

## **GRU FMIS Detailed Design Draft**

### **Background:**

The goal of this effort is to define the new consolidated environment both accounting, SAP functionality and business process terms, validate the design on SAP's preconfigured development system, and create an SAP " fit/gap and resolution" document. This workstream will also include a proposal to move the preconfigured development system forward into GRU's productive environment.

### **Overview:**

The following is an overview of the planned Objectives, Approach and Outcomes.

#### **1. Objectives**

- Determine and document:
  - Baseline solution scope
  - Additional scope items
  - High Level Requirements
  - Solution gaps
- Develop Preconfigured System
- Demonstration of key processes to business managers and subject matters experts in the following areas:
  - Finance Management
  - Cost Management
  - Procure to Pay Processes
  - Order to Cash Processes
  - Inventory Management
- Obtain executive alignment

#### **2. Approach**

- Lead Discussion and Review
  - Processes Validation
    - Using SAP Preconfigured Development Environment
    - SAP Standards and Business Processes Flow Charts and Best Practices
  - Interview Business Managers and Subject Matters Experts (SMEs)
  - Use SAP Accelerators

#### **3. Expected Outcome**

- Functional Scope
  - Scope List
  - Organization Structure
  - Design Gap List
  - WRICEF - Modification and New Development List
- Delivery Documents
  - Conceptual Landscape for Proposed Solution
  - Solution Roadmap Based Upon Delivery Approach and GRU Priorities
  - Formal Proposal with Rough Order Magnitude Estimate for Proposed Solution
  - High Level Requirement List
  - Key Decision List
  - Training, Testing and Data Migration Approach



**Contract Overview:**

Contract Type	Time and Materials
Pre-Assembly	
Hosting	
Consulting Services	
Estimated Effort	
Estimated Duration	
SAP Resources for Workshops	<p>On Site / On Shore</p> <ul style="list-style-type: none"> <li>• Delivery Manager</li> <li>• Project Manager</li> <li>• Associate Project Manager</li> <li>• Organizational Change Management</li> <li>• FI / CO / AM</li> <li>• Project Systems</li> <li>• Budget (PBC)</li> <li>• Funds Management</li> <li>• Materials Management</li> <li>• Sales and Distribution</li> <li>• Plant Maintenance</li> <li>• Human Capital Management</li> <li>• BI</li> <li>• Data Management</li> <li>• Technology Architect / Fiori/Solution Manager</li> <li>• Utilities Solution Architect</li> </ul> <p>Remote</p> <ul style="list-style-type: none"> <li>• Global Delivery Project Manager</li> <li>• FI / CO / AM</li> <li>• Project Systems</li> <li>• Budget (BPC)</li> <li>• Funds Management</li> <li>• Materials Management</li> <li>• Sales and Distribution</li> <li>• BI</li> <li>• Development Lead</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Expenses for on-site resources are not included in estimated cost</li> </ul>



## **PROJECT DEFINITION (Exhibit 1)**

### **Project Approach:**

SAP will perform the following tasks.

1. Conduct educational workshops with GRU staff covering:
  - Organizational Model
  - Master Data Settings
  - Accounting Flow and Integrated Postings
  - Cost Flows and Collectors
  - Settlements and Allocations
  - Managerial and Operational Reporting
  - Purchasing and Stores
  - Legal, Regulatory, and Compliance Based Reporting
  - Capital Assets
2. Provide a pre-configured development environment which will be the foundation for a test system, demonstrate and validate business processes solutions for proposed and alternate organizational structure and SAP configuration options, and advise GRU on industry best practices and selection of final design. Please refer to Appendix "C" for detailed scope.
3. Document the gaps between GRU's business requirements and SAP standard functionality and recommend a sustainable user mod strategy within SAP's architecture to provide required functionality.
4. Review existing FMIS interfaces, workflows, forms, and enhancements in sufficient detail to identify an SAP standard alternative or best practice implementation, leveraging current developments and estimate the effort necessary to create the functionality in the target system. For costing estimating purposes SAP assumes the items listed in Attachment "A" cover current operations.
5. Review FMIS and CCS systems to discover and document touch points and issues that will need to be resolved during final integration and recommend options for addressing these issues. A detailed study of the CCS environment will be done under a separate Statement of Work.
6. Review GRU reporting requirements and evaluate the ability of standard SAP BusinessObjects Platform (SBOP) delivered reports to meet those requirements.
7. Provide formal proposal with cost and schedule estimate of proposed solution.
8. Provide recommendations for implementation staffing, staff training, and testing required to carry out this implementation step

### **Key Activities:**

GRU and SAP project teams will conduct following activities to accomplish the stated project objectives and related deliverables.

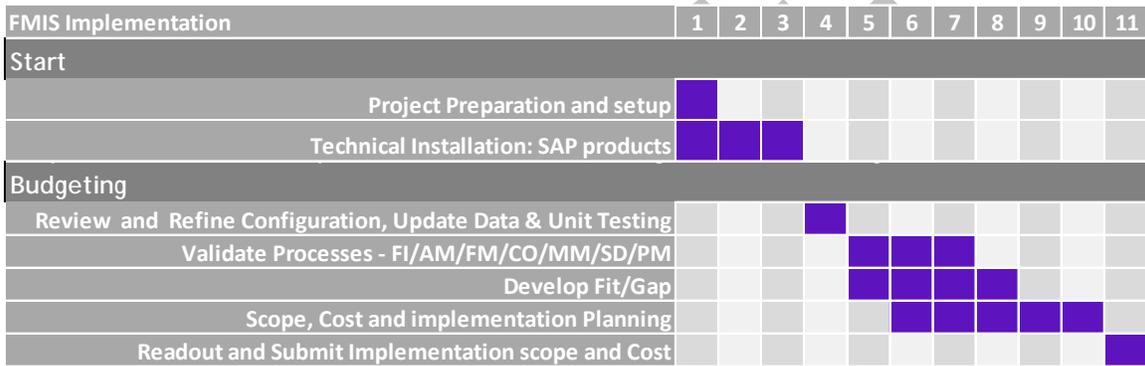
- SAP technical team will assemble agreed SAP's preconfigured Rapid Deployment Solution (RDS) solution in SAP hosted environment. SAP consultants will review and modify preconfigured solution prior to Validation Workshop. The following RDSs will be included in the pre-assembly scope:
  - Foundation ERP
  - Commercial Project Accounting
  - Financial Close and Disclosure Management
  - HANA Live (for Reporting)
  - Fiori Apps
  - Fiori Infrastructure
- SAP and GRU team will review GRU high-level requirements during the Solution Validation workshops. SAP will demonstrate the SAP applications and highlight areas there are potential gaps between the provided Best Practices and the GRU requirements.



