



# Easy Validate

## Detailed Functional Specification

Version 2025.R2

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## 2 Functional Overview

### 2.1 Aim of this document

This document can be used as a pure functional specification of the SpinifexIT Easy Validate Tool. All functionalities should be discussed within this document. This document specifies details of the functionality that is delivered through Easy Validate. It is not a User Manual, or a Technical Functional Specification document.

### 2.2 Who will use this document

This document will be used by anybody who requires a detailed overview of what Easy Validate is, and what functionalities are delivered as part of this toolkit.

### 2.3 Easy Validate Overview

Easy Validate is a SpinifexIT product that offers a streamlined payroll validation process within a single solution, tailored to meet the specific needs of customers. This solution ensures efficient, secure, and accurate validation, enhancing productivity and compliance. It is also designed to process Parallel Run and Data Validation.

Easy Validate offers comprehensive data and payroll validation for:

- SAP Implementations and System Migrations:
  - File Comparison. *Ability to perform file imports for comparison against Employee Central data. The imported file data is generated from the legacy system.*
  - Remote Comparison. *This is designed specifically for comparing data with a legacy SAP system. This method remotely pulls data from the legacy system into SAP Employee Central for comparison.*
  - Parallel Run Capability
  - Investigation Capability
    - Ability to rapidly investigate issues in the payroll system
  - Employee Test Data Creation
    - Ability to quickly create test employees and scenarios
- SAP Upgrades, including New Configuration and Support Pack Upgrades. *This may include validating that the results pre and post upgrade are the same and streamlining the new payroll configuration testing.*
- Pre-Payroll Runs to identify issues early. *For Payroll Teams for example, prior to payroll run, they can do checks including overpayments, underpayments, retros and master data issues.*
- Post-Payroll Runs for continuous monitoring of payroll results
- Employee Central data replication. *This involves checking replicated data from SuccessFactors to Payroll.*

### 2.3.1 Activation for Easy Validate

When only Easy Validate is activated, users will still have full access to Easy Reporter. This includes the ability to create new reports, save work in progress and publish finalized reports.

Please note that if only Easy Validate is activated as a standalone product: There is no report creation limit, however, the report output is limited to 50 employees when executed from Easy Reporter.

## 2.4 *Easy Validate Transaction / Menu*

Easy Validate, which has the transaction code **/n/SPIN/VALIDATE**, is delivered as a standalone transaction that sits within the SAP environment. It comes with a pre-delivered menu which gives users easy access and quick start in most of the common areas of validation.

- Implementation/Migration Testing
- SAP Upgrade Testing
- Payroll Validation Testing
- Post Payroll Audit
- SuccessFactors Replication Validation
- Easy Validate Reporting
- Administration

Included inside this menu are further options:

- Parallel Run Testing options for customers Implementing SAP, or customers migrating from a previous SAP environment
  - Perform parallel runs for comparison
  - Configure scenarios for the parallel run testing
- Setup creation/configuration for the parallel run testing
- Reporting options for generating reports for the results of the parallel run comparisons, run details and statistics
  - selected scenario run and the current statistics for each Scenario Report

In the **User Maintenance** menu, **Easy Validate Team /User Security** is available to manage and control the access to the parallel run comparison data based on teams or groups of HR administrators within the company.

A team can have access to a particular set of employees, such as a Personnel Area, and the HR users assigned to those teams will be able to run parallel comparisons and view results for all the employees they have access to. HR administrators can be assigned to teams by dragging their User IDs to the corresponding team.

The **User Maintenance** settings in Easy Validate share the same functionality as those in Easy Reporter. For more information, refer to the **User Maintenance** section of the [Easy Reporter Functional Specification](#) document.

## 2.4.1 Implementation/Migration Testing

For users implementing SAP or migrating from a previous SAP environment, the Parallel run testing options are accessible under Implementation/Migration Testing.

Easy Validate allows users to directly run a parallel comparison between systems. The methods/parallel run testing tools are:

- **SAP Migration Parallel Run - Remote Comparison**

This functionality enables users to run comparisons between two SAP systems. It establishes a direct connection between systems via Remote Function Call for real-time analysis and includes pre-delivered reports to accelerate implementation.

Part of its functionality visually highlights issues through color-coding, allows automatic status updates with post-analysis adjustments, and enables note-taking during investigations, preserving prior notes for future reference.

- **SAP Implementation Parallel Run - File Comparison**

Easy Validate enables users to run a comparison between legacy systems (through an import file) using the reports in the Implementation Parallel Run. Once data is in SAP, this parallel testing tool enables comparison with an import file. This tool provides flexible file import options for varied layouts, customizable reports in Parallel Test and useful indicators, the same with the capabilities described in the section above, to help with analysis (e.g., *color coded items, status set-up and notes entry*).

## 2.4.2 SAP Upgrade Testing

SAP Upgrade Testing is designed for testing new SAP support pack upgrades and configuration changes. It focuses on assessing changes within a single system. When upgrading the production system, initial testing involves running payroll to establish baseline results.

SAP Upgrade Testing extends the payroll comparison results functionality, allowing users to compare payroll data across various upgrades.

If there are any discrepancies, they will be promptly addressed by adjusting configurations and rerunning tests until the desired alignment is achieved. This approach is repeated as necessary to ensure existing employee calculations remain unaffected and new configurations operate correctly.

## 2.4.3 Payroll Validation Testing

Payroll Validation Testing verifies payroll accuracy before execution. This ensures accurate payroll processing by checking for common issues, master data, and payroll records before each pay run in every payroll area.

Payroll Validation Testing identifies potential issues that may affect payroll calculations, including:

- Overpayments or underpayments to employees
- Missing employee records
- Incorrect master data (e.g., *salary changes not applied*)
- Discrepancies in tax or benefits calculations

## 2.4.4 Post Payroll Audit

Post Payroll Audit assists with validation checks conducted after the pay period, either monthly or annually. It ensures payroll accuracy and compliance by identifying discrepancies such as overpayments, underpayments, and deduction errors, ensuring all data is correct.

