



Quick Pay Checker

Quick Pay Solutions Ltd

Quick Pay Checker Data Comparison Tool User Manual

Version 4.8

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1. Introduction

1.1. Purpose

The purpose of this guide is to give an overview of the functionality delivered with the Quick Pay Checker and provide user instructions on how to set-up and work the Data Comparison and Parallel Run Testing Tool. The guide also includes general advice on how to optimise the success of your parallel run testing.

1.2. Management Summary

Quick Pay Checker is a simple-to-use standalone analysis program that is used to quickly and effectively manage an iterative parallel run process for a specific payroll period. The tool has been designed for use with Oracle Payroll, but the tool can be easily employed on other payroll systems.

Using Quick Pay Checker, you can...

- Quickly identify differences between source data and new target data.
- Perform up to 10 iterative runs for a specific payroll period.
- Record reasons for differences for each run for audit purposes.
- Allocate fixes to the right party for problem rectification.
- Roll-over reasons from previous runs to avoid re-analysis of the same problem on subsequent runs.
- Auto-generate summary reports of the results to assist analysis.
- Export the results out into separate worksheets for multiple analysts to work on, then import the reasons back into the master analysis sheet.
- Deliver detailed Management Statistics to keep sponsors informed on the progress of the parallel run process.
- Maintain a formal structure to the data comparison process to reduce time and effort during this potentially labour-intensive process.
- Provide an auditable document for formal sign-off a parallel run process.

In practice this tool can save up to 50% time and effort on a typical parallel run process.

IMPORTANT: The Quick Pay Checker uses Visual Basic Macros. Users must enable Macros when opening the tool to be able to use the functionality.

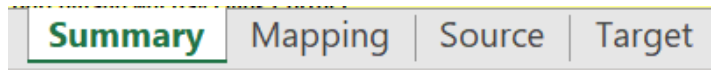
2. Overview

Quick Pay Checker is a simple but effective tool for quickly analysing payroll parallel run results for Payroll Implementation projects. The tool itself is standalone and not system specific the tool comes with SQL reports that can be used to extract run results from Oracle Payroll systems with UK or Ireland Legislation.

2.1. Worksheets

Quick Pay Checker is a Microsoft Excel based application and has the following main worksheets.

2.1.1. Summary Sheet



The Summary sheet contains at a glance test management information and data comparison summary statistics. The Summary sheet provides early indicators of specific errors in configuration, element and employee mapping. Bar graphs and Pie Charts pictorially present data difference statistics and progress on difference analysis.

Date	Name	Signature	Quick Pay Checker	
Demo Project Parallel Run Sign-Off				
Demo Payroll September 2020		<i>Licensed to Quick Pay Solutions</i> <i>License expires on 30th September 2021</i>		www.quickpaychecker.com Version 4.8
Source Record's Found: 0 Target Record's Found: 0	Employees 0	Net Pays 0	Employees in Source not in Target: -- Employees in Target not in Source: --	Comments:
Current Data & Mapping Check			MAPPING OK	
Source Sheet Total: 0.00 Target Sheet Total: 0.00 Difference: 0.00	Source Mapping Total: 0.00 Target Mapping Total: 0.00 Difference: 0.00	Source / Mapping Difference: 0.00 Target / Mapping Difference: 0.00	ENTER SOURCE DATA ENTER TARGET DATA	
Parallel Run Results		Number of Runs = 0	Target Element lines unmatched: 0	
Total Element Lines Checked Source Lines Unmatched (Employee Missing) Source Lines Unmatched (Element Not Found) Element lines to within 0.02 Element lines that are between 0.02 - 0.1 Difference Element lines that are between 0.1 - 1 Difference Element lines that are between 1 - 10 Difference Element lines that are between 10 - 100 Difference Element lines that are between 100 - 1000 Difference Element lines that are > 1000 Difference TOTAL Element Line Differences				
Percentage Element Lines Correct Percentage Element Lines Correct < 0.1				
Total Net Pay Lines Net Pay Lines Unmatched (Employee Missing) Net Pay Lines Unmatched (Element not Found) Net Pay lines to within 0.02 Net Pay lines that are between 0.02 - 0.1 Difference Net Pays that are between 0.1 - 1 Difference Net Pays that are between 1 - 10 Difference Net Pays that are between 10 - 100 Difference Net Pays that are between 100 - 1000 Difference Net Pays that are > 1000 Difference TOTAL Net Pay Differences				
Percentage Net Pay Lines Correct Percentage Net Pay Lines Correct < 0.1				
Source Net Pay Total Target Net Pay Total Net Pay Difference			Reason Allocation Distribution	

2.1.2. Mapping Sheet

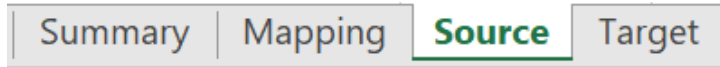
Summary	Mapping	Source	Target
---------	---------	--------	--------

The Mapping sheet is the page that determines how the source data elements are mapped to the new target system data elements. To achieve a fast and effective parallel run process this mapping must be completed according to the mapping rules discussed later in this guide. The mapping sheet provides totals and differences by element and assists with resolving mapping issues by highlighting common mapping errors and identifying unmapped elements present in the source and target data.

Source Element Name	Target Element Name	Source Total	Combined Source Total	Combined Target Total	Difference	Inverse
Bank Transfer	Net Pay	1,168,450.50	1,168,450.50	1,166,635.02	1,815.48	-
Additional Responsibility	Higher Duties	233.33	233.33	233.33	-	-
Basic Pay	Basic Salary	1,823,584.26	1,823,584.26	1,819,113.21	4,471.05	-
Bikes	Cycle to Work	-772.31	-772.31	-772.31	-	-
BusyBees	Childcare Vouchers	-6,834.00	0.00	0.00	-	-
BusyBees2	Childcare Vouchers	5,290.05	-1,543.95	-1,543.95	-	-
Buy Annual Leave	Holiday Purchase	-585.59	-585.59	-551.62	-33.97	-
Critical Illness	Critical Illness Salary Sacrifice	-1,017.82	-1,017.82	-1,017.82	-	-
CSL Student Loan Ded	Student Loan	2,619.00	2,619.00	2,624.00	-5.00	-
Dental Insurance	Dental Salary Sacrifice	-555.05	-555.05	-555.05	-	-
Employee NIC	NI Employee	106,692.23	106,692.23	106,390.73	301.50	-
Employer NIC	NI Employer	211,065.95	211,065.95	210,720.36	345.59	-
Healthcare	Healthcare Cash Plan Salary Sacrifice	-14.25	-14.25	-14.25	-	-
Holiday Pay	Holiday Pay	3,249.75	3,249.75	3,250.00	-0.25	-
Medical Insurance	Private Medical Salary Sacrifice	-1,492.39	-1,492.39	-1,492.39	-	-
Misc Basic Adjustment	Basic Salary Arrears	-114.23	-114.23	-114.23	-	-
Misc Net Deduction	Advance	21,907.95	21,907.95	21,906.31	1.64	-
Net Advance Recovery	Net Pay Adjustment CF	53.59	53.59	53.59	-	-
Niable Pay	Niable Pay	0.00	0.00	0.00	-	-
OMP 100%	Occupational Maternity Pay	15,682.09	15,682.09	15,682.09	-	-
OSP 100%	Occupational Sick Pay	6,548.91	6,548.91	0.00	6,548.91	-
Overt x 1.5 (not 8am-8pm)	Overtime Time and Half	10,160.30	10,160.30	10,159.91	0.39	-
Overtime x 1 (12)	Overtime Flat Rate	236.04	236.04	0.00	236.04	-
Overtime x 2	Overtime Double	2,520.42	2,520.42	2,520.62	-0.20	-
Payroll Giving	GAYE Salary Sacrifice	-1,515.00	-1,515.00	-1,515.00	-	-
Pension	Pension Ees Contribution	-75,078.44	-75,078.44	-74,898.37	-180.07	-
Pension Ers	Pension Ers Contribution	209,034.24	209,034.24	207,824.30	1,209.94	-
Season Ticket	Season Ticket Loan	6,626.95	0.00	0.00	-	-
Season Ticket Loan (Ded.)	Season Ticket Loan	9,110.99	15,737.94	15,531.69	206.25	-
SMP amount	SMP Paid	16,619.97	16,619.97	3,322.62	13,297.35	-
SSP Amount	SSP Paid	-56.52	-56.52	0.00	-56.52	-
Standby Payment	Standby	4,385.00	4,385.00	4,385.00	-	-
Tax paid	PAYE	480,221.72	480,221.72	478,876.26	1,345.46	-
Taxable Pay	Taxable Pay	1,797,190.57	1,797,190.57	1,793,552.64	3,637.93	-
UNION	Union Deduction	72.00	72.00	72.00	-	-
Unpaid Leave	Unpaid Leave	0.00	0.00	-33.97	33.97	-

Unmapped Source Elements	Unmapped Target Elements
Travel Insurance	Adjust NI
	Overtime
	Tax Adjust
	Travel Salary Sacrifice

2.1.3. Source Sheet



The Source Sheet is the page that contains the data from the legacy system that is being replicated by the parallel testing process. As part of the payroll parallel run requirements a report will be required from the source system to provide the reference data for the payroll period that is being tested. This Sheet determines the format that this data needs to be provided.

Full Name	ID *	Employee No.	Element Name *	Source Value *
Sandiford, Mrs Deirdre	219187	27881	Critical Illness	-£ 73.75
Sandiford, Mrs Deirdre	219187	27881	Misc Net Deduction	£ 0.11
Sandiford, Mrs Deirdre	219187	27881	Employee NIC	£ 369.17
Sandiford, Mrs Deirdre	219187	27881	Employer NIC	£ 654.96
Sandiford, Mrs Deirdre	219187	27881	Pension Ers	£ 1,275.00
Sandiford, Mrs Deirdre	219187	27881	Tax paid	£ 1,654.66
Sandiford, Mrs Deirdre	219187	27881	Bank transfer	£ 3,568.98
Sandiford, Mrs Deirdre	219187	27881	Basic Pay	£ 5,666.67
Sandiford, Mrs Deirdre	219187	27881	Taxable pay	£ 5,666.67
Bayes, Mr Floyd	219233	339925	Pension	-£ 1,100.00
Bayes, Mr Floyd	219233	339925	Misc Net Deduction	£ 130.90
Bayes, Mr Floyd	219233	339925	Employee NIC	£ 412.24
Bayes, Mr Floyd	219233	339925	Employer NIC	£ 1,206.27
Bayes, Mr Floyd	219233	339925	Pension Ers	£ 2,915.00
Bayes, Mr Floyd	219233	339925	Tax paid	£ 3,041.86

Target Element	Target Employee Check
MAPPING ERROR	Employee not in Target
MAPPING ERROR	
MAPPING ERROR	
MAPPING ERROR	

2.1.4. Target Sheet

Summary | Mapping | Source | **Target**

The Target Sheet is the page that contains the payroll run results from the new payroll system for comparison against the legacy source reference data. This sheet is usually the last sheet to be populated and when completed means that the tool is ready to generate run result comparisons.

SQL database views are provided with this version of the tool to use with Oracle Payroll to create Web ADI download reports or for use as direct SQL queries. Using the views provided ensures that data is extracted in the correct format.

With Oracle Applications users are also able to manage the data that is exported by the views. For example, users can define which balances are extracted and can also change the name of specific elements in the report where several target elements need to be mapped to a single source element.

A	B	C	D	E	F
Full Name	ID *	Employee No.	Assignment No.	Element Name *	Target Value *
Runswick, Mr A G	NA184832A	184832	184832	Advance	9.32
Runswick, Mr A G	NA184832A	184832	184832	Basic Salary	9,875.00
Runswick, Mr A G	NA184832A	184832	184832	Childcare Vouchers	-243.00
Runswick, Mr A G	NA184832A	184832	184832	Net Pay	5,840.31
Runswick, Mr A G	NA184832A	184832	184832	NI Employee	405.61
Runswick, Mr A G	NA184832A	184832	184832	NI Employer	1,121.41
Runswick, Mr A G	NA184832A	184832	184832	PAYE	2,878.26
Runswick, Mr A G	NA184832A	184832	184832	Pension Ees Contribution	-395.00
Runswick, Mr A G	NA184832A	184832	184832	Pension Ers Contribution	592.50
Runswick, Mr A G	NA184832A	184832	184832	Season Ticket Loan	103.50
Runswick, Mr A G	NA184832A	184832	184832	Taxable Pay	9,237.00
Barre, Mr Abderrazak	NA185756A	185756	185756	Basic Salary	8,500.00
Barre, Mr Abderrazak	NA185756A	185756	185756	Basic Salary Arrears	-822.58
Barre, Mr Abderrazak	NA185756A	185756	185756	Net Pay	6,517.75
Barre, Mr Abderrazak	NA185756A	185756	185756	NI Employee	455.67
Barre, Mr Abderrazak	NA185756A	185756	185756	NI Employer	1,278.13
Barre, Mr Abderrazak	NA185756A	185756	185756	PAYE	2,999.18
Barre, Mr Abderrazak	NA185756A	185756	185756	Taxable Pay	10,000.00
Barrett, Mr Abdul	NA191742A	191742	191742	Advance	2.68
Barrett, Mr Abdul	NA191742A	191742	191742	Basic Salary	6,125.00
Barrett, Mr Abdul	NA191742A	191742	191742	Net Pay	3,840.87
Barrett, Mr Abdul	NA191742A	191742	191742	NI Employee	369.59
Barrett, Mr Abdul	NA191742A	191742	191742	NI Employer	660.35
Barrett, Mr Abdul	NA191742A	191742	191742	PAYE	1,421.86
Barrett, Mr Abdul	NA191742A	191742	191742	Pension Ees Contribution	-490.00
Barrett, Mr Abdul	NA191742A	191742	191742	Pension Ers Contribution	735.00
Barrett, Mr Abdul	NA191742A	191742	191742	Taxable Pay	5,635.00

Source Element	Source Employee Check	Target Lines Unmatched
MAPPING ERROR		
Taxable Pay		
Misc Net Deduction		
Basic Pay		
Bank Transfer		
Employee NIC		
Employer NIC		
Tax paid		
Pension		
Pension Ers		
Taxable Pay		
Misc Net Deduction		
Basic Pay		
Bank Transfer		

2.2. Toolbar Functions

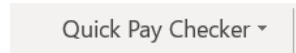
The tool has the following toolbar functions (also known as Add-Ins in Microsoft Excel). Each function is referenced later in the manual when describing the functional operation of the data comparison tool.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.



1. Check Element Mapping
2. Check Employee Mapping
3. New Run
4. Create Run Results
5. Delete Run Results
6. Clear Data
7. Add Line
8. Remove Line
9. Add Unmapped Element
10. Filter List
11. Remove Filter
12. Compare Results
13. Previous Employee
14. Next Employee
15. Find
16. Set Match Tolerance
17. Information

Toolbar functions are also available from the Add-Ins Drop Down Menu



2.3. Parallel Run Testing Approach

The size of the payroll being tested (i.e. number of employees) will affect the approach used for parallel running.

For Small to Medium sized payrolls parallel run analysis can be more conducted at a more detailed level. Comparisons at payroll element level are possible where the number of employees is less than 4000.

For larger payrolls it is more efficient to perform analysis at a higher level first with selected data elements, e.g. taxable pay, NIable pay etc and other key elements such as Salary and Pension contributions.

2.4. Element Mapping Overview

The single most important requirement for efficient data comparison is accurate element mapping. The success of the parallel run testing is dependent on correct mappings between the source payroll elements and the target payroll elements to be accurate. Putting effort into ensuring the relationship between the source and the target elements is defined will drastically improve resolution times and increase the quality of the run result comparisons.

It is therefore recommended that this task is adopted early in the implementation lifecycle so that when it is time for parallel running the link between source element and target element is well documented.

- If the parallel run tool is being used as part of a new Oracle Payroll implementation, then the implementation methodology should include an element analysis document which maps client source elements to the new or existing elements in the Oracle Payroll system. This mapping should include existing seeded elements as well as new custom-built elements.
- If the parallel run tool is being used to test two identical systems (e.g. as part of a system upgrade etc) then the element mapping is very straightforward since the source element names will be the same as the target element names. However, even though the element names are the same the mapping details will still need to be entered in the Mapping Sheet.

2.5. Parallel Run Process Overview

To achieve the best results with this tool there is a recommended approach that should be followed. Adopting this process for the parallel run testing will improve the quality of the run result comparison and reduce the time and effort in completing the parallel run analysis.

1. Define the scope of the test environment. ([Section 3.1](#))
2. Enter the pre-defined element mapping information. ([Section 3.2](#))
3. Extract the Source run results and populate the Source data sheet. ([Section 3.3](#))
4. Validate the Source data against the element mapping. ([Section 3.4](#))
5. Extract the Target run results and populate the Target data sheet. ([Section 3.5](#))
6. Validate the Target data against the element mappings. ([Section 3.6](#))
7. Perform Source to Target employee mapping checks ([Section 3.7](#))
8. Generate the Data Comparison Run Results ([Section 3.8](#))
9. Analyse and Record the Data Comparison Differences ([Section 3.9](#))
10. Resolve the issues and then repeat steps 5 – 9 for all successive runs ([Section 3.10](#))

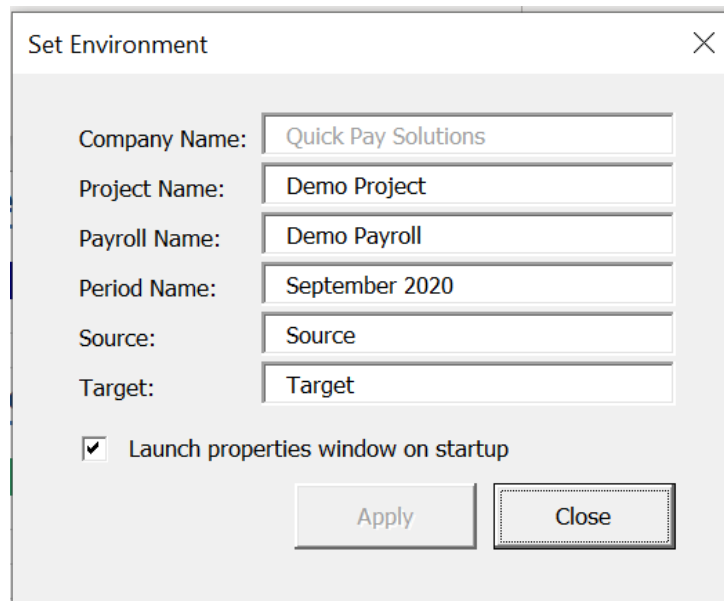
Each process step is discussed in detail in the next section.

3. Using the Quick Pay Checker

This chapter describes how to use the Quick Pay Checker tool for each stage of the parallel run process.