- Upon completion of workshop, GRU will notify SAP, in writing, GRU's selected processes in project scope.
- SAP and GRU will identify, prioritize and select gaps between the standard scope and GRU requirements. These gaps could include data migration tasks, developments, configuration changes, enhancements interfaces, role/authorization changes etc.
- SAP will prepare project deliverables offsite and/or offsite after workshop.
- GRU and SAP will conduct pre-read sessions to review and to revise project deliverables prepared by SAP team and provide feedback

**Timeline:**

SAP is proposing an 11-week timeline as detailed below.



The key activities are scheduled in details as below. A detailed workshop schedule is included in Appendix "A".

Week	Activity
1	<ul style="list-style-type: none"> <li>• <b>Project Preparation</b> <ul style="list-style-type: none"> <li>▪ Resource Plans</li> <li>▪ Logistic Planning</li> </ul> </li> <li>• <b>RDS Preassembly</b></li> </ul>
2	<ul style="list-style-type: none"> <li>• <b>Project Preparation</b> <ul style="list-style-type: none"> <li>▪ Resource Plans</li> <li>▪ Logistic Planning</li> <li>▪ Kick-off Preparation</li> </ul> </li> <li>• <b>RDS Preassembly</b></li> </ul>
3	<ul style="list-style-type: none"> <li>• <b>Project Preparation</b> <ul style="list-style-type: none"> <li>▪ Kick-off Preparation</li> <li>▪ High Level Process Scenario Development</li> </ul> </li> <li>• <b>RDS Preassembly</b> <ul style="list-style-type: none"> <li>▪ Refining Preconfigured Environment</li> <li>▪ Activate Public Sector and Utility Best Practice</li> </ul> </li> </ul>
4	<ul style="list-style-type: none"> <li>• <b>Project Preparation</b> <ul style="list-style-type: none"> <li>▪ Kick-off Preparation</li> <li>▪ High Level Process Scenario Development</li> </ul> </li> <li>• <b>Refining Preconfigured Environment</b> <ul style="list-style-type: none"> <li>▪ Set Up Defaults</li> <li>▪ Update Master and Transaction Data</li> <li>▪ String Test</li> </ul> </li> </ul>
5	<ul style="list-style-type: none"> <li>• <b>Validation Workshop</b> (See Appendix "B" for detail workshop schedules) <ul style="list-style-type: none"> <li>▪ Finance Accounting</li> <li>▪ Cost Accounting</li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>▪ Asset Management</li><li>▪ Project Accounting</li><li>▪ Fund Management</li><li>▪ Budget Management</li></ul>
6	<ul style="list-style-type: none"><li>• <b>Validation Workshop</b><ul style="list-style-type: none"><li>▪ Procure to Pay (PTP)</li><li>▪ Order To Cash (OTC)</li><li>▪ Plan to Maintain (PTM)</li><li>▪ Hire to Retire (HTR)</li><li>▪ Reporting</li><li>▪ Data Management</li><li>▪ Technology/Fiori/Solution Manager</li><li>▪ Organization Management</li><li>▪ Implementation Planning</li></ul></li></ul>
7	<ul style="list-style-type: none"><li>• Prepare Project Deliverables</li><li>• Daily Meeting with Key Stakeholders</li></ul>
8	<ul style="list-style-type: none"><li>• Prepare Project Deliverables</li><li>• Daily Meeting with Key Stakeholders</li></ul>
9	<ul style="list-style-type: none"><li>• Prepare Project Deliverables</li><li>• Daily Meeting with Key Stakeholders</li></ul>
10	<ul style="list-style-type: none"><li>• Prepare Project Deliverables</li><li>• Daily Meeting with Key Stakeholders</li></ul>
11	<ul style="list-style-type: none"><li>• Pre-read Meeting &amp; Revisions</li><li>• Deliverables Submission</li></ul>

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### **Functional Scope:**

The following functionality will be considered in scope. A brief description of scope items is provided in Appendix "B". The workshop agenda includes demonstration and/or review of the following sub-processes configuration during the workshop.

#### **a) Financial Accounting:**



The SAP Period End Close best practice process is illustrated above. The workshop agenda includes demonstration and/or to review the following sub processes configuration during the workshop.

- General Ledger Accounting
- Accounts Receivable
- Accounts Payable
- Period-End Closing in Financial Accounting
- Cash Management
- Cost of Sales Accounting
- Activate Document Splitting
- Segment Reporting
- Period-End Closing Activities

#### **b) Controlling:**

- General Cost Center Planning
- Internal Order Planning
- Overhead Cost Accounting Actual
- Internal Order Actual
- Revenue Planning
- Purchased Material Price Planning
- Manufacturing Cost Center Planning
- Standard Cost Calculation

#### **c) Acquire to Retire**



The SAP Acquire to Retire best practice process is illustrated above. The workshop agenda includes demonstration and/or to review the following sub processes configuration during the workshop.

- Asset Accounting
- Asset Acquisition through Direct Capitalization
- Asset Acquisition for Constructed Assets (Investment Orders)

#### **d) Public Sector Processes**



The SAP Plan to Budget best practice process is illustrated above. The workshop agenda includes demonstration and/or to review the following sub processes configuration during the workshop.