## 2.4.5 SuccessFactors Replication Validation

SuccessFactors Replication Validation ensures data consistency between Employee Central and SAP HCM. In addition, data that can be accessed via Easy Reporter and the SuccessFactors API can be checked through this menu.

The SuccessFactors Replication Validation functionality offers users the following benefits:

- Helps users efficiently manage and verify data replication processes.
- Ensures data consistency between Employee Central and SAP HCM.
- Facilitates the validation of data accessible via Easy Reporter and the SuccessFactors API, ensuring thorough data accuracy and integration.

## 2.4.6 Easy Validate Reporting

The Easy Validate Reporting menu is available for executing reports that include information about validation runs and Status and Notes Count. The report includes run details and total number of records and issues; and also count of each Status Codes and Notes in the Scenario Reports for the selected Scenario and Run ID. The generated reports serve as bases for the pre-delivered dashboards.

- Scenario Reports
  - Run Details Report - This report will display the Run details and total number of records and issues for the selected Scenario and Run ID. The following are the key information needed and entered in the **Additional Selections** tab:
    - Automation Testing Type  
A **Value Search Help** button is available for this field. Clicking this button or pressing F4 displays a popup window that lists all possible values for this field.
    - Scenario ID
    - Run ID
  - Status and Notes Count Report - This report will display the count of each Status Codes and Notes in the Scenario Reports for the selected Scenario and Run ID.
- Scenario Documents
  - Report for Scenario Summary Document - This menu contains the Automated Test Results report. This report will display the selected scenario run and the current statistics for each Scenario Report.
  - Automated Test - Overview Document - This document provides details and statistics for selected Parallel Run Scenario Comparisons in Easy Validate.

## 2.4.7 Administration

The Administration menu is available for setting up, comparing, and customizing pre-delivered reports, allowing users to save these reports to meet specific business needs.

In the Scenario Setup, these pre-delivered reports have their equivalent pre-delivered scenarios. This will allow users to do the setup for the parallel run before running the comparison. These scenarios are found inside the SpinifexIT Pre-delivered folder. Best Practice scenario folders are also set up to provide a default scenario for customers that are readily available for the commonly used pre-delivered reports.

Aside from the pre-delivered reports, this folder also includes the transaction to set up the scenarios that are used in the parallel run testing.

## 2.4.7.1 Pre-delivered Reports

Pre-delivered reports added in the sub-menu folders enables users to set up reports, variants and scenarios, and run comparisons directly in the Easy Validate transaction. These reports are commonly used information such as Master Data report, Payroll Results Report, Infotype and Cluster Reports but they can be modified according to business requirements and can be saved as custom versions of the report in the same menu item. Below are the lists of pre-delivered reports available in the **Administration** folder that can be used, copied, or modified.

### 2.4.7.1.1 Implementation/Migration Reports

Pre-delivered reports available under **Implementation/Migration Reports > SAP Migration Parallel Run Reports > Parallel Run Reports** folder:

<b>General Payroll Validation Reports</b>	Gross, Dedn, Tax, Paid Payroll Results (RT) - Column Comparison
<b>Master Data Infotypes &gt; Infotypes - Generic</b>	Actions (IT0000) Organizational Assignment (IT0001) Personal Data (IT0002) Payroll Status (IT0003) Addresses (IT0006) Planned Working Time (IT0007) Basic Pay (IT0008) Basic Pay (IT0008) - Wagetypes Only Bank Details (IT0009) Ext. Bank Transfers (IT0011) Recurring Payments/Deductions (IT0014) Additional Payments (IT0015) Date Specifications (IT0041) Additional Personal Details (IT0077) Cost Distribution (IT0027) Communication (IT0105) Additional Off-Cycle Payments (IT0267) Employee Remuneration Info (IT2010) Employee Data Drilldown
<b>Master Data Infotypes &gt; Infotypes - Benefits</b>	Health Plans (IT0167) Insurance Plans (IT0168) Savings Plans (IT0169) Flexible Spending Accounts (IT0170)

	General Benefits Information (IT0171)
<b>Master Data Infotypes &gt; Infotypes - Time</b>	Time Quota Compensation (IT0416) Absences (IT2001) Attendances (IT2002) Absence Quotas (IT2006)
<b>Master Data Infotypes &gt; Infotypes - Australia</b>	Tax Australia (IT0188) Superannuation (IT0220) TFN Australia (IT0227) Payment Summary (IT0849) Eligible Termination Payment (IT0850)
<b>Master Data Infotypes &gt; Infotypes - Canada</b>	Tax Assignment CAN (IT461) Provincial Tax CAN (IT462) Federal Tax CAN (IT463) Additional Tax Data CAN (IT464) Garnishment Master Data CAN (IT166/167)
<b>Master Data Infotypes &gt; Infotypes - Germany</b>	Capital Formation (IT0010) Fiscal Data - Germany (IT0012) Social Insurance Germany (IT0013) DEÜV (IT0020) Pension Provision Act (IT0699)
<b>Master Data Infotypes &gt; Infotypes - United Kingdom</b>	Residence Status (IT0048)
<b>Master Data Infotypes &gt; Infotypes - United States</b>	IRS Limits USA (IT0161) Garnishment Document (IT0194) Garnishment Order (IT0195) Residence Tax Area US (IT0207) Work Tax Area US (IT0208) Unemployment Tax Area US (IT0209) Withholding Info W4 US (IT0210) Garnish. Adjustment (IT0216) Add. Withh. Info US (IT0234) Other Taxes - US (IT0235)
<b>Payroll Cluster Reports - International</b>	Payroll Results (RT) - Row Comparison Bank Details (BT) Cumulative Results Table (CRT) - MTD Cumulative Results Table (CRT) - YTD Gross, Tax, Deduction, Paid - Auto Test Gross Payments (Wagetype Detail) Deductions (Wagetype Detail) Year to Date (Wagetype Detail) Gross Payments (WT Side by Side) Drilldown Pretax PostTax Breakdown Gross Payments (Drilldown) Drilldown - Cumulation Breakdown

