Process Discovery
– Update and use in the context of SAP S/4HANA
(Evolution of SAP Business Scenario Recommendations on Spotlight)

BPI Process Discovery Content and Delivery
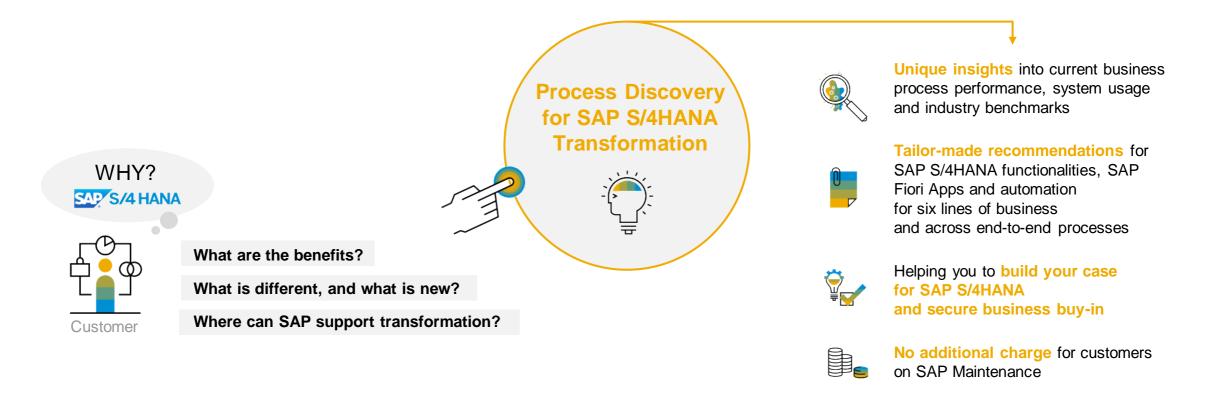October, 2021

THE BEST RUN **SAP**

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How to build your case for SAP S/4HANA?

WHY?

SAP S/4 HANA

Customer

What are the benefits?

What is different, and what is new?

Where can SAP support transformation?

Process Discovery for SAP S/4HANA Transformation

Unique insights into current business process performance, system usage and industry benchmarks

Tailor-made recommendations for SAP S/4HANA functionalities, SAP Fiori Apps and automation for six lines of business and across end-to-end processes

Helping you to **build your case for SAP S/4HANA and secure business buy-in**

No additional charge for customers on SAP Maintenance

Process Discovery helps business executives understand the value of moving to SAP S/4HANA and intelligent technologies.

Poll 1:

Q1:
Does your company use a business process management tool today?
Yes
No

Q2:
Do you use Signavio today?
Yes
No
Sometimes

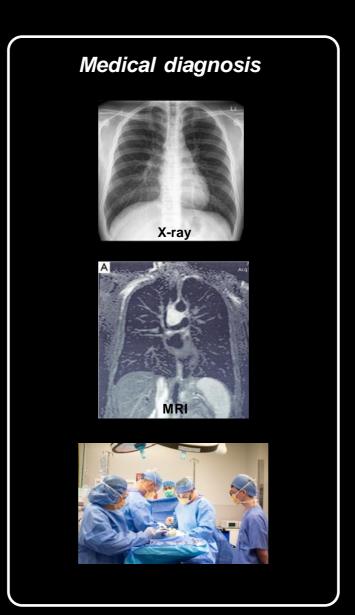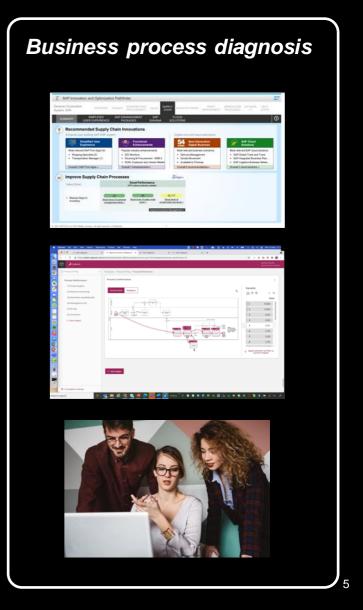# Business Process Intelligence - Analogies

	Automotive diagnosis	Medical diagnosis	Business process diagnosis
Preliminary Analysis		X-ray	
Detailed Analysis		MRI	
Repair / Improve			

Business process intelligence is an end-to-end transformation solution

Capture, document, compare, and simulate your process portfolio, design customer journeys

SAP
Journey Modeler
by Signavio

SAP
Process Manager
by Signavio

HUB

SAP
Workflow Accelerator
by Signavio

SAP
Workflow Collaborator
by Signavio

Leverage a human-centric workflow engine to execute tasks and enable your integrated governance

Embrace a data-driven approach to discover, analyze, and mine your end-to-end processes

SAP
Process Intelligence
by Signavio

SAP
Process Insights
for SAP ECC & S/4HANA

BPI
Improvement*
Low code, RPA, and workflow

Repair and enhance processes to improve effectiveness and efficiency, and improve business user productivity

Locate and prioritize process improvement potential for specific SAP systems

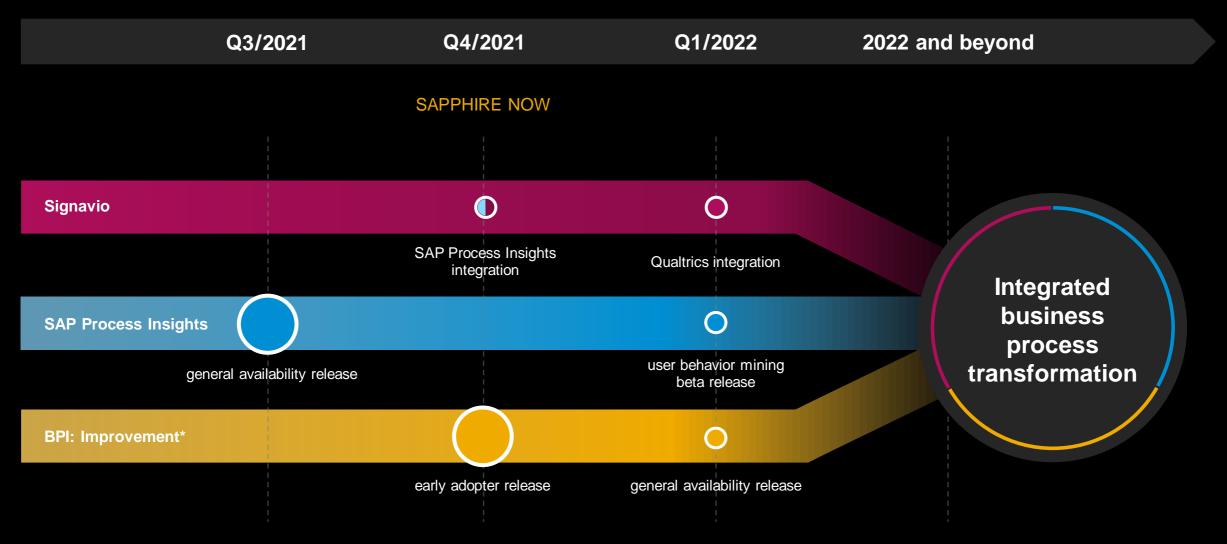*covering SAP Workflow Management, SAP Intelligent RPA, Low-Code Application Development

Business process intelligence offers all the capabilities required to drive an end-to-end business transformation

Analyze	Design and simulate	Improve	Roll out	Monitor

Process Model and Manage Home Base *(SAP / SIGNAVIO)*

Analyze *(SAP)*
- Discovery reports
- Process KPIs and process performance indicators (PPIs)
- User-behavior mining

Analyze *(SIGNAVIO)*
- Process mining, KPIs, and PPIs
- Experience data

Design and simulate *(SAP)*
- End-to-end process definitions
- Intelligent recommendations

Design and simulate *(SIGNAVIO)*
- Process modelling
- Customer journey mapping
- Process simulation

Improve *(SAP)*
- Corrective actions
- SAP's enterprise applications
- SAP Business Technology Platform
- Automated improvements with SAP Workflow Management and SAP Intelligent RPA

Roll out *(SIGNAVIO)*
- Process governance
- Collaboration hub

Monitor *(SAP)*
- Benchmarking data from core apps, KPIs, PPIs, and so on
- Process visibility

Monitor *(SIGNAVIO)*
- Monitoring of models and associated performance
- Benchmarking from models, mining and process KPIs and PPIs

Process Management, Collaboration, and Governance *(SIGNAVIO)*

Business Content – Best Practices and Benchmarking *(SAP)*

By combining the products of *Signavio and SAP* and associated services, organizations can drive **holistic, end-to-end process transformations** to optimize their operations, improve customer excellence, and control operational risks.

How integrated business process transformation comes together

Q3/2021	Q4/2021	Q1/2022	2022 and beyond

SAPPHIRE NOW

Signavio

SAP Process Insights integration

Qualtrics integration

SAP Process Insights

general availability release

user behavior mining beta release

BPI: Improvement*

early adopter release

general availability release

Integrated business process transformation

*Covering SAP Workflow Management, SAP Intelligent RPA, Low-Code Application Development

Process Excellence for SAP ECC & S/4HANA customers

Available now

Process Discovery
for SAP S/4HANA Transformation

SAP Process Insights
for SAP ECC & SAP S/4HANA

SAP **Journey Modeler**
by Signavio

SAP **Process Manager**
by Signavio

SAP **Workflow Accelerator**
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SAP **Workflow Collaborator**
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HUB

SAP **Process Intelligence**
by Signavio

SAP **Process Insights***
for SAP ECC & S/4HANA

BPI **Improvement****
Low code, RPA, and workflow

SAP ★ **PROCESS TRANSFORMATION**

1 Start with **Process Discovery** or **Pathfinder***
Free of charge

This free tool will help executives focus their attention on the most important process performance issues

Get started here:
www.s4hana.com
www.sap.com/pathfinder

2 **SAP Process Insights** for immediate value
Subscription

Continuous monitoring and improvement of your company's business processes

Prepare your processes for the SAP S/4HANA transformation

Quick insights leading to quick results

3 **SAP Signavio** Process Transformation **Suite** for full business transformation
Subscription

Process design, documentation and governance

Process mining (across SAP & non-SAP systems)

Journey Modelling

Collaborative business transformation

*Pathfinder is for SAP S/4HANA customers and Process Discovery is for SAP ECC Customers

Upcoming BPI Event in November (virtual attendance free of charge)

Link to event:
https://www.signavio.com/bpiforum/

Personas

Line of Business Manager

Clemens needs to assess performance and identify areas for improvement for his **line of business.**

Process Owner

Claire needs to assess performance and identify areas for improvement for the **end-to-end process.**

Transformation Driver

Amelia needs to identify transformation or automation potential **across the organization.**

Technical System Expert

Emanuel needs to future-proof the **IT landscape.**

Request process overview
for Customers and Partners

1 **Extract data** From customer system

2 **Initiate your request**

3 **Confirm your request**

4 **SAP will share results report**

5 **Discuss the result with your customer**

- Implement SAP Notes 2745851 and 2758146 in productive SAP ERP system

- Run data extraction report and download ZIP file

How-To Guide »

- Initiate your request – go to: www.s4hana.com

- Fill in the form with your data and select the option "Customer" or "Partner" in the Relationship box

- upload the file and submit

- After submitting your request you will receive an e-mail to confirm your e-mail address

- SAP will start to generate the report after your confirmation
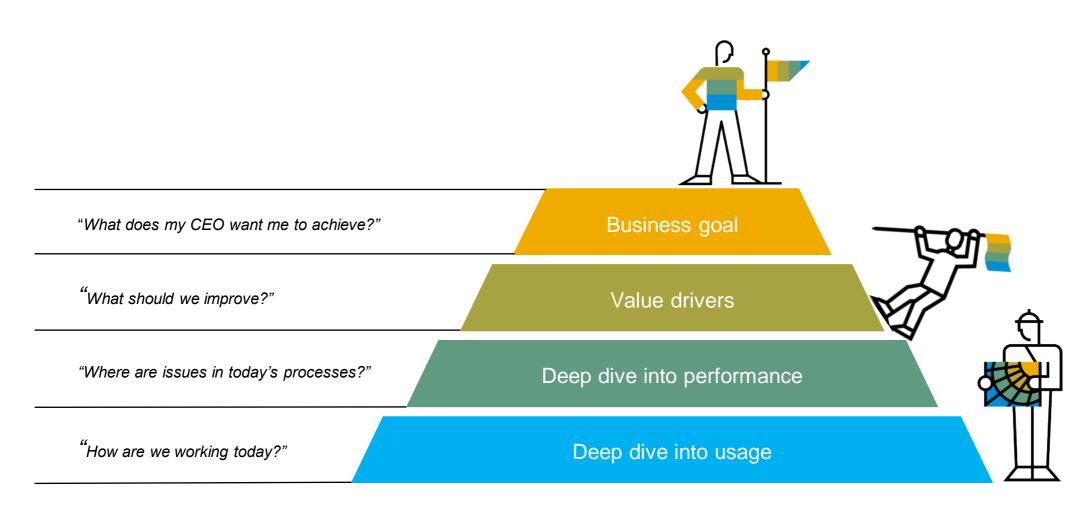
- SAP will send you the results report via e-mail

- Share the report result with your customer involving Business and IT stakeholders together with your solution experts

Understand how to achieve your business goals with SAP innovations

"What does my CEO want me to achieve?" — **Business goal**

"What should we improve?" — **Value drivers**

"Where are issues in today's processes?" — **Deep dive into performance**

"How are we working today?" — **Deep dive into usage**

Understand how to achieve your business goals with SAP innovations

Business goal
"What does my CEO want me to achieve?"

Optimize finance processes and liquidity

Value drivers
"What should we improve?"

Reduce G/L efforts and financial closing time

Reduce days sales outstanding (DSO)

Deep dive into performance
"Where are issues in today's processes?"

Process view and process performance indicators
(from customer's SAP ERP software data with industry benchmarks)

Impacting G/L efforts and closing time

- **Overdue & open** finance AR / AP items
- Customer/ vendor payments **autom. cleared**
- **Open items** on finance G/L accounts

Impacting days sales outstanding

- # of sales order **items overdue** for invoicing
- # of delivery **items shipped and not billed**
- # of days for **lead time**: invoice creation to clearing

Deep dive into usage
"How are we working today?"

Usage view
(from customer's SAP ERP software data with industry benchmarks)

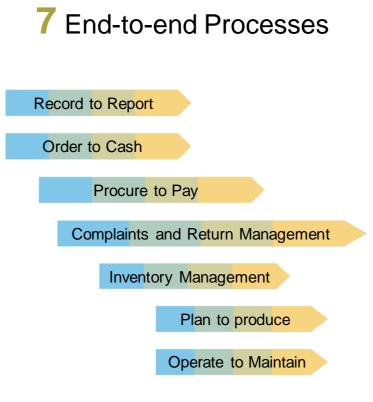| Capabilities	What you use today	Manual Effort	Custom Code
Financial Accounting	★★☆	Total 40,2%	5,6%
Collections Management	★★★	Total 32,4%	20,1%
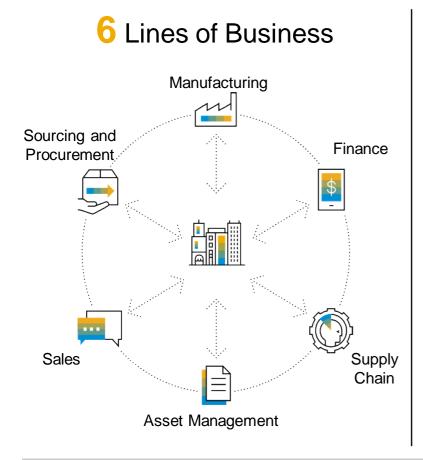
Understand how to achieve your business goals with SAP innovations
SAP S/4HANA capabilities recommendations based on your performance and usage

1 Business goal
"*What does my CEO want me to achieve?*"

2 Value drivers
"*What should we improve?*"

3 Deep dive into performance
"*Where are issues in today's processes?*"

4 Deep dive into usage
"*How are we working today?*"

Optimize finance processes and liquidity

Reduce days sales outstanding (DSO)

Impacting days sales outstanding:
- # of sales order **items overdue** for invoicing
- # of delivery **items shipped and not billed**
- # of days for **lead time**: invoice creation to clearing

Capability	What you use today	Manual Effort	Custom Code
Financial Accounting	★ ★ ☆	Total 40,2%	5,6%

SAP S/4 HANA
CAPABILITIES

★ ★ ☆

Cash and Liquidity Management

Entity close

+

Additional SAP products

Gain real-time insight into global cash and liquidity with SAP S/4HANA.

Accelerate the entity close process through automation and standardization.

12 optimization goals for 6 lines of business across 7 end-to-end processes

6 Lines of Business

- Manufacturing
- Finance
- Supply Chain
- Asset Management
- Sales
- Sourcing and Procurement

7 End-to-end Processes

- Record to Report
- Order to Cash
- Procure to Pay
- Complaints and Return Management
- Inventory Management
- Plan to produce
- Operate to Maintain

12 Optimization goals

- Reduce finance costs
- Reduce procurement function cost
- Reduce complaints and return costs
- Reduce total manufacturing costs
- Reduce asset data management cost

- Reduce G/L efforts and financial closing time
- Reduce days sales outstanding
- Reduce days in inventory
- Reduce unplanned downtime or outage

- Improve on-time delivery performance
- Accelerate manufacturing cycle time

- Increase sales force efficiency

~60 process performance metrics selected out of a set of 1300+ readily available KPIs in SAP Solution Manager, supporting the need to MOVE to SAP S/4HANA, collected from the customer's SAP ERP systems and benchmarked against peers (3000+ data sets per January 2021).

