



# **Quick Pay Checker Data Comparison Tool User Manual**

**Version 5.0**

(Build 5.0.20)

August 2023

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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 data comparisons.

## 1.2. Management Summary

Quick Pay Checker is a simple-to-use standalone data-comparison program that is used to manage an iterative testing process quickly and effectively for a specific period. The tool has been designed for use with Oracle Payroll, but the tool can be easily employed on any two systems where data needs to be compared.

Using Quick Pay Checker, you can...

- Define and manage the data mapping rules between the source and target system
- Quickly identify differences between your 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.**



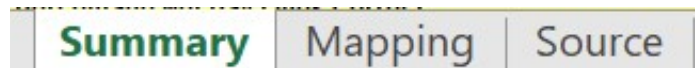
## 2. Overview

Quick Pay Checker is a simple but effective tool for quickly analysing the data between two systems. It is especially useful for managing the parallel run results for Payroll Implementation projects. The tool itself is standalone and not system specific.

### 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 briefly test management information and data comparison summary statistics. The Summary sheet also provides indicators of specific errors and warnings with the data mapping and required actions. Bar graphs and Pie Charts pictorially present data difference statistics and progress on the difference analysis.

Quick Pay Checker Parallel Run Sign-Off	Date	Name	Signature
<div> <div>Dummy Payroll May 2023</div> <div> <div>Employees</div> <div>Net Pays</div> </div> <div> <div>Source Record's Found:</div> <div>991</div> <div>991</div> </div> <div> <div>Target Record's Found:</div> <div>991</div> <div>938</div> </div> <div> <div>Current Data &amp; Mapping Check</div> <div> <div>Source Sheet Total</div> <div>21,077,742.60</div> </div> <div> <div>Target Sheet Total</div> <div>18,387,986.56</div> </div> <div> <div>Difference</div> <div>2,689,756.04</div> </div> </div> <div> <div>Licensed to Quick Pay Solutions</div> <div> <div>Employees in Source not in Target</div> <div>9</div> </div> <div> <div>Employees in Target not in Source</div> <div>9</div> </div> </div> <div> <div>Parallel Run Results</div> <div> <div>Default Tolerance = .05</div> <div>Run 1</div> </div> <div> <div>Total Element Lines Checked</div> <div>14740</div> </div> <div> <div>Source Lines Unmatched (Employee Missing)</div> <div>109</div> </div> <div> <div>Source Lines Unmatched (Element Not Found)</div> <div>902</div> </div> <div> <div>Element lines matched (within tolerance)</div> <div>10553</div> </div> <div> <div>Element lines that are less than 0.1 Difference</div> <div>0</div> </div> <div> <div>Element lines that between 0.1 - 1 Difference</div> <div>13</div> </div> <div> <div>Element lines that are between 1 - 10 Difference</div> <div>208</div> </div> <div> <div>Element lines that are between 10 - 100 Difference</div> <div>1060</div> </div> <div> <div>Element lines that are between 100 - 1000 Difference</div> <div>1336</div> </div> <div> <div>Element lines that are &gt; 1000 Difference</div> <div>559</div> </div> <div> <div>TOTAL Element Line Differences</div> <div>3176</div> </div> <div> <div>Total Element Lines within Tolerance</div> <div>71.59%</div> </div> <div> <div>Matched Element Lines within Tolerance</div> <div>76.87%</div> </div> <div> <div>Total Net Pay Lines</div> <div>991</div> </div> <div> <div>Net Pay Lines Unmatched (Employee Missing)</div> <div>9</div> </div> <div> <div>Net Pay Lines Unmatched (Element not Found)</div> <div>53</div> </div> <div> <div>Net Pay lines matched (within tolerance)</div> <div>406</div> </div> <div> <div>Net Pay lines that are less than 0.1 Difference</div> <div>0</div> </div> <div> <div>Net Pay lines that are between 0.1 - 1 Difference</div> <div>1</div> </div> <div> <div>Net Pay lines that are between 1 - 10 Difference</div> <div>10</div> </div> <div> <div>Net Pay lines that are between 10 - 100 Difference</div> <div>86</div> </div> <div> <div>Net Pay lines that are between 100 - 1000 Difference</div> <div>276</div> </div> </div> </div>			

## 2.1.2. Mapping Sheet



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 data comparison run 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 ID *	Source Description	Class	Fac	Tot	Exc	D
999999	Net Pay	9.Net		0.18		
62239	Act Up Allowance	1.Payment		0.01		
61447-62239	Act Up Allowance Arrears	1.Payment				
65947	Additional Hours Adjust	1.Payment		0.03		
61438-62174	Additional Hours Arrears	1.Payment		0.03		
65946	Additional Hours at Flat Rate	1.Payment		0.03		
65944	Additional Hours at Time and a Half	1.Payment		0.03		
65941	Additional Hours at Time and a Third	1.Payment		0.03		
61962	Basic Salary Adjust	1.Payment		0.03		
61448-62143	Basic Salary Arrears	1.Payment		0.03		

J	K	L	M	N	O	T
Target ID *	Target Description	Exc	Source Total	Source Group Total	Target Total	T
9000	Net Pay		3,499,082.17	3,499,082.17	2,978,235.28	
1500	Additional Responsibility Allowance		11,286.62	11,144.33	7,642.78	
1500A	Additional Responsibility Allowance - Adjustment		-142.29	-	1,034.83	
1500B	Additional Responsibility Allowance - Back Pay		-	-	968.86	
1100	Additional Hours at Flat Rate		263.18	104,864.21	22,351.83	
1100A	Additional Hours at Flat Rate - Adjustment		96.69	-	3,606.85	
1100B	Additional Hours at Flat Rate - Back Pay		37,443.09	-	2,695.50	
1101	Additional Hours at Time and a Half		37,783.54	-	22,794.52	
1101A	Additional Hours at Time and a Half - Adjustment		29,277.71	-	4,807.32	
1101B	Additional Hours at Time and a Half - Back Pay		-	-	4,811.04	
1103	Additional Hours at Time and a Third		-	-	18,860.79	
1103A	Additional Hours at Time and a Third - Adjustment		-	-	4,707.31	
1103B	Additional Hours at Time and a Third - Back Pay		-	-	4,303.55	
1000	Monthly Pay		60.43	4,000,044.55	1,282,567.00	
1000A	Monthly Pay - Adjustment		52.12	-	176,674.92	
1000B	Monthly Pay - Back Pay		1,769,194.14	-	184,460.60	
1538	Pay Protection		-50,284.73	-	1,298,576.02	
1538A	Pay Protection - Adjustment		1,692,214.52	-	151,452.40	

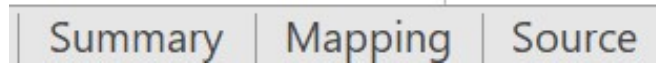
### 2.1.3. Source Sheet



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

A	B	C	D	E	F	G	H	
Emp ID *	Employee Name	Employee No.	Assignment No.	Source ID *	Source Description	Source Value *	Class	
ID0000001	Test Employee1	E0000001	A0000001	64114	Basic Salary Protected	2,410.62	1.Payment	Bas
ID0000001	Test Employee1	E0000001	A0000001	64471-62121	Basic Salary Offset	-552.95	1.Payment	Bas
ID0000001	Test Employee1	E0000001	A0000001	61985	Occupational Paternity Pay	552.95	3.AbsencePay	OPF
ID0000001	Test Employee1	E0000001	A0000001	65810-61937	OSP Arrears	37.79	3.AbsencePay	OSF
ID0000001	Test Employee1	E0000001	A0000001	65810-61937	OSP Arrears	16.36	3.AbsencePay	OSF
ID0000001	Test Employee1	E0000001	A0000001	65810-61937	OSP Arrears	-17.11	3.AbsencePay	OSF
ID0000001	Test Employee1	E0000001	A0000001	62237	LGPS Standard EE	7.60	3.PensionEE	LGF
ID0000001	Test Employee1	E0000001	A0000001	62167	LGPS Standard ER	22.80	3.PensionER	LGF
ID0000001	Test Employee1	E0000001	A0000001	33	NI A	147.77	4.NI EE	NI E
ID0000001	Test Employee1	E0000001	A0000001	50	NI Employer	295.54	4.NI ER	NI E
ID0000001	Test Employee1	E0000001	A0000001	66	PAYE	224.30	4.PAYE	710
ID0000001	Test Employee1	E0000001	A0000001	999999	Net Pay	2,067.99	9.Net	900
ID0000001	Test Employee1	E0000001	A0000001	800028	Taxable Pay	2,447.66	x.Balance	501
ID0000001	Test Employee1	E0000001	A0000001	800029	Niable Pay	2,440.06	x.Balance	502
ID0000001	Test Employee1	E0000001	A0000001	800045	Gross Pay	2,447.66	x.Balance	500
ID0000002	Test Employee2	E0000002	A0000002	62273	Regular Car User Allowance	191.93	1.Payment	Car
ID0000002	Test Employee2	E0000002	A0000002	63603	First Aid Allowance	10.00	1.Payment	Firs
ID0000002	Test Employee2	E0000002	A0000002	64113	Basic Salary Monthly	4,461.73	1.Payment	Bas
ID0000002	Test Employee2	E0000002	A0000002	70260	Family Gold Cover	-266.55	2.GrossDeduction	MW
ID0000002	Test Employee2	E0000002	A0000002	69617	NEST Pension EE	174.87	3.PensionEE	NES
ID0000002	Test Employee2	E0000002	A0000002	69619	NEST Pension ER	524.61	3.PensionER	NES
ID0000002	Test Employee2	E0000002	A0000002	69346-32	NI H	116.99	4.NI EE	NI E
ID0000002	Test Employee2	E0000002	A0000002	50-32	NI Employer	233.98	4.NI ER	NI E
ID0000002	Test Employee2	E0000002	A0000002	66	PAYE	178.43	4.PAYE	710

## 2.1.4. Target Sheet



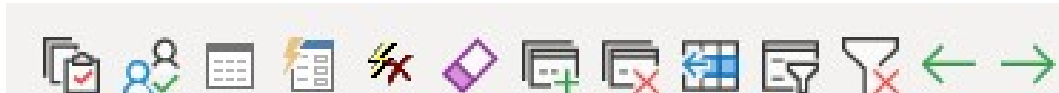
The Target Sheet is the page that contains the data from the new system for comparison against the legacy source reference data. This sheet is usually the last sheet to be populated and when completed means that the application is ready to generate comparison run results.

A	B	C	D	E	F	G	
Emp ID *	Employee Name	Employee No.	Assignment No.	Target ID *	Target Description	Target Value *	
ID0000001	Test Employee1	T0000003	W000003	3010	Alpha Pension EEs	-111.43	Apr
ID0000001	Test Employee1	T0000003	W000003	1000A	Monthly Pay - Adjustment	-552.95	Bas
ID0000001	Test Employee1	T0000003	W000003	1538	Pay Protection	4,398.46	Bas
ID0000001	Test Employee1	T0000003	W000003	3001	LGPS Pension ERS	-18.24	LGF
ID0000001	Test Employee1	T0000003	W000003	7110	Employee's NIC	147.77	NI E
ID0000001	Test Employee1	T0000003	W000003	8206	Employer's NIC	295.54	NI E
ID0000001	Test Employee1	T0000003	W000003	4605B	Paternity Full Pay - Back Pay	177.19	OPF
ID0000001	Test Employee1	T0000003	W000003	4090B	OSP Full Pay - Back Pay	37.79	OSF
ID0000001	Test Employee1	T0000003	W000003	4090B	OSP Full Pay - Back Pay	16.36	OSF
ID0000001	Test Employee1	T0000003	W000003	7222B	SMP paid at lower rate - Back Pay	-17.11	SMF
ID0000001	Test Employee1	T0000003	W000003	5010	Taxable Gross	4,059.74	800
ID0000001	Test Employee1	T0000003	W000003	5020	Niable Gross	3,948.31	800
ID0000001	Test Employee1	T0000003	W000003	7100	Tax paid this period	224.30	66
ID0000002	Test Employee2	T0000006	W000006	1000	Monthly Pay	4,461.73	Bas
ID0000002	Test Employee2	T0000006	W000006	1116	General Expenses - Non Taxable	34.70	Exp
ID0000002	Test Employee2	T0000006	W000006	1508A	First Aid Allowance - Adjustment	10.01	Firs
ID0000002	Test Employee2	T0000006	W000006	2504B	Give As You Earn - Back Pay	-24.82	GA)
ID0000002	Test Employee2	T0000006	W000006	E1000HMRC	Business Miles - HMRC & Casual	0.75	Mile
ID0000002	Test Employee2	T0000006	W000006	2526	My Wellbeing Plan: Family Gold Cover	-266.55	MW
ID0000002	Test Employee2	T0000006	W000006	3300	NEST Pension EEs	-174.87	NEE
ID0000002	Test Employee2	T0000006	W000006	3301	NEST Pension EEs	440.60	NEE

## 2.2. Toolbar Functions

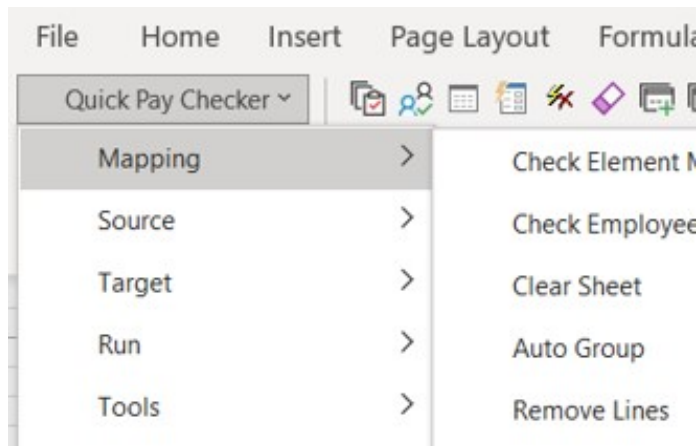
The tool has the following toolbar functions (also known as Add-Ins in Microsoft Excel). Each function is referenced later in the manual when describing the functional operation of the data comparison tool.

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



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. Next Difference
13. Previous Difference
14. Find
15. Set Default Tolerance
16. Tip / Information

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



## 2.3. Comparison Run Testing Approach

The volume of data 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 up to about 5000.

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

See [Appendix A – Performance Statistics](#) for details on performance against different volumes of data.

## 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 and target system 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 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 target 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.

More information about how to complete the mapping sheet is described in section **Error! Reference source not found.**



## 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 3.2](#))
2. Enter the pre-defined element mapping information. ([Section 3.3](#))
3. Extract the Source run results and populate the Source data sheet. ([Section 3.4](#))
4. Validate the Source data against the element mapping. ([Section 3.5](#))
5. Extract the Target run results and populate the Target data sheet. ([Section 3.6](#))
6. Validate the Target data against the element mappings. ([Section 3.7](#))
7. Perform Source to Target employee mapping checks ([Section 3.8](#))
8. Generate the Data Comparison Run Results ([Section 3.9](#))
9. Analyse and Record the Data Comparison Differences ([Section 3.10](#))
10. Resolve the issues and then repeat steps 5 – 9 for all successive runs ([Section 3.11](#))

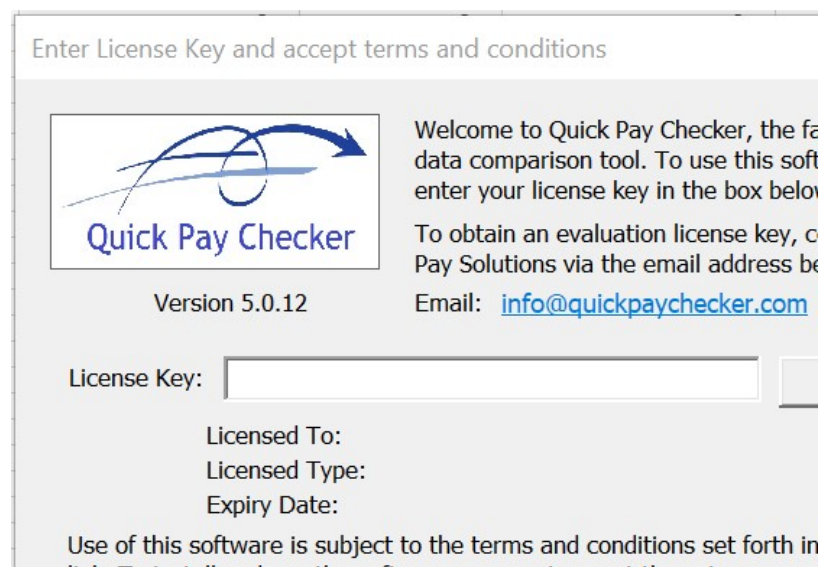
Each process step is discussed in detail in the next section.

## 3. Using the Quick Pay Checker

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

### 3.1. Enter License Key

The first time you open the application you will be prompted to enter a license key. You will need to enter a valid license key or you will not be able to launch the application. Evaluation license keys are available on request via the website <https://www.quickpaychecker.com/key-features-1/request-a-trial/> or by email [info@quickpaychecker.com](mailto:info@quickpaychecker.com)



The screenshot shows a window titled "Enter License Key and accept terms and conditions". On the left is the "Quick Pay Checker" logo with a stylized blue arrow and the text "Version 5.0.12". On the right, a welcome message reads: "Welcome to Quick Pay Checker, the fast data comparison tool. To use this software enter your license key in the box below. To obtain an evaluation license key, contact Pay Solutions via the email address below. Email: [info@quickpaychecker.com](mailto:info@quickpaychecker.com)". Below this is a text box labeled "License Key:" followed by a large empty input field. Underneath the input field are labels for "Licensed To:", "Licensed Type:", and "Expiry Date:". At the bottom, a line of text states: "Use of this software is subject to the terms and conditions set forth in..."

Enter the license key and click Validate. Use of the software is subject to the terms and conditions set out on the website. You need to accept the terms and conditions to Open the application.



### 3.2. 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*.

- **Company Name** Name of the organisation that the product is licensed to. This is determined by the license key and users cannot edit this field.
- **Project Name** Enter the name of the parallel run project. (Free text field)
- **Payroll Name** Enter the name of the new payroll that is being tested. (Free text field)
- **Period Name** Enter the payroll period that is being tested. (Free text field)
- **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.

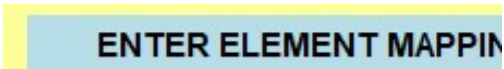
Deselect the launch properties checkbox to disable the Set Environment dialog box from launching on start up.

You must click the **Apply** button to save any changes made to the environment.

**NOTE:** When renaming the Source or Target worksheets, you cannot use invalid characters including; SPACE : \ / ? \* [ or ]

### 3.3. Entering the Element Mapping Details

The Quick Pay Checker does not in any way replace current project methodologies or practices. For the tool to effectively work 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 already completed.



#### ENTER ELEMENT MAPPING

Completing the element mapping involves, as a minimum, entering either the ID of the source reference element or the ID and Description in columns A-B with the ID or ID and Description of the corresponding target payroll element in columns J-K. 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.

#### 3.3.1. Scope of the Mapping

The top line on the mapping sheet is reserved for the key relation element mapping, for Payroll comparison this will be referred to as the Net Pay element and **must not be removed**. At the very minimum a mapping must be done between the source key element name and the target key element name. All other mapping components are now optional.

For comparisons with many 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 many 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 and Pensionable Pay are encouraged.