3.1. Set Project Environment Properties

The project environment properties dialog box is launched automatically when opening the application and can also be invoked from the toolbar menu *Quick Pay Checker > Tools > Set Environment*.



The screenshot shows a dialog box titled "Set Environment" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Company Name: Quick Pay Solutions
- Project Name: Demo Project
- Payroll Name: Demo Payroll
- Period Name: September 2020
- Source: Source
- Target: Target
- Launch properties window on startup
- Buttons: Apply, Close

- **Company Name** Name of the organisation that the product is licensed to. Users cannot edit this field.
- **Project Name** Enter the name of the payroll implementation project.
- **Payroll Name** Enter the name of the new payroll that is being tested.
- **Period Name** Enter the payroll period that is being tested.
- **Source** Edit this property if you want to change the name of the source data system, i.e. the payroll system that is the reference point for the new payroll. Note: The Source worksheet name will change to this property.
- **Target** Edit this property if you want to change the name of the target data system, i.e. the new payroll system that is replicating the source system. Note: The Target worksheet name will change to this property.

Deselect the launch properties checkbox to disable the Set Environment dialog box from launching on start up.

3.2. Enter pre-defined mapping details

The Quick Pay Checker does not in any way replace current project methodologies or practices. For the tool to work effectively the Payroll Project Team need to perform an accurate element mapping analysis as part of the payroll implementation. The more accurate this mapping is then the more effective the parallel run comparison will be. An acceptable element mapping process should aim to marry every source element with a target element in the new payroll system. This mapping information must be entered carefully into the mapping sheet. The summary sheet will prompt users to complete this task if not complete.

ENTER ELEMENT MAPPING

Completing the element mapping involves entering the name of the source reference element in the first column and the name of the corresponding target payroll element in the second column. However, there are several rules that need to be obeyed when completing the mapping table. The following sections describe how best to complete this section of the tool.

3.2.1. Scope of the Mapping

The top line on the mapping sheet is reserved for Net Pay mapping and **must not be removed**. At the very minimum a mapping must be done between the source Net Pay element name and the target Net Pay element name. All other mapping components are now optional.

For payroll with a large number of employees you should consider performing a parallel run analysis at a higher level and compare key balances only to find the differences. Checking differences between individual elements with a large number of employees would introduce potentially very high numbers of differences to check. If this detail is required then consider extending the scope later in the cycle when a lot of the key issues have been resolved and therefore the number of specific differences is reduced.

For smaller payrolls it is still acceptable to only compare key balances but introducing individual elements into the scope will help pinpoint specific element issues more quickly.

Key balances such as Taxable Pay, Nlable Pay and Pensionable Pay (for UK legislation) are encouraged.

A	B	C
Source Element Name	Target Element Name	Source Total
Bank Transfer	Net Pay	£ -
Taxable Pay	Taxable Pay	£ -
Nlable Pay	Nlable Pay	£ -

3.2.2. Entering Mapping Information

All additional elements to analyse must be entered below the grey Net Pay line. The source element or balance name is entered in the first column and the corresponding target element or balance name is entered in the second column.



Source Element Name	Target Element Name	Source Total	Combined Source Total	Combined Target Total	Difference
Bank Transfer	Net Pay	£ -	£ -	£ -	£ -
Taxable Pay	Taxable Pay	£ -	£ -	£ -	£ -
Niable Pay	Niable Pay	£ -	£ -	£ -	£ -
UNION	Union Deduction	£ -	£ -	£ -	£ -
Misc Net Deduction	Advance	£ -	£ -	£ -	£ -
Basic Pay	Basic Salary	£ -	£ -	£ -	£ -
Misc Basic Adjustment	Basic Salary Arrears	£ -	£ -	£ -	£ -
BusyBees	Childcare Vouchers	£ -	£ -	£ -	£ -
BusyBees2	Childcare Vouchers	£ -	£ -	£ -	£ -
Critical Illness	Critical Illness Salary Sacrifice	£ -	£ -	£ -	£ -
Bikes	Cycle to Work	£ -	£ -	£ -	£ -
Dental Insurance	Dental Salary Sacrifice	£ -	£ -	£ -	£ -
Payroll Giving	GAYE Salary Sacrifice	£ -	£ -	£ -	£ -
Healthcare	Healthcare Cash Plan Salary Sacrifice	£ -	£ -	£ -	£ -
Additional Responsibility	Higher Duties	£ -	£ -	£ -	£ -
Holiday Pay	Holiday Pay	£ -	£ -	£ -	£ -
Buy Annual Leave	Holiday Purchase	£ -	£ -	£ -	£ -
Net Advance Recovery	Net Pay Adjustment CF	£ -	£ -	£ -	£ -
Employee NIC	NI Employee	£ -	£ -	£ -	£ -
Employer NIC	NI Employer	£ -	£ -	£ -	£ -


When the element or balance names are entered the sheet will reference the source and target data sheets to total the pay value for each item added.


IMPORTANT: When entering elements, all entries must be made above the sum total line (indicated by *****END*****).

END	** Elements below this line will be EXCLUDED from run **
------------------	---

3.2.3. Adding or Removing lines from the Mapping Table

If you need to add or remove lines from the mapping sheet use the   Add Lines or Remove Lines toolbar icons.

Clicking on the  Add Lines icon will create one additional line above the sum totals line. To add multiple lines simply select the number of rows you want to add by selecting a range of cells in column A and then click on the Add Lines icon. This function is also accessible from the drop-down Menu bar *Quick Pay Checker > Mapping > Add New Lines*

To remove lines, select either a single line or a range of lines and click on the  remove lines icon. You will be prompted to accept the delete before the lines (and data if the line is populated) are removed. This function is also accessible from the drop-down Menu bar *Quick Pay Checker > Mapping > Remove Lines*

Source Element Name	Target Element Name	Source Total
Overt.x 1.5 (not 8am-8pm)	Overtime Time and Half	10,160.30
Overtime x 1 (12)	Overtime Flat Rate	236.04
Overtime x 2	Overtime D	2,520.42
Payroll Giving	GAYE Sala	-1,515.00
Pension	Pension Ee	75,078.44
Pension Ers	Pension Er	09,034.24
Post Graduate Loan		0.00
Season Ticket	Season Tic	6,626.95
Season Ticket Loan (Ded.)	Season Tic	9,110.99
SMP amount	SMP Paid	16,619.97
SSP Amount	SSP Paid	-56.52
Standby Payment	Standby	4,385.00
Tax paid	PAYE	80,221.72
Taxable Pay	Taxable Pa	97,190.57
Travel Insurance		-150.99

Remove Mapping Lines

? Remove the selected mapping lines?

3.2.4. Mapping Rules

Ideally each element or balance will have a one-to-one mapping, but in many cases that is not that possible.

Many-To-One Relationship

It is quite common to have one single target element that replaces multiple source elements. This arrangement is acceptable. To negotiate this, the comparison tool will sum the source totals together to create a 'Combined Source Total' for comparison with the single target total.

BusyBees	Childcare Vouchers
BusyBees2	Childcare Vouchers

One-To-Many Relationship

The scenario where a single source element is mapped to several possible target elements should be avoided. The comparison tool **does not** support this arrangement because when matching the source data to the target data the application does not have a direct mapping. Duplicate source elements or balances entered in the mapping table are highlighted in red and this must be resolved before the application can perform the parallel run analysis.

Unpaid Leave	Unpaid Leave
Unpaid Leave	Unpaid Maternity Leave
Unpaid Leave	Unpaid Paternity Leave

This relationship can be resolved in two ways.

1. To preserve the individual identity of the target elements the only option is to rename the source data elements to restore a one-to-one mapping or a many-to-one mapping as shown below.


Unpaid Leave A	Unpaid Leave
Unpaid Leave M	Unpaid Maternity Leave
Unpaid Leave P	Unpaid Paternity Leave

However, this separation of the source data may not be possible...

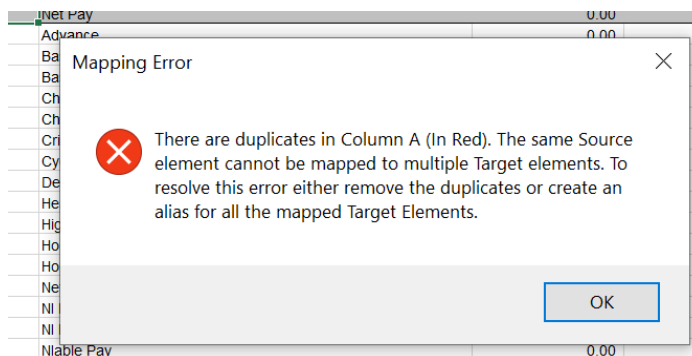
- The alternative method is to combine the individual target elements into a common element name or alias. *NOTE: If you are using the Oracle Payroll data extraction reports this can be easily managed by entering the element aliases in the `XXPCT_ELEMENT_MAPPING` application utility lookup table.*

Unpaid Leave	Unpaid Leave
--------------	--------------

When the initial element mapping information has been entered click the **Check Element**


Mapping toolbar icon  or use the toolbar menu *Quick Pay Checker->Mapping->Check Element Mapping* to sort the element list so that the combined totals can be correctly calculated and confirm that all mapping rules are adhered too.

If there are errors remaining in the mapping the Check Element Mapping will flag this with an error message. You will not be able to perform a data comparison run until all the mapping errors are resolved.



The Summary sheet will also indicate if there are mapping errors that need resolving.

MAPPING SHEET ERROR	
Source / Mapping Difference	0.00
Target / Mapping Difference	0.00

HINT: Use the  Information button on any cells that are highlighted in Red (Error) or Orange (Warning) to get an explanation of what the problem is.

When all initial element mapping errors are resolved you can enter the Source Data.

		MAPPING OK
Source / Mapping Difference	0.00	ENTER SOURCE DATA
Target / Mapping Difference	0.00	ENTER TARGET DATA

3.3. Entering the Source Data

The Source Sheet contains the data results from the source legacy payroll and needs to be entered in the following format.

- **Full Name** **Optional** field that should be provided to help identify individuals. Can be provided in any format.
- **ID *** **MANDATORY.** This is the reference that the tool uses to match source data to the target payroll data. This typically can be NI Number or Employee Number. If the employee numbers are changing, then using the NI Number as a comparison is the preferable as it eliminates any need to manually map the employee number from old number to new number.
- **Employee No** **Optional.** In case the ID used is not the employee number a separate column is available to hold this value which will be useful when referencing the source payroll system.
- **Element Name *** **MANDATORY.** The name or ID of the source element or balance that has been paid / deducted. These elements will need to be recorded in the first column on the mapping sheet.
IMPORTANT: Although you can exclude elements from the comparison it is advisable to only include elements and or balances that need to be tested.
- **Source Value *** **MANDATORY.** Monetary value of the payment, deduction or balance.


Copy and Paste the source reference pay result data into the first 5 columns only. Ensure that the data is populated into the correct columns and that the 3 mandatory columns are populated. Full Name and Employee Number are optional columns.

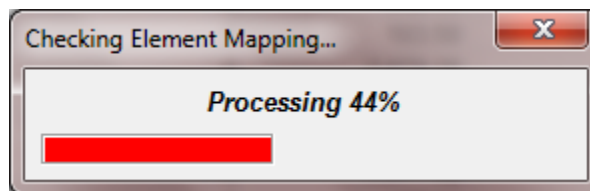
Full Name	ID *	Employee No.	Element Name *	Source Value *
Sandiford, Mrs Deirdre	NA219187A	27881	Critical Illness	-£ 73.75
Sandiford, Mrs Deirdre	NA219187A	27881	Misc Net Deduction	£ 0.11
Sandiford, Mrs Deirdre	NA219187A	27881	Employee NIC	£ 369.17
Sandiford, Mrs Deirdre	NA219187A	27881	Employer NIC	£ 654.96
Sandiford, Mrs Deirdre	NA219187A	27881	Pension Ers	£ 1,275.00
Sandiford, Mrs Deirdre	NA219187A	27881	Tax paid	£ 1,654.66
Sandiford, Mrs Deirdre	NA219187A	27881	Bank transfer	£ 3,568.98
Sandiford, Mrs Deirdre	NA219187A	27881	Basic Pay	£ 5,666.67
Sandiford, Mrs Deirdre	NA219187A	27881	Taxable pay	£ 5,666.67
Bayes, Mr Floyd	NA219233A	339925	Pension	-£ 1,100.00
Bayes, Mr Floyd	NA219233A	339925	Misc Net Deduction	£ 130.90
Bayes, Mr Floyd	NA219233A	339925	Employee NIC	£ 412.24
Bayes, Mr Floyd	NA219233A	339925	Employer NIC	£ 1,206.27
Bayes, Mr Floyd	NA219233A	339925	Pension Ers	£ 2,915.00
Bayes, Mr Floyd	NA219233A	339925	Tax paid	£ 3,041.86

3.4. Checking the Source Data

After the source data has been populated the summary sheet will indicate that the check element mapping function needs to be run to format and validate the source data.

		MAPPING OK
Source / Mapping Difference	-5,813,369.22	CHECK ELEMENT MAPPING
Target / Mapping Difference	0.00	ENTER TARGET DATA

From the source data sheet click on the **Check Mapping** toolbar icon  or use the toolbar menu *Quick Pay Checker->Source->Check Element Mapping* to start the check mapping function which will format and validate the source data.



The check mapping function will perform the following functions and checks


- Format the data and columns.
- Check to see if any employee records have missing Net Pay records
- Check to see if any source elements are missing from the mapping table.
- Check that the source object is mapped to a target object.

3.4.1. Unmapped Source Elements

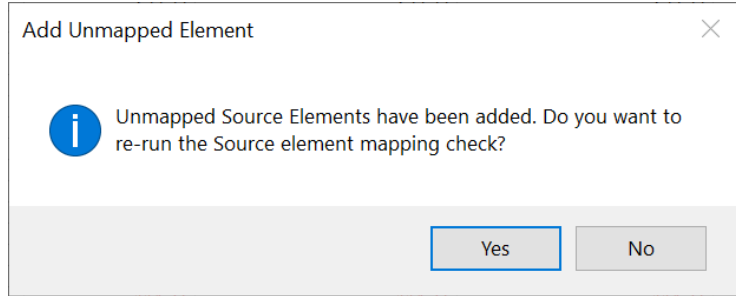
If at the end of the check element mapping process, there is found to be source objects that are not entered in the mapping table then these objects are listed in the Unmapped Source elements column on the mapping sheet.


Combined Target Total	Difference	Inverse	Unmapped Source Elements
1,166,635.02	1,815.48		CSL Student Loan Ded
233.33	-		Travel Insurance
1,819,113.21	4,471.05		VAT
772.34			

Source Mapping Check

 There are 3 unmapped Source Elements. Do you want to add ALL these elements to the mapping table?

The application will prompt the user to add these to the mapping table. Choosing Yes at the prompt will automatically add the unmapped source elements to the mapping table and prompt the user to re-run the check mapping process again.



The unmapped source elements can also be added manually by copying or typing the missing element into the Source Element Name column in the Mapping table or by selecting the next available row in the Source Element Name column and clicking the Add Unmapped Element function on the toolbar. 

When elements exist in the Source Data that are not included in the Source Mapping the Summary sheet will highlight the missing source mappings as a Mapping Error and the element will be tagged as ****MAPPING ERROR**** in the Target Element column of the Source data sheet.

Source / Mapping Difference	72.00	SOURCE MAPPING ERROR
Target / Mapping Difference	0.00	ENTER TARGET DATA

Element Name *	Source Value *	Target Element
Tax paid	1,251.86	PAYE
Taxable pay	5,228.67	Taxable Pay
VAT	0.00	**MAPPING ERROR**
Bank transfer	4,655.58	Net Pay

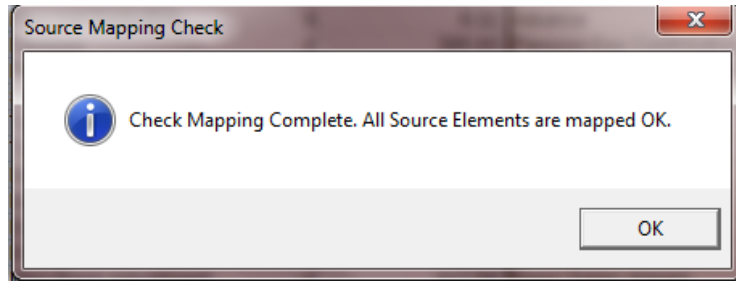
After adding the missing Source elements to the mapping table, enter the appropriate target element for each new object added to the mapping table and re-run the Check Element Mapping function.

Source Element Name	Target Element Name
UNION	Union Deduction
Unpaid Leave	Unpaid Leave
CSL Student Loan Ded	Student Loan
Travel Insurance	

If a target element is not entered in the mapping table for a source element then the source mapping data will show the element as ****Unmapped****.


Element Name *	Source Value *	Target Element
Pension Ers	2,296.67	Pension Ers Contribution
Tax paid	2,265.06	PAYE
Taxable pay	7,488.82	Taxable Pay
Travel Insurance	-5.38	**Unmapped**
UNION	8.00	Union Deduction

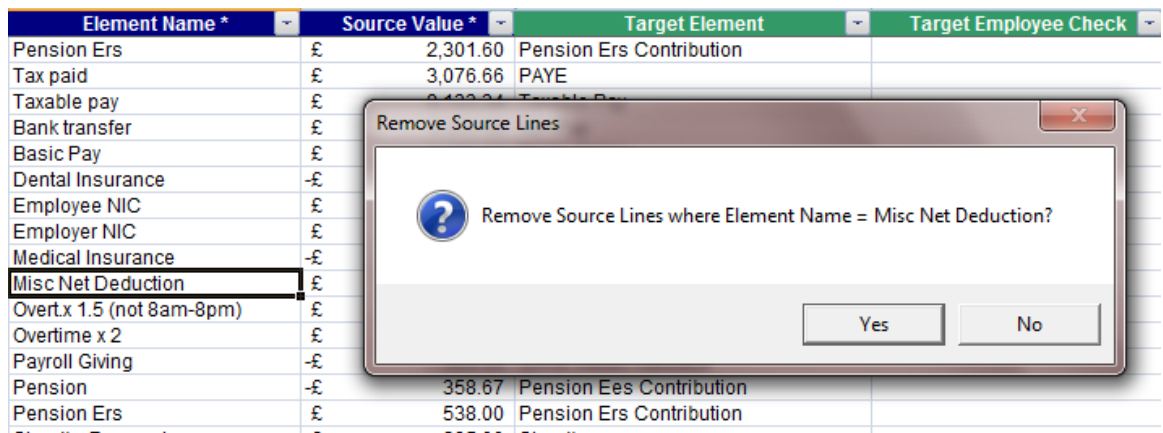
Once all source elements are accounted for in the mapping table the check element mapping process should complete without warning.