Introducing Process Discovery

Process Discovery
For SAP S/4HANA Transformation

Executive summary

Starting point to build a case
for SAP S/4HANA

Easy to share including
direct links to Process Discovery solution

Audience:
Business executives

Process Discovery Summary

Interactive PDF document
(Evolution of SAP Business Scenario Recommendations)

Audience:
Process Experts

Process Discovery Solution

Online application
(Currently named Spotlight)

Deep-dive into process performance
and efficiency

Identification of areas for improvement
and automation potential

Tool-based support to identify
standardization opportunities

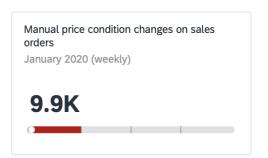# Highlights of the Process Discovery Solution (Online)

Helps you transform and automate your processes

Free cloud-based tool for Experts

Organized in reports for various roles

Personalized thanks to a start menu with relevant information

Insights on custom and partner code

Possibility to adjust mapping to reflect real usage

No need of extra work from customer or SAP colleagues

Start
Reports
Activity Viewer
Recommendations

Start

Aug 2019 → Jan 2020

Top Opportunities to Improve

Sales invoices not posted to accounting	Lead time: Prod. order creation to release	Sales order items overdue for invoicing	Manual price condition changes on sales orders
January 2020	January 2020 (weekly)	January 2020	January 2020 (weekly)
1.5K	**23.6** Days	**44.5K**	**9.9K**

Top Performance

Work orders in phase created	Lead time: Purchase requisition creation to PO	Work orders in phase released	Work orders not settled
January 2020 (weekly)	January 2020 (weekly)	January 2020	January 2020 (monthly)
1	**<0.1** Days	**784**	**51**

Top Recommendations   View All

SAP S/4HANA Capabilities **Delivery Management**	SAP S/4HANA Capabilities **External Processing**	SAP S/4HANA Capabilities **Financial Accounting**	SAP S/4HANA Capabilities **Goods Movement**
●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity

System: PRD
Sample Inc.
Report Type: Process Discovery

Start
Reports
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Start

Aug 2019 → Jan 2020

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Top Recommendations   [View All]

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●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity

Start menu

Check:
- The most important areas for improvement,
- Where you perform well compared to your industry
- The top SAP S/4HANA recommendations

Click on:
- "View All"
- "Recommendations" in the left menu to go to the recommendations section

System: PRD
Sample Inc.
Report Type: Process Discovery

Recommendations

Leverage the optimization potential identified in your ERP system

Aug 2019 → Jan 2020

Your Top Recommendations

SAP S/4HANA Capabilities	SAP S/4HANA Capabilities	SAP S/4HANA Capabilities	SAP S/4HANA Capabilities
Delivery Management	**External Processing**	**Financial Accounting**	**Goods Movement**
●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity	●●● Usage-Based Relevance ●●● Industry Popularity

NEXT STEPS
Turn Insights into Action
We're here to support you on your transformation journey.

✉ Email Us for Support

All Recommendations

All Lines of Business ▾   All End-to-End Processes ▾   Find Recommendation 🔍

Name	Usage-Based Relevance ⓘ ↓	Industry Popularity ⓘ	Lines of Business	Basis for Relevance ⓘ	Resources
SAP S/4HANA Capabilities (107) View All					
✩ Delivery Management	●●●	●●●	Finance Sales Supply Chain	VL02N, VL01N, VL10 View All (27)	
✩ External Processing	●●●	●●●	Manufacturing	ME21N, ME22N, ME23N View All (6)	
✩ Goods Movement	●●●	●●●	Supply Chain	VL02N, VL01N, MB1A	

Sidebar Navigation
- Start
- Reports
- Activity Viewer
- Recommendations

System: PRD
Sample Inc.
Report Type: Process Discovery

Recommendations 1/9:

On top of this screen are the top SAP S/4HANA recommendations across every line of business and process.

The blue ribbon gives you the opportunity to email SAP in case you require assistance in transforming the recommendations into execution.

Recommendations

Leverage the optimization potential identified in your ERP system

Aug 2019 → Jan 2020

All Recommendations

All Lines of Business ▾   All End-to-End Processes ▾   Find Recommendation 🔍

Name	Usage-Based Relevance ⓘ ⇟	Industry Popularity ⓘ	Lines of Business	Basis for Relevance ⓘ	Resources
SAP S/4HANA Capabilities (107) View All					
📌 Delivery Management	●●●	●●●	Finance Sales Supply Chain	VL02N, VL01N, VL10 View All (27)	
📌 External Processing	●●●	●●●	Manufacturing	ME21N, ME22N, ME23N View All (6)	
📌 Goods Movement	●●●	●●●	Supply Chain	VL02N, VL01N, MB1A View All (7)	
📌 Invoice Processing	●●●	●●●	Finance Sourcing and Procurement	MIRO, MIR4, MIR6 View All (8)	
📌 Financial Accounting	●●●	●●●	Finance	FBL3N, FBL5N, FBL1N View All (76)	
Machine Learning (28) View All					
📌 Cash Application for FI-CA (Account Classification)	●●●		Finance Sales Sourcing and Procurement	FBL5N, FD10N, F-32 View All (17)	
📌 Detect Abnormal Liquidity Items	●●●		Finance Sales Sourcing and Procurement	FBL5N, FI01, FBL1N View All (19)	
📌 Payment Advice Extraction	●●●		Finance Sales Sourcing and Procurement	FBL5N, FD10N, F-32 View All (19)	

Sidebar note

Recommendations 2/9:

The various recommendations are gathered by type:
- SAP S/4HANA capabilities
- SAP Fiori apps
- iRPA,
- Machine Learning
- Situation handling
- SAP Ariba
- SAP Business Network

You can filter by:
- line of business
- end-to-end process

Or search for specific process.

Navigation

- Start
- Reports
- Activity Viewer
- Recommendations

- Start
- Reports
- Activity Viewer
- Recommendations

Recommendations

Leverage the optimization potential identified in your ERP system

Aug 2019 → Jan 2020

All Recommendations

All Lines of Business ▾   All End-to-End Processes ▾   Find Recommendation 🔍

Recommendations 3/9:

The capabilities are rated in terms of relevance and industry popularity.

This rating is based on a 3-dot scale - zero or one dot has a minimal and 3 dots a critical meaning.

Name	Usage-Based Relevance	Industry Popularity	Lines of Business	Basis for Relevance	Resources
SAP S/4HANA Capabilities (107) View All					
📌 Delivery Management	●●●	●●●	Finance Sales Supply Chain	VL02N, VL01N, VL10 View All (27)	
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Payment Advice Extraction	●●●		Finance Sales Sourcing and Procurement	FBL5N, FD10N, F-32 View All (19)	

Start

Reports

Activity Viewer

Recommendations

Recommendations

Leverage the optimization potential identified in your ERP system

Aug 2019 → Jan 2020

All Recommendations

All Lines of Business ▾   All End-to-End Processes ▾   Find Recommendation 🔍

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SAP S/4HANA Capabilities (107) View All					
📌 Delivery Management	●●●	●●●	Finance Sales Supply Chain	VL02N, VL01N, VL10 View All (27)	
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📌 Financial Accounting	●●●	●●●	Finance	FBL3N, FBL5N, FBL1N View All (76)	
Machine Learning (28) View All					
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📌 Payment Advice Extraction	●●●		Finance Sales Sourcing and Procurement	FBL5N, FD10N, F-32 View All (19)	

Recommendations 4/9:

By default the top 5 recommendations are displayed.

You can click on "View All" to review the full list of SAP S/4HANA recommendations.

System: PRD
Sample Inc.
Report Type: Process Discovery

Recommendations

Leverage the optimization potential identified in your ERP system

Aug 2019 → Jan 2020

All Recommendations

All Lines of Business ▼

All End-to-End Processes ▼

Find Recommendation 🔍

Name	Usage-Based Relevance ⓘ ⇊	Industry Popularity ⓘ	Lines of Business	Basis for Relevance ⓘ	Resources
SAP S/4HANA Capabilities (107) View All					
📌 Delivery Management	●●●	●●●	Finance Sales Supply Chain	VL02N, VL01N, VL10 View All (27)	
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📌 Goods Movement	●●●	●●●	Supply Chain	VL02N, VL01N, MB1A View All (7)	
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☆ Financial Accounting	●●●	●●●	Finance	FBL3N, FBL5N, FBL1N View All (76)	Learn More ⧉
Machine Learning (28) View All					
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☆ Payment Advice Extraction	●●●		Finance Sales Sourcing and Procurement	FBL5N, FD10N, F-32 View All (19)	

Recommendations 5/9:

Let's review "Financial Accounting" which is highly relevant and popular.

Start

Reports

Activity Viewer

Recommendations

Start

Reports

Activity Viewer

Recommendations

Recommendations

Leverage the optimization potential identified in your ERP system

Aug 2019 → Jan 2020

SAMPLE ANALYSIS

	External Processing	● ● ●	● ● ●	Manufacturing	ME21N, ME22N, ME23N View All (6)
	Goods Movement	● ● ●	● ● ●	Supply Chain	VL02N, VL01N, MB1A View All (7)
	Invoice Processing	● ● ●	● ● ●	Finance / Sourcing and Procurement	MIRO, MIR4, MIR6 View All (8)

Recommendations 6/9:

The list of the transactions, which will be improved by the related SAP S/4HANA capability appears on the right.

Click on "Learn More" to get more information about the related SAP S/4HANA recommendation.

Financial Accounting   ● ● ●   ● ● ●   Finance

FBL3N, FBL5N, FBL1N, F-04, FB01, F-03, FB05, FB08, FB03, F-02, F-51, FB02, FBR2, FBD5, KSB1, FS10N, AW01N, KO02, AS03, FBRA, KO01, F-58, KO03, AR01, KOB1, GD13, F.13, AS01, AS02, ACACTREE02, FB50, FS00, FBD1, F-47, FBD9, KS03, KOH2, KAH3, F.08, FB41, ACACPSDOCITEMS, FSS0, KSU5, F.80, F.05, FBD3, ABAON, F.14, KSB5, FBD2, KO8G, KO04, FBL3, KS02, KAH2, KP46, RFBILA00N, OKENN, KSU2, KSH2, FB00, KS13, OKB9, FBU3, F-59, KS01, KA01, KOK3, KSU3, CO43, KA02, F-01, GD23, F-53, KSU6, FS10
Collapse

Learn More ⧉

System: PRD

Sample Inc.

Report Type: Process Discovery

Machine Learning (28) View All
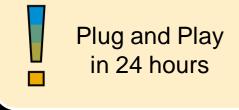
SAP Process Insights solution capabilities support continuous improvement of processes running through your SAP system*

1. Understand your processes with out-of-the-box **process flows** and **process performance indicators**

2. Dive deep with **analytic capabilities**: find the root cause of your issues

3. From fast insights to immediate results: use the tailored **improvement recommendations**

Plug and Play in 24 hours

* Available for SAP ECC, SAP S/4HANA On Premise and SAP S/4HANA Private Cloud edition (PCE)

Typical Customer Challenges and Questions that SAP Process Insights helps to answer (example for the lead to cash process)

Where are **inefficiencies** in our Invoice to Cash process (delays, long lead times, high cancellation/credit memo rates, low automation rates, manual reworks)?

Is the Invoice to Cash process **harmonized** across all our countries (where are our internal best practices and where are the worst practices)?

How many **deliveries** shipped to customers have **not yet been billed**?

How many **sales orders** (e.g. services, third-party) are **not billed yet**?

How many sales orders have a **billing or a credit block**?

What kind of information (missing fields) is missing on sales orders that are **preventing the timely creation** of the invoice?

How many **errors** and what kind of errors occur during our automatic billing due runs?

How many invoices were created **later than planned**?

Are the „**right**" payment **terms** used?

SAP Process Insights has an unrivaled and constantly growing out-of-the-box content coverage[1]

20
Process Flows

60
Process Performance Indicators

20
Correction Recommendations
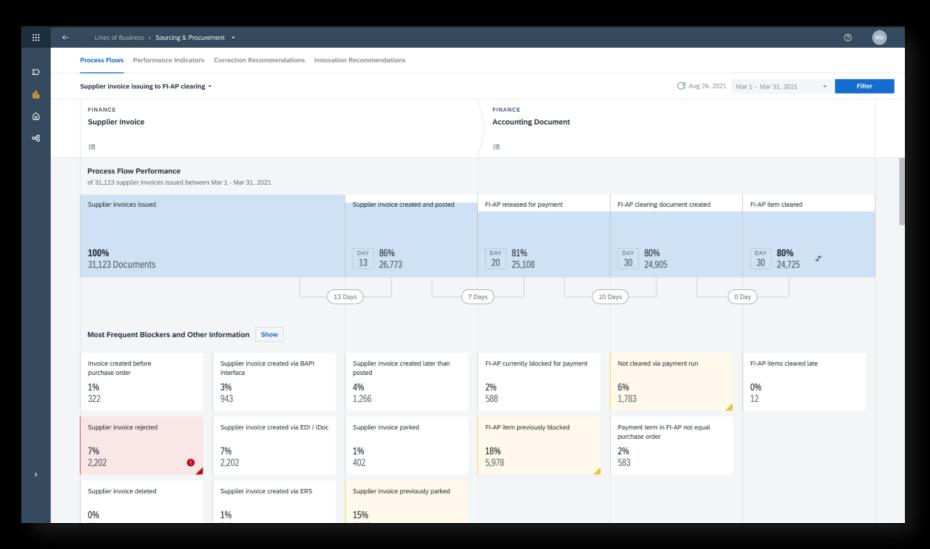
300+
Innovation Recommendations

for:

6
Lines of Business

Finance

Sourcing and Procurement

Sales

Manufacturing

Asset Management

Service

5
End-to-End Processes

Lead to Cash

Source to Pay

Plan to Fulfill

Finance

Acquire to Decommission

1 Generally available for SAP ECC, SAP S/4HANA On Premise and SAP S/4HANA Private Cloud edition (PCE)

Understand your processes
using 20 out-of-the-box process flows and 150+ typical issues and inefficiencies

Make data-driven decisions which business areas to prioritize for improvement

Get insights fast: updates happen daily

More to come: number of available process flows and typical inefficiencies will double by end of year 2021*

* Numbers subject to change

Poll 2:

Which functions of SAP Process Insights would be most valuable for you?
(multiple responses)
- Filtering of organizational items
- access to single documents
- day-to-day updates of process performance metrics
- ease of data upload
- direct access to corrective actions
- simplicity of process representation

Financial Accounting (S/4 OP)

Enable real-time reporting at a granular level with streamlined financial processes

- Provide a single source of truth for general ledger and subledger applications and real-time integration to logistics with a full audit trail.
- Enable financial reporting and real-time, self-service analytics directly from highly granular operational data.
- Drive efficiency, close the books more faster at a lower cost, and make-more informed decisions faster.
- Use built-in innovations such as SAP CoPilot and machine learning apps for increased collaboration and automation.

What is New in SAP S/4HANA	⊕
Value Drivers	⊕
Improved User Experience (SAP Fiori Apps)	⊕
SAP Best Practices (Scope Items)	⊕
SAP Road Maps	⊕
Additional Information	⊕
Related Products	⊕
Related License Materials* ⓘ	⊕

* The listed licenses are potentially suitable materials. Please align with your SAP account executive for individually applicable licensing options

---

What is New in SAP S/4HANA

Universal journal
SAP S/4HANA provides a single, universal journal that simplifies all accounting processes.

Simplified and streamlined processes
Massive efficiencies are enabled by removing redundant steps and streamlining integration.

Built-in innovations
Unassigned alerts, highlighting areas to focus on

Value Drivers ⊖

★ ★ ★
Reduce days to close annual books
by enabling automated, highly efficient closing tasks such as intercompany reconciliation supported by single source of truth

Value lever: Agility

★ ★ ☆
Reduce finance cost
by enabling automated, highly efficient closing tasks such as intercompany reconciliation supported by single source of truth

Value lever: Efficiency

Recommendations 7/9:

An additional information site shows up, which provides benefits for a specific SAP S/4HANA capability. This page could also show numerous additional information, such as:

- What is new in SAP S/4HANA
- What are the Value Drivers

Financial Accounting (S/4 OP)

Enable real-time reporting at a granular level with streamlined financial processes

- Provide a single source of truth for general ledger and subledger applications and real-time integration to logistics with a full audit trail.
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- Drive efficiency, close the books more faster at a lower cost, and make-more informed decisions faster.
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What is New in SAP S/4HANA ⊕

Value Drivers ⊕

Improved User Experience (SAP Fiori Apps) ⊕

SAP Best Practices (Scope Items) ⊕

SAP Road Maps ⊕

Additional Information ⊕

Related Products ⊕

Related License Materials* ⓘ ⊕

* The listed licenses are potentially suitable materials. Please align with your SAP account executive for individually applicable licensing options

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SAP Best Practices Explorer

Accounting and Financial Close (J58)

Description:
This scope item provides a comprehensive overview of external accounting and accounts.

Version:
Ireland, SAP S/4HANA Cloud

Language:
English

Direct link to scope item:
https://rapid.sap.com/bp/scopeitems/J58

Overview | Country/Region Relevance | Details | Used In

The central task of general ledger accounting is providing a comprehensive overview of external accounting and accounts. By recording all business transactions, including primary postings and settlements from internal accounting, in a system that is fully integrated with all the other operational areas of a company, you ensure accuracy and completeness for accounting data.

General Ledger Accounting serves as a complete record of all business transactions providing a centralized, up-to-date reference for the rendering of accounts. Actual individual transactions are reviewed with real-time processing, displaying the original documents, line items, and transaction figures at various levels (such as account information, journals, totals, transaction figures, and balance sheets).

This process describes all required period end-closing steps, related to performing local period-end closing and steps that are identical for local and parallel ledger.

