

## SAP R/3 Imaging

### Using SAP Content Management Software

#### The Situation

Your SAP R/3 system is a powerful management tool; however, it is still necessary to keep and maintain paper documents. This creates a filing and retrieval challenge as the paper documents are not tied in any way to the context of the business transaction in SAP. Managing paper storage is cost, time and resource intensive. Costs that come into play include physical storage cabinets, rent or lease fees on the storage space and resource costs to file and retrieve the documents. Time to find and retrieve important documents can become a huge liability, especially in today's strict regulatory and compliance environment. Misfiled or lost documents are no longer just an inconvenience.

#### Challenges

Using ArchiveLink™ in SAP R/3 allows linking an electronic document or image **directly to the applicable transaction**. With our expertise, your documents can be securely stored, retrieved and viewed directly from within the context of the business object. For example, clicking on a button in an Accounts Payable document, directly from the SAPGUI, will present an electronic image of the invoice received from the vendor. Any business object can be configured to enable viewing the electronic document from within SAP such as Sales Orders, Customer invoices and correspondence, Shipping and Receiving documents and Human Resources files.

#### Opportunity

##### Benefits of implementing SAP Imaging:

- Cost savings by reducing physical storage cabinets and the space they occupy.
- Productivity improvement by eliminating the time it takes to file, find, retrieve and copy paper documents.
- Regulatory and other compliance support by eliminating lost or misfiled documents.
- Process improvements by enabling multiple people to view the same electronic document at the same time.

#### The Solution

Implementing Imaging functionality in SAP R/3 can be a complex task. It requires specific technical and functional knowledge to perform an efficient and successful implementation project.

##### Imaging project challenges:

- Which business objects will be implemented to achieve the technical goals for imaging?
- What are the most efficient retrieval mechanisms for end users?
- Would simple or more complex workflow functionality achieve best business practices?
- What is the best approach to coordinate the necessary resources from different teams?
- How to make sure that all business processes can efficiently access the required information?
- What "best practices" are used successfully in similar environments?

**Verbella CMG's imaging implementations** are based on a **phased approach** that focuses on the individual features of each project.

##### Verbella CMG's imaging project methodology is driven by:

- Implementing the most efficient storage strategy for your specific needs
- Sharing expert knowledge and experience
- Providing a strong focus on quality and image security

We provide you with the right combination of technical expertise, functional knowledge, and experience for your imaging project to ensure that your project is completed **on time and on budget**.

#### How can Verbella CMG help you?

### What we deliver?

Based on our experience with more than 85 R/3 imaging implementations in North America, Verbella CMG offers an SAP R/3 imaging start-up implementation package, that includes:

- **Assessment of your functional and technical R/3 environment for imaging**
- **Configuration of SAP ArchiveLink™**
- **Customization in SAP R/3 of up to ten (10) SAP document types, using three to four (3-4) SAP business objects. Configurations typically consist of one outgoing form, one printlist and several incoming document types.**
- **Functional specifications document, training of key personnel on scanning, storage and retrieval strategies**
- **Support for acceptance testing, using actual documents**
- **Go live support**

To efficiently plan your Imaging implementation, we will analyze your business processes within SAP R/3. We will propose areas for initial focus, analyze potential dependencies between functional areas, and identify potential areas for additional improvements.

### Turnkey Solution Examples

You will learn:

- **What are the anticipated savings by implementing document imaging? Is there a business case for archiving paper and electronic documents?**
- **Which business objects to use?**
- **What are the differences between archiving scenarios and what are the benefits of each?**

Additionally, a **Functional Specifications document is provided**, outlining the results of the process analysis.

Verbella CMG will help you determine:

- **The best procedures for archiving in each functional area**
- **Recommended retention periods for each document**
- **Reliable and efficient options for long-term storage**
- **Methods to satisfy legal and regulatory audit requirements**

Technical knowledge transfer and hands-on configuration knowledge is given to your archiving administrator and SAP support personnel. Verbella CMG also provides a technical document containing the configuration information specific to your implementation.

Additionally, we offer imaging solutions outside of SAP, as well as for documents not directly related to SAP transactions but need to be accessed within SAP. These solutions can leverage the same infrastructure, and we provide alternative access solutions to your electronic documents for users that do not access SAP.

Verbella CMG's partnerships with leading vendors of optical storage systems and archiving add-on tools allow us to implement the best possible solution for your organization. We have extensive experience with IBM CommonStore for SAP, Documentum's Content Services for SAP, IXOS eContext for SAP, and PBS archive add ons.

Combining Verbella CMG's experience with imaging in SAP R/3, you can quickly implement a solution for electronic document requirements in a **no risk project**. Our certified SAP consultants and partnering solution providers for the SAP market combine to provide you with the best possible service for all of your IT consulting needs.