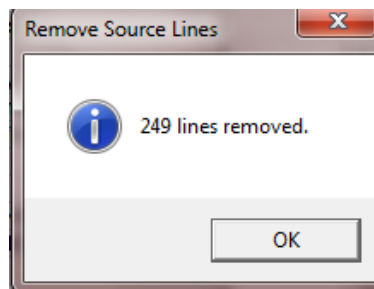
3.4.2. Removing Unwanted Source Data


If the source data includes objects that should not be included in the data comparison, then these lines should either be removed from the source data completely or marked as excluded on the mapping sheet.

To remove lines from the source data, select a cell on the source data sheet that contains the item to be removed. For example, if you want to delete all rows for a specific element then select the object in the Element Name column and click on the delete rows icon  or use the toolbar menu *Quick Pay Checker->Source->Remove Lines*



Selecting 'Yes' at the prompt will then remove all rows where element is the same as the row selected.



Another example of source data cleansing would be to remove all the rows of data where the pay value is 0. To do this simply select a cell in the Source Value column and click on the Remove Lines icon  or use the toolbar menu *Quick Pay Checker->Source->Remove Lines*

Bank transfer	£	2,716.18	Net Pay
Basic Pay	£	4,208.34	Bas
Employee NIC	£	355.32	NI E
Employer NIC	£	477.74	NI E
Pension Ers	£	946.88	Per
Season Ticket Loan (Ded.)	£	-	Sea
Tax paid	£	1,013.46	PAY
Taxable pay	£	4,208.34	Tax
Bank transfer	£	3,173.70	Net
Basic Pay	£	5,000.00	Bas
Employee NIC	£	359.80	NI E
Employer NIC	£	535.00	NI Employer

Remove Source Lines

? Remove Source Lines where Pay Value is 0 or NULL?

The remove lines function will work on all 5 Source data columns so the other columns can be used for removing unwanted source employees that should not be included in the data comparison.

NA219006A	065020	Season Ticket Loan (Ded.)	£	-
NA219006A				13.4
NA219006A				08.1
NA219007A				73.7
NA219007A				00.0
NA219007A				59.8
NA219007A				35.0
NA219007A				44.1
NA219007A				00.0
NA219007A				50.0
NA219007A				21.4
NA219007A	384951	Taxable pay	£	4,700.0

Remove Source Lines

? Remove Source Lines where ID = NA219007A?

Individual rows or selected rows can also be deleted. Highlight the individual row or select multiple rows and use the Remove Lines function to delete those lines.

9	Runswick, Mr A G	NA184832A	431638	Pension Ers	352.00	Pensi
10	Runswick, Mr A G	NA184832A	431638	Season Ticket	103.50	Seasc
11	Runswick, Mr A G	NA184832			2,878.26	PAYE
12	Runswick, Mr A G	NA184832			9,237.00	Taxat
13	Barre, Mr Abderrazak	NA185756			5,937.75	Net P
14	Barre, Mr Abderrazak	NA185756			7,677.42	Basic
15	Barre, Mr Abderrazak	NA185756			405.01	NI Err
16	Barre, Mr Abderrazak	NA185756			1,113.78	NI Err
17	Barre, Mr Abderrazak	NA185756		adjustment	-822.58	Basic
18	Barre, Mr Abderrazak	NA185756			2,834.66	PAYE
19	Barre, Mr Abderrazak	NA185756			9,177.42	Taxat
20	Barrett, Mr Abdul	NA191742			3,840.87	Net P
21	Barrett, Mr Abdul	NA191742			6,125.00	Basic
22	Barrett, Mr Abdul	NA191742A	396328	Employee NIC	369.59	NI Err

Remove Source Lines

? Remove Rows 13 to 19?

3.4.3. Excluding Unwanted Source Data

If the source data is required for information but should not be part of the data comparison, then the source elements can be excluded on the mapping sheet.

To exclude a Source element from the Data Comparison run enter the element name in the Source Element column below the end line and re-run the Check Element Mapping process.

END	** Elements below this line will be EXCLUDED from run **
VAT	

The Target Element column on the Source Data sheet should indicate that the element is ****Excluded****.

Element Name *	Source Value *	Target Element
Pension	-395.00	Pension Ees Contribution
Pension Ers	592.50	Pension Ers Contribution
Season Ticket	103.50	Season Ticket Loan
Tax paid	2,878.26	PAYE
Taxable pay	9,237.00	Taxable Pay
VAT	0.00	**Excluded**
Bank transfer	5,937.75	Net Pay
Basic Pay	7,677.42	Basic Salary

3.4.4. Source Data Summary Information

With Source Data populated the Summary sheet will provide additional information on the data entered.

The Source Employee Count will now report the number of employees loaded and the number of Net Pay lines found. Check that this number is the expected number of employees. Unwanted employees can be removed from the Source data sheet using the Remove Lines function as discussed in [Section 3.4.2](#).


	<u>Employees</u>	<u>Net Pays</u>
Source Record's Found:	309	309
Target Record's Found:	0	0

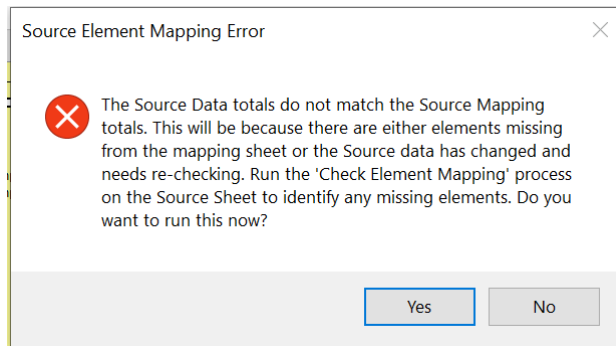
The **Source Sheet Total** now displays the total pay values entered on the Source Sheet. This value is used to cross reference the **Source Mapping Total**, which is the total pay values from the Mapping table, to ensure all elements are mapped.

<u>Current Data & Mapping Check</u>					
Source Sheet Total	£	5,791,338.61	Source Mapping Total	£	5,791,338.61
Target Sheet Total	£	-	Target Mapping Total	£	-
Difference	£	<u>5,791,338.61</u>	Difference	£	<u>5,791,338.61</u>

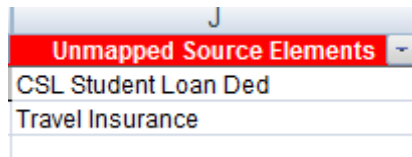
The Source Sheet / Mapping Difference highlights any differences between the total values entered on the data sheet and total values in the mapping sheet. This difference means that either the source data has changed and needs rechecking or there are source elements that included in the Source data that are missing from the mapping table.


Source / Mapping Difference	72.00	SOURCE MAPPING ERROR
Target / Mapping Difference	0.00	ENTER TARGET DATA

More information about Summary error messages and warnings can be retrieved by selecting the error message and clicking on the information toolbar icon. 



To display the unmapped source elements run the Check Element Mapping process on the Mapping Sheet or the Source Data sheet.



The unmapped source elements can be either by added manually by typing the missing element into the Source Element Name column in the Mapping table or select the next available row in the Source Element Name column and click the Add Unmapped Element toolbar icon. 

Each time the Source Data Sheet or Source Mapping Table information is changed the check element mapping process should be run. If this hasn't been done the Summary sheet will provide a warning.

Source / Mapping Difference	0.00	CHECK ELEMENT MAPPING
Target / Mapping Difference	0.00	ENTER TARGET DATA

When all Source data is loaded and element mapping is complete, then the target data can be loaded.

Source / Mapping Difference	0.00	
Target / Mapping Difference	0.00	ENTER TARGET DATA

3.5. Entering the Target Data

Wherever the target data is extracted from it must be entered in the Target data sheet in the following format.

- **Full Name** **Optional** field that should be provided to help identify individuals. Can be provided in any format.
- **ID *** **MANDATORY.** This is the reference that the tool uses to match source data to the target payroll data. This typically can be NI Number or Employee Number. If the employee numbers are changing then using the NI Number as a comparison is the preferable as it eliminates any need to manually map the employee number from old number to new number.
- **Employee No** **Optional.** In case the ID used is not the employee number a separate column is available to hold this value which will be useful when referencing the source payroll system.
- **Assignment No** **Optional.** In case of multiple assignments or positions the assignment number could be different to the employee number so a separate column is available to hold this value which will be useful when analysing the target payroll system.
- **Element Name *** **MANDATORY.** The name or ID of the target element or balance that has been paid / deducted. These elements will need to be recorded in the second column on the mapping sheet. **IMPORTANT: Although you can exclude elements from the comparison it is advisable to only include elements and or balances that need to be tested.**
- **Pay Value *** **MANDATORY.** Monetary value of the payment, deduction or balance.


Copy and Paste the target reference pay result data into the first 6 columns of the Target sheet.

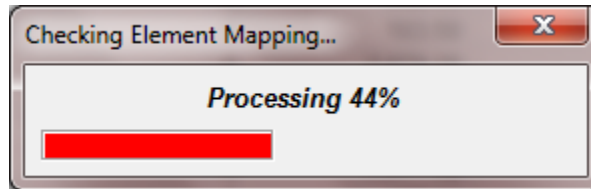
Full Name	ID *	Employee No.	Assignment No.	Element Name *	Target Value *
Sandiford, Mrs Deirdre	219187	NA219187A	219187	Advance	244.22
Sandiford, Mrs Deirdre	219187	NA219187A	219187	Basic Salary	9500
Sandiford, Mrs Deirdre	219187	NA219187A	219187	Dental Salary Sacrifice	-21.65
Sandiford, Mrs Deirdre	219187	NA219187A	219187	Net Pay	5332.45
Sandiford, Mrs Deirdre	219187	NA219187A	219187	NI Employee	404.22
Sandiford, Mrs Deirdre	219187	NA219187A	219187	NI Employer	1103.66
Sandiford, Mrs Deirdre	219187	NA219187A	219187	PAYE	3117.46
Sandiford, Mrs Deirdre	219187	NA219187A	219187	Pension Ees Contribution	-380
Sandiford, Mrs Deirdre	219187	NA219187A	219187	Pension Ers Contribution	2327.5
Sandiford, Mrs Deirdre	219187	NA219187A	219187	Tax Adjust	21.65
Sandiford, Mrs Deirdre	219187	NA219187A	219187	Taxable Pay	9120
Orchard, Ms Annie	219065	NA219065A	219065	Advance	0.15
Orchard, Ms Annie	219065	NA219065A	219065	Basic Salary	7083.33
Orchard, Ms Annie	219065	NA219065A	219065	Critical Illness Salary Sacrifice	-24.68
Orchard, Ms Annie	219065	NA219065A	219065	Dental Salary Sacrifice	-21.65
Orchard, Ms Annie	219065	NA219065A	219065	Net Pay	4630.72
Orchard, Ms Annie	219065	NA219065A	219065	NI Employee	377.23
Orchard, Ms Annie	219065	NA219065A	219065	NI Employer	758.21
Orchard, Ms Annie	219065	NA219065A	219065	PAYE	1340.68

3.6. Checking the Target Data

After the target data has been populated the summary sheet will indicate that the check element mapping function needs to be run to format and validate the target data.

Source / Mapping Difference	0.00	CHECK ELEMENT MAPPING
Target / Mapping Difference	0.00	

From the target sheet click on the **Check Element Mapping** toolbar icon  or use the toolbar menu *Quick Pay Checker->Target->Check Element Mapping* to start the check mapping function which will format and validate the target data.

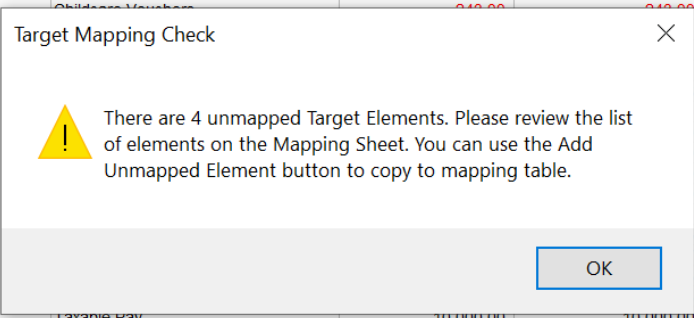


The check mapping function will perform the following functions and checks

- Format the data and columns.
- Check to see if any employee records have missing Net Pay records
- Check to see if any target elements are missing from the mapping table.
- Check that the target object is mapped to a source object.


3.6.1. Unmapped Target Elements

If at the end of the check element mapping process, there is found to be target objects that are not entered in the mapping table then these objects are listed in the Unmapped Target elements column on the mapping sheet.



Unmapped Source Elements	Unmapped Target Elements
	Adjust NI
	Overtime
	Tax Adjust
	Travel Salary Sacrifice

The unmapped target elements can be added manually by copying or typing the missing element into the Target Element Name column in the Mapping table or by selected the next available row in the Target Element Name column and clicking the Add Unmapped

Element function on the toolbar .

When elements exist in the Target Data that are not included in the Target Mapping the Summary sheet will highlight the missing target elements as a Mapping Error and the element will be tagged as ****MAPPING ERROR**** in the Source Element column of the Target data sheet.

Source / Mapping Difference	0.00	
Target / Mapping Difference	935.00	TARGET MAPPING ERROR

Element Name *	Target Value *	Combined Total	Source Element
Private Medical Salary Sacrifice	-44.33	-44.33	Medical Insurance
Tax Adjust	44.33	44.33	**MAPPING ERROR**
Taxable Pay	4,700.00	4,700.00	Taxable Pay
Advance	0.59	0.59	Misc Net Deduction
Basic Salary	2,583.33	2,583.33	Basic Pay

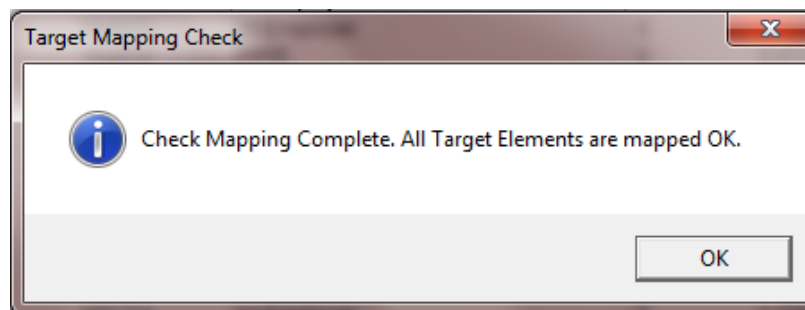
After adding the missing Target elements to the mapping table re-run the Check Element Mapping function.

Travel Insurance	Travel Salary Sacrifice
UNION	Union Deduction
Unpaid Leave	Unpaid Leave
	Adjust NI

If a source element is not entered in the mapping table for a target element, then the target mapping data will show the element as ****Unmapped****.


Element Name *	Target Value *	Combined Total	Source Element
Pension Ers Contribution	450.00	450.00	Pension Ers
Private Medical Salary Sacrifice	-44.33	-44.33	Medical Insurance
Tax Adjust	44.33	44.33	**Unmapped**
Taxable Pay	4,700.00	4,700.00	Taxable Pay
Advance	0.59	0.59	Misc Net Deduction

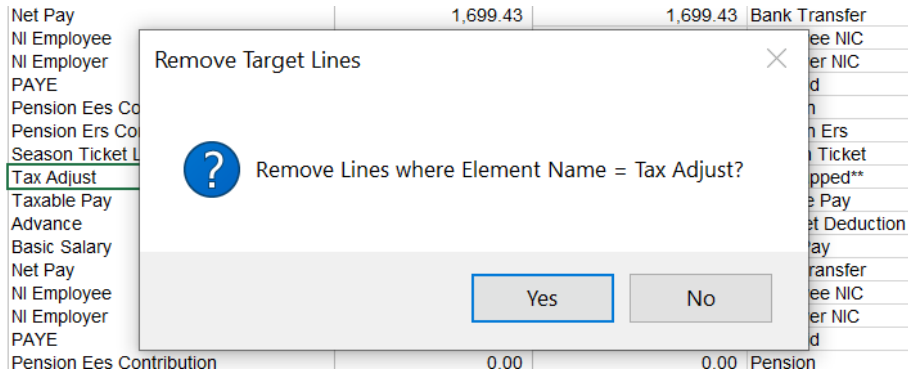
Once all target elements are accounted for in the mapping table the check element mapping process will complete without warning.



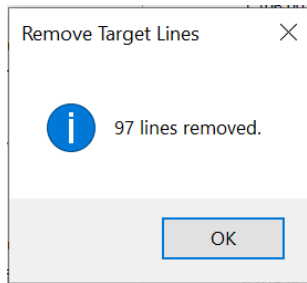
3.6.2. Removing Unwanted Target Data

If the target data includes objects that should not be included in the data comparison then these lines should either be removed from the target data completely or marked as excluded on the mapping sheet.

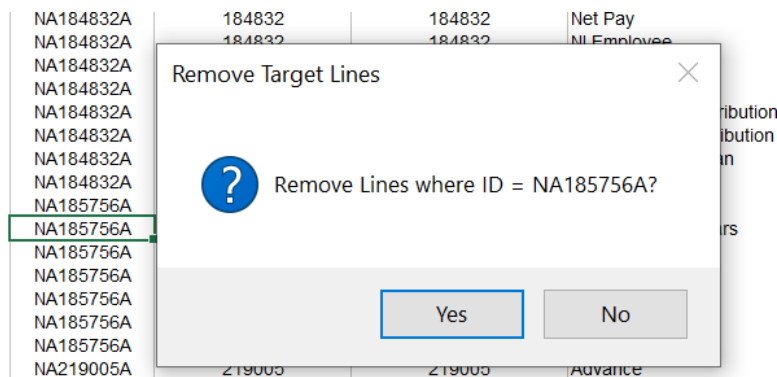
To remove lines from the target data, select a cell on the target data sheet that contains the item to be removed. For example, if you want to delete all rows for a specific element then select the object in the Element Name column and click on the delete rows icon  or use the toolbar menu *Quick Pay Checker->Target->Remove Lines*



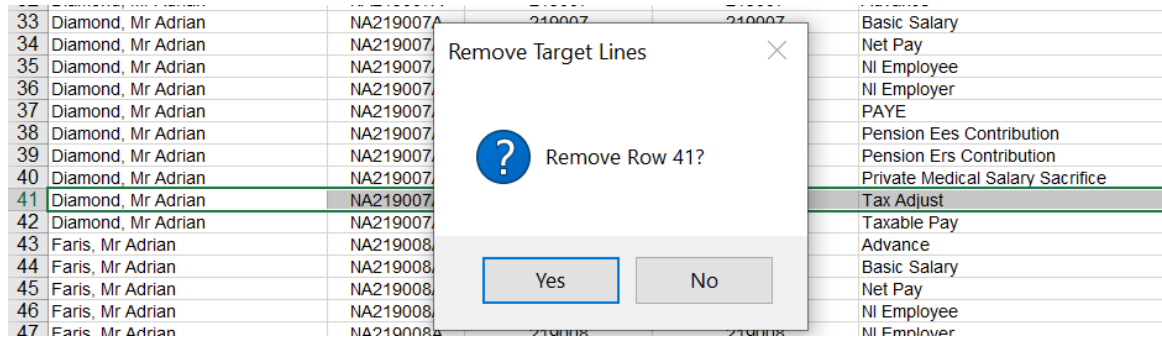
Selecting 'Yes' at the prompt will then remove all rows where element is the same as the row selected.