> Business Benefits

Improved User Experience (SAP Fiori Apps)

All Fiori Apps (80)

Below the list of SAP Fiori Apps grouped by end user roles

Asset Accountant (5)

Cost Accountant - Inventory (2)

Cost Accountant - Overhead (20)

Cost Accountant - Sales (14)

Divisional Accountant (4)

General Ledger Accountant (9)

Inventory Manager (2)

Revenue Accountant (24)

SAP Road Map Explorer

Products | Processes | Industries | My Road Maps | Disclaimer

Financial Accounting (S/4 OP) ✕   53 Innovations ✕

Products ▾ | Processes ▾ | Industries ▾ | Focus Topics ▾   Earliest - Latest 🗓

Q4 2020 8 Innovations
SAP S/4HANA 2020

^ Accounts Payable
Bank account processing using bank reconciliation accounts
SAP S/4HANA 2020

^ Accounts Receivable
Bank account processing using bank reconciliation accounts
SAP S/4HANA 2020

^ Cash Management
Bank account processing using bank reconciliation accounts

Q1 2021 7 Innovations
SAP S/4HANA 2020

^ Financial Accounting
Accelerated and fine-granular initial load
SAP S/4HANA 2020

Centralize asset accounting
SAP S/4HANA 2020

Centralized payments in central finance for cloud source systems
SAP S/4HANA 2020

Q2 2021 CURRENT 3 Innovations
Future Release

^ Financial Accounting
Ability to manage and clear open items on GL accounts in central...
SAP S/4HANA

Automatic processing of items in error correction and suspense...
SAP S/4HANA

Joint Venture Accounting on Universal Journal - Central Financ...
SAP S/4HANA

Q4 2021 13 Innovations
Future Release

^ Financial Accounting
Additional features for central asset accounting in central finance
SAP S/4HANA

Additional functionality for margin analysis in central finance
SAP S/4HANA

Centralized budgeting and availability control for projects
SAP S/4HANA

Recommendations 8/9:

- The best practices, to learn how to use the specific recommendations the best way possible
- What are the related SAP Fiori apps, segmented by role within the organization
- And the future developments around this capability with the SAP RoadMap Explorer

- Start
- Reports
- Activity Viewer
- **Recommendations**
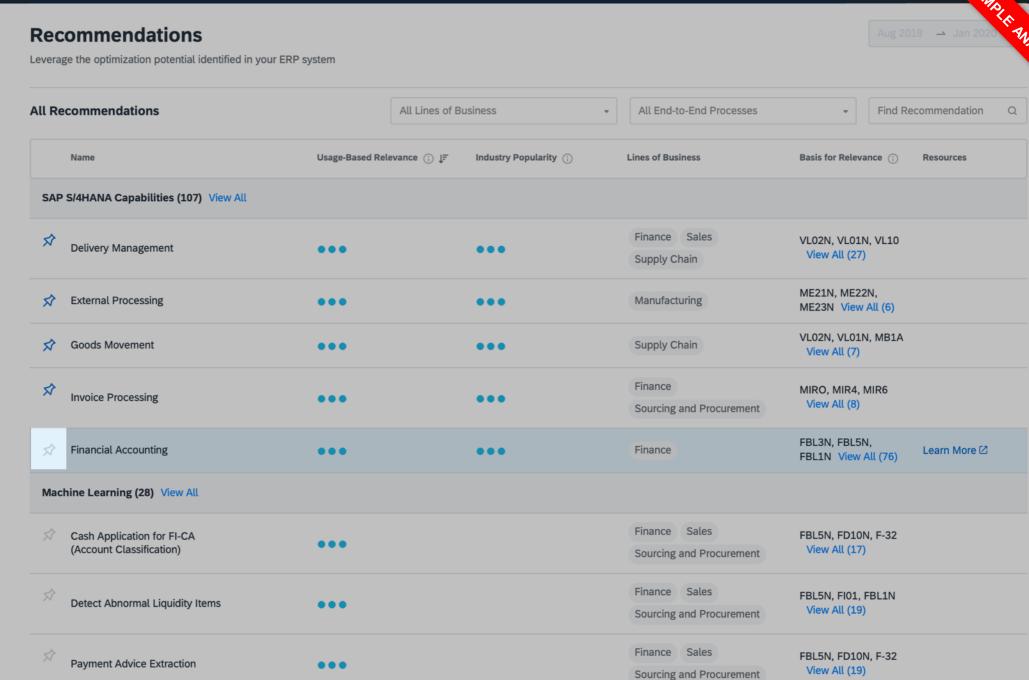
Recommendations 9/9:

You can pin or unpin the capabilities you are the most interested in.

Recommendations

Leverage the optimization potential identified in your ERP system

Aug 2019 → Jan 2020

All Recommendations

All Lines of Business ▾   All End-to-End Processes ▾   Find Recommendation 🔍

Name	Usage-Based Relevance ⓘ ↓	Industry Popularity ⓘ	Lines of Business	Basis for Relevance ⓘ	Resources
SAP S/4HANA Capabilities (107) View All					
📌 Delivery Management	●●●	●●●	Finance Sales Supply Chain	VL02N, VL01N, VL10 View All (27)	
📌 External Processing	●●●	●●●	Manufacturing	ME21N, ME22N, ME23N View All (6)	
📌 Goods Movement	●●●	●●●	Supply Chain	VL02N, VL01N, MB1A View All (7)	
📌 Invoice Processing	●●●	●●●	Finance Sourcing and Procurement	MIRO, MIR4, MIR6 View All (8)	
📌 Financial Accounting	●●●	●●●	Finance	FBL3N, FBL5N, FBL1N View All (76)	Learn More ⧉
Machine Learning (28) View All					
📌 Cash Application for FI-CA (Account Classification)	●●●		Finance Sales Sourcing and Procurement	FBL5N, FD10N, F-32 View All (17)	
📌 Detect Abnormal Liquidity Items	●●●		Finance Sales Sourcing and Procurement	FBL5N, FI01, FBL1N View All (19)	
📌 Payment Advice Extraction	●●●		Finance Sales Sourcing and Procurement	FBL5N, FD10N, F-32 View All (19)	

Personas

Line of Business Manager

Clemens needs to assess performance and identify areas for improvement for his **line of business.**

Process Owner

Claire needs to assess performance and identify areas for improvement for the **end-to-end process.**

Transformation Driver

Amelia needs to identify transformation or automation potential **across the organization.**

Technical System Expert

Emanuel needs to future-proof the **IT landscape.**

Line of Business Manager

Persona: Clemens, Line of Business Manager, Globalcorp Inc.

Challenges: Clemens needs to assess performance and identify areas for improvement for his line of business

Storyflow: See how Clemens…

Analyze

- identifies the opportunities of improvement for the finance department by analyzing relevant performance indicators
- compares his company's performance against industrial benchmarks
- understands how finance users use the processes and identify potential for usage optimization, training or automation

Improve

- Gets recommendations, based on performance and usage optimization, segmented by type, such as S/4HANA capabilities, situation handling, Fiori, automation bots and machine learning

SAP Spotlight

- Start
- **Reports**
- Activity Viewer
- Recommendations

Reports

Get performance insights for end-to-end processes or lines of business and identify transformation opportunities

Get Insights into End-to-End Processes

Complaints and Returns Management Sales	**Inventory Management** Supply Chain	**Operate to Maintain** Asset Management	**Order to Cash** Finance · Sales
Plan to Produce Manufacturing	**Procure to Pay** Finance · Sourcing and Procurement	**Record to Report** Finance	

Explore Performance by Line of Business

Asset Management	**Finance**	**Manufacturing**	**Sales**
Sourcing and Procurement	**Supply Chain**		

Leverage Transformation Opportunities

Process Automation	**ERP System Usage**

Finance 1/8:

Let's click on the Finance Line of business.

System: PRD
Sample Inc.
Report Type: Process Discovery

Line of Business Manager

Start

Reports

Activity Viewer

Recommendations

← $ **Finance**

Aug 2019 → Jan 2020

Business Performance Goals

Select your performance goals so you can focus on those KPIs with opportunities to improve.

Reduce G/L Efforts And Financial Closing Time   Reduce Finance Costs   Reduce Days Sales Outstanding

Opportunities to Improve

Delivery items shipped and not billed	Manual changes on purchase orders	Manual price condition changes on sales orders	Overdue & open finance AP items
January 2020	January 2020 (weekly)	January 2020 (weekly)	January 2020
61.1K	**9.9K**	**9.9K**	**80.1K**

4 of 16 displayed   **Show More**

Good Performance

Lead time: Purchase requisition creation to PO	Manual changes on purchase requisitions	Lead time: Delivery creation to goods issue	Lead time: Invoice creation to clearing
January 2020 (weekly)	January 2020 (weekly)	January 2020 (weekly)	January 2020 (weekly)
<0.1 Days	**131**	**7.4** Hours	**23** Days

Finance 2/8:

The performance indicators are organized by opportunities to improve and good performance.

We generally encourage our customers to focus on the opportunities to improve to get the maximum value out of their process improvement project.

Line of Business Manager

SAP Spotlight

- Start
- **Reports**
- Activity Viewer
- Recommendations

← 💲 **Finance**

Aug 2019 → Jan 2020
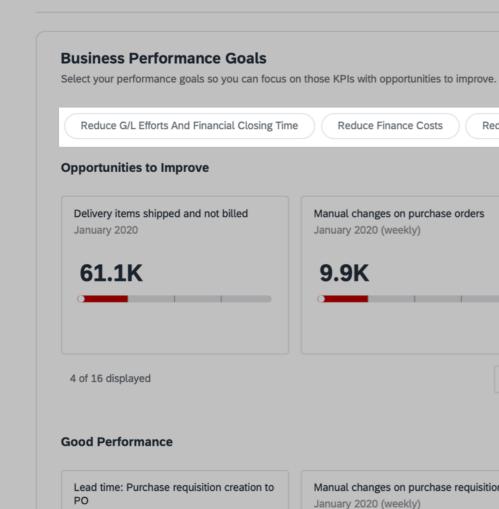
Finance 3/8:

You can filter by performance goal, such as: Reducing efforts, reducing closing time, costs or DSO for the finance line of business.

This will display only the performance indicators related to this specific business goal.

Business Performance Goals

Select your performance goals so you can focus on those KPIs with opportunities to improve.

| Reduce G/L Efforts And Financial Closing Time | Reduce Finance Costs | Reduce Days Sales Outstanding |

Opportunities to Improve

Delivery items shipped and not billed	Manual changes on purchase orders	Manual price condition changes on sales orders	Overdue & open finance AP items
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4 of 16 displayed   **Show More**

Good Performance

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<0.1 Days	**131**	**7.4** Hours	**23** Days

System: PRD

Sample Inc.

Report Type: Process Discovery

Line of Business Manager

← $ **Finance**

Aug 2019 → Jan 2020

Start
Reports
Activity Viewer
Recommendations
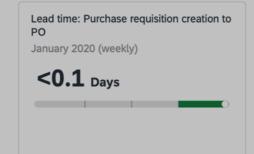
Finance 4/8:

You can click on each performance indicator to understand more about your performance.

Let's click on "Delivery items shipped and not billed".

Business Performance Goals

Select your performance goals so you can focus on those KPIs with opportunities to improve.

Reduce G/L Efforts And Financial Closing Time   Reduce Finance Costs   Reduce Days Sales Outstanding

Opportunities to Improve

Delivery items shipped and not billed	Manual changes on purchase orders	Manual price condition changes on sales orders	Overdue & open finance AP items
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4 of 16 displayed   **Show More**

Good Performance

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January 2020 (weekly)	January 2020 (weekly)	January 2020 (weekly)	January 2020 (weekly)
<0.1 Days	**131**	**7.4** Hours	**23** Days

System: PRD
Sample Inc.
Report Type: Process Discovery

Line of Business Manager

Start

Rep

Act

Rec

Finance

Aug 2019 → Jan 2020

Delivery Items Shipped And Not Billed

Close

61.1K
January 2020

Top Sales Organization Breakdown   Age Distribution

Finance 5/8:

In the pop-up window, you can see the details for the related performance indicator:

- A short description of the performance indicator
- The industry benchmark: Here this organization is significantly below industry average
- The possible root causes
- The potential business impact

On the left side we can see a breakdown by companies. Most impacted, by roughly 2/3, is the region South-West in the US.

Click on the "Age Distribution" tab.

Description

Absolute number of delivery items, which are already shipped but not billed and the planned billing date is overdue for more than one day.

SAP KPI Catalog ⧉

Industry Benchmark ⓘ
Consumer Products

Bottom 25% ◄   Median   ► Top 25%

9.6K   1.1K   183

Your performance is significantly below industry average (first quartile)

Chart data:
- 38.5K
- 17K
- 2K
- 531
- 312
- 2.8K

■ MU US South-West (SRU2)   ■ MU Oceania (SROC)   ■ MU North Africa (SRNA)   ■ MU US South-East (SRU1)
■ MU China South (SRCN)   ■ Other

Possible Causes

- Missing or inaccurate master data
- System configuration does not reflect business reality
- Failure of automatic billing

Potential Business Impact

- Working capital: Delayed incoming cash
- Inaccurate cash & liquidity planning data
- Unnecessary high manual re-processing workload

Meta Information

Technical ID: KPLE000305
KPI Type: Incident

System: PRD
Sample Inc.
Report Type: Process Discovery

4 of 16 displayed   Show More

Line of Business Manager

Start

Rep

Act

Rec

Finance
Aug 2019 → Jan 2020

Finance 6/8:

The aging distribution helps you to understand if these items are actually business relevant today or if this is only old data that need to be archived.

Here the majority of the cases is older than 5 years, these items are not business relevant anymore but still relevant for the IT department.

The big chunk of items less than 3 months old could point out a process issue.

Delivery Items Shipped And Not Billed

Close

61.1K
January 2020

Top Sales Organization Breakdown   **Age Distribution**

Chart values (Age Distribution):
- < 3 Months: 23.1K
- 3-6 Months: 2
- 6-12 Months: 116
- 1-3 Years: 170
- 3-5 Years: 373
- 5-10 Years: 21K
- > 10 Years: 16.3K

Legend: ■ < 3 Months ■ 3-6 Months ■ 6-12 Months ■ 1-3 Years ■ 3-5 Years ■ 5-10 Years ■ > 10 Years

Description

Absolute number of delivery items, which are already shipped but not billed and the planned billing date is overdue for more than one day.

SAP KPI Catalog ↗

Industry Benchmark ⓘ
Consumer Products

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Meta Information

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System: PRD

Sample Inc.

Report Type: Process Discovery

4 of 16 displayed

Show More

Line of Business Manager

Start

Reports

Activity Viewer

Recommendations

← $ **Finance**

Aug 2019 → Jan 202...

4 of 10 displayed   **Show More**
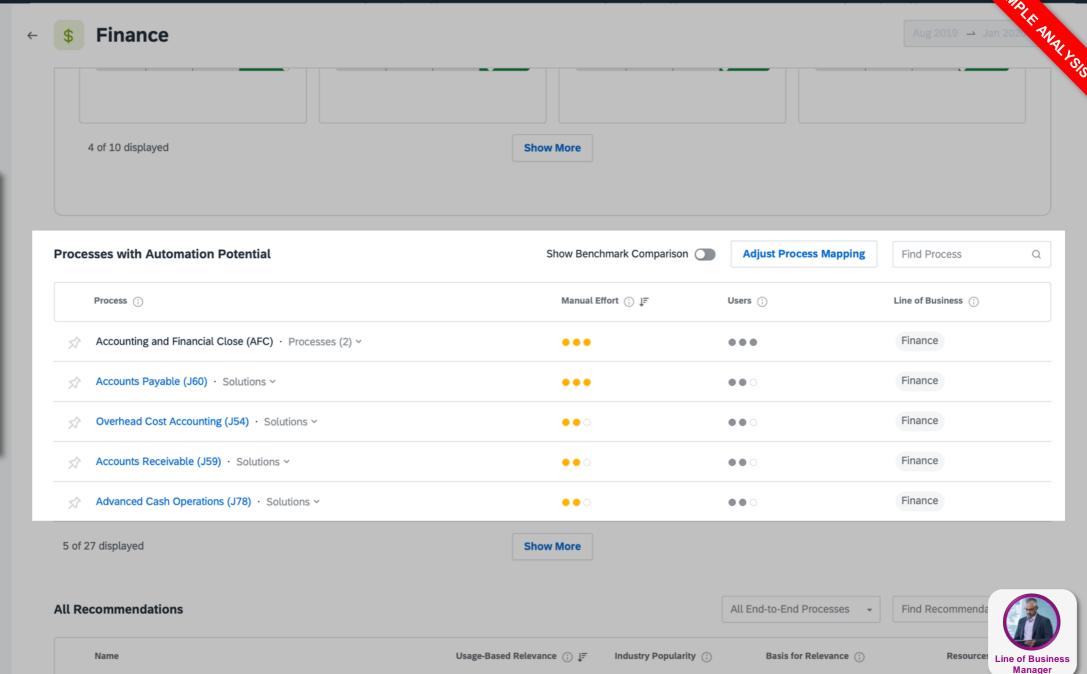
Finance 7/8:

Scrolling down on the page, you can see which processes involve the highest manual effort or the highest number of users.

This indicates potential for automation in your line of business.

Review the "Process Automation" to learn more.

Processes with Automation Potential   Show Benchmark Comparison ⬤   **Adjust Process Mapping**   Find Process 🔍

Process ⓘ	Manual Effort ⓘ ⇟	Users ⓘ	Line of Business ⓘ
☆ Accounting and Financial Close (AFC) · Processes (2) ⌄	●●●	●●○	Finance
☆ Accounts Payable (J60) · Solutions ⌄	●●●	●●○	Finance
☆ Overhead Cost Accounting (J54) · Solutions ⌄	●●○	●●○	Finance
☆ Accounts Receivable (J59) · Solutions ⌄	●●○	●●○	Finance
☆ Advanced Cash Operations (J78) · Solutions ⌄	●●○	●●○	Finance

5 of 27 displayed   **Show More**

All Recommendations   All End-to-End Processes ▾   Find Recommenda...

