



Quick Pay Checker

Quick Pay Solutions Ltd

**Quick Pay Checker
Parallel Run Comparison
Tool
User Manual
Version 4.6 Draft**

Last Updated: 24th June 2012

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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 Parallel Run Comparison Tool. The guide also includes general advice on how to optimise the success of your parallel run testing.

1.2. Management Summary

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

Using Quick Pay Checker you can...

- Quickly identify differences between legacy and new payroll results.
- 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.
- Deliver detailed Management Statistics to keep sponsors informed on the progress of the parallel run process.
- Maintain a formal structure to the parallel run process to reduce time and effort during this potentially labour intensive process.
- Provides an auditable document for formal sign-off a parallel run process.

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

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

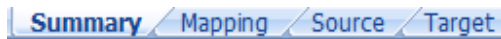
2. Overview

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

2.1. Worksheets

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

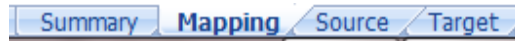
2.1.1. Summary Sheet



The Summary sheet contains at a glance management information and comparison statistics. The Summary sheet also provides early indicators of specific errors in configuration, mapping, for example missing employees or unmatched transactions. The Summary sheet also generates comparison reports to assist with diagnosing the parallel run differences.

| Date | Name | Signature | |
|---|------|--|----------------------------------|
| Demo Project Parallel Run Sign-Off | | | |
| Demo Monthly September 2011 | | Licensed to Demo Company © Quick Pay Solutions Ltd 2011 Version 4.6.05 | |
| Employee Count Target employees found 0 Source employees found 0 Employees in Target not in Source 0 Employees in Source not in Target 0 | | Comments: | |
| Current Data & Mapping Check | | | |
| Source Sheet Total | £ - | Source Mapping Total | £ - |
| Target Sheet Total | £ - | Target Mapping Total | £ - |
| Difference | £ - | Difference | £ - |
| Source Sheet / Mapping Difference | £ - | Source Sheet / Mapping Difference | £ - |
| Target Sheet / Mapping Difference | £ - | Target Sheet / Mapping Difference | £ - |
| Parallel Run Results | | Number of Runs = 0 | Target Element lines unmatched 0 |
| Total Data Element Lines: | | | |
| Data Lines Unmatched (Employee Missing) | | | |
| Data Lines Unmatched (Element Not Found) | | | |
| Element lines to within 1p | | | |
| Element lines that are between 1p - 10p Difference | | | |
| Element lines that are between 10p - £1 Difference | | | |
| Element lines that are between £1 - £10 Difference | | | |
| Element lines that are between £10 - £100 Difference | | | |
| Element lines that are between £100 - £1000 Difference | | | |
| Element lines that are > £1000 Difference | | | |
| TOTAL Element line Differences | | | |
| Percentage Element Lines Correct | | | |
| Percentage Element Lines Correct < 10p | | | |
| Total Net Pay Lines: | | | |
| Net Pay Lines Unmatched (Employee Missing) | | | |
| Net Pay Lines Unmatched (Element not Found) | | | |
| Net Pay lines to within 1p | | | |
| Net Pay lines that are between 1p - 10p Difference | | | |
| Net Pags that are between 10p - £1 Difference | | | |
| Net Pags that are between £1 - £10 Difference | | | |
| Net Pags that are between £10 - £100 Difference | | | |
| Net Pags that are between £100 - £1000 Difference | | | |
| Net Pags that are > £1000 Difference | | | |
| TOTAL Net Pay Differences | | | |
| Percentage Net Pay Lines Correct | | | |
| Percentage Net Pay Lines Correct < 10p | | | |
| Source Net Pay Total | | | |
| Target Net Pay Total | | | |
| Net Pay Difference | | | |
| | | Comments: | |

2.1.2. Mapping Sheet

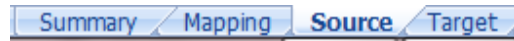


The Mapping sheet is the page that determines how the source payroll elements are mapped to the new target payroll system elements. To achieve a fast and effective parallel run process this mapping must be completed according to the mapping rules discussed later in this guide. The mapping sheet provides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

| Data Element Name | Oracle Element Name | Data Total | Combined Data Total | Combined Oracle Total | Difference |
|---------------------------|---------------------------------------|----------------|---------------------|-----------------------|-----------------|
| Bank Transfer | Net Pay | £ 1,168,450.50 | £ 1,168,450.50 | £ 1,169,780.83 | -£ 1,330.33 |
| Misc Net Deduction | Advance | £ 21,907.95 | £ 21,907.95 | £ 21,907.95 | £ - |
| Basic Pay | Basic Salary | £ - | £ - | £ 1,825,238.21 | -£ 1,825,238.21 |
| Misc Basic Adjustment | Basic Salary Arrears | -£ 114.23 | -£ 114.23 | -£ 114.23 | £ - |
| BusyBees | Childcare Vouchers | -£ 6,834.00 | £ - | £ - | £ - |
| BusyBees2 | Childcare Vouchers | £ 5,290.05 | -£ 1,543.95 | -£ 1,543.95 | £ - |
| Critical Illness | Critical Illness Salary Sacrifice | -£ 1,017.82 | -£ 1,017.82 | -£ 1,017.82 | £ - |
| Bikes | Cycle to Work | -£ 772.31 | -£ 772.31 | -£ 772.31 | £ - |
| Dental Insurance | Dental Salary Sacrifice | -£ 555.05 | -£ 555.05 | -£ 555.05 | £ - |
| Payroll Giving | GAYE Salary Sacrifice | -£ 1,515.00 | -£ 1,515.00 | -£ 1,515.00 | £ - |
| Healthcare | Healthcare Cash Plan Salary Sacrifice | -£ 14.25 | -£ 14.25 | -£ 14.25 | £ - |
| Additional Responsibility | Higher Duties | £ 233.33 | £ 233.33 | £ 233.33 | £ - |
| Holiday Pay | Holiday Pay | £ 3,249.75 | £ 3,249.75 | £ 3,250.00 | -£ 0.25 |
| Buy Annual Leave | Holiday Purchase | -£ 551.62 | -£ 551.62 | -£ 585.59 | £ 33.97 |
| Net Advance Recovery | Net Pay Adjustment CF | £ 53.59 | £ 53.59 | £ 53.59 | £ - |
| Employee NIC | NI Employee | £ 106,692.23 | £ 106,692.23 | £ 106,712.11 | -£ 19.88 |
| Employer NIC | NI Employer | £ 211,065.95 | £ 211,065.95 | £ 211,247.72 | -£ 181.77 |
| Niable Pay | Niable Pay | £ - | £ - | £ - | £ - |
| OMP 100% | Occupational Maternity Pay | £ 15,682.09 | £ 15,682.09 | £ 15,682.09 | £ - |
| OSP 100% | Occupational Sick Pay | £ 6,548.91 | £ 6,548.91 | £ - | £ 6,548.91 |
| Overtime x 1 (12) | Overtime | £ 236.04 | £ 236.04 | £ 236.07 | -£ 0.03 |
| Overtime x 2 | Overtime Double | £ 2,520.42 | £ 2,520.42 | £ 2,520.62 | -£ 0.20 |
| Overtx 1.5 (not 8am-8pm) | Overtime Time and Half | £ 10,160.30 | £ 10,160.30 | £ 10,159.91 | £ 0.39 |
| Tax paid | PAYE | £ 480,221.72 | £ 480,221.72 | £ 480,286.00 | -£ 64.28 |
| Pension | Pension Ees Contribution | -£ 75,078.44 | -£ 75,078.44 | -£ 75,143.37 | £ 64.93 |
| *** END *** | ** Enter Unmapped Elements Below ** | £ 1,945,860.11 | £ 1,945,860.11 | £ 3,766,046.86 | -£ 1,820,186.75 |
| | Adjust NI | | | | |
| | Tax Adjust | | | | |

| Unmapped Data Elements | Unmapped Oracle Elements |
|------------------------|--------------------------|
| Taxable pay | Adjust NI |
| Travel Insurance | Overtime |
| | Tax Adjust |
| | Taxable Pay |
| | Travel Salary Sacrifice |
| | |

2.1.3. Source Sheet

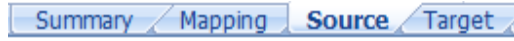


The Source Sheet is the page that contains the data from the reference payroll system that is being replicated by the parallel run process. As part of the payroll parallel run requirements a report will be required from the source system to provide the reference data for the payroll period that is being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

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

| Oracle Element Check | Oracle Employee Check |
|----------------------|------------------------|
| **MAPPING ERROR** | Employee not in Oracle |
| **MAPPING ERROR** | |
| **MAPPING ERROR** | |
| **MAPPING ERROR** | |
| **MAPPING ERROR** | |
| **MAPPING ERROR** | |
| **MAPPING ERROR** | |
| **MAPPING ERROR** | |
| **MAPPING ERROR** | |
| **MAPPING ERROR** | |

2.1.4. Target Sheet



The Target Sheet is the page that contains the payroll run results from the new payroll system for comparison against the source reference data. This sheet is usually the last sheet to be populated and when completed means that the tool is ready to generate run result comparisons. A number of SQL database views are provided with this version of the tool to use with Oracle Payroll to create Web ADI download reports or for use as direct SQL queries. Using the views provided ensures that data is extracted in the correct format.