- Budget Preparation And Maintenance
  - Centralized Budget Preparation
  - Decentralized Budget Preparation
  - Budget Maintenance
- Budget Execution
  - Procure to Pay with Fund Management
  - Account Payable with Fund Management
  - Account Receivable with Fund Management
  - Cross Department Project Management
  - Year End Closing of Funds Management
- Public Sector Accounting
  - Cash Management
  - General Ledger Accounting with Funds Management
  - Cost Center Accounting with Funds Management
  - Asset Management with Funds Management
  - Period end Closing of Financial Accounting with Funds Management
- Grant Management:
  - Grant Management for Grantee

**e) Procure-to-Pay:**



The SAP Procure to Pay best practice process is illustrated above. The workshop agenda includes demonstration and/or to review the following sub processes configuration during the workshop.

- Quotation for Procurement
- Consumable Purchasing
- Procurement without Quality Management
- Stock Handling: Scrap and Blocked Stock
- Procurement Contract
- Stock Transfer with Delivery
- Stock Transfer without Delivery
- Return to Vendor
- Physical Inventory / Inventory Count and Adjustment
- Batch Management
- Quality Management for Procurement with Vendor Evaluation
- Subcontracting
- Procurement and Consumption of Consigned Inventory
- Procurement of Third-party Resources
- External Procurement or Services
- Inventory Valuation for Year-End Closing

**f) Order-to-Cash**



The SAP Order to Cash best practice process is illustrated above. The workshop agenda includes demonstration and/or to review the following sub processes configuration during the workshop.

- Sales Processing using Third-Party (with Shipping Notification)

- Credit Management
- Sales Order Processing – Sale from Stock
- Returns and Complaints
- Sales Quotation
- Sales Order Processing for Prospect
- Sales Processing using Third-Party (without Shipping Notification)
- Debit Memo Processing
- Sales Order Processing with Customer Down Payment
- Period-End Closing Operations\*
- Sales Order Processing with Collective Billing
- Third-Party Order Processing with Subcontracting
- Credit Memo Processing
- Sales of Non-stock Item with Order Specific Procurement
- Serial Number Management
- Foreign Trade Export Processing
- SEPA Sales Order Processing: SEPA Direct Debit Handling in SD
- Advanced Customer Returns Management
- Returnable Processing
- Rebate Processing: Free Goods
- Lean Warehouse Management
- Free of Charge Delivery
- Batch Recall

**g) Plan to Maintain:**



The SAP Plan to Maintain best practice process is illustrated above. The workshop agenda includes demonstration and/or to review the following sub processes configuration during the workshop.

- Enterprise Support:
  - Maintain Material Master Data
  - Maintain Vendor Master Data
  - Material Planning Management
  - Purchase Planning Management
- Asset Portfolio Management:
  - Technological Renovation Project Management
  - Overhaul Management
- Optimized Asset Maintenance
  - Equipment Maintenance
  - Maintain Technical Object Process
  - Rush Maintenance Order Process
  - Defect Equipment Processing
  - Preventive Maintenance Planning
- Internal Maintenance
- Depot Repair

**h) Hire to Retire:**



The SAP Hire to Retire best practice process is illustrated above. The workshop agenda includes demonstration and/or to review the following sub processes configuration during the workshop.

- Maintain Organizational Structure with Funds or Grant Management



- New Hire /Rehire Administration with Funds or Grant Management
- Organization Change Administration with Funds or Grant Management
- Leave of Absence (LOA) Administration with Funds or Grant Management
- Employee Separation Administration with Funds or Grant Management
- Maintain Employee Information with Funds or Grant Management

**i) Utility Processes:**

- Device Management
- Billing
- Contract Accounts Receivable and Payable (FICA)

**j) Reporting:**

- ERP Financial Reports
- ERP Logistic Reports
- Funds Management

**k) SAP RDS Scope:**

- Foundation ERP:
- Commercial Project Accounting
- Financial Close and Disclosure Management
- EAM for Power Plant (i.e. Maintenance Operation)
- Work Manager
- Condition Based Maintenance
- HANA Live (for Reporting)
- Fiori Apps
- Fiori Infrastructure
- Access Control

**SAP Resources:**

SAP will provide the following resources to support the Project.

<b>On Site / On shore</b>	<b>Allocated Days</b>
Delivery Manager	10
Project Manager	44
Associate Project Manager	4
Organizational Change Management	3
Practice Engineer, FI / CO / AM	10
Practice Engineer, Project Systems	4
Practice Engineer, Budgets (PBC)	4
Practice Engineer, Funds Management	15
Practice Engineer, Materials Management	6
Practice Engineer, Sales and Distribution	6
Practice Engineer, Plant Maintenance	6
Practice Engineer, Human Capital Management	6
Practice Engineer, BI	6
Practice Engineer, Data Management	8
Practice Engineer, Technology	7
Architect / Fiori / Solution Manager	7
Utilities Solution Architect	16



<b>Remote / Global Delivery</b>	<b>Allocated Days</b>
Global Delivery Project Manager	12
FI / CO / AM	9
Project Systems	8
Budget (BPC)	8
Funds Management	17
Materials Management	8
Plant Maintenance	8
SD	8
Hire to Retire	8
BI	3
Development Lead	27

### **Key Assumptions:**

#### **General:**

- GRU is committed to using SAP best business practices, and will therefore use standard SAP software and processes.
- GRU team will develop the high-level business requirements prior to project start and provide to SAP.
- GRU will provide high-level business process scope to project start. SAP will develop preconfigured system with agreed SAP RDS solution based upon those provided processes.
- GRU will be responsible for managing the overall project and will provide a full time Project manager and necessary IT and business resources.
- GRU will take full responsibility for identifying and agreeing on business workarounds/changes in working practice that are required to address any gaps between specific GRU requirements and the SAP solution
- The functional scope of this proposal is based on preconfigured best practices with limited allowance for user-defined changes.
- All documents produced by SAP will be reviewed by GRU. One review iteration of the content will be undertaken.

#### **Resources:**

- SAP resources are assumed to be working onsite and remote and prices do not include travel expense estimates.
- Access to appropriate GRU resources, as needed
- GRU Project Team will be empowered to represent their respective business/IT areas and responsible to make key business decisions.
- During the project, it is expected that the turnaround time for queries, clarifications, and approvals will be a maximum of 2 business days.
- There may be some downtime between validation phase and realization phase. Some of the SAP resources will be not available to be continued in realization phase.