System: PRD

Sample Inc.

Report Type: Process Discovery

Name	Usage-Based Relevance ⓘ ⇟	Industry Popularity ⓘ	Basis for Relevance ⓘ	Resources

Line of Business Manager

Start

Reports

Activity Viewer

Recommendations

Finance 8/8:

The recommended capabilities appear at the bottom of the line of business report.

Review the "Recommendations" section to know more.

System: PRD

Sample Inc.

Report Type: Process Discovery

All Recommendations

All End-to-End Processes ▾   Find Recommendation

Name	Usage-Based Relevance ⓘ ↓₌	Industry Popularity ⓘ	Basis for Relevance ⓘ	Resources
SAP S/4HANA Capabilities (66) View All				
⭐ Delivery Management	●●●	●●●	VL02N, VL01N, VL10 View All (27)	
⭐ Invoice Processing	●●●	●●●	MIRO, MIR4, MIR6 View All (8)	
✩ Financial Accounting	●●●	●●●	FBL3N, FBL5N, FBL1N View All (76)	Learn More ↗
✩ Purchase Order Processing	●●●	●●●	ME21N, ME2L, ME22N View All (13)	
✩ Sales Billing	●●●	●●●	VF01, VF02, VF03 View All (10)	
Machine Learning (15) View All				
✩ Cash Application for FI-CA (Account Classification)	●●●		FBL5N, FD10N, F-32 View All (17)	
✩ Detect Abnormal Liquidity Items	●●●		FBL5N, FI01, FBL1N View All (19)	
✩ Payment Advice Extraction	●●●		FBL5N, FD10N, F-32 View All (19)	
✩ Receivables Line-Item Matching (CashApp)	●●●		FBL5N, FD10N, F-32 View All (19)	
✩ SAP Cash Application - Payables Line-Item Matching	●●●		FBL5N, FD10N, F-32 View All (19)	
SAP Intelligent Robotic Process Automation (21) View All				
✩ Automated Generation of GL Re-class Postings (5AK)	●●●		FAGLL03, FAGLB03, FBL3N	

Line of Business Manager

Process Owner

Persona: Claire, Process Owner of Order to Cash, Globalcorp Inc.

Challenges: Claire needs to assess performance and identify areas for improvement for the end-to-end process

Storyflow: See how Claire…

Analyze
- identifies the opportunities for improvement within the order-to-cash process by analyzing relevant performance indicators
- compares her company's performance against industrial benchmarks

Improve
- gets recommendations, based on performance and usage optimization, segmented by type, such as S/4HANA capabilities, situation handling, Fiori, automation bots and machine learning

SAP Spotlight

Start

Reports

Activity Viewer

Recommendations

Reports

Get performance insights for end-to-end processes or lines of business and identify transformation opportunities

Get Insights into End-to-End Processes

Complaints and Returns Management
Sales

Inventory Management
Supply Chain

Operate to Maintain
Asset Management

Order to Cash
Finance · Sales

Plan to Produce
Manufacturing

Procure to Pay
Finance · Sourcing and Procurement

Record to Report
Finance

Explore Performance by Line of Business

Asset Management

Finance

Manufacturing

Sales

Sourcing and Procurement

Supply Chain

Leverage Transformation Opportunities

Process Automation

ERP System Usage

Process Owner

Start

Reports

Activity Viewer

Recommendations

← 🗒 **Order to Cash**

Process of ordering, from creating sales orders, delivering goods and posting the goods issue, to customer invoicing and payment

Aug 2019 → Jan 2020

Automation Potential
5 Aug 2019 – 31 Jan 2020

● ● ○   ● ● ○
Manual Effort   Users

Order to Cash 2/8:

Automation potential is measured by
- the manual effort of users in this process
- the amount of users involved.

⊙ **End-to-End Process Start**

All Value Drivers ▾   Find KPI 🔍   **View Recommendations (51)**

① FINANCE · SALES
Sales Order Creation ⓘ   ● ● ○ Manual Effort   ● ● ● Users   Related Processes (1)   Recommendations (31)

Manual price condition changes on sales orders   9.9K   ▬▬▬

Missing fields in incomplete orders   3.9K   ▬▬▬

Rejected sales order items   3.6K   ▬▬▬

Sales order items overdue for invoicing   44.5K   ▬▬▬

Sales schedule lines could not be confirmed for the requested delivery date   6.7K   ▬▬▬

② FINANCE · SALES
Outbound Delivery Creation ⓘ   ● ● ○ Manual Effort   ● ● ○ Users   Related Processes (3)   Recommenda...

Deliveries automatically created   32.5%   ▬▬▬

System: PRD

Sample Inc.

Report Type: Process Discovery

Process Owner

SAP Spotlight

- Start
- **Reports**
- Activity Viewer
- Recommendations

← Order to Cash

Process of ordering, from creating sales orders, delivering goods and posting the goods issue, to customer invoicing and payment

Aug 2019 → Jan 2020

⊙ **End-to-End Process Start**

All Value Drivers ▾ | Find KPI 🔍 | **View Recommendations (51)**

Order to Cash 3/8:

The performance indicators are organized by process steps along the process chain.

- Starting with the sales order creation
- followed by outbound delivery creation
- posting goods issue
- to finish by invoice creation and incoming payment.

FINANCE · SALES

① Sales Order Creation ⓘ ●●○ Manual Effort ●●● Users

Related Processes (1)   Recommendations (31)

Manual price condition changes on sales orders	9.9K	▬▬▬
Missing fields in incomplete orders	3.9K	▬▬▬
Rejected sales order items	3.6K	▬▬▬
Sales order items overdue for invoicing	44.5K	▬▬▬
Sales schedule lines could not be confirmed for the requested delivery date	6.7K	▬▬▬

FINANCE · SALES

② Outbound Delivery Creation ⓘ ●●○ Manual Effort ●●○ Users

Related Processes (3)   Recommendations (28)

Deliveries automatically created	32.5%	▬▬▬
Lead time: Order item creation to delivery creation	124.9 hours	▬▬▬

FINANCE · SALES

③ Posting Goods Issue ⓘ ●●○ Manual Effort ●●● Users

Related Processes (3)   Recommenda...

Delivery items shipped and not billed	61.1K	▬▬▬
Lead time: Delivery creation to goods issue	7.4 hours	▬▬▬

System: PRD

Sample Inc.

Report Type: Process Discovery

Process Owner

Start

Reports

Activity Viewer

Recommendations

3 FINANCE · SALES
Posting Goods Issue ⓘ ●●○ Manual Effort ●●● Users

Related Processes (3) Recommendations (37)

Delivery items shipped and not billed	61.1K	
Lead time: Delivery creation to goods issue	7.4 hours	

4 FINANCE · SALES
Invoice Creation ⓘ ●●○ Manual Effort ●●○ Users

Related Processes (1) Recommendations (37)

Lead time: Invoice creation to clearing	23 days	
Overdue & open finance AR items	18.2K	
Sales invoices not posted to accounting	1.5K	
Sales order items overdue for invoicing	44.5K	

5 FINANCE · SALES
Incoming Payment ⓘ ●●○ Manual Effort ●●○ Users

Related Processes (1) Recommendations (25)

Customer payments automatically cleared	24.4%	
Electr. bank statements not completely posted	1.9K	
Lead time: Invoice creation to clearing	23 days	
Overdue & open finance AR items	18.2K	

⊙ **End-to-End Process End**

Order to Cash 4/8:

You will find the value and the benchmark on the right.
- Red means there is an opportunity for improvement
- Green means you are one of the leaders of your industry for this KPI.

Let's click on account receivable.

System: PRD
Sample Inc.
Report Type: Process Discovery
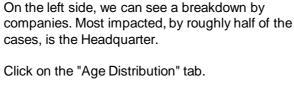
Process Owner

Start

Reports

Activity Vie

Recommen

Order to Cash 5/8:

In the pop-up window, you can see the details for the related performance indicator:

- A short description of the performance indicator
- The industry benchmark. Here the organization is performing relatively well compared to the industry peers.
- The possible root causes
- The potential business impact

On the left side, we can see a breakdown by companies. Most impacted, by roughly half of the cases, is the Headquarter.

Click on the "Age Distribution" tab.

ORDER TO CASH / PART 4: INVOICE CREATION

Overdue & Open Finance AR Items

Close

18.2K

January 2020

Top Company Code Breakdown   Age Distribution

- Headquarter (HQR)
- Sales Area France (SA02)
- Sales Area Germany (SA01)
- Sales Area USA (SA06)
- Sales Area Japan (SA09)
- Other

10K
8.9K

7.5K

5K

3.2K
2.5K
1.4K
975   629   3.1K
0

Description

Absolute number of open FI-AR items, which are not cleared yet and the net due date is already in the past.

SAP KPI Catalog ⧉

Industry Benchmark ⓘ
Consumer Products

Bottom 25% ◄   Median   ► Top 25%

100.7K   26.1K   3.6K

Your performance is above industry average (third quartile)

Possible Causes

- Delayed incoming payments
- Incoming payments could not be matched against open items in finance AR
- No dunning procedures in place

Potential Business Impact

- Working capital: Delayed incoming cash
- Inaccurate cash & liquidity planning data
- Unnecessary high manual workload
- Higher finance process operations costs

Meta Information

Technical ID:	KFFI000302
KPI Type:	Process Indicator

ns (37)

ns (37)

ns (25)

System: PRD

Sample Inc.

Report Type: Process Discovery

End-to-End Process End

Process Owner

Start

Reports

Activity Vie

Recommend

ORDER TO CASH / PART 4: INVOICE CREATION

Overdue & Open Finance AR Items

Close

18.2K

January 2020

Top Company Code Breakdown | **Age Distribution**

Order to Cash 6/8:

The aging distribution helps you to understand if these items are actually business relevant today or if this is only old data that need to be archived.

Here the majority of the cases is older than a year, these items are not relevant for the business anymore but still relevant for the IT department.

Chart: Age Distribution

- 959 — < 3 Months
- 210 — 3-6 Months
- 588 — 6-12 Months
- 304 — 1-3 Years
- 1.9K — 3-5 Years
- 5.4K — 5-10 Years
- 8.8K — > 10 Years

Legend:
■ < 3 Months ■ 3-6 Months ■ 6-12 Months ■ 1-3 Years ■ 3-5 Years ■ 5-10 Years ■ > 10 Years

Description

Absolute number of open FI-AR items, which are not cleared yet and the net due date is already in the past.

SAP KPI Catalog ⧉

Industry Benchmark ⓘ
Consumer Products

Bottom 25% ◀   Median   ▶ Top 25%

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Your performance is above industry average (third quartile)

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- Incoming payments could not be matched against open items in finance AR
- No dunning procedures in place

Potential Business Impact

- Working capital: Delayed incoming cash
- Inaccurate cash & liquidity planning data
- Unnecessary high manual workload
- Higher finance process operations costs

Meta Information

Technical ID: KFFI000302

KPI Type: Process Indicator

ns (37)

ns (37)

ns (25)

⊙ End-to-End Process End

Process Owner

Start

Reports

Activity Viewer

Recommendations

3 FINANCE · SALES
Posting Goods Issue ⓘ   ●●○ Manual Effort   ●●● Users   Related Processes (3)   Recommendations (37)

Delivery items shipped and not billed   61.1K

Lead time: Delivery creation to goods issue   7.4 hours

Order to Cash 7/8:

Now that you have more information about the context of the performances, you can see the related recommendations.

4 FINANCE · SALES
Invoice Creation ⓘ   ●●○ Manual Effort   ●●○ Users   Related Processes (1)   Recommendations (37)

Lead time: Invoice creation to clearing   23 days

Overdue & open finance AR items   18.2K

Sales invoices not posted to accounting   1.5K

Sales order items overdue for invoicing   44.5K

5 FINANCE · SALES
Incoming Payment ⓘ   ●●○ Manual Effort   ●●○ Users   Related Processes (1)   Recommendations (25)

Customer payments automatically cleared   24.4%

Electr. bank statements not completely posted   1.9K

Lead time: Invoice creation to clearing   23 days

Overdue & open finance AR items   18.2K

⊙ End-to-End Process End

Process Owner

Start

Reports

Activity Viewer

Recommendations

Recommendations

3 FINANCE · SALES
Posting Goods Issue ⓘ ● ● ○ Manual Effort ● ● ● Users Related Processes (3) Recommendations (37)

Delivery items shipped and not billed 61.1K

Lead time: Delivery creation to goods issue 7.4 hours

Order to Cash 8/8:

These recommendations will appear on the right.

You can expand the view, review the relevance and the popularity, or learn more on each of them by clicking on the lightbulb icon.

4 FINANCE · SALES
Invoice Creation ⓘ ● ● ○ Manual Effort ● ● ○ Users Related Processes (1) Recommendations (37)

Lead time: Invoice creation to clearing 23 days

Overdue & open finance AR items 18.2K

Sales invoices not posted to accounting 1.5K

Sales order items overdue for invoicing 44.5K

5 FINANCE · SALES
Incoming Payment ⓘ ● ● ○ Manual Effort ● ● ○ Users Related Processes (1) Recommendations (25)

Customer payments automatically cleared 24.4%

Electr. bank statements not completely posted 1.9K

Lead time: Invoice creation to clearing 23 days

Overdue & open finance AR items 18.2K

◉ **End-to-End Process End**

System: PRD

Sample Inc.

Report Type: Process Discovery

Top SAP S/4HANA Recommendations: Incoming Payment View A

SAP S/4HANA Capabilities
Accounts Receivable

● ● ○ ● ● ●
Usage-Based Relevance Industry Popularity

SAP S/4HANA Capabilities
Cash and Liquidity Management

● ● ○ ● ○ ○
Usage-Based Relevance Industry Popularity

SAP S/4HANA Capabilities
Sales Monitoring and Analytics

● ● ○ ● ● ○
Usage-Based Relevance Industry Popularity

SAP S/4HANA Capabilities
Sales Order Management and Processing

● ○ ○ ● ● ●
Usage-Based Relevance Industry Po

Process Owner

Transformation Driver

Persona: Amelia, Transformation Driver, Globalcorp Inc.

Challenges: Amelia needs to identify transformation or automation potential across the organization

Storyflow: See how Amelia…

Analyze

- consults the Process Automation Report, which focuses heavily on the process usage and transformation opportunities which have a high business value

- gets the usage information to quickly identify the opportunities for usage optimization, training or automation of the various processes

- Start
- **Reports**
- Activity Viewer
- Recommendations

Reports

Get performance insights for end-to-end processes or lines of business and identify transformation opportunities

Process Automation 1/9:

Let's click on the report for Process Automation.

Get Insights into End-to-End Processes

Complaints and Returns Management Sales	**Inventory Management** Supply Chain	**Operate to Maintain** Asset Management	**Order to Cash** Finance · Sales
Plan to Produce Manufacturing	**Procure to Pay** Finance · Sourcing and Procurement	**Record to Report** Finance	

Explore Performance by Line of Business

Asset Management	**Finance**	**Manufacturing**	**Sales**
Sourcing and Procurement	**Supply Chain**		

Leverage Transformation Opportunities

Process Automation   **ERP System Usage**

System: PRD
Sample Inc.
Report Type: Process Discovery

Transformation Driver

- Start
- **Reports**
- Activity Viewer
- Recommendations

← ✦ **Process Automation**
Identify processes with opportunities to automate

Aug 2019 → Jan 20__

Process Automation 2/9:

This graph provides an overview of the **processes** which require the manual effort and the highest number of users.

- The figures on the axes are related to the scale 1-3. 1 being minimal, 3 being maximal
- every dot, which is on the right or on the top of this graph is critical
- the colours indicate the various lines of business as you can see in the legend right of the graph

Which processes involve most manual effort and users?
Manual effort and users of top 50 processes with most automation potential

Manual Effort ⓘ

High ●●●

Medium ●●○

Low ●○○

Users ⓘ

- ■ Asset Management
- ■ Finance
- ■ Manufacturing
- ■ Sales
- ■ Sourcing and Procurement
- ■ Supply Chain

System: PRD
Sample Inc.
Report Type: Process Discovery

Processes with Automation Potential

●●○ Medium
Low

●●● High

All Lines of Business ▾

All End-to-End Processes ▾

Show Benchmark Comparison ⬤

Adjust Process Mapping

Find Process

Transformation Driver

SAP Spotlight

- Start
- **Reports**
- Activity Viewer
- Recommendations

← Process Automation

Identify processes with opportunities to automate

Aug 2019 → Jan 20...
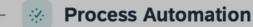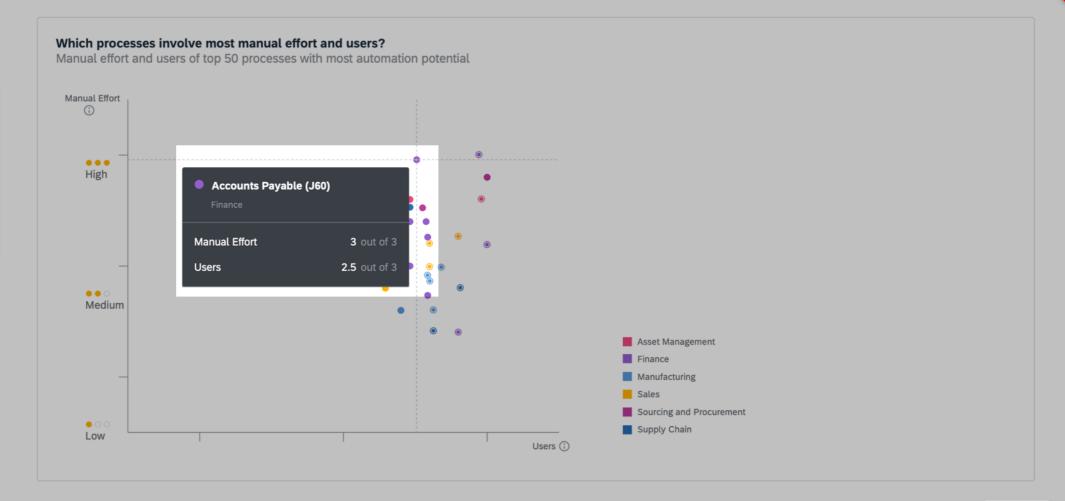
Process Automation 3/9:

By putting your mouse on each point, you can have more information on the related point.
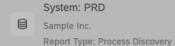
When we scroll down on the page…

Which processes involve most manual effort and users?
Manual effort and users of top 50 processes with most automation potential

Manual Effort ⓘ

High

Medium

Low

Users ⓘ

● Accounts Payable (J60)
Finance

Manual Effort	**3** out of 3
Users	**2.5** out of 3

- ■ Asset Management
- ■ Finance
- ■ Manufacturing
- ■ Sales
- ■ Sourcing and Procurement
- ■ Supply Chain

System: PRD
Sample Inc.
Report Type: Process Discovery

Processes with Automation Potential

All Lines of Business ▾   All End-to-End Processes ▾   Show Benchmark Comparison ⬤   **Adjust Process Mapping**   Find Process

Transformation Driver

Start

Reports

Activity Viewer

Recommendations

← ☀ **Process Automation**
Identify processes with opportunities to automate

Aug 2019 → Jan 202...