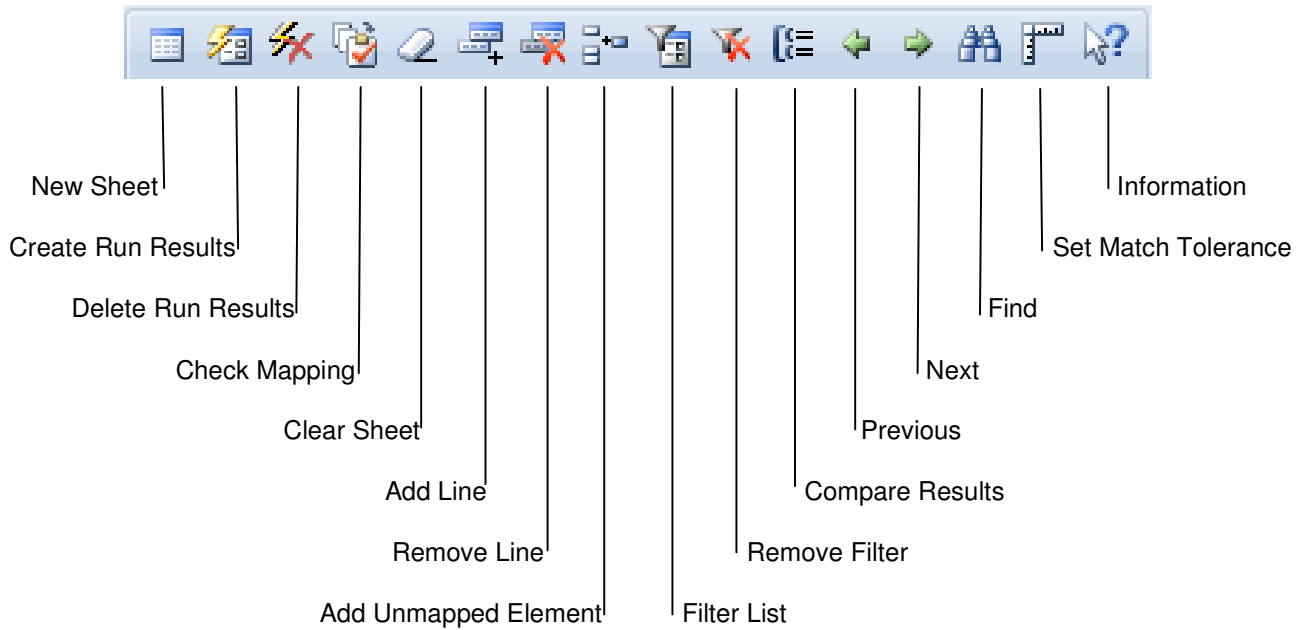
With Oracle Applications users are also able to manage the data that is exported by the views. For example, users can define which balances are extracted and can also change the name of specific elements in the report where several target elements need to be mapped to a single source element.

| Full Name | ID | Employee No | Assignment No | Element Name | Oracle Pay Value |
|-----------------|--------|-------------|---------------|-----------------------------------|------------------|
| Gane, Katherine | 219187 | 219187 | 219187 | Advance | 244.22 |
| Gane, Katherine | 219187 | 219187 | 219187 | Basic Salary | 9500 |
| Gane, Katherine | 219187 | 219187 | 219187 | Dental Salary Sacrifice | -21.65 |
| Gane, Katherine | 219187 | 219187 | 219187 | Net Pay | 5332.45 |
| Gane, Katherine | 219187 | 219187 | 219187 | NI Employee | 404.22 |
| Gane, Katherine | 219187 | 219187 | 219187 | NI Employer | 1103.66 |
| Gane, Katherine | 219187 | 219187 | 219187 | PAYE | 3117.46 |
| Gane, Katherine | 219187 | 219187 | 219187 | Pension Ees Contribution | -380 |
| Gane, Katherine | 219187 | 219187 | 219187 | Pension Ers Contribution | 2327.5 |
| Gane, Katherine | 219187 | 219187 | 219187 | Tax Adjust | 21.65 |
| Gane, Katherine | 219187 | 219187 | 219187 | Taxable Pay | 9120 |
| Holmes, Jane | 219065 | 219065 | 219065 | Advance | 0.15 |
| Holmes, Jane | 219065 | 219065 | 219065 | Basic Salary | 7083.33 |
| Holmes, Jane | 219065 | 219065 | 219065 | Critical Illness Salary Sacrifice | -24.68 |
| Holmes, Jane | 219065 | 219065 | 219065 | Dental Salary Sacrifice | -21.65 |
| Holmes, Jane | 219065 | 219065 | 219065 | Net Pay | 4630.72 |
| Holmes, Jane | 219065 | 219065 | 219065 | NI Employee | 377.23 |
| Holmes, Jane | 219065 | 219065 | 219065 | NI Employer | 758.21 |
| Holmes, Jane | 219065 | 219065 | 219065 | PAYE | 1340.68 |
| Holmes, Jane | 219065 | 219065 | 219065 | Pension Ees Contribution | -637.5 |
| Holmes, Jane | 219065 | 219065 | 219065 | Pension Ers Contribution | 850 |
| Holmes, Jane | 219065 | 219065 | 219065 | Tax Adjust | 46.33 |
| Holmes, Jane | 219065 | 219065 | 219065 | Taxable Pay | 6395.11 |

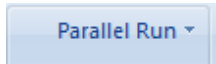
| Data Element Check | Data Employee Check | Oracle Lines Unmatched |
|--------------------|---------------------|------------------------|
| Misc Net Deduction | | |
| Basic Pay | | |
| BusyBees | | |
| Bank Transfer | | |
| Employee NIC | | |
| Employer NIC | | |
| Tax paid | | |
| Pension | | |
| Pension Ers | | |
| Season Ticket | | |
| **MAPPING ERROR** | | |

2.2. Toolbar Functions

The tool has the following toolbar functions (also known as Add Ins in Microsoft Excel 2007). Each function is referenced later in the manual when describing the functional operation of the parallel run comparison tool.



Toolbar functions are also available from the Parallel Run Menu Bar item.



2.3. Parallel Run Approach

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

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

For larger payrolls it is more efficient to analysis balance data only, e.g. taxable pay, Nlable pay etc and other key elements such as Salary and Pension contributions.

2.4. Element Mapping Overview

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

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

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

2.5. Parallel Run Process Overview

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

1. Define the scope of the parallel run, e.g. payroll and period.
2. Enter the pre-defined element mapping information.
3. Extract the Source run results and populate the Source data sheet.
4. Complete and validate the source to target element mapping table.
5. Run the Test Payroll
6. Extract the Target Data run results and populate the Target data sheet.
7. Create New Run Sheet
8. Generate the Parallel Run comparison results
9. Run the comparison report and start to analyse the differences.
10. Populate the Results Sheet with reasons and assign Actions
11. Problem resolution

Repeat Steps 5 – 11 until the remaining differences are all acceptable.

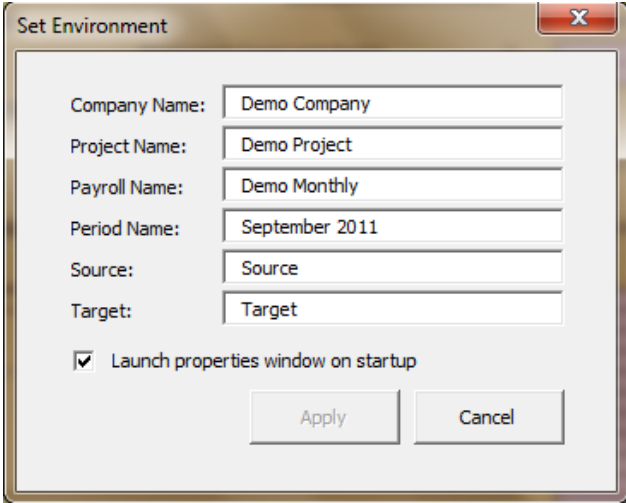
Each process step is discussed in detail in the next section.

3. Using the Quick Pay Checker Tool

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

3.1. Set Project Environment Properties

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



- **Company Name** Name of the organisation that the product is licensed to. For evaluation copies users can edit this property.
- **Project Name** Enter the name of the payroll implementation project.
- **Payroll Name** Enter the name of the new payroll that is being tested.
- **Period Name** Enter the payroll period that is being tested.
- **Source** Edit this property if you want to change the name of the source data system, i.e. the payroll system that is the reference point for the new payroll. Note: the Source worksheet name will change to this property.
- **Target** Edit this property if you want to change the name of the target data system, i.e. the new payroll system that is replicating the source system. Note: the Target worksheet name will change to this property.

