SAP Solution in Detail
SAP ERP

SAP® ARCHIVING AND SAP DOCUMENT ACCESS

STREAMLINE THE PROCESS OF UPGRADING SAP ERP

The process of upgrading to the SAP® ERP 6.0 application can be streamlined by using archiving to reduce the amount of transaction data in the SAP database before upgrading. SAP data and document archiving solutions help you safely and securely archive data for system upgrades while also helping manage long-term database growth. In addition, they allow users to access and manage both SAP and non-SAP data and documents within your SAP enterprise applications. This allows your organization to manage content throughout key business processes, thus improving efficiency and reducing total cost of ownership.

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WHY UPGRADE TO SAP® ERP 6.0?

MAXIMIZE THE VALUE OF YOUR SAP INVESTMENT

As businesses continue to evolve and require ever-greater visibility and control of core business processes, they need to enhance the functionality of their underlying enterprise software. For this reason, many enterprises are considering upgrading to the SAP® ERP 6.0 application.

SAP ERP 6.0 offers a wealth of powerful software functionality that can help you respond effectively to the challenges of increasing competition, globalization, and regulations and improve business performance. By upgrading to SAP ERP 6.0, you can achieve the following business benefits:

- **Improve operational excellence** – SAP ERP 6.0 provides more than 300 functional enhancements that can improve process efficiency. In addition, it integrates the functions of most SAP industry solutions so that these solutions no longer need to be installed and set up separately.
- **Enhance business flexibility** – With SAP ERP 6.0, you can implement selected software innovations and activate specific functions and enhancements on demand to meet your evolving business requirements.
- **Better leverage existing IT assets** – SAP ERP 6.0 uses service-oriented architecture, which helps you shorten application innovation life cycles and implement strategic business innovations quickly and with minimal effort by reusing components at the macro level.
- **Support compliance and risk mitigation efforts** – With its integrated solutions for governance, risk, and compliance, SAP ERP 6.0 facilitates a unified, cross-company framework that correlates and aligns all compliance and risk mitigation activities.
- **Boost productivity and profitability** – Upgrading to SAP ERP 6.0 can also help you reduce total cost of ownership, mainly in terms of operations costs.

Downtime Losses by Application	Typical Hourly Loss of Unplanned Downtime
Financial/trading	US$2,400,000
Supply chain	$600,000
Enterprise resource planning	$600,000
Customer relationship management	$480,000
E-commerce	$480,000
E-business	$480,000
Business application	$300,000
Database	$300,000
Messaging	$60,000
Infrastructure	$42,000

As organizations grow, production system data often expands exponentially. In addition to this normal, organic growth of data, SAP also has found that the size of the SAP database typically increases by 5% to 10% with each SAP software release. Conversion to Unicode can boost SAP database size by up to 30%. Unmanaged, this growth in data volume can drive increased personnel and hardware costs.

The process of upgrading to SAP ERP 6.0 can be streamlined by using archiving to reduce the amount of transaction data in the SAP database prior to upgrading. A leaner SAP database provides the following benefits during the upgrade process:

- Reduced production downtime
- Minimized need for additional hardware and related IT infrastructure investments
- Shorter duration of overall upgrade project

There are also long-term benefits to data archiving beyond the upgrade process. These include:

- **Greater system availability** – Shorter runtimes for backup and recovery can prevent unplanned downtime for significant cost avoidance (see table on previous page).
- **Reduced hardware and administration costs** – Compression can reduce data records, mirrors, and system copies by 20%.
- **Improved performance for end users** – As database table size grows, transaction response times grow (see Figure 1). Therefore, by minimizing the amount of data in database tables, you can reduce transaction response times for all employees.