### 3.3.2. Entering Mapping ID & Description

All additional elements to analyse must be entered below the grey Net Pay line. You can define an element by a single ID/Name or by an ID and Description. The Source ID and Target ID fields are mandatory, the description fields are optional.

Figure 1 Mapping using ID only


| Source ID *               | Source Description | Class | Fac | Tol | Exc | Dep | Group | N | Target ID *                           |
|---------------------------|--------------------|-------|-----|-----|-----|-----|-------|---|---------------------------------------|
| Bank Transfer             |                    |       |     |     |     |     |       |   | Net Pay                               |
| Season Ticket Loan (Ded.) |                    |       |     |     |     |     |       |   | Season Ticket Loan                    |
| OMP 100%                  |                    |       |     |     |     |     |       |   | Occupational Maternity Pay            |
| Overtime x 1 (12)         |                    |       |     |     |     |     |       |   | Overtime                              |
| Season Ticket             |                    |       |     |     |     |     |       |   | Season Ticket Loan                    |
| Standby Payment           |                    |       |     |     |     |     |       |   | Standby                               |
| Critical Illness          |                    |       |     |     |     |     |       |   | Critical Illness Salary Sacrifice     |
| SMP amount                |                    |       |     |     |     |     |       |   | SMP Paid                              |
| UNION                     |                    |       |     |     |     |     |       |   | Union Deduction                       |
| Buy Annual Leave          |                    |       |     |     |     |     |       |   | Holiday Purchase                      |
| BusyBees2                 |                    |       |     |     |     |     |       |   | Childcare Vouchers                    |
| Overt x 1.5 (not 8am-8pm) |                    |       |     |     |     |     |       |   | Overtime Time and Half                |
| Payroll Giving            |                    |       |     |     |     |     |       |   | GAYE Salary Sacrifice                 |
| Additional Responsibility |                    |       |     |     |     |     |       |   | Higher Duties                         |
| Misc Basic Adjustment     |                    |       |     |     |     |     |       |   | Basic Salary Arrears                  |
| Pension Ers               |                    |       |     |     |     |     |       |   | Pension Ers Contribution              |
| Healthcare                |                    |       |     |     |     |     |       |   | Healthcare Cash Plan Salary Sacrifice |
| Holiday Pay               |                    |       |     |     |     |     |       |   | Holiday Pay                           |
| Net Advance Recovery      |                    |       |     |     |     |     |       |   | Net Pay Adjustment CF                 |
| Basic Pay                 |                    |       |     |     |     |     |       |   | Basic Salary                          |
| Employer NIC              |                    |       |     |     |     |     |       |   | NI Employer                           |
| Medical Insurance         |                    |       |     |     |     |     |       |   | Private Medical Salary Sacrifice      |
| Employee NIC              |                    |       |     |     |     |     |       |   | NI Employee                           |
| Tax paid                  |                    |       |     |     |     |     |       |   | PAYE                                  |
| Misc Net Deduction        |                    |       |     |     |     |     |       |   | Advance                               |
| Overtime x 2              |                    |       |     |     |     |     |       |   | Overtime Double                       |
| BusyBees                  |                    |       |     |     |     |     |       |   | Childcare Vouchers                    |
| Bikes                     |                    |       |     |     |     |     |       |   | Cycle to Work                         |

Figure 2 Mapping using ID and Description

| Source ID * | Source Description        | Class | Fac | Tol | Exc | Dep | Group | N | Target ID * | Target Description                    |
|-------------|---------------------------|-------|-----|-----|-----|-----|-------|---|-------------|---------------------------------------|
| 999         | Bank Transfer             |       |     |     |     |     |       |   | 900         | Net Pay                               |
| 019         | Season Ticket Loan (Ded.) |       |     |     |     |     |       |   | 057         | Season Ticket Loan                    |
| 089         | OMP 100%                  |       |     |     |     |     |       |   | 541         | Occupational Maternity Pay            |
| 129         | Overtime x 1 (12)         |       |     |     |     |     |       |   | 929         | Overtime                              |
| 138         | Season Ticket             |       |     |     |     |     |       |   | 057         | Season Ticket Loan                    |
| 142         | Standby Payment           |       |     |     |     |     |       |   | 664         | Standby                               |
| 186         | Critical Illness          |       |     |     |     |     |       |   | 168         | Critical Illness Salary Sacrifice     |
| 245         | SMP amount                |       |     |     |     |     |       |   | 173         | SMP Paid                              |
| 267         | UNION                     |       |     |     |     |     |       |   | 421         | Union Deduction                       |
| 301         | Buy Annual Leave          |       |     |     |     |     |       |   | 864         | Holiday Purchase                      |
| 336         | BusyBees2                 |       |     |     |     |     |       |   | 784         | Childcare Vouchers                    |
| 337         | Overt x 1.5 (not 8am-8pm) |       |     |     |     |     |       |   | 402         | Overtime Time and Half                |
| 376         | Payroll Giving            |       |     |     |     |     |       |   | 511         | GAYE Salary Sacrifice                 |
| 390         | Additional Responsibility |       |     |     |     |     |       |   | 513         | Higher Duties                         |
| 394         | Misc Basic Adjustment     |       |     |     |     |     |       |   | 639         | Basic Salary Arrears                  |
| 459         | Pension Ers               |       |     |     |     |     |       |   | 659         | Pension Ers Contribution              |
| 465         | Healthcare                |       |     |     |     |     |       |   | 027         | Healthcare Cash Plan Salary Sacrifice |
| 466         | Holiday Pay               |       |     |     |     |     |       |   | 760         | Holiday Pay                           |
| 515         | Net Advance Recovery      |       |     |     |     |     |       |   | 495         | Net Pay Adjustment CF                 |
| 517         | Basic Pay                 |       |     |     |     |     |       |   | 307         | Basic Salary                          |
| 572         | Employer NIC              |       |     |     |     |     |       |   | 105         | NI Employer                           |
| 616         | Medical Insurance         |       |     |     |     |     |       |   | 828         | Private Medical Salary Sacrifice      |
| 619         | Employee NIC              |       |     |     |     |     |       |   | 022         | NI Employee                           |
| 627         | Tax paid                  |       |     |     |     |     |       |   | 398         | PAYE                                  |
| 765         | Misc Net Deduction        |       |     |     |     |     |       |   | 270         | Advance                               |
| 771         | Overtime x 2              |       |     |     |     |     |       |   | 060         | Overtime Double                       |
| 781         | BusyBees                  |       |     |     |     |     |       |   | 784         | Childcare Vouchers                    |
| 832         | Bikes                     |       |     |     |     |     |       |   | 613         | Cycle to Work                         |

As the element/balance details are entered the mapping sheet will highlight any mapping errors in Red and warnings in Orange, according to the mapping rules. The Summary sheet will also indicate if there are mapping errors that need resolving.

|                             |      |                      |  |
|-----------------------------|------|----------------------|--|
|                             |      | <b>MAPPING SHEET</b> |  |
| Source / Mapping Difference | 0.00 |                      |  |
| Target / Mapping Difference | 0.00 |                      |  |

Everytime you enter or update mapping information on the mapping table click on the  check mapping icon to sort and validate the mapping information

### 3.3.3. Source Element Classification

The Element Classification column is optional and used primarily for sorting the comparison results. Element Types can be categorised using the **Class** column. For example, within payroll elements could typically be categorised as Payments, Pre-Tax Deductions, Tax Deductions, Post-Tax Deductions, Expenses, Employer Charges and Balances. The benefit of using the Class column is that the comparison run results are then sorted by the Classification name, so all payments would be grouped together, and all deductions would be grouped together. This can help with the analysis if the results are ordered in a logical way. A recommended way to control the order of the sorting is to prefix the classification name with a number, e.g.

- 1.Payment
- 2.Sal Sac
- 3.Pre-Tax
- 4.Tax
- 5.Deduction
- 6.Expense
- 7.Employers
- 9.Net
- X.Balance

| Source ID * | Source Description        |
|-------------|---------------------------|
| 999         | Bank Transfer             |
| 390         | Additional Responsibility |
| 517         | Basic Pay                 |
| 781         | BusyBees                  |
| 336         | BusyBees2                 |
| 466         | Holiday Pay               |
| 394         | Misc Basic Adjustment     |
| 089         | OMP 100%                  |
| 337         | Overt x 1.5 (not 8am-8pm) |
| 129         | Overtime x 1 (12)         |
| 771         | Overtime x 2              |
| 245         | SMP amount                |
| 890         | SSP Amount                |
| 142         | Standby Payment           |
| 301         | Buy Annual Leave          |
| 186         | Critical Illness          |
| 832         | Bikes                     |
| 832         | Bikes                     |
| 920         | Dental Insurance          |
| 465         | Healthcare                |
| 616         | Medical Insurance         |
| 376         | Payroll Giving            |
| 936         | Pension                   |
| 619         | Employee NIC              |
| 627         | Tax paid                  |
| 982         | CSL Student Loan Ded      |
| 138         | Season Ticket             |

### 3.3.4. Mapping Groups

In a simple comparison each element or balance will have a one-to-one mapping, but in many cases that is not that possible, in which case the elements need to be grouped.

The primary rule for mapping is that the Source ID and Target ID cannot be duplicated in the mapping table. Where this occurs then the elements need to be grouped together as a many-to-one, one-to-many or a many-to-many group.

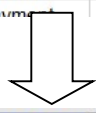
To create a group, you must enter a name in the 'Group' column and a group member number in the 'N' column. Each group must have a primary group member 1, and each row in the group must have a member number. The Group Name + Number must be unique in the mapping table.

If the source elements have been classified by type, then all group members should also have the same classification.

Here are some examples of how to group different mapping scenarios.

#### Many-To-One Group

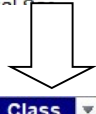
| Source ID * | Source Description | Class     | Group | N | Target ID * |          |
|-------------|--------------------|-----------|-------|---|-------------|----------|
| 781         | BusyBees           | 1.Payment |       |   | 784         | Childcar |
| 782         | BusyBees?          | 1.Payment |       |   | 784         | Childcar |



| Source ID * | Source Description | Class     | Group     | N | Target ID * |       |
|-------------|--------------------|-----------|-----------|---|-------------|-------|
| 781         | BusyBees           | 1.Payment | Childcare | 1 | 784         | Child |
| 782         | BusyBees?          | 1.Payment | Childcare | 2 | 784         | Child |

#### One-To-Many Group

| Source ID * | Source Description | Class     | Group | N | Target ID * |       |
|-------------|--------------------|-----------|-------|---|-------------|-------|
| 832         | Bikes              | 2.Sal Sac |       |   | 613         | Cycle |
| 833         | Bikes              | 2.Sal Sac |       |   | 613         | Cycle |



| Source ID * | Source Description | Class     | Group | N | Target ID * |       |
|-------------|--------------------|-----------|-------|---|-------------|-------|
| 832         | Bikes              | 2.Sal Sac | Cycle | 1 | 613         | Cycle |
| 833         | Bikes              | 2.Sal Sac | Cycle | 2 | 613         | Cycle |

**Many-To-Many Group**

| Source ID * | Source Description | Class     | Group | N | Target ID * |       |
|-------------|--------------------|-----------|-------|---|-------------|-------|
| 517b        | Basic Pay Adjust   | 1.Payment |       |   | 307         | Basic |
| 517b        | Basic Pay Adjust   | 1.Payment |       |   | 309         | Basic |
| 517b        | Basic Pay Adjust   | 1.Payment |       |   | 308         | Basic |
| 517         | Basic Pay          | 1.Payment |       |   | 307         | Basic |
| 517         | Basic Pay          | 1.Payment |       |   | 309         | Basic |
| 517         | Basic Pay          | 1.Payment |       |   | 308         | Basic |
| 517a        | Retro Basic Pay    | 1.Payment |       |   | 307         | Basic |
| 517a        | Retro Basic Pay    | 1.Payment |       |   | 309         | Basic |
| 517a        | Retro Basic Pay    | 1.Payment |       |   | 308         | Basic |
| 517c        | Casual Pay         | 1.Payment |       |   | 307         | Basic |



| Source ID * | Source Description | Class     | Group  | N | Target ID * |       |
|-------------|--------------------|-----------|--------|---|-------------|-------|
| 517         | Basic Pay          | 1.Payment | Salary | 1 | 307         | Basic |
| 517b        | Basic Pay Adjust   | 1.Payment | Salary | 2 | 309         | Basic |
| 517c        | Casual Pay         | 1.Payment | Salary | 3 | 308         | Basic |

**IMPORTANT:** You cannot use the name 'Group' in the naming of your Groups.

### 3.3.5. Using the Auto Group Function

When there are many elements that need grouping, the application can automatically group the elements using the Auto Group function. This function is available via the toolbar menu *Quick Pay Checker->Mapping->Auto Group*

Populate the mapping sheet, the duplicate element mapping errors will highlight the items that need to be grouped, then run the Auto Group function.

| Source ID * | Source Description | Class     | Group | N | Target ID * |       |
|-------------|--------------------|-----------|-------|---|-------------|-------|
| 517b        | Basic Pay Adjust   | 1.Payment |       |   | 307         | Basic |
| 517b        | Basic Pay Adjust   | 1.Payment |       |   | 309         | Basic |
| 517b        | Basic Pay Adjust   | 1.Payment |       |   | 308         | Basic |
| 517         | Basic Pay          | 1.Payment |       |   | 307         | Basic |
| 517         | Basic Pay          | 1.Payment |       |   | 309         | Basic |
| 517         | Basic Pay          | 1.Payment |       |   | 308         | Basic |
| 517a        | Retro Basic Pay    | 1.Payment |       |   | 307         | Basic |
| 517a        | Retro Basic Pay    | 1.Payment |       |   | 309         | Basic |
| 517a        | Retro Basic Pay    | 1.Payment |       |   | 308         | Basic |
| 517c        | Casual Pay         | 1.Payment |       |   | 307         | Basic |

The process will ignore existing mappings groups and process all the remaining ungrouped elements. The results are populated on a new report worksheet called 'AutoGroup'. The Primary Target ID is used as the group name, but this can be changed.



| Source ID * | Source Description        | Class | Fac | Tol | Exc | Dep | Group | N | Target ID * |
|-------------|---------------------------|-------|-----|-----|-----|-----|-------|---|-------------|
| 619         | Employee NIC              |       |     |     |     |     |       |   | 22          |
| 465         | Healthcare                |       |     |     |     |     |       |   | 27          |
| 25          | Travel Insurance          |       |     |     |     |     |       |   | 48          |
| 138         | Season Ticket             |       |     |     |     |     | 57    | 1 | 57          |
| 19          | Season Ticket Loan (Ded.) |       |     |     |     |     | 57    | 2 |             |
| 771         | Overtime x 2              |       |     |     |     |     |       |   | 60          |
| 572         | Employer NIC              |       |     |     |     |     |       |   | 105         |
| 186         | Critical Illness          |       |     |     |     |     |       |   | 168         |
| 245         | SMP amount                |       |     |     |     |     |       |   | 173         |
| 970         | Taxable pay               |       |     |     |     |     |       |   | 233         |
| 920         | Dental Insurance          |       |     |     |     |     |       |   | 234         |
| 765         | Misc Net Deduction        |       |     |     |     |     |       |   | 270         |

The results can then be copied from the 'AutoGroup' sheet on to the mapping sheet.

| Source ID * | Source Description | Class     | Group | N | Target ID * | Target Description |
|-------------|--------------------|-----------|-------|---|-------------|--------------------|
| 517         | Basic Pay          | 1.Payment | 307   | 1 | 307         | Basic Salary       |
| 517b        | Basic Pay Adjust   | 1.Payment | 307   | 2 | 309         | Basic Salary       |
| 517c        | Casual Pay         | 1.Payment | 307   | 3 | 308         | Basic Salary       |
| 517a        | Retro Basic Pay    | 1.Payment | 307   | 4 |             |                    |
| 936         | Pension            | 3.Pre Tax |       |   | 387         | Pension Ees        |

**NOTE:** Always run the Check Mapping Process after updating the Mapping Sheet.

To remove the AutoGroup sheet run the *Quick Pay Checker->Reports->Delete Report* function from the AutoGroup sheet.

### 3.3.6. Using the Inverse/Multiplication Column

If there are known differences between a source element value and the target element value, for instance, if the signs between the two values are opposite or if there is a deliberate rate change between the two systems then a multiplication factor can be used.


Simply enter the multiplication factor in the multiplication **Factor** column, e.g -1 to inverse the results to compare a positive number against a negative number.

| Source ID * | Source Description        | Class     | Factor |
|-------------|---------------------------|-----------|--------|
| 999         | Bank Transfer             |           |        |
| 781         | BusyBees                  | 1.Payment | -1.1   |
| 336         | BusyBees2                 | 1.Payment | -1.1   |
| 390         | Additional Responsibility |           |        |
| 517         | Basic Pay                 |           |        |

See [section 3.7.5](#) for more information on using the multiplication factor column.

### 3.3.7. Defining Element Level Tolerance

The default tolerance for the comparison can be overridden at element level by entering a value in the **Tol** column. The value must be between 0.00 and 0.99. The default tolerance is changed from the toolbar menu option *Quick Pay Checker->Tools->Set Default*

*Tolerance* or the  icon. See section 3.9.1 for details on default tolerance settings.

| Source ID * | Source Description        | Class     | Fac |
|-------------|---------------------------|-----------|-----|
| 89          | OMP 100%                  | 1.Payment |     |
| 600         | OSP 100%                  | 1.Payment |     |
| 337         | Overt.x 1.5 (not 8am-8pm) | 1.Payment |     |
| 129         | Overtime x 1 (12)         | 1.Payment |     |

### 3.3.8. Excluding Elements from the Mapping

Source and Target elements can be excluded from the Mapping process. You can either remove the line completely from the mapping table or if you want to retain this data for reference but not include in the comparison run then mark the element with 'Y' in the **Exc** Column for the Source or Target element.

| Source ID * | Source Description       | Class       | Fac | Tol |
|-------------|--------------------------|-------------|-----|-----|
| 142         | Standby Payment          | 1.Payment   |     |     |
| 627         | Tax paid                 | 4.Tax       |     |     |
| 970         | Taxable pay              | 9.Balance   |     |     |
| 25          | Travel Insurance         | 2.PreTaxD   |     |     |
| 267         | UNION                    | 5.Deduction |     |     |
| Target ID * | Target Description       |             |     |     |
| 421         | Union Deduction          |             |     |     |
| 105         | NI Employer              |             |     |     |
| 659         | Pension Ers Contribution |             |     |     |
| 233         | Taxable Pay              |             |     |     |
| 354         | Administ Tax             |             |     |     |

**NOTE:** You cannot map an excluded element to another included element.



### 3.3.9. Adding Dependencies

The **Dependent** column can be used to assist with the comparison result analysis when the results on one element are dependent on the results on another element. For example, in payroll data comparison the results for Tax Paid would be dependent on the amount of Taxable Pay and Pension Contributions would be dependent on Pensionable pay.