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

3.2. Enter pre-defined mapping details

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

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

3.2.1. Scope of the Mapping

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

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

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

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

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

3.2.2. Entering Mapping Information

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



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


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


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

| | | | |
|------------------|--|----------|----------|
| ***END*** | ** Enter Unmapped Elements Below ** | £ | - |
|------------------|--|----------|----------|

3.2.3. Adding or Removing lines from the Mapping Table

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

Clicking on the  Add Lines icon will create one additional line above the sum total 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 *Parallel Run > 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 populate) is removed.

| | |
|---------------------------|------------|
| Tax paid | PAYE |
| Pension | Pension B |
| Pension Ers | Pension B |
| Medical Insurance | Private Me |
| Season Ticket | Season T |
| Season Ticket Loan (Ded.) | Season T |
| SMP amount | SMP Paid |
| SSP Amount | SSP Paid |
| Standby Payment | Standby |
| CSL Student Loan Ded | Student L |
| Unpaid Leave | Unpaid Le |

Remove Mapping Lines

? Remove the selected mapping lines?

3.2.4. Mapping Rules

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

Many-To-One Relationship

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

| | |
|-----------|--------------------|
| BusyBees | Childcare Vouchers |
| BusyBees2 | Childcare Vouchers |

One-To-Many Relationship

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

| | |
|----------|-----------------------------|
| Overtime | Overtime Flat Rate |
| Overtime | Overtime Double Rate |
| Overtime | Overtime Time and Half Rate |

This relationship can be resolved in two ways.


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

| | |
|----------------|------------------------|
| Overtime [1] | Overtime |
| Overtime [2] | Overtime Double |
| Overtime [1.5] | Overtime Time and Half |

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

A common example of this is if you are mapping individual NI contribution elements. It is common to alias the individual NI category contributions into a single element value such as NI Employee or NI Employer.

When the element mapping information has been entered click the **Check Mapping**

toolbar icon  or use the toolbar menu *Parallel Run->Mapping->Check Mapping* to sort the element list so that the combined totals can be correctly calculated.

3.3. Entering the Source Data

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

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


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

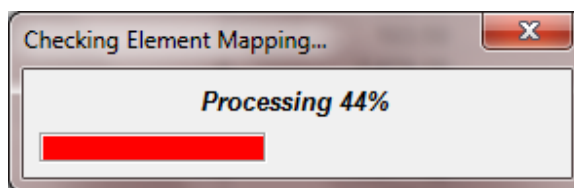
| Full Name | ID * | Employee No. | Element Name * | Source Value * |
|------------------------|-----------|--------------|--------------------|----------------|
| Sandiford, Mrs Deirdre | NA219187A | 27881 | Critical Illness | -£ 73.75 |
| Sandiford, Mrs Deirdre | NA219187A | 27881 | Misc Net Deduction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

3.4. Checking the Source Data

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

| | | | |
|-----------------------------------|---|---|-------------------------------|
| Source Sheet / Mapping Difference | £ | - | CHECK MAPPING REQUIRED |
| Target Sheet / Mapping Difference | £ | - | |

From the source data sheet click on the **Check Mapping** toolbar icon  or use the toolbar menu *Parallel Run->Source->Check 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 source elements are missing from the mapping table.
- Check that the source object is mapped to a target object.

3.4.1. Unmapped Source Elements

If at the end of the check 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.


| Total | Combined Target Total | Difference | Unmapped Source Elements |
|----------|-----------------------|------------|-------------------------------------|
| 3,450.50 | £ | - | £ 1,168,450.50 CSL Student Loan Ded |
| 1,907.95 | £ | - | £ 21,907.95 Travel Insurance |
| 3,584.26 | £ | - | £ 1,823,584.26 |
| 114.23 | £ | - | £ 114.23 |

Source Mapping Check

 There are 2 unmapped Source Elements. Do you want to add ALL these elements to the mapping table?

Yes No

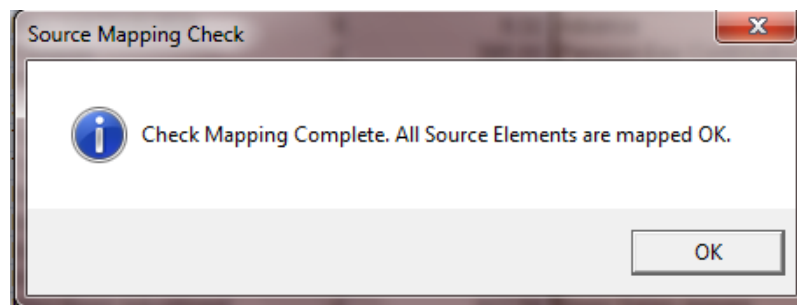
The application will prompt the user to add these to the mapping table. Choosing Yes at the prompt will move the unmapped source elements to the mapping table and automatically re-run the check mapping process again.

The unmapped source elements can also be added manually by 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. 

Remember to enter the appropriate target element for each new object added to the mapping table.


| | | | | |
|----------------------|-----------------|----|--------------|---|
| Taxable Pay | Taxable Pay | £ | 1,797,190.57 | £ |
| UNION | Union Deduction | £ | 72.00 | £ |
| CSL Student Loan Ded | | £ | 2,619.00 | |
| Travel Insurance | | -£ | 150.99 | |
| | | | | |

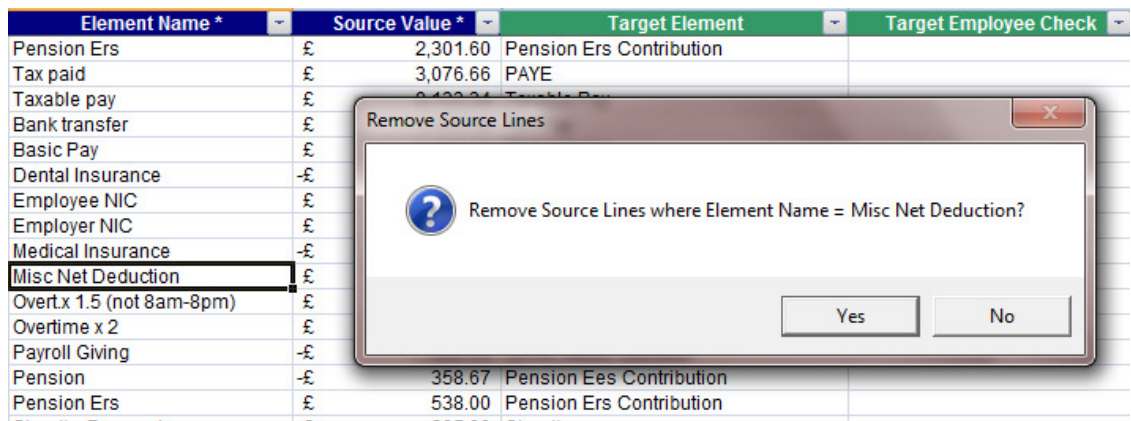
Once all source elements are accounted for in the mapping table the check mapping process will complete without warning.



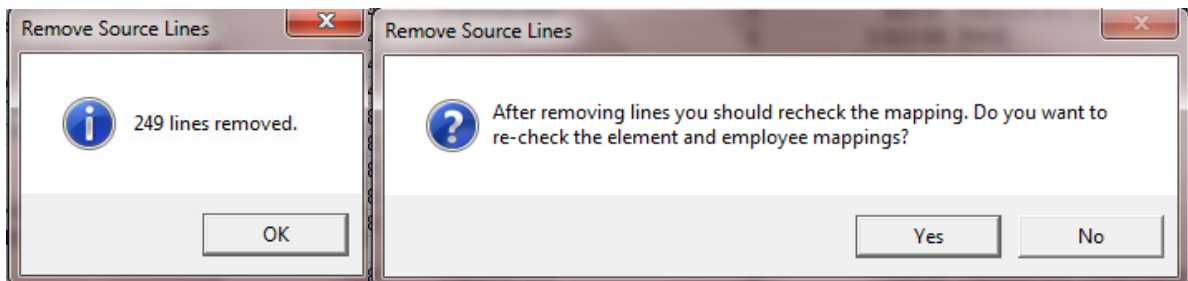
3.4.2. Removing Unwanted Source Data

If the source data included objects that should not be included in the parallel run comparison then these lines should be removed from the source data 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 *Parallel Run->Source->Remove Lines*



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



Once the rows have been removed the application will recommend that the check mapping process is re-run on the Source data sheet to recheck the data. Select Yes to re-run this process.

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 *Parallel Run->Source->Remove Lines*

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

Remove Source Lines

Remove Source Lines where Pay Value is 0 or NULL?

Yes No

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

| | | | | |
|-----------|--------|---------------------------|---|---------|
| NA219006A | 065020 | Season Ticket Loan (Ded.) | £ | - |
| NA219006A | | | | 13.4 |
| NA219006A | | | | 08.3 |
| NA219007A | | | | 73.7 |
| NA219007A | | | | 00.0 |
| NA219007A | | | | 59.8 |
| NA219007A | | | | 35.0 |
| NA219007A | | | | 44.3 |
| NA219007A | | | | 00.0 |
| NA219007A | | | | 50.0 |
| NA219007A | | | | 21.4 |
| NA219007A | 384951 | Taxable pay | £ | 4,700.0 |

Remove Source Lines

Remove Source Lines where ID = NA219007A?