	Wagetype Drilldown Wagetype Report
<b>Time Evaluation Reports</b>	Leave Balances Report Personal Work Schedule (PSP) Time Quotas (ZKO) Time Balances (ZES) Time Wage Types (ZL) - Row Comparison Time Wage Types (ZL) - Column Comparison Cross Appl Time Sheet (CATS) Cumulated Time Balances (SALDO)
<b>General Country Payroll Reports &gt; Australia</b>	General Country Payroll Reports
<b>Country Cluster Reports &gt; Australia</b>	Superannuation Report Superannuation (QSUP) Leave Provision (LVEPR) LSL Provision (LSLPR) ABN-Specific CRT Details (ACRT)
<b>Country Cluster Reports &gt; Canada</b>	Tax Calculation (TAX1) Workers Compensation (WCB1) Record of Employment (ROE) Garnishment Payroll Results Vacation Pay Accrual and Balancing (VC1) Vacation Pay Entitlement (VC2)
<b>Country Cluster Reports &gt; Germany</b>	Tax (G) (ST) Social Insurance (SV)
<b>Country Cluster Reports &gt; United States</b>	Tax Reporter (USTAX) US Tax Compare (RT) - Column Comparison Cumulated Tax Results (TCRT) - Column View Overpayments Processing Structure (CLM) Garnishment (GRDOC GRORD GRREC)
<b>Country Cluster Reports &gt; Hongkong</b>	713 Ordinance Comparison Gratuity Comparison MPF Comparison Tax Comparison Tax Comparison Drilldown
<b>Country Cluster Reports &gt; New Zealand</b>	52 Week Avg Earnings (NZHPI)

Pre-delivered reports available under **Implementation/Migration Reports > Implementation Parallel Run Reports > Parallel Run Reports** folder:

<b>Generic Comparison Reports</b>	Master Data Report - Compare File Address Report - Compare File Employee Details - Compare File Payroll Results (RT) - Compare File
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	Wage Type Report - Row Comparison Wage Type Report - Column Comparison Wage Type Report - Multiple Mapping Gross, Dedn, Tax, Paid - Compare File Gross Tax Report - Row Comparison Gross Tax Report - Column Comparison Pre-Tax and Post-Tax Deductions Leave Balance Report
<b>Country Specific Reports &gt; Australia</b>	Superannuation Report
<b>Country Specific Reports &gt; United States</b>	Wagetype Report w/ Tax Auth - Row Compar Wagetype Report w/ Tax Auth - Col Compar
<b>Drill-down Reports</b>	Cumulation Wage Types for Gross, Dedn Cumulation for Pre-Tax and Post-Tax Dedn Cumulation for Pre-Tax and Post-Tax Dedn

#### 2.4.7.1.2 SAP Upgrade Administration

Pre-delivered reports available under **SAP Upgrade Administration > SAP Upgrade Reports** folder:

<b>General Payroll Validation Reports</b>	General Payroll Validation Reports Wagetype Detail (RT)
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#### 2.4.7.1.3 Payroll Validation Administration

Pre-delivered reports available under **Payroll Validation Administration** folder:

<b>Master Data Validation Reports</b>	Active employees in position 99999999 Completedness Checks for Employees EE % mismatch (IT7/8) Employees missing IT105 records Emp Terminated in Period Employees missing main address Employees missing main bank details Employees with missing CC Job Planned Comp NE IT0008 Lived-in/Worked-in PDC errors Personnel Number Locked for Payroll Time Management Status = 0 Zero base pay (incl. IT8, 14, 15)
<b>Payroll Validation Reports</b>	Active, Positive Time EEs w/o Pay Deductions > Gross Employees with Claims Employees with excess retro days

	Employees with low Net Pay Employees with Net Pay > \$5000 Employees with Positive Deduction Gross Pay over Amount High Net Pay Error: Pay to Pay Comparison (Gross) Negative Gross Pay Overtime > Specified Gross % Overtime pay over an amount Positive Deductions Within a Range Positive Tax Retro Pay over Amount Separated Employees with Net Pay Variance in Net Pay over % Variance Net Pay over Amount
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#### 2.4.7.1.4 Post Payroll Validation Administration

Pre-delivered reports available under **Post Payroll Validation Administration** folder:

<b>Post Payroll Validation Administration</b>	Post Payroll Validation Reports folder Active employees in position 99999999
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#### 2.4.7.1.5 SuccessFactors Replication Admin

Pre-delivered reports available under **SuccessFactors Replication Admin** folder:

<b>SuccessFactors Replication Reports</b>	Employee Central - Link to SAP Personal Information Validation Bio and National ID Validation Main Payment Info Validation Compensation Payments Job Information (Pay Scale) Validation
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#### 2.4.7.1.6 Investigation Reports

Pre-delivered reports available under **Investigation Reports** folder:

<b>Investigation Reports</b>	Basic Pay, Recurring & Additional Payments Investigate: IT0000 Investigate: IT0001 Investigate: IT0002 Investigate: IT0007 Investigate: IT0008 Investigate: IT0009 Investigate: Active, Pos Time EEs w/o Pay Investigate: Basic Pay
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	Investigate: Basic Pay Wagetypes Investigate: Deductions > Gross Investigate: EEs with excess retro days Investigate: Emp Terminated in Period Investigate: Emp with Positive Deduction Investigate: Employees with missing CC Investigate: Negative Gross Pay Investigate: Overtime > Specified Gross% Investigate: Overtime pay over an amount Investigate: Payroll Detail Investigate: PDC Errors Investigate: Positive Deductions Investigate: Positive Tax Investigate: Separated EES with Net Pay
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#### 2.4.7.1.7 Dashboard Reports

Pre-delivered reports available under **Dashboard Reports** folder:

<b>Dashboard Reports</b>	Validate - Selection Master Validate 1A Matched/Mismatched Validate 1B Trend - Different Rpts Validate - 2A - Status Numbers Validate 2B Scenario Reports Validate - 2C - Detailed Information
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#### 2.4.7.2 Pre-delivered Customer Reports

Pre-delivered blank custom reports are also available under the SAP Migration Parallel Run Reports and Implementation Parallel Run Reports subfolders. Users can create or upload custom reports directly in the Easy Validate transaction. It allows customers who are using Easy Validate as a standalone solution to build reports that can be used and saved in the Easy Validate menu. This way, they can quickly create custom reports and use them in the Parallel Run functionality to compare data between two SAP systems or between an import file and an SAP system.

