

Syniti Solutions psaPayrollCompare

Installation, Configuration & User Guide

Contents	
Overview	1
Install psaPayrollCompare	1
Download the Application & License	1
Install the License	1
Install the Application	2
Configure psaPayrollCompare	3
Groups Page	4
Security Page	4
Variance	4
Mapping	4
User Guide	6
Input	6
Load Results Tab – Upload Data	7
Process Tab	7
Process Results To Compare Tables	7
Review Samples	8
Update Baseline	8
Compare Tab	9
Dashboard	10
Results Page	11
Config Param	12
Settings Tab	12
SAP Settings Tab	13

Overview

psaPayrollCompare is used to compare payroll results between SAP and a legacy system to ensure that all pieces of payroll are working correctly, and that the employees are being paid the proper amount.

Key Features:

Install psaPayrollCompare

The application can be installed on Syniti Solutions DSP versions 7.0.1 and above

Download the Application & License

The psaPayrollCompare application and/or license are obtained by opening a support ticket at support.syniti.com.

Perform the following steps to retrieve the necessary information for a license request:

1. On the DSP application server, locate the Hardware Identifier program (called "**HardwareIdentifier.exe**") included in a zip file along with the DSP installation software and documentation previously downloaded from Syniti.
2. Open the program.
3. Click **Generate**.
4. Copy the automatically generated ID and collect the following additional information. All information below pertains to the application server running DSP; no information is needed regarding the database server:
 - a. Hardware ID (as mentioned above)
 - b. Windows computer name
 - c. Number of processor cores (as shown in the Task Manager CPU tab)
 - d. Usage of the DSP instance, as in, DEV, TEST (or QA) or PROD
5. Syniti Licensing will deliver the license file via the support ticket.

Install the License

Perform the following steps to install the license:

1. Log in to the DSP site as an Administrator.
2. Select **Admin > Configuration > Product Licenses** in the Navigation pane.
3. Click the Upload a file icon in the **FILE NAME** column next to the Upload a New Product License link.
4. Locate the license file that was provided by Syniti Licensing.

5. Click **Open**.
6. Verify the license is uploaded.
 - a. **NOTE:** If the Navigation pane does not display all the licensed components as expected, use the browser refresh button or the F5 key to refresh the screen. At this point the full vertical menu will appear.

Have BASIS Install the Transports

Please work with your BASIS Integrator to have these transports loaded into the target system: K900018.RD2 and R900018.RD2. They allow SAP Payroll Cluster tables to be downloaded into a flat file for consumption.

Install the Application

Perform the following steps to install the application:

- 1) Right click on **psaPayrollCompares.zip** and go to **Properties**. Ensure to unblock the file if it is blocked.
- 2) Unzip the file
- 3) Navigate to the DSP Installation folder (e.g. D:\BOA\DSP or C:\Program Files (x86)\BOA\DSP)
- 4) Back up the DSP Install\BOA\DSP folder to a compressed zip file
- 5) Back up all Syniti-supplied SQL Server databases or verify that a complete recent backup already exists
 - a) Supplied databases: AutoGen, cMap, cMap_Data, cMass, cMass_Data, Console, CranPort, CranSoft, DataConstructionServer, DataDialysis, DataGarage, DBMoto_Client, DGE, DGE_Data, dgReports, dgSAP, dspAddOn, DSPCommon, dspMonitor_AccPak, dspMonitorConfig, DSW, IGC, Integrate, IntegrateStaging, InterfaceServer, MC, & RADToolkit
- 6) Stop IIS

This process disconnects all active DSP users, so it is highly recommended to perform the install when no users are on the system. This process stops IIS on the web server.

 - a) Open Windows *Start* Menu.
 - b) Open the **Command Prompt** (run as an administrator).
 - c) Type: **IISReset -stop**.
 - d) Press the **Enter** key.
 - e) Leave the Command Prompt window open for later use.
- 7) Stop all services that start with “Cransoft Service ...”

This process stops all DSP background jobs, so it is highly recommended to perform the install when no scheduled operations are running on the system.