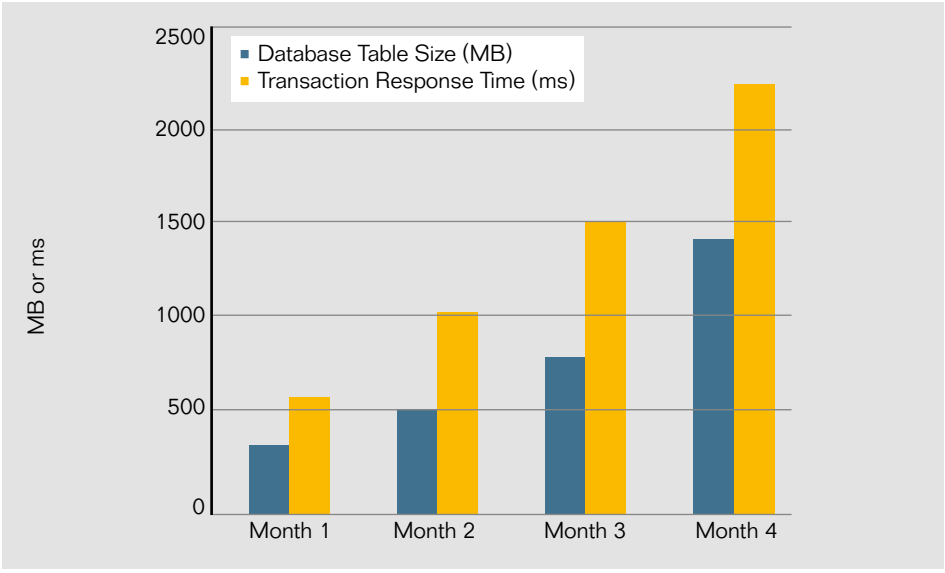

Figure 1: Relationship between Database Table Size and Transaction Response Time

THE UPGRADE CHALLENGE: MAXIMIZING UPGRADE ROI

THE TROUBLE WITH LARGE DATABASES

Managing Data Growth – An IT Best Practice

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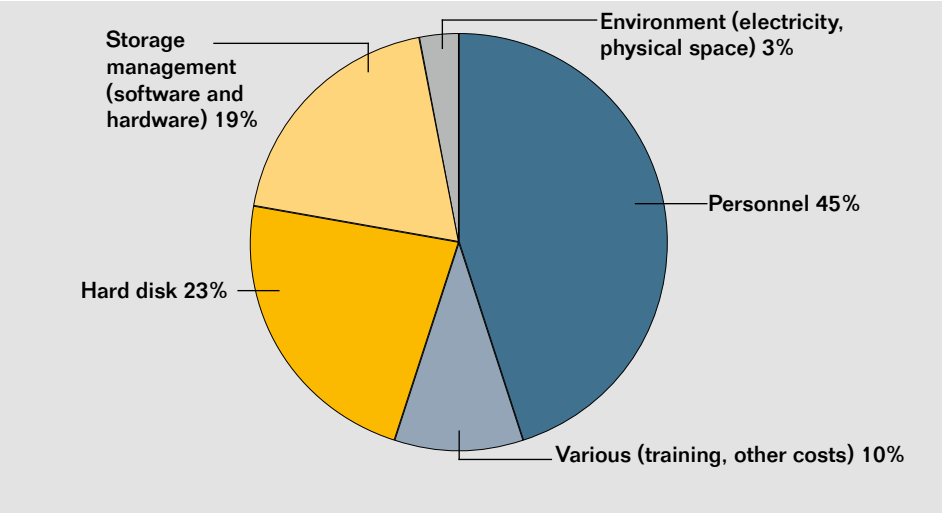

Figure 2: Distribution of Costs for Managing One Terabyte of Data
Source: Gartner Dataquest