The remove lines function will work on all 6 Target data columns so the other columns can be used for removing unwanted target employees that should not be included in the data comparison.



Individual rows or selected rows can also be deleted. Highlight the individual row or select multiple rows and use the Remove Lines function to delete those lines.



3.6.3. Excluding Unwanted Target Data

If the target data is required for information but should not be part of the data comparison, then the target elements can be excluded on the mapping sheet.

To exclude a Target element from the Data Comparison run enter the element name in the Target Element column below the end line and re-run the Check Element Mapping process.

END		** Elements below this line will be EXCLUDED from run **	
VAT		Adjust NI	
		Tax Adjust	

The Target Element column on the Source Data sheet should indicate that the element is ****Excluded****.

Element Name *	Target Value *	Combined Total	Source Element
PAYE	1,121.46	1,121.46	Tax paid
Pension Ees Contribution	-300.00	-300.00	Pension
Pension Ers Contribution	450.00	450.00	Pension Ers
Private Medical Salary Sacrifice	-44.33	-44.33	Medical Insurance
Tax Adjust	44.33	44.33	**Excluded**
Taxable Pay	4,700.00	4,700.00	Taxable Pay

3.6.4. Inversing Element Totals

In some circumstances the Source values and the Target values may have opposite signs. For instance, a positive value for a Source element may be equivalent to a negative value in the Target data.

Check the Mapping sheet for instances where the Combined Source Total is inverse to the Combined Target Total.

Combined Source Total	Combined Target Total	Difference	Inverse
-772.31	-772.31	-	
0.00	0.00	-	
-1,300.95	1,535.95	-2,836.90	
-585.59	-551.62	-33.97	
-1,017.82	-1,017.82	-	
2,619.00	2,624.00	-5.00	

If there are occurrences of this then select 'Y' in the Inverse column. The data comparison will then match a positive value to a corresponding negative value and vice versa.

Combined Source Total	Combined Target Total	Difference	Inverse
-1,543.95	1,523.95	-20.00	Y
-585.59	-551.62	-33.97	
-1,017.82	-1,017.82	-	

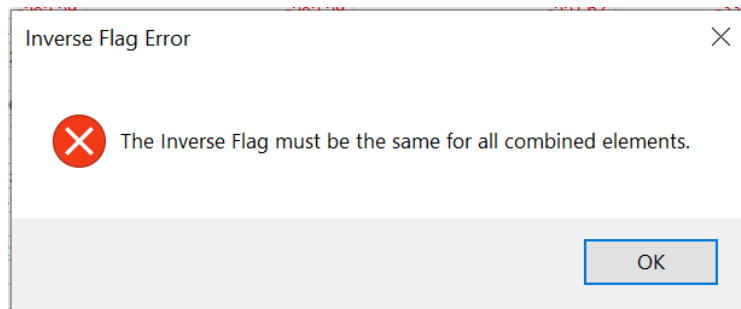
IMPORTANT: After setting (or unsetting) the Inverse flag the mapping sheet the element mapping process will need to be re-run on the Source and Target data sheets.

The mapping sheet will display this as a warning (the cell will go orange) and the summary sheet will also prompt the user with a warning message until the Check Element Mapping process has been run.

Source / Mapping Difference	0.00	CHECK ELEMENT MAPPING
Target / Mapping Difference	0.00	
INVERSE FLAG WARNING		

When Source elements are mapped to a single Target element then the inverse flag needs to be set for all combined elements. If not a Mapping Sheet error will be flagged.

Target Element Name	Source Total	Combined Source Total	Combined Target Total	Difference	Inverse
Basic Salary	1,823,584.26	1,823,584.26	1,819,113.21	4,471.05	
Cycle to Work	-772.31	-772.31	-772.31	-	
Childcare Vouchers	-6,834.00	0.00	0.00	-	
Childcare Vouchers	5,290.05	-1,543.95	1,523.95	-20.00	Y
Holiday Purchase	-585.59	-585.59	-551.62	-33.97	



When the inverse flag is set the mapped element name will be highlighted in Red on the Mapping, Source and Target data sheets.

Target Element Name	Source Total	Combined Source Total	Combined Target Total	Difference	Inverse
Cycle to Work	-772.31	-772.31	-772.31	-	
Childcare Vouchers	-6,834.00	0.00	0.00	-	Y
Childcare Vouchers	5,290.05	-1,543.95	1,523.95	-20.00	Y
Holiday Purchase	-585.59	-585.59	-551.62	-33.97	
Critical Illness Salary Sacrifice	-1,017.82	-1,017.82	-1,017.82	-	

Element Name *	Source Value *	Target Element
Bank transfer	5,840.31	Net Pay
Basic Pay	9,875.00	Basic Salary
BusyBees	-243.00	Childcare Vouchers
Employee NIC	405.61	NI Employee
Employer NIC	1,121.41	NI Employer

Element Name *	Target Value *	Combined Total	Source Element
Advance	9.32	9.32	Misc Net Deduction
Basic Salary	9,875.00	9,875.00	Basic Pay
Childcare Vouchers	243.00	243.00	BusyBees
Net Pay	5,840.31	5,840.31	Bank Transfer
NI Employee	405.61	405.61	Employee NIC

When the values are inversed the difference between the Source Sheet totals and Target Sheet totals will be compensated by the Inverse Offset


Combined Source Total	Combined Target Total	Difference
5,806,820.31	5,783,497.70	26,370.51

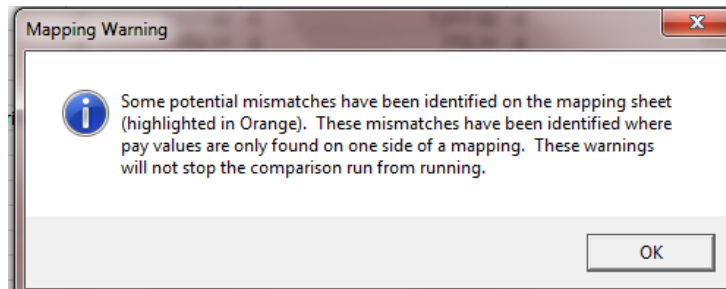
Current Data & Mapping Check		
Source Sheet Total	5,806,820.31	Inverse Offset
Target Sheet Total	5,783,497.70	-3,047.90
Difference	26,370.51	

3.6.5. Missing Element Early Indicator

When the target data has been entered it is useful to check the mapping sheet for early indicators of potential missing or mismatched elements. I.e. target elements defined in the mapping table but are not present in the source data and vica versa. If there are occurrences of this the Summary sheet will display a Mapping Warning

MAPPING WARNING		
Source Sheet / Mapping Difference	£	-
Target Sheet / Mapping Difference	£	-

Selecting the Mapping Warning cell and clicking on the Information icon  will display a dialog window explaining the reason for the warning.



If data is found for an element in only the Source or Target data a potential mismatch is flagged up. These elements are highlighted in orange on the Mapping Sheet.

Note: These warnings will not stop the application from performing the comparison.

Source Element Name	Target Element Name	Source Total	Combined Source Total	Combined Target Total
Employee NIC	NI Employee	£ 106,692.23	£ 106,692.23	£ 106,390.73
Employer NIC	NI Employer	£ 211,065.95	£ 211,065.95	£ 210,720.36
OMP 100%	Occupational Maternity Pay	£ 15,682.09	£ 15,682.09	£ 15,682.09
OSP 100%	Occupational Sick Pay	£ 6,548.91	£ 6,548.91	£ -
	Overtime	£ -	£ -	£ 236.07
Overtime x 2	Overtime Double	£ 2,520.42	£ 2,520.42	£ 2,520.62
Overtime x 1 (12)	Overtime Flat Rate	£ 236.04	£ 236.04	£ -
Overtx 1.5 (not 8am-8pm)	Overtime Time and Half	£ 10,160.30	£ 10,160.30	£ 10,159.91
Tax paid	PAYE	£ 480,221.72	£ 480,221.72	£ 478,876.26

These warning messages should help identify significant data issues before the main comparison run has even been started. If they are unwanted elements then you may need to either remove the surplus element data from the Source data using the Remove Lines function or move the unwanted Target element to the below the Sum line of the mapping sheet so it is excluded from the comparison process.

3.6.6. Target Data Summary Information

With Target Data populated the Summary sheet will provide additional information on the data entered.

The Target Employee Count will now report the number of employees loaded and the number of Net Pay lines found. Check that this is the expected number of employees. Unwanted employees can be removed from the Target data sheet using the Remove Lines functions as discussed in [Section 3.6.2](#).

Differences between the Source and Target employee totals can be found by running the Check Employee Mapping function as discussed in [Section 3.7](#)


	<u>Employees</u>	<u>Net Pays</u>
Source Record's Found:	305	305
Target Record's Found:	308	308

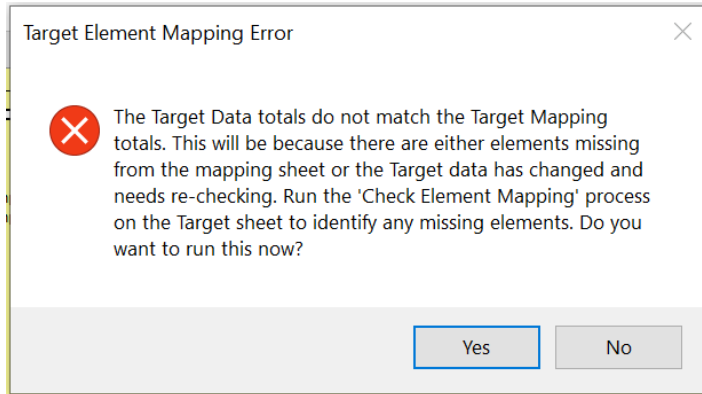
The **Target Sheet Total** now displays the total pay values entered on the Target Sheet. This value is used to cross reference the **Target Mapping Total**, which is the total pay values from the Mapping table, to ensure all elements are mapped.

<u>Current Data & Mapping Check</u>					
Source Sheet Total	£	5,813,369.22	Source Mapping Total	£	5,813,369.22
Target Sheet Total	£	5,780,429.80	Target Mapping Total	£	5,780,429.80
Difference	£	32,939.42	Difference	£	32,939.42

The Target Sheet / Mapping Difference highlights any differences between the total values entered on the data sheet and total values in the mapping sheet. This difference means that either the Target data has changed and needs rechecking or there are Target elements that included in the Target data that are missing from the mapping table.


Source Sheet / Mapping Difference	£	-	
Target Sheet / Mapping Difference	£	236.07	TARGET MAPPING ERROR

More information about Summary error messages and warnings can be retrieved by selecting the error message and clicking on the information toolbar icon. 



To display the unmapped target elements run the Check Element Mapping process on the Mapping Sheet or the Target Data sheet.

Unmapped Target Elements
Overtime

The unmapped target elements can be either by added manually by typing the missing element into the Target Element Name column in the Mapping table or select the next available row in the Target Element Name column and click the Add Unmapped Element toolbar icon. 

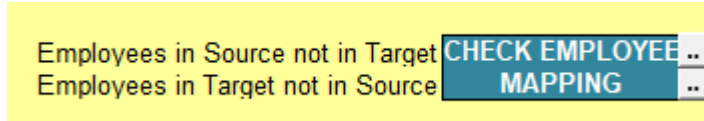
Each time the Target Data Sheet or Target Mapping Table information is changed the check mapping process should be run. If this hasn't been done the Summary sheet will provide a warning.

Source / Mapping Difference	0.00	
Target / Mapping Difference	0.00	CHECK ELEMENT MAPPING


NOTE: YOU MUST RE-RUN THE CHECK MAPPING FUNCTION EVERY TIME YOU MAKE A CHANGE TO THE MAPPING SHEET, SOURCE SHEET OR TARGET SHEET TO ENSURE THAT THE DATA IS MAPPED CORRECTLY. YOU MAY GET INCONSISTENT RESULTS IF THIS STEP IS MISSED.

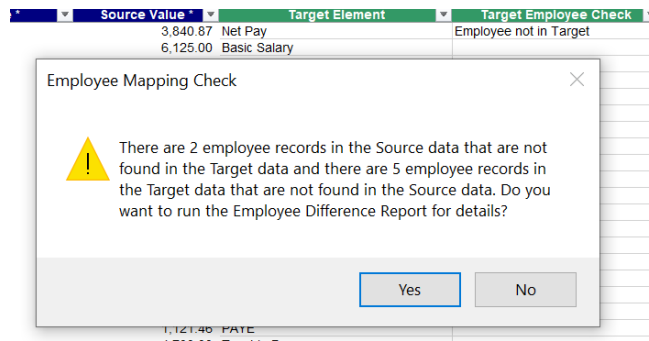
3.7. Check Employee Mapping

When all the Source and Target data has been loaded, then the employee mapping check can be run.



This process should be run before starting the data comparison process as it will identify any employee records that are missing from either the Target Data or the Source Data.

To run the process click on the Check Employee Mapping toolbar icon  or select the function from the menu *Quick Pay Checker -> Mapping -> Check Employee Mapping*



3.7.1. Employee Difference Report

Upon completion, the process will prompt the user to run the Employee Difference Report. This report will provide details of which employee records could not be matched between the source and the target data.


Employees in Source not in Target			
Full Name	ID *	Employee No.	Comments
Barrett, Mr Abdul	NA191742A	396328	
Distant, Mr Chris	NA219138A	965650	
Employees in Target not in Source			
Full Name	ID *	Employee No.	Comments
Runswick, Mr A G	NA184832A	184832	
Barre, Mr Abderrazak	NA185756A	185756	
Cronje, Mr Abdulkadir	NA219005A	219005	
Davenport, Ms Abigail	NA219006A	219006	
Power, Mrs Yasmin	NA219116A	219116	

The report provides a comments column for users to enter reasons for the discrepancy.

3.7.2. Missing Employee Early Indicator


In addition to the Employee Difference Report, the Employee Count section on the Summary sheet also highlights the unmatched employee differences, with an additional comments box to record any comments for information.

		Comments:	
Employees in Source not in Target	2	..	
Employees in Target not in Source	5	..	

To view the unmatched employees in either the Source Data and Target Data then you can click on the red error cell and click the information icon  or click the adjacent function button [..]


Employees in Source not in Target	2	..
Employees in Target not in Source	5	..

Source Employee Error

 There are Employees included in the Target run that are not on the Source Sheet. Show list of missing employees?

A	B	C	D	E	I	J
Full Name	ID *	Employee No.	Element Name *	Source Value *	Target Element	Target Employee Check
Barrett, Mr Abdul	NA191742A	396328	Bank transfer	3,840.87	Net Pay	Employee not in Target
Distant, Mr Chris	NA219138A	965650	Bank transfer	3,725.81	Net Pay	Employee not in Target

Full Name	ID *	Employee No.	Assignment No.	Element Name *	Target Value	Combined Total	Source Element	Source Employee Check
Runswick, Mr A G	NA184832A	184832	184832	Advance	9.32	9.32	Misc Net Deduction	Employee not in Source
Barre, Mr Abderrazak	NA185756A	185756	185756	Basic Salary	8,500.00	8,500.00	Basic Pay	Employee not in Source
Cronje, Mr Abdulkadir	NA219005A	219005	219005	Advance	0.64	0.64	Misc Net Deduction	Employee not in Source
Davenport, Ms Abigail	NA219006A	219006	219006	Advance	0.72	0.72	Misc Net Deduction	Employee not in Source
Power, Mrs Yasmin	NA219116A	219116	219116	Advance	0.11	0.11	Misc Net Deduction	Employee not in Source

Click on the remove filter icon  to restore the data back to the full list.

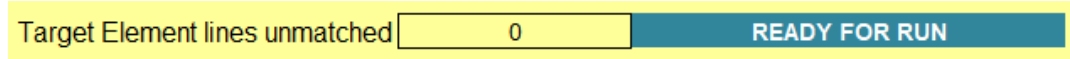
You can also identify the missing employees by filtering on 'Source Employee Check' column on the Target sheet or the 'Target Employee Check' column on the Source sheet.

F	J	M	N
Target Value *	Combined Total	Source Element	Source Employee Check
£ 0.11	£ 0.11	Misc Net Deduction	Employee not in Source

E	I	J
Source Value *	Target Element	Target Employee Check
£ 3,725.81	Net Pay	Employee not in Target


3.8. Generate the Data Comparison Results

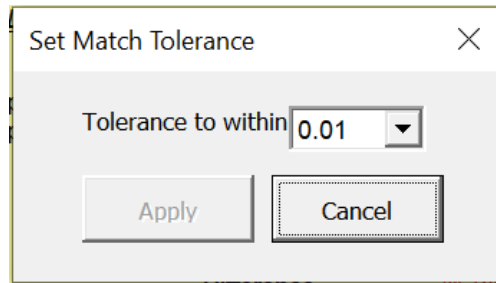
With both the Source and the Target data now loaded and verified the tool is now ready to produce the data comparison results. The data comparison run will only be allowed to start when all mapping errors are resolved and the 'Ready for Run' flag is set.



3.8.1. Match Tolerance Settings

Before you generate the run results you may want to adjust the tolerance settings of the comparison process. I.e. set the level of match acceptance. By default, the tolerance setting is set to 0.01 so that anything less than or equal to 0.01 difference will be classified as an exact match. If you want to change the tolerance settings click on the

 Set Match Tolerance icon on the tool bar or select *Quick Pay Checker > Tools > Set Match Tolerance* from the menu bar.




Select the tolerance from the drop-down list and select apply. The difference ranges on the summary sheet will adjust accordingly.

<i>Total Element Lines Checked</i>	=====
Source Lines Unmatched (Employee Missing)	=====
Source Lines Unmatched (Element Not Found)	=====
Element lines to within 0.02
Element lines that are between 0.02 - 0.1 Difference	
Element lines that between 0.1 - 1 Difference	
Element lines that are between 1 - 10 Difference	
Element lines that are between 10 - 100 Difference	
Element lines that are between 100 - 1000 Difference	
Element lines that are > 1000 Difference	=====
TOTAL Element Line Differences	=====

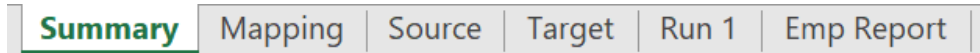
NOTE: YOU CAN ONLY CHANGE THE MATCH TOLERANCE BEFORE ANY COMPARISON RUN RESULTS HAVE BEEN GENERATED. ONCE A COMPARISON HAS BEEN GENERATED YOU WILL NOT BE ABLE TO ADJUST THE MATCH TOLERANCE ON THE SHEET UNTIL YOU HAVE REMOVED ALL THE GENERATED RESULTS. IF YOU NEED TO DO THIS AND DON'T WANT TO REMOVE THE PREVIOUS RUN RESULTS, THEN START WITH A NEW WORKBOOK.