 - a) Open Windows *Start* Menu.

- b) Select **Administrative Tools**.
 - c) Run **Services**.
 - d) Right-click the DSP service.
 - e) Select **Stop**.
 - f) Repeat the previous two steps for any additional DSP services.
- 8) Copy the **Web** folder from the zip file to your existing DSP install\Web folder. If prompted, replace the files in the destination.
- 9) Copy the **Databases** folder from the zip file to your existing DSP install\Databases folder. If prompted, replace the files in the destination.
- 10) Navigate to DSP install\Databases and execute file **psaPayrollCompare_Install.bat** (run as an administrator)
- 11) Start all services that start with "Cransoft Service ..."
- a) Open Windows *Start* Menu.
 - b) Select **Administrative Tools**.
 - c) Run **Services**.
 - d) Locate the DSP service(s).
 - e) Right-click the DSP service.
 - f) Select **Start**.
 - g) Repeat the previous two steps for any additional DSP services.
- 12) Start IIS
- a) Open Windows *Start* Menu.
 - b) Open the **Command Prompt** (run as an administrator).
 - c) Type: **IISReset -start**.
 - d) Press the **Enter** key.
- 13) This application also requires an SAP Transport to be installed in the SAP Landscape.
- a) ECC Transports K900018.RD2 and R900018.RD2 are included with the installation.

Configure psaPayrollCompare

psaPayrollCompare comes pre-configured to read from the system it's being installed on. No manual configuration is needed.

If the Navigation pane in DSP doesn't show psaPayrollCompare, then try these steps:

1. Log in to the DSP site as an Administrator.
2. Select **Admin > Configuration > Product License** in the Navigation pane.
 - a. Ensure that psaPayrollCompare appears here.

3. Select **Admin > Configuration > Site Menu** in the Navigation pane.
 - a. Ensure that `psaPayrollCompare` appears here. If not, then:
 - i. Click **Add**.
 - ii. Enter a priority in the **PRIORITY** field.
 - iii. Enter **psaPayrollCompare** as the label for the site menu option in the **LABEL** field.
 - iv. Select the **psaPayrollCompare : psaPayrollCompare** page from the **LINK TO PAGE ID** list box.
4. Select **Admin > Configuration > Parameters** in the Navigation pane.
 - a. Click **Clear Cache**.
 - b. Reload the browser tab.

If you still can't reach the `psaPayrollCompare` application, then review the "Define Security Roles" article in the DSP Online Help to ensure that your DSP user has access to `psaPayrollCompare`. The DSP Online Help is accessible from the question mark icon in the top-right corner of all DSP pages. You can also open a ticket at support.syniti.com for assistance.

Groups Page

The Groups page configures what groups should be able to view the data in the compare reports, as well as which users are in each group. Only one group can be active at a time – this determines which payroll is output when tool is configured to support multiple country rollouts.

Security Page

The Security page allows you to see the users in every group.

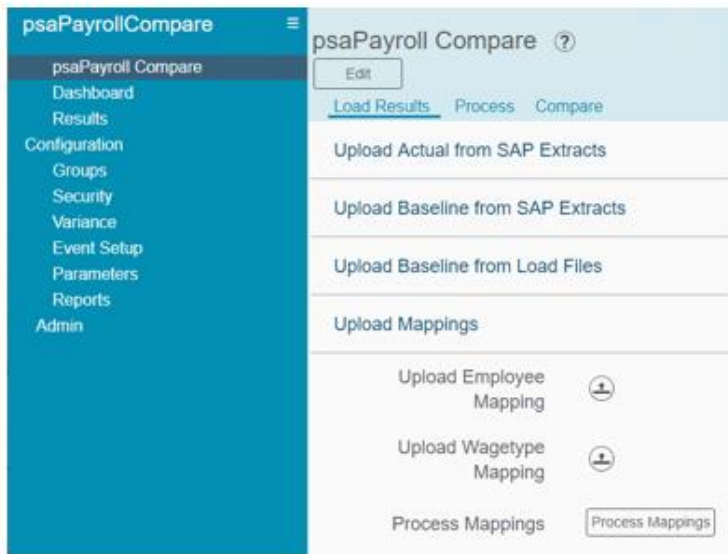
Variance

This is where the variance text is maintained. 7 variance levels are configured, but these can be adjusted to each client's needs.

