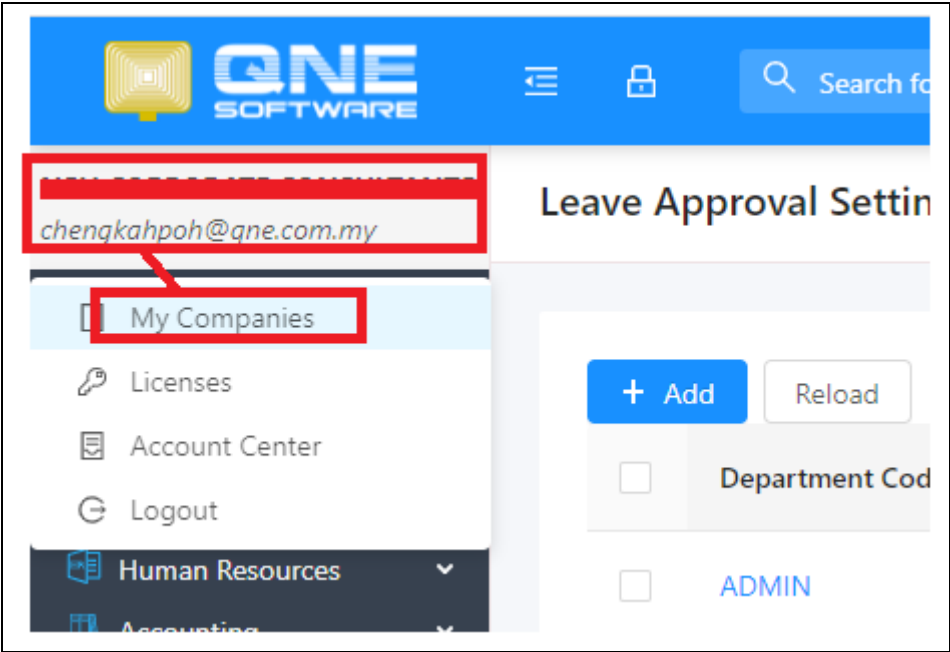
Note: Make sure we are in correct DB → Click Employees → Click Employees → Tick All → Point to <...> → Click Export.



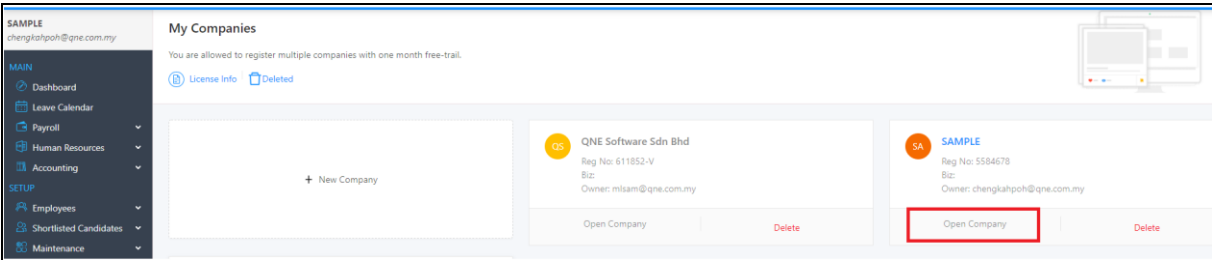
Step 2 – After Click Export, Browser will download the excel file