#### **Infrastructure:**

- GRU will provide the onsite SAP project team with adequate workspace, computer resources, and equipment and business supplies for the duration of the work.
- GRU will provide phone lines, Internet connections, Virtual Private Network (VPN) connections and subject to reasonable notice access to any other communications



- facility reasonably required to support the project including access to the internal SAP demonstration system.
- GRU will provide detailed description of the current System Landscape prior to project start.
  - GRU will set up an internal infrastructure team in advance of the start of this project. These resources will need to support many aspects of the implementation and work closely with the SAP project team

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## Appendix A: Workshop Schedule

This schedule is based current available information. GRU and the SAP project manager will revise as necessary as necessary during project preparation activities.

### **Week 5 – Day 1**

<b>Time</b>	<b>Topics</b>	<b>Participants</b>	<b>Presenter</b>
8:30 – 9:00	Introduction/Opening	All, Executives	GRU - Executive
9:00 – 9:30	Current Business Driver & Key Pain Points	All, Executives	GRU - Executive
9:30 – 12:00	Organization Structures	All, Executives	SAP Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Finance Accounting <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Controlling/Asset/Fund/Project Accounting (Business Process Owners & Subject Matter Expert)	SAP CO/AM/PS/FM Utility Consultants

### **Week 5 – Day 2**

<b>Time</b>	<b>Topics</b>	<b>Participants</b>	<b>Presenter</b>
8:30 - 12:00	Controlling/Asset Management/Project accounting <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Controlling/Asset/Fund/Project Accounting (Business Process Owners & Subject Matter Expert)	SAP CO/AM/PS/FM Utility Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Controlling/Asset Management/Project accounting <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Controlling/Asset/Fund/Project Accounting (Business Process Owners & Subject Matter Expert)	SAP CO/AM/PS/FM Utility Consultants

### **Week 5 – Day 3**

<b>Time</b>	<b>Topics</b>	<b>Participants</b>	<b>Presenter</b>
8:30 - 12:00	Budget Management <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Budget/FI/Fund Management (Business Process Owners & Subject Matter Expert)	SAP FI / Utility / Public Sector Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Budget Management <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Budget/FI/Fund Management (Business Process Owners & Subject Matter Expert)	SAP FI / Utility / Public Sector Consultants



**Week 5 – Day 4**

<b>Time</b>	<b>Topics</b>	<b>Participants</b>	<b>Presenter</b>
8:30 - 12:00	Fund Management <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	FI/CO/Fund Management (Business Process Owners & Subject Matter Expert)	SAP FI/FM/Utility Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Fund Management <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	FI/CO/Fund Management (Business Process Owners & Subject Matter Expert)	SAP FI/FM/Utility Consultants

**Week 6 – Day 1**

<b>Time</b>	<b>Topics</b>	<b>Participants</b>	<b>Presenter</b>
8:30 - 12:00	Procure to Pay (PTP) <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Procurement/Inventory/Fund Management (Business Process Owners & Subject Matter Expert)	SAP MM/FM/Utility / Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Procure to Pay (PTP) <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Procurement/Inventory/Fund Management (Business Process Owners & Subject Matter Expert)	SAP MM/FM/Utility / Consultants

**Week 6 – Day 2**

<b>Time</b>	<b>Topics</b>	<b>Participants</b>	<b>Presenter</b>
8:30 - 12:00	Order to Cash (OTC) <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Order to Cash (Business Process Owners & Subject Matter Expert)	SAP OTC/FM/Utility / Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Order to Cash (OTC) <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Order to Cash (Business Process Owners & Subject Matter Expert)	SAP OTC/FM/Utility / Consultants

**Week 6 – Day 3**

<b>Time</b>	<b>Topics</b>	<b>Participants</b>	<b>Presenter</b>
8:30 - 12:00	Plan to Maintain <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Plan to Maintain (Business Process Owners & Subject Matter Expert)	SAP PM/FM/Utility / Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Plan to Maintain <ul style="list-style-type: none"> <li>▪ Processes Validation</li> <li>▪ Data &amp; WRICEF</li> <li>▪ Key Requirements Review</li> </ul>	Plan to Maintain (Business Process Owners & Subject Matter Expert)	SAP PM/FM/Utility / Consultants



**Week 6 – Day 4**

Time	Topics	Participants	Presenter
8:30 - 12:00	Hire to Retire <ul style="list-style-type: none"> <li>Processes Validation</li> <li>Data &amp; WRICEF</li> <li>Key Requirements Review</li> </ul>	Hire to Retire (Business Process Owners & Subject Matter Expert)	SAP HTR/FM/Utility / Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Hire to Retire <ul style="list-style-type: none"> <li>Processes Validation</li> <li>Data &amp; WRICEF</li> <li>Key Requirements Review</li> </ul>	Hire to Retire (Business Process Owners & Subject Matter Expert)	SAP HTR/FM/Utility / Consultants

**Week 7 – Day 1**

Time	Topics	Participants	Presenter
8:30 - 12:00	Reporting (Custom) <ul style="list-style-type: none"> <li>Processes Validation</li> <li>Data &amp; WRICEF</li> <li>Key Requirements Review</li> </ul>	Report Developers, Report Owners (Business Process Owners, Subject Matter Experts & Developers)	SAP BI/ Development Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Data Migration <ul style="list-style-type: none"> <li>Processes Validation</li> <li>Data &amp; WRICEF</li> <li>Key Requirements Review</li> </ul>	Data Stewards, Data Owners, (Business Process Owners & Subject Matter Experts & Developers)	SAP Development Consultants

**Week 6 – Day 4**

Time	Topics	Participants	Presenter
8:30 - 12:00	Technology/Fiori/Solution Manager <ul style="list-style-type: none"> <li>Overview</li> <li>Current Landscape Review</li> <li>Key Requirements Review</li> </ul>	Technical Architect, System Administrators, Development Manager (Business Process Owners & Subject Matter Expert)	SAP Technology Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Technology/Fiori/Solution Manager <ul style="list-style-type: none"> <li>Overview</li> <li>Current Landscape Review</li> <li>Key Requirements Review</li> </ul>	Technical Architect, System Administrators, Development Manager (Business Process Owners & Subject Matter Expert)	SAP Technology Consultants