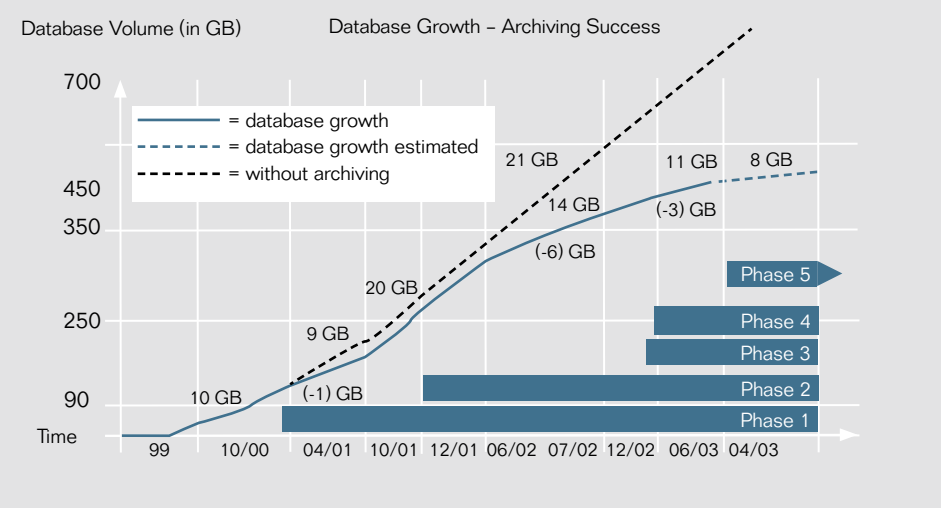

Figure 3: Using Archiving to Reduce the Volume of Data Migrated During Upgrade

Unmanaged, this growth in data volume can drive increased personnel and hardware costs. Figure 2 shows how the costs of managing a terabyte of data are typically distributed. For every expenditure saved in storage hardware and software costs, an equal expenditure (or more) is saved in personnel and training costs.

As an IT best practice, SAP recommends managing the growth of data to keep it as small as possible. The key strategy for doing this is data archiving. The top and bottom curves in Figure 3 show the reduction between unmanaged and managed database growth that data archiving can provide. An actual case study showed that after three years of implementing a data-archiving strategy, the database size was 450 GB. Unmanaged, it would have been 700 GB or more with the projected data growth rate.

When it comes to upgrading to SAP ERP 6.0, the cost associated with unmanaged database growth is compounded and actually reduces the ROI and other benefits of upgrading. As the amount of data to be migrated during the upgrade process increases, the longer the upgrade process takes and the greater the risk and length of system downtime. For organizations that run 24x7 operations across their manufacturing, supply chain, or finance functions, optimizing database size before upgrading minimizes the risks and costs of upgrading. And it maximizes the return on your investment of resources in the upgrade process.

THE NEED: ARCHIVE SAP DATA AND DOCUMENTS

REDUCING TCO AND INCREASING EFFICIENCY OF YOUR UPGRADE

By archiving data, you can shrink the time required to complete an upgrade, reduce IT infrastructure and administrative costs, and reduce the risk of data loss. For example, using archiving solutions, customers can often reduce the size of their SAP production database by 30% to 50% (see Figure 3). This reduction usually more than compensates for the increase in the SAP database size associated with the upgrade to SAP ERP 6.0. In other words, by archiving before upgrading, you can ensure in most cases that your total production database size stays at or below its current level.

Archiving data before upgrading your SAP ERP application can also help generate long-term cost savings. In addition to simply moving data from the production SAP database to less costly storage devices, archived data is also compressed by a factor of five relative to the space it would take up in the production database.

Archiving data before upgrading your SAP ERP application can also help generate long-term cost savings. In addition to simply moving data from the production SAP database to less costly storage devices, archived data is also compressed by a factor of five relative to the space it would take up in the production database. This compression results in dramatically reduced space consumption on the archive storage media. Based on average customer experience, moving data from the production system to the archive and simultaneously compressing it can reduce hardware requirements by as much as 80% or 90% and cut administration time and costs in half. Storing data on less costly long-term storage media reduces total cost of ownership while providing users with full, transparent access to archived information.

THE SOLUTION: SAP ARCHIVING AND SAP DOCUMENT ACCESS

BEST-OF-BREED SOLUTIONS TO ARCHIVE SAP INFORMATION

The SAP Document Access application by Open Text includes the SAP Archiving application by Open Text and extends it with a "virtual folder" feature that provides users with aggregated views of content from multiple sources, including from the production databases of multiple SAP applications and the Open Text archive.

To meet these challenges, SAP offers two applications:

- **The SAP Archiving application by Open Text**, which helps you archive data before the upgrade process
- **The SAP Document Access application by Open Text**, which includes SAP Archiving and extends it by facilitating user access to both production and archived content in unified views

SAP Archiving

SAP Archiving is a best-of-breed archiving solution, specifically designed for archiving SAP data and documents. It lets you securely migrate aged data to low-cost storage devices before the SAP ERP 6.0 upgrade while providing secure user access to archived information, so there is minimal business disruption.