The Dependency value must correspond to the Target ID of the related element.


| A           | B                         | C           | D   | E   | F   | G   |
|-------------|---------------------------|-------------|-----|-----|-----|-----|
| Source ID * | Source Description        | Class       | Fac | Tol | Exc | Dep |
| 936         | Pension                   | 3.Pre Tax   |     |     |     |     |
| 619         | Employee NIC              | 4.Tax       |     |     |     |     |
| 627         | Tax paid                  | 4.Tax       |     |     |     | 970 |
| 982         | CSL Student Loan Ded      | 5.Deduction |     |     |     |     |
| 138         | Season Ticket             | 5.Deduction |     |     |     |     |
| 019         | Season Ticket Loan (Ded.) | 5.Deduction |     |     |     |     |
| 765         | Misc Net Deduction        | 5.Deduction |     |     |     |     |
| 515         | Net Advance Recovery      | 5.Deduction |     |     |     |     |


When running the data comparison, if there is a difference in the dependency then the comparison run process will automatically enter the difference reason on the dependent element with 'Difference in <Dependency>'. If the Dependency value is not valid the comparison process will insert comment '<Dependency> not found' in the run results reason column.

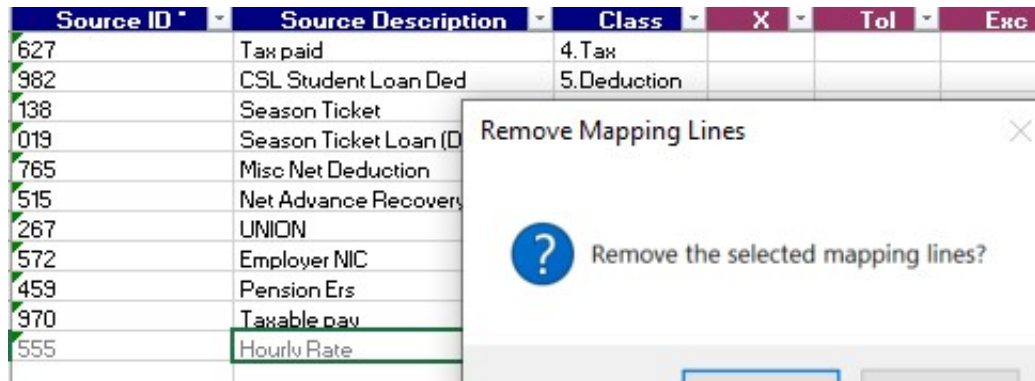
Defining dependencies will help identify root problems without wasting time looking at knock-on issues.

### 3.3.10. Adding or Removing lines from the Mapping Table

If you need to add or remove lines from the mapping sheet, you can 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*

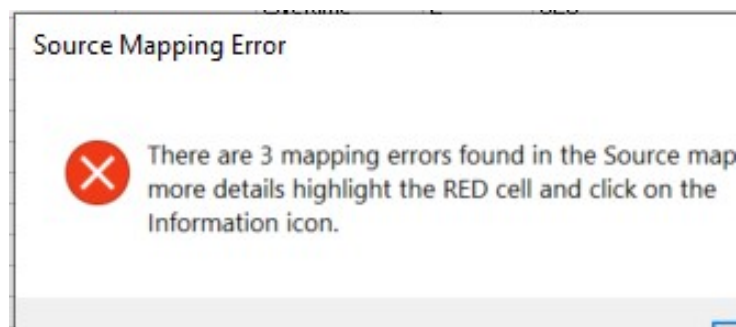



### 3.3.11. Check Element Mapping

When the 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 and validate the element mappings.

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.



**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 the element mapping errors are resolved you can enter the Source Data.

|                             |      |                   |
|-----------------------------|------|-------------------|
|                             |      | MAPPING           |
| Source / Mapping Difference | 0.00 | ENTER SOURCE DATA |

**NOTE: WHENEVER A CHANGE IS MADE TO THE MAPPING TABLE YOU SHOULD RE-RUN THE CHECK MAPPING PROCESS ON THE SOURCE AND TARGET DATA TO ENSURE THAT ALL THE MAPPING INFORMATION AND PROPERTIES ARE APPLIED TO THE DATA. YOU MAY GET INCORRECT COMPARISON RESULTS IF YOU DO NOT DO THIS.**

### 3.4. 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.

- **Emp ID \*** **MANDATORY.** This is the reference that the comparison tool uses to match source employee to the target employee data. This typically can be the National Identifier, Employee or Assignment Number. If the employee numbers are changing, then using a common ID as a comparison is the preferable as it eliminates any need to manually map the old employee number to the new employee number.
- **Employee Name** **Optional** field that should be provided to help identify individuals. Can be provided in any format.
- **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 the ID used is not the assignment number a separate column is available to hold this value which will be useful when referencing the source payroll system.
- **Source ID \*** **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 Source ID 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 Desc** **Optional.** Source Description is used to hold the name of the Source element if the ID used is a non-descriptive value.
- **Source Value \*** **MANDATORY.** Monetary value of the source element, payment, deduction or balance.
- **Class** **Optional.** Used to hold a descriptive class or category of element that can be used when sorting the source data in the comparison run. E.g. Earnings and Deductions.


Populate the source reference payroll run result data into the 7 user enterable columns only. Ensure that the data is populated into the correct columns and that the 3 mandatory columns are populated. Optional columns can be blank.

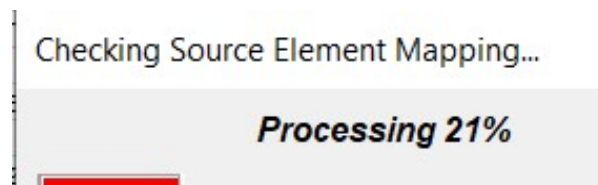
| A         | B              | C            | D              | E           | F                          |    |
|-----------|----------------|--------------|----------------|-------------|----------------------------|----|
| Emp ID *  | Employee Name  | Employee No. | Assignment No. | Source ID * | Source Description         | \$ |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 64114       | Basic Salary Protected     |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 64471-62121 | Basic Salary Offset        |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 61985       | Occupational Paternity Pay |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears                |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears                |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears                |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 62237       | LGPS Standard EE           |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 62167       | LGPS Standard ER           |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 33          | NI A                       |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 50          | NI Employer                |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 66          | PAYE                       |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 999999      | Net Pay                    |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 800028      | Taxable Pay                |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 800029      | Nilable Pay                |    |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 800045      | Gross Pay                  |    |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 62273       | Regular Car User Allowance |    |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 63603       | First Aid Allowance        |    |

### 3.5. 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       |
| Source / Mapping Difference | 0.00 | CHECK ELEMENT |
| Target / Mapping Difference | 0.00 | ENTER TARGET  |

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.

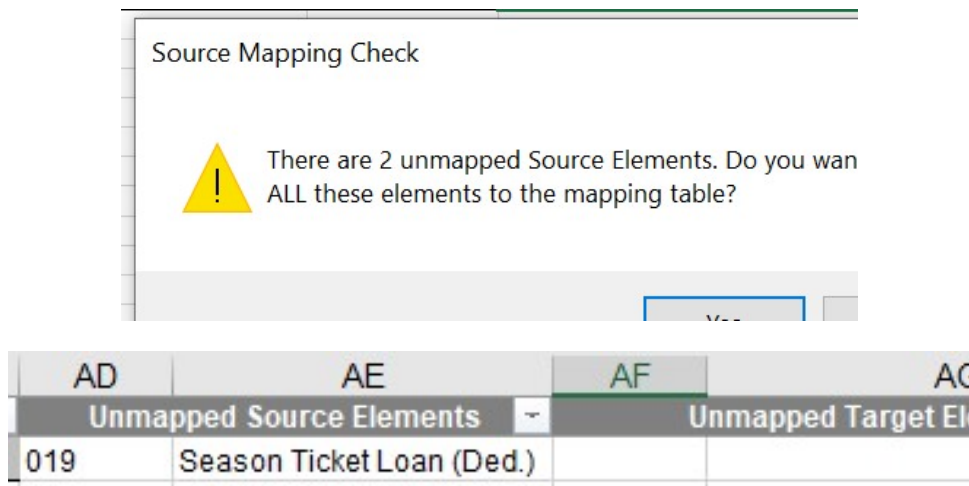


The check mapping function will perform the following functions and checks

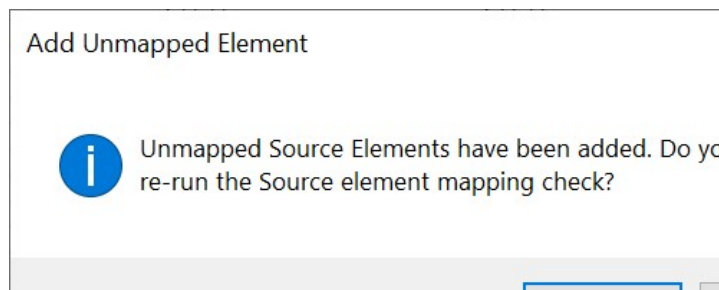
- Format the data and columns.
- Check to see if any employee records have missing Net Pay records
- Check to see if any source elements are missing from the mapping table.
- Check that the source object is mapped to a target object and apply the mapping rules to the Source data.

### 3.5.1. 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.



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 ID column of the Source data sheet.

|                             |       |                      |
|-----------------------------|-------|----------------------|
| Source / Mapping Difference | 72.00 | SOURCE MAPPING ERROR |
| Target / Mapping Difference | 0.00  | ENTER TARGET ID      |

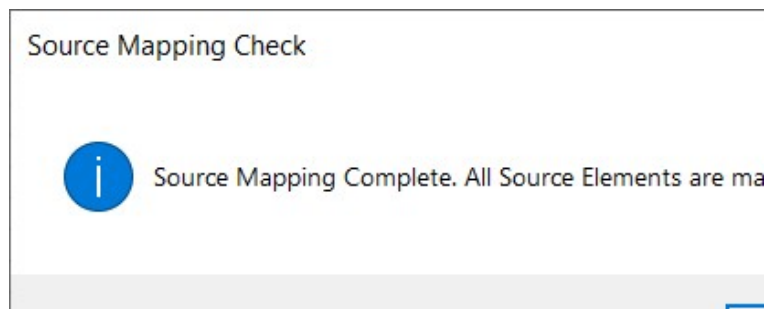
| E           | F                     | G              | H         |   |
|-------------|-----------------------|----------------|-----------|---|
| Source ID * | Source Description    | Source Value * | Class     |   |
| 459         | Pension Ers           | 592.50         | 7.Ers     | 6 |
| 572         | Employer NIC          | 1,121.41       | 7.Ers     | 1 |
| 999         | Bank transfer         | 5,840.31       | 9.Net     | 9 |
| 138         | Season Ticket         | 103.50         |           | * |
| 394         | Misc Basic Adjustment | -822.58        | 1.Payment | 6 |
| 517         | Basic Pay             | 7,677.42       | 1.Payment | 3 |

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 for the Source data.

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\*\***.

| E           | F                         | G              | H         |   |
|-------------|---------------------------|----------------|-----------|---|
| Source ID * | Source Description        | Source Value * | Class     |   |
| 999         | Bank transfer             | 1,898.77       | 9.Net     | 9 |
| 019         | Season Ticket Loan (Ded.) | 100.74         |           | * |
| 517         | Basic Pay                 | 9,125.00       | 1.Payment | 3 |
| 600         | OSP 100%                  | 294.35         | 1.Payment | * |

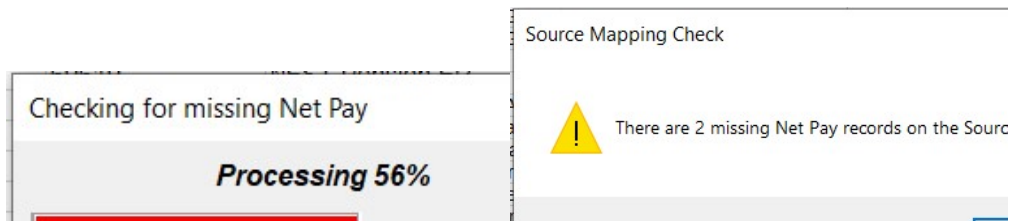
Once all source elements are accounted for in the mapping table the check element mapping process should complete without warning.






### 3.5.2. Check for Missing Net Pay

The Source Element Mapping Process will also check for missing net pay lines (the key relation). If there are any employees without a net pay record these can be reported early so that any missing data issues can be resolved before the comparison is started.




The Summary sheet will display the Net Pay totals and Employee totals to indicate if there are missing net pay records.

| Employees             |     | Net Pay |
|-----------------------|-----|---------|
| Source Records Found: | 224 |         |

Click on the Tip / Information icon  to prompt for a list of employees with missing Net Pays.

**Missing Net Pay Warning**


 There are missing Net Pay records in the Source data. Show Employees with no Net Pay data?.


| A         | B              | C            |      |
|-----------|----------------|--------------|------|
| Emp ID *  | Employee Name  | Employee No. | Assi |
| ID0000001 | Test Employee1 | E0000001     | A    |
| ID0000002 | Test Employee2 | E0000002     | A    |

A full report of Missing Net Pays can also be created by running the report from the menu; Quick Pay Checker -> Reports -> Missing Net Pay Report. See section 3.5.2 for details.

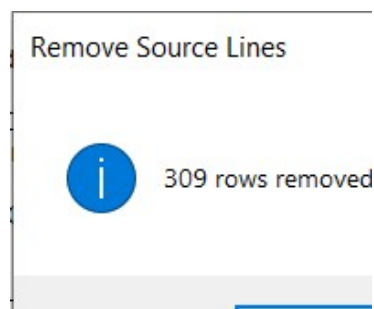
### 3.5.3. Removing Unwanted Source Data


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*

| E           | F   | G              | H            |
|-------------|---|----------------|--------------|
| Source ID * | Source Description  | Source Value * | Class        |
| 64114       | Basic Salary Protected  | 2,410.62       | 1.Payment    |
| 64471-62121 | Basic Salary Offset   | -552.95        | 1.Payment    |
| 61985       | Occupational Paternity Pay  | 552.95         | 3.AbsencePay |
| 65810-61937 | OSP Arrears   | 37.79          | 3.AbsencePay |
| 65810-61937 | OSP Arrears   | 16.36          | 3.AbsencePay |
| 65810-61937 | OSP Arrears   | -17.11         | 3.AbsencePay |
| 62237       | <div>Remove Source Lines</div> <div>  Remove Source Lines where Source Description = OSP Arrears? </div> |                |              |
| 62167       |   |                |              |
| 33          |   |                |              |
| 50          |   |                |              |
| 66          |   |                |              |
| 999999      |   |                |              |
| 800028      |   |                |              |
| 800029      |   |                |              |
| 800015      |   |                |              |
|             |   |                |              |

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*



The remove lines function will work on all 6 Source data columns so the other columns can be used for removing unwanted source 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.

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### 3.5.4. 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 set the **Exclude** flag to 'Y' on the mapping sheet and re-run the Check Source Element mapping process.

| A           | B                   | C             | D   |
|-------------|---------------------|---------------|-----|
| Source ID * | Source Description  | Class         | Fac |
| 800029      | Nilable Pay         | x.Balance     |     |
| 826949      | Pensionable Pay     | x.Balance     |     |
| 800028      | Taxable Pay         | x.Balance     |     |
| 66671-66324 | SMP Recovery Amount | x.Recoverable |     |

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

| E           | F                   | G              | H           |
|-------------|---------------------|----------------|-------------|
| Source ID * | Source Description  | Source Value * | Class       |
| 800029      | Nilable Pay         | 2,185.35       | x.Balance   |
| 800045      | Gross Pay           | 2,375.10       | x.Balance   |
| 66252-57111 | SPP Recovery Amount | 128.54         |             |
| 62299       | Basic Salary Hours  | 523.16         | 1.Payment   |
| 69617       | NEST Pension EE     | 227.06         | 3.PensionEE |
| 69619       | NEST Pension ER     | 681.18         | 3.PensionER |
| 69346-32    | NI H                | 145.50         | 4.NI EE     |

### 3.5.5. 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 3.5.2](#).


|                        | Employees | Net Pay |
|------------------------|-----------|---------|
| Source Record's Found: | 309       |         |
| Target Record's Found: | 0         |         |

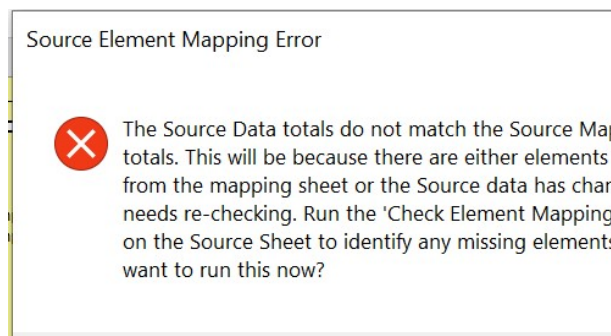
The **Source Sheet Total** now displays the total pay values entered on the Source Sheet. This value is used to cross reference the **Source Mapping Total**, which is the total pay values from the Mapping table, to ensure all elements are mapped.

| Current Data & Mapping Check |   |              |                      |
|------------------------------|---|--------------|----------------------|
| Source Sheet Total           | £ | 5,791,338.61 | Source Mapping Total |
| Target Sheet Total           | £ | -            | Target Mapping Total |
| Difference                   | £ | 5,791,338.61 | Difference           |

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 MAP |
| Target / Mapping Difference | 0.00  | ENTER TARG |

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.

| AD       | AE                       | AF          |
|----------|--------------------------|-------------|
|          | Unmapped Source Elements | Unmapped Ta |
| 70194    | Postgraduate Loan        |             |
| 87-70194 | Postgraduate Loan Adjust |             |

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 ELEMEN |
| Target / Mapping Difference | 0.00 | ENTER TARG   |

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 TARG |

### 3.6. Entering the Target Data

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

- Emp 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 Name** **Optional** field that should be provided to help identify individuals. Can be provided in any format.
- 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.
- Target ID \*** **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 Target ID 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.**
- Target Desc** **Optional.** Target Description is used to hold the name of the Target element if the ID used is a non-descriptive value.
- Target Value \*** **MANDATORY.** Monetary value of the target element, payment, deduction or balance.

Populate the target reference payroll run result data into the 7 user enterable columns only. Ensure that the data is populated into the correct columns and that the 3 mandatory columns are populated. Optional columns can be blank.


| A         | B              | C            | D              | E           | F                                 |
|-----------|----------------|--------------|----------------|-------------|-----------------------------------|
| Emp ID *  | Employee Name  | Employee No. | Assignment No. | Target ID * | Target Description                |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 3010        | Alpha Pension EEs                 |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 1000A       | Monthly Pay - Adjustment          |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 1538        | Pay Protection                    |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 3001        | LGPS Pension ERs                  |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 7110        | Employee's NIC                    |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 8206        | Employer's NIC                    |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 4605B       | Paternity Full Pay - Back Pay     |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 4090B       | OSP Full Pay - Back Pay           |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 4090B       | OSP Full Pay - Back Pay           |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 7222B       | SMP paid at lower rate - Back Pay |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 5010        | Taxable Gross                     |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 5020        | Niable Gross                      |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 7100        | Tax paid this period              |
| ID0000002 | Test Employee2 | T0000006     | W000006        | 1000        | Monthly Pay                       |



### 3.7. 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 |               |
| Target / Mapping Difference | 0.00 | CHECK ELEMENT |

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.