Yes No

3.4.3. 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. Check that this number is the expected number of employees. Unwanted employees can be removed from the Source data sheet using the Remove Lines function as discussed in [Section 3.4.2](#)


| <i>Demo Monthly</i> | | <u>Employee Count</u> | |
|------------------------|--|-----------------------|------------|
| <i>September 2011</i> | | | |
| Target employees found | | | <u>0</u> |
| Source employees found | | | <u>309</u> |

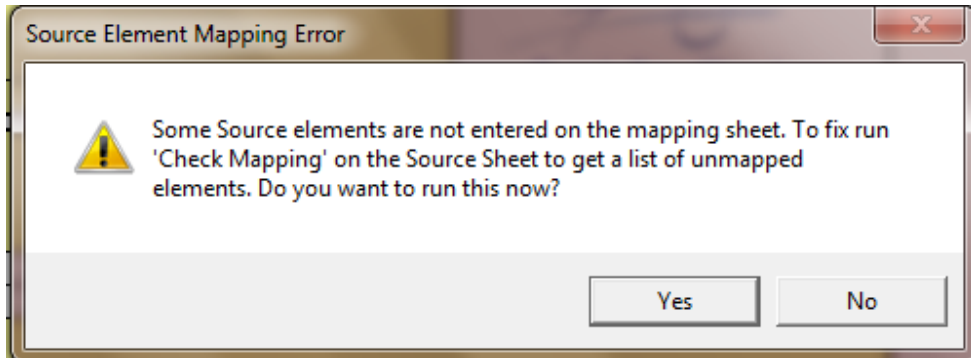
The **Source Sheet Total** now displays the total pay values entered on the Source Sheet. This value is used to cross reference the **Source Mapping Total**, which is the total pay values from the Mapping table, to ensure all elements are mapped.

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

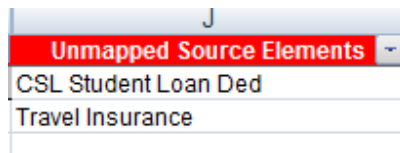
The Source Sheet / Mapping Difference highlights any differences between pay values entered on the data sheet and total values in the mapping sheet. This essentially means that there are source elements that included in the Source data missing from the mapping table.


| | | | |
|-----------------------------------|---|----------|-----------------------------|
| Source Sheet / Mapping Difference | £ | 2,468.01 | SOURCE MAPPING ERROR |
| Target Sheet / Mapping Difference | £ | - | |

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 Mapping process on the Mapping Sheet or the Source Data sheet.



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

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

| | | | |
|-----------------------------------|---|---|-------------------------------|
| Source Sheet / Mapping Difference | £ | - | CHECK MAPPING REQUIRED |
| Target Sheet / Mapping Difference | £ | - | |

3.5. Extracting the Target Data

With the source data and source element mapping complete the parallel run process can commence on the target payroll. Target payroll results will now need to be extracted so that the data can be populated in the target data sheet.

Oracle Payroll users must run both the Payroll Run UK process and the Pre-payments process to use the reports provided. The Pay Value and the Balances Report both use the Payroll Run Process and the Net Pay report uses the Prepayments process. See [Section 4.2](#) for details on running the extraction SQL scripts or Web ADI integrators.

| View Header | | View Line | | | |
|----------------------|-----------|-----------------------|----------------|-------------------------|-----------|
| PAYROLL NAME | | Demo Monthly | | | |
| PERIOD NAME | | 6 2011 Calendar Month | | | |
| FULL NAME | ID | EMPLOYEE NUMBE | ASSIGNMENT NUM | ELEMENT NAME | PAY VALUE |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | Advance | 244.22 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | Basic Salary | 9500 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | Dental Salary Sacrifi | -21.65 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | Net Pay | 5332.45 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | NI Employee | 404.22 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | NI Employer | 1103.66 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | PAYE | 3117.46 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | Pension Ees Contrib | -380 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | Pension Ers Contrib | 2327.5 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | Tax Adjust | 21.65 |
| Sandiford, Mrs Deirc | NA219187A | 219187 | 219187 | Taxable Pay | 9120 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | Advance | 0.15 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | Basic Salary | 7083.33 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | Critical Illness Salary | -24.68 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | Dental Salary Sacrifi | -21.65 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | Net Pay | 4630.72 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | NI Employee | 377.23 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | NI Employer | 758.21 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | PAYE | 1340.68 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | Pension Ees Contrib | -637.5 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | Pension Ers Contrib | 850 |
| Orchard, Ms Annie | NA219065A | 219065 | 219065 | Tax Adjust | 46.33 |

3.6. Entering the Target Data

However the target data is extracted it must be populated in the Target data sheet in the following format.

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

Copy and Paste the target reference pay result data into the first 6 columns only. If the target data is

You will need to paste the results from the second report to the bottom of the first report so that the Oracle Sheet contains the results from both reports.

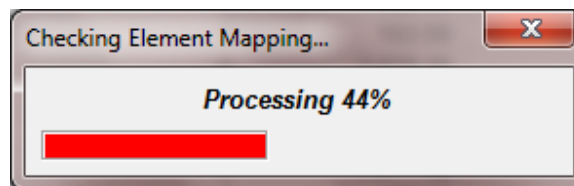
| Full Name | ID * | Employee No. | Assignment No. | Element Name * | Target Value * |
|------------------------|--------|--------------|----------------|-----------------------------------|----------------|
| Sandiford, Mrs Deirdre | 219187 | NA219187A | 219187 | Advance | 244.22 |
| Sandiford, Mrs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

3.7. Checking the Target Data

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

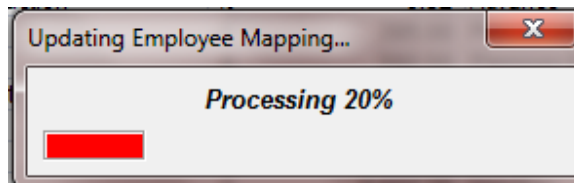
| | | | |
|-----------------------------------|---|---|-------------------------------|
| Source Sheet / Mapping Difference | £ | - | |
| Target Sheet / Mapping Difference | £ | - | CHECK MAPPING REQUIRED |

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



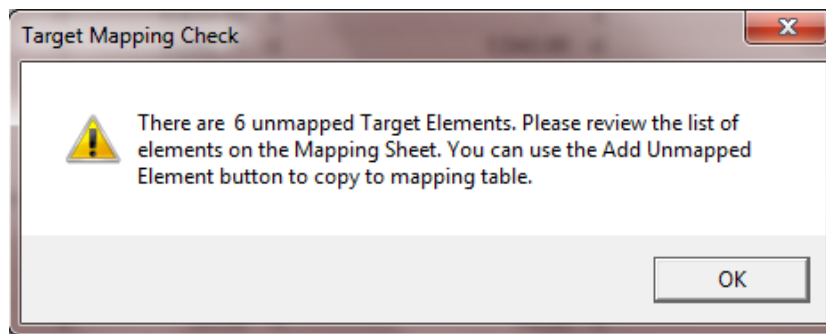
The check mapping function will perform the following functions and checks

- Format the data and columns.
- Check to see if any target elements are missing from the mapping table.
- Check that the target object is mapped to a source object.
- Check for unmatched employees




3.7.1. Unmapped Target Elements

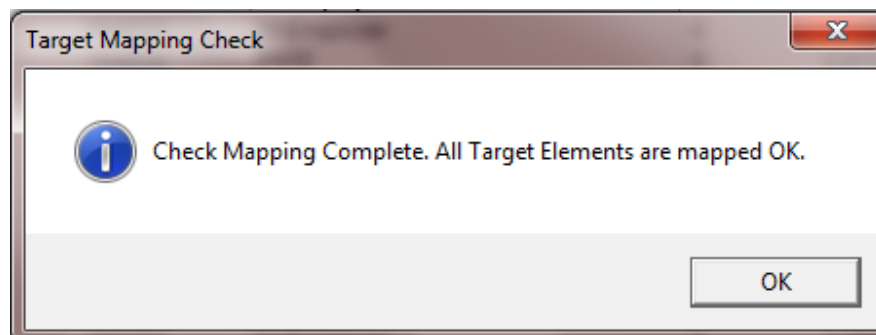
If at the end of the check mapping process there is found to be target objects that are not entered in the mapping table then these objects are listed in the Unmapped Target elements column on the mapping sheet.



| Unmapped Source Elements | Unmapped Target Elements |
|--------------------------|--------------------------|
| | Adjust NI |
| | Overtime |
| | Student Loan |
| | Tax Adjust |
| | Travel Salary Sacrifice |
| | Unpaid Leave |

The unmapped source elements can be added manually or by clicking the Add Unmapped Element function on the toolbar . When using the Add Unmapped Element function the unmapped element at the top of the list is automatically placed into the cell that is currently selected. A cell in the Target Element Name column must be selected before the function button is pressed.

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



3.7.2. Removing Unwanted Target Data

If the target data includes objects that should not be included in the parallel run comparison then these lines can be excluded in a number of ways.