3.8.2. Create New Run Sheet


When starting a new data comparison run you first need to create a new run sheet.

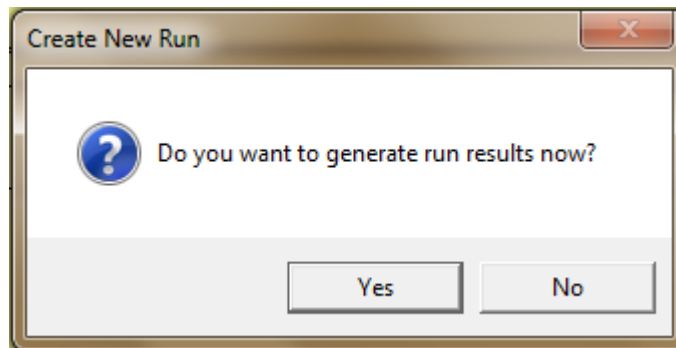
Click on the New Run  icon on the toolbar or select *Quick Pay Checker > Run > Create New Run* from the Menu bar to create a new blank worksheet for the comparison report.

A new worksheet will be created depending on the next run number. If this is the first run then a new worksheet called Run 1 will be created.




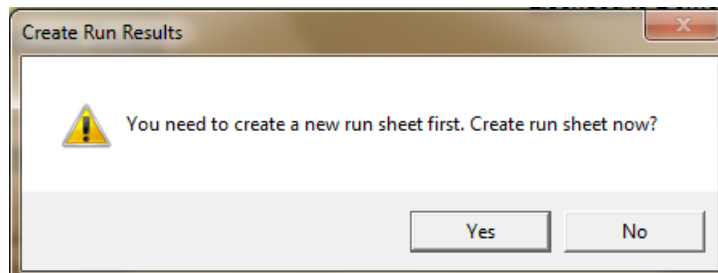
Initially the run sheet is blank, so the process will ask if you want to generate the run results now. If you select 'Yes' the comparison process will start. If you click 'No' the sheet will remain blank. You can start the comparison process anytime by clicking the

Create Run Results icon  or selecting *Quick Pay Checker > Run > Create Run Results* from the menu bar.



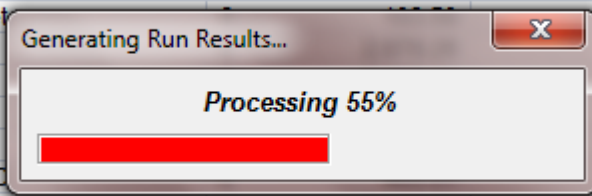
3.8.3. Create Data Comparison Run Results

To generate the comparison results, click on the Create Run Results icon  on the toolbar. A run sheet must be present before the comparison report can be generated, if a run sheet has not been created then the application will prompt for a new run sheet to be created first.



Depending on the size of the data set it may take a few moments to process the comparison.

Season Ticket	£	592.50
Season Ticket paid		
Taxable pay		
Bank transfer		
Basic Pay		
Employee NIC		
Employer NIC	£	1,113.78
Misc Basic Adjustment	-£	822.58



When the process is completed the Run Sheet will be populated with the comparison results.

A	B	C	D	E	G	H	I	L
Full Name	ID *	Employee No.	Element Name *	Source Value *	SOURCE Total	TARGET	DIFF	ERROR
Runswick, Mr A G	NA184832A	431638	Bank transfer	£ 5,840.31	£ 5,840.31	£ 5,840.31	£ -	
Runswick, Mr A G	NA184832A	431638	Basic Pay	£ 9,875.00	£ 9,875.00	£ 9,875.00	£ -	
Runswick, Mr A G	NA184832A	431638	BusyBees	-£ 243.00	-£ 243.00	-£ 243.00	£ -	
Runswick, Mr A G	NA184832A	431638	Employee NIC	£ 405.61	£ 405.61	£ 405.61	£ -	
Runswick, Mr A G	NA184832A	431638	Employer NIC	£ 1,121.41	£ 1,121.41	£ 1,121.41	£ -	
Runswick, Mr A G	NA184832A	431638	Misc Net Deduction	£ 9.32	£ 9.32	£ 9.32	£ -	
Runswick, Mr A G	NA184832A	431638	Pension	-£ 395.00	-£ 395.00	-£ 395.00	£ -	
Runswick, Mr A G	NA184832A	431638	Pension Ers	£ 592.50	£ 592.50	£ 592.50	£ -	
Runswick, Mr A G	NA184832A	431638	Season Ticket	£ 103.50	£ 103.50	£ 103.50	£ -	
Runswick, Mr A G	NA184832A	431638	Tax paid	£ 2,878.26	£ 2,878.26	£ 2,878.26	£ -	
Runswick, Mr A G	NA184832A	431638	Taxable pay	£ 9,237.00	£ 9,237.00	£ 9,237.00	£ -	
Barre, Mr Abderrazak	NA185756A	437478	Bank transfer	£ 5,937.75	£ 5,937.75	£ 6,517.75	£ 580.00	
Barre, Mr Abderrazak	NA185756A	437478	Basic Pay	£ 7,677.42	£ 7,677.42	£ 8,500.00	£ 822.58	
Barre, Mr Abderrazak	NA185756A	437478	Employee NIC	£ 405.01	£ 405.01	£ 455.67	£ 50.66	
Barre, Mr Abderrazak	NA185756A	437478	Employer NIC	£ 1,113.78	£ 1,113.78	£ 1,278.13	£ 164.35	
Barre, Mr Abderrazak	NA185756A	437478	Misc Basic Adjustment	-£ 822.58	-£ 822.58	-£ 822.58	£ -	
Barre, Mr Abderrazak	NA185756A	437478	Tax paid	£ 2,834.66	£ 2,834.66	£ 2,999.18	£ 164.52	
Barre, Mr Abderrazak	NA185756A	437478	Taxable pay	£ 9,177.42	£ 9,177.42	£ 10,000.00	£ 822.58	
Barrett, Mr Abdul	NA191742A	396328	Bank transfer	£ 3,840.87	£ 3,840.87	£ 3,840.87	£ -	

3.8.4. Understanding the Run Results

The results sheet is produced by comparing the source data against the target data. The process tries to match each source transaction to a target transaction using the ID and Element Name as the lookup reference. If a matching target transaction is found the result sheet will then display the source pay value compared to the target pay value and the difference.

D	E	G	H	I
Element Name *	Source Value *	SOURCE Total	TARGET	DIFF
Basic Pay	£ 7,677.42	£ 7,677.42	£ 8,500.00	£ 822.58
Employee NIC	£ 405.01	£ 405.01	£ 455.67	£ 50.66
Employer NIC	£ 1,113.78	£ 1,113.78	£ 1,278.13	£ 164.35
Misc Basic Adjustment	-£ 822.58	-£ 822.58	-£ 822.58	£ -
Tax paid	£ 2,834.66	£ 2,834.66	£ 2,999.18	£ 164.52
Taxable pay	£ 9,177.42	£ 9,177.42	£ 10,000.00	£ 822.58

If a matching target transaction is not found, then the result sheets shows the transaction line as Not Found in the Error column. The reason column is automatically populated with the reason for the difference.

G		H		I	L	M	
SOURCE Total		TARGET		DIFF	ERROR	REASON	
£	243.58	£	243.58	£	-		
£	7.05	£	7.05	£	-		
£	190.00	£	-	£	190.00	Not Found	Occupational Sick Pay Element Not Found in Target Data
-£	228.00	-£	228.00	£	-		
£	171.00	£	171.00	£	-		

If the employee is missing from the target run results, then all the transactions are marked as 'Emp Missing' and the reason field automatically populated.

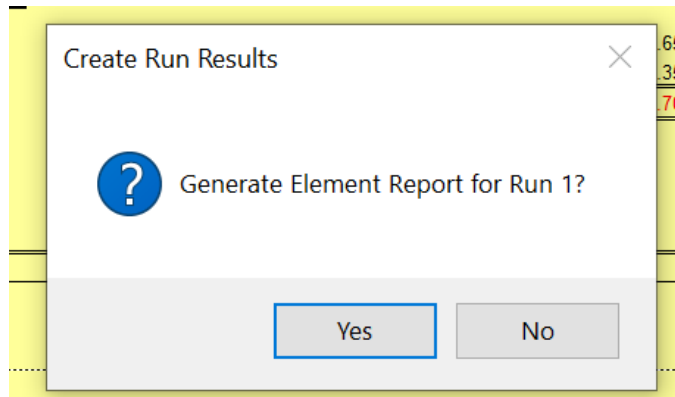
G		H		I	L	M	
SOURCE Total		TARGET		DIFF	ERROR	REASON	
£	372.04	£	-	£	372.04	Emp Missing	Employee Not Found in Target Data
£	691.71	£	-	£	691.71	Emp Missing	Employee Not Found in Target Data
£	1.64	£	-	£	1.64	Emp Missing	Employee Not Found in Target Data
-£	245.00	£	-	-£	245.00	Emp Missing	Employee Not Found in Target Data
£	1,378.13	£	-	£	1,378.12	Emp Missing	Employee Not Found in Target Data
£	206.25	£	-	£	206.25	Emp Missing	Employee Not Found in Target Data
£	1,574.26	£	-	£	1,574.26	Emp Missing	Employee Not Found in Target Data

Unmatched transactions occur for the following reasons;

- An employee is missing an element in the target run results.
- An employee on the Source Sheet is missing from the Target Sheet.
- A mapped source element has not been included in the target results.
- A source element has been mapped to the wrong target element.

3.8.5. Create Element Difference Report

When the run results have completed the application will prompt the user to run the Element Summary Report. Click Yes to create this report now. Additionally, the report can be re-run anytime from the menu bar *Quick Pay Checker -> Reports -> Element Difference Report*



Element Difference Report for Run 1															
Element Name	Total Count	Differences	Exact Match	Match in Tolerance	% Difference	% Match	Prev % Match	Change	Employee Missing	Element Missing	Other Reason	Reasons Entered	Reasons Required	% Analysis Complete	Analyst
Bank Transfer	309	28	192	89	9.00%	91.00%			1	0	27	0	27	0.00%	
SSP Amount	4	4	0	0	100.00%	0.00%			0	4	0	0	0	100.00%	
Holiday Pay	1	1	0	0	100.00%	0.00%			0	0	1	0	1	0.00%	
Overtime x 1 (12)	1	1	0	0	100.00%	0.00%			0	0	1	0	1	0.00%	
Overt.x 1.5 (not 8am-8pm)	28	12	1	15	43.00%	57.00%			0	0	12	0	12	0.00%	
SMP amount	9	3	6	0	33.00%	67.00%			0	3	0	0	0	100.00%	
Overtime x 2	13	2	2	9	15.00%	85.00%			0	0	2	0	2	0.00%	
CSL Student Loan Ded	17	2	15	0	12.00%	88.00%			0	0	2	0	2	0.00%	
Season Ticket	26	0	26	0	0.00%	100.00%			0	0	0	0	0	100.00%	
Standby Payment	11	0	11	0	0.00%	100.00%			0	0	0	0	0	100.00%	
Travel Insurance	31	0	31	0	0.00%	100.00%			0	0	0	0	0	100.00%	
UNION	9	0	9	0	0.00%	100.00%			0	0	0	0	0	100.00%	
TOTAL ELEMENT LINES	2930	143	2475	312	5.00%	95.00%			10	9	124	0	124	0.00%	
Source Lines Ignored (Combined Total)	8														
Source Lines Excluded	31														

The element difference report gives you an overview of the comparison results for each element in the mapping table. The report columns

- Element Name** The name of the Source element from the mapping table. The 'Net Pay' line is always the top line of the summary report as this is commonly used as an overall measure of success.
- Total Count** Number of rows in the Run Sheet for that element.
- Differences** Total number of rows where there are differences above the Match Tolerance.
- Exact Match** Total number of rows that are an exact match
- Match in Tolerance** Total number of rows that are a match within the tolerance settings.
- %Difference** Total Percentage of records that have differences above tolerance
- %Match** Total Percentage of records that are an exact match or are below tolerance
- Prev % Match** For secondary runs this indicates the total percentage match from the previous run.
- Change** For secondary runs this indicates the change in %Match between the current run and the previous run
- Employee Missing** This is the number of records that are unmatched because the employee is missing from the target data.
- Element Missing** This is the number of records that are unmatched because the element is missing from the target data.
- Other Reason** This is the number of match records with differences that require a user reason to be entered.
- Reasons Entered** This is the number of matched records with differences that have got a user reason entered.
- Reasons Required** This is the number of matched records with differences that do not have a user reason entered
- % Analysis Complete** This is the percentage of matched records that require a user reason to be entered.

- **Analyst** This column is used to assign an analyst to the specific element for reason analysis. See Section XX for exporting the run results.

NOTE: UNLIKE THE SUMMARY PAGE, THE STATISTICS IN THE ELEMENT REPORT ARE STATIC AND DO NOT UPDATE AS REASONS ARE ENTERED. TO GET AN UP TO DATE VIEW OF DATE THEN SIMPLY RE-GENERATE THE REPORT.

3.8.6. Parallel Run Results Summary Statistics

In addition to the Element Summary report, the summary sheet also provides summary comparison result statistics for all elements across a range of difference amounts. An overall percentage success figure is also provided to quickly ascertain the success of the run.

Parallel Run Results	
	Run 1
<i>Total Element Lines Checked</i>	2930
Source Lines Unmatched (Employee Missing)	10
Source Lines Unmatched (Element Not Found)	9
Element lines to within 0.02	2787
Element lines that are between 0.02 - 0.1 Difference	20
Element lines that between 0.1 - 1 Difference	38
Element lines that are between 1 - 10 Difference	14
Element lines that are between 10 - 100 Difference	28
Element lines that are between 100 - 1000 Difference	19
Element lines that are > 1000 Difference	5
TOTAL Element Line Differences	124
Percentage Element Lines Correct	95.00%
Percentage Element Lines Correct < 0.1	96.00%

In practice the Source transactions will rarely map exactly to the Target transactions. For payroll data comparisons, Net Pay statistics provide a clearer assessment of the accuracy of parallel run. The Summary sheet gives the same range of statistics for Net Pay comparisons as well as a total Net Pay difference.


<i>Total Net Pay Lines</i>	309
Net Pay Lines Unmatched (Employee Missing)	1
Net Pay Lines Unmatched (Element not Found)	0
Net Pay lines to within 0.02	281
Net Pay lines that are between 0.02 - 0.1 Difference	5
Net Pays that are between 0.1 - 1 Difference	13
Net Pays that are between 1 - 10 Difference	0
Net Pays that are between 10 - 100 Difference	4
Net Pays that are between 100 - 1000 Difference	4
Net Pays that are > 1000 Difference	1
TOTAL Net Pay Differences	27
Percentage Net Pay Lines Correct	91.00%
Percentage Net Pay Lines Correct < 0.1	93.00%
Source Net Pay Total	1,168,450.50
Target Net Pay Total	1,163,066.04
Net Pay Difference	5,384.46

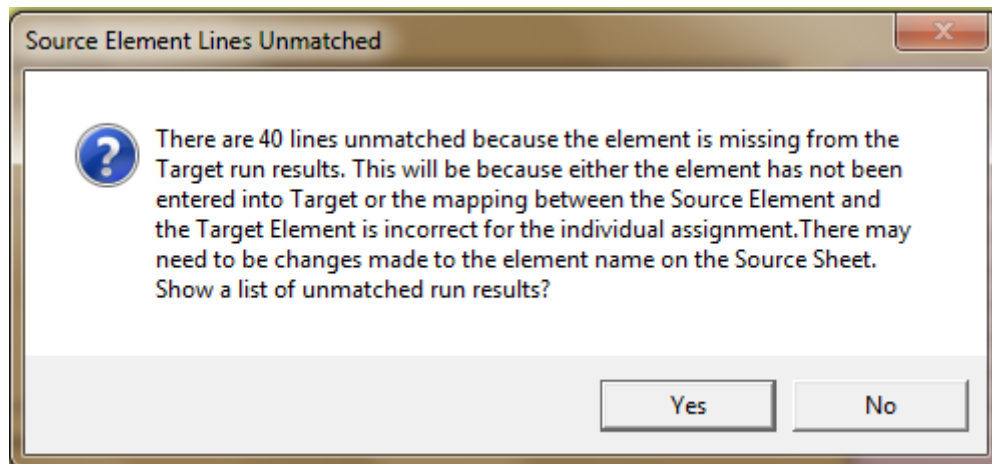
3.8.7. Unmatched Source Transactions


The summary sheet indicates the number of source transaction lines that have not been matched to target transactions. These unmatched transactions are due to missing elements or missing employees.

<i>Total Element Lines Checked</i>	2930
Source Lines Unmatched (Employee Missing)	10
Source Lines Unmatched (Element Not Found)	9
Element lines to within 0.02	2787


To view the corresponding transactions, select the cell and click on the information icon.

 Selecting 'Yes' at the prompt will automatically filter the results to show the missing transactions for the category selected.



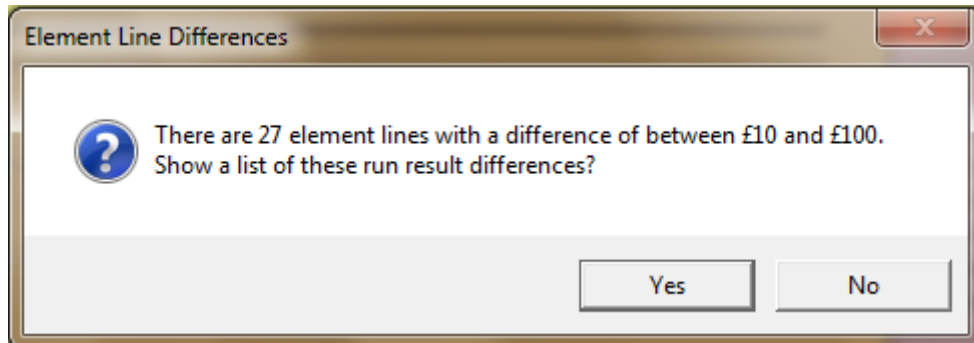
Click on the remove filter icon  to restore the results back to the full list.