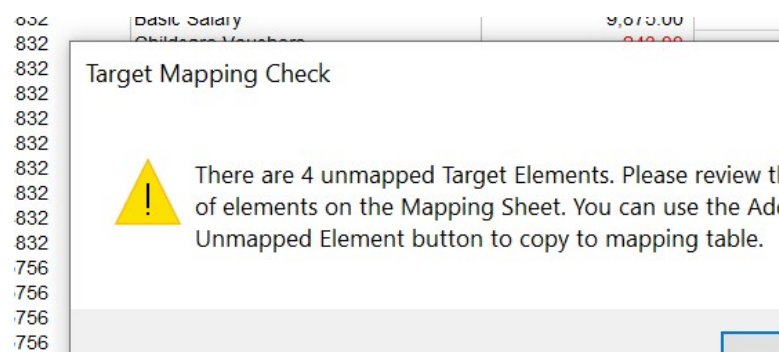


The check mapping function will perform the following functions and checks

- Format the data and columns.
- Check to see if any employee records have missing Net Pay records
- Calculates the combined totals for element groups and multiple entries.
- Check to see if any target elements are missing from the mapping table.
- Check that the target object is mapped to a source object.


#### 3.7.1. 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.



| AD                       | AE | AF   | AG                       |
|--------------------------|----|------|--------------------------|
| Unmapped Source Elements |    |      | Unmapped Target Elements |
|                          |    | 7225 | Statutory Maternity      |
|                          |    | 7235 | Statutory Paternity      |

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 selecting 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 ID column of the Target data sheet.

|                             |        |                             |
|-----------------------------|--------|-----------------------------|
| Source / Mapping Difference | 0.00   |                             |
| Target / Mapping Difference | 935.00 | <b>TARGET MAPPING ERROR</b> |

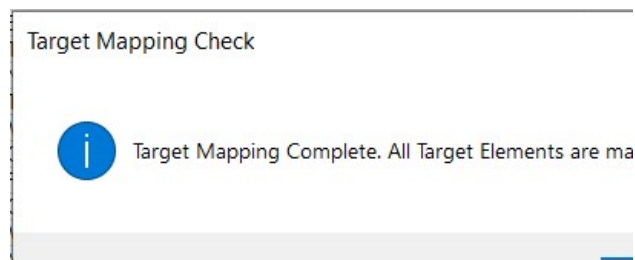
| E           | F                                 | G              |
|-------------|-----------------------------------|----------------|
| Target ID * | Target Description                | Target Value * |
| 168         | Critical Illness Salary Sacrifice | -32.88         |
| 233         | Taxable Pay                       | 4,956.00       |
| 234         | Dental Salary Sacrifice           | -26.15         |
| 270         | Advance                           | 0.10           |

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

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\*\***.

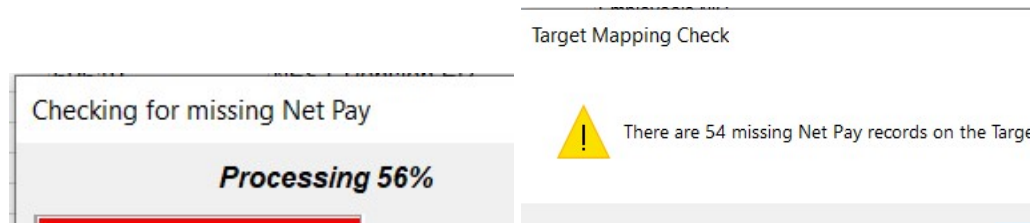
| E           | F                          | G              |
|-------------|----------------------------|----------------|
| Target ID * | Target Description         | Target Value * |
| 398         | PAYE                       | 638.20         |
| 541         | Occupational Maternity Pay | 2,727.13       |
| 572         | Student Loan               | 223.00         |
| 659         | Pension Ers Contribution   | 210.81         |
| 660         | Net Pay                    | 2,204.15       |

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




### 3.7.2. Check for Missing Net Pay

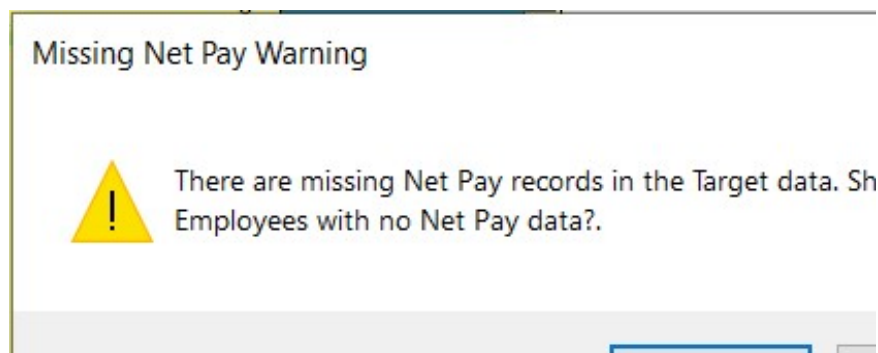
The Target Element Mapping Process will also check for missing net pay lines (the key relation). If there are any employees without a net pay record these can be reported early so that any missing data issues can be resolved before the comparison is started.



The Summary sheet will display the Net Pay totals and Employee totals to indicate if there are missing net pay records.

|                        | <u>Employees</u> | <u>Net</u> |
|------------------------|------------------|------------|
| Source Record's Found: | 1000             |            |
| Target Record's Found: | 1000             |            |

Click on the Tip / Information icon  to prompt for a list of employees with missing Net Pays.




| A         | B               | C            |     |
|-----------|-----------------|--------------|-----|
| Emp ID *  | Employee Name   | Employee No. | Ass |
| ID0000001 | Test Employee1  | T0000003     |     |
| ID0000013 | Test Employee13 | T0000039     |     |
| ID0000034 | Test Employee34 | T0000102     |     |
| ID0000041 | Test Employee41 | T0000123     |     |
| ID0000079 | Test Employee79 | T0000237     |     |
| ID0000090 | Test Employee90 | T0000270     |     |

A full report of Missing Net Pays can also be created by running the report from the menu; Quick Pay Checker -> Reports -> Missing Net Pay Report. *See section 3.5.2 for details.*

### 3.7.3. 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*

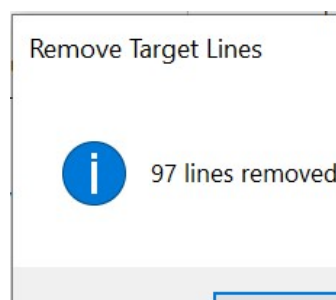
| D                | E             | F                        |
|------------------|---------------|--------------------------|
| Assignment No. ▼ | Target ID * ▼ | Target Description       |
| W000003          | 1000A         | Monthly Pay - Adjustment |
| W000003          | 1538          | Pay Protection           |
| W000003          | 3001          | LGPS Pension ERs         |
| W000003          | 3010          | Alpha Pension EEs        |
| W000003          | 4090          |                          |
| W000003          | 4090          |                          |
| W000003          | 4603          |                          |
| W000003          | 7110          |                          |
| W000003          | 7222          |                          |
| W000003          | 8206          |                          |
| W000003          | 5010          |                          |
| W000003          | 5020          |                          |
| W000003          | 7100          |                          |
| W000003          | 1000          |                          |

Remove Target Lines



Remove Lines where Target Description = Niable Gr

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.



| A         | B              | C            | D              |
|-----------|----------------|--------------|----------------|
| Emp ID *  | Employee Name  | Employee No. | Assignment No. |
| ID0000001 | Test Employee1 | T0000003     | W0000003       |
| ID0000001 | Test Employee1 | T0000003     | W0000003       |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |
| ID0000001 | Test E         |              |                |

Remove Target Lines



Remove Lines where Emp ID \* = ID0000001?

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.

|    |           |                |          |         |
|----|-----------|----------------|----------|---------|
| 51 | ID0000004 | Test Employee4 | T0000012 | W000012 |
| 52 | ID0000004 | Test Employee4 | T0000012 | W000012 |
| 53 | ID0000004 | Test Employee4 | T0000012 | W000012 |
| 54 | ID0000005 | Test Employee5 | T0000015 | W000015 |
| 55 | ID0000005 | Test En        |          | W000015 |
| 56 | ID0000005 | Test En        |          | W000015 |
| 57 | ID0000005 | Test En        |          | W000015 |
| 58 | ID0000005 | Test En        |          | W000015 |
| 59 | ID0000005 | Test En        |          | W000015 |
| 60 | ID0000005 | Test En        |          | W000015 |
| 61 | ID0000005 | Test En        |          | W000015 |
| 62 | ID0000005 | Test En        |          | W000015 |
| 63 | ID0000005 | Test En        |          | W000015 |
| 64 | ID0000005 | Test En        |          | W000015 |
| 65 | ID0000005 | Test En        |          | W000015 |
| 66 | ID0000005 | Test En        |          | W000015 |

Remove Target Lines



Remove Rows 54 to 68?

Yes

No

### 3.7.4. 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 set the **Exclude** flag to 'Y' on the mapping sheet and re-run the Check Target Element mapping process.

| J           | K                                 |
|-------------|-----------------------------------|
| Target ID * | Target Description                |
| 5020        | Niable Gross                      |
| 5030        | Pensionable Gross                 |
| 5010        | Taxable Gross                     |
| 7225        | Statutory Maternity Pay Recovered |
| 7005        | Statutory Sick Pay Recovered      |

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

| E           | F                                 | G            |
|-------------|-----------------------------------|--------------|
| Target ID * | Target Description                | Target Value |
| 5020        | Niable Gross                      | 2,61         |
| 5030        | Pensionable Gross                 | 2,98         |
| 7225        | Statutory Maternity Pay Recovered | 15           |
| 9000        | Net pay                           | 2,39         |
| 1000        | Monthly Pay                       | 3,69         |
| 1128        | Sleep In Allowance                | 10           |

### 3.7.5. Using the Multiplication Column to Inverse 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.

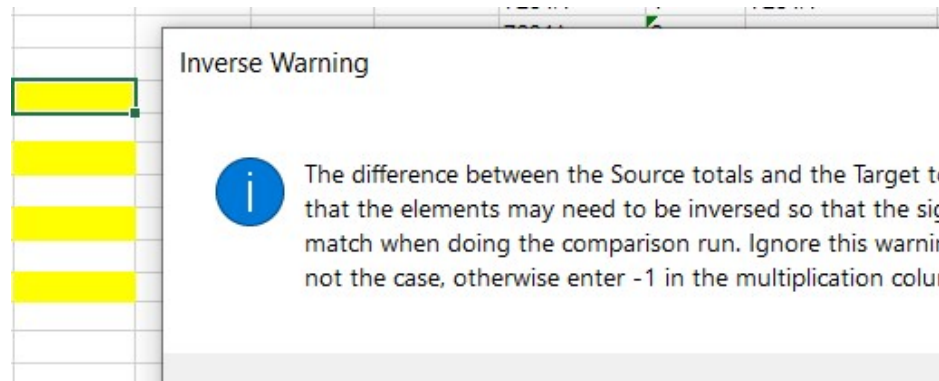
Check the Mapping sheet for instances where the Source Group Total is an inverse to the Target Group Total.

| J           | K                              | L   | M            | N                  | O            |
|-------------|--------------------------------|-----|--------------|--------------------|--------------|
| Target ID * | Target Description             | Exc | Source Total | Source Group Total | Target Total |
| 7231A       | SPP paid - Back Pay            |     | -187.91      | 15,746.11          | 13,7         |
|             |                                |     | 15,934.02    | -                  |              |
| 7231        | SPP paid                       |     | 14,043.53    | 14,043.53          | 12,6         |
| 3000        | LGPS Pension EEs               |     | 68,949.30    | 68,978.54          | -52,8        |
| 3000A       | LGPS Pension EEs - Adjustment  |     | 29.24        | -                  | -9,2         |
| 3001        | LGPS Pension ERs               |     | 206,847.90   | 206,935.62         | -165,4       |
| 3001A       | LGPS Pension ERs - Adjustment  |     | 87.72        | -                  | -            |
| 3010        | Alpha Pension EEs              |     | 64,956.48    | 65,140.38          | -52,4        |
| 3010A       | Alpha Pension EEs - Adjustment |     | 183.90       | -                  | -8,2         |

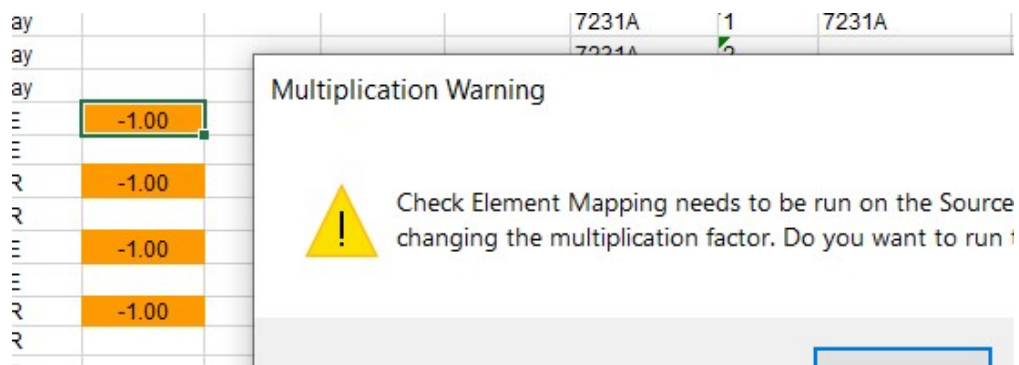
If there are occurrences of this then the mapping sheet will be highlighted yellow in the Multiplication **Factor** column.

| A           | B                        | C            |  |
|-------------|--------------------------|--------------|--|
| Source ID * | Source Description       | Class        |  |
| 65811-62121 | SSP Arrears              | 3.AbsencePay |  |
| 62308-62121 | SSP Paid                 | 3.AbsencePay |  |
| 62225-70009 | SPP Paid                 | 3.AbsencePay |  |
| 62237       | LGPS Standard EE         | 3.PensionEE  |  |
| 62039-67479 | LGPS Standard EE Adjust  | 3.PensionEE  |  |
| 62167       | LGPS Standard ER         | 3.PensionER  |  |
| 62231-62167 | LGPS Standard ER Adjust  | 3.PensionER  |  |
| 67480       | Alpha Standard EE        | 3.PensionEE  |  |
| 62040-67480 | Alpha Standard EE Adjust | 3.PensionEE  |  |

Select the cell and click on the tip icon  for information.



To inverse the totals enter -1 in the multiplication factor column. After changing the factor value 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.



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

When the multiplication factor has been entered for a Source element the Target ID and Source ID will be displayed in *italics* on the Source and Target data sheets.

| Source ID * | Source Description         | Source Value * | Class        |
|-------------|----------------------------|----------------|--------------|
| 62273       | Regular Car User Allowance | 191.93         | 1.Payment    |
| 63603       | First Aid Allowance        | 10.00          | 1.Payment    |
| 64113       | Basic Salary Monthly       | 4,461.73       | 1.Payment    |
| 70260       | Family Gold Cover          | -266.55        | 2.GrossDeduc |
| 69617       | NEST Pension EE            | 174.87         | 3.PensionEE  |
| 69619       | NEST Pension ER            | 524.61         | 3.PensionER  |

| E           | F                        | G            |
|-------------|--------------------------|--------------|
| Target ID * | Target Description       | Target Value |
| 1000A       | Monthly Pay - Adjustment | -55          |
| 1538        | Pay Protection           | 4,39         |
| 3001        | LGPS Pension ERs         | -1           |
| 3010        | Alpha Pension EEs        | -11          |
| 4090B       | OSP Full Pay - Back Pay  | 3            |
| 4090B       | OSP Full Pay - Back Pay  | 1            |


When the multiplication factor column is used the Source Totals on the mapping sheet will include factorisation in the Source and Source Group Totals so that the difference between the Source Sheet totals and Target Sheet totals are compensated by the Offset

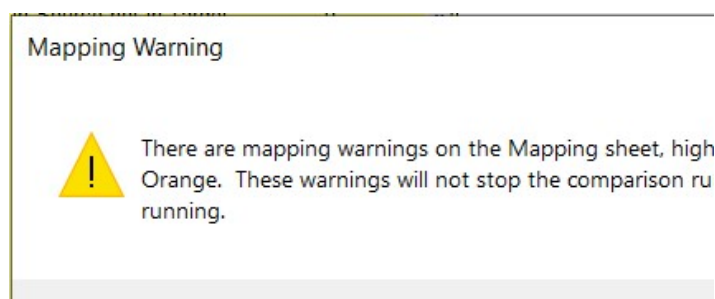
| J           | K                             | L   | M            | N                  | O            |
|-------------|-------------------------------|-----|--------------|--------------------|--------------|
| Target ID * | Target Description            | Exc | Source Total | Source Group Total | Target Total |
| 7231A       | SPP paid - Back Pay           |     | -187.91      | 15,746.11          | 13,7         |
|             |                               |     | 15,934.02    | -                  |              |
| 7231        | SPP paid                      |     | 14,043.53    | 14,043.53          | 12,6         |
| 3000        | LGPS Pension EEs              |     | -68,949.30   | -68,920.06         | -52,8        |
| 3000A       | LGPS Pension EEs - Adjustment |     | 29.24        | -                  | -9,2         |
| 3001        | LGPS Pension ERs              |     | -165,478.32  | -165,390.60        | -165,4       |
| 3001A       | LGPS Pension ERs - Adjustment |     | 87.72        | -                  | -4           |
| 3010        | Alpha Pension EEs             |     | -64,956.48   | -64,772.58         | -52,4        |

### 3.7.6. 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 vice versa. If there are occurrences of this the Summary sheet will display a Mapping Warning

|                             |      |
|-----------------------------|------|
| MAPPING WARNING             |      |
| Source / Mapping Difference | 0.00 |
| Target / Mapping Difference | 0.00 |

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.

| A           | B                  | C         | D   | E   | F   | G   | H     | I | J           |
|-------------|--------------------|-----------|-----|-----|-----|-----|-------|---|-------------|
| Source ID * | Source Description | Class     | Fac | Tol | Exc | Dep | Group | N | Target ID * |
|             |                    |           |     |     |     |     | 2512  | 2 | 2512        |
|             |                    |           |     |     |     |     | 2512  | 3 | 2512B       |
| 800045      | Gross Pay          | x.Balance |     |     |     |     |       |   | 5005        |
| 800029      | Nliable Pay        | x.Balance |     |     |     |     |       |   | 5020        |
| 826949      | Pensionable Pay    | x.Balance |     |     |     |     |       |   | 5030        |
| 800028      | Taxable Pay        | x.Balance |     |     |     |     |       |   | 5010        |
|             |                    |           |     |     |     |     |       |   | 7225        |

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 or exclude the surplus elements from the comparison run.