1. Modify the extract reports directly to exclude these elements from being included in the report in the first place.

Or

2. If the target element information is required, i.e. it may be useful when analysing the results but does not have a corresponding source object then the element can be entered below the sum total line in the Mapping Sheet. Entering the element name in the column beneath the **** Enter Unmapped Elements Below **** will exclude the target elements from the comparison report.

| | |
|-----------|-------------------------------------|
| ***END*** | ** Enter Unmapped Elements Below ** |
| | Adjust NI |
| | Tax Adjust |

Or

3. Use the Remove Lines  function on the Target Sheet in the same way as described on the source data sheet to manually remove occurrences of a single element, zero values or employees that should not be included in the analysis. This method is not recommended as each time you extract the target data you will need to remove the unwanted data manually each time, you should try to exclude unwanted data directly on the target payroll data so the parallel run comparison is checking against results that have not been tampered with.

3.7.3. 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 from the target payroll system.


| | | |
|------------------------|-----|------------------------------|
| Demo Monthly | | |
| September 2011 | | <u>Employee Count</u> |
| Target employees found | 309 | |
| Source employees found | 309 | |

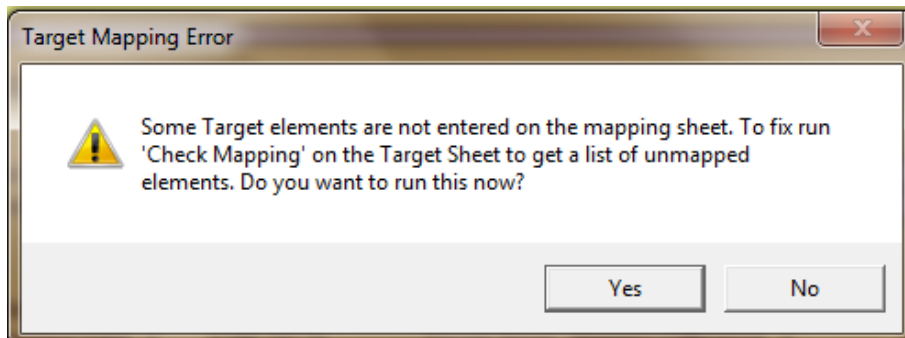
The **Target Sheet Total** now displays the total pay values entered on the Target Sheet. This value is used to cross reference the **Target Mapping Total**, which is the total pay values from the Mapping table, to ensure all elements are mapped.

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

The Target Sheet / Mapping Difference highlights any differences between pay values entered on the data sheet and total values in the mapping sheet. This essentially means that there are target elements that included in the Target data missing from the mapping table.


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

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



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

| Unmapped Target Elements |
|---------------------------------|
| Overtime |
| |
| |

The unmapped target elements can be either by added manually by typing the missing element into the Target Element Name column in the Mapping table or by using the Add Unmapped Element function. 

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 Sheet / Mapping Difference | £ | - | |
| Target Sheet / Mapping Difference | £ | - | CHECK MAPPING REQUIRED |


3.8. Preliminary Run Early Indicators

With both the Source and the Target data now loaded and verified the tool is now ready to produce the data comparison results. However before starting the comparison there are now several early indicators that should be checked to help improve the comparison results.

3.8.1. Missing Employee Early Indicator


The Employee Count section on the Summary sheet counts the numbers of employee records and also cross-references the employees between the Source sheet and the Target Sheet. The number of discrepancies is highlighted.

| Employee Count | | | |
|------------------------|-----|-----------------------------------|---|
| Target employees found | 309 | Employees in Target not in Source | 1 |
| Source employees found | 309 | Employees in Source not in Target | 1 |

To identify the missing employees select either error cell and click on the  information icon and click 'Yes'. Select the top cell to locate the employees that are included in the Target run results but do not exist in the Source data and select the bottom cell to locate the employees that are included in the Source data but do not exist in the target run results.

| A | B | C | D | E | F |
|-------------------|-----------|--------------|----------------|----------------|----------------|
| Full Name | ID * | Employee No. | Assignment No. | Element Name * | Target Value * |
| Power, Mrs Yasmin | NA219116A | 219116 | 219116 | Advance | £ 0.11 |


| A | B | C | D | E |
|-------------------|-----------|--------------|----------------|----------------|
| Full Name | ID * | Employee No. | Element Name * | Source Value * |
| Distant, Mr Chris | NA219138A | 965650 | Bank transfer | £ 3,725.81 |

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

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

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


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

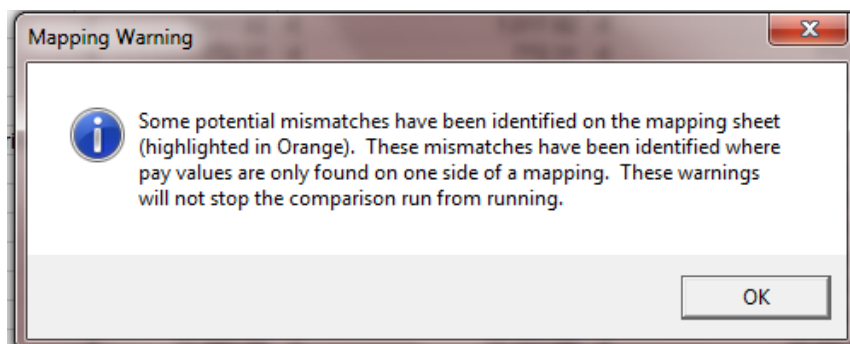
Click on the remove filter icon  to restore the data back to the full list.

3.8.2. 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 visa versa. If there are occurrences of this the Summary sheet will display a Mapping Warning

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

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



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

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


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

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

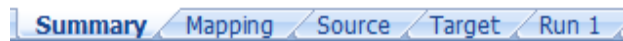
3.9. Generate the Parallel Run Results


3.9.1. Create New Parallel Run Sheet

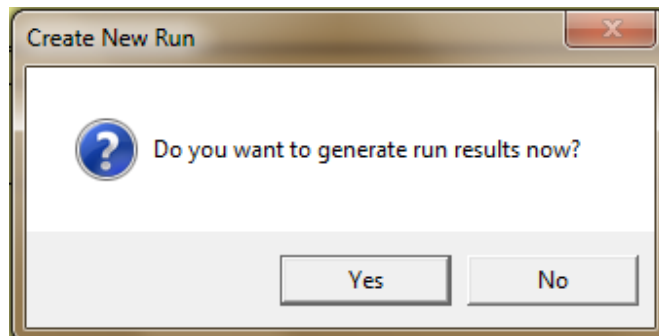
Once all the mappings errors have been rectified and both the Source sheet and the Target sheets are populated with the latest data the comparison checks can be started.

Click on the New Run  icon on the toolbar, or select *Parallel Run > 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.

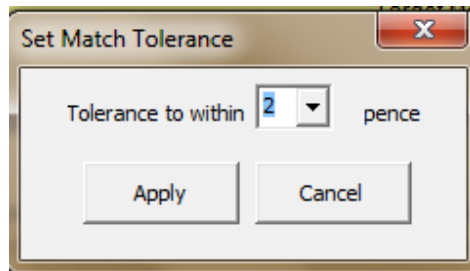


Initially the run sheet is blank, so the process will ask if you want to generate the run results now. If you select 'Yes' the comparison process will start. If you click 'No' the sheet will remain blank. You can start the comparison process anytime by clicking the Create Run Results icon  or selecting *Parallel Run > Run > Create Run Results* from the menu bar.



3.9.2. Match Tolerance Settings

Before you generate the run results you may want to adjust the tolerance settings of the comparison process. I.e. set the level of match acceptance. By default the tolerance setting is set to 1p so that anything less than 1p difference is 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 *Parallel Run > Tools > Set Match Tolerance* from the menu bar.




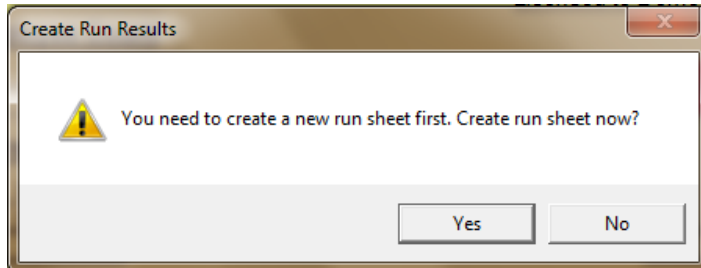
Select the tolerance from the drop down list and select apply. The difference ranges on the summary sheet will adjust accordingly.

| | Run 1 |
|---|-------|
| <i>Total Data Element Lines</i> | 0 |
| Data Lines Unmatched (Employee Missing) | 0 |
| Data Lines Unmatched (Element Not Found) | 0 |
| Element lines to within 2p | 0 |
| Element lines that are between 2p - 10p Difference | 0 |
| Element lines that between 10p - £1 Difference | 0 |
| Element lines that are between £1 - £10 Difference | 0 |
| Element lines that are between £10 - £100 Difference | 0 |
| Element lines that are between £100 - £1000 Difference | 0 |
| Element lines that are > £1000 Difference | 0 |
| TOTAL Element line Differences | 0 |

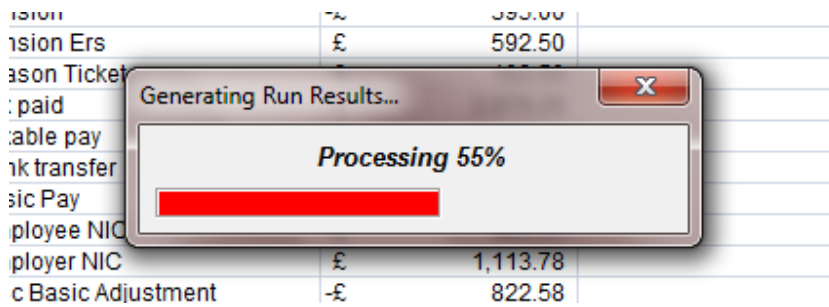
NOTE: You can only change the match tolerance BEFORE any comparison run results have been generated. Once a comparison has been generated you will not be able to adjust the match tolerance until you have removed the generated results.