3.8.8. Difference Summary


The summary sheet provides the number of differences by range. For each value in the differences column the information icon can be used to view the corresponding transactions that comprise the total. Select the cell and click on the information icon on the toolbar. 

Element lines to within 0.02	404
Element lines that are between 0.02 - 0.1 Difference	20
Element lines that between 0.1 - 1 Difference	38
Element lines that are between 1 - 10 Difference	14
Element lines that are between 10 - 100 Difference	28
Element lines that are between 100 - 1000 Difference	19
Element lines that are > 1000 Difference	5
TOTAL Element Line Differences	124

Selecting 'Yes' at the prompt will automatically filter the results to show only differences for the range selected.



G	H	I	L
SOURCE Total	TARGET	£10-£100	ERROR
£ 405.01	£ 455.67	£ 50.66	
£ 169.00	£ 117.00	-£ 52.00	
£ 1,888.15	£ 1,927.43	£ 39.28	
£ 709.68	£ 761.54	£ 51.86	

Click on the remove filter icon  to restore the results back to the full list.

The unmatched Net Pay Lines and Net Pay differences highlighted in the Net Pay Summary section can be identified in the same way as described above using the information icon.

Unmatched Net Pay Lines may occur for the following reasons;

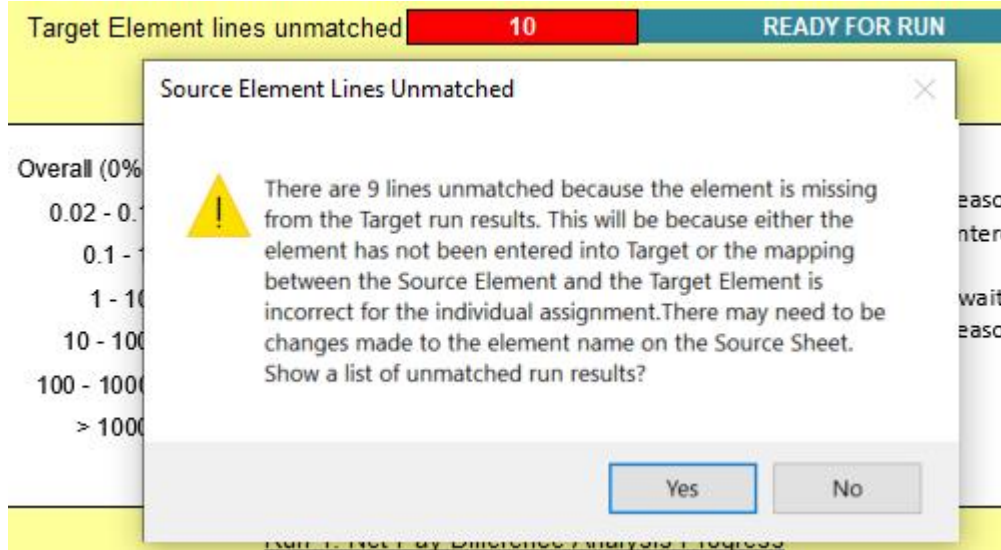
- An employee on the Source Sheet is missing from the Target Sheet.
- For Oracle Payroll users missing net pay transactions may be due to the employee not having a payment method **

<i>Total Net Pay Lines</i>	309
Net Pay Lines Unmatched (Employee Missing)	1
Net Pay Lines Unmatched (Element not Found)	0
Net Pay lines to within 0.02	281

** The Net Pay report will only retrieve Net Pays for employees with a BACS payment method on the assignment record.

3.8.9. Unmatched Target Transactions

The Summary sheet also provides a summary of Target transactions not matched to Source transactions. On the Summary sheet the number of unmatched Target lines is highlighted.



To locate the unmatched lines, select the cell and click the information icon


M	N	P
Source Element	Source Employee Check	Target Lines Unmatched
Misc Net Deduction	Employee not in Source	Not in Run
Basic Pay		Not in Run
Critical Illness		Not in Run
Bank Transfer		Not in Run
Employee NIC		Not in Run
Employer NIC		Not in Run
Tax paid		Not in Run
Pension Ers		Not in Run
Taxable Pay		Not in Run

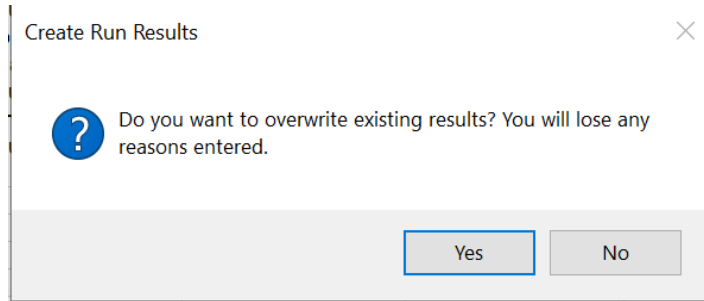
Click on the remove filter icon to restore the target data back to the full list.

Unmatched Target transactions occur for the following reasons;

- An employee on the Target Sheet is missing from the Source Sheet.
- An element entry in the Target run results is not found in the Source data.
- An information or unwanted element in the target results is included in the mapping.

3.8.10. Regenerating the Parallel Run Results

If for some reason the comparison report generated is unsuitable for checking, for example perhaps a large number of elements have been omitted then the current run sheet can be overwritten by clicking on the Generate Run Results  button again.



WARNING: You will lose any reasons entered on the run sheet if you choose to regenerate a comparison report over the top of an existing report.

3.8.11. Exporting the Run Results

Copies of the comparison run results can be exported from the master sheet for use when multiple users are working on analysing the differences. When this is the case, one workbook should always be designated as the master sheet and users can then work on either direct saved copies of the master workbook or from exported copies.

NOTE: Direct saved copies of the master workbook will obviously contain all the source and target data sheets plus the comparison tools and functions to use, whereas exported workbooks will only include a copy of the latest run sheet for reason recording and a copy of the element difference report if created.

There are 2 options for exporting, Export All or Export by Analyst. Both options are available from the toolbar menu Quick Pay Checker -> Run -> Export -> All or Quick Pay Checker -> Run -> Export -> By Analyst.

Export All

Export All will create a new workbook with an entire copy of the latest run sheet. Users will then have their own copy of the data to review and record the reasons and assign the fault categories. When completed the reasons can then be imported back into the Master workbook.

To start the export, select Quick Pay Checker -> Run -> Export -> All from the menu

If the element difference report has been created, then the export will also include a copy of the element report too.

A	B	C	D	E	G	H	I	L
Full Name	ID *	Employee No.	Element Name *	Source Value *	SOURCE Total	TARGET Total	DIFF	ERROR
Runswick, Mr A G	NA184832A	431638	Bank transfer	5,840.31	5,840.31	5,840.31	-	
Runswick, Mr A G	NA184832A	431638	Basic Pay	9,875.00	9,875.00	9,875.00	-	
Runswick, Mr A G	NA184832A	431638	BusyBees	-243.00	-243.00	243.00	-	
Runswick, Mr A G	NA184832A	431638	Empl			405.61	-	
Runswick, Mr A G	NA184832A	431638	Empl			1,121.41	-	
Runswick, Mr A G	NA184832A	431638	Misc			9.32	-	
Runswick, Mr A G	NA184832A	431638	Pensi			-395.00	-	
Runswick, Mr A G	NA184832A	431638	Pensi			592.50	-	
Runswick, Mr A G	NA184832A	431638	Seas			103.50	-	
Runswick, Mr A G	NA184832A	431638	Tax p			2,878.26	-	
Runswick, Mr A G	NA184832A	431638	Taxat			9,237.00	-	
Barre, Mr Abderrazak	NA185756A	437478	Bank transfer	6,517.75	6,517.75	6,517.75	-580.00	
Barre, Mr Abderrazak	NA185756A	437478	Basic Pay	7,677.42	7,677.42	8,500.00	-822.58	
Barre, Mr Abderrazak	NA185756A	437478	Employee NIC	405.01	405.01	455.67	-50.66	
Barre, Mr Abderrazak	NA185756A	437478	Employer NIC	1,113.78	1,113.78	1,278.13	-164.35	
Barre, Mr Abderrazak	NA185756A	437478	Misc Basic Adjustment	-822.58	-822.58	-822.58	-	
Barre, Mr Abderrazak	NA185756A	437478	Tax paid	2,834.66	2,834.66	2,999.18	-164.52	
Barre, Mr Abderrazak	NA185756A	437478	Taxable pay	9,177.42	9,177.42	10,000.00	-822.58	
Barrett, Mr Abdul	NA191742A	396328	Bank transfer	3,840.87	3,840.87	3,840.87	-	
Barrett, Mr Abdul	NA191742A	396328	Basic Pay	6,125.00	6,125.00	6,125.00	-	

Export By Analyst

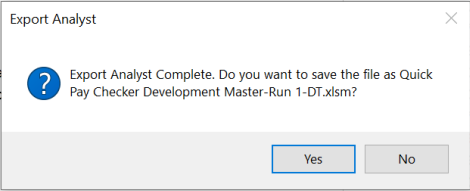
Export by Analyst allows you to target specific elements for analysis. You do this by assigning Analysts to elements via the Element Report and you can then export just those records that have differences for the elements assigned. This helps users to target specific areas separately so there is a co-ordinated approach to the analysis.

Firstly, ensure that there is an element difference report for the latest run. You can't use element reports from previous runs to export from. With the latest element report assign elements to Analysts by entering names or initials in the Analyst column.

Element Difference Report for Run 1															
Element Name	Total Count	Differences	Exact Match	Match in Tolerance	% Difference	% Match	Prev % Match	Change	Employee Missing	Element Missing	Other Reason	Reasons Entered	Reasons Required	% Analysis Complete	Analyst
Bank Transfer	309	28	192	89	9.00%	91.00%			1	0	27	0	27	0.00%	
SSP Amount	4	4	0	0	100.00%	0.00%			0	4	0	0	0	100.00%	JO
Holiday Pay	1	1	0	0	100.00%	0.00%			0	0	1	0	1	0.00%	EB
Overtime x 1 (12)	1	1	0	0	100.00%	0.00%			0	0	1	0	1	0.00%	DT
Overt.x 1.5 (not 8am-8pm)	28	12	1	15	43.00%	57.00%			0	0	12	0	12	0.00%	DT
SMP amount	9	3	6	0	33.00%	67.00%			0	3	0	0	0	100.00%	JO
Overtime x 2	13	2	2	9	15.00%	85.00%			0	0	2	0	2	0.00%	DT
CSL Student Loan Ded	17	2	15	0	12.00%	88.00%			0	0	2	0	2	0.00%	JO
Taxable Pay	308	25	191	92	8.00%	92.00%			1	0	24	0	24	0.00%	
Buy Annual Leave	18	1	17	0	6.00%	94.00%			0	1	0	0	0	100.00%	EB
Tax paid	309	14	295	0	5.00%	95.00%			1	0	13	0	13	0.00%	
Employer NIC	308	11	280	17	4.00%	96.00%			1	0	10	0	10	0.00%	
Pension Ers	303	11	287	5	4.00%	96.00%			1	0	10	0	10	0.00%	


To start the export click in the cell containing the name or initials of a specific analyst and select Quick Pay Checker -> Run -> Export -> By Analyst from the menu.

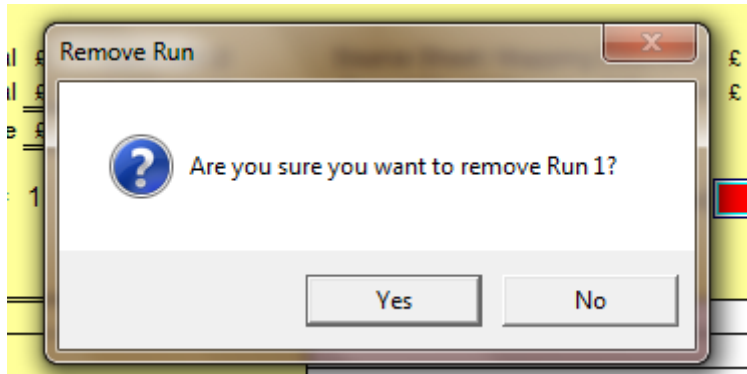
A	B	C	D	E	G	H	I	L
Full Name	ID *	Employee No.	Element Name *	Source Value *	SOURCE Total	TARGET Total	DIFF	ERROR
Liu, Ms Anne	NA219053A	398685	Bank transfer	2,542.76	2,542.76	2,542.78	-0.02	
Liu, Ms Anne	NA219053A	398685	Basic Pay	4,091.84	4,091.84	4,091.83	0.01	
Liu, Ms Anne	NA219053A	398685	BusyBees				-20.00	
Liu, Ms Anne	NA219053A	398685	Employee NIC				-	
Liu, Ms Anne	NA219053A	398685	Employer NIC				-0.01	
Liu, Ms Anne	NA219053A	398685	Medical Insurance				-	
Liu, Ms Anne	NA219053A	398685	Misc Net Deductio				-	
Liu, Ms Anne	NA219053A	398685	Overtime x 1 (12)				-0.03	
Liu, Ms Anne	NA219053A	398685	Pension				-	
Liu, Ms Anne	NA219053A	398685	Pension Ers				-	
Liu, Ms Anne	NA219053A	398685	Season Ticket				-	
Liu, Ms Anne	NA219053A	398685	Tax paid	770.66	770.66	770.66	-	
Liu, Ms Anne	NA219053A	398685	Taxable pay	4,022.99	4,022.99	4,023.01	-0.02	
Pegg, Mr Anthony J	NA219070A	423464	Bank transfer	2,677.04	2,677.04	2,676.87	0.17	
Pegg, Mr Anthony J	NA219070A	423464	Basic Pay	3,250.00	3,250.00	3,250.00	-	
Pegg, Mr Anthony J	NA219070A	423464	Employee NIC	352.48	352.48	352.47	0.01	
Pegg, Mr Anthony J	NA219070A	423464	Employer NIC	441.31	441.31	441.29	0.02	
Pegg, Mr Anthony J	NA219070A	423464	Misc Net Deduction	0.06	0.06	0.06	-	
Pegg, Mr Anthony J	NA219070A	423464	Overt.x 1.5 (not 8am-8pm)	803.75	803.75	803.57	0.18	
Pegg, Mr Anthony J	NA219070A	423464	Pension	-130.00	-130.00	-130.00	-	



A new workbook will be created with a copy of the Element Report and a Run sheet containing only the employees with element differences assigned to the selected Analyst.

3.8.12. Removing the Run Results

Parallel Run Sheets can also be removed completely. Only the latest run sheet can be removed. To delete a parallel run sheet, click on the Remove Run icon  on the toolbar. Removing the parallel run results will also remove all statistics corresponding to the parallel run results. Only perform this action if the latest parallel run results are no longer required.



3.9. Analysing the Results

With the data comparison results now complete the next task is to analyse the differences and determine the reason for the difference and the course of action to resolve the difference if required. This can normally be a time-consuming process but using the tools and methodology of the Quick Pay Checker this process can vastly improve.

3.9.1. Analysis Methodology

The Quick Pay Checker encourages thorough problem analysis. The more issues than can be identified and resolved in each parallel run the fewer parallel runs are required and thus the quicker the parallel run process will take. For each difference found the parallel run sheet encourages the user to enter a **Reason** then **Assign** a fault category to the difference as...

- **NOT AN ISSUE** The difference is acceptable or caused by another issue. No action is required to rectify this specific difference.
- **SOURCE ISSUE** The difference is due to incorrect data entered in the payroll run. A fix to the data is required.
- **TARGET ISSUE** The difference is due to an error in the new target payroll system. Some configuration or further investigation is required.

DIFF	ERROR	REASON	ASSIGNED	FIXED
-				
-				
-580.00		Incorrect due to salary difference	NOT AN ISSUE	
-822.58		Change in hours to reduce salary not recorded in Target	TARGET ISSUE	Yes
-50.66		Incorrect due to salary difference	NOT AN ISSUE	
-164.35		Incorrect due to salary difference	NOT AN ISSUE	
-				
-164.52		Incorrect due to salary difference	NOT AN ISSUE	
-822.58		Incorrect due to salary difference	NOT AN ISSUE	
-				
-				
-				

Users should also be encouraged to use the FIXED column to record if the issue has been resolved. This will help ensure issues are addressed and provide an audit trail during the project.

Entering reason information is also important as the reason information will be automatically rolled forward onto subsequent parallel run sheets if the same difference reoccurs in the next run.

An initial parallel run will usually generate low success rates and large numbers of differences and it is tempting to rush into a subsequent run to generate a higher score success.

In practice re-runs should only be initiated when all the differences have been analysed or – in the case of the first few runs - there is a high number of common errors that if fixed will reduce the number of differences significantly.

When more than one person is involved with the checking it is important that one person retains a “Master” copy of the spreadsheet. Individual analysts can then work on separate copies of the results - either direct copies or exported workbooks - and when complete

have the reasons imported back into the Master sheet. See [section 3.8.11](#) for details on exporting the results and [section 3.9.7](#) for details on importing reason detail.

3.9.2. Predictive Reasoning


The parallel run comparison run will automatically populate the reasons if the difference is already known, such as a missing element or missing employee. This will save time and ensure users are only checking actual unknown differences.

The root of the issue will still need to be resolved so assign an issue category and record when fixed if required.


DIFF	ERROR	REASON	ASSIGNED	FIXED
9,445.68	Not Found	SMP Paid Element Not Found in Target Data		
1,610.67	Not Found	SMP Paid Element Not Found in Target Data		
11.31	Not Found	SSP Paid Element Not Found in Target Data		
101.78	Not Found	SSP Paid Element Not Found in Target Data		
2,241.00	Not Found	SMP Paid Element Not Found in Target Data		
-33.97	Not Found	Holiday Purchase Element Not Found in Target Data		
33.93	Not Found	SSP Paid Element Not Found in Target Data		
3,725.81	Emp Missing	Employee Not Found in Target Data		
6,125.00	Emp Missing	Employee Not Found in Target Data		
372.04	Emp Missing	Employee Not Found in Target Data		
691.71	Emp Missing	Employee Not Found in Target Data		

3.9.3. Filter List

The Filter List function will toggle the view on the Parallel Run Results through each difference range. The DIFF column header on the parallel run results sheet will indicate


which range is currently filtered. Click on the filter icon  to cycle through the various ranges.

