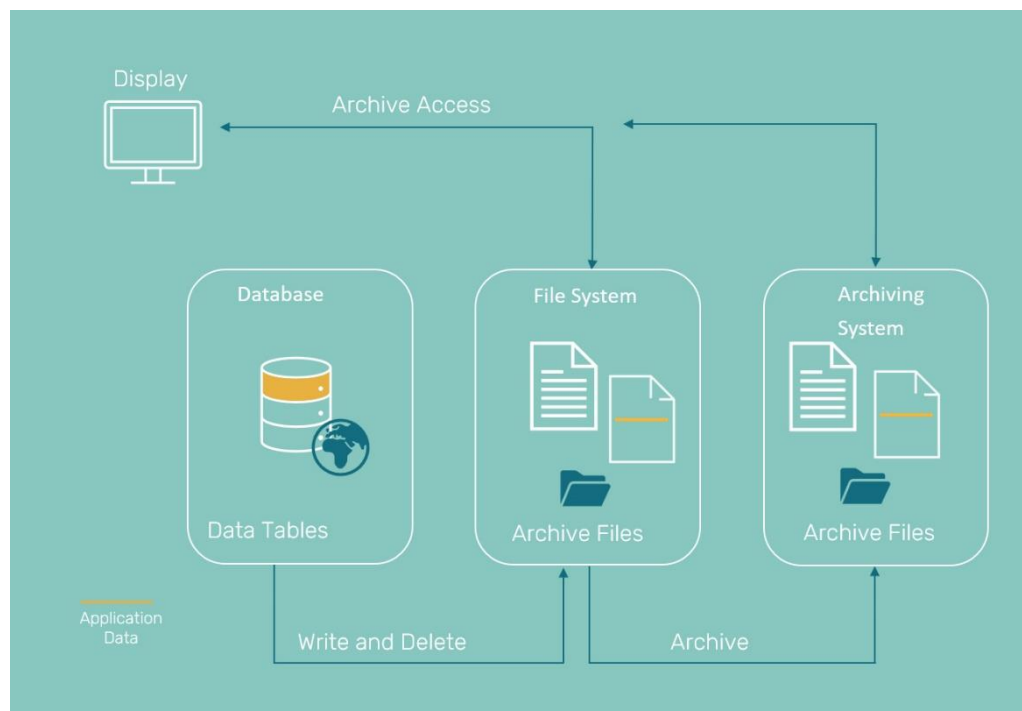


# data archiving in SAP

Databases in SAP systems tend to grow rapidly. The SAP base constantly must increase its memory and performance nevertheless drops. Only data archiving can help permanently reduce the data stored online in the database in the long term.

There are functions in the SAP system which are specifically designed to remove data that is no longer needs to be accessed online in SAP, by means of a mass data export from the SAP data- base.

It is important that these data remain evaluable even once they have been archived. As part of this archiving procedure, SAP documents (data records) are written to archive files where they can be stored in an archiving system using SAP ArchiveLink® or WEBDAV ILM. With our SAP certified Content Server solution, kgs provides the ideal archiving platform, which is perfectly adapted for the requirements of SAP and constitutes a very streamlined archiving system.



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The archiving process is composed of three steps:

- Creation of archiving data
- Deletion of data sets from the database
- Filing of archive data in the archive system (Content Server)

For SAP users, data archiving means minimal load on the system, which in turn improves system runtime. Security and recovery times are also significantly reduced and (planned) system down-time is kept to a minimum.

The archiving procedures are generally scheduled cyclically as background jobs and can even be run during online operation.

Unlike a conventional document archiving system, which can be set up within a few service days, data archiving is generally a more complex project. Alongside the IT department, a number of other departments must be closely involved in the project, as the choice of archiving objects are heavily on requirements of these departments.