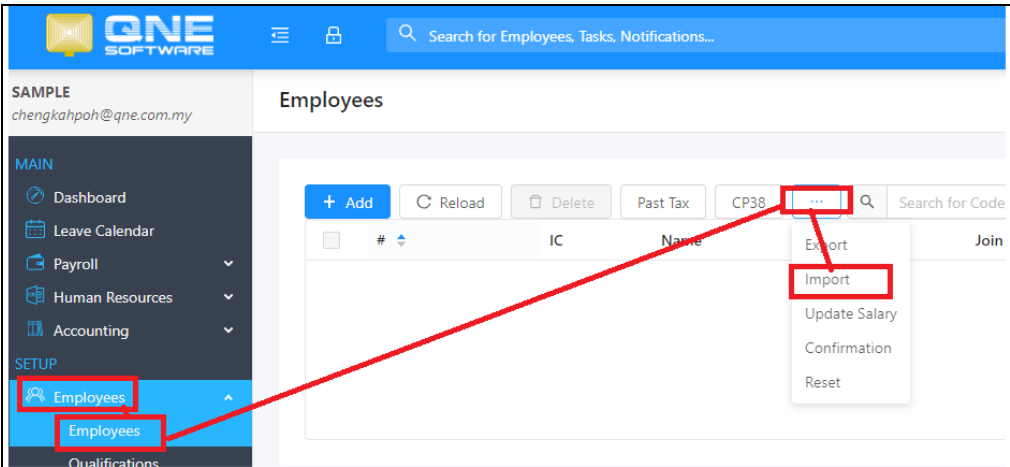
Step 3 – Click My Companies




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

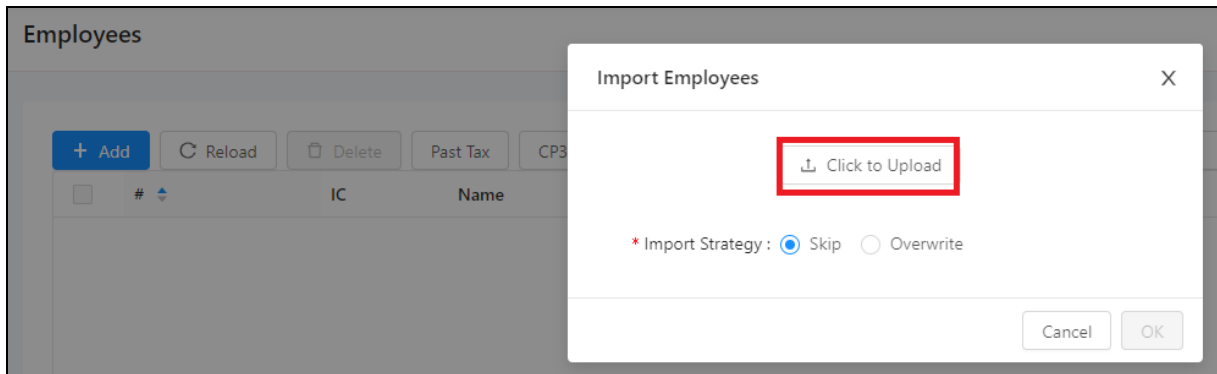


Step 5 – Click Employees → Click Employees → Click <...> → Click Import.