### 3.7.7. 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 3.7.3](#).

Differences between the Source and Target employee totals can be found by running the Check Employee Mapping function as discussed in [Section 3.8](#)


|                        | Employees | Ne |
|------------------------|-----------|----|
| Source Record's Found: | 305       |    |
| Target Record's Found: | 308       |    |

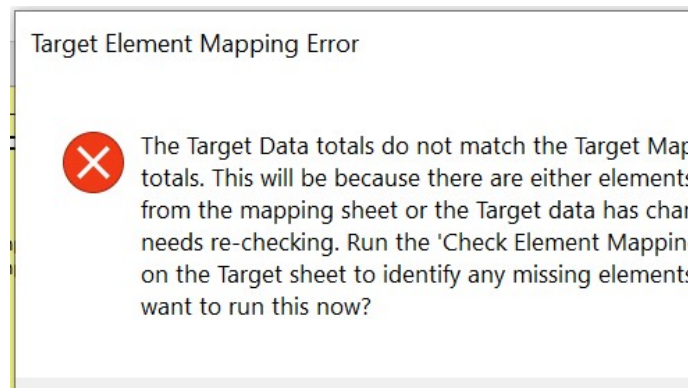
The **Target Sheet Total** now displays the total pay values entered on the Target Sheet. This value is used to cross reference the **Target Mapping Total**, which is the total pay values from the Mapping table, to ensure all elements are mapped.

| Current Data & Mapping Check |   |              |                   |
|------------------------------|---|--------------|-------------------|
| Source Sheet Total           | £ | 5,813,369.22 | Source Mapping To |
| Target Sheet Total           | £ | 5,780,429.80 | Target Mapping To |
| Difference                   | £ | 32,939.42    | Difference        |

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 MAP |

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.

| AD                       | AE | AF   | AG                       |
|--------------------------|----|------|--------------------------|
| Unmapped Source Elements |    |      | Unmapped Target Elements |
|                          |    | 7225 | Statutory Maternity      |
|                          |    | 7235 | Statutory Paternity      |

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.

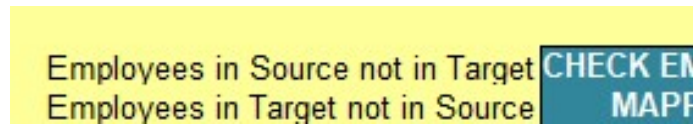
|                             |      |                |
|-----------------------------|------|----------------|
| Source / Mapping Difference | 0.00 |                |
| Target / Mapping Difference | 0.00 | CHECK ELEMENTS |

**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.**



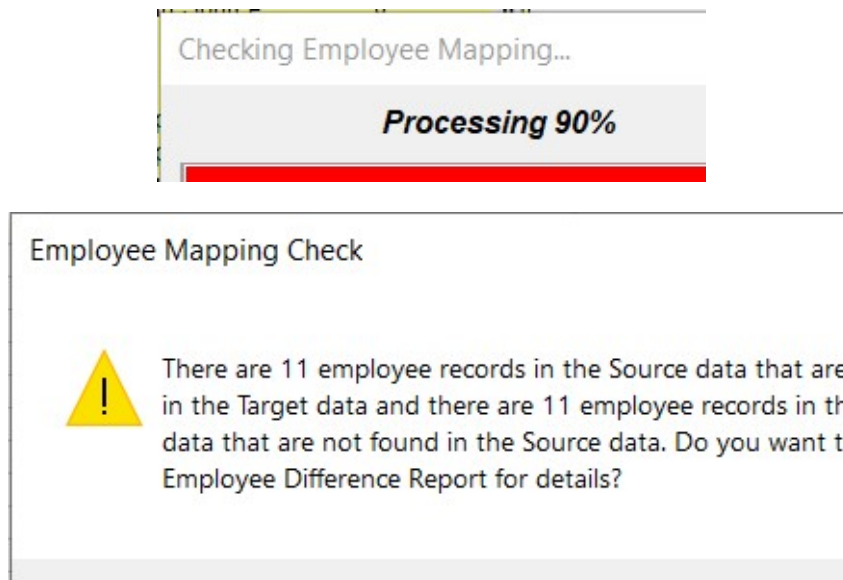
### 3.8. Check Employee Mapping

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*



If the process reports employee records that are missing from Source or Target data then the process will prompt to run the Employee Difference Report. See [Section 3.8.1](#)

#### 3.8.1. Employee Difference Report

The Employee Difference Report will list all the employee records in the Source Data that are not found in the Target Data and vice versa. The report can be run from the menu *Quick Pay Checker -> Reports -> Employee Difference Report*

A new worksheet will be created for the report.



| Employees in Source not in Target |                  |              |                |          |
|-----------------------------------|------------------|--------------|----------------|----------|
| Emp ID *                          | Employee Name    | Employee No. | Assignment No. | Comments |
| ID0000002                         | Test Employee2   | E0000002     | A0000002       |          |
| ID0000012                         | Test Employee12  | E0000012     | A0000012       |          |
| ID0000022                         | Test Employee22  | E0000022     | A0000022       |          |
| ID0000032                         | Test Employee32  | E0000032     | A0000032       |          |
| ID0000042                         | Test Employee42  | E0000042     | A0000042       |          |
| ID0000052                         | Test Employee52  | E0000052     | A0000052       |          |
| ID0000062                         | Test Employee62  | E0000062     | A0000062       |          |
| ID0000072                         | Test Employee72  | E0000072     | A0000072       |          |
| ID0000082                         | Test Employee82  | E0000082     | A0000082       |          |
| ID0000092                         | Test Employee92  | E0000092     | A0000092       |          |
| ID0000102                         | Test Employee102 | E0000102     | A0000102       |          |
| Employees in Target not in Source |                  |              |                |          |
| Emp ID *                          | Employee Name    | Employee No. | Assignment No. | Comments |
| ID0000004                         | Test Employee4   | T0000012     | W0000012       |          |
| ID0000014                         | Test Employee14  | T0000042     | W0000042       |          |
| ID0000024                         | Test Employee24  | T0000072     | W0000072       |          |
| ID0000034                         | Test Employee34  | T0000102     | W0000102       |          |
| ID0000044                         | Test Employee44  | T0000132     | W0000132       |          |

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

### 3.8.2. Missing Net Pay Report

The check mapping process for the Source and Target data includes a check for missing Net Pay records. I.e., employees that do not have a row for the key relation (Net Pay) in the data set. A list of employees with missing Net Pays can be produced from the menu; *Quick Pay Checker -> Reports -> Missing Net Pay Report*.

A new worksheet will be created for the report.

|        |        |        |
|--------|--------|--------|
| Source | Target | Net Re |
|--------|--------|--------|


| Source records with missing Net Pay |                 |              |                |             |                    |              |
|-------------------------------------|-----------------|--------------|----------------|-------------|--------------------|--------------|
| Emp ID *                            | Employee Name   | Employee No. | Assignment No. | Source ID * | Source Description | Source Value |
| ID0000025                           | Test Employee25 | E0000025     | A0000025       | 999999      | Net Pay            |              |
| ID0000026                           | Test Employee26 | E0000026     | A0000026       | 999999      | Net Pay            |              |
| ID0000027                           | Test Employee27 | E0000027     | A0000027       | 999999      | Net Pay            |              |
| ID0000028                           | Test Employee28 | E0000028     | A0000028       | 999999      | Net Pay            |              |
| ID0000029                           | Test Employee29 | E0000029     | A0000029       | 999999      | Net Pay            |              |
| ID0000030                           | Test Employee30 | E0000030     | A0000030       | 999999      | Net Pay            |              |
| ID0000031                           | Test Employee31 | E0000031     | A0000031       | 999999      | Net Pay            |              |
| ID0000032                           | Test Employee32 | E0000032     | A0000032       | 999999      | Net Pay            |              |
| Target records with missing Net Pay |                 |              |                |             |                    |              |
| Emp ID *                            | Employee Name   | Employee No. | Assignment No. | Target ID * | Target Description | Target Value |
| ID0000001                           | Test Employee1  | T0000003     | W000003        | 9000        | Net pay            |              |
| ID0000013                           | Test Employee13 | T0000039     | W000039        | 9000        | Net pay            |              |
| ID0000034                           | Test Employee34 | T0000102     | W000102        | 9000        | Net pay            |              |
| ID0000041                           | Test Employee41 | T0000123     | W000123        | 9000        | Net pay            |              |

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

### 3.8.3. Missing Employee Indicators

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 | 11 | .. |          |
| Employees in Target not in Source | 11 | .. |          |

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

11

..


Employees in Target not in Source

11

..

Comments:

Target Employee Error



There are 11 employees on the Source Sheet that are not in the Target Sheet. Show list of missing employees?

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| A         | B               | C            | D              | E           | F                          | G              | H         |     |
|-----------|-----------------|--------------|----------------|-------------|----------------------------|----------------|-----------|-----|
| Emp ID *  | Employee Name   | Employee No. | Assignment No. | Source ID * | Source Description         | Source Value * | Class     |     |
| ID0000002 | Test Employee2  | E0000002     | A0000002       | 62273       | Regular Car User Allowance | 191.93         | 1 Payment | 153 |
| ID0000012 | Test Employee12 | E0000012     | A0000012       | 62034       | Overtime at Double Time    | 30.66          | 1 Payment | 110 |
| ID0000022 | Test Employee22 | E0000022     | A0000022       | 64113       | Basic Salary Monthly       | 2,455.59       | 1 Payment | 100 |
| ID0000032 | Test Employee32 | E0000032     | A0000032       | 64113       | Basic Salary Monthly       | 3,454.70       | 1 Payment | 100 |
| ID0000042 | Test Employee42 | E0000042     | A0000042       | 62273       | Regular Car User Allowance | 143.11         | 1 Payment | 153 |
| ID0000052 | Test Employee52 | E0000052     | A0000052       | 62034       | Overtime at Double Time    | 149.71         | 1 Payment | 110 |
| ID0000062 | Test Employee62 | E0000062     | A0000062       | 62299       | Basic Salary Hours         | 550.22         | 1 Payment | 111 |
| ID0000072 | Test Employee72 | E0000072     | A0000072       | 62299       | Basic Salary Hours         | 531.20         | 1 Payment | 111 |
| ID0000082 | Test Employee82 | E0000082     | A0000082       | 62034       | Overtime at Double Time    | 11.30          | 1 Payment | 110 |

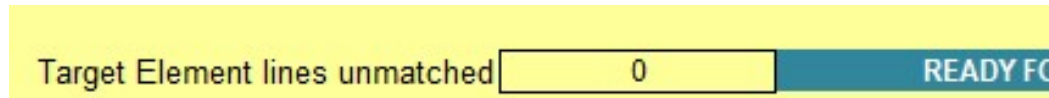
| A         | B               | C            | D              | E           | F   | G              |     |
|-----------|-----------------|--------------|----------------|-------------|---|----------------|-----|
| Emp ID *  | Employee Name   | Employee No. | Assignment No. | Target ID * | Target Description                              | Target Value * |     |
| ID0000004 | Test Employee4  | T0000012     | W000012        | 1000        | Monthly Pay                                     | 4,099.78       | 100 |
| ID0000014 | Test Employee14 | T0000042     | W000042        | 1538        | Pay Protection                                  | 2,384.41       | 100 |
| ID0000024 | Test Employee24 | T0000072     | W000072        | 1107B       | Bank Holiday Overtime at Double Time - Back Pay | 112.85         | 110 |
| ID0000034 | Test Employee34 | T0000102     | W000102        | 1000A       | Monthly Pay - Adjustment                        | 4,672.27       | 100 |
| ID0000044 | Test Employee44 | T0000132     | W000132        | 1112A       | Basic Salary Hours Claimed - Adjustment         | 362.50         | 111 |
| ID0000054 | Test Employee54 | T0000162     | W000162-2      | 1000        | Monthly Pay                                     | 3,368.05       | 100 |
| ID0000064 | Test Employee64 | T0000192     | W000192        | 1000        | Monthly Pay                                     | 176.33         | 100 |
| ID0000074 | Test Employee74 | T0000222     | W000222-2      | 1000        | Monthly Pay                                     | 2,488.03       | 100 |
| ID0000084 | Test Employee84 | T0000252     | W000252        | 1538        | Pay Protection                                  | 4,684.44       | 100 |

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.

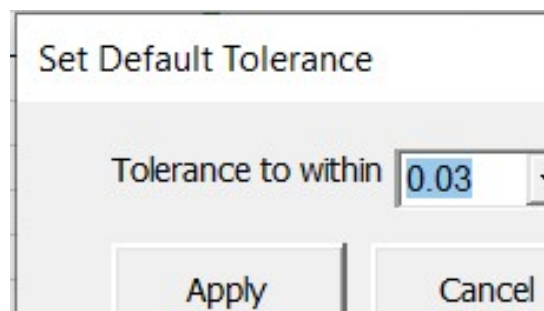
### 3.9. Generate the Data Comparison Results

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.

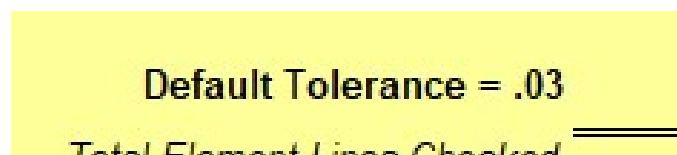


#### 3.9.1. Default Tolerance Settings

Before you generate the run results you may want to adjust the default 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 default tolerance is displayed on the summary sheet.



**NOTE: ENSURE THAT YOU SET THE DEFAULT TOLERANCE BEFORE RUNNING THE COMPARISON. IF YOU CHANGE THE DEFAULT TOLERANCE THE NEW VALUE WILL ONLY APPLY TO NEW COMPARISON RUNS AND NOT EXISTING RUNS, UNLESS THEY ARE RE-RUN.**

### 3.9.2. 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.


Create New Run

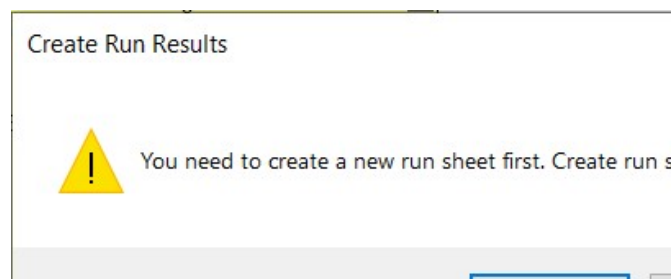


Do you want to generate run results



### 3.9.3. Create Data Comparison Run Results

To generate the comparison results, click on the Create Run Results  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 run sheet to be created first.

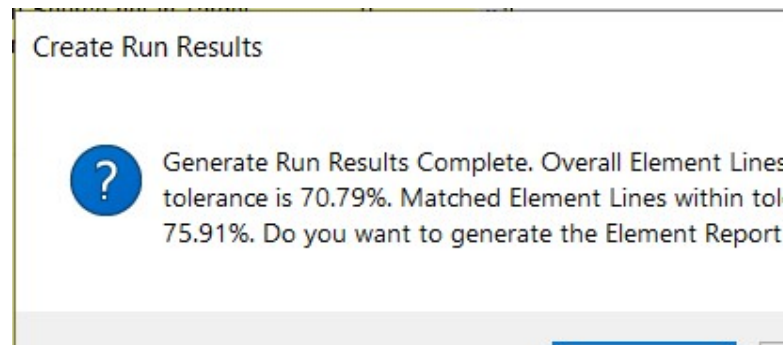


Depending on the size of the data set it may take a few moments to process the comparison.



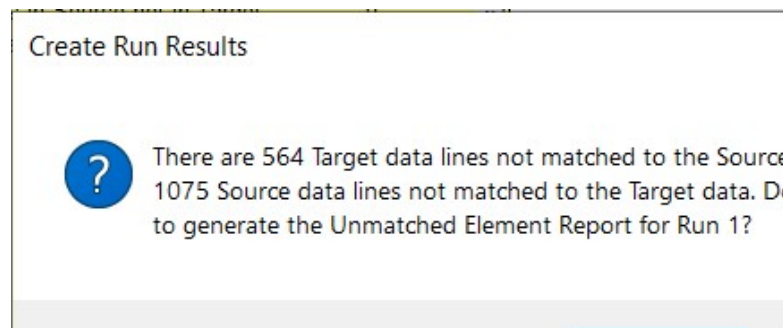


When the process has completed a message box displays with a summary of the results and a prompt to run the Element Difference Report.



Click Yes to run the Element Difference report or No to continue. The Element Difference report can be run at any time from the menu. See [section 3.9.5](#) for details.

A secondary prompt provides a summary of unmatched elements. These are lines where the Source ID could not be matched to a Target ID or the other way around. The message box will prompt the user to run the Unmatched Element Report.



Click Yes to run the Unmatched Element Report or No to continue. The Element Difference report can be run at any time from the menu. See [section 3.9.7](#) for details.

When complete, the Run Sheet will be populated with the comparison results and the summary sheet populated with the run statistics.

| A         | B              | C            | D              | E           | F                           | G              | H                | M            |
|-----------|----------------|--------------|----------------|-------------|-----------------------------|----------------|------------------|--------------|
| Emp ID *  | Employee Name  | Employee No. | Assignment No. | Source ID * | Source Description          | Source Value * | Class            | SOURCE TOTAL |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 64114       | Basic Salary Protected      | 2,410.62       | 1.Payment        | 1,857.67     |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 64471-62121 | Basic Salary Offset         | -552.95        | 1.Payment        |              |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears                 | 37.79          | 3.AbsencePay     | 37.04        |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears                 | 16.36          | 3.AbsencePay     |              |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears                 | -17.11         | 3.AbsencePay     |              |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 61985       | Occupational Paternity Pay  | 552.95         | 3.AbsencePay     | 552.95       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 62237       | LGPS Standard EE            | 7.60           | 3.PensionEE      | -7.60        |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 62167       | LGPS Standard ER            | 22.80          | 3.PensionER      | -18.24       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 33          | NI A                        | 147.77         | 4.NI EE          | 147.77       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 50          | NI Employer                 | 295.54         | 4.NI ER          | 295.54       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 66          | PAYE                        | 224.30         | 4.PAYE           | 224.30       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 999999      | Net Pay                     | 2,067.99       | 9.Net            | 2,067.99     |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 900045      | Gross Pay                   | 2,447.66       | x.Balance        | 2,447.66     |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 900028      | Taxable Pay                 | 2,447.66       | x.Balance        | 2,447.66     |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 900029      | Nilable Pay                 | 2,440.06       | x.Balance        | 2,440.06     |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 64113       | Basic Salary Monthly        | 4,461.73       | 1.Payment        | 4,461.73     |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 63603       | First Aid Allowance         | 10.00          | 1.Payment        | 10.00        |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 62273       | Regular Car User Allowance  | 191.93         | 1.Payment        | 191.93       |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 70260       | Family Gold Cover           | -266.55        | 2.GrossDeduction | -266.55      |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 69617       | NEST Pension EE             | 174.87         | 3.PensionEE      | -174.87      |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 69619       | NEST Pension ER             | 524.61         | 3.PensionER      | -419.69      |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 69346-32    | NI H                        | 116.99         | 4.NI EE          | 116.99       |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 50-32       | NI Employer                 | 233.98         | 4.NI ER          | 233.98       |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 66          | PAYE                        | 178.43         | 4.PAYE           | 178.43       |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 62228       | Postage Expense Non Taxable | 34.70          | 7.Expenses       | 34.70        |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 69281       | Casual Car User Mileage     | 0.75           | 7.Expenses       | 0.75         |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 28          | GAYE                        | 24.82          | 8.NetDeduction   | -24.82       |

### 3.9.4. 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 Emp ID and Target ID as the lookup reference. If a matching target transaction is found the result sheet will then display the Source TOTAL value compared to the Target TOTAL value and the difference. The run results are sorted by Emp ID, Class, Target ID and Value.

