

Advance Validation and Migration document

- **Document purpose**

- This document will help you to get the below listed information and, migrate the missing advances and correct the existing advances.
 - Advances given in DDO Template or Excel for migration
 - Migrated Advance details from IFHRMS

- **List of Processes and their navigations**

- You can use below navigation to get “**Advances given in DDO Template or Excel for migration**” information
 - Log In as SR Initiator
 - **Human Resource → Advances → Reports → Advance Migration - Advance Details From DDO Template**
- You can use below navigation to get “**Migrated Advance details from IFHRMS**” information
 - Log In as SR Initiator
 - **Human Resource → Advances → Reports → Advance Details - Organization Based**
- You can use below navigation to migrate the advances which is not given and incorrect in DDO template.
 - Log In as SR Initiator
 - Loading advance details via WebADI into DDO Template(Loaded Data will not be displayed in DDO Template)
 - **Human Resource → Advances → Advance Migration → Advance Creation**
 - Migrating Advance to IFHRMS from DDO Template
 - **Human Resource → Advances → Reports → Advance Migration - Create Advance**
 - Creating New Advance Account Head if advance account head is not displaying in WebADI (First 11 digit only)
 - **Human Resource → Advances → Reports → Advance Migration - Create Account Head**
 - Transferring recovery(Displaying advance recovery element in pay statement) to payroll for newly created advances
 - **Human Resource → Advances → Reports → Advance Migration - Employee Based Transfer To Payroll (Loans & Advances)**

- **Steps to create or correct the advance:**

- **Step 1 :**
 - Validate the list of employee’s advances recovery for their office using **Advance Details - Organization Based** report.
 - Below points should be validated on this report
 - All eligible employees are displaying on this report or not. If not then continue **STEP2**.
 - Transferred to Payroll status should be **YES**. If the transferred to payroll status is **NO** then run the **Employee Based Transfer To Payroll (Loans & Advances)** program.
- **Step 2 :**
 - If any employee is missing in **STEP1** then run and check **Advance Details From DDO Template** report whether user has provided the advance details in DDO template and migration completed or not.
 - If record is available in the report and status is other than, **completed normal** then run **Advance Migration - Create Advance** program and continue **STEP1** and **STEP2**.

- After completed the STEP1 and STEP2, then status is still other than **completed normal** then contact support team.
 - If record is available in the report and needs to be corrected then continue **STEP3** along with IFHRMS's Advance number which is available in **Advance Details - Organization Based** report.
- **Step 3 :**
- If any records are missing in **STEP2** then load the missing advance information using **Advance Creation** WebADI.
 - If any records needs to be corrected in **STEP2** then load the correct information using **Advance Creation** WebADI(IFHRMS's Advance number is mandatory for this process).
 - Continue **STEP1** after successfully uploaded the advance via WebADI to validate that advances are created successfully in DDO template table or not.
 - If not then contact support team else continue **STEP4**.
- **Step 4 :**
- Run **Advance Migration - Create Advance** program to migrate the advance from DDO Template table to IFHRMS.
 - Run **Advance Details - Organization Based** report after the above program completed successfully and check that advances are migrated into IFHRMS or not.
 - If not then check with technical team else continue **STEP5**
- **Step 5 :**
- Run **Employee Based Transfer To Payroll (Loans & Advances)** program to display the recovery on pay bill.
 - Run **Advance Details - Organization Based** report after the above program completed successfully and check the stats is **YES** or not.
 - If the status is **NO** then contact technical team else retry the payroll month.