The key functionality of SAP Archiving includes:

- **Certified integration with SAP ERP:**
  - Leverages the standard SAP ArchiveLink® software interface for communication between SAP applications and the Open Text archive
  - Adheres to SAP standards for data archiving and document integration, including SAP ArchiveLink and the archive development kit
- **Ability to connect documents with SAP transactions:** Integrate content with SAP transactions so the business process context is maintained and users can retrieve information whenever needed
- **Support for regulatory compliance:** Securely store data-archiving files and documents in a long-term, tamper-proof form, thus helping ensure compliance with data and document retention regulations
- **Multienvironment usability:**
  - For users of SAP ERP, archived content "available anywhere" within SAP ERP, embedded in menus and workflows
  - All SAP Business Suite applications and SAP industry solutions supported as applications for access to archived content
- **Image-scanning software:**
  - Integrates with SAP ERP
  - Supports viewing in Web, Java, and Microsoft Windows environments
  - Offers high-volume and desktop scanning
  - Enables viewing of images and creation of annotations
- **Operational efficiency:**
  - Administration of user rights and enterprise policies unified with SAP administration
  - All content stored in a single repository, minimizing total cost of ownership (TCO)
  - SAP Archiving running on the SAP NetWeaver® technology platform, leveraging SAP infrastructure to minimize TCO
- **Best-of-breed technical archiving features:**
  - Supports all leading storage platforms and media types, including optical media, content addressable storage (CAS), network attached storage (NAS), and storage area network (SAN) storage platforms
  - Provides full support for high availability, replication, caching, and disaster recovery configurations
  - Provides features such as encryption, time stamp, and digital signatures, which enable secure, validated storage
  - Enables flexible storage and retrieval for outgoing documents and print lists
  - Supports mass ingestion of documents from a scan provider, an output management system, or output from host systems like spool files, print lists, and so on, and also supports archiving of desktop documents and e-mail

SAP Document Access

SAP Document Access includes SAP Archiving and extends it with a "virtual folder" feature that provides users with aggregated views of content from multiple sources, including from the production databases of multiple SAP applications and the Open Text archive.

For example, the virtual folder feature can provide users with unified views of all information related to a given customer by displaying all objects containing a common piece of information about the customer, such as the customer number.

SAP Document Access makes it possible to extend the ROI of upgrading to SAP ERP 6.0 by providing a means to:

- **Decommission legacy, non-SAP applications as part of the upgrade project:** For example, if a given business process is currently run in a non-SAP application, data from that application can be archived and SAP Document Access then used to provide users with access to the legacy data within the SAP ERP 6.0 interface. This allows the legacy, non-SAP application to be shut down and the associated business process to be migrated to SAP ERP without losing access to legacy data.
- **Optimize additional business processes as part of the upgrade project:** The virtual folder feature makes information easier to find, thus improving user productivity and making business processes more efficient. For example, the ability to create a 360-degree view of all information related to a given customer improves the efficiency of customer-related processes such as order to cash and customer service. Similarly, creating a 360-degree view of all information related to an employee makes HR administration more efficient.

In summary, deploying SAP Document Access in addition to SAP Archiving in preparation for upgrading to SAP ERP 6.0 provides you with additional opportunities to reduce costs and make processes more efficient, thereby increasing the ROI and benefits of the upgrade project.

SUMMARY: THREE KEY BUSINESS BENEFITS

REDUCE ONGOING TCO AND INCREASE UPGRADE EFFICIENCY

SAP Archiving is a best-of-breed archiving solution, specifically designed for archiving SAP data and documents. It lets you securely migrate aged data to low-cost storage devices before the SAP ERP 6.0 upgrade while providing secure user access to archived information, so there is minimal business disruption.

Organizations use SAP Archiving and SAP Document Access to achieve three key business benefits.

Reduce the Cost and Risk of ERP Upgrades

Removing large volumes of information not needed from the active database and archiving it helps your organization:

- Reduce the duration of the upgrade project and any associated downtime
- Reduce consulting costs as a result of shorter upgrade project times
- Reduce the hardware storage costs through data compression and the ability to leverage lower-cost media

Increase Ongoing Operational Efficiency

In addition to the reduced hardware and administration costs mentioned, a content archiving strategy allows your organization to:

- Reduce downtime needed for database backups and recovery and database reorganization
- Consolidate SAP database instances and storage, helping cut ongoing maintenance and IT administration costs
- Avoid the need for redundant user-rights management systems by leveraging SAP security and authorization technology
- Deploy a wide range of storage hardware for maximum flexibility
- Accelerate business processes by digitizing paper documents, integrating electronic documents with processes and making it easier to find content
- Minimize training costs and user ramp-up time, and increase user adoption and satisfaction, thanks to complete integration of SAP Archiving and SAP Document Access into the SAP ERP user interface

Strengthen Regulatory Compliance

Two key features of SAP Archiving or SAP Document Access support compliance with data and document retention requirements:

- Archived data and documents are stored in secure, durable, unalterable, tamper-proof form with full auditability.
- The architecture supports deployments with high availability, replication, and distribution to protect against the loss of valuable digital assets and provide full, efficient disaster recovery.