**Week 6 – Day 5**

Time	Topics	Participants	Presenter
8:30 - 12:00	Organization Change Management <ul style="list-style-type: none"> <li>Overview</li> <li>Key Requirements Review</li> </ul>	Organization Change Management (Business Process Owners & Subject Matter Expert)	SAP Consultants
<b>12:00 – 1:00</b>	<b>Lunch Break</b>		
1:00 - 4:30	Implementation Planning <ul style="list-style-type: none"> <li>Overview</li> <li>Key Requirements Review</li> </ul>	Organization Change Management (Business Process Owners & Subject Matter Expert)	SAP Consultants



## Appendix B: Functional Descriptions

### Financial Accounting:

- **General Ledger Accounting**  
This supports the accounting requirements of an organization by providing a complete record of all business transactions and financial reporting for multiple accounting standards.
- **Accounts Receivable**  
This sub ledger is an integral part of accounting that helps manage transactions with customers and company business partners, and is an integral part of sales processes.
- **Accounts Payable**  
This sub ledger is an integral part of bookkeeping which helps manage transactions with vendors and company business partners, and is an integral part of purchasing processes.
- **Period-End Closing in Financial Accounting**  
Includes those processes required to close the books and prepare financial reports; accruals and reversals, foreign currency revaluations; balance confirmations with customers and vendors.
- **Cash Management**  
It covers a number of functions, including determination of liquidity based on bank account balances (cash position) and open receivables and payables (liquidity forecast) and more.
- **Asset Accounting**  
Manages and supervises fixed assets. It serves as a subsidiary ledger to the General Ledger, providing detailed information on transactions involving fixed assets.
- **Asset Acquisition through Direct Capitalization**  
It involves the purchase of a fixed asset from a vendor and the capitalization of costs when the vendor invoice is processed. In order to track the budget an investment order is posted statistically in addition.
- **Asset Acquisition for Constructed Assets (Investment Orders)**  
It involves the accumulation of costs during the building or construction of fixed assets and the capitalization of costs at the completion of construction.
- **Cost of Sales Accounting**  
It compares the sales revenues for an accounting period with the costs involved in the production of the sold products.
- **Activate Document Splitting**  
Enables you to assign one or more segments (e.g. cost/profit centers) to financial postings for current or future managerial reporting needs, and is a prerequisite for Segment Reporting.
- **Segment Reporting**  
Provides a breakdown of data in financial statements by individual enterprise areas such as divisions, or geographical areas.
- **Period-End Closing Activities**  
Provides processes for period–end closing on a daily, monthly and yearly basis.
- **SAP ERP Reports for Accounting**  
This includes top SAP ERP FI-CO reports which meet legal and management reporting needs.

### **Controlling**

- **General Cost Center Planning**  
The managers of non-operational cost centers, such as sales, marketing, administrative, research and development, plan the costs for various cost types or elements for their respective cost centers.
- **Internal Order Planning**  
Various internal projects consume resources and incur costs or expenses. The costs of these projects need to be tracked for various purposes. This scope item shows how to plan such internal projects.
- **Overhead Cost Accounting Actual**



The purpose of overhead cost controlling is the planning, allocation, control, and monitoring of overhead costs.

■ **Internal Order Actual**

Various internal projects consume resources and incur costs or expenses. The costs of these projects need to be tracked for various purposes. This scope item shows how to deal with the actuals for such internal projects.

■ **Revenue Planning**

Revenue and costs are planned on product and customer levels. This scenario is integrated in the complete planning cycle.

■ **Sales and Operations Planning (SOP) through Long Term Planning Transfer to LIS / PIS / Capacity**

SOP is used to verify the sales (demand) plan, create a rough-cut production plan aimed to satisfy demand, and to meet inventory targets.

■ **Purchased Material Price Planning**

Standard costs for purchased materials need to be periodically reviewed and updated, if necessary, to match the current market conditions and negotiated prices.

■ **Manufacturing Cost Center Planning**

The managers of manufacturing cost centers plan the costs for their respective cost centers. The actual data of the current and previous year is used as the basis for developing these plans.

■ **Standard Cost Calculation**

A cost estimate used to calculate the standard price for semi- and finished goods for valuation purposes.

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#### **Procure-to-Pay:**

- **Quotation for Procurement**  
Simulates pricing scenarios, allowing you to compare a number of different quotations. Rejection letters can be sent automatically.
- **Consumable Purchasing**  
Describes purchase order approval, goods receipt of consumables, approval of service entry sheets and invoice receipts. On goods receipt, the material or service counts as having been consumed.
- **Procurement without Quality Management**  
Provides processes to initiate and manage the purchasing of stock including Request for Quotation, Purchase Requisitions, Purchase orders, and Goods Receipt of Product.
- **Stock Handling: Scrap and Blocked Stock**  
Returns process, rework from production, other logistic processes, and devaluation of material to another material number and rework of the devaluated material.
- **Procurement Contract**  
Covers the creation and maintenance of long term contracts with vendors, and includes the creation of Purchase Orders against the contract (call-off orders) and the ongoing monitoring of the contract.
- **Stock Transfer with Delivery**  
Creation of a request to transfer stock to another site and a Delivery Note (paperwork) against which the stock is picked and issued. Goods Receipt is carried out against the Delivery Note.
- **Stock Transfer without Delivery**  
Creation of a request to transfer stock to another site against which the Goods Issue and subsequent Good Receipt is carried out. Does not include creation of a Delivery Note (paperwork).
- **Return to Vendor**  
Allows you to request authorization from your vendor to return purchased items, create a return in your system, remove the items from inventory and then ship and issue a credit memo to your vendor.
- **Physical Inventory / Inventory Count and Adjustment**  
Includes the steps required to initiate, count and enter inventory/ stock changes including the steps required to revalue stock if necessary.
- **Batch Management**  
Is a key functional area that manages batches throughout the entire enterprise, from vendor receipt through distribution, with full traceability.
- **Quality Management for Procurement with Vendor Evaluation**  
Enables you to conduct and record the results of quality assurance activities (e.g., inspection of received goods) during the procurement process.
- **Subcontracting**  
Subcontract the manufacturing of materials used in your production. This includes the creation of a purchase requisition, ordering, the receipt of items to inventory and the processing of the subcontractor's invoice.