By default, these pre-delivered Customer Reports are blank. Users may edit the content, publish the report tab and save a custom version button. Saving a custom version of the report will make the report available in the Easy Validate menu.

If a remapping configuration for Employee ID Mapping is stored in Easy Migration, it can also serve as a conversion setting in the pre-delivered reports in Easy Validate for File Comparison (not available for Remote Comparison). This setting allows for data conversion during parallel run comparisons between a legacy SAP system and a current SAP/Employee Central Payroll system. This is enabled if the license for Easy Migration is activated.

## 2.5 Easy Validate Functionalities

### 2.5.1 Parallel Run Testing

Once the test scenarios are set up from the Scenario Setup, users can proceed to run the comparison.

The parallel run execution option allows users to perform the comparison that will essentially create the data which will highlight any differences.

The approach through this option is composed of multiple steps:

#### 1. New Scenario Comparison Run Creation

It is possible to create a Scenario Comparison Run, which will group multiple comparison runs together.

Depending upon the individual report setup, this will either be the initial run or it can be the actual first comparison run, where users do the comparison.

Either way, when running this for the first time, users need to:

- Select the scenario group menu
  - Users can run a single scenario group or multiple scenario groups concurrently, inheriting settings from defined master scenario groups.

Multiple scenario groups execution is helpful when selecting multiple test scenarios, such as a general test scenario alongside a country-specific one. In such cases, having the option to choose more than one scenario at a time is more convenient.

- Enter a Test Scenario Name

This option will execute all the reports included in the parallel run and store the results for investigation purposes (Or future comparisons, if loading up the first run).

#### 2. Subsequent Run/Comparison

Using the **Run Comparison** option in the same screen, users can also select a prior run and run further subsequent comparison runs. If the reports are set up to compare to a prior run, then this execution will run the reports first, then compare the results to a prior run.

Using the **Run Comparison** option in the same screen, users can select the Run number and input the Comparison Description.

The second comparison run will have the option to select the scenario group and the run number that users will compare to. For example: Users might want to always compare the results from this run to the first run, the third run to the second run, and so on.

In the Comparison Report results, Customer Status, Variance Category/Reason Codes, Reference Numbers, can be entered to categorize or keep track of corrective actions for single or multiple for the differences. When a comparison is run, any Customer Status, Variance Category and Reason Codes,

Reference Number, and Notes will flow forward from the previous comparison runs to the succeeding runs.

In the **Advanced Options**, the options below will provide flexibility on how the Customer Status, Variance Category / Reason Codes, and Reference Number will flow to the current comparison run.

- Flow Status from Last Run (selected by default)  
This option will copy the Customer Status, Reason Codes, Reference Number, and Notes from the previous run to the current run.
- Flow Status from Comparison Run  
This option will copy the Customer Status, Reason Codes, and Reference Number from the comparison run to the current run.
- Flow Status from Alternative Run  
This alternative provides the flexibility to choose which run will the system retrieve the Status, Reasons, Reference Number, and Notes from.

Reset Options are also available to clear the Status, Reason Codes, or Reference Number if these are not relevant anymore in the current comparison run.

### 3. Comparison and Investigation - Difference between the systems

The comparison results display the details of the current parallel run and the details of the comparison run.

Each report will be displayed, along with statistics of the report run:

- Total number of records in this run
- Total number of records in the comparison run
- Total number of issues
- Total number of mismatched records
- Total number of matched records
- Total number of the different status records (Includes customer defined status)

When the Teams Functionality is enabled, then this Comparison Overview will have subtotals for each team a user is assigned to. Users will then be able to drill down to see the breakdown of statistics for each team.

For each report, users can then view the comparison results to see the differences in the parallel run.

- WebGui Subsets  
When running the Parallel Run tool using WebGUI, huge datasets can be broken down into smaller ranges, or “subsets”, which will split the report into smaller reports based on the configuration in the menu settings. This allows for the original data to be read and then split into smaller groups.
  - The sort keys configured during Scenario Setup are used as labels in the **Description** column when viewing subsets of comparison reports. This provides a clear view of the data included in each subset. In cases where employee number alone cannot uniquely

sort, additional sort fields can be used as part of the sort key. If no sort key is configured, the **Description** column will only display subset numbers.

- Viewing the Comparison Results

The **View** option (available in the Overview screen for SAP GUI while it is in the Subset Screen for WebGUI) displays a screen showing the results of the report that highlights any mismatches in the comparison runs.

- The Scenario ID and Run Number is shown in the header
- The total number of records in the report and the total number of rows being displayed after applying filter is in the top bar
- The System status of each record will be automatically displayed
- The System status can be overridden and stored as a Customer/Modified Status to set a status.
- The System status can also be customizable in a configuration table where users can choose the text and icon to better classify mismatches in the data
- Notes can be entered against each row
- The Automation column will show the Current result when viewed, during the initial run without comparing to prior results.

Authorisation is checked against Infotype 0008 Basic Pay to determine whether a user should have read access to a particular employee. If the appropriate authorisations have been set up and if the access is not found for a particular employee, then the result will be hidden. This is to prevent an unauthorised user from viewing the results of comparison runs performed by others and from accessing employee data he/she does not have access to. **Note:** The authorisation checks are performed in the Current System so it may or may not work according to expectations when the parallel runs are performed against a Remote System or a File Import. The primary purpose of this functionality is for restricting the view of the Easy Validate results and the authorisation checks are done locally in the Current system.