In order to keep service costs manageable, kgs has developed a standard procedure for data archiving. The following steps are necessary and must be adhered to as part of this procedure:

1. Carrying out an SAP database analysis with the aim of establishing which SAP tables are worth archiving
2. Determining SAP table growth using the performance data available from SAP
3. Determining the top 10 SAP archiving objects (\*)
4. Determining the necessary/desired retention times in the SAP database in collaboration with the relevant specialist departments
5. Determining the archiving order and frequency (cycle of background jobs for data archiving)
6. Carrying out the SAP basis customisation for the data archiving
7. Carrying out the archiving object-specific SAP customisation
8. Compilation and execution of the necessary test scenarios in collaboration with the customer's contact person
9. Support for the acceptance process of the complete data archiving solution
10. Creation of written operating instructions
11. Support with the productive implementation of the archiving solution: Audit of the first archiving session for correctness; advice from operating staff

\*) The top 10 archiving objects are selected by a kgs consultant from a range of standard archiving objects offered on the SAP side from the following list.

With this tried-and-tested approach, a data archiving project can be carried out within a very manageable time frame

This type of central system is becoming more and more important as document volumes increasingly shift from paper to digital in the coming years. In the future, companies will need to completely rethink their existing software and hardware systems in light of these developments. New laws in Germany to simplify taxation procedures, for example, have increased the proportion of PDF invoices from 10- 15% within the space of just one year, and incoming invoices are set to go 100% digital within 5-10 years.

Existing OCR solutions with external release work flow are therefore no longer required, and processes are relocated to the SAP system, where they actually belong. With the Document Router, kgs have developed the only solution currently on the market that can process all input channels linked to IP transmissions, including electronic invoices. The tool learns to operate on new input formats and new channels based on changes to the framework parameters and can link data and documents with the relevant SAP business objects.

This is precisely the case with the standard German invoicing system known as ZUGFeRD: The structured data in these documents can be extracted and linked with SAP processes. Companies can therefore carry out their accounting procedures largely without having to access the data manually. The data can also be enriched to such a point, that it is possible to determine a suitable member of staff and start the relevant work flow. The actual document or data within the document no longer has to be channelled through SAP. Instead, the archive system is addressed directly and only the metadata (i.e. the smallest data units) is sent to SAP. The result is a noticeably lower load generation.

EDI data can also be centrally directed to SAP and linked in SAP using kgs Document Router. As such, the Document Router functions as an EDI archivist, which files data in accordance with legal requirements. The document is therefore also converted into the machine-readable format required by legal authorities. These types of processes also dramatically reduce scan volumes in the future.

## Scan clients with new paper-based tasks

Scanning requirements will certainly not disappear overnight. However, tasks required from a scanning solution are set to shift from batch, mass processing of invoices and delivery notes to a focus on more specialised tasks. Fast, spontaneous scanning of contractual documents or customer correspondence on an ad hoc basis in the workplace will be the focus of future scan clients. Up until now, administrative staff have had to use the closest multifunctional

printer for these purposes.

But scanner components can now be moved from a central location to the individual work places of administrative staff. Employees in human resources and other key users will have scanners on their desks, while employees with fewer digitalisation requirements will continue to use multifunctional printing units to scan original paper documents. Both require a scan client for simple image processing. SAP integration of the scan client is an important factor to take into account. This enables users to store any object in SAP using object services by right-clicking on the object. Simultaneous storage in SAP is particularly important for new workplace scanners.

The kgs Scan enables direct control and storage of scanned documents from the SAP GUI. This makes both centralised or decentralised inbox scenarios possible. Sensitive documents, for example, can be created directly at the SAP workplace using the document scanner and automatically assigned to the relevant SAP business object. Mass scanning with automatic bar code recognition or creation of documents for automatic forwarding can easily be made possible with an SAP work flow.

More scanners being used by more users on an ad hoc basis, however, mean more administrative overheads. ScanServers can provide support in this situation, as they enable users to manage scan profiles and licences quickly and intuitively from a central point. kgs have developed their kgs.

Scan Server precisely for this purpose. This solution manages locally created profiles in so-called profile groups. Any additional users can then be added in just a few clicks. As such, it's quick and simple for new users to use existing profiles. This eliminates the need to rebuild scan profiles following a hardware exchange. With automatic versioning, all scan clients are assigned the most up-to-date profiles in the pull system and manual distribution is no longer required. Scan licences are managed by work station and can be assigned or released easily and directly.