3.9.3. Create Parallel Run Results

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



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



When the process is completed the Run Sheet will be populated with the comparison results and the Summary sheet will display the result statistics.

| A | B | C | D | E | G | H | I | L |
|----------------------|-----------|--------------|-----------------------|--------------|--------------|-------------|----------|-------|
| Full Name | ID | Employee No. | Element Name | Source Value | SOURCE Total | TARGET | DIFF | ERROR |
| Runswick, Mr A G | NA184832A | 431638 | Bank transfer | £ 5,840.31 | £ 5,840.31 | £ 5,840.31 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Basic Pay | £ 9,875.00 | £ 9,875.00 | £ 9,875.00 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | BusyBees | £ 243.00 | £ 243.00 | £ 243.00 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Employee NIC | £ 405.61 | £ 405.61 | £ 405.61 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Employer NIC | £ 1,121.41 | £ 1,121.41 | £ 1,121.41 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Misc Net Deduction | £ 9.32 | £ 9.32 | £ 9.32 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Pension | £ 395.00 | £ 395.00 | £ 395.00 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Pension Ers | £ 592.50 | £ 592.50 | £ 592.50 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Season Ticket | £ 103.50 | £ 103.50 | £ 103.50 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Tax paid | £ 2,878.26 | £ 2,878.26 | £ 2,878.26 | £ - | |
| Runswick, Mr A G | NA184832A | 431638 | Taxable pay | £ 9,237.00 | £ 9,237.00 | £ 9,237.00 | £ - | |
| Barre, Mr Abderrazak | NA185756A | 437478 | Bank transfer | £ 5,937.75 | £ 5,937.75 | £ 6,517.75 | £ 580.00 | |
| Barre, Mr Abderrazak | NA185756A | 437478 | Basic Pay | £ 7,677.42 | £ 7,677.42 | £ 8,500.00 | £ 822.58 | |
| Barre, Mr Abderrazak | NA185756A | 437478 | Employee NIC | £ 405.01 | £ 405.01 | £ 456.67 | £ 50.66 | |
| Barre, Mr Abderrazak | NA185756A | 437478 | Employer NIC | £ 1,113.78 | £ 1,113.78 | £ 1,278.13 | £ 164.35 | |
| Barre, Mr Abderrazak | NA185756A | 437478 | Misc Basic Adjustment | £ 822.58 | £ 822.58 | £ 822.58 | £ - | |
| Barre, Mr Abderrazak | NA185756A | 437478 | Tax paid | £ 2,834.66 | £ 2,834.66 | £ 2,999.18 | £ 164.52 | |
| Barre, Mr Abderrazak | NA185756A | 437478 | Taxable pay | £ 9,177.42 | £ 9,177.42 | £ 10,000.00 | £ 822.58 | |
| Barrett, Mr Abdul | NA191742A | 396328 | Bank transfer | £ 3,840.87 | £ 3,840.87 | £ 3,840.87 | £ - | |

3.9.4. Parallel Run Result Sheet

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

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

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

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

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

Unmatched transactions occur for the following reasons;

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

3.9.5. Parallel Run Results Summary Statistics

For each run the summary sheet provides comparison result statistics and for ranges of differences for each transaction line. An overall percentage success figure is also provided to quickly ascertain the success of the run.

| Parallel Run Results | |
|--|---------------|
| Run 1 | |
| <i>Total Data Element Lines</i> | 2961 |
| Data Lines Unmatched (Employee Missing) | 10 |
| Data Lines Unmatched (Element Not Found) | 40 |
| Element lines to within 2p | 2788 |
| Element lines that are between 2p - 10p Difference | 20 |
| Element lines that between 10p - £1 Difference | 38 |
| Element lines that are between £1 - £10 Difference | 14 |
| Element lines that are between £10 - £100 Difference | 27 |
| Element lines that are between £100 - £1000 Difference | 19 |
| Element lines that are > £1000 Difference | 5 |
| TOTAL Element line Differences | 123 |
| Percentage Element Lines Correct | 94.00% |
| Percentage Element Lines Correct < 10p | 95.00% |


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

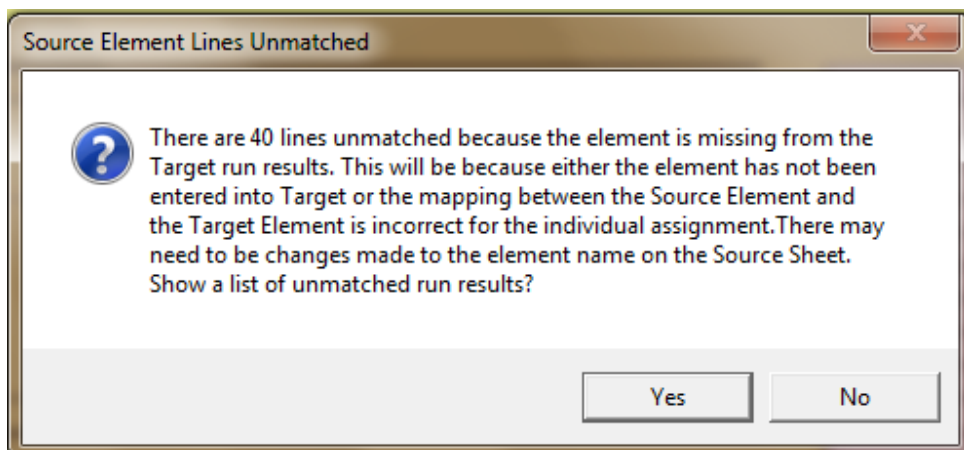
| | |
|--|-------------------|
| <i>Total Net Pay Lines</i> | 309 |
| Net Pay Lines Unmatched (Employee Missing) | 1 |
| Net Pay Lines Unmatched (Element not Found) | 0 |
| Net Pay lines to within 2p | 281 |
| Net Pay lines that are between 2p - 10p Difference | 5 |
| Net Pays that are between 10p - £1 Difference | 13 |
| Net Pays that are between £1 - £10 Difference | 0 |
| Net Pays that are between £10 - £100 Difference | 4 |
| Net Pays that are between £100 - £1000 Difference | 4 |
| Net Pays that are > £1000 Difference | 1 |
| TOTAL Net Pay Differences | 27 |
| Percentage Net Pay Lines Correct | 91.00% |
| Percentage Net Pay Lines Correct < 10p | 93.00% |
| Source Net Pay Total | £ 1,168,450.50 |
| Target Net Pay Total | £ 1,163,066.04 |
| Net Pay Difference | £ 5,384.46 |


3.9.6. Unmatched Source Transactions

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


| Run 1 | |
|--|------|
| <i>Total Data Element Lines</i> | 2961 |
| Data Lines Unmatched (Employee Missing) | 10 |
| Data Lines Unmatched (Element Not Found) | 40 |

To view the corresponding transactions, select the cell and click on the information icon.  Selecting 'Yes' at the prompt will automatically filter the results to show the missing transactions for the category selected.



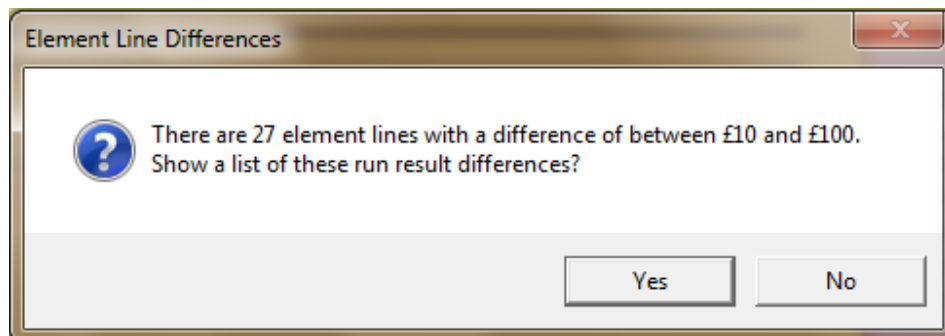
Click on the remove filter icon  to restore the results back to the full list.