To further manage the comparison report output, the following features are also available in the parallel run report:

- A single screen will allow users to configure and input Customer Status, Reason Codes / Categories, Case / Reference Number, and Notes to explain or classify differences in the comparison run. This screen can be accessed using either the Customer Status or Notes button for single rows.

The **Enter Notes** and **Historical Notes** are divided into two separate sections:

- Enter Notes - This section is editable and allows users to input current notes.
- History Notes - This section is non-editable and displays previous notes.
- Use Mass update to change the Status, Notes, Reason Codes, and Reference Numbers for multiple selected rows in the report. For example: A user can choose to show only records with error status.
  - Easy Validate reflects record counts by status during a Mass Update.

- **Filter Override Status** supports filtering by modified **Status** values.
- The system displays only records matching the selected **Status** when a filter is applied (e.g., **Copy Corrected, Question**)
- A pop-up message confirms when the selected **Status** is added to the filter: *“Question override status has now been added as a filter.”*.
- Statistics in the **Test Comparison Group View Differences** screen also display correctly after saving changes.
- Option to filter the report based on the Default Status, Modified/Override Status, and Reason Codes / Reason Categories
- These Customer Status, Variance Categories (VCC), Reason Codes (RC), and Reference Numbers (Ref #) can be activated/deactivated based on the scenario setup.
- Carry over this information into the succeeding runs based on the option chosen in subsequent runs.

In addition to just viewing the differences as part of the parallel run, if the reports have been set up to link to either the Easy Helpdesk solution or to be able to run additional Easy Reporter reports, users will have additional buttons displayed on the screen.

Clicking the report buttons will display a report on the bottom of the screen. This can be any Easy Reporter report and contain information relevant to the employee being examined.

Clicking the Investigate button will launch Easy Help Desk Light (Employee Pay Analysis) solution, where users can view other payroll periods and run additional investigation reports. Users can also launch this in full Easy Help Desk if they have the license. (See *Configuration of General Settings section*)

- **Audit Log Report**

Audit Log tracks the changes to the Customer Status, Reason Codes, and Reference Numbers in each comparison run. This will allow users to generate an Audit Log Report that contains the historical information regarding these changes, including the user, date, and time of the changes for each comparison run.

#### 4. Previous Comparison Runs View

The Parallel Run Functionality also has the option that allows for viewing of previous comparison runs and the differences between the parallel runs. By choosing the View option of a particular scenario, this option will launch the screen in the previous step that will display details and statistics of the selected comparison run. Users will also be able to drill down to see the differences in the parallel run. This screen also has the Status of each scenario group. This will allow for the tagging of scenario groups to In Progress or Completed. This can be used if users are done with the parallel comparison of the data in the scenario group and want to tag this parallel testing as completed.

#### 5. Handling Active Runs

Easy Validate provides visual feedback to indicate when a comparison run is fully completed. Sometimes, a comparison run may take a long time to complete. When this happens, it will appear as **Running Comparison** under the **Status** column, allowing users to easily track active runs.

Clicking the **View** or **Run Comparison** button during an active comparison will trigger a pop-up message, *"The comparison run is still processing in the background. Please try again later"*. This prevents the premature display of partial records and ensures data integrity.

Users can also click the **Refresh** button to check whether the comparison run has fully completed, ensuring that results are available before proceeding. If a run has already completed after clicking **Refresh**, the status will then be updated to **In Progress**. At this stage, users are allowed to **View** or **Run Comparison**.

## 2.5.2 Parallel Run Administration

Under the Administration folder, the pre-delivered reports for the scenarios (of the pre-delivered menus) are available. The Setup option opens the corresponding **Scenario Setup** screen, with several options available to control the comparison reports. All the customer scenario configurations in this screen can be transported to other SAP clients using the Transport Scenario option.

Additionally, a security layer is available for background jobs to prevent the generation of spools for Parallel Run Comparison Reports.

- **Override Employee Number Mapping**  
This setting will automatically convert the legacy employee number with the SAP Personnel Number based on the configuration and the legacy employee number stored in Communications Infotype (0105) or Internal Data Infotype (0032) when doing Parallel Run Comparisons from an import file. This functionality will allow users to easily compare the legacy data with the SAP data without the need to assign the employee number mapping in the report setup.
- **Team Grouping**  
This option will split the comparison report results into separate Teams or Groups, based on a Teams/User Security configuration setup.
- **Settings for Investigation Status**
  - **Exclude Status Code**  
This will remove the Customer Status in the screen and report. Users will not be able to change the Customer Status in the comparison report. This also allows users to choose the Status Group described in Customer Status.
  - **Include Variance Category Code (VCC) / Reason Code (RC)**  
This will add the Variance Category (VCC) and Reason Code (RC) columns in the comparison report. The scenario setup also has the option to change the heading description of the VCC and RC columns. If this is ticked, users will also be able to choose the **Reason Codes** in the **Notes** or **Mass Update** button.
    - Reason Codes can also be grouped in the Scenario Setup, similar to Status Codes. This allows for scenario-specific validations during comparison runs.
  - **Include Case / Reference Number (Ref #)**

This will add the column for the Ref # to the report and include the ability to set this in the **Notes** or **Mass Update** button.

- *Pre-delivered Status Groups and Reason Codes*

Users can access predelivered **Status Group** options in the **Status Group to use** field under the **Settings for Investigation** section in Easy Validate:

- Implementation/Migration Testing
- Legacy Import File
- Payroll Validation
- SuccessFactors Replication Validation
- SAP Upgrade Testing

These Status Groups are preconfigured with corresponding sets of Reason Codes designed to support targeted comparisons.

Within the parallel run scenario setup, the report scenario setup option will allow users to add any Easy Reporter report to a parallel run scenario. This has the intent to allow all reports under a particular scenario to be executed as a testing scenario group.