| E           | F                          | G              | H            | M            | N         |
|-------------|----------------------------|----------------|--------------|--------------|-----------|
| Source ID * | Source Description         | Source Value * | Class        | SOURCE TOTAL | Target ID |
| 64114       | Basic Salary Protected     | 2,410.62       | 1.Payment    | 1,857.67     | 1000      |
| 64471-62121 | Basic Salary Offset        | -552.95        | 1.Payment    |              | 1000      |
| 65810-61937 | OSP Arrears                | 37.79          | 3.AbsencePay | 37.04        | 4090      |
| 65810-61937 | OSP Arrears                | 16.36          | 3.AbsencePay |              | 4090      |
| 65810-61937 | OSP Arrears                | -17.11         | 3.AbsencePay |              | 4090      |
| 61985       | Occupational Paternity Pay | 552.95         | 3.AbsencePay | 552.95       | 4805      |
| 62237       | LGPS Standard EE           | 7.60           | 3.PensionEE  | -7.60        | 3000      |
| 62167       | LGPS Standard ER           | 22.80          | 3.PensionER  | -18.24       | 3001      |
| 33          | NI A                       | 147.77         | 4.NI EE      | 147.77       | 7110      |
| 50          | NI Employer                | 295.54         | 4.NI ER      | 295.54       | 8206      |
| 66          | PAYE                       | 224.30         | 4.PAYE       | 224.30       | 7100      |
| 999999      | Net Pay                    | 2,067.99       | 9.Net        | 2,067.99     | 9000      |

Multiple entries in the same group or Source/Target ID are combined into the TOTAL value. Matched lines with a difference are highlighted in Red.

| F                      | G              | H            | M            | N         | O            |
|------------------------|----------------|--------------|--------------|-----------|--------------|
| Source Description     | Source Value * | Class        | SOURCE TOTAL | Target ID | TARGET TOTAL |
| Basic Salary Protected | 2,410.62       | 1.Payment    | 1,857.67     | 1000      | 3            |
| Basic Salary Offset    | -552.95        | 1.Payment    |              | 1000      |              |
| OSP Arrears            | 37.79          | 3.AbsencePay | 37.04        | 4090      |              |
| OSP Arrears            | 16.36          | 3.AbsencePay |              | 4090      |              |
| OSP Arrears            | -17.11         | 3.AbsencePay |              | 4090      |              |

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

| M            | N         | O            | P        | S         |               |
|--------------|-----------|--------------|----------|-----------|---------------|
| SOURCE TOTAL | Target ID | TARGET TOTAL | DIFF     | ERROR     |               |
| -7.60        | 3000      | 0.00         | -7.60    | Not Found | 3000 Record N |
| -18.24       | 3001      | -18.24       | -        |           |               |
| 147.77       | 7110      | 147.77       | -        |           |               |
| 295.54       | 8206      | 295.54       | -        |           |               |
| 224.30       | 7100      | 224.30       | -        |           |               |
| 2,067.99     | 9000      | 0.00         | 2,067.99 | Not Found | 9000 Record N |
| 2,447.66     | 5005      | 0.00         | 2,447.66 | Not Found | 5005 Record N |

If the employee is missing from the target run results, then all the transactions are marked as 'Emp Missing' in the Error column and the entry is highlighted in blue. The reason field automatically populated with the reason for the difference.

| M            | N         | O            | P       | S           |           |
|--------------|-----------|--------------|---------|-------------|-----------|
| SOURCE TOTAL | Target ID | TARGET TOTAL | DIFF    | ERROR       |           |
| 0.10         | 7221      | 0.00         | 0.10    | Emp Missing | Record No |
|              | 7221      |              |         |             |           |
|              | 7221      |              |         |             |           |
| -160.89      | 3010      | 0.00         | -160.89 | Emp Missing | Record No |
| -105.81      | 3300      | 0.00         | -105.81 | Emp Missing | Record No |
| -386.14      | 3011      | 0.00         | -386.14 | Emp Missing | Record No |
| -253.94      | 3301      | 0.00         | -253.94 | Emp Missing | Record No |

If a Source element with a difference has a dependency to another element with a difference, then the reason field is automatically populated with the reason of 'Dependency Difference'.

| M            | N         | O            | P      | S     |           |
|--------------|-----------|--------------|--------|-------|-----------|
| SOURCE TOTAL | Target ID | TARGET TOTAL | DIFF   | ERROR |           |
| 480.16       | 7100      | 386.36       | 93.80  |       | 5010 depe |
|              | 7100      |              |        |       |           |
| 65.48        | 7502      | 162.43       | -96.95 |       |           |
| -12.32       | 2500      | -12.32       | -      |       |           |
| -1.45        | 2501      | -1.45        | -      |       |           |
| 9,131.57     | 9000      | 9,129.20     | 2.37   |       |           |
|              | 9000      |              |        |       |           |
| 10,291.58    | 5005      | 10,231.85    | 59.73  |       |           |
|              | 5005      |              |        |       |           |

If a Source element with a difference has a dependency to another element but the dependency element is missing, then the reason field is automatically populated with the reason 'Dependency not found'.

| M            | N         | O            | P     | S     |           |
|--------------|-----------|--------------|-------|-------|-----------|
| SOURCE TOTAL | Target ID | TARGET TOTAL | DIFF  | ERROR |           |
| 163.56       | 7110      | 163.56       | -     |       |           |
| 327.12       | 8206      | 327.12       | -     |       |           |
| 202.69       | 7100      | 128.80       | 73.89 |       | 800028 de |
| 59.12        | 7201      | 59.12        | -     |       |           |

If the difference is within tolerance, then the difference is considered a match and the reason field is automatically populated with the reason of 'Match within tolerance'.

| M            | N         | O            | P     | S     |    |
|--------------|-----------|--------------|-------|-------|----|
| SOURCE TOTAL | Target ID | TARGET TOTAL | DIFF  | ERROR |    |
| 4,238.50     | 9000      | 4,238.52     | -0.02 |       | Ma |
|              | 9000      |              |       |       |    |
| 5,661.69     | 5005      | 5,661.71     | -0.02 |       | Ma |
|              | 5005      |              |       |       |    |
| 5,661.69     | 5010      | 5,661.71     | -0.02 |       | Ma |
|              | 5010      |              |       |       |    |

### 3.9.5. Adjusting the Tolerance for Individual Elements

If there are elements that require a different tolerance setting to the default tolerance, then individual tolerance overrides can be entered on the mapping sheet.

| F                  | G            | H         | M            | N         |      |
|--------------------|--------------|-----------|--------------|-----------|------|
| Source Description | Source Value | Class     | SOURCE TOTAL | Target ID | TARG |
| Net Pay            | 4,361.42     | 9.Net     | 6,688.98     | 9000      |      |
| Gross Pay          | 4,968.94     | x.Balance | 7,765.49     | 5005      |      |
| Taxable Pay        | 4,968.94     | x.Balance | 7,765.49     | 5010      |      |
| Net Pay            | 4,910.15     | x.Balance | 7,583.90     | 5020      |      |

Enter the new tolerance values in the 'Tolerance' column. After changing this value you will need to re-run the Check Mapping process on the Source Sheet before the changes are applied.

| A           | B                   | C         | D   | E    | F   | G |
|-------------|---------------------|-----------|-----|------|-----|---|
| Source ID * | Source Description  | Class     | Fac | Tol  | Exc | D |
| 999999      | Net Pay             | 9.Net     |     | 0.05 |     |   |
| 61962       | Basic Salary Adjust | 1.Payment |     |      |     |   |
| 61448-62143 | Basic Salary Adjust | 1.Payment |     |      |     |   |
| 64113       | Basic Salary        |           |     |      |     |   |
| 64471-62121 | Basic Salary        |           |     |      |     |   |
| 64114       | Basic Salary        |           |     |      |     |   |
| 65947       | Additional H        |           |     |      |     |   |
| 61438-62174 | Additional H        |           |     |      |     |   |
| 65946       | Additional H        |           |     |      |     |   |
| 65944       | Additional H        |           |     |      |     |   |
| 65941       | Additional H        |           |     |      |     |   |

#### Tolerance Flag Warning



Check Element Mapping needs to be run on the Source Sheet after changing the Tolerance Level. Do you want to run this process now?

Next time the comparison is run the new tolerance settings will be applied.

| M            | N         | O            | P     | S     |    |
|--------------|-----------|--------------|-------|-------|----|
| SOURCE TOTAL | Target ID | TARGET TOTAL | DIFF  | ERROR |    |
|              | 7502      |              |       |       |    |
| 6,688.98     | 9000      | 6,689.03     | -0.05 |       | Ma |
|              | 9000      |              |       |       |    |
| 7,765.49     | 5005      | 7,765.54     | -0.05 |       | Ma |
|              | 5005      |              |       |       |    |
| 7,765.49     | 5010      | 7,765.54     | -0.05 |       | Ma |
|              | 5010      |              |       |       |    |



### 3.9.6. Element Difference Report

The Element Difference report is a report that shows a summary of the all the differences by Source element or source group. This report is very useful to show which elements have the most differences so that the one's with the highest difference rate can be analysed first.

The Element Difference report can be run at the end of the comparison process, or the report can be run and re-run anytime from the menu bar *Quick Pay Checker -> Reports -> Element Difference Report*. If a report already exists for the current run, then the user will be prompted to overwrite the existing report.



A new worksheet will be created for the report. There can only be one element difference report per run.

|        |        |                       |
|--------|--------|-----------------------|
| Source | Target | <b>Element Report</b> |
|--------|--------|-----------------------|

| Element Difference Report for Run 1   |                         |             |             |                    |                   |                    |               |              |        |                  |                 |                   |                    |
|---------------------------------------|-------------------------|-------------|-------------|--------------------|-------------------|--------------------|---------------|--------------|--------|------------------|-----------------|-------------------|--------------------|
| Element ID                            | Description             | Total Count | Exact Match | Match in Tolerance | Total Differences | % Total Difference | % Total Match | Prev % Match | Change | Employee Missing | Element Missing | Other Differences | % Other Difference |
| 999999                                | Net Pay                 | 1000        | 248         | 162                | 590               | 59.00%             | 41.00%        |              |        | 1                | 54              | 535               | 56.61%             |
| 66671-66324                           | SMP Recovery Amount     | 38          | 0           | 0                  | 38                | 100.00%            | 0.00%         |              |        | 0                | 38              | 0                 | 0.00%              |
| 66252-57111                           | SPP Recovery Amount     | 31          | 0           | 0                  | 31                | 100.00%            | 0.00%         |              |        | 0                | 31              | 0                 | 0.00%              |
| 800029                                | Nlable Pay              | 1000        | 282         | 171                | 547               | 54.70%             | 45.30%        |              |        | 1                | 51              | 495               | 52.22%             |
| 800045                                | Gross Pay               | 1000        | 306         | 179                | 515               | 51.50%             | 48.50%        |              |        | 1                | 47              | 467               | 49.05%             |
| 826949                                | Pensionable Pay         | 607         | 200         | 95                 | 312               | 51.40%             | 48.60%        |              |        | 1                | 43              | 268               | 47.60%             |
| 800028                                | Taxable Pay             | 632         | 216         | 109                | 307               | 48.58%             | 51.42%        |              |        | 0                | 57              | 250               | 43.48%             |
| 1100 (Group)                          | Additional Hours Adjust | 339         | 120         | 57                 | 162               | 47.79%             | 52.21%        |              |        | 0                | 16              | 146               | 45.20%             |
| 1112 (Group)                          | Basic Salary Hours      | 440         | 165         | 66                 | 209               | 47.50%             | 52.50%        |              |        | 1                | 22              | 186               | 44.60%             |
| 3001 (Group)                          | LGPS Standard ER        | 424         | 407         | 7                  | 10                | 2.36%              | 97.64%        |              |        | 0                | 0               | 10                | 2.36%              |
| 3301 (Group)                          | NEST Pension ER         | 397         | 378         | 10                 | 9                 | 2.27%              | 97.73%        |              |        | 1                | 0               | 8                 | 2.02%              |
| 3011 (Group)                          | Alpha Standard ER       | 405         | 383         | 13                 | 9                 | 2.22%              | 97.78%        |              |        | 1                | 0               | 8                 | 1.98%              |
| 7401 (Group)                          | Fee                     | 144         | 142         | 0                  | 2                 | 1.39%              | 98.61%        |              |        | 0                | 0               | 2                 | 1.39%              |
| 27-67860                              | DEA Fee                 | 137         | 136         | 0                  | 1                 | 0.73%              | 99.27%        |              |        | 1                | 0               | 0                 | 0.00%              |
| 8206 (Group)                          | NI Employer             | 1000        | 999         | 0                  | 1                 | 0.10%              | 99.90%        |              |        | 1                | 0               | 0                 | 0.00%              |
| TOTAL ELEMENT LINES                   |                         | 14802       | 9600        | 886                | 4316              | 29.16%             | 70.84%        |              |        | 15               | 994             | 3307              | 23.98%             |
| Source Lines Ignored (Combined Total) |                         | 7736        |             |                    |                   |                    |               |              |        |                  |                 |                   |                    |

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

- **Element ID** The Source ID or Group ID of the element or group 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.
- **Description** If used, this is the Source Element Description or Description of the Primary Source Group member.
- **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.
- **Total Differences** Total number of rows where the difference is above tolerance.
- **%Total Difference** Total Percentage of records that have differences above tolerance
- **%Total Match** Total Percentage of records that are a match within tolerance
- **Prev % Match** For secondary runs this indicates the %Total Match from the previous run.
- **Change** For secondary runs this indicates the change in % Total Match between the current run and the previous run
- **Employee Missing** This is the number of records where the Source value could not be compared with the Target value because the employee could not be found in the target data.
- **Element Missing** This is the number of records where the Source value could not be compared with the Target value because the mapped element could not be found in the Target data.
- **Other Differences** This is the number of records where the Source value has been compared with the Target value and the difference is above tolerance. These are the records that need analysis and reasons for the difference entered.
- **% Other Differences** This is the percentage of rows where the Source value has been compared with the Target value and the difference is above tolerance.
- **% Other Match** This is the percentage of rows where the Source value has been compared with the Target value and the difference is a match within tolerance.
- **Reasons Entered** This is the number of rows where the Source value has been compared with the Target value and there is a difference above tolerance and a reason for the difference has been entered.
- **Reasons Required** This is the number of rows where the Source value has been compared with the Target value and there is a difference above tolerance and a reason for the difference has **not** been entered.
- **% Analysis Complete** This is the percentage of rows where the Source value has been compared with the Target value and there is a difference above tolerance and a reason for the difference has been entered.



- **Analyst** This column is used to assign an analyst to the specific element for reason analysis. See [Section 3.9.11](#) for details on 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 THE DATA THEN SIMPLY RE-GENERATE THE REPORT.**

### 3.9.7. Unmatched Element Report

The Unmatched Element Report is a report that shows a summary of all the records in the Source data that could not be mapped to the Target data and vice versa. The report is useful to gaps in the data, missing information, or mapping issues.

The Unmatched Element Report can be run at the end of the comparison process, or the report can be run and re-run anytime from the menu bar *Quick Pay Checker -> Reports -> Element Difference Report*. If a report already exists for the current run, then the user will be prompted to overwrite the existing report.



A new worksheet will be created for the report. There can only be one unmatched element report per run. There is a section for Source data rows not matched to Target data and Target data rows not matched to Source data.

#### Source Target **Unmatched Report**

| Source data rows not matched to Target data. (Run 1) |                |              |                |             |                            |
|--|----------------|--------------|----------------|-------------|----------------------------|
| Emp ID *   | Employee Name  | Employee No. | Assignment No. | Source ID * | Source Description         |
| ID0000001  | Test Employee1 | E0000001     | A0000001       | 62237       | LGPS Standard EE           |
| ID0000001  | Test Employee1 | E0000001     | A0000001       | 999999      | Net Pay                    |
| ID0000001  | Test Employee1 | E0000001     | A0000001       | 800045      | Gross Pay                  |
| ID0000002  | Test Employee2 | E0000002     | A0000002       | 62273       | Regular Car User Allowance |
| ID0000003  | Test Employee3 | E0000003     | A0000003       | 70261       | Family Platinum Cover      |
| ID0000003  | Test Employee3 | E0000003     | A0000003       | 62308-62121 | SSP Paid                   |
| ID0000003  | Test Employee3 | E0000003     | A0000003       | 62334-L     | Standard Life AVC £        |
| ID0000003  | Test Employee3 | E0000003     | A0000003       | 800029      | Nable Pay                  |
| ID0000005  | Test Employee5 | E0000005     | A0000005       | 62239       | Act Up Allowance           |
| ID0000005  | Test Employee5 | E0000005     | A0000005       | 89749-I     | Scottish Widows AVC £      |

| Target data rows not matched to Source data. (Run 1) |                 |              |                |             |   |
|--|-----------------|--------------|----------------|-------------|---|
| Emp ID *   | Employee Name   | Employee No. | Assignment No. | Target ID * | Target Description                                |
| ID0000001  | Test Employee1  | T0000003     | W000003        | 3010        | Alpha Pension EEs                                 |
| ID0000001  | Test Employee1  | T0000003     | W000003        | 7222B       | SMP paid at lower rate - Back Pay                 |
| ID0000005  | Test Employee5  | T0000015     | W000015        | 1508B       | First Aid Allowance - Back Pay                    |
| ID0000008  | Test Employee8  | T0000024     | W000024        | 3000        | LGPS Pension EEs                                  |
| ID0000008  | Test Employee8  | T0000024     | W000024        | 7235        | Statutory Paternity Pay Recovered                 |
| ID0000011  | Test Employee11 | T0000033     | W000033-2      | 5030        | Pensionable Gross                                 |
| ID0000012  | Test Employee12 | T0000036     | W000036        | 1538        | Pay Protection                                    |
| ID0000012  | Test Employee12 | T0000036     | W000036        | 1538        | Pay Protection                                    |
| ID0000013  | Test Employee13 | T0000039     | W000039        | 1109        | Bank Holiday Overtime at Time and a Half          |
| ID0000013  | Test Employee13 | T0000039     | W000039        | 1109B       | Bank Holiday Overtime at Time and a Half - Back P |
| ID0000014  | Test Employee14 | T0000042     | W000042        | 4091B       | OSP Half Pay - Back Pay                           |
| ID0000019  | Test Employee19 | T0000057     | W000057        | 1409B       | Fideliti Childcare Voucher Higher EE - Back Pay   |

Unmatched Target lines can also be viewed on the Target data sheet by filtering the 'Target Lines Unmatched' column. These are flagged as 'Not in Run'.

| Target Description            | Target Value * | Source ID | Source Employee Check |
|-------------------------------|----------------|-----------|-----------------------|
| Monthly Pay - Adjustment      | -552.95        | 1000      |                       |
| Pay Protection                | 4,398.46       | 1000      |                       |
| LGPS Pension ERs              | -18.24         | 3001      |                       |
| Alpha Pension EEs             | -111.43        | 3010      |                       |
| OSP Full Pay - Back Pay       | 37.79          | 4090      |                       |
| OSP Full Pay - Back Pay       | 16.36          | 4090      |                       |
| Paternity Full Pay - Back Pay | 177.19         | 4605      |                       |
| Employee's NIC                | 147.77         | 7110      |                       |

### 3.9.8. Comparison Run Summary Sheet Statistics

In addition to the various reports, the summary sheet also provides an overall summary of the comparison result 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   |       |
|--|-------|
| Default Tolerance = .03                              | Run 1 |
| Total Element Lines Checked                          | 1513  |
| Source Lines Unmatched (Employee Missing)            | 1     |
| Source Lines Unmatched (Element Not Found)           | 102   |
| Element lines matched (within tolerance)             | 1070  |
| Element lines that are less than 0.1 Difference      |       |
| Element lines that between 0.1 - 1 Difference        |       |
| Element lines that are between 1 - 10 Difference     | 22    |
| Element lines that are between 10 - 100 Difference   | 109   |
| Element lines that are between 100 - 1000 Difference | 142   |
| Element lines that are > 1000 Difference             | 64    |

This section of summary statistics relates to all element lines but excluding Net Pay lines. The Total Element Lines Checked is broken down into the number of Source Lines Unmatched (due to employee record in Source not found in Target), number of Source Lines unmatched (due to element record in Source not found in Target), number of

elements lines matched with difference in tolerance and the total element lines matched with difference above tolerance. The Total Element Line Differences are split into ranges to indicate the number where the difference is small or large.