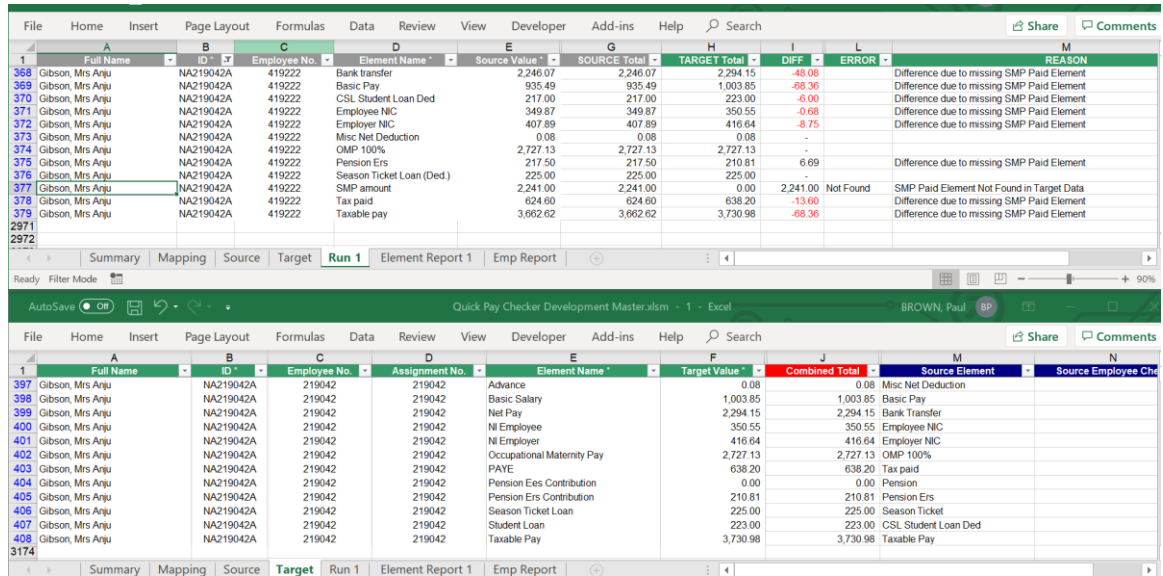
H	I	H	I	H	I
TARGET	£1-£10	TARGET	> £100	TARGET	£100-£1000
£ 223.00	£ 6.00	£ 5,458.33	-£ 291.68	£ 5,458.33	-£ 291.68
£ 416.64	£ 8.75	£ 5,332.45	-£ 3,568.98	£ 404.22	-£ 369.17
£ 210.81	-£ 6.69	£ 9,500.00	-£ 5,666.67	£ 1,103.66	-£ 654.96


Click on the remove filter icon  to restore the parallel run result data back to the full list.

3.9.4. Compare Side-By-Side

When viewing the differences, it is possible to compare the source and the target data for a single employee in two windows. To enable this function select any row belonging to the employee whose results you want to compare and click on the Compare Side-By-


Side function icon  on the toolbar. The current sheet will appear at the top filtered on the selected employee and a new window will appear at the bottom with the matching employee data already filtered.




To close the side-by-side view you simply need to close one of the windows and click on the remove filter icon  to restore the remaining window.


NOTE: With later versions of Excel the side-by-side view can be improved by viewing with ribbon tabs only, so the command bar is hidden, given more space to view the worksheet contents.

3.9.5. Show Next / Show Previous


After comparing the results for a specific employee, the Show Next  and Show

Previous  icons allow the user to automatically move on to the next employee with a difference in the side-by-side comparison view. This allows users to work methodically through each employee.

NOTE: The Show Next and Show Previous actions will only work from the window with the Run sheet active.

To close the side-by-side view you simply need to close one of the windows and click on the remove filter icon  to restore the remaining window.

3.9.6. Using Find

Specific fields can be found using either the standard search facility in Microsoft Excel or by using the add-in Find function. Click on the  Find icon to launch the find toolbar. Enter a value in the Find box and click the Enter button.

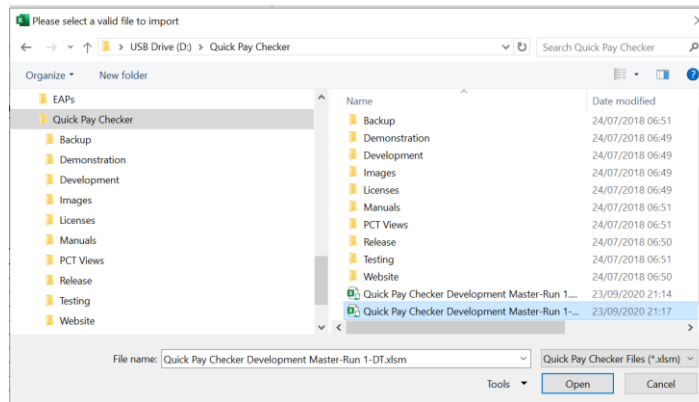
If you want to find an exact Match, click on the 'Match' button so that the option is set with a tick, or set to 'x' if you want a partial match. Click on Find Next to proceed to the next match.



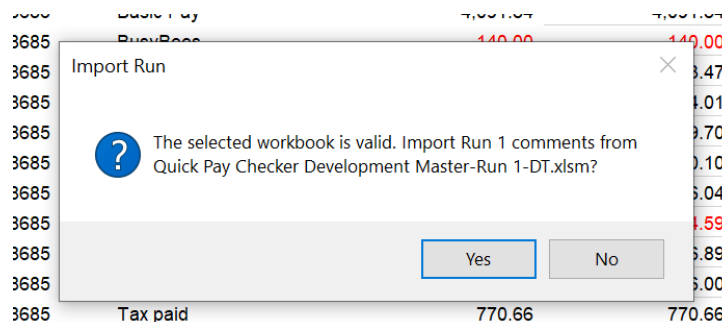
3.9.7. Importing the Analysis Results and Reasons

Analysis results and reasons can be imported from other copies of the workbook or from exported copies of the comparison run results provided the run data in the copy is from the same source as the master workbook.

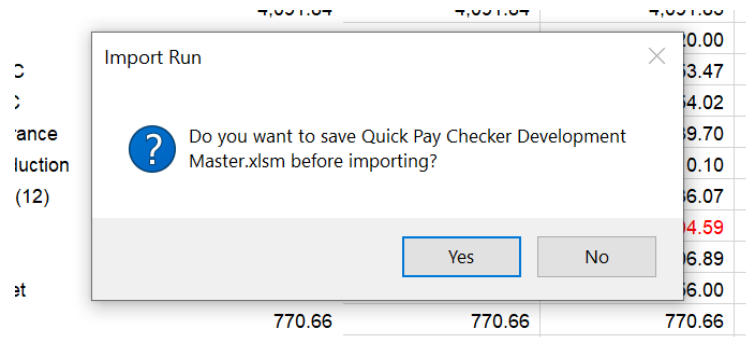
Select *Quick Pay Checker -> Run -> Import* from the drop-down menu to select a file to import.



The selected file must be a valid export or copy of the latest run or the import will not proceed. If the file is valid the import process will be allowed to start.

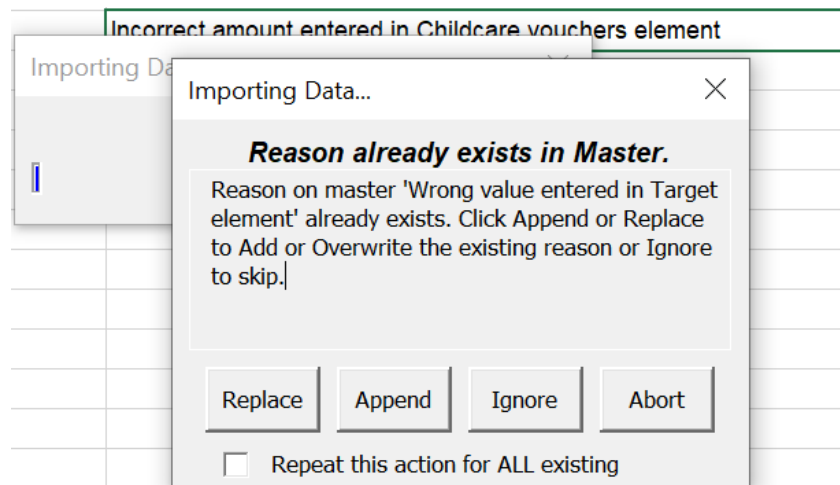


Before the import process begins it is recommended to save the master sheet in case there are problems with the import process and existing reasons in the master are unintentionally overwritten.

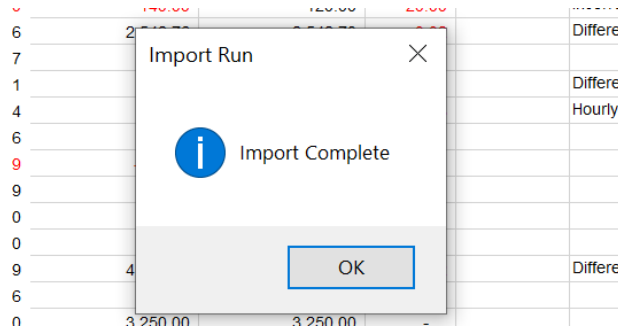


The import process will read all the reasons entered in the selected and perform the following actions;

- If the corresponding row in the master sheet is blank then the reason information will be automatically copied over unprompted.
- If the corresponding row in the master sheet has exactly the same reason information already entered then there is no action.
- If the corresponding row in the master sheet has difference reason information populated then the user is prompted for an action
 - **Replace** Replace the reason text in the master with the text from the import sheet.
 - **Append** Add the reason text from the import sheet to the reason text in the master sheet.
 - **Ignore** Ignore the reason text from the import sheet and preserve the reason text in the master sheet.
 - **Abort** Stop the import process.



The prompt also has a checkbox to 'Repeat this action for ALL existing'. This means that the selected action, Replace, Append or Ignore will be repeated for all occurrences where the reason information in the master workbook differs from the reason information in the imported workbook, regardless of what the actual text is, so use with caution.

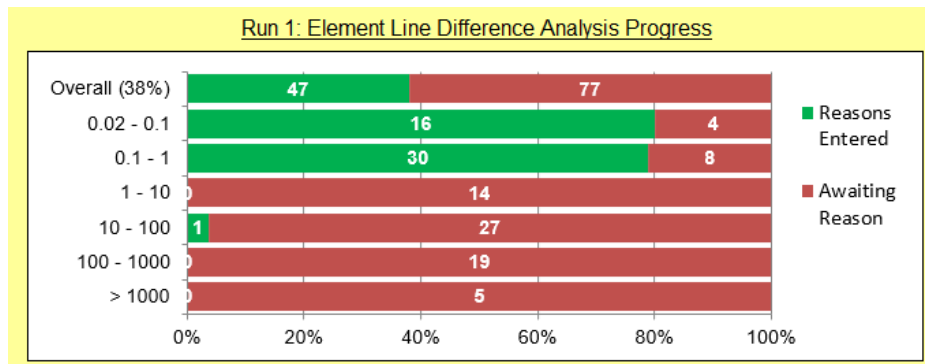


When the import process has completed the import actions are recorded on the import sheet for reference.

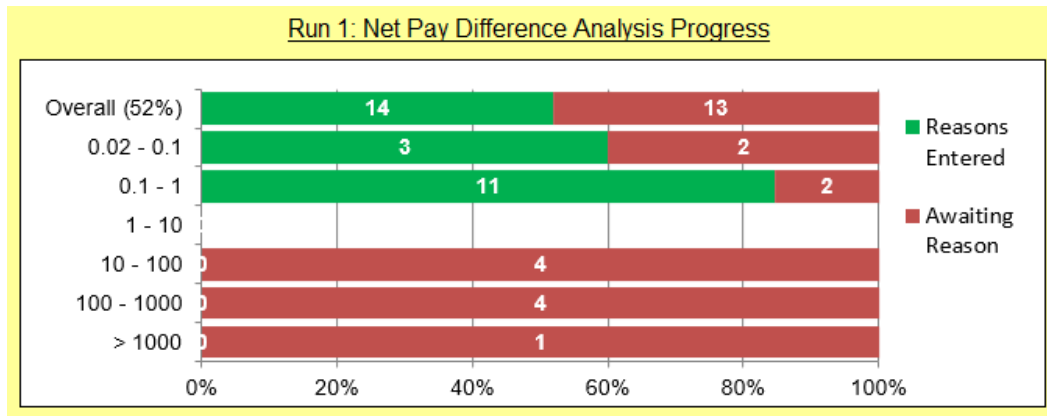
DIFF	ERROR	REASON	ASSIGNED	FIXED	IMPORT RESULTS
-					
0.01		Difference due to issue with overtime	NOT AN ISSUE		Imported
-20.00		Incorrect amount entered in Childcare vouchers element	TARGET ISSUE	Yes	Reason exists - Appended
-0.02		Difference due to issue with overtime	NOT AN ISSUE		Reason exists - Ignored
-					
-0.01		Difference due to issue with overtime	NOT AN ISSUE		Reason exists - Ignored
-0.03		Hourly rate rounding difference in Target	TARGET ISSUE		Reason exists - Appended
-					
-					
-					
-					
-					
-0.02		Difference due to issue with overtime	NOT AN ISSUE		Reason exists - Ignored
-					
-					
0.17		Difference due to issue with overtime	NOT AN ISSUE		Imported
0.01		Difference due to issue with overtime	NOT AN ISSUE		Imported
0.02		Difference due to issue with overtime	NOT AN ISSUE		Imported
0.18		Hourly rate rounding difference in Target	TARGET ISSUE		Reason exists - Appended

3.9.8. Tracking Progress

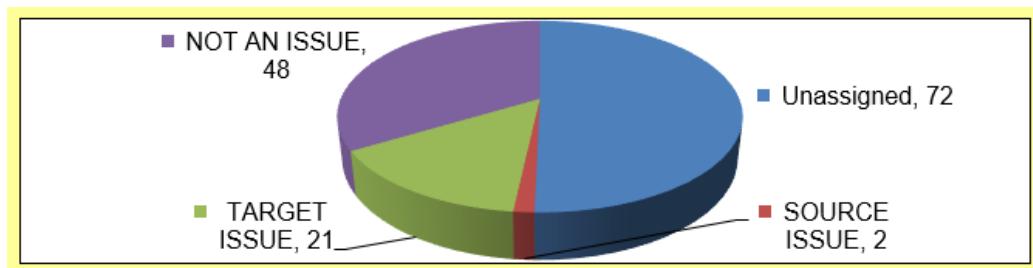
Progress of the issue recording is displayed in chart form on the summary sheet.



The Element Line Difference chart displays the number of issues above the tolerance threshold for each of the difference ranges. The bar indicates the number of issues that have reasons entered and those awaiting reasons.



The Net Line Difference chart displays the number of net pay issues above the tolerance threshold for each of the difference ranges. The bar indicates the number of issues that have reasons entered and those awaiting reasons.



If fault categories are assigned then the pie chart displays the proportion of issue against the different fault categories.

3.10. Generating Successive Runs

When you have either exhausted all the comparison checks or you have reached a tipping point where one or more common faults are responsible for a large number of differences it is time to fix the differences in the payroll system and move on to the next parallel run test.

To create a new run the steps taken in Section 3 need to be repeated in the following order.

1. Create a new Run Sheet.
2. Clear out the existing Target data and enter the new Target data
3. Recheck the Target Element Mapping
4. Recheck the Target Employee Mapping
5. Run the Data Comparison check.
6. Recheck the results and record the reasons.

A new run, complete with fresh statistics is displayed on the Summary Sheet. Repeat the process until all differences are either corrected or accounted for.

3.10.1. Previous Reasons

For subsequent runs the run sheet has an additional column '**Previous Reason If Changed**'. This column is automatically populated with the reason from the previous run if the difference on the new run value is different to the previous difference value.

If there is a difference on the new run sheet and that difference value has not changed since the previous run, then the reason from the previous run is automatically copied into the current run reason.

DIFF	ERROR	REASON	ASSIGNED	FIXED	PREVIOUS REASON IF CHANGED
-3.41					
-0.25		Incorrect Salary Amount in TARGET	TARGET ISSUE		Incorrect Salary Amount in TARGET
7.96					Difference due to previous issues
-1.27					Difference due to previous issues
-13.87					Difference due to previous issues
-24.21					Difference due to previous issues
11.00					Difference due to previous issues
-3.66					Difference due to previous issues
-					
-					
-					

3.10.2. Element Difference Report

After creating a new successive run result the user will be prompted to run the element difference report. Element difference reports for successive runs will also include a comparison against the previous % match and an indication if the new percentage match is an improvement, a reduction or unchanged from the previous run results.

Element Difference Report for Run 2															
Element Name	Total Count	Differences	Exact Match	Match in Tolerance	% Difference	% Match	Prev % Match	Change	Employee Missing	Element Missing	Other Reason	Reasons Entered	Reasons Required	% Analysis Complete	Analyst
Bank Transfer	309	27	193	89	9.00%	91.00%	91.00%	No Change	1	0	26	14	12	54.00%	
SSP Amount	4	4	0	0	100.00%	0.00%	0.00%	No Change	0	4	0	0	0	100.00%	
Holiday Pay	1	1	0	0	100.00%	0.00%	0.00%	No Change	0	0	1	1	0	100.00%	
Overtime x 1 (12)	1	1	0	0	100.00%	0.00%	0.00%	No Change	0	0	1	1	0	100.00%	
SMP amount	9	5	4	0	56.00%	44.00%	67.00%	Reduced	0	5	0	0	0	100.00%	
Overt.x 1.5 (not 8am-8pm)	28	12	1	15	43.00%	57.00%	57.00%	No Change	0	0	12	12	0	100.00%	
Misc Basic Adjustment	5	1	4	0	20.00%	80.00%	100.00%	Reduced	1	0	0	0	0	100.00%	
Overtime x 2	13	2	2	9	15.00%	85.00%	85.00%	No Change	0	0	2	2	0	100.00%	
CSL Student Loan Ded	17	2	15	0	12.00%	88.00%	88.00%	No Change	0	0	2	0	2	0.00%	
Taxable Pay	308	24	192	92	8.00%	92.00%	92.00%	No Change	1	0	23	13	10	57.00%	
Tax paid	309	13	296	0	4.00%	96.00%	95.00%	Improved	1	0	12	3	9	25.00%	
Pension Ers	303	10	287	6	3.00%	97.00%	96.00%	Improved	0	0	10	0	10	0.00%	
Employer NIC	308	10	281	17	3.00%	97.00%	96.00%	Improved	1	0	9	1	8	11.00%	

4. Oracle Payroll Installation and Configuration

This section describes the steps required to 'Install' and 'Configure' the Quick Pay Checker data extraction scripts for Oracle Application Environment. These steps need to be completed in every instance that Parallel Run Comparison data is to be extracted.

4.1. Installing the Oracle Output Reports

4.1.1. Create Element Extract Table

When extracting the pay values from the Oracle payroll run results the element name used by default is the element definition name. The pay value extract allows the user to override this default where required. For example, one recommended use for this for combining different Oracle elements into a single common element name. This is useful when there are multiple Oracle elements against a single source data element.