Moreover, the scenario setup screens include a **Report Reference** field that displays the reference number of the selected report to help identify reports that share the same description. This field is also available in the **Automation Testing Scenarios** setup screen.

This screen will allow for the following scenarios:

- Create a new Scenario
- Delete a Scenario
- Add reports under a Scenario
- Reorder Scenarios by dragging and dropping folders
  - To provide flexibility in menu organization, users can move a menu/folder either inside or below another folder for all scenario setups.
- Create subfolders/sub scenarios in a main scenario

For each report that is added into a scenario, the following options are available and illustrated in the next screen.

- Selecting the report from existing menus that users have access, allowing this selection by showing a drill down menu to select the report
- Setting the report description - This is a free text description.
- Editing a report directly using the **Edit** button.
- Selecting a variant to be used when executing the report
  - There will be the option of selecting the variant when first running this test scenario group for the first time and the variant to use at all other times.
- Choosing the Execution Settings that will be the basis where the report will retrieve the data from. It has the options following the settings from the variant, retrieving data from the import file only, or get the data from the current SAP only.

- The Sort Criteria also allows users to select the fields which will be drilldown / Subtotal fields. This allows data to be grouped into drill down menus. The screen also allows users to set the description of the columns for the Total Issue Counts for the individual and the subtotal rows.
- Each Report then has the options for what will be displayed when viewing the results in the parallel run. The following can be selected
  - Enable Status Indicator - Will show an indicator column showing the Status of each row (Whether it is ok or whether there is an error)
  - Determine whether notes can be entered onto each row of data. The Notes are a free text box where any data can be entered, to explain the issue or the resolution.
  - Flow status from prior executions - This will determine whether the status that is selected will flow into the next run that is executed. For example: If a record is to be corrected, it will indicate whether the Corrected status is moved to the next execution, if the scenario is rerun.
- By default, the report will be set to automatically compare the results on the automation test run to the prior comparison run. This option will be used when users want to load up the data from one system and then compare it to the data in the current system. This will just compare every field from one system to another.
  - If the above is selected to be not used, then it means that users need to build into the automation test to automatically compare to another set of data. This could be from a file import for example. In this case: if the status column is showing, then users will be able to select a field from the report that will contain the error status. This error status can contain a value of 1 to indicate an error.

This will also make the **Include link to Employee Investigate (RFC)** option and the **Execution Run** column in the **Investigation Options** section available.

- In addition, it is possible through this screen to reverse the figures from the prior run. This means that a numeric value such as \$100.00 will be altered to -\$100.00. This is handy for drill down reports where users may want to show the difference in total values between the prior run and the post run.

## Investigation Options

The **Investigation Options** section enables users to add additional reports into the scenario, link to Easy Helpdesk for investigation, or to an additional Report to help the investigation.

- **Include link to Employee Investigate** - This option adds a button that will open Easy Helpdesk in a separate window. Employee Investigate will be opened for the employee a user is looking at on the current row.
- **Include link to Employee Investigate (RFC)** - This option enables investigation of Easy Help Desk from remote systems. Ticking this option will display the Investigate RFC column on the result comparison screen.

Please note that the **Include link to Employee Investigate (RFC)** in the Investigation Options section becomes available when the **Do not compare results for this report to prior execution run** option under the **Further Settings** section is ticked.

- **Include linked report/s** - The following columns are displayed in the Investigation Options report setup section when the **Include linked report/s** is enabled:
  - **Add Report** - Runs a separate report to display the results of the selected employee.
  - **Report Reference**
  - **Description**
  - **Heading Override** - This column allows users to edit the Column Heading text that was previously located under the Advanced Date Selection column.
  - **Change Report** - This is an option to change the existing reports.
  - **Advanced Selection** - This is also known as **Advanced Date Selection**. Clicking this column will display another screen where Advanced Date Selection, Variant Selection, and Advanced Selection can be configured.
  - **Execution Run** - Aside from enabling the **Include linked report/s** option, the **Do not compare results for this report to prior execution run** option must also be enabled for this column to appear.

This **Execution Run** column is where users can select where the linked report will be executed. It allows users to configure linked reports to be executed in the current system, remote system, or both, when the **Include linked report/s** option is ticked.

- **Run report in current system only** - selecting this option will execute the linked report(s) in current system only.
- **Run report in remote system only** - selecting this option will execute the linked report(s) in remote system only.
- **Run report in both current and remote systems** - selecting this option will execute the linked report(s) in both current and remote systems. This is the default option selected when including linked reports.

- **Remote System Employee Number** - This dropdown field ensures accurate investigations by addressing scenarios where current and remote SAP systems use different employee numbers. Therefore, users need to include an Employee No. field in the report that is set up to pick up data from the remote system to retrieve the correct value.

Note that the dropdown appears only when the **Further Setting > Do not compare results for this report to prior execution run** checkbox is enabled.

The added reports, for example, may be a drill down report showing employee payroll results at wagetype level, to help explain issues. The reports will be displayed in the execution screen on the bottom of the screen.

If a scenario has already been used in a parallel run, warning messages will appear if a user will modify the scenario. Changes to the scenario set up might affect the results of an existing parallel run report. Users also have the option to Edit the scenario, or just go to Display mode to avoid unintended changes to the scenario set up.

## Maintain Status

The **Setup of Parallel Run Scenario** screen allows users to easily create, modify, copy, delete, customer status and even create sets to be used in different parallel run scenarios.

This screen provides the following actions that can be done to configure Error Status:

- **Modify/Display** - this will enable or disable editing of the selected item
- **Create Menu** - this will create a new set of Customer/Error Status
- **Create Menu Item** - this will create a new status under the set
- **Delete** - this will delete the selected item
- **Transport Status Type** - will add the selected Status Group to a customizing transport

Default Status Codes are pre-delivered which can be copied or customized. On top of the pre-delivered, customers can create new sets, such as the Parallel Run sample below with two customer statuses, Correction and Error.