The 'Total element lines within tolerance' value is the percentage of *all* element line differences within tolerance. The 'Matched Element Lines within Tolerance' value is the percentage of all differences within tolerance where source data has been matched to the target data. I.e. excluding the unmatched lines.

For payroll data comparisons, the Net Pay only statistics provide a clearer assessment of the accuracy of parallel run. The Summary sheet gives the same range of statistics for Net Pay only comparisons as for the individual element line comparisons.


|  |  |
|--|--|
| <i>Total Net Pay Lines</i>                           |  |
| Net Pay Lines Unmatched (Employee Missing)           |  |
| Net Pay Lines Unmatched (Element not Found)          |  |
| Net Pay lines matched (within tolerance)             |  |
| Net Pay lines that are less than 0.1 Difference      |  |
| Net Pay lines that are between 0.1 - 1 Difference    |  |
| Net Pay lines that are between 1 - 10 Difference     |  |
| Net Pay lines that are between 10 - 100 Difference   |  |
| Net Pay lines that are between 100 - 1000 Difference |  |
| Net Pay lines that are > 1000 Difference             |  |
| <b>TOTAL Net Pay Line Differences</b>                |  |
| <b>Total Net Pay Lines within Tolerance</b>          |  |
| <b>Matched Net Pay Lines within Tolerance</b>        |  |

The total Target Element lines unmatched is also displayed on the Summary page.

|                                |     |           |
|--------------------------------|-----|-----------|
| Target Element lines unmatched | 564 | READY FOR |
|--------------------------------|-----|-----------|

### 3.9.9. Drill Down Statistics

All of cells on the summary sheet can be selected to show the actual data lines relating to that statistic. 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 transactions relevant to the category selected.

Example 1. Selecting the Source Lines Unmatched (Employee Missing) and clicking the information icon filters the Run Sheet on rows where Error column is 'Emp Missing'

**Parallel Run Results** Source Element Lines Unmatched

Default Tolerance = .03 **Run 1**

|   |       |
|---|-------|
| Total Element Lines Checked                     | 15137 |
| Source Lines Unmatched (Employee Missing)       | 15    |
| Source Lines Unmatched (Element Not Found)      | 1021  |
| Element lines matched (within tolerance)        | 10700 |
| Element lines that are less than 0.1 Difference | 1     |

There are 15 lines unmatched because the Source Element Lines are not found in the Target data. Show list of unmatched run results?

Example 2: Selecting the Source Lines Unmatched (Employee Missing) and clicking the information icon filters the Run Sheet on rows where Error column is 'Not Found'

Target Sheet Total 18,489,786.55 Target Mapping Total 2,842,639.39

**Parallel Run Results** Source Element Lines Unmatched

Default Tolerance = .03 **Run 1**

|  |       |
|--|-------|
| Total Element Lines Checked                      | 15137 |
| Source Lines Unmatched (Employee Missing)        | 15    |
| Source Lines Unmatched (Element Not Found)       | 1021  |
| Element lines matched (within tolerance)         | 10700 |
| Element lines that are less than 0.1 Difference  | 1     |
| Element lines that between 0.1 - 1 Difference    | 14    |
| Element lines that are between 1 - 10 Difference | 223   |

There are 1021 lines unmatched because the Source Element Lines are not found in the Target run results. This will be because either the Source Element Lines have not been entered into Target or the mapping between the Source Element Lines and the Target Element is incorrect for the individual element. You may need to make changes to the element mapping sheet. Show a list of unmatched run results?

Example 3: Selecting Element lines that have a difference with a range of values filters the Run Sheet on rows where difference values matches the range.

**Element Line Differences**

|  |             |
|--|-------------|
| Total Element Lines Checked                          | 15137       |
| Source Lines Unmatched (Employee Missing)            | 15          |
| Source Lines Unmatched (Element Not Found)           | 1021        |
| Element lines matched (within tolerance)             | 10700       |
| Element lines that are less than 0.1 Difference      | 1           |
| Element lines that between 0.1 - 1 Difference        | 14          |
| Element lines that are between 1 - 10 Difference     | 223         |
| Element lines that are between 10 - 100 Difference   | 1097        |
| Element lines that are between 100 - 1000 Difference | 1420        |
| Element lines that are > 1000 Difference             | 646         |
| <b>TOTAL Element Line Differences</b>                | <b>3401</b> |


There are 223 element lines with a difference between 1 and 10. Show a list of these run result differences?

Example 4: Selecting the Target Element Lines unmatched field filters the Target data sheet where the Target Lines Unmatched column is 'Not in Run'.

Target Element lines unmatched **564** READY FOR REVIEW

**Target Element Lines Unmatched**

There are Target Run Results that are not matched to Source Element Lines. This will be due to either employees or element lines existing in the Source Sheet. Show a list of unmatched run results?

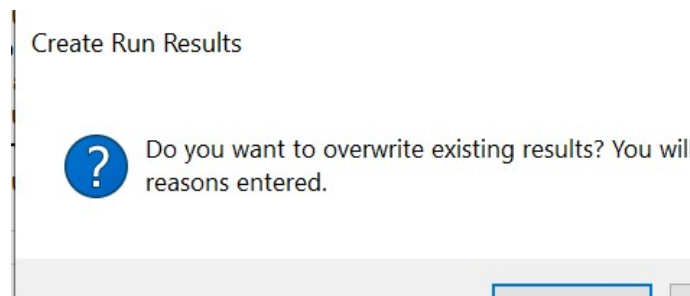
After viewing the results, click on the remove filter icon  to restore the results back to the full list.

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.

### 3.9.10. Regenerating the Comparison Results

If for some reason the comparison report generated is unsuitable for analysis, for example perhaps many employees or elements are missing 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.**

### 3.9.11. 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           | F   | G            | H                | M            |
|-----------|----------------|--------------|----------------|-------------|---|--------------|------------------|--------------|
| Emp ID    | Employee Name  | Employee No. | Assignment No. | Source ID   | Source Description  | Source Value | Class            | SOURCE TOTAL |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 64114       | Basic Salary Protected  | 2,410.62     | 1.Payment        | 1,857.67     |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 64471-62121 | Basic Salary Offset   | -552.95      | 1.Payment        |              |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears   | 37.79        | 3.AbsencePay     | 37.04        |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears   | 16.36        | 3.AbsencePay     |              |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 65810-61937 | OSP Arrears   | -17.11       | 3.AbsencePay     |              |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 61985       | Export All  |              | 3.AbsencePay     | 552.95       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 62237       | Export All Complete. Do you want to save the file as Quick Pay Checker 5.0.20-Run 1.xlsm? |              | 3.PensionEE      | -7.60        |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 62167       |   |              | 3.PensionER      | -18.24       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 33          |   |              | 4.NI EE          | 147.77       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 50          |   |              | 4.NI ER          | 295.54       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 66          |   |              | 4.PAYE           | 224.30       |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 99999       |   |              | 9 Net            | 2,067.99     |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 80004       |   |              | x Balance        | 2,447.66     |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 80002       |   |              | x Balance        | 2,447.66     |
| ID0000001 | Test Employee1 | E0000001     | A0000001       | 800029      | Nlable Pay  | 2,440.06     | x Balance        | 2,440.06     |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 64113       | Basic Salary Monthly  | 4,461.73     | 1.Payment        | 4,461.73     |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 63603       | First Aid Allowance   | 10.00        | 1.Payment        | 10.00        |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 62273       | Regular Car User Allowance  | 191.93       | 1.Payment        | 191.93       |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 70260       | Family Gold Cover   | -266.55      | 2.GrossDeduction | -266.55      |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 69617       | NEST Pension EE   | 174.87       | 3.PensionEE      | -174.87      |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 69619       | NEST Pension ER   | 524.61       | 3.PensionER      | -419.69      |
| ID0000002 | Test Employee2 | E0000002     | A0000002       | 69346-32    | NI H  | 116.99       | 4.NI EE          | 116.99       |

### 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.

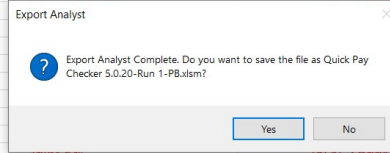
Firstly, ensure that there is an element difference report for the latest run. You can't use element reports from previous runs to export from. With the latest element report assign elements to Analysts by entering names or initials in the Analyst column.

| Element Difference Report for Run 1 |                         |             |             |                    |                   |                    |               |              |        |                  |                 |                   |                    |
|-------------------------------------|-------------------------|-------------|-------------|--------------------|-------------------|--------------------|---------------|--------------|--------|------------------|-----------------|-------------------|--------------------|
| Element ID                          | Description             | Total Count | Exact Match | Match in Tolerance | Total Differences | % Total Difference | % Total Match | Prev % Match | Change | Employee Missing | Element Missing | Other Differences | % Other Difference |
| 999999                              | Net Pay                 | 1000        | 248         | 162                | 590               | 59.00%             | 41.00%        |              |        | 1                | 54              | 535               | 56.61%             |
| 66671-66324                         | SMP Recovery Amount     | 38          | 0           | 0                  | 38                | 100.00%            | 0.00%         |              |        | 0                | 38              | 0                 | 0.00%              |
| 66252-57111                         | SPP Recovery Amount     | 31          | 0           | 0                  | 31                | 100.00%            | 0.00%         |              |        | 0                | 31              | 0                 | 0.00%              |
| 800029                              | Nlable Pay              | 1000        | 282         | 171                | 547               | 54.70%             | 45.30%        |              |        | 1                | 51              | 495               | 52.22%             |
| 800045                              | Gross Pay               | 1000        | 306         | 179                | 515               | 51.50%             | 48.50%        |              |        | 1                | 47              | 467               | 49.05%             |
| 826949                              | Pensionable Pay         | 607         | 200         | 95                 | 312               | 51.40%             | 48.60%        |              |        | 1                | 43              | 268               | 47.60%             |
| 800028                              | Taxable Pay             | 632         | 216         | 109                | 307               | 48.58%             | 51.42%        |              |        | 0                | 57              | 250               | 43.48%             |
| 1100 (Group)                        | Additional Hours Adjust | 339         | 120         | 57                 | 162               | 47.79%             | 52.21%        |              |        | 0                | 16              | 146               | 45.20%             |

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.




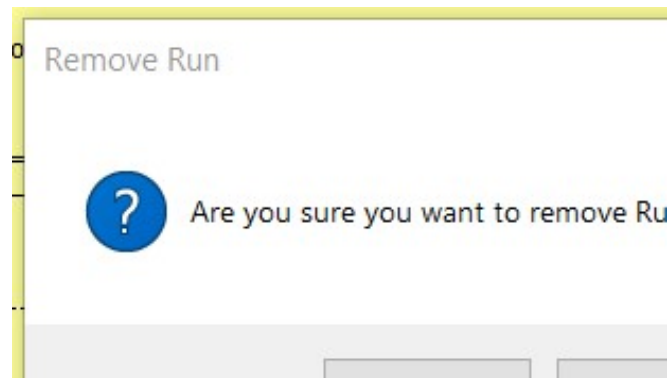
| A         | B              | C            | D              | E         | F                  | G            | H             | M            |
|-----------|----------------|--------------|----------------|-----------|--------------------|--------------|---------------|--------------|
| Emp ID    | Employee Name  | Employee No. | Assignment No. | Source ID | Source Description | Source Value | Class         | SOURCE TOTAL |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 18        | Court Order        | 55.94        | 6 Court Order | 55.94        |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 27-18     | Fee                | 1.00         | 6 Court Order | 1.00         |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 33        | NI A               | 155.54       | 4 NI EE       | 155.54       |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 50        | NI Employer        | 311.08       | 4 NI ER       | 311.08       |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 62299     | Basic Salary Hours | 303.99       | 1 Payment     | 919.49       |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 62299     |                    |              |               |              |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 62299     |                    |              |               |              |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 62299     |                    |              |               |              |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 66        |                    |              |               | 253.39       |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 69617     |                    |              |               | -216.05      |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 69619     |                    |              |               | -518.52      |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 70265     |                    |              |               | -127.68      |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 800029    |                    |              |               | 575.76       |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 800045    |                    |              |               | 791.81       |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 826949    | Pensionable Pay    | 791.81       | x Balance     | 791.81       |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 85        | Student Loan       | 11.55        | 6 Court Order | 11.55        |
| ID0000006 | Test Employee6 | E0000006     | A0000006       | 999999    | Net Pay            | 98.34        | 9 Net         | 98.34        |
| ID0000007 | Test Employee7 | E0000007     | A0000007-2     | 27-67860  | DEA Fee            | 1.00         | 6 Court Order | 1.00         |
| ID0000007 | Test Employee7 | E0000007     | A0000007       | 33        | NI A               | 148.31       | 4 NI EE       | 248.85       |
| ID0000007 | Test Employee7 | E0000007     | A0000007       | 50        | NI Employer        | 296.62       | 4 NI ER       | 497.70       |
| ID0000007 | Test Employee7 | E0000007     | A0000007-2     | 50-32     | NI Employer        | 201.08       | 4 NI ER       |              |
| ID0000007 | Test Employee7 | E0000007     | A0000007       | 62299     | Basic Salary Hours | 419.99       | 1 Payment     | 1,155.20     |



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.

### 3.9.12. Removing the Run Results

Comparison Run sheets can also be removed completely. Only the latest run sheet can be removed. To delete the latest run sheet, click on the Remove Run icon  on the toolbar or select *Quick Pay Checker->Run->Rollback Run* from the menu. Removing the comparison run results will also remove all statistics corresponding to the latest run results. Only perform this action if the latest run results are no longer required.



### 3.9.13. Removing the Reports

The reports can also be deleted. You can delete an individual report by selecting the report worksheet and then selecting the menu option *Quick Pay Checker->Reports->Delete Report*. To delete all reports, select the menu option *Quick Pay Checker->Reports->Delete all reports*. The application will prompt the user to delete each report individually.

## 3.10. 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.

### 3.10.1. Analysis Methodology

The Quick Pay Checker encourages thorough problem analysis. The more issues that can be identified and resolved in each 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. These are the issues that may require system analysis or corrections.

| DIFF    | ERROR | REASON  | A   |
|---------|-------|---|-----|
| -       |       |   |     |
| -       |       |   |     |
| -580.00 |       | Incorrect due to salary difference                      | NOT |
| -822.58 |       | Change in hours to reduce salary not recorded in Target | TAR |
| -50.66  |       | Incorrect due to salary difference                      | NOT |
| -164.35 |       | Incorrect due to salary difference                      | NOT |
| -       |       |   |     |
| -164.52 |       | Incorrect due to salary difference                      | NOT |
| -822.58 |       | Incorrect due to salary difference                      | NOT |

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. Alternatively, users may use their own issue management system or spreadsheet to log and track issue resolution.

Entering reason information is also important as the reason information can be automatically rolled forward onto subsequent 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 either 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.

Use the Element Difference Report to highlight specific elements with a high difference rate that can be analysed first.

Use the Unmatched Element Report to identify missing or unmatched transactions.

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 3.9.11](#) for details on exporting the results and [section 3.10.6](#) for details on importing reason detail.

### 3.10.2. 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.


| Target ID | TARGET TOTAL | 0.1 - 1  | ERROR     |                                       |
|-----------|--------------|----------|-----------|---------------------------------------|
| 3000      | 0.00         | -7.60    | Not Found | 3000 Record Not Found in Target Data  |
| 5005      | 0.00         | 2,447.66 | Not Found | 5005 Record Not Found in Target Data  |
| 9000      | 0.00         | 2,067.99 | Not Found | 9000 Record Not Found in Target Data  |
| 1531      | 0.00         | 191.93   | Not Found | 1531 Record Not Found in Target Data  |
| 7231A     | 0.00         | 602.37   | Not Found | 7231A Record Not Found in Target Data |
| 3503      | 0.00         | 189.08   | Not Found | 3503 Record Not Found in Target Data  |

### 3.10.3. 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.

| Target ID | TARGET TOTAL | Target ID | TARGET TOTAL | 10 |
|-----------|--------------|-----------|--------------|----|
| 1100      | 272.09       | 4605      | 177.19       |    |
| 7373      | 49.64        | 5020      | 4,030.32     |    |
| 5030      | 2,751.92     | 5005      | 4,205.19     |    |
| 9000      | 9,129.20     | 5030      | 4,205.19     |    |

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

### 3.10.4. Show Next / Show Previous

The Show Next  and Show Previous  icons allow the user to automatically filter on the next or previous employee with a difference on the Run and Target Sheet. This allows users to work methodically through each employee when required.


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

| Assignment No. | Source ID * | Source Description         | Source Value * | Class        | SOURCE TOTAL | Target ID * | TARGET TOTAL | 100 - 1000 | ERROR     |
|----------------|-------------|----------------------------|----------------|--------------|--------------|-------------|--------------|------------|-----------|
| A0000001       | 33          | NI A                       | 147.77         | 4.NI EE      | 147.77       | 7110        | 147.77       | -          |           |
| A0000001       | 50          | NI Employer                | 295.54         | 4.NI ER      | 295.54       | 8206        | 295.54       | -          |           |
| A0000001       | 61985       | Occupational Paternity Pay | 552.95         | 3.AbsencePay | 552.95       | 4605        | 177.19       | 375.76     |           |
| A0000001       | 62167       | LGPS Standard ER           | 22.80          | 3.PensionER  | -18.24       | 3001        | -18.24       | -          |           |
| A0000001       | 62237       | LGPS Standard EE           | 7.60           | 3.PensionEE  | -7.60        | 3000        | 0.00         | -7.60      | Not Found |
| A0000001       | 64114       | Basic Salary Protected     | 2,410.62       | 1.Payment    | 1,857.67     | 1000        | 3,845.51     | -1,987.84  |           |
| A0000001       | 64471-62121 | Basic Salary Offset        | -552.95        | 1.Payment    |              | 1000        |              |            |           |
| A0000001       | 65810-61937 | OSP Arrears                | 37.79          | 3.AbsencePay | 37.04        | 4090        | 54.15        | -17.11     |           |
| A0000001       | 65810-61937 | OSP Arrears                | 16.36          | 3.AbsencePay |              | 4090        |              |            |           |
| A0000001       | 65810-61937 | OSP Arrears                | -17.11         | 3.AbsencePay |              | 4090        |              |            |           |
| A0000001       | 66          | PAYE                       | 224.30         | 4.PAYE       | 224.30       | 7100        | 224.30       | -          |           |
| A0000001       | 800028      | Taxable Pay                | 2,447.66       | x Balance    | 2,447.66     | 5010        | 4,059.74     | -1,612.08  |           |

| Emp ID *  | Employee Name  | Employee No. | Assignment No. | Target ID * | Target Description                | Target Value * | Source ID | Source |
|-----------|----------------|--------------|----------------|-------------|-----------------------------------|----------------|-----------|--------|
| ID0000001 | Test Employee1 | T0000003     | W000003        | 1000A       | Monthly Pay - Adjustment          | -552.95        | 1000      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 1538        | Pay Protection                    | 4,398.46       | 1000      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 3001        | LGPS Pension ERs                  | -18.24         | 3001      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 3010        | Alpha Pension EE's                | -111.43        | 3010      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 4090B       | OSP Full Pay - Back Pay           | 37.79          | 4090      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 4090B       | OSP Full Pay - Back Pay           | 16.36          | 4090      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 4605B       | Paternity Full Pay - Back Pay     | 177.19         | 4605      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 7110        | Employee's NIC                    | 147.77         | 7110      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 7222B       | SMP paid at lower rate - Back Pay | -17.11         | 7221      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 8206        | Employer's NIC                    | 295.54         | 8206      |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 5010        | Taxable Gross                     | 4,059.74       | 800028    |        |
| ID0000001 | Test Employee1 | T0000003     | W000003        | 5000        | Nettle Gross                      | 2,447.66       | 5000      |        |

Click on the remove filter icon  to restore the Run or Target Sheet.