Processes with Automation Potential

All Lines of Business ▾	All End-to-End Processes ▾	Show Benchmark Comparison ⊙	**Adjust Process Mapping**	Find Process 🔍

Process Automation 4/9:
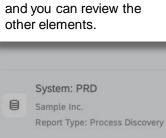
… the list of the **processes** is displayed. This list is organized by either the processes with highest manual effort or a high number of users. Therefore, it indicates potential for automation.
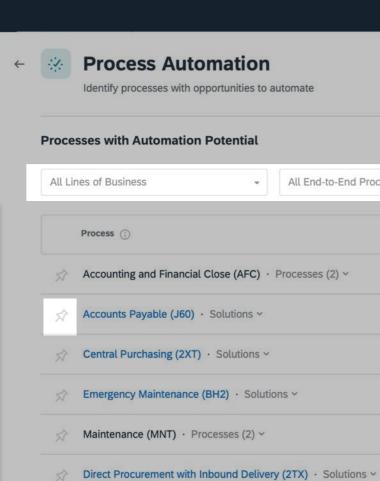
You can filter by
- line of business
- End-to-End processes
- or search for a specific process
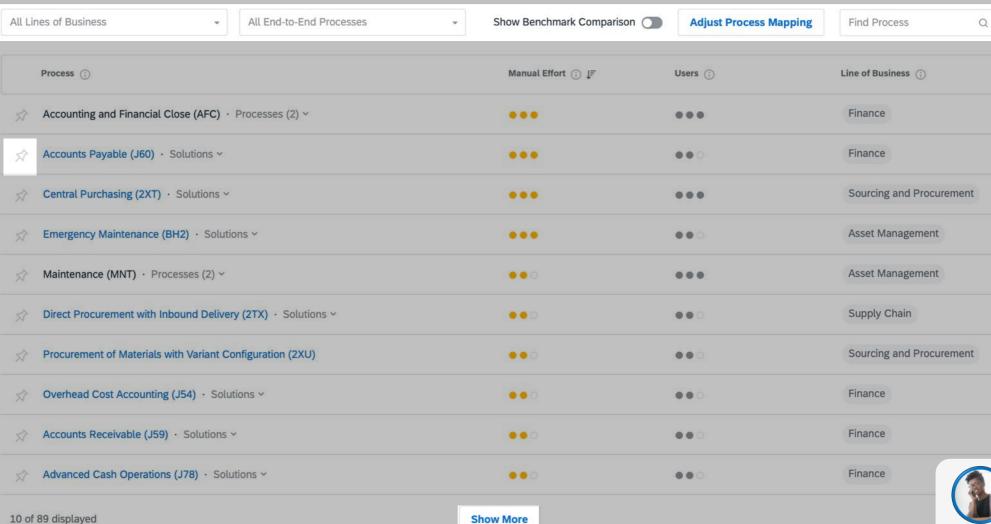
You can also pin and unpin the processes you wish to focus on

When clicking on "Show More" the view expands and you can review the other elements.

Process ⓘ	Manual Effort ⓘ ⇊	Users ⓘ	Line of Business ⓘ
☆ Accounting and Financial Close (AFC) · Processes (2) ⌄	●●●	●●●	Finance
☆ Accounts Payable (J60) · Solutions ⌄	●●●	●●○	Finance
☆ Central Purchasing (2XT) · Solutions ⌄	●●●	●●●	Sourcing and Procurement
☆ Emergency Maintenance (BH2) · Solutions ⌄	●●●	●●○	Asset Management
☆ Maintenance (MNT) · Processes (2) ⌄	●●○	●●●	Asset Management
☆ Direct Procurement with Inbound Delivery (2TX) · Solutions ⌄	●●○	●●○	Supply Chain
☆ Procurement of Materials with Variant Configuration (2XU)	●●○	●●○	Sourcing and Procurement
☆ Overhead Cost Accounting (J54) · Solutions ⌄	●●○	●●○	Finance
☆ Accounts Receivable (J59) · Solutions ⌄	●●○	●●○	Finance
☆ Advanced Cash Operations (J78) · Solutions ⌄	●●○	●●○	Finance

10 of 89 displayed   **Show More**

Transformation Driver

Start

Reports

Activity Viewer

Recommendations

← ⚙ **Process Automation**
Identify processes with opportunities to automate

Aug 2019 → Jan 20

Processes with Automation Potential

| All Lines of Business ▾ | All End-to-End Processes ▾ | Show Benchmark Comparison ⬤ | **Adjust Process Mapping** | Find Process 🔍 |

Process Automation 5/9:

You can click on each process to get more information.

Let's click on "Accounts Payable".

Process ⓘ	Manual Effort ⓘ ⇩	Users ⓘ	Line of Business ⓘ
⭐ Accounting and Financial Close (AFC) · Processes (2) ⌄	●●●	●●●	Finance
⭐ Accounts Payable (J60) · Solutions ⌄	●●●	●●○	Finance
⭐ Central Purchasing (2XT) · Solutions ⌄	●●●	●●●	Sourcing and Procurement
⭐ Emergency Maintenance (BH2) · Solutions ⌄	●●●	●●○	Asset Management
⭐ Maintenance (MNT) · Processes (2) ⌄	●●○	●●●	Asset Management
⭐ Direct Procurement with Inbound Delivery (2TX) · Solutions ⌄	●●○	●●○	Supply Chain
⭐ Procurement of Materials with Variant Configuration (2XU)	●●○	●●○	Sourcing and Procurement
⭐ Overhead Cost Accounting (J54) · Solutions ⌄	●●○	●●○	Finance
⭐ Accounts Receivable (J59) · Solutions ⌄	●●○	●●○	Finance
⭐ Advanced Cash Operations (J78) · Solutions ⌄	●●○	●●○	Finance

10 of 89 displayed

Show More

Transformation Driver

SAMPLE ANALYSIS

← Process Automation Aug 2019 → Jan 20

Accounts Payable (J60) 📌 ●●● Manual Effort ●●○ Users

Close

Activities (23) | Standard Process Diagram

Find Activity 🔍

Activity ⓘ	Percentage of Process Manual Effort ⓘ ⬇	Percentage of Process Manual Effort (Industry) ⓘ	Transactions ⓘ
Automatic and Manual Payments Analysis	13.9%	11%	FBL1N; FBL1
Create Single Outgoing Payment (Indirect)	13.9%	11%	FBL1N; FBL1
Invoice Processing Analysis	13.9%	11%	FBL1N; FBL1
Invoice Processing Time	13.9%	11%	FBL1N; FBL1
Supplier Payments Analysis	13.9%	11%	FBL1N; FBL1
View Supplier Line Items	13.9%	11%	FBL1N; FBL1
Clear Open Items	9.4%	1.5%	F-44
Revise Payment Proposal	4.5%	5.3%	F110
Post Down Payment	0.6%	<0.1%	F-07
Post Outgoing Payment	0.6%	<0.1%	F-07
Post Outgoing Payments	0.6%	<0.1%	F-07
Reset and Reverse Cleared Items	0.2%	0.3%	FBRA
Reset Cleared Items	0.2%	0.3%	FBRA

Process Automation 6/9:

In the pop-up window, you can see the various activities included in the related process.

You can review the percentage of process manual effort of each activity relativity to the related process and the industry average.

For example, 9,4% of the manual effort related to account payable of this organization is around clearing open items, where the industry average is only around 1,5%. This can potentially be a good starting point to see what to improve in terms of accounts payable.

Let's now click on "Standard Process Diagram...

System: PRD
Sample Inc.
Report Type: Process Discovery

Advanced Cash Operations (J78) · Solutions ⌄ ●●○ ●●○ Finance

Embargo Control (1WC) · Solutions ⌄ ●●○ ●●○ Finance

Transformation Driver

← Process Automation

Accounts Payable (J60) 📌 ●●● Manual Effort ●●○ Users

Close

Activities (23) **Standard Process Diagram**

01 - Main

SAP S/4HANA < J60 - Accounts Payable >

Accounts Payable Accountant	Accounts Payable Manager

Daily

🕐

02 - Preparations of Payments ⊞

✕

One-Time-Supplier to be paid

Logistics invoice to be paid

New invoice to be entered

Mass upload

Invoice Entry for One-Time Supplier without Purchase Order

03 - Invoice Entry without Purchase Order ⊞

Mass Import for Supplier Invoices

Upload failed

✕

Upload

Process Automation 7/9:

In this view, you can see the best practices in terms of account payable process.

This is not your current process, but it is the ideal process, and a potential goal for you to work towards.

System: PRD
Sample Inc.
Report Type: Process Discovery

Embargo Control (1WC) · Solutions ⌄ ●●○ ●●○ Finance

Invoice Correction Process (ICP) · Processes (2) ⌄ ●●○ ●●● Sales

Transformation Driver

Start

Reports

Activity Viewer

Recommendations

← **Process Automation**

Identify processes with opportunities to automate

Aug 2019 → Jan 2020

Processes with Automation Potential

| All Lines of Business ⌄ | | All End-to-End Processes ⌄ | Show Benchmark Comparison ⬤ | **Adjust Process Mapping** | Find Process 🔍 |

Process Automation 8/9:

Back to the list of processes, to discover the potential solutions to a specific process, you can click on "Solutions" next to each process name.

You can also check the industry comparison.

Process ⓘ	Manual Effort ⓘ ⇊	Users ⓘ	Line of Business ⓘ
☆ Accounting and Financial Close (AFC) · Processes (2) ⌄	●●●	●●●	Finance
☆ Accounts Payable (J60) · Solutions ⌄	●●●	●●○	Finance
☆ Central Purchasing (2XT) · Solutions ⌄	●●●	●●●	Sourcing and Procurement
☆ Emergency Maintenance (BH2) · Solutions ⌄	●●●	●●○	Asset Management
☆ Maintenance (MNT) · Processes (2) ⌄	●●○	●●●	Asset Management
☆ Direct Procurement with Inbound Delivery (2TX) · Solutions ⌄	●●○	●●○	Supply Chain
☆ Procurement of Materials with Variant Configuration (2XU)	●●○	●●○	Sourcing and Procurement
☆ Overhead Cost Accounting (J54) · Solutions ⌄	●●○	●●○	Finance
☆ Accounts Receivable (J59) · Solutions ⌄	●●○	●●○	Finance
☆ Advanced Cash Operations (J78) · Solutions ⌄	●●○	●●○	Finance

10 of 89 displayed

Show More

System: PRD

Sample Inc.

Report Type: Process Discovery

Transformation Driver

Start

Reports

Activity Viewer

Recommendations

← ⚙ **Process Automation**
Identify processes with opportunities to automate

Aug 2019 → Jan 20~~

| All Lines of Business ▾ | All End-to-End Processes ▾ | Show Benchmark Comparison 🔘 | **Adjust Process Mapping** | Find Process 🔍 |

Process ⓘ	Manual Effort ⓘ ⤵	Users ⓘ	Line of Business ⓘ
📌 Accounting and Financial Close (AFC) · Processes (2) ⌄	●●●○ ↑↑↑	●●●○ ↑↑↑	Finance
📌 Accounts Payable (J60) · Solutions ⌃	●●●○ ↑↑↑	●●○○ ↑↑↑	Finance

IRPA Automated Release of Blocked Supplier Invoices (5BG) **iRPA Bot Store** ⧉

IRPA Automatic Business Partners Update Based on the Employees Master Data (55D) **iRPA Bot Store** ⧉

IRPA Create Supplier Invoices from Spreadsheets (4WA) **iRPA Bot Store** ⧉

IRPA Mass Creation of Business Partner from Excel (58Z) **iRPA Bot Store** ⧉

IRPA Supplier Down Payment Request (4AC) **iRPA Bot Store** ⧉

IRPA Supplier Invoice Status Checks (SAP S/4HANA Cloud, ES) (49W) **iRPA Bot Store** ⧉

IRPA Supplier Invoice Status Checks (SAP S/4HANA Cloud, EX and SAP S/4HANA 1809 and 1909) (4GJ) **iRPA Bot Store** ⧉

ML Cash Application for FI-CA (Account Classification) ⧉

ML Detect Abnormal Liquidity Items **Best Practice Explorer** ⧉

ML Payment Advice Extraction **Best Practice Explorer** ⧉

ML Receivables Line-Item Matching (CashApp) **Best Practice Explorer** ⧉

ML SAP Cash Application - Payables Line-Item Matching **Innovation Guide** ⧉

📌 Central Purchasing (2XT) · Solutions ⌄	●●●○ ↑↑↑	●●●○ ↑↑↑	Sourcing and Procurement
📌 Emergency Maintenance (BH2) · Solutions ⌄	●●●○ ↑↑↑	●●○○ ↑↑↑	Asset Management
📌 Maintenance (MNT) · Processes (2) ⌄	●●○○ ↑↑	●●●○ ↑↑	Asset Management
📌 Direct Procurement with Inbound Delivery (2TX) · Solutions ⌄	●●○○ ↑↑↑	●●○○ ↑↑	Supply Chain

Process Automation 9/9:

The solutions consist of:
- machine learning
- robotics or
- SAP Fiori apps

You can click to get more information.

The industry benchmark will appear in form of arrows:
- Up arrow means it is more important than the industry average
- Down arrow means this organization performs better than the industry average

The higher the number of arrows, the more the difference with the industry average is important.

Transformation Driver

Technical System Expert

Persona: Emanuel, Technical System Expert, Globalcorp Inc.

Challenges: Emanuel needs to future-proof the IT landscape

Storyflow: See how Emanuel…

Analyze

- consults the ERP system usage report, which focuses on standardization opportunities, in order to facilitate the transformation and the automation as well as improving the overall system performances
- focusses on the right components and business areas

Improve

- reduces custom and partner transactions effectively
- positively impacts the work of the maximum users
- filters transactions by transaction type and technical component
- sorts transactions by percentage of manual effort, or by number of users

Start

Reports

Activity Viewer

Recommendations

Reports

Get performance insights for end-to-end processes or lines of business and identify transformation opportunities

Get Insights into End-to-End Processes

Complaints and Returns Management
Sales

Inventory Management
Supply Chain

Operate to Maintain
Asset Management

Order to Cash
Finance · Sales

Plan to Produce
Manufacturing

Procure to Pay
Finance · Sourcing and Procurement

Record to Report
Finance

Explore Performance by Line of Business

Asset Management

Finance

Manufacturing

Sales

Sourcing and Procurement

Supply Chain

Leverage Transformation Opportunities

Process Automation

ERP System Usage

System: PRD
Sample Inc.
Report Type: Process Discovery

Technical System Expert

Start

Reports

Activity Viewer

Recommendations

ERP System Usage

Identify what transactions have the most users and involve the most manual effort

Aug 2019 → Jan 20

Total Transactions	SAP Standard Transactions	Partner Transactions	Custom Transactions
5 Aug 2019 - 31 Jan 2020	5 Aug 2019 - 31 Jan 2020	5 Aug 2019 - 31 Jan 2020	5 Aug 2019 - 31 Jan 2020
649	**619**	**10**	**20**

ERP System Usage 2/6:

Identify which **transactions** have the most users and involve the most manual effort.

The donut chart focuses on the segmentation by transaction type
- The Plain blue part represents the used standard transactions, which were mapped to the used processes
- The larger the share of plain blue, the easier it is to innovate your processes.
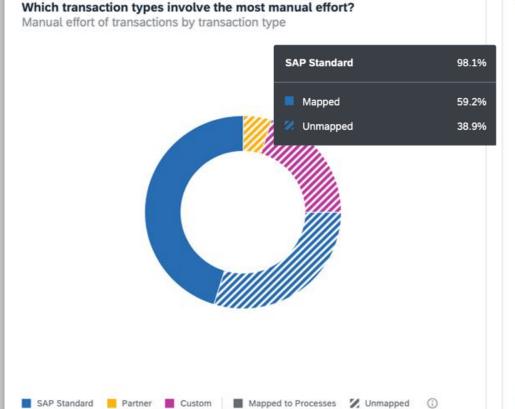
On the right side, the segmentation by technical component shows 30% of used transactions are linked to financial accounting and 26% for material management. Those will be a good starting point for IT to innovate the processes of their organization.