### 2.5.3 Parallel Run Reporting

The pre-delivered reports and documents allow users to generate overview or summary reports related to the results and statistics of the comparison runs. The pre-delivered document can generate a file that has the summary and breakdown of the counts for match, mismatch, status, and notes in each parallel scenario run. These statistics are also available in the parallel run comparison overview.

After completing a successful Parallel Run Execution, an output screen will appear. This screen shows the report results along with any highlighted differences.

There are some actions that users can do on this screen:

- Input customer status - Inputting a column status may be various reasons such as but not limited to: correcting the initial status or marking the results.
- Insert a note - A note can be placed to supplement the change of status.
- Modify layout - Users can change the layout of the results by selecting which columns to display or hide.
- Create filter - Users can create filters based on fields to limit what is displayed on screen.
- Set variants - Each time a user launches the comparison tool, a saved layout can be selected by saving it as a variant. This can be done once when a filter is applied.
- Export to excel - Users can export the output screen as a Microsoft Excel file, which will retain the report's status, notes, Enter Notes and History Notes and color formatting.
- Launch Easy Help Desk and Reports - When the link to Easy Help Desk is enabled, Easy Help Desk can be launched and display the records for that employee (if available).

### 2.5.4 Reporting / Statistic of Runs

Users can simplify reporting of runs, including Trend Reporting. These can be accessed via Easy Reporter.

Users can improve their reporting by accessing the following fields and functionalities:

- **Status Code Total Columns** field in Easy Reporter
- **Status Code Selection** settings in the **Column Selection** option
- **Scenario Report Unique No.** selection in the **Additional Selections** tab
- **Line Chart (Multi Data Series)** option

## 2.5.5 Dashboard

This feature provides users with a graphical representation of the statistical data related to reports used in comparison scenarios within Easy Validate.

**Note:** The **Easy Validate Dashboard** program is available in Easy Validate upon opening the solution.

Additionally, Scenario Run (Date/Time) is set as the default option for the Default Drilldown Level setting in the Validate - 1B - Trend - Different Rpts report/graph.

This feature is available in *SAP GUI* and *WebGUI*.

- Validate Trend Detail tab

After the comparison scenario execution is complete, a **Dashboard** button will be made available in the **Scenario Testing** screen. The system will load and display the statistical data of the comparison reports in a graphical format on the **Dashboard** screen.

The first widget in the **Validate Trend Detail** tab of the dashboard shows each of the reports. This widget provides a visual representation of the report validation status by displaying, for example, the match and mismatch results of reports within a given scenario.

Users can drilldown to have access to a more granular view of the results. Users can click an item and add it as a dashboard filter to focus on one or several items only. The widget then displays the filtered item only.

The second widget in **Validate Trend Detail** tab displays the trend information. This gives users a way of tracking trends whether the values in the reports have increased or decreased.

- Status and Drilldown Details tab

The widgets in this tab displays a more detailed view of the report status.

The Detailed Information widget allows for individual inspection of specific issues by drilling down into each item. For instance, detailed information of a report such as Status Code, Change Details, and Notes are displayed.

### **Limitations:**

- Although user permissions determine what data can be viewed, the dashboard reports display results for all users together. Currently, the results do not separate by teams and show the overall status of the scenario group or description.
- When using multiple menus, reports with the same names will be merged in the results. While the report scenario descriptions should be unique, there is still a possibility that descriptions may be duplicated.

These limitations will be addressed in future releases.

## 2.5.6 SuccessFactors Configuration in Easy Validate

Easy Validate allows users to set up a connection to SuccessFactors and generate SuccessFactors fields within the tool, even if Easy Reporter's Integration to SuccessFactors is not activated. This enables seamless and efficient use of SuccessFactors data in reports generated by Easy Validate.

If the user's system has active licenses for both Easy Validate and Easy Reporter but the SuccessFactors connector is inactive, the following SuccessFactors settings and configurations will still be accessible in Easy Validate:

- The SuccessFactors Connections settings can be found under **Configuration > System Settings > General System Settings**.
- The SuccessFactors field generation settings are visible in the **Field Configuration** screen.
- SuccessFactors fields are visible in the report creation.
- Reports with SuccessFactors fields run without limitation in the number of records when running in Easy Validate.

## 2.6 *Investigate Payroll Issues*

A limited version of the Easy Help Desk is included in Easy Validate. It is accessed via the **Investigate** icon button. In Easy Help Desk, it is possible to investigate Payroll Issues using the **Employee Pay Analysis**. Through this solution, the user can link to the employee investigation solution from the EasyValidate Parallel Run functionality.

There is a fixed set of menu options that include reports and documents to:

- View Payslip for the pay
- Execute reports to investigate payroll payments and leave payments
- Jump to infotypes for further investigation

The solution also includes the automatic analysis of a payroll period to explain common issues.

Compared to the standard Easy Helpdesk solution, this is a locked down version where the options/menu are fixed and cannot have customer reports or documents added to this. The menu options are also limited to only viewing the payroll period results, and most Documents have been removed.

If the customer is licensed to the full version of Easy Helpdesk, an option is available to enable the use of the full version in Easy Validate transaction.

Please see Easy Helpdesk for further Details on this functionality. The Easy Help Desk functionality has been embedded into the Easy Help Desk solution.

## 2.7 Advanced Optional Functionalities

### 2.7.1 Configuration of General Settings

Under Configuration > System Settings > General System Settings, the Easy Validate specific options are available in one section.

The settings available for Easy Validate are:

- **Investigate Employee Settings** - this will allow customers to use the full version of Easy Help Desk in the Investigate section in the parallel run output, if they are licensed for Easy Help Desk
- **WebGui settings** - this will configure the default settings when using webgui
- **Historical Results** - defines the number of days that the system would keep the Easy Validate Parallel Runs. The Number of days to retain the Automated Testing / Easy Validate execution results holds the number of days before they are cleared. The default setting is 500 days. Any records older than the defined number of days from the current running of the report will be removed. This field is also applicable to the number of days that the previous Automation Runs in Easy Reporter will be retained in the system.