To enter the element name mappings

- Create a new Application Utility Lookup called XXPCT_ELEMENT_MAPPING

The screenshot shows the 'Application Utilities Lookups' window. The 'Type' is 'XXPCT_ELEMENT_MAPPING', the 'Meaning' is 'Element Mapping for Parallel Run Tool', and the 'Application' is 'Payroll'. The 'Access Level' is set to 'User'. Below the form is a table with columns: Code, Meaning, Description, Tag, Effective Dates (From, To), and Enabled. The table contains five rows of data, all with 'NI Employee' as the description and 'Enabled' checked.

Code	Meaning	Description	Tag	From	To	Enabled
NIA	NI A	NI Employee				<input checked="" type="checkbox"/>
NIB	NI B	NI Employee				<input checked="" type="checkbox"/>
NIC	NI C	NI Employee				<input checked="" type="checkbox"/>
NID	NI D	NI Employee				<input checked="" type="checkbox"/>
NIE	NI E	NI Employee				<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

- In the lookup values enter a meaningful code and populate the Meaning and Description field where...
 - Meaning = Actual Element Name
 - Description = New Element Name

It is recommended that UK users use the example above to combine the different NI payment elements into a single NI Employee element.

4.1.2. Create Balances Extract Table

When extracting the balance values from the Oracle payroll run results the using the balance view provided users need to specify which balances to extract in the application utility lookup `XXPCT_BALANCES_MAPPING`. Extracting balance data is extremely important for results for Taxable Pay and Nlable Pay and other key balances when working with larger payroll systems.

- Create a new Application Utility Lookup called `XXPCT_BALANCES`

Insert Screenshot

- In the lookup values enter a meaningful code and populate the Meaning and Description field where...
 - Meaning = Actual Balance Name

It is recommended that UK users use the example above to extract Nlable Pay and Taxable Pay from the payroll run results.

4.1.3. Compile Database Views

Three database views are delivered with the comparison tool for extracting the data from an Oracle payroll run to populate on the Target Data Sheet. The views provided are based on UK payroll reports. See Appendix A for the scripts to create these views.

- **XXPCT_GB_PAY_VALUES_V** This database view retrieves the element pay values and the taxable and Nlable pays for a UK payroll run.
- **XXPCT_GB_BALANCES_V** This database view retrieves the `_ASG_RUN` balance results for the UK balances entered in the `XXPCT_BALANCES` application utility lookup.
- **XXPCT_GB_NET_PAY_V** This database view retrieves the net pay values for a UK payroll from the prepayments run. Note: Negative Net Pays and employees with no Bank Account Details are not returned from this run.
- **XXPCT_IE_PAY_VALUES_V** This database view retrieves the element pay values and the taxable and Nlable pays for an Ireland payroll run.
- **XXPCT_IE_BALANCES_V** This database view retrieves the `_ASG_RUN` balance results for the Ireland balances entered in the `XXPCT_BALANCES` application utility lookup.

- **XXPCT_IE_NET_PAY_V** This database view retrieves the net pay values from the prepayments run. Note: Negative Net Pays and employees with no Bank Account Details are not returned from this run.

If you intend to use the views directly or as Oracle Web ADI Downloads you may need to modify the database view so that the correct **ID value** is return in the correct column (after the Full Name). For example the scripts in Appendix A use return the national_idenfier in the ID column. You will need to change this all the places highlighted in yellow in the Appendix.

```
papf.full_name,
papf.national_idenfier NI_NUMBER,
papf.employee_number,
paaf.assignment_number,
```

Compile these views as APPS in the Oracle Database containing the new payroll. If you are planning to extract the reports using SQL query, then this stage is now complete.

4.1.4. Create Web ADI Integrators

When access to SQL is difficult or if preferred the database views can be linked to Web ADI Integrators so that the Oracle run reports can be exported directly from the application. Register the Views with the PAYWSACT Form, I.e. the Payroll Process Folder. For information on how to set up Web ADI integrators refer to the Oracle Support website for implementation guides. See below for example entry on the HR: Integrator Setup document. (Note you will need to create a custom application in Oracle for your integrators).

Metadata Type	Application Short Integrator User Name	View Name	Form Name
DOWNLOAD	Pay Value Report	XXPCT_GB_PAY_VALUES_V	PAYWSACT
DOWNLOAD	Net Pay Report (prepayments)	XXPCT_GB_NET_PAY_V	PAYWSACT

NOTE: Before using Web ADI you must ensure your desktop security settings are correct.

- Open internet explorer and open Tools -> Internet Options.
- Click on Security Tab.
- Click on the Custom Settings button.
- In the ActiveX controls and plug-ins section ensure 'Download unsigned ActiveX controls' is set to Enable or Prompt.
- Click OK to save these settings.
- Open Microsoft Excel and open Tools -> Macro -> Security
- Ensure Security Level is no higher than Medium.
- Click on the 'Trusted Publishers' tab and set 'Trust access to Visual Basic Project' check box.

Once the integrators have been created and the form function associations have been completed a layout is required. The layout should be created to replicate the Oracle Sheet in the Parallel Run Comparison Tool.

The Layout should be the same for both views.

Layout Name

Layout Name

Select All Select None				
Select	Field Name	Placement	Default Value	Default Type
<input type="checkbox"/>	PAYROLL ACTION ID	Line	<input type="text"/>	None
<input checked="" type="checkbox"/>	PAYROLL NAME	Header 1	<input type="text"/>	None
<input checked="" type="checkbox"/>	PERIOD NAME	Header 1	<input type="text"/>	None
<input checked="" type="checkbox"/>	FULL NAME	Line	<input type="text"/>	None
<input checked="" type="checkbox"/>	NI NUMBER	Line	<input type="text"/>	None
<input checked="" type="checkbox"/>	EMPLOYEE NUMBER	Line	<input type="text"/>	None
<input checked="" type="checkbox"/>	ASSIGNMENT NUMBER	Line	<input type="text"/>	None
<input checked="" type="checkbox"/>	ELEMENT NAME	Line	<input type="text"/>	None
<input checked="" type="checkbox"/>	PAY VALUE	Line	<input type="text"/>	None

4.2. Extracting the Target Data from Oracle Payroll

4.2.1. Extracting the Results using SQL

To extract the data you need to know either the PAYROLL_ACTION_ID or the PAYROLL_NAME and PERIOD_NAME. Run either of the following SQL queries as APPS to extract the data.

```
/* Pay Values Report: Using the Payroll Name and Period Name */
select FULL_NAME,
       ID,
       EMPLOYEE_NUMBER,
       ASSIGNMENT_NUMBER,
       ELEMENT_NAME,
       PAY_VALUE
from   XXPCT_GB_PAY_VALUES_V
WHERE  PAYROLL_NAME = '<payroll name>'
AND    PERIOD_NAME = '<period name>'
ORDER BY ID, ELEMENT_NAME
/

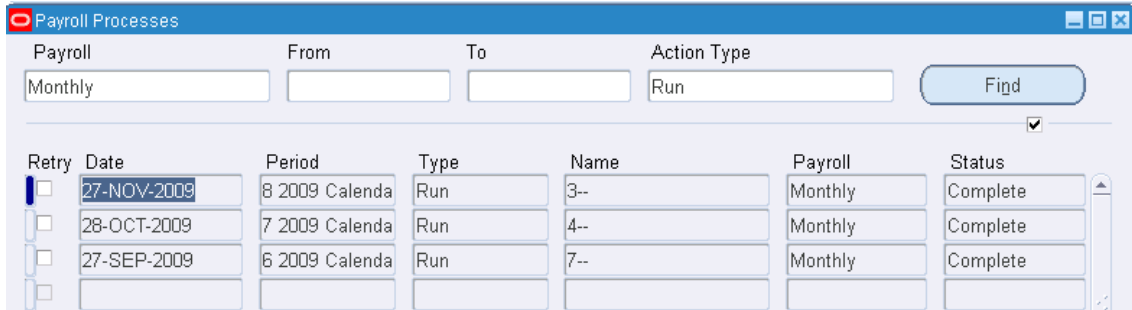
/* Pay Values Report: Using the Payroll Action ID */
select FULL_NAME,
       ID,
       EMPLOYEE_NUMBER,
       ASSIGNMENT_NUMBER,
       ELEMENT_NAME,
       PAY_VALUE
from   XXPCT_GB_PAY_VALUES_V
WHERE  (PAYROLL_ACTION_ID = <payroll action id for Run>)
ORDER BY ID, ELEMENT_NAME
/

/* Net Pay Report: Using the Payroll Name and Period Name */
select FULL_NAME,
       ID,
       EMPLOYEE_NUMBER,
       ASSIGNMENT_NUMBER,
       ELEMENT_NAME,
       PAY_VALUE
from   XXPCT_GB_NET_PAY_V
WHERE  PAYROLL_NAME = '<payroll name>'
AND    PERIOD_NAME = '<period name>'
ORDER BY ID
/

/* Net Pay Report: Using the Payroll Action ID */
select FULL_NAME,
       ID,
       EMPLOYEE_NUMBER,
       ASSIGNMENT_NUMBER,
       ELEMENT_NAME,
       PAY_VALUE
from   XXPCT_GB_NET_PAY_V
WHERE  (PAYROLL_ACTION_ID = <payroll action id for Prepayments>)
ORDER BY ID
/
```

4.2.2. Extracting the Results using Web ADI

To extract the Pay Value Report Navigate to the Payroll Processes Folder and find the specific payroll process to extract.

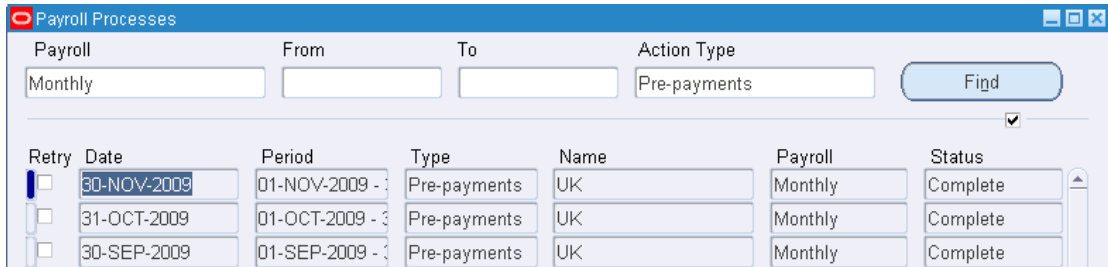


Assignment Process

Click on the **Assignment Process** button to list the processed assignments and then click on the export data icon.

Select the Pay Value Report integrator and correct version of Excel (ensuring the reporting checkbox is ticked) and click continue until the spreadsheet is downloaded. If you have any problems downloading the report ensure your security settings are correct as described in Section 2.5.2.

To extract the Net Pay Report perform the same process as above but find the Pre-payments process and select the Net Pay Report as the integrator.



Appendix A – Oracle Database Views

XXPCT_GB_PAY_VALUES_V: Returns the element pay values, Niable Pay and Taxable Pay values from a Run process.

```

CREATE OR REPLACE VIEW XXPCT_GB_PAY_VALUES_V
AS
  select  paa.payroll_action_id,
          ppf.payroll_name,
          ptp.period_name,
          papf.full_name,
          papf.national_identifier ID,
          papf.employee_number,
          paaf.assignment_number,
          decode (petf.element_name, 'NI A', 'NI Employee',
                  'NI C', 'NI Employee',
                  'NI D', 'NI Employee',
                  'NI E', 'NI Employee',
                  petf.element_name) element_name,
          SUM(prrv.result_value) PAY_VALUE
  from    pay_run_result_values prrv,
          pay_run_results prr,
          pay_element_types_f petf,
          pay_assignment_actions paa,
          per_all_assignments_f paaf,
          per_all_people_f papf,
          pay_input_values_f pivf,
          pay_payroll_actions ppa,
          pay_all_payrolls_f ppf,
          per_time_periods ptp
  where   prrv.run_result_id = prr.run_result_id
  and     prr.element_type_id = petf.element_type_id
  and     prr.assignment_action_id = paa.assignment_action_id
  and     paa.payroll_action_id = ppa.payroll_action_id
  and     paa.assignment_id = paaf.assignment_id
  and     ppa.effective_date between papf.effective_start_date and
papf.effective_end_date
  and     ppa.effective_date between paaf.effective_start_date and
paaf.effective_end_date
  and     ppa.effective_date between petf.effective_start_date and
petf.effective_end_date
  and     ppa.effective_date between pivf.effective_start_date and
pivf.effective_end_date
  and     paaf.person_id = papf.person_id
  and     prrv.input_value_id = pivf.input_value_id
  and     pivf.name = 'Pay Value'
  and     ppa.payroll_id = ppf.payroll_id
  and     ppa.effective_date between ppf.effective_start_date and
ppf.effective_end_date
  and     ppa.time_period_id = ptp.time_period_id
  and     prrv.result_value IS NOT NULL
  --and   petf.element_name NOT IN ('...')
  group by
  paa.payroll_action_id,ppf.payroll_name,ptp.period_name,papf.full_name,papf.employee
e_number,paaf.assignment_number,papf.national_identifier,petf.element_name
UNION /* TAXABLE PAY */
  select  DISTINCT
          paa.payroll_action_id,
          ppf.payroll_name,
          ptp.period_name,
          papf.full_name,
          papf.national_identifier ID,
          papf.employee_number,
          paaf.assignment_number,
          'Taxable Pay' Element_Name,

```

```

        hr_gbbal.calc_all_balances(ptp.end_date, PAAF.ASSIGNMENT_ID,
pdb.defined_balance_id) Pay Value
    from pay_assignment_actions paa,
        pay_payroll_actions ppa,
        per_all_assignments_f paaf,
        per_all_people_f papf,
        pay_balance_types pbt,
        pay_balance_dimensions pbd,
        pay_defined_balances pdb,
        pay_all_payrolls_f ppf,
        per_time_periods ptp
where ppa.payroll_action_id = paa.payroll_action_id
and paa.assignment_id = paaf.assignment_id
and paaf.person_id = papf.person_id
and ppa.effective_date between papf.effective_start_date and
papf.effective_end_date
and ppa.effective_date between paaf.effective_start_date and
paaf.effective_end_date
and ppa.payroll_id = ppf.payroll_id
and ppa.effective_date between ppf.effective_start_date and
ppf.effective_end_date
and ppa.time_period_id = ptp.time_period_id
and pbt.balance_name = 'Taxable Pay'
and pbt.legislation_code = 'GB'
and pbt.business_Group_id IS NULL
and pbd.dimension_name = '_ASG RUN'
and pbd.legislation_code = 'GB'
and pbt.balance_type_id = pdb.balance_type_id
and pbd.balance_dimension_id = pdb.balance_dimension_id
UNION /* NIABLE PAY */
select DISTINCT
    paa.payroll_action_id,
    ppf.payroll_name,
    ptp.period_name,
    papf.full_name,
    papf.national_identifler ID,
    papf.employee_number,
    paaf.assignment_number,
    'Niable Pay' Element Name,
    hr_gbbal.calc_all_balances(ptp.end_date, PAAF.ASSIGNMENT_ID,
pdb.defined_balance_id) Pay Value
    from pay_assignment_actions paa,
        pay_payroll_actions ppa,
        per_all_assignments_f paaf,
        per_all_people_f papf,
        pay_balance_types pbt,
        pay_balance_dimensions pbd,
        pay_defined_balances pdb,
        pay_all_payrolls_f ppf,
        per_time_periods ptp
where ppa.payroll_action_id = paa.payroll_action_id
and paa.assignment_id = paaf.assignment_id
and paaf.person_id = papf.person_id
and ppa.effective_date between papf.effective_start_date and
papf.effective_end_date
and ppa.effective_date between paaf.effective_start_date and
paaf.effective_end_date
and ppa.payroll_id = ppf.payroll_id
and ppa.effective_date between ppf.effective_start_date and
ppf.effective_end_date
and ppa.time_period_id = ptp.time_period_id
and pbt.balance_name = 'Niable Pay'
and pbt.legislation_code = 'GB'
and pbt.business_Group_id IS NULL
and pbd.dimension_name = '_ASG RUN'
and pbd.legislation_code = 'GB'
and pbt.balance_type_id = pdb.balance_type_id
and pbd.balance_dimension_id = pdb.balance_dimension_id
/
/* RE-USE THE NIABLE PAY SELECT STATEMENT TO ADD OTHER BALANCES IF REQUIRED */

```

XXPCT_GB_NET_PAY_V: Returns the net pay values from the pre-payments run.

```

CREATE OR REPLACE FORCE VIEW XXPCT_GB_NET_PAY_V
AS
SELECT      ppa.payroll_action_id,
            ppf.payroll_name,
            ptp.period_name,
            papf.full_name,
            papf.national_identifier ID,
            papf.employee_number,
            paaf.assignment_number,
            'Net Pay' Element_Name,
            SUM(LTRIM(TO_CHAR(ppp.value, '999999990.00'))) pay_value
FROM
  pay_payroll_actions ppa
, pay_assignment_actions paa
, pay_pre_payments ppp
, pay_personal_payment_methods_f popmf
, pay_payment_types_tl ppttl
, pay_payment_types ppt
, pay_external_accounts pea
, per_time_periods ptp
, per_all_people_f papf
, per_all_assignments_f paaf
, pay_all_payrolls_f ppf
, hr_all_organization_units haou
WHERE ppa.payroll_action_id = paa.payroll_action_id
AND   ppa.action_type IN ('U', 'P')
AND   ppa.action_status = 'C'
AND   paa.assignment_action_id = ppp.assignment_action_id
AND   ppt.payment_type_id = ppttl.payment_type_id
AND   ppttl.LANGUAGE = 'US'--USERENV('LANG')
AND   ppa.EFFECTIVE_DATE BETWEEN ptp.START_DATE AND ptp.END_DATE
AND   ppa.payroll_id = ptp.payroll_id
AND   ptp.end_date BETWEEN popmf.effective_start_date AND popmf.effective_end_date
AND   ppp.personal_payment_method_id = popmf.personal_payment_method_id
AND   popmf.external_account_id = pea.external_account_id
AND   ppttl.payment_type_name = ('BACS Tape')
AND   paa.assignment_id = paaf.assignment_id
AND   ppa.business_group_id = paaf.business_group_id
AND   ptp.end_date BETWEEN paaf.effective_start_date AND paaf.effective_end_date
AND   paaf.person_id = papf.person_id
AND   ppa.business_group_id = papf.business_group_id
AND   ptp.end_date BETWEEN papf.effective_start_date AND papf.effective_end_date
AND   ppa.payroll_id = ppf.payroll_id
AND   paaf.organization_id = haou.organization_id
AND   paaf.business_group_id = haou.business_group_id
AND   ptp.end_date BETWEEN ppf.effective_start_date AND ppf.effective_end_date
group by
ppa.payroll_action_id, ppf.payroll_name, ptp.period_name, ptp.end_date, paaf.assignment
t_id, papf.full_name, papf.employee_number, paaf.assignment_number, papf.national_iden
tifier
/

```


End of Document