- **Procurement and Consumption of Consigned Inventory**  
When procuring consignment stock, legal ownership remains with the vendor until the inventory leaves your warehouse. The vendor periodically bills you, and daily MRP runs create re-orders.
- **Procurement of Third-party Resources\***  
Covers external procurement in which a purchase order is issued to a third party vendor with the instruction to supply the required materials.
- **External Procurement or Services\***  
Covers external procurement in which a purchase order is issued to a third party services vendor with the instruction to perform the specified services.
- **Inventory Valuation for Year-End Closing**  
Balance sheet valuation in Inventory Accounting enables you to value your inventories at the end of reporting periods in accordance with international accounting principles (IAS, U.S. GAAP).
- **SAP ERP Reports for Logistics\***  
Top SAP ERP reports which successfully monitor and control the company's logistics and production processes.

### Order-to-Cash

- **Sales Processing using Third-Party (with Shipping Notification)**  
The order is passed to a third party vendor who ships the goods to the customer and bills you.
- **Credit Management**  
Credit limit check with increase, stop access for customer and partners; block individual purchases can be performed. Customers' credit profile can also be displayed.
- **Sales Order Processing – Sale from Stock**  
This includes all steps of a business cycle from sales order creation, delivery, picking, goods issue and billing procedure.
- **Free of Charge Delivery**  
Creates a non-billing relevant sales order, delivery the goods are subsequently picked, confirmed, and delivered to the customer.
- **Returns and Complaints**  
Creates a complaint and credit memo followed by shipping the goods back with a quality check and goods are moved to unrestricted or blocked stock.
- **Sales Quotation**  
In response to the customer's request for quotation (RFQ), a quotation is created in the SAP system. The customer can then either accept or reject the quotation.
- **Sales Order Processing for Prospect**  
A customer with a temporary customer ID is used to investigate an order without looking up the customer's account. The order can be saved but remains incomplete until a valid customer is entered



- **Sales Processing using Third-Party (without Shipping Notification)**  
The order is passed to third party vendor who ships the goods and bills the customer. The incoming invoice from vendor triggers the customer billing documents.
- **Sales of Non-stock Item with Order Specific Procurement**  
For items not in stock, a purchase requisition and order is generated and sent to your supplier who ships the order via a trading partner. You can then track and enter shipping and billing.
- **Debit Memo Processing**  
An Invoice Increase Request (Debit memo) is created with the debited amount, placed on a billing block, then released to become billing-relevant, and appears on the billing due list.
- **Lean Warehouse Management**  
Provides a warehousing structure in which you can use transfer orders as pick orders even in warehouses with a simple structure.
- **Sales Order Processing with Customer Down Payment**  
Down payments are payments made, without interest, before completion of the product, and represent short or medium term outside capital procurement. This improves the company's liquidity.
- **Period-End Closing\***  
It covers the periodic processing of sales orders for period end closing, such as price revaluation, results analysis and settlement.
- **Credit Memo Processing**  
This process credits a customer account if the customer was overcharged due to a pricing, sales tax error, or omitted discount. The credit memo request is blocked for further processing so as to be checked.
- **Serial Number Management**  
Using serial numbers, you can track each individual material during goods movement. This scenario shows the serial number handling on finished goods level.
- **Advanced Customer Returns Management**  
This scope item shows how to manage the sales return process with features for recording inspection results, specifying logistical follow-up activities, determining refunds, and tracking all the documents associated with a returns business transaction.
- **Returnables Processing**  
Comprises the ability to capture returnable packaging such as pallets back into inventory.
- **Rebate Processing: Free Goods**  
Free goods are provided as rebate when the respective order amount is reached.
- **Batch Recall**  
A defect batch is identified and must be recalled from customers and prospects who have received the batch.



- **Sales Order Processing with Collective Billing**  
Describes the entire process of a standard distribution process in the mass execution. The process begins with the creation of several standard customer orders.
- **Third-Party Order Processing with Subcontracting**  
In third-party order processing, your company does not deliver the items requested by a customer. Instead, you pass the order along to a third-party vendor or subcontractor who then ships the goods directly to the customer and bills you.
- **SAP ERP Reports for Logistics\***  
Top SAP ERP reports which successfully monitor and control the company's logistics and production processes.

#### **Request-to-Service**

- **Period End Closing Service Orders**  
It ensures that service order costs and revenues are properly assigned for structured financial reporting.
- **Internal Maintenance**  
In a maintenance cycle, a warranty check is performed, spare parts & services are ordered and the repair is completed. Costs and materials are confirmed to the order and are settled to cost centers.
- **Time Recording\***  
Records working times and tasks. Enables controlling business processes concerning employees' tasks, such as paying the employees, monitoring the progress of a project, and creating invoices.
- **Depot Repair**  
This includes Processing of service case from the initial customer reports, through warranty checking, order creation, repair, return of goods, and billing.
- **Travel Management**  
It supports employee expense reimbursement lifecycle, cost assignment, built-in integration into Financial Accounting, Project Management and Management Cost Accounting.

#### **Public Sector Processes:**

- **Centralized Budget Preparation with BCS**  
In a centralized budgeting environment, the budgeting process is initiated and managed by a central Budgeting Department. The Budgeting Department receives input from the operational departments through a variety of means outside of the ERP system, and then consolidates the information and enters the budget in the Budget Control System (BCS) based on defined budget dimensions. The primary tools available in BCS for centralized budgeting are the budget planner and the budget workbench.



- **Decentralized Budget Preparation with BCS**

In a decentralized budgeting environment, the budgeting process is initiated and prepared by the individual operating departments. In this scenario, we utilize the planning processor tool to create the initial departmental plan. The departments can use the Excel interface to enter their budgets into the planning processor or they can use an offline Excel template to enter their budgets and then send this information to the Budgeting Department.