Discovery)

Which transaction types involve the most manual effort?
Manual effort of transactions by transaction type

SAP Standard	98.1%
■ Mapped	59.2%
▨ Unmapped	38.9%

■ SAP Standard   ■ Partner   ■ Custom   ▨ Mapped to Processes   ▨ Unmapped ⓘ

Which technical components involve the most manual effort?
Manual effort by technical component and transaction type

FI:Financial Accounting
MM:Materials Management
SD:Sales and Distribution
PM:Plant Maintenance
LO:Logistics - General
CO:Controlling
BC:Basis Components
PA:Personnel Management
CA:Cross-Application Components
PP:Production Planning and Control
PY:Payroll
LE:Logistics Execution
EC:Enterprise Controlling
Unassigned

0   10   20   30   40

Percentage of System Manual Effort

■ SAP Standard   ■ Partner   ■ Custom   ▨ Mapped to Processes   ▨ Unmapped ⓘ

Technical System Expert

Start

Reports

Activity Viewer

Recommendations

← ⌇ **ERP System Usage**

Identify what transactions have the most users and involve the most manual effort

Aug 2019 → Jan 20...

ERP System Usage 3/6:

The next graph provides the matrix of the transactions requiring the most manual efforts and number of users.

You can filter by standard, partner or custom code.
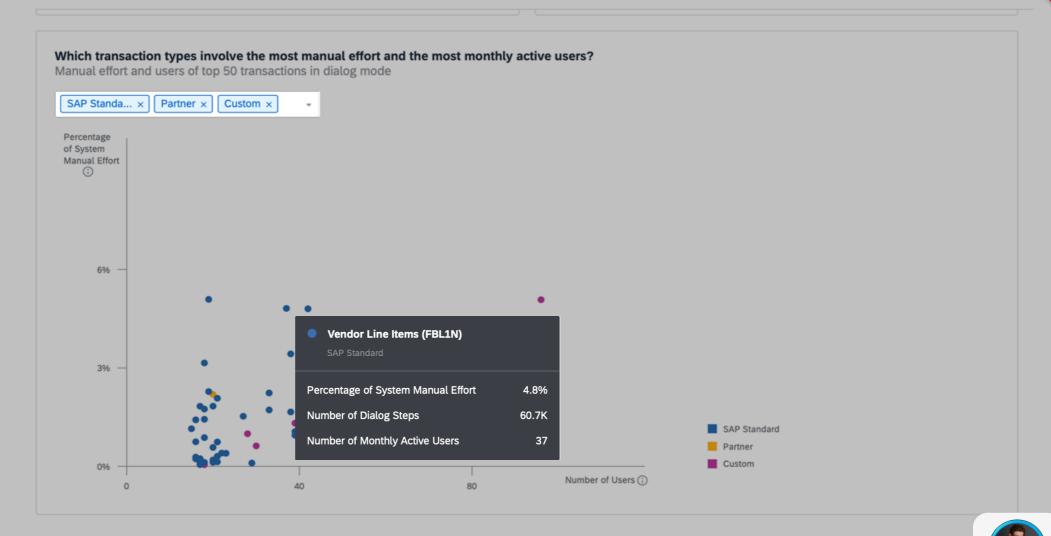
You can review the metrics for each transaction:
- the percentage in the overall usage
- the number of dialogue steps
- the number of active users

Which transaction types involve the most manual effort and the most monthly active users?

Manual effort and users of top 50 transactions in dialog mode

SAP Standa... ✕   Partner ✕   Custom ✕   ▾

Percentage
of System
Manual Effort
ⓘ

6%

3%

0%

0   40   80   Number of Users ⓘ

● **Vendor Line Items (FBL1N)**
SAP Standard

Percentage of System Manual Effort	4.8%
Number of Dialog Steps	60.7K
Number of Monthly Active Users	37

■ SAP Standard
■ Partner
■ Custom

Transactions

All Technical Components ▾   All Transaction Types ▾   Find Transaction

Technical System
Expert

- Start
- **Reports**
- Activity Viewer
- Recommendations

← ▨ **ERP System Usage**

Identify what transactions have the most users and involve the most manual effort

Aug 2019 → Jan 202...

Transactions

| All Technical Components ▾ | | All Transaction Types ▾ | | | | Find Transaction 🔍 |

Transaction ⓘ	Transaction Code ⓘ	Transaction Type ⓘ	Mapped Processes ⓘ	Percentage of System Manual Effort ⓘ ⤓	Users ⓘ	Technical Component ⓘ
G/L Account Line Items	FAGLL03	■ SAP Standard	2	5.1%	19	FI:Financial Accounting
No name defined	ZC0001	■ Custom	0	5.1%	96	Unassigned
Call MIRO - Change Status	MIR4	■ SAP Standard	0	4.8%	42	MM:Materials Management
Vendor Line Items	FBL1N	■ SAP Standard	1	4.8%	37	FI:Financial Accounting
No name defined	ZC0005	■ Custom	0	3.9%	57	Unassigned
Display Purchase Order	ME23N	■ SAP Standard	1	3.7%	68	MM:Materials Management
Create Purchase Order	ME21N	■ SAP Standard	23	3.4%	38	MM:Materials Management
Display Balances	FAGLB03	■ SAP Standard	2	3.2%	18	FI:Financial Accounting
No name defined	ZC0003	■ Custom	0	2.7%	76	Unassigned
No name defined	/PRTJ/TJ01	■ Partner	0	2.4%	13	Unassigned

10 of 649 displayed

Show More

ERP System Usage 4/6:

Further below, the **list of transactions** is shown, involving the highest manual effort or the highest number of users. This is an indicator for potential automation.

You can filter by technical component and transaction type or search for specific process.

Do not forget to click on "Show More" to expand the view and review the other elements

---

System: PRD

Sample Inc.
Request ID: 222 (Process Discovery)

Technical System Expert

SAP Spotlight

- Start
- **Reports**
- Activity Viewer
- Recommendations

ERP System Usage

Aug 2019 → Jan 20...

Identify what transactions have the most users and involve the most manual effort

ERP System Usage 5/6:

For each transaction, you can see how many processes are mapped to it.

You can adjust this mapping, to increase the share of mapped transactions to processes. This reflects the real usage of your system and ultimately provides better recommendations.

The percentage of manual effort and number of users are also mentioned.

Transactions

All Technical Components ▾	All Transaction Types ▾					Find Transaction 🔍

Transaction ⓘ	Transaction Code ⓘ	Transaction Type ⓘ	Mapped Processes ⓘ	Percentage of System Manual Effort ⓘ ⤓	Users ⓘ	Technical Component ⓘ
G/L Account Line Items	FAGLL03	■ SAP Standard	2	5.1%	19	FI:Financial Accounting
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No name defined	ZC0003	■ Custom	0	2.7%	76	Unassigned
No name defined	/PRTJ/TJ01	■ Partner	0	2.4%	13	Unassigned

10 of 649 displayed

Show More

System: PRD

Sample Inc.
Request ID: 222 (Process Discovery)

Technical System Expert

Adjust Process Mapping to Improve Recommendation Quality

All Technical Components ▾	All Transaction Types ▾	Find Transaction 🔍

Transaction ⓘ	Transaction Code ⓘ	Transaction Type ⓘ	Mapped Processes ‹	Percentage of System Manual Effort ⓘ ⇩	Users ⓘ
G/L Account Line Items	FAGLL03	■ SAP Standard	2	5.1%	19
No name defined	ZC0001	■ Custom	0	5.1%	96
Call MIRO - Change Status	MIR4	■ SAP Standard	0	4.8%	42
Vendor Line Items	FBL1N	■ SAP Standard	1	4.8%	37
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No name defined	ZC0003	■ Custom	0	2.7%	76
No name defined	/PRTJ/TJ01	■ Partner	0	2.4%	13

10 of 649 displayed   Show More

Processes Associated with FBL1N (1)

＋ Add Proce...

Process ⓘ	Manual Effort ⓘ ⇩	Users ⓘ
Accounts Payable (J60)	🟠🟠🟠	⚫⚫⚫

1 of 1 displayed

＋ Add Process

ERP System Usage 6/6:

In the "Mapping adjustment" button and for each transaction, you will be able to add and remove processes.

This functionality helps you to fine tune the real-usage and by extension know better what area you wish to improve.

(This feature is available for contributor and admin roles only.)

Technical System Expert

Try out the Process Discovery Solution now!

Try out the Process Discovery Solution by accessing the demo system now.
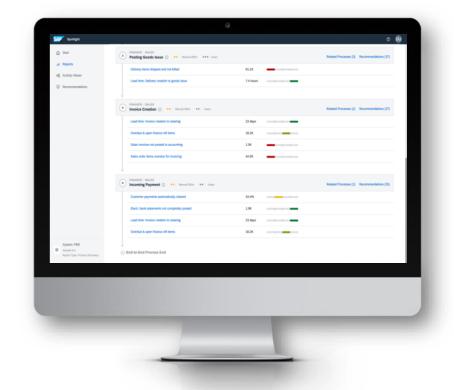
For this, simply follow the steps below:

1 **Click on this link:** Process Discovery Solution demo

2 **Enter this user:** demo.user@getspotlight.io

3 **And this password:** Demo1234!

4 **You are connected!**

Introducing Process Discovery

Process Discovery
For SAP S/4HANA Transformation

Executive summary

Starting point to build a case
for SAP S/4HANA

Easy to share including
direct links to Process Discovery solution

Audience:
Business executives

Process Discovery Summary

Interactive PDF document
(Evolution of SAP Business Scenario Recommendations)

Audience:
Process Experts

Process Discovery Solution

Online application
(Currently named Spotlight)

Deep-dive into process performance
and efficiency

Identification of areas for improvement
and automation potential

Tool-based support to identify
standardization opportunities

RISE WITH SAP | Business Transformation as a Service

Process Discovery Summary for SAP S/4HANA Transformation

Evolution of SAP Business Scenario Recommendations on Spotlight

Customer Name: **Sample Inc.**

Customer Number: 12345
Date of analysis: 16 Jul, 2021
Country/Region: Germany

System ID: PRD
Current Release: SAP ERP - EHP6
Database: Oracle

Consumer Products Industry

BUSINESS PROCESS INTELLIGENCE

GET STARTED ❯

The summary starts by a quick introduction, explaining how to discover the business opportunities with SAP S/4HANA using this PDF tool.

OVERVIEW	EXECUTIVE SUMMARY	FINANCE	SOURCING AND PROCUREMENT	SALES	SUPPLY CHAIN	MANUFACTURING	ASSET MANAGEMENT	NEXT STEPS

INTRODUCTION	ONLINE SOLUTION	RISE WITH SAP	SAP BUSINESS NETWORK	INDUSTRY PERSPECTIVE

What's in it for you:

This summary will help you to receive:
- Insights on your current SAP ERP system and industry trends
- Relevant SAP S/4HANA business scenarios by line of business
- Tailored guidance and recommendations to realize the value from SAP S/4HANA

PROCESS PERFORMANCE

CUSTOMER

INDUSTRY BENCHMARKS

VALUE DRIVER

What we know about Sample Inc.:
- We analyzed business process performance and usage data provided from your SAP ERP system PRD
- 6 lines of business use PRD, including Finance, Sourcing & Procurement, Sales & Service, Supply Chain, Manufacturing & Asset Management

Business Opportunities with SAP S/4HANA

NEXT ❯

Process experts can access an online version of the content.
This extension includes also custom and partner code insights, and dives into the ERP usage and potential for automation.

...covery Summ...
Sampl...
System: PP...

OVERVIEW | EXECUTIVE SUMMARY | FINANCE | SOURCING AND PROCUREMENT | SALES | SUPPLY CHAIN | MANUFACTURING | ASSET MANAGEMENT | NEXT STEPS

INTRODUCTION | ONLINE SOLUTION | RISE WITH SAP | SAP BUSINESS NETWORK | INDUSTRY PERSPECTIVE

Process Discovery Solution: Online Version

Your Process Discovery summary is enriched with an online version: Process Discovery solution
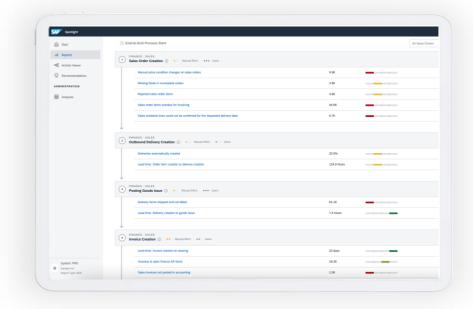
In addition to this PDF summary, SAP delivers a lightweight, data-driven analysis on transaction and process usage in your ERP system

- Understand which ERP components, transactions and processes are heavily used

- Identify areas with highest potential for process improvement and automation

- Find out which SAP solutions can bring immediate value to your business operations

Click here to access your free Process Discovery solution »
(Spotlight by SAP)

This logo indicates jump-offs to the online version

On this page, you can review the various parts of RISE with SAP. You can see that the first step is actually the Business Process Intelligence...

covery Summa

Sampl
System: PI

OVERVIEW | EXECUTIVE SUMMARY | FINANCE | SOURCING AND PROCUREMENT | SALES | SUPPLY CHAIN | MANUFACTURING | ASSET MANAGEMENT | NEXT STEPS

INTRODUCTION | ONLINE SOLUTION | RISE WITH SAP | SAP BUSINESS NETWORK | INDUSTRY PERSPECTIVE

RISE WITH SAP | BUSINESS PROCESS INTELLIGENCE | TAKE ACTION

What is RISE With SAP?

RISE with SAP brings together everything you need to transform your business in the way that works best for you – regardless of your point of departure or how fast you want to move.

Intelligent
ENTERPRISE

Business Process Redesign

Technical Migration

Build your Intelligent Enterprise

BUSINESS PROCESS INTELLIGENCE

TOOLS & SERVICES

NETWORK

ALL POINTS OF **Departure**

APPLICATIONS

Lean vs. Complex

PLATFORM

INFRASTRUCTURE

RISE With SAP

OVERVIEW

EXECUTIVE
SUMMARY

PROCUREMENT

CHAIN

MANAGEMENT   STEP 3

...ery Summary

Sample
System: PI

SAMPLE ANALYSIS

… For which there is a dedicated page.
Process Discovery is the first step to the Business Process Intelligence, an integrated process management suite, from insights to action. The BPI is a strategic component of the intelligent enterprise. You can click on the blue link at the bottom right to know more.

INTRODUCTION	ONLINE SOLUTION	RISE WITH SAP	SAP BUSINESS NETWORK	INDUSTRY PERSPECTIVE

RISE WITH SAP	BUSINESS PROCESS INTELLIGENCE	TAKE ACTION

Business Process Intelligence

Business Process Intelligence
Enables you to transform insights from the Process Discovery into tangible actions and measure the progress.
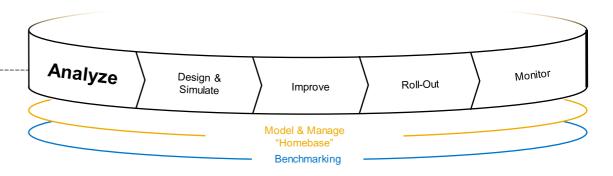
Process Discovery
Helps you get started with Business Process Intelligence and SAP S/4HANA.

The Intelligent Enterprise
BPI is a strategic component of the intelligent enterprise: it promotes and integrates process thinking across all functions of your business.

BUSINESS PROCESS INTELLIGENCE

included in RISE WITH SAP | Business Transformation as a Service

Analyze | Design & Simulate | Improve | Roll-Out | Monitor

Model & Manage "Homebase"

Benchmarking

Business Process Intelligence (BPI) is an integrated process management suite.

Business Process Intelligence »

After browsing the analysis, you can review the information on SAP Process Insights, such as daily updated performances, with the possibility to segment the performance, the capability to drill down to each individual document and access to more recommendations. Also the Signavio Suite will allow the customer to perform process mining and documentation.

INTRODUCTION | ONLINE SOLUTION | RISE WITH SAP | SAP BUSINESS NETWORK | INDUSTRY PERSPECTIVE

RISE WITH SAP | BUSINESS PROCESS INTELLIGENCE | TAKE ACTION

How to Take Action with Business Process Intelligence

1 Start with your **Process Discovery**

Free of charge

- This is your Process Discovery -including this PDF document-

- It will help executives focus their attention on the most important process performance issues

Browse through this Analysis »

2 **SAP Process Insights** for immediate value

Subscription

- Continuous monitoring and improvement of your processes

- Prepare your processes for the SAP S/4HANA transformation

- Quick insights leading to quick results

Learn more about SAP Process Insights »

3 **Signavio Suite** for full business transformation

Subscription

- Process documentation

- Process mining

- Collaborative business transformation

Learn more about Signavio Suite »

Part of the RISE With SAP Offering, the SAP Business Network allows you to optimize and innovate your relationship with your customers and suppliers on a unified and collaborative way.

OVERVIEW	EXECUTIVE SUMMARY	FINANCE	PROCUREMENT	SALES	CHAIN	MANUFACTURING	MANAGEMENT	STEPS

INTRODUCTION	ONLINE SOLUTION	RISE WITH SAP	SAP BUSINESS NETWORK	INDUSTRY PERSPECTIVE

NEW: Get Started with SAP Business Network

SAP Business Network harmonizes previously disconnected supply chains into a **unified, collaborative, and intelligent network**.

The various benefits are:

- Strengthening and simplifying supplier collaboration
- Finding new trading partners
- Maximizing asset utilization, while increasing service quality
- Enabling global logistics flexibility and transparency

Learn more about SAP Business Network »

The table below highlights the SAP Business Network components relevant for you :

BUSINESS NETWORK SOLUTIONS	END-TO-END PROCESS	OPTIMIZATION GOAL
SAP Asset Intelligence Network	**Acquire to Decommission**	**Optimize asset performance with a central repository**
Ariba Network	**Source to Pay**	**Connect buyers and suppliers on a single, networked platform**
SAP Logistic Business Network	**Plan to Fulfill**	**Ease intercompany logistics with collaboration and insights**

The key challenges, trends and value drivers in the industry are highlighted on the next page.
This is a sample summary from the consumer products industry.