Mapping

The tool will only output a compare value for employees present on the Employee Mapping file which should cross reference the legacy Employee number to the SAP PERNR. Wage type mapping will be used to cross reference the SAP target wage types back to the legacy equivalent.








Both files should be formatted as found in the Templates section under *Load Results > Upload Mappings* and added to the tool under *Load Results > Upload Mappings*



User Guide

Input

- 1) *Results Template* – File format for SAP Target. If using the custom Syniti extract program, this is not required.
- 2) *Results Tax Template* – Tax File format where SAP is also the source system. If using the custom Syniti extract program, this is not required.
- 3) *T558B Template* – File format for non-SAP payroll source system
- T558C Template* – File format for non-SAP payroll source system
- T5U8C Template* – File format for US non-SAP payroll source system

Templates	
Results Template	
Results Tax Template	
T558B Template	
T558C Template	
T5U8C Template	
Employee Mapping Template	
Wagetype Mapping Template	

Load Results Tab – Upload Data

This tab is where the user imports the data from flat files into the tool. The templates for the files can also be downloaded from here.


Upload Actual from SAP Extracts - Target Payroll Data


psaPayroll Compare ?

Edit

Load Results Process Compare


Upload Actual from SAP Extracts

Upload Target Results 

Upload Target Tax 

Process Target Results

Upload Baseline from SAP Extracts or Upload Baseline from Load Files Source Payroll Data (SAP system) Source Payroll Data (non-SAP system)

Upload Baseline from SAP Extracts	Upload Baseline from Load Files
Upload Source Results 	Upload T558B 
Upload Source Tax 	Upload T558C 
Process Source Results <input type="button" value="Process Source Results"/>	Upload T5U8C 
	Process Load Files <input type="button" value="Process Load Files"/>

Process Tab

This is where the results are brought into the tables for compare.

Process Results To Compare Tables

Process Results – Used to bring in SAP systems for the compare.

Process Results From T5*** Tables – Used to bring in Legacy systems for the compare.

Review Samples

Review Sample Actual – Review the data from the Target system.

Review Sample Baseline – Review the data from the Legacy system.

psaPayroll Compare ?

Edit

Load Results Process Compare

Process Results To Compare Tables

Process Results

Process Results From T5*** Tables

Review Samples

Review Sample Actual

Review Sample Baseline

Update Baseline

Update Baseline Pay Date – If the pay dates are different between the Target and Legacy System, you will have to update the pay date on the Baseline (Legacy) system to match the Target system.

Review Samples

Review Sample Actual

Review Sample Baseline

Update Baseline

Select Pay Date 20190629

Change Paydate To 20190628

Update Baseline Pay Date

Compare Tab

Here is where the user can set up the compare reports. There are filters that can be set prior to processing the compare reports, as well as settings to include records not found in the Target payroll or Legacy payroll.

- Process To Reports – Generates the reports to a static table for viewing.
- Compare All Wage Types – This report will compare all wage types, whether they match or are different. The initial screen is filtered to the /101 wage type (Gross Pay), and clicking on the Personnel Number will view the entire person.
- View Matching – This report will only show matching wage types (No variances). The initial screen is filtered to the /101 wage type, and clicking on the Personnel Number will view the entire person.
- View Differences – This report will only show non-matching wage types (Only variances). The initial screen is filtered to the /101 wage type, and clicking on the Personnel Number will view the entire person.
- View Full Report – This report will only show all the data in the report. The initial screen is NOT filtered to the /101 wage type, but you can filter to a single person by clicking the Personnel Number.
- Export Reports – Generates all the above reports to Excel files. See Results on how to download these reports.