### 3.10.5. 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.

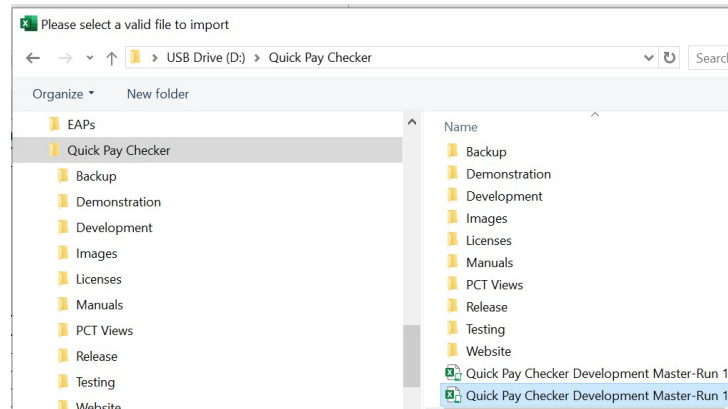
If you want to find an exact Match, click on the 'Match' button so that the option is set with a tick, or set to 'x' if you want a partial match. Click on Find Next to proceed to the next match.

Find  Find Next  Match  "418645" found

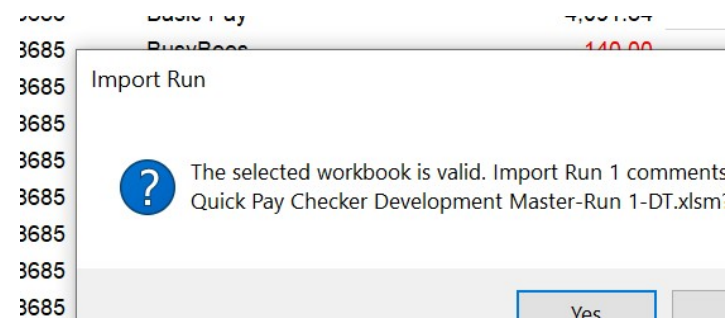
### 3.10.6. Importing the Run Results

Comparison run 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 and run as the master workbook.

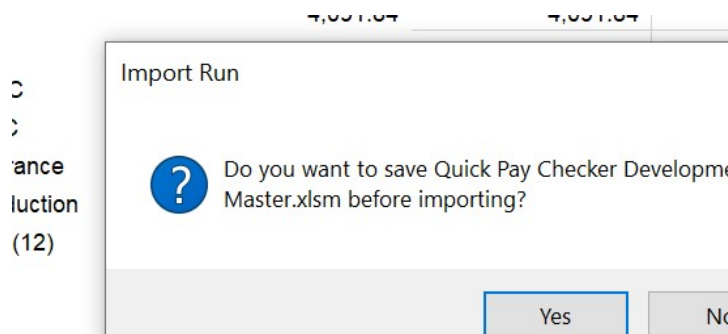
Select Quick Pay Checker -> Run -> Import from the drop-down menu to select a workbook to import.



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.

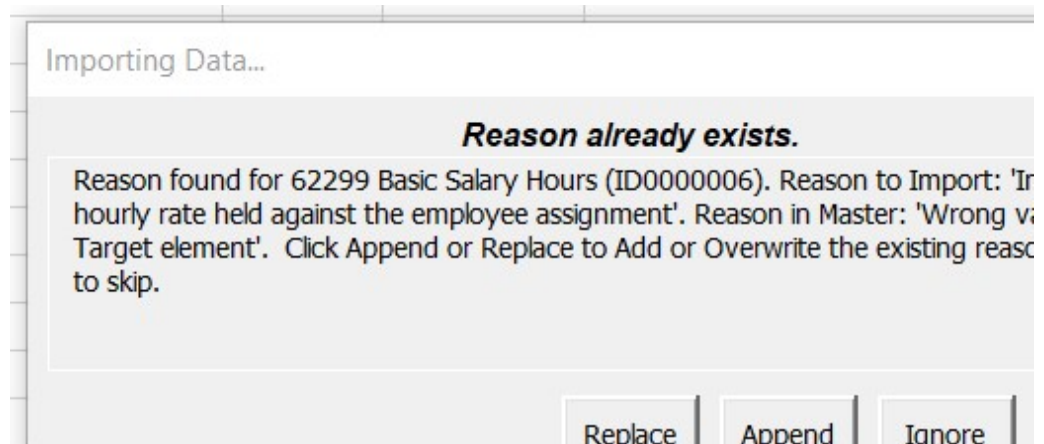


Before the import process begins it is recommended to save the master sheet in case there are problems with the import process and existing reasons in the master are unintentionally overwritten.

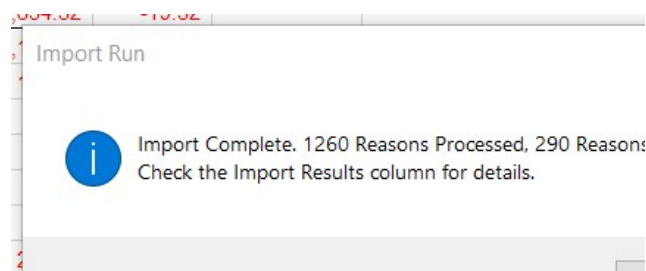


By default, the import process will read all the reasons entered in the selected and perform the following actions;

- 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 already 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 |
|--------|-------|--|--------------|-------|
| -      |       |  |              |       |
| 0.01   |       | Difference due to issue with overtime                  | NOT AN ISSUE |       |
| -20.00 |       | Incorrect amount entered in Childcare vouchers element | TARGET ISSUE | Yes   |
| -0.02  |       | Difference due to issue with overtime                  | NOT AN ISSUE |       |
| -      |       |  |              |       |
| -0.01  |       | Difference due to issue with overtime                  | NOT AN ISSUE |       |
| -0.03  |       | Hourly rate rounding difference in Target              | TARGET ISSUE |       |
| -      |       |  |              |       |
| -      |       |  |              |       |
| -      |       |  |              |       |
| -      |       |  |              |       |
| -0.02  |       | Difference due to issue with overtime                  | NOT AN ISSUE |       |
| -      |       |  |              |       |
| -      |       |  |              |       |

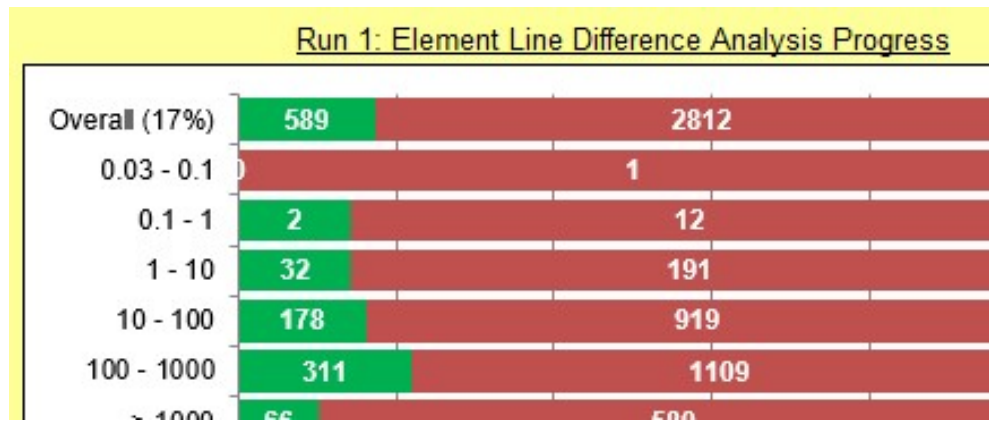
Users can also add import commands to the worksheet that is to be imported to feed into the import process. To do this create a new column with header 'IMPORT'. The following commands are valid

- **IGNORE** This line will be ignored by the import process and there will be no comment in the Import Results.
- **NO** Same as Ignore, the reason will not be imported and there will be no comment in the Import Results.
- **REPLACE** The reason will replace the existing reason on the master sheet without prompting the user, if an existing reason exists.
- **APPEND** The reason will be appended to the existing reason on the master sheet without prompting the user, if an existing reason exists.

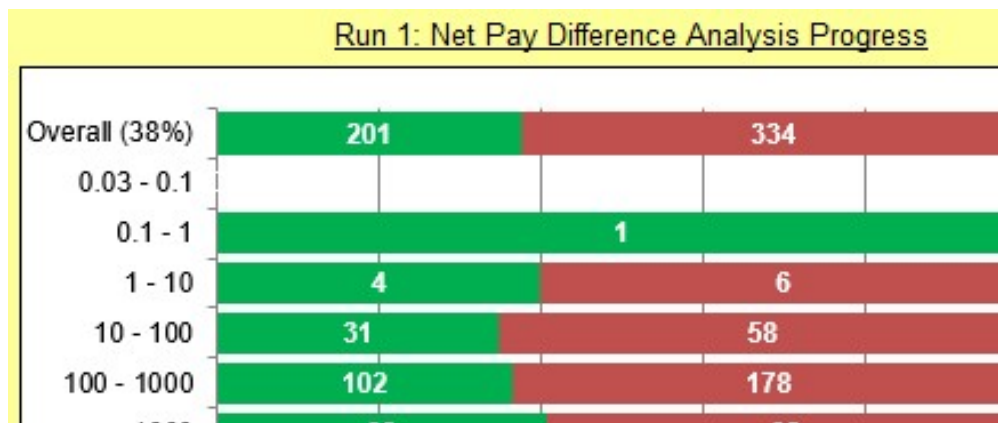
| DIFF     | ERROR | REASON   | ASSIGNED     |
|----------|-------|--|--------------|
| 48.98    |       | Incorrect hourly rate held against the employee assignment | TARGET ISSUE |
| 134.01   |       | Incorrect calculation of hourly rate for part time workers | TARGET ISSUE |
| 2,559.09 |       | Incorrect hourly rate held against the employee assignment | TARGET ISSUE |
| 785.16   |       | Incorrect hourly rate held against the employee assignment | TARGET ISSUE |
| 125.83   |       | Incorrect calculation of hourly rate for part time workers | TARGET ISSUE |
| 95.45    |       | Incorrect calculation of hourly rate for part time workers | TARGET ISSUE |
| -78.18   |       | Incorrect calculation of hourly rate for part time workers | TARGET ISSUE |
| -7.07    |       | Incorrect calculation of hourly rate for part time workers | TARGET ISSUE |
| 160.32   |       | Incorrect calculation of hourly rate for part time workers | TARGET ISSUE |

### 3.10.7. Tracking Progress

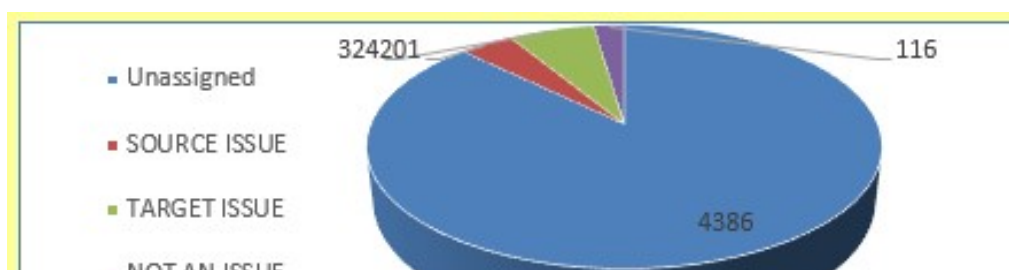
Progress of the issue recording is displayed in chart form on the summary sheet.



The Element Line Difference chart displays the number of issues above the tolerance threshold for each of the difference ranges where the source data has been matched to target data. Unmatched transactions are not included in these totals. 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.

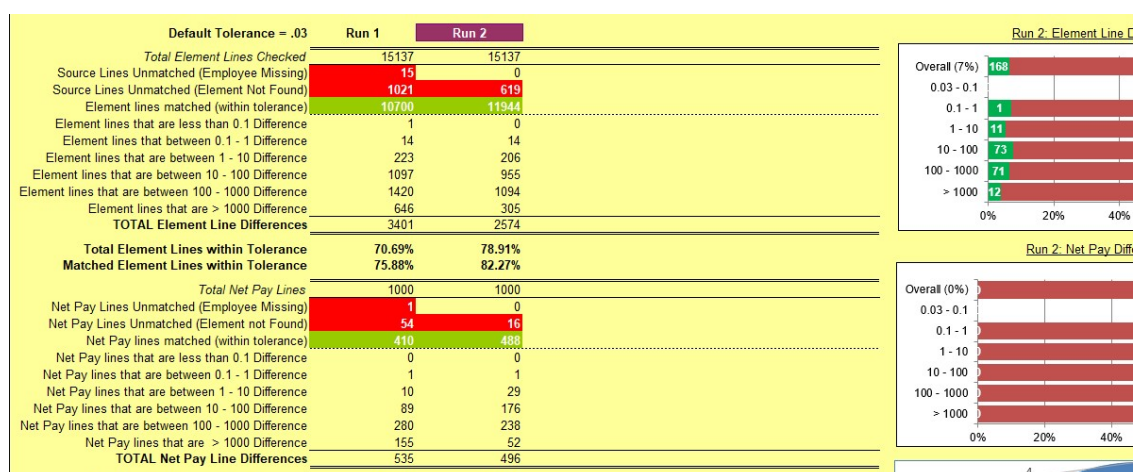
### 3.11. Generating Successive Runs

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 many differences it is time to fix the differences in the payroll system and move on to the next comparison run.

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. Correct any mapping issues raised in the previous run and run the check mapping process and also recheck the Source Element Mapping.
4. Recheck the Target Element Mapping.
5. Recheck the Target Employee Mapping
6. Run the Data Comparison Process
7. Run the Element Difference and Unmatched Element Reports.
8. Recheck the results and record the reasons.
9. Remove any old reports not longer required.

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.

### 3.11.1. 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 | PRE      |
|--------|-------|-----------------------------------|--------------|-------|----------|
| -3.41  |       |                                   |              |       | Incorrec |
| -0.25  |       | Incorrect Salary Amount in TARGET | TARGET ISSUE |       |          |
| 7.96   |       |                                   |              |       | Differen |
| -1.27  |       |                                   |              |       | Differen |
| -13.87 |       |                                   |              |       | Differen |
| -24.21 |       |                                   |              |       | Differen |
| 11.00  |       |                                   |              |       | Differen |
| -3.66  |       |                                   |              |       | Differen |

### 3.11.2. Element Difference Report

After creating a new comparison run result the user will be prompted to run the element difference report. Element difference reports for secondary 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 ID                          | Description                     | Total Count | Exact Match | Match in Tolerance | Total Differences | % Total Difference | % Total Match | Prev % Match | Change    | Employee Missing | Element Missing | Other Differences | % Other Difference |
| 999999                              | Net Pay                         | 1000        | 488         | 0                  | 512               | 51.20%             | 48.80%        | 41.00%       | Improved  | 0                | 16              | 496               | 50.41%             |
| 66671-66324                         | SMP Recovery Amount             | 38          | 0           | 0                  | 38                | 100.00%            | 0.00%         | 0.00%        | No Change | 0                | 38              | 0                 | 0.00%              |
| 66252-57111                         | SPP Recovery Amount             | 31          | 0           | 0                  | 31                | 100.00%            | 0.00%         | 0.00%        | No Change | 0                | 31              | 0                 | 0.00%              |
| 1112 (Group)                        | Basic Salary Hours              | 440         | 243         | 0                  | 197               | 44.77%             | 55.23%        | 52.50%       | Improved  | 0                | 28              | 169               | 41.02%             |
| 800029                              | Nlable Pay                      | 1000        | 568         | 0                  | 432               | 43.20%             | 56.80%        | 45.30%       | Improved  | 0                | 10              | 422               | 42.63%             |
| 1100 (Group)                        | Additional Hours Adjust         | 339         | 206         | 0                  | 133               | 39.23%             | 60.77%        | 52.21%       | Improved  | 0                | 11              | 122               | 37.20%             |
| 800045                              | Gross Pay                       | 1000        | 634         | 0                  | 366               | 36.60%             | 63.40%        | 48.50%       | Improved  | 0                | 6               | 360               | 36.22%             |
| 826949                              | Pensionable Pay                 | 607         | 389         | 0                  | 218               | 35.91%             | 64.09%        | 48.60%       | Improved  | 0                | 23              | 195               | 33.39%             |
| 800028                              | Taxable Pay                     | 632         | 417         | 0                  | 215               | 34.02%             | 65.98%        | 51.42%       | Improved  | 0                | 26              | 189               | 31.19%             |
| 1107 (Group)                        | Bank Holiday Overtime at Double | 392         | 261         | 0                  | 131               | 33.42%             | 66.58%        | 53.06%       | Improved  | 0                | 2               | 129               | 33.08%             |
| 3102 (Group)                        | Prudential AVC %                | 41          | 30          | 0                  | 11                | 26.83%             | 73.17%        | 78.05%       | Reduced   | 0                | 7               | 4                 | 11.76%             |
| 7221 (Group)                        | SMP Arrears                     | 64          | 47          | 0                  | 17                | 26.56%             | 73.44%        | 64.06%       | Improved  | 0                | 2               | 15                | 24.19%             |

## Appendix A – Performance Statistics

The table below contains the average recorded running times for the main application processes across different ranges in data sizes. The performance can be maximised by closing all other Excel workbooks and turning off Autosave in Microsoft Excel.



Timings are in MM:SS and are not guaranteed. Differences in data quality and processing power will affect the actual results. For the the comparison run the fewer the differences the better the performance.

| No of Emps              | 1000  | 3000  | 5000   | 10000  |
|-------------------------|-------|-------|--------|--------|
| Source Lines            | 24000 | 72000 | 120000 | 240000 |
| Check Source Mapping    | 00:20 | 01:00 | 01:40  | 03:00  |
| Check Target Mapping    | 00:25 | 01:10 | 01:45  | 03:30  |
| Check Employee Mapping  | 00:05 | 00:15 | 00:25  | 00:45  |
| Generate Comparison Run | 00:35 | 01:50 | 03:20  | 06:20  |
| Generate Secondary Run  | 00:45 | 02:10 | 04:10  | 07:20  |

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