- **Budget Maintenance with BCS**

Budget revisions are handled in different ways in public sector organizations. In some organizations, it is a tightly controlled process that discourages multiple changes, while in others it is an ongoing process with multiple revisions throughout the fiscal year. In this scenario, we demonstrate the functionalities available when budget revisions occur periodically, using various options for centralized budget revisions. The primary tool for this process is the Budget Workbench.

- **Procure to Pay with Funds Management**

Describes purchase requisition and approval via workflow, purchase order and release, goods receipt, and invoice registration and approval via workflow. Integration with Funds Management and the Budget Control System is demonstrated through availability checks of budgeted funds for the items being purchased, and derivation of the account assignment objects (e.g. Funds, Functional areas) to ensure the expenditures match the appropriate budgeted commitment items.

- **Accounts Payable with Funds Management**

Accounts Payable manages invoices via workflow that the organization owes to vendors and the payment to those vendors. Additional account assignments provided through the integration with Funds Management ensure that financial reporting requirements of Public Sector organizations can be met.

- **Accounts Receivable with Funds Management**

Accounts Receivable manages the billing of customers that owe money to the organization for goods and services. Additional account assignments provided through the integration with Funds Management ensure that financial reporting requirements of Public Sector organizations can be met.

- **Cross Department Project Management**

The public sector agency uses Project System to manage all costs related to a key policy area that spans a year or more than one year. This scenario demonstrates the use of Project System to manage cross department costs to a project during the life of the project. Costs incurred are posted to the project and settled to an asset at the end of the project.



- **Year-End Closing of Funds Management**

Year-end closing activities in Funds Management affect budget usage and the way in which commitments, actuals, and budget are displayed in reporting. When you carry out closing operations, actual values are carried forward for funds with annual values; open commitment documents are carried forward to the new year, and residual budget in the old year becomes available for activities in the new year.

- **Cash Management for Public Sector**

Cash Management covers a number of functions, including determination of liquidity based on bank account balances (cash position) and open receivables and payables (liquidity forecast).

- **General Ledger Accounting with Funds Management**

The general ledger supports the accounting and financial reporting requirements of an organization through the generation of reconcilable financial statements for multiple accounting standards. Additional account assignments provided through the integration with Funds Management ensure that financial reporting requirements of Public Sector organizations can be met.

- **Cost Center Accounting with Funds Management**

Cost center accounting allows for the capture and reporting of cost from an operational perspective. Cost centers, cost elements, and internal orders extend the reporting dimension of the account coding block. In addition, controlling provides additional functions that allows for the capturing and reallocation of costs in a simpler and more robust method than through document posting in Finance or Funds Management.

- **Asset Management with Funds Management**

Asset Management with integrated Funds Management provides fully automated asset procurement, receiving and accounting process throughout the life-cycle of a fixed asset. The pre-configured Asset Management settings provide the tools required to comply with GASB 34/35 reporting requirements. Depreciation areas have been defined to satisfy full accrual-based accounting methods and modified accrual-based accounting methods. In addition, with the integration to Funds management, assets can be assigned to account assignment dimensions such as Fund and Functional Area.

- **Period-End Closing of Financial Accounting with Funds Management**

Includes those processes required to close the books and prepare the data for financial reporting; post recurring and adjusting entries; balance confirmations with customers and vendors; balance carry forwards; and 1099 reporting.

- **Grants Management for Grantee**

SAP Grantee Management supports all business processes a grantee must engage in, starting with preparatory activities prior to receiving funds to the accounting and reporting activities required after grants are awarded. Planning and budgeting functionality is available for each lifecycle status, and can be copied and changed between statuses. Grant indirect cost postings and Grant specific resource related billing can be posted. Reporting is available from grants management based on the sponsor requirements and in Financials from the grantee perspective.

- **Maintain Organizational Structure with Funds or Grants Management**

This scenario describes the typical processes used when updating the organizational structure, for example, creating new positions for hiring or changes of positions from one organizational unit to another for transfer. It also describes the processes used to create the various organizational objects that comprise the organizational structure, including infotypes that are typical of Public Sector.

- **New Hire/Rehire Administration with Funds or Grants Management**

This scenario describes the typical processes used for hiring candidates or rehiring employees using personnel actions.

- **Organizational Change Administration with Funds or Grants Management**

This scenario describes the typical processes used when changing positions or changing a person's pay.

- **Leave Of Absence (LOA) Administration with Funds or Grants Management**

This scenario describes the typical processes used when employees take leave of absence.

- **Employee Separation Administration with Funds or Grants Management**

This scenario describes the typical processes when an employee has decided to retire from the company or has been separated from the company.



- **Maintain Employee Information with Funds or Grants Management**  
This scenario describes the typical processes used to create and maintain employee master records that contain all personal data, time data, benefit data, and payroll data.

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## **Appendix C: Pre-Assembly Bill of Materials**

To accelerate the project, SAP will preassemble the listed SAP Rapid Deployment Solution (RDS) in cloud environment. The overview of these services and RDS are listed below.

### **Preassembly of RDS Services:**

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#### **Solution Overview:**

SAP's Pre-Assembly Service offers the opportunity to accelerate projects by jumpstarting implementations by eliminating the typical upfront obstacles. SAP's Pre-Assembly Service builds confidence with fully functioning business processes available from day 1 of the project.

SAP Value Prototyping provides a fully-realized and tested, pre-assembled solution in days. This includes pre-installed software bundled with pre-implemented business processes along RDS and/or SAP Best Practices for your specific industry, country, and business needs. This helps simplify the customers' experience and plays a key role in reducing cost during an implementation project.

#### **Benefits:**

- No time delays to start implementation project
- Blueprint phase turns into fit/gap analysis at significantly reduced time
- Higher solution quality
- Reduced risk and cost

The SAP preassembly team will assemble the following RDS to support GRU's business requirements.