INTRODUCTION | ONLINE SOLUTION | RISE WITH SAP | SAP BUSINESS NETWORK | INDUSTRY PERSPECTIVE

INDUSTRY TRENDS | INDUSTRY ACCELERATORS

Trends in Consumer Products Industry:

Key Challenges
within your industry

Empowered consumers

- Consumers are informed, empowered and always on
- They can shop and buy from anywhere and make choices about where and how they would like to take

Expanding ecosystems

- Deliver the supply chain transparency that today's shoppers demand
- Reach consumers across channels directly in moments of need

Extraordinary innovators

- Building innovative business models
- Redefining customers expectations and gaining market shares

Key Trends
within your industry

Enabling new business models

- Monetizing content or data
- Pursuing innovative partnerships

Delivering personalized outcomes

- Build enduring customer and consumer relationships
- By delivering on a set of outcomes, often service driven, that go well beyond traditional product focus

Competing as an ecosystem

- Expand the boundaries of consumer products
- By teaming with non-traditional ecosystem partners
- To deliver higher value at no or low incremental cost

Key Value Drivers
within your industry

Reimagine order to delivery

- Improve customer service
- Reduce inventory carrying costs
- Reduce logistics costs

Reimagine personalized products

- Increase revenue from new products
- Increase revenue growth
- Reduce research and development expense

Reimagine operational procurement

- Reduce procurement function costs
- Improve compliance on supplier and price policies, taxation, and regulations
- Improve cash flow with faster payments

SAMPLE ANALYSIS

Here you can find key assets with additional information, SAP's view on the industry and the SAP portfolio. This includes industry whitepapers, sample architectures, road maps, and more.

OVERVIEW	EXECUTIVE SUMMARY	FINANCE	PROCUREMENT	SALES	CHAIN	MANUFACTURING	MANAGEMENT	STEPS

INTRODUCTION	ONLINE SOLUTION	RISE WITH SAP	SAP BUSINESS NETWORK	INDUSTRY PERSPECTIVE

INDUSTRY TRENDS	INDUSTRY ACCELERATORS

Accelerators for your Value and Innovation Discussion in the Consumer Products Industry:

1
Understand the
Industry Strategy

- Get a business overview on what moves your industry
- Understand the SAP approach and products to drive industry innovation

Read the industry whitepaper »

2
Leverage
Intelligent Technologies

- SAP abilities to turn recommendations into action through intelligent technologies
- Understand how these intelligent technologies improve everyday business

SAP Business Technology Platform »

SAP industry value paper »

3
See target architecture with
SAP Industry Digital Transformation

- Explore a full proposed architecture in the industry poster
- Choose from the full set and focus on processes and options relevant for you

Get the poster »

4
Plan with
Industry Solutions Portfolio

- Explore industry specific capabilities and end user roles
- Choose SAP solutions driven by intelligent technologies for best-practice business processes

Industry solutions portfolio »

5
Build your roadmap with
SAP Road Map Explorer

- Plan your innovation program for your products, industry, or processes
- Gain an up-to-date overview on planned and available innovations, as well as technical information

SAP Road Map Explorer »

OVERVIEW | **EXECUTIVE SUMMARY** | FINANCE | SOURCING AND PROCUREMENT | SALES | SUPPLY CHAIN | MANUFACTURING | ASSET MANAGEMENT | NEXT STEPS

> This is the start of the customer-specific part of the Process Discovery offering. The analysis contains insights and recommendations for six lines of business and twelve typical business goals.

Lines of Business

SAP S/4HANA helps you achieve your business goals.

For selected lines-of-business and business goals, this analysis provides you with insights and tailored SAP S/4HANA recommendations.

Click one of the lines of business on the right to discover how you can benefit from using SAP S/4HANA today.

Finance
- Reduce G/L efforts and financial closing time
- Reduce finance costs
- Reduce days sales outstanding

15 Customer-specific recommendations — **High** usage

Sourcing & Procurement
- Reduce procurement function costs

6 Customer-specific recommendations — **Medium** usage

Sales
- Improve on-time delivery performance
- Increase sales force efficiency
- Reduce complaints and return costs

10 Customer-specific recommendations — **Medium** usage

Supply Chain
- Reduce days in inventory

8 Customer-specific recommendations — **Medium** usage

Manufacturing
- Reduce total manufacturing costs
- Accelerate manufacturing cycle time

11 Customer-specific recommendations — **High** usage

Asset Management
- Reduce unplanned downtime or outage
- Reduce asset data management cost

4 Customer-specific recommendations — **Low** usage

NEXT ›

OVERVIEW   **EXECUTIVE SUMMARY**   FINANC...

Lines of Business

The summary looks at typical business performance goals for various lines of business such as:

❶ Improving liquidity by "reducing days sales outstanding" in finance

❷ Reducing manufacturing costs and accelerating manufacturing cycle times

SAP S/4HANA helps you achieve your business goals.

For selected lines-of-business and business goals, this analysis provides you with insights and tailored SAP S/4HANA recommendations.

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4 Customer-specific recommendations   **Low** usage

| OVERVIEW | EXECUTIVE SUMMARY | FINANCE | S... PROCUREMENT | SALES | CHAIN | MANUFACTURING | MANAGEMENT | STEPS |

For a high-level finance process, operational performance indicators are displayed, and put into the context of business goals on the left side.

INTRODUCTION **FINDINGS** **RECOMMENDATIONS**

REDUCE FINANCE COSTS & CLOSING TIME   REDUCE DAYS SALES OUTSTANDING   DETAILS

Finance: Your Current Process Performance in SAP ERP System "PRD"

spotlight »

	Accounts Receivables	Accounts Payables	General Ledger Accounting	Product Cost Controlling
Value Drivers:				
Reduce G/L Efforts And Financial Closing Time	18.201 Overdue & open finance AR items »	80.102 Overdue & open finance AP items »	8.235.129 Open items on finance general ledger accounts »	331 Failed component consumptions during prod. order confirmation »
	24% Customer payments autom. cleared »	96% Vendor payments autom. cleared »	28.739 Open items on goods receipt/invoice receipt clearing accounts »	No data Errors during production order settlement
Reduce Finance Costs	1.905 Bank statements not compl. posted »	13.185 PO items created after invoice »		

How SAP helps:

Build an intelligent enterprise with recommended SAP S/4HANA business scenarios.

All innovation recommendations »

Cash Management »	◐★★★
Payments and Bank Communications »	◐★★★
Financial Shared Services Management »	◐★★★
Financial Accounting »	◐★★★
Entity Close »	◐★★
Product Costing »	◐★★★

OVERVIEW	EXECUTIVE SUMMARY	FINANCE	SOURCING AND PROCUREMENT	SALES	SUPPLY CHAIN	MANUFACTURING	ASSET MANAGEMENT	NEXT STEPS

Sample System: PRD

INTRODUCTION   **FINDINGS**   **RECOMMENDATIONS**

REDUCE FINANCE COSTS & CLOSING TIME   **REDUCE DAYS SALES OUTSTANDING**   **DETAILS**

You can also access this content online by clicking on the "Spotlight" icon.

spotlight »

Finance: Your Current Process Performance in SAP ERP System "PRD"

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Financial Shared Services Management »	◔ ★★★
Financial Accounting »	◔ ★★★
Entity Close »	◔ ★★
Product Costing »	◔ ★★★

OVERVIEW | EXECUTIVE SUMMARY | **FINANCE**

Example: 80.102 overdue & open finance account payable items are detected. These are situations, where incoming invoices should have been paid already, but payments are delayed or the position is still open for other reasons.

The color coding indicates the benchmark to comparable companies from the same industry.
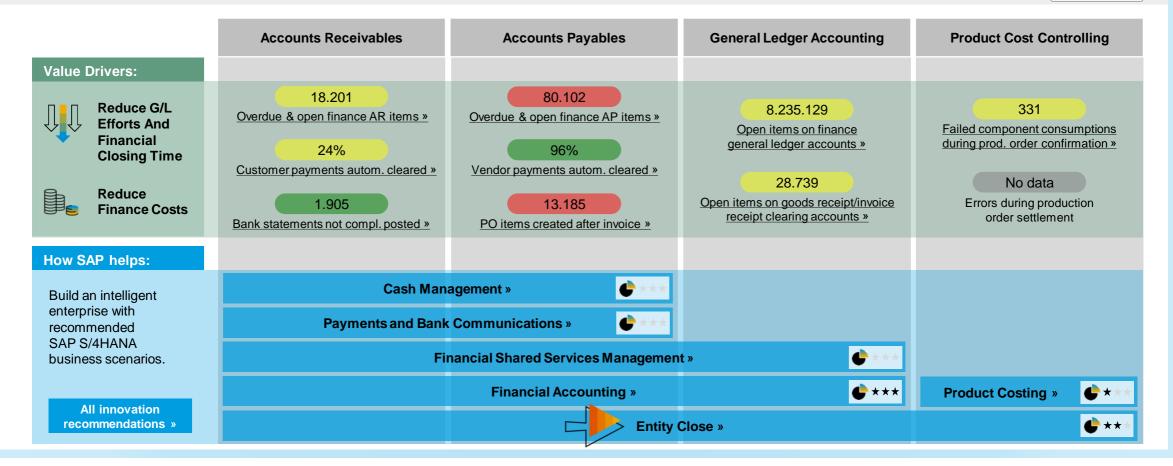
INTRODUCTION | **FINDINGS** | RECOMMENDATIONS

REDUCE FINANCE COSTS & CLOSING TIME | REDUCE DAYS SALES OUTSTANDING | DETAILS

Finance: Your Current Process Performance in SAP ERP System "PRD"

spotlight »

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How SAP helps:

Build an intelligent enterprise with recommended SAP S/4HANA business scenarios.

All innovation recommendations »

Cash Management »	◐★★★
Payments and Bank Communications »	◐★★★
Financial Shared Services Management »	◕★★★
Financial Accounting »	◕★★★
Entity Close »	◔★★

Product Costing » ◔★☆☆

Here are the details of these 80.102 overdue & open finance Accounts Payable items.

ocess Discovery Summa

Sampl
System: PI

| OVERVIEW | EXECUTIVE SUMMARY | FINANCE | SOURCING AND PROCUREMENT | SALES | SUPPLY CHAIN | MANUFACTURING | ASSET MANAGEMENT | NEXT STEPS |

INTRODUCTION | FINDINGS | RECOMMENDATIONS

REDUCE FINANCE COSTS & CLOSING TIME | REDUCE DAYS SALES OUTSTANDING | DETAILS 4/12

Overdue & open finance AP items

Findings and Benchmark
What we measured

80.102 items
Overdue & open finance AP items

Absolute number of open FI-AP items, which are not cleared yet and the net due date is already in the past.

Learn more »

Consumer Products Industry Benchmark:

| Your Company | 80.102 items |

bottom 25%		top 25%
18.400	4.067	535
Benchmark		

Details
What we measured

Aging Distribution:

0-3 months old	3-6 months old	6-12 months old	1-3 years old	3+ years old
13.580	2.920	7.916	8.034	47.652
17%	4%	10%	10%	59%

Top 5 Company Codes:

Company Code		Items	Percent
HQR	Headquarter	53.905	67%
SA02	Sales Area France	9.148	11%
SA06	Sales Area USA	3.641	5%
SA07	Sales Area Netherland..	1.748	2%
SA08	Sales Area UK	1.325	2%

Implication
Understand the problem

Possible Root Causes:
- Missing or inaccurate master data
- Missing or inaccurate invoice matching
- Missing or wrong configuration of automation capabilities
- Automation capabilities are not or not correctly enabled in all organizational units

Possible Business Impact:
- Inaccurate cash & liquidity planning data
- Unnecessary high manual workload
- Higher finance process operations costs
- Lost cash discount

Back to Overview »

The number is quite high, also compared to industry peers.

This customer is in the lowest performing 25% in the consumer product industry.

OVERVIEW | EXECUTIVE SUMMARY | **FINANCE** | SO... PR...

INTRODUCTION | **FINDINGS** | **RECOMMENDATIONS**

REDUCE FINANCE COSTS & CLOSING TIME | REDUCE DAYS SALES OUTSTANDING | DETAILS 4/12

Overdue & open finance AP items

Findings and Benchmark
What we measured

80.102 items
Overdue & open finance AP items

Absolute number of open FI-AP items, which are not cleared yet and the net due date is already in the past.

Learn more »

Consumer Products Industry Benchmark:

Your Company	80.102 items

bottom 25% ...... top 25%

18.400   4.067   535

Benchmark

Details
What we measured

Aging Distribution:

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- Lost cash discount

Back to Overview »

INTRODUCTION | FINDINGS | R...

REDUCE FINANCE COSTS & CLOSING TIME | REDUCE DAYS SALES OUTSTANDING | DETAILS 4/12

You can see if these positions are actually business relevant today or if this is only old data.

In this case 59% of the items are older than three years. This is probably old data, that is not business relevant anymore. This can probably be archived.

But by looking at the 0-3 months period, the 3-6 months and the 6-12 months period, we see that this company still produces open and overdue accounts payables.

Overdue & open finance AP items

Findings and Benchmark
What we measured

80.102 items
Overdue & open finance AP items

Absolute number of open FI-AP items, which are not cleared yet and the net due date is already in the past.

Learn more »

Consumer Products Industry Benchmark:

Your Company	80.102 items

bottom 25% | top 25%

18.400   4.067   535

Benchmark

Details
What we measured

Aging Distribution:

0-3 months old	3-6 months old	6-12 months old	1-3 years old	3+ years old
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17%	4%	10%	10%	59%

Top 5 Company Codes:

Company Code		Items	Percent
HQR	Headquarter	53.905	67%
SA02	Sales Area France	9.148	11%
SA06	Sales Area USA	3.641	5%
SA07	Sales Area Netherland..	1.748	2%
SA08	Sales Area UK	1.325	2%

Implication
Understand the problem

Possible Root Causes:
- Missing or inaccurate master data
- Missing or inaccurate invoice matching
- Missing or wrong configuration of automation capabilities
- Automation capabilities are not or not correctly enabled in all organizational units

Possible Business Impact:
- Inaccurate cash & liquidity planning data
- Unnecessary high manual workload
- Higher finance process operations costs
- Lost cash discount

Back to Overview »

If you want to know which companies are most impacted, you can look at the middle section:

Roughly 2/3 of the cases happen in the headquarter.

OVERVIEW	EXECUTIVE SUMMARY	FINANCE	SO... PROCUREMENT	SALES	...CHAIN	MANUFACTURING	MANAGEMENT	STEPS

INTRODUCTION	FINDINGS	RECOMMENDATIONS

REDUCE FINANCE COSTS & CLOSING TIME	REDUCE DAYS SALES OUTSTANDING	DETAILS 4/12

Overdue & open finance AP items

Findings and Benchmark
What we measured

80.102 items
Overdue & open finance AP items

Absolute number of open FI-AP items, which are not cleared yet and the net due date is already in the past.

Learn more »

Consumer Products Industry Benchmark:

Your Company	80.102 items

bottom 25% | top 25%

18.400   4.067   535

Benchmark

Details
What we measured

Aging Distribution:

0-3 months old	3-6 months old	6-12 months old	1-3 years old	3+ years old
13.580	2.920	7.916	8.034	47.652
17%	4%	10%	10%	59%

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Back to Overview »

SAP offers a comprehensive root-cause analysis with additional drill-down possibilities down to the individual document, as a follow-up service: SAP Process Insights

But the most common reasons are stated in the box on the right.

OVERVIEW | EXECUTIVE SUMMARY | **FINANCE** | S... P...

INTRODUCTION | **FINDINGS** | RECOMMENDATIONS

REDUCE FINANCE COSTS & CLOSING TIME | REDUCE DAYS SALES OUTSTANDING | DETAILS 4/12

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Back to Overview »

To understand how SAP S/4HANA can help, let's go back to the finance overview.

The bottom part contains SAP's top recommendations for SAP S/4HANA business scenarios. This customer is already using is "Entity Close", as one can see from the two little stars, which indicate usage intensity.

OVERVIEW **EXECUTIVE SUMMARY** **FINANCE** S... P...

INTRODUCTION **FINDINGS** **RECOMMENDATIONS**

REDUCE FINANCE COSTS & CLOSING TIME **REDUCE DAYS SALES OUTSTANDING** **DETAILS**

Finance: Your Current Process Performance in SAP ERP System "PRD"

spotlight »

	Accounts Receivables	Accounts Payables	General Ledger Accounting	Product Cost Controlling
Value Drivers:				
Reduce G/L Efforts And Financial Closing Time	18.201 — Overdue & open finance AR items »	80.102 — Overdue & open finance AP items »	8.235.129 — Open items on finance general ledger accounts »	331 — Failed component consumptions during prod. order confirmation »
	24% — Customer payments autom. cleared »	96% — Vendor payments autom. cleared »		No data — Errors during production order settlement
Reduce Finance Costs	1.905 — Bank statements not compl. posted »	13.185 — PO items created after invoice »	28.739 — Open items on goods receipt/invoice receipt clearing accounts »	

How SAP helps:

Build an intelligent enterprise with recommended SAP S/4HANA business scenarios.

All innovation recommendations »

- Cash Management » ★★★
- Payments and Bank Communications » ★★★
- Financial Shared Services Management » ★★★
- Financial Accounting » ★★★
- Entity Close » ★★
- Product Costing » ★★★

NEXT ❯

This is an example of the detailed information for an SAP S/4HANA business scenario.

Process Discovery Summary

Sample
System: P?

OVERVIEW | EXECUTIVE SUMMARY | **FINANCE** | SOURCING AND PROCUREMENT | SALES | SUPPLY CHAIN | MANUFACTURING | ASSET MANAGEMENT | NEXT STEPS

INTRODUCTION | FINDINGS | **RECOMMENDATIONS**

CUSTOMER-SPECIFIC RECOMMENDATIONS | ADDITIONAL BUSINESS SCENARIOS | DETAILS 10/27 | EXAMPLE | CUSTOMER REFERENCE

Entity Close

Business Scenario Description

Increase accuracy, corporate governance, compliance, and efficiency of the entity close with automation and standardization. Accelerate the entity close process through automation and standardization.