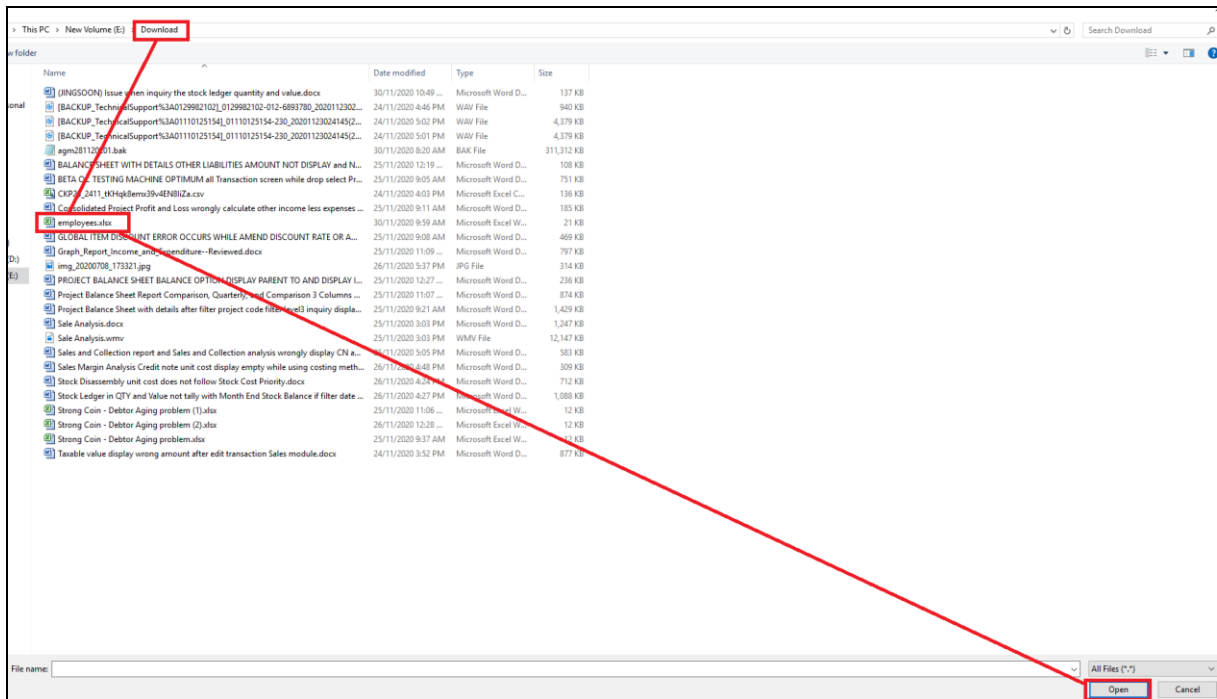


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Step 6 – Click Upload

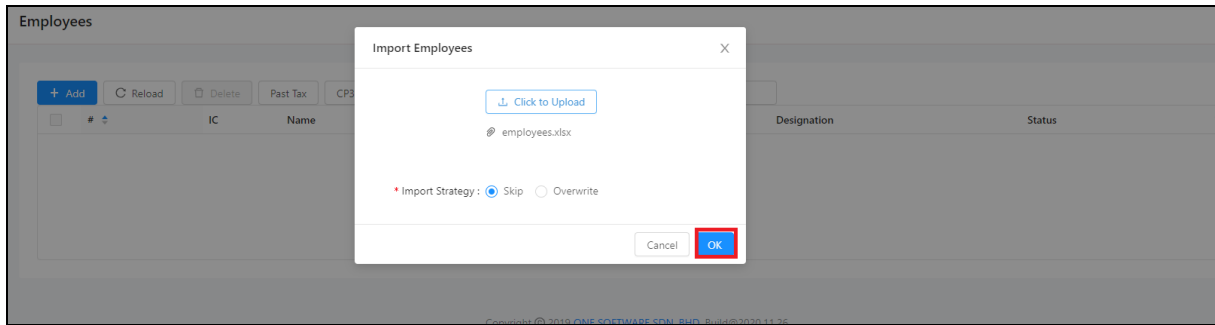


Step 7 – Select the excel employee file which download from Company Database A → Click Open

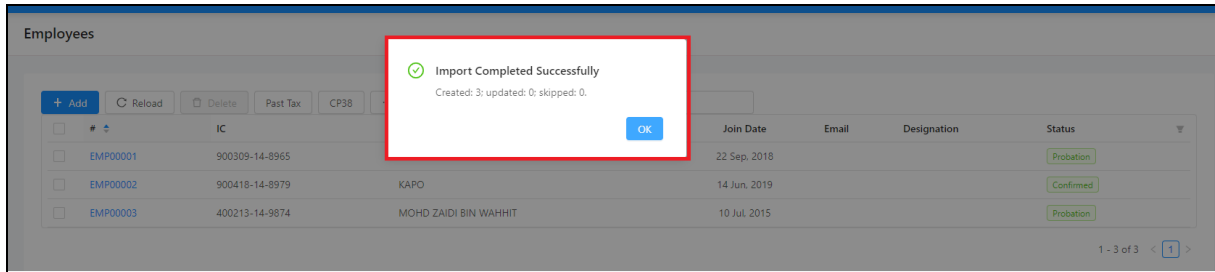




Step 8 – Click OK



Result:



#	IC	Name	Join Date	Email	Designation	Status
EMP00001	900309-14-8965	Lucas	22 Sep. 2018			Probation
EMP00002	900418-14-8979	KAPO	14 Jun. 2019			Confirmed
EMP00003	400213-14-9874	MOHD ZAIDI BIN WAHHIT	10 Jul. 2015			Probation