### **RDS - SAP ERP Foundation:**

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#### **Solution Overview:**

With the SAP ERP Foundation rapid-deployment solution, you can quickly and affordably implement functionality to enable predefined business scenarios that are crucial to your company. Improve your most important business processes like procure to pay, make to stock, order to cash, or service sales, tightly integrated with a superior financial and controlling management solution. By implementing integrated software and service, you can identify many drivers and processes shaping your company's performance.

The solution is fast to deploy and user-friendly – complexity is reduced to a minimum. Predictable costs provide transparency up front. The pricing is affordable, attractive, and reasonable through predetermined implementation services, enabling you to meet your budget requirements and letting you choose whatever fits those requirements best. You can start small, lay the foundation for growth, and expand your footprint later on as required



### **Business Benefits:**

- Manage the entire sales cycle, from order generation to postsales activities
- Optimize procurement and logistics cycles for requisitioning, invoicing, and payment processing
- Leverage predefined processes to improve discrete, process, and repetitive manufacturing
- Manage your service operations efficiently
- Establish a network connecting your divisions, plants, departments, and business partners
- Increase your finance department's efficiency by automating processes and reporting functions with accelerated financial closes

### **RDS - Capital Project Accounting:**

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#### **Solution Overview:**

SAP Capital Project Accounting enables integration into core SAP ERP application processes to efficiently manage and control capital project financials. This rapid-deployment solution covers the following:

- Creation of Work Breakdown Structures (WBS)
- Manual planning of WBS dates and costs
- Distribution of budgets within the WBS and status management function
- Collection of commitments, actual costs, and adjustments of project data during project execution
- Project period and year-end closing and settlement
- Project closing
- Reporting

#### **Business Benefits:**

- Improve project transparency through managing the complete lifecycle of project accounting in SAP ERP
- Reduce budget overruns through active budget availability control and advanced monitoring functionality
- Make fact-based decisions on accurate and real-time project financial data through project management embedded in SAP ERP
- Lower total cost of ownership by reducing integration and consolidation effort
- Optimize project efficiency by planning and executing projects tightly embedded in core business processes
- Leverage best practices and reduce implementation efforts

### **RDS - Financial Close and Disclosure Management:**

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#### **Solution Overview:**

This SAP rapid-deployment solution supports an integrated, end-to-end enterprise performance management financial-close process that complies with either IFRS or U.S. GAAP. Standardization, automation, and better process management are the key words to a faster, less expensive, and more transparent financial closing cycle – from data collection and data processing to the last mile of finance, including XBRL reporting.



The solution offers:

- Pre-packaged content, to reduce implementation times
- Dynamic configuration, to enable easier customization to specific requirements
- Complete, generic reference implementation
- Embedded expertise in meeting financial regulations, including best practices in financial consolidations and internal controls
- Detailed process guidance for business users

### **Business Benefits:**

- Control your performance better
- Report your statutory compliant financials with confidence
- Increase organizational agility
- Improve the quality and speed of decisions by closing your books faster and more accurately

## **RDS – HANA Live:**

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### **Solution Overview:**

The SAP HANA Live rapid-deployment solution enables real-time reporting on operational data from SAP Business Suite applications. This rapid-deployment solution provides pre-built reporting content and pre-configured content in case of analytical applications and SAP Smart Business Cockpits for easier and faster analysis of operational data based on SAP HANA Live virtual data models with best practices enablement guides and fixed-scope and fixed-timeline service offering. The solution covers the reports in the areas of Finance, Controlling, Sales and Distribution, Material Management, Production Planning, Governance, Risk & Compliance, Global Trade Services, Customer Relationship Management, Insurance, etc and SAP Smart Business Cockpits across different Line of Businesses on SAP HANA Live platform. The package solves customer pain points like slow reporting and lack of real-time visibility in operational data while offering an intuitive user experience via Business Intelligence clients and SAP UI5/HTML5 technologies with SAP Smart Business cockpits.

### **Business Benefits:**

- Fast real-time analytics on SAP Business Suite operational data
- Pre-configured SAP HANA models ("views"), fitting business intelligence (BI) reports, tailored Analytical applications based on HANA Live and customizable Insight to Action scenarios with SAP Smart Business apps
- Extensible by customers and partners (SAP HANA models, BI reports, Applications)
- SAP Business Suite data exposed in SAP HANA in a uniform way

## **RDS – SAP Fiori Infrastructure:**

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### **Solution Overview:**

SAP Fiori Infrastructure rapid-deployment solution enables SAP customers and partners to quickly deploy, configure, validate and personalize the landscape, integration and UI components required for the enablement of HANA-optimized Fiori apps to run on SAP Business Suite powered by SAP HANA



### **Business Benefits:**

- Reduce the time required for the deployment of Fiori infrastructure components
- Quick deployment of any SAP Fiori application
- Minimize the risks of enabling mobile access to enterprise data
- Reduce the deployment cost by consolidating Fiori infrastructure requirements into a single landscape

### **Solution Scope:**

- Deployment and configuration of the landscape for all Fiori app types
- Focus on Fiori landscape and security
- Configuration and personalization of SAP Fiori Launchpad
- Deployment of sample apps to verify landscape readiness
- Deployment of Fiori Analytical apps based on HANA Live best practices
- Generic Deployment of Fiori Factsheet apps

## **RDS – SAP Fiori apps:**

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### **Solution Overview:**

The SAP Fiori apps rapid-deployment solution features prepackaged, instant-value apps across multiple business functions. This package offers a choice to deploy one or many SAP Fiori apps with a predictable price and time. It includes 71 SAP Fiori apps together with the installation of SAP NetWeaver Gateway technology. SAP Fiori apps are truly device-agnostic and work on different types of devices, including notebooks, tablet PCs, and smart phones.

Using the Rapid Deployment Solution will provide extra information and guidance on:

- Pre-requisite checks for your existing SAP backend system for some selected Fiori apps
- Step by step documentation of how to hide, rename and add a field to a Fiori app
- The SAP backend transactions used specific for each Fiori app

### **Business Benefits:**

- Quick start a great user experience with your existing SAP systems
- Choose any Fiori apps out of multiple lines of business
- Implement SAP Fiori using a modular approach by starting with one app that addresses an immediate need within the organization and then add more apps in the future.