Learn More

For more information on how you can use SAP software to optimize your upgrade to SAP ERP 6.0, call your SAP representative or visit us online at www.sap.com/solutions/solutionextensions/docaccessarchiving or www.sap.com/usa/solutions/business-suite/erp/index.epx.

Leading companies are using the SAP® Archiving application by Open Text to off-load data from production systems and reduce their administration, maintenance, and storage costs. Figure 4 shows the theoretical results that a company adding an average of 100 GB of storage each month might achieve after implementing data and document archiving (individual results will vary according to a number of variables). With data growing at this type of rate, the amount of data in the production database of the SAP ERP application can be initially reduced and then maintained at a relatively steady value. All the growth in data and documents is taken up by the archive.

By deploying SAP Archiving for one year, a company whose data started out at 1,200 MB and grew at a rate of 100 MB per month would end up with roughly 43% of data in the production database and 57% in the archive. The net result is decreased total cost of ownership for SAP applications.

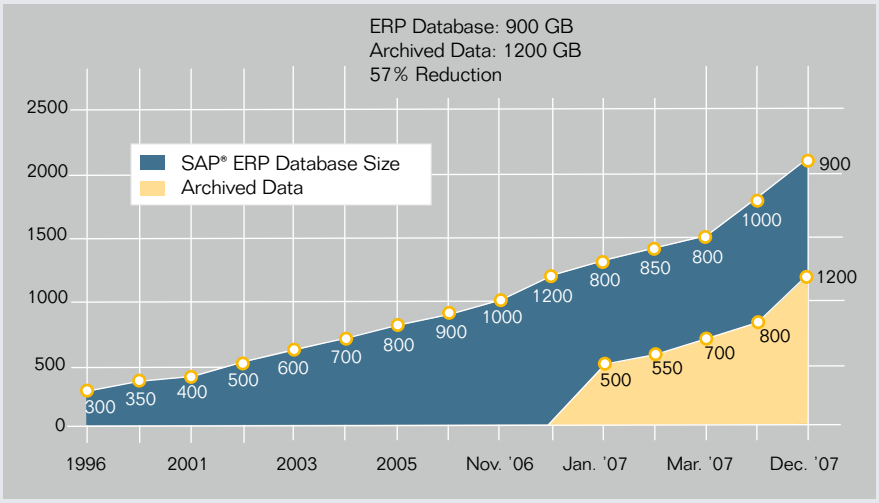

Figure 4: Reducing the Size of the SAP® Database with SAP Archiving

QUICK FACTS

www.sap.com/contactsap

Summary

The SAP® Archiving application by Open Text and the SAP Document Access application by Open Text provide the archiving, storage, and document access functionality you need to streamline your upgrade to the SAP ERP 6.0 application – and support ongoing cost savings and operational efficiency after the upgrade.

Business Challenges

- Safely and securely archive data for system upgrades
- Manage long-term database expansion resulting from organic growth, new software releases, and Unicode conversion

Key Features

- **Integration with SAP ERP** – Leverage the standard SAP ArchiveLink® software interface for communication between SAP applications and the Open Text archive
- **Support for regulatory compliance** – Securely store data-archiving files and documents in a long-term, tamper-proof form
- **Multienvironment usability** – Access archived content within SAP ERP, embedded in menus and workflows
- **Image-scanning software** – View data in Web, Java, and Microsoft Windows environments
- **"Virtual folders"** – View aggregated content from multiple sources, including from the production databases of multiple SAP applications and the Open Text archive

Business Benefits

- **Reduced production downtime** by reducing the amount of transaction data in the SAP database before upgrading
- **Minimized need for additional hardware** and related IT infrastructure investments, thanks to a leaner database
- **Shorter duration of overall upgrade project** by streamlining the process
- **Greater system availability** through shorter runtimes for backup and recovery
- **Reduced hardware and administration costs** over the long term by data archiving before upgrading
- **Improved performance** for end users

For More Information

Call your SAP representative, or visit us online at www.sap.com/solutions/solutionextensions/docaccessarchiving or www.sap.com/usa/solutions/business-suite/erp/index.epx.

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