### 2.7.2 File Store Area

Easy Reporter can be used to compare differences between data from an import file and data from the current SAP / Employee Central Payroll system. This can be used when implementing a new SAP / Employee Central Payroll system from a non-SAP legacy system and therefore the comparison in the SAP system can be done when the legacy system data is uploaded to the SAP system using an import file. Import files are either uploaded from a local PC file or stored in the application server (AL11) using SAP transaction CG3Z to upload. However, not all users may have the access to use the application server folders. Thus, this functionality enables the user to directly upload and store the import file in Easy Reporter. When the stored file in Easy Reporter is saved in a variant, then this feature can be further utilized in the Parallel Run Testing.

### 2.7.3 Global Mappings in Pre-delivered Reports

**Wage Type Report - Column Comparison** and **Wage Type Report - Multiple Mappings** pre-delivered reports in the Easy Validate pre-delivered Implementation Parallel Run reports utilize mapping fields to convert legacy data to new SAP / Employee Central Payroll data. As such, whenever there is a need to update the mappings, users only need to update the global mapping instead of editing each report. These reports were updated to use the Global Mappings functionality to store the mappings at global level, instead at column field level. Customers can edit and save a custom version of these reports to change the mappings.

## **2.8 Prerequisites and/or Limitation with Easy Validate**

The following lists the key known requirements or limitations that are more general product related.

### **2.8.1 Access to the New System and Legacy System**

Easy Validate needs to be installed into both the New SAP system and the Legacy SAP system. Access to both requirements will be needed.

The new SAP system requires just access to Development for migration of the configuration.

The Legacy System is best to have access to Production, or a Copy of Production, which contains the most recent configuration. As this migrates configuration between the systems, it is best to migrate the most up to date configuration that is used in production.

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### **2.8.3 RFC Connection Between the Two Systems**

A Remote Function Call will be required to be set up between the two SAP systems where the copy will take place. This requires the RFC as there is the need to check table values during the copy itself, and to be able to transform data during the copy.

Please note that both the current and remote systems need to be on the same release and patch level.

### **2.8.4 SAP Legacy System Version**

Easy Validate works from SAP ECC 6.0 Enhancement Pack 0 and higher. Any earlier versions of SAP (ECC 5.0, ERP 4.7, 4.6C etc.) are not currently supported. If this is the current requirement, however, please register this need with SpinifexIT as early as possible. Depending upon the interest, SpinifexIT may be able to fit the tools to earlier versions of SAP.

## 2.9 Easy Validate Integration in Easy Reporter

Users with activated Easy Validate can access Easy Reporter even without an Easy Reporter activation key. Easy Reporter allows users to report on performance and audit details of Automation Testing within a specific date range. Using the **Easy Validate/Automation Testing** menu, users can report accurate data on testing results.

### 2.9.1 Easy Validate/Automation Testing Sub- Menus

Below are the lists of available sub-menus under the **Easy Validate/Automation Testing** menu, along with their corresponding reports.

<b>Scenario Run details</b>	Automation Testing Configuration Type Automation Testing Menu Sequence Number Automation Testing Run Date Automation Testing Run ID Automation Testing Run Time Automation Testing Scenario ID Automation Testing Scenario Status Automation Testing Test Type Comparison Description Comparison Run ID Initial Run Flag Main Group Setting Report reference - linking all reports User Name
<b>Scenario Report Execution Details</b>	Automation Run Duration Automation Test Last Run Indicator Automation Testing Menu Sequence Number Automation Testing Run ID Automation Testing Scenario ID Automation Testing Team Automation Testing Team Group Automation Testing Unique ID Automation Testing Variant Selected Automation Testing Variant Selected Background job name Batch job start time Batch job start time Default Run Execution Setting General Flag Initial Run Execution Setting Job ID Job start date Job start date Rpt ref. - For linking all rpts together Rpt ref. - For linking all rpts together

	Total Records on the Comparison Report Total Records on the Original Report Variant Name
<b>Scenario Report Comparison Details</b>	Automation Run Duration Automation Testing Comparison Run ID Automation Testing Menu Sequence Number Automation Testing Run ID Automation Testing Scenario ID Automation Testing Team Automation Testing Team Group Automation Testing Unique ID General Flag Total Number of Issues Calculated
<b>Comparison Results - Status and Notes</b>	Automation Testing Changed Date Automation Testing Changed Time Automation Testing Changed User ID Automation Testing Comparison Run ID Automation Testing Menu Sequence Number Automation Testing Record Sort Value 1 Automation Testing Record Sort Value 2 Automation Testing Record Sort Value 3 Automation Testing Record Sort Value 4 Automation Testing Report Type Automation Testing Run ID Automation Testing Scenario ID Automation Testing Status Code Automation Testing Team Automation Testing Team Group Automation Testing Unique ID EGL - Ticket Case General Flag Numeric Character Field, Length 10 Numeric Character Field, Length 10 Reasons Tag column Text Line
<b>Comparison Results (Summary) - Status and Notes</b>	Status Code Total Columns Aut. Testing Stat. Code Total Occurrences Automation Testing Comparison Run ID Automation Testing Menu Sequence Number Automation Testing Run ID Automation Testing Scenario ID Automation Testing Status Code Automation Testing Team Automation Testing Team Group Automation Testing Total Notes Automation Testing Unique ID

Generic Fields (Cross Table)	Automation Testing Status Code
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Additionally, users can include **Reason Codes** and **Case Numbers** (*similar to Status Code reports*) in their reports.

The following folders with their corresponding fields are available in **Other Data Sources > Easy Validate/Automation Testing** folder in *Easy Reporter*:

- Comparison Results (Summary) - **Ticket Case** folder
- Comparison Results (Summary) - **Reason** folder