★ ★ ☆
Usage intensity

★ ☆ ☆
Industry popularity

For more details, access
Process Discovery solution »

Value Drivers

- **Reduce finance cost**
  by enabling automated, highly efficient closing tasks supported by single source of truth
- **Reduce audit cost**
  by providing single source of truth for general ledger and subledgers and real-time integration to logistics with full audit trail
- **Reduce days to close annual books**
  by enabling automated, highly efficient closing tasks supported by single source of truth

What's new in SAP S/4HANA

- **Enhanced and improved group reporting**
  Capability to navigate from the dashboard to the issue level
- **Predictive accounting**
  With SAP S/4HANA both continuous soft close and predictive accounting are enabled.
- **Cloud-enabled digital platform for extension of innovations and automation**

Further Information

Details

Video

| Business scenario details » | Related SAP Fiori apps » | Group reporting » |

Back to innovation overview »

OVERVIEW | EXECUTIVE SUMMARY | **FINANCE** | S... PROCUREMENT | ... CHAIN | ... MANAGEMENT | ... STEPS

Information for the business executive, in a business-specific language:

❶ A high-level description of the expected business benefits.

INTRODUCTION | FINDINGS | **RECOMMENDATIONS**

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| Business scenario details » | Related SAP Fiori apps » |

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| Group reporting » |

Back to innovation overview »

NEXT ❯

❷ The additional or new functionality in SAP S/4HANA compared to SAP ECC.

OVERVIEW	EXECUTIVE SUMMARY	FINANCE	SOURCING AND PROCUREMENT	SALES	SUPPLY CHAIN	MANUFACTURING	ASSET MANAGEMENT	NEXT STEPS

Sample System: PI

INTRODUCTION   FINDINGS   RECOMMENDATIONS

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Further Information

Details

Video

Business scenario details »	Related SAP Fiori apps »	Group reporting »

Back to innovation overview »

❸ Expert information is available by clicking on the details, including:

- the related SAP Fiori Apps
- scope items with process model descriptions, configuration guides and test scripts.

INTRODUCTION | FINDINGS | RECOMMENDATIONS

CUSTOMER-SPECIFIC RECOMMENDATIONS | ADDITIONAL BUSINESS SCENARIOS | DETAILS 10/27 | EXAMPLE | CUSTOMER REFERENCE

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discovery edition solution »

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Further Information

Details

| Business scenario details » | Related SAP Fiori apps » |

Video

Group reporting »

Back to innovation overview »

❹ For an experience of the new SAP S/4HANA, the summary provides links to explanation videos.

OVERVIEW | EXECUTIVE SUMMARY | FINANCE | SOURCING AND PROCUREMENT | SALES | SUPPLY CHAIN | MANUFACTURING | ASSET MANAGEMENT | NEXT STEPS

INTRODUCTION | FINDINGS | RECOMMENDATIONS

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Further Information

Details

| Business scenario details » | Related SAP Fiori apps » |

Video

Group reporting »

Back to innovation overview »

❶ This overview contains all customer-specific business scenario recommendations, incl. the customer's usage intensity in the current SAP ERP…

❷ … as well as information on how popular the business scenarios are in the industry.

INTRODUCTION | FINDINGS | RECOMMENDATIONS

CUSTOMER-SPECIFIC RECOMMENDATIONS | ADDITIONAL BUSINESS SCENARIOS | DETAILS | EXAMPLE | CUSTOMER REFERENCE

Recommended SAP S/4HANA Business Scenarios – Based on Your Current SAP Usage

The table below shows SAP S/4HANA business scenarios that are enhancing process areas which you are already running.

SAP S/4HANA BUSINESS SCENARIO	YOUR CURRENT USAGE INTENSITY	BASED ON USAGE OF TRANSACTIONS*	INDUSTRY POPULARITY	DETAILS	SAP FIORI APPS
Financial Accounting	★★★	76	★★★	🔗	ℹ
Delivery Management	★★★	27	★★★	🔗	ℹ
Sales Billing	★★★	10	★★★	🔗	ℹ
Accounts Payable	★★☆	10	★★★	🔗	ℹ
Profitability Analysis	★★☆	9	★★★	🔗	ℹ
Accounts Receivable	★★☆	8	★★★	🔗	ℹ
Overhead Cost Management	★★☆	4	★★★	🔗	ℹ
Financial Reporting	★★☆	4	★★☆	🔗	ℹ
Cash and Liquidity Management	★★☆	4	★☆☆	🔗	ℹ
Entity Close	★★☆	1	★☆☆	🔗	ℹ
Sales Order Management and Processing	★☆☆	20	★★★	🔗	ℹ
Product Costing	★☆☆	3	★★★	🔗	
Advanced Compliance Reporting	⯪☆☆	Usage of related application area	New	🔗	ℹ

* = In addition to the SAP transactions used, we found that custom code transactions were used. For more details, access SAP Process Insights, discovery edition solution »

Equally interesting are the most important SAP S/4HANA business scenarios, which are currently not in use in the company's SAP ECC system, at least not in the standard.

This helps in starting a more in-depth analysis of the reasons for deviating from the SAP standard, and the value of standard SAP S/4HANA capabilities.

INTRODUCTION   FINDINGS   RECOMMENDATIONS

CUSTOMER-SPECIFIC RECOMMENDATIONS   ADDITIONAL BUSINESS SCENARIOS   DETAILS   EXAMPLE   CUSTOMER REFERENCE

Additional SAP S/4HANA Business Scenarios*

The table below shows additional SAP S/4HANA business scenarios you could benefit from.

SAP S/4HANA BUSINESS SCENARIO	INDUSTRY POPULARITY	DETAILS	SAP FIORI APPS
Access Governance and Identity Management	★☆☆	🔗	
Cash Management	★☆☆	🔗	
Collections Management	★☆☆	🔗	ℹ️
Commodity Sales	★☆☆	🔗	
Contract Accounting	★☆☆	🔗	ℹ️
Convergent Invoicing	★☆☆	🔗	ℹ️
Corporate Close	★☆☆	🔗	ℹ️
Credit and Collection Management	★☆☆	🔗	ℹ️
Credit Evaluation and Management	★☆☆	🔗	ℹ️
Debt and Investment Management	★☆☆	🔗	ℹ️
Dispute Resolution	★☆☆	🔗	ℹ️
Enterprise Risk Management	★☆☆	🔗	ℹ️
Financial Risk Management	★☆☆	🔗	ℹ️
Financial Shared Services Management	★☆☆	🔗	ℹ️

* = No SAP standard usage detected in your SAP ERP system. Business scenario possibly runs outside of the SAP ERP system or is a custom-developed solution.

NEXT ❯

For each line of business, the summary shows typical customer pain points in the traditional end to end scenario and how the future with SAP S/4HANA could look like for each line of business.

For example, here you see the how SAP S/4HANA can enable real-time consolidation or continuous and self-auditing tax monitoring.

INTRODUCTION   FINDINGS   RECOMMENDATIONS

CUSTOMER-SPECIFIC RECOMMENDATIONS   ADDITIONAL BUSINESS SCENARIOS   DETAILS   EXAMPLE   CUSTOMER REFERENCE

Reimagine Record to Report | Reimagine Order to Cash

Traditional Scenario:

- **Delayed close activities** that do not begin **until period end**
- **Multiple ledgers** require time-consuming and error-prone **reconciliations**

- Risk of regulatory noncompliance due to lack of transparency and **manual monitoring** of processes
- **Risk of penalties and fines** with insufficient, manual and error-prone tax audit processes

- **Manual, time-consuming and effort-intensive processes**

- Financial data needs to be **replicated** from the financial system into the consolidation system, requiring data aggregation and transformation

- Executive conversation is **limited to static presentations**, and ad hoc questions and analysis need to be taken offline for a later discussion

| Financial Accounting | Management Reporting | Compliance, Tax | Entity Close | Consolidation | Reporting, Analytics |

The New World With SAP:

- **Event-triggered execution** enabled through real-time derivation of profitability characteristics
- **No reconciliation needed** because of one **universal journal entry** that provides a single source of the truth

- **End-to-end visibility** and steering capabilities for local periodic legal reporting
- **Continuous, self-auditing** tax monitoring processes

- **Faster, efficient, and compliant close process**

- **Real-time consolidation** enabled by instant data access from integrating transaction and master data

- **Transformed board room experience** with real-time business intelligence, ad hoc reporting at a granular level, and what-if analysis to make decisions

Read the whitepaper »

SAMPLE ANALYSIS

Furthermore, the summary contains proof points about the potential improvements and savings:

Here is a reference customer from South Korea, who accelerated account closing time from 20 days to seven days with SAP S/4HANA.

INTRODUCTION | FINDINGS | **RECOMMENDATIONS**

CUSTOMER-SPECIFIC RECOMMENDATIONS | ADDITIONAL BUSINESS SCENARIOS | DETAILS | EXAMPLE | **CUSTOMER REFERENCE**

Company
Woowa Brothers Corp

Headquarters
Seoul, South Korea

Industry
Professional services – food tech

Products and Services
Mobile apps

Employees
343

Revenue
US$43.8 million (2015)

Web Site
www.woowahan.com

Partner
LG CNS
www.lgcns.com

Objectives
- Reliable financial data to drive business decisions
- Ease and consistency of business tasks with systems that are user friendly
- More-efficient management through standardized information
- System configuration and standard processes that can scale with a growing business

Why SAP
- Proven success of SAP® solutions globally, locally, and among industry peers
- SAP S/4HANA® to simplify the IT landscape, increase efficiency, and enable active planning, simulations, and decisions based on real-time data

Resolution
Worked with SAP partner LG CNS to deploy SAP S/4HANA

Benefits
- Strengthened claim and obligation management and automated settlement processing
- Accelerated the processing of expense accounting and improved efficiencies in electronic payments
- Provided a user-friendly personnel, time card, and compensation management system, increasing the efficiency of employees and managers
- Increased standardization across IT systems and secured operational stability through better monitoring

"In our business there is no room for error. When using our apps, vendors and customers need to be sure that their orders are processed correctly and payments are fast and accurate. With SAP S/4HANA, we can handle transactions automatically and securely – and we can continue to do so as the business grows."
Hyunjun Yoon, COO, Woowa Brothers Corp

6.3 million
Transactions processed automatically in the first seven months

7 days
For account closing – down from 20 days

0 errors
In vendor receipts, thanks to automated reimbursements

Real-time
Fund balance through the daily-balance closure system

The end of the PDF summary outlines the next steps, which includes an introduction.

The relevant offerings are grouped into five different phases:
Analyze, Strategy, Build your case, Select your options and Build your future.

For each phase, the offerings are grouped into three options: Tools, Free Offerings and Additional offerings.

INTRODUCTION   OVERVIEW

RISE with SAP to the Intelligent Enterprise with SAP S/4HANA!

Get prepared

In preparation for your meeting review the available videos and assets available at:

www.s4hana.com »

Where to start?

Review the content included in the summary to identify the most prominent line of business where opportunities are shown.

A good way is to look at the process performance indicators that shows highest improvement potential compared to your industry peers.

What shall I do?

Discuss the summary with your line of business stakeholders.

Typical roles to be involved would be:

- Line of business managers and executives
- Business analysts
- Application experts

Review the content of the next steps »

The next steps section will guide you through the most relevant offerings from SAP to help you on your journey to the Intelligent Enterprise.

We have grouped the offerings into five different phases:

1. **Analyze** → Understand where you are and how you are running your core processes
2. **Define your strategy** → Understand the potential of the intelligent enterprise
3. **Make the case** → Understand the value and the return of your investment
4. **Consider your options** → Select your technical options to run your project successfully
5. **Build your future** → Start your project in the best way

The possible offerings are grouped into three different options that can be considered either individually or matched together:

TOOLS »   ✚   **FREE OFFERINGS »**   ✚   **ADDITIONAL OFFERINGS »**

Join the SAP S/4HANA Movement! »

This is a summary of the various offerings available, so you clearly and quickly identify which ones are relevant for you, based on the phase and the type of offering you prefer.

There is also afterwards a page dedicated to each of the five phases.

INTRODUCTION | **OVERVIEW** | TOOLS | FREE OFFERINGS | ADDITIONAL OFFERINGS
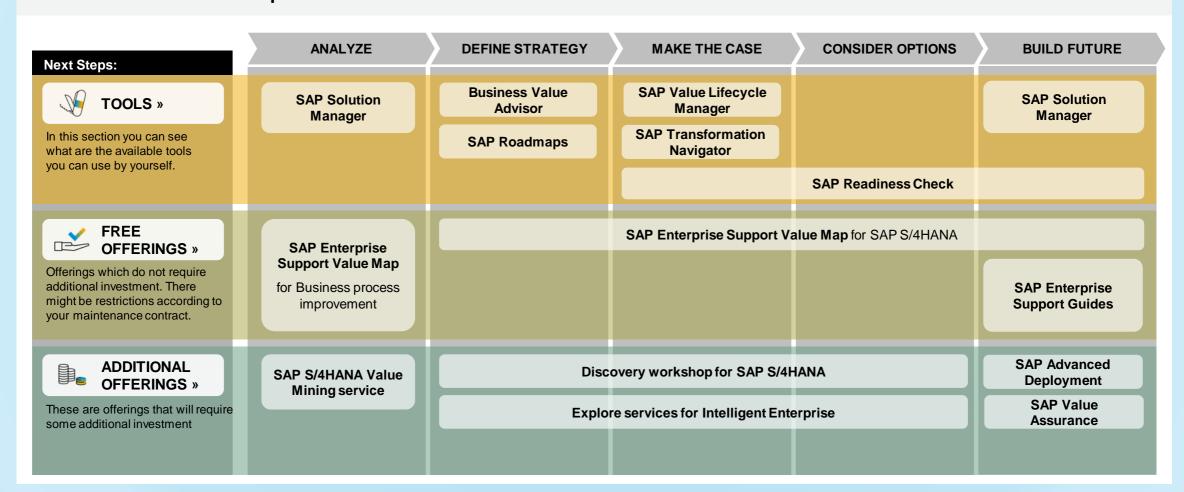
Find out how SAP can Help

Next Steps:	ANALYZE	DEFINE STRATEGY	MAKE THE CASE	CONSIDER OPTIONS	BUILD FUTURE
TOOLS » In this section you can see what are the available tools you can use by yourself.	SAP Solution Manager	Business Value Advisor / SAP Roadmaps	SAP Value Lifecycle Manager / SAP Transformation Navigator		SAP Solution Manager
			SAP Readiness Check		
FREE OFFERINGS » Offerings which do not require additional investment. There might be restrictions according to your maintenance contract.	SAP Enterprise Support Value Map for Business process improvement	SAP Enterprise Support Value Map for SAP S/4HANA			SAP Enterprise Support Guides
ADDITIONAL OFFERINGS » These are offerings that will require some additional investment	SAP S/4HANA Value Mining service	Discovery workshop for SAP S/4HANA / Explore services for Intelligent Enterprise			SAP Advanced Deployment / SAP Value Assurance

Agenda

Introduction and Overview

DEMO: Process Discovery

How to Request Your Own Analysis

Next Steps with BPI

Summary

Process Discovery
Request Process Overview

1 Extract data

- Implement SAP Notes 2745851 and 2758146 in productive SAP ERP system
- Run data extraction report and download ZIP file

How-To Guide »

2 Initiate your request

- Initiate your request – go to: www.s4hana.com
- Fill in the form, upload the extracted ZIP file and submit your request

3 Confirm your request

- After submitting your request you receive an e-mail to confirm your e-mail address
- SAP starts to create the PDF summary and the Process Discovery Solution after your confirmation

4 SAP will share results

- SAP sends you the PDF summary and the instruction to activate your Process Discovery Solution account (Spotlight by SAP) via email

Start your Transformation Journey to SAP S/4HANA with Process Discovery

(evolution of SAP Business Scenario Recommendations on Spotlight)

Understand your current business process performance. Identify new functionalities from SAP S/4HANA, SAP Fiori apps, automation and intelligent technologies to support your business goals.

Contact Us

THE POINT OF
Departure

FOR

RISE WITH SAP | Business Transformation as a Service

How SAP S/4HANA helps your business

Receive tailored insights to build your case for SAP S/4HANA with Process Discovery (the evolution of SAP Business Scenario Recommendations on Spotlight)

Typical questions you may ask

- **Why move** from SAP ERP to SAP S/4HANA?

- **Which new functionalities are most relevant** for each line of business?

- **How does SAP S/4HANA support your business goals?**

- How can you **automate** your processes?

What you can expect

- **Unique insights** into your current operational business process performance and functional usage, based on data

How to request your own Process Discovery

With little effort, you can request your own Process Discovery. Please follow the instructions provided and apply the standard SAP notes 2758146 and 2745851 in your productive SAP ERP system.

This will generate a ZIP file with all necessary information. Please review the content in the file and submit your request below.

How to request your Process Discovery:

- Follow the how-to guide

You will get your report by email within 5 business days.

Want to know more?

- Sample Process Discovery Solution

- Sample Process Discovery Summary

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Want to know more?

- Sample Process Discovery Solution

- Sample Process Discovery Summary

from your SAP ERP

- **Benchmarks** to compare your operational business performance and usage to your industry peers

- **Specific recommendations** for six lines of business and seven end-to-end processes: **SAP S/4HANA functionalities, automation, intelligent technologies**, and **SAP Fiori apps**

- **Build your case for SAP S/4HANA** and **secure business buy-in**

- **Delivered as Cloud-based interactive solution and as summary report**

- **Free of charge***

Questions?

Get started now

Business Process Redesign

BUSINESS
PROCESS
INTELLIGENCE

Process Discovery is a free analysis tool to get started with Business Process Intelligence and SAP S/4HANA.

Business Process Intelligence is an integrated process management suite