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October 16-17



# Improving Data Management, Payroll, and Accounting at Microsoft

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HDM Process Lead

Cheryl Wold

Senior HDM Analyst

Tuesday, October 16<sup>th</sup>



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# Agenda

- Introduction
- SAP at Microsoft
- Headcount Data Management
- Challenges
- Identifying areas of implementation
- Data entry process changes
- ROI
- Conclusion



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# Speakers

## Trevor Geiger

HDM Process Lead  
6 years with Microsoft  
6 years SAP experience  
1 ½ years WS experience  
Fishing, hunting, reading,  
enjoying the “lake season”

## Cheryl Wold

HDM Senior Analyst  
7 years with Microsoft  
5 years SAP experience  
2 years WS experience  
Golf, running, reading,  
Steelers



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# SAP at Microsoft

- SAP 6.0
  - HR Module:
    - HeadCount Data Management
    - US Payroll
    - Accounting Services
  - Finance Module:
    - Compensation & Benefits



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# What Our Group Does

- Where are we located?
- Who do we work with?
- What are our goals?
- What we do in SAP?



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# Challenges?

- Too many requests/not enough time
- SOX controls
- Too much manual data entry
- SAP upload restrictions



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# Identifying Areas of Implementation

- Repetitive transactions
  - Requests from others
  - Daily audits
  - Manual entries/projects
  - SAP uploads
- Complex SAP entries
- Cross group utilization



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# Data Entry Process Changes

- Customizable
  - Individual Infotypes
    - Select Infotype and Subtype using Direct Selection window



- SAP vs. WinShuttle
- Winshuttle changes
  - runSHUTTLE vs. transactionSHUTTLE
  - (aka RUNNER vs TRANSACTION)



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# Data Entry Process Changes (cont'd)

- Scripting
  - Standard SAP wizard scripting
  - Unconventional scripting
- Streamlining data templates



Microsoft Excel  
Worksheet



Microsoft Excel  
Worksheet



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# ROI

- Correcting WinShuttle manual time
- Identifying ROI by admin only

– [Demo](#)

- Excel macro



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Worksheet



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# Conclusion

- WinShuttle vs. SAP vs. manual
- Ongoing review of WinShuttle scripts
- Expanding to other groups



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# Questions



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# Thank you



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