3.9.7. Difference Summary


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

| | |
|--|------------|
| Element lines to within 2p | 2788 |
| Element lines that are between 2p - 10p Difference | 20 |
| Element lines that between 10p - £1 Difference | 38 |
| Element lines that are between £1 - £10 Difference | 14 |
| Element lines that are between £10 - £100 Difference | 27 |
| Element lines that are between £100 - £1000 Difference | 19 |
| Element lines that are > £1000 Difference | 5 |
| TOTAL Element line Differences | 123 |

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



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

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

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

Unmatched Net Pay Lines may occur for the following reasons;

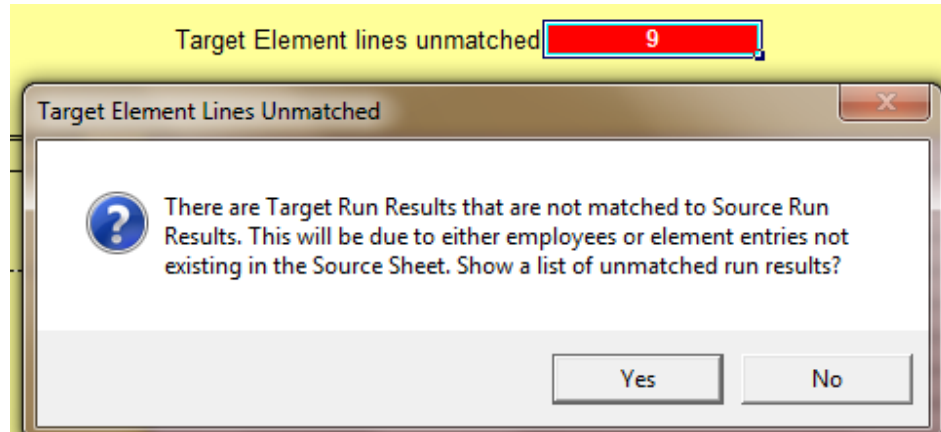
- An employee on the Source Sheet is missing from the Target Sheet.
- For Oracle Payroll users missing net pay transactions may be due to the employee not having a payment method **


| | |
|-------------------------|-----|
| Total Net Pay Lines | 306 |
| Net Pay Lines Unmatched | 1 |
| Net Pays < 1p | 273 |

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

3.9.8. Unmatched Target Transactions

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



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


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

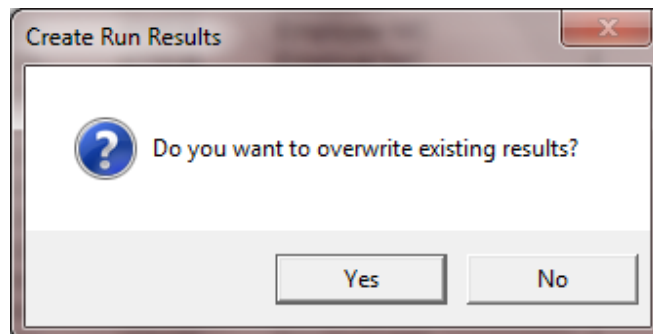
Click on the remove filter icon  to restore the target data back to the full list.

Unmatched Target transactions occur for the following reasons;

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


3.9.9. Regenerating the Parallel Run Results

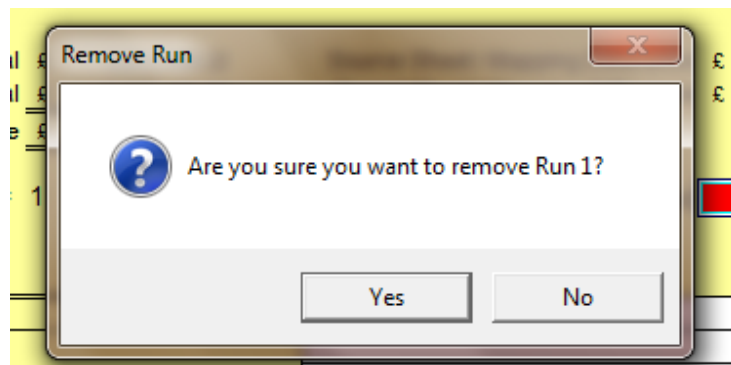
If for some reason the comparison report generated is unsuitable for checking, for example perhaps a large number of elements have been omitted then the current run sheet can be overwritten by clicking on the Generate Run Results  button again.



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

3.9.10. Removing the Run Results

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



3.10. Analysing the Parallel Run Results

With the parallel run 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 improved.

3.10.1. Analysis Methodology

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

- **NONE** The difference is acceptable or caused by another issue. No action is required to rectify this specific difference.
- **SOURCE** The difference is due to incorrect data entered in the payroll run. A fix to the data is required.
- **TARGET** The difference is due to an error in the new target payroll system. Some configuration or further investigation is required.

| I | L | M | N | O |
|-------------|-------|---|----------|-------|
| DIFF | ERROR | REASON | ASSIGNED | FIXED |
| -£ 3,231.60 | | Net Pay incorrect due to other errors | NONE | |
| £ - | | OK | NONE | |
| £ - | | OK | NONE | |
| £ - | | OK | NONE | |
| -£ 47.50 | | ER's Pension migrated incorrectly | ORACLE | Yes |
| £ - | | OK | NONE | |
| £ - | | OK | NONE | |
| -£ 488.44 | | Misc Net Deduction entered positive should be negative. | ORACLE | Yes |
| £ 3,231.60 | | PAYE refund - check balances. | DATA | |
| £ 401.65 | | Taxable Pay incorrect due to missing payment | NONE | |
| £ 2,990.35 | | No Net Pay Paid because of PAYE underpaid issue | DATA | |

The fixed column should also be used to record if the issue has been resolved. This will help ensure issues are addressed and provide an audit trail during the project.

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

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

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

When more than one person is involved with the checking it is important that one person retains a copy of the Master spreadsheet. Copies of the Run Sheet can be made and the

checking divided up by a range of rows. This arrangement makes it easier to copy the reasons back into the Master.

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.

| M |
|-----------------------------------|
| REASON |
| Employee Not Found in Target Data |
| Employee Not Found in Target Data |
| Employee Not Found in Target Data |
| Employee Not Found in Target Data |
| Employee Not Found in Target Data |
| Employee Not Found in Target Data |
| Employee Not Found in Target Data |
| Employee Not Found in Target Data |
| Employee Not Found in Target Data |


3.10.3. Running the Element Difference Report

Before analysing the individual differences it is useful to run the Element Difference Report. This report produces a list of total percentage differences for each element. This is useful to highlight key issues with specific elements early in the analysis process.


On the summary sheet this can be run from the menu bar; *Parallel Run -> Reports -> Element Difference Report.*

| Run 1: Element Difference Report Summary | % Different |
|--|-------------|
| Holiday Pay | 100.00% |
| OSP 100% | 100.00% |
| Overtime x 1 (12) | 100.00% |
| SSP Amount | 100.00% |
| Overt.x 1.5 (not 8am-8pm) | 43.00% |
| SMP amount | 33.00% |
| Overtime x 2 | 15.00% |
| CSL Student Loan Ded | 12.00% |
| Buy Annual Leave | 6.00% |
| Tax paid | 5.00% |
| Employee NIC | 4.00% |
| Employer NIC | 4.00% |
| Pension Ers | 4.00% |
| Basic Pay | 3.00% |

3.10.4. Filter List


The Filter List function will toggle the view on the Parallel Run Results through each difference range. The DIFF column on the parallel run results sheet will indicate which range is currently filtered. Click on the filter icon  to cycle through the various ranges.

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

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


3.10.5. Compare Side-By-Side

When viewing the differences it is possible to compare the source and the target data for a specific employee in two windows. The enable this function ensure a cell is selected in a row belonging to the employee whose results you want to compare and click on the



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


| Full Name | ID * | Employee No. | Element Name * | Source Value * | SOURCE Total | TARGET | DIFF | ERROR |
|----------------------|-----------|--------------|--------------------|----------------|--------------|------------|------------|------------------|
| Stewart, Mrs Anabela | NA219029A | 394039 | Bank transfer | £ 1,888.15 | £ 1,888.15 | £ 1,927.43 | £ 39.28 | |
| Stewart, Mrs Anabela | NA219029A | 394039 | Basic Pay | £ 709.68 | £ 709.68 | £ 761.54 | £ 51.86 | |
| Stewart, Mrs Anabela | NA219029A | 394039 | Employee NIC | £ 223.16 | £ 223.16 | £ 229.42 | £ 6.26 | |
| Stewart, Mrs Anabela | NA219029A | 394039 | Employer NIC | £ 259.68 | £ 259.68 | £ 266.96 | £ 7.28 | |
| Stewart, Mrs Anabela | NA219029A | 394039 | Misc Net Deduction | £ 0.62 | £ 0.62 | £ 0.62 | - | |
| Stewart, Mrs Anabela | NA219029A | 394039 | OMP 100% | £ 1,960.05 | £ 1,960.05 | £ 1,960.05 | - | |
| Stewart, Mrs Anabela | NA219029A | 394039 | Pension | -£ 165.00 | -£ 165.00 | -£ 159.92 | £ 5.08 | |
| Stewart, Mrs Anabela | NA219029A | 394039 | Pension Ers | £ 247.50 | £ 247.50 | £ 239.89 | -£ 7.61 | |
| Stewart, Mrs Anabela | NA219029A | 394039 | SMP amount | £ 1,610.67 | £ 1,610.67 | - | £ 1,610.67 | Not Found |
| Stewart, Mrs Anabela | NA219029A | 394039 | Tax paid | £ 392.80 | £ 392.80 | £ 404.20 | £ 11.40 | SMP Paid Element |
| Stewart, Mrs Anabela | NA219029A | 394039 | Taxable pay | £ 2,504.73 | £ 2,504.73 | £ 2,561.67 | £ 56.94 | |