Dashboard

Payroll Compare - Dashboard

Search [] ? ⚙️ 1 rows

STATUS ▼	EMPLOYEES COMPARED	COUNT OF ALL WAGE TYPES	COUNT OF MATCHING WAGE TYPES	PERCENT MATCHING	COUNT OF DIFFERING WAGE TYPES	PERCENT DIFFERING	VARIANCE REPORT
●	8,766	94,582	47,911	50.66 %	46,671	49.34 %	Variance Report

The dashboard is a high-level view of the results of the comparison. The following data is displayed:

- “Traffic Light” Status – Shows a graphic of what the status of the data is. The default is 0%-74.99% is Red, 75%-89.9% is Yellow, and 90%+ is Green.
- The number of Employees Compare
- The count of all Wage Types
- The count of matching and differing Wage Types
- The percentage of matching and differing Wage Types
- A link to a variance report

Payroll Compare - Dashboard - Variance Spreac

VARIANCE	PERCENTAGE ▲	NUMBER IN VARIANCE
No Variance	50.66 %	47,911
Major Variance	31.40 %	29,703
Small Variance	11.83 %	11,186
Moderate Variance	5.53 %	5,234
Large Variance	0.58 %	548

The variance report is a high-level report of how the data looks. It will show where all of the data fits into the variance levels.

Results Page

psaPayrollCompare

- psaPayroll Compare Dashboard
- Results
- Configuration
 - Groups
 - Security
 - Variance
 - Event Setup
 - Parameters
 - Reports
 - Admin

Results ?

Results Metrics

Compare All Wage Types

View Matching

View Differences

View Full Report

View Grouping Differences

Download Matching

Download Differences

Download Full Report

Download Grouping Differences

Compare All Wage Types

View Matching

View Differences

View Full Report

View Grouping Differences

Download Matching

Download Differences

Download Full Report

Download Grouping Differences

This tab is the central location of where all the detailed reports live. This is where the client would go to download or view the reports from the comparison.

Payroll Compare (Compare All WageTypes) 4958 rows

PERSONNEL NUMBER	LEGACY PERSONNEL NUMBER	NAME	COMPANY CODE	WAGE TYPE	WAGE TYPE TEXT	TAXAU	AMOUNT TARGET	AMOUNT SOURCE	DIFFERENCE	PERCENT DIFFERENCE	VARIANCE
10000002	000004	TEST SOBELMAN	1001	/101	Total gross	00	4659.62	4659.58	0.04	0.00086 %	Tiny Variance
10000003	000005	JAMES MESA	1001	/101	Total gross	00	5863.04	5863.04	0.00	0.00000 %	No Variance
10000004	000010	BOB WYNN	1001	/101	Total gross	00	4848.85	4848.84	0.01	0.00021 %	Miniscule Variance
10000006	000012	JOHN BROWN	1001	/101	Total gross	00	3071.90	3071.85	0.05	0.00163 %	Small Variance
10000007	000013	JAMES MERTEN	1001	/101	Total gross	00	3692.96	4196.54	-503.58	11.99989 %	Major Variance

Metrics Tab

Payroll Compare Results ?

Results	Metrics
Employee Matching Count	8,766
Employee Missing Count	2,665
Wage Types Not Migrated	<u>2</u>

This tab shows the total number of people in the report, along with how many are missing, and Wage Types that are missing.

Employees can be missing for two reasons, either they are not in the Target Payroll file, or they are not in the PA0001 data specified from the parameters page. These counts use the wage type /101 as an indicator, so if the employee is missing this wage type, they will not be counted.

Config Param

Settings Tab

This is the section where you can customize the tool to the client’s needs. There are multiple settings, spread across two tabs.
 Yellow Light Percentage – The minimum percentage for the dashboard to show yellow.
 Green Light Percentage – The minimum percentage for the dashboard to show green.

SAP Settings Tab

Parameters	
Client	130
PA0001_Database	sdbSAP_HR
PA0001_Table	PA0001
T512T_Database	sdbSAP_HR

Client – Which client (MANDT) to use from SAP.

PA0001 Database – Which database the PA0001 table is stored in.

PA0001 Table – The name of the PA0001 table.

T512T Database – Which database the T512T table is stored in. Usually the same as the PA0001 database.