| A | B | C | D | E | F | J | M |
|----------------------|-----------|--------------|----------------|----------------------------|----------------|----------------|--------------------|
| Full Name | ID * | Employee No. | Assignment No. | Element Name * | Target Value * | Combined Total | Source Element |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | Advance | £ 0.62 | £ 0.62 | Misc Net Deduction |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | Basic Salary | £ 761.54 | £ 761.54 | Basic Pay |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | Net Pay | £ 1,927.43 | £ 1,927.43 | Bank Transfer |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | NI Employer | £ 229.42 | £ 229.42 | Employee NIC |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | NI Employer | £ 266.96 | £ 266.96 | Employer NIC |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | Occupational Maternity Pay | £ 1,960.05 | £ 1,960.05 | OMP 100% |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | PAYE | £ 404.20 | £ 404.20 | Tax paid |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | Pension Ees Contribution | -£ 159.92 | -£ 159.92 | Pension |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | Pension Ees Contribution | £ 239.89 | £ 239.89 | Pension Ers |
| Stewart, Mrs Anabela | NA219029A | 219029 | 219029 | Taxable Pay | £ 2,561.67 | £ 2,561.67 | Taxable Pay |


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

3.10.6. Show Next / Show Previous

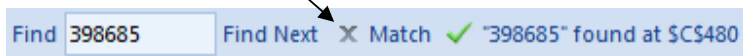
After comparing the results for a specific employee the Show Next  and Show Previous  icons allow the user to automatically move on the next employee with a difference in the side-by-side comparison view. This allows users to work methodically through each employee.

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

3.10.7. Using Find

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

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



3.11. 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 a large number of differences it is time to fix the differences in the payroll system and move on to the next parallel run test.

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

- Repopulate the Oracle Sheet.
- Resolve any Mapping Issues
- Perform Preliminary Error checks
- Prepare the Data
- Generate a new Run Sheet
- Create the new run results.

A new run, complete with statistics is displayed on the Summary Sheet.

| | <u>Run 1</u> | <u>Run 2</u> |
|--|---------------|---------------|
| Total element lines checked | 3085 | 3020 |
| Element lines in error | 170 | 51 |
| Element lines match | 1808 | 2469 |
| Element lines 0 - 10p Difference | 3 | 37 |
| Element lines that are 10p - £1 Difference | 78 | 39 |
| Element lines that are £1 - £10 Difference | 198 | 149 |
| Element lines that are £10 - £100 Difference | 302 | 211 |
| Element lines that are £100 - £1000 Difference | 402 | 42 |
| Element lines that are > £1000 Difference | 124 | 22 |
| | 3085 | 3020 |
| Percentage Element Lines Correct | 59.00% | 82.00% |
| Percentage Element Lines Correct < 10p | 59.00% | 83.00% |

On the new run sheet if there is a difference that has not changed since the previous run then the reason entered on the previous run is copied into the current run.

If there is a change to a difference – and a difference remains – then the reason from the previous run is copied into the 'Previous Reason If Changed' column.

| DIFF | ERROR | REASON | ASSIGNED | FIXED | PREVIOUS REASON IF CHANGED |
|-----------|-------|---|----------|-------|----------------------------|
| £ - | | | | | |
| -£ 822.58 | | Basic Pay Adjustment separate in Oracle Run | NONE | | |
| £ 0.01 | | | | | Error with Payment Formula |
| £ - | | | | | |
| £ - | | | | | |
| £ - | | | | | |
| £ - | | | | | |
| £ - | | | | | |
| £ - | | | | | |
| £ - | | | | | |

Repeat the process as many times until only acceptable differences remain!!

4. Oracle Payroll Installation and Configuration

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

4.1. Installing the Oracle Output Reports

4.1.1. Create Element Extract Table

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

To enter the element name mappings

- Create a new Application Utility Lookup called `XXPCT_ELEMENT_MAPPING`

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

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

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

4.1.2. Create Balances Extract Table

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

- Create a new Application Utility Lookup called `XXPCT_BALANCES`

Insert Screenshot

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

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

4.1.3. Compile Database Views

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

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

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

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

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

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

4.1.4. Create Web ADI Integrators

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

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

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

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

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

The Layout should be the same for both views.

Layout Name

Layout Name

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

4.2. Extracting the Target Data from Oracle Payroll

4.2.1. Extracting the Results using SQL

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

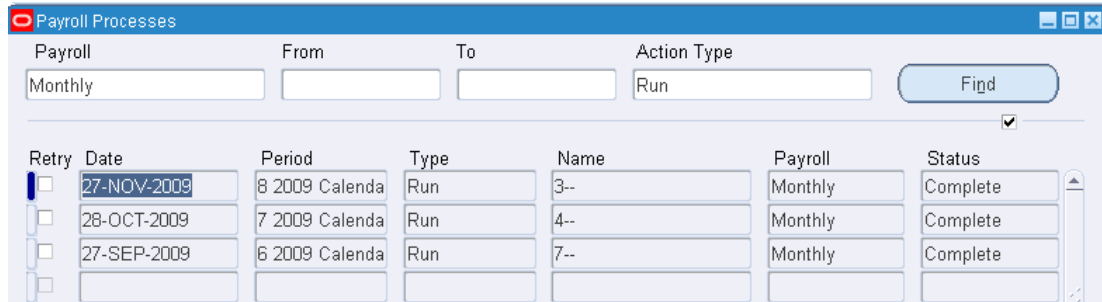
```

/* Pay Values Report: Using the Payroll Name and Period Name */
select FULL_NAME,
       ID,
       EMPLOYEE_NUMBER,
       ASSIGNMENT_NUMBER,
       ELEMENT_NAME,
       PAY_VALUE
from   XXPCT_GB_PAY_VALUES_V
WHERE  PAYROLL_NAME = '<payroll name>'
AND    PERIOD_NAME = '<period name>'
ORDER BY ID, ELEMENT_NAME
/
/* Pay Values Report: Using the Payroll Action ID */
select FULL_NAME,
       ID,
       EMPLOYEE_NUMBER,
       ASSIGNMENT_NUMBER,
       ELEMENT_NAME,
       PAY_VALUE
from   XXPCT_GB_PAY_VALUES_V
WHERE  (PAYROLL_ACTION_ID = <payroll action id for Run>)
ORDER BY ID, ELEMENT_NAME
/
/* Net Pay Report: Using the Payroll Name and Period Name */
select FULL_NAME,
       ID,
       EMPLOYEE_NUMBER,
       ASSIGNMENT_NUMBER,
       ELEMENT_NAME,
       PAY_VALUE
from   XXPCT_GB_NET_PAY_V
WHERE  PAYROLL_NAME = '<payroll name>'
AND    PERIOD_NAME = '<period name>'
ORDER BY ID
/
/* Net Pay Report: Using the Payroll Action ID */
select FULL_NAME,
       ID,
       EMPLOYEE_NUMBER,
       ASSIGNMENT_NUMBER,
       ELEMENT_NAME,
       PAY_VALUE
from   XXPCT_GB_NET_PAY_V
WHERE  (PAYROLL_ACTION_ID = <payroll action id for Prepayments>)
ORDER BY ID
/

```

4.2.2. Extracting the Results using Web ADI

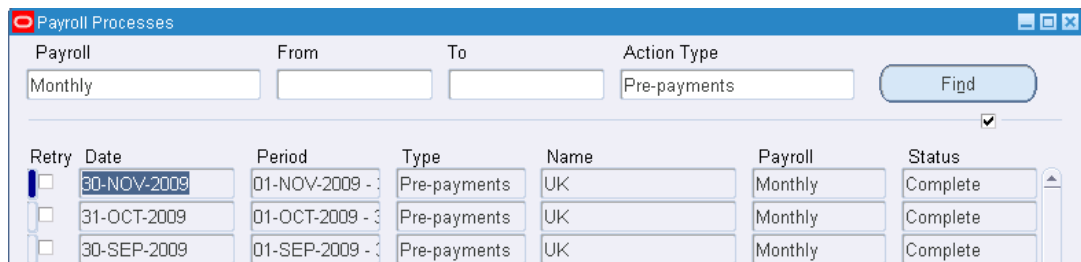
To extract the Pay Value Report Navigate to the Payroll Processes Folder and find the specific payroll process to extract.



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

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

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



Appendix A – Oracle Database Views

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

```

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

```

```

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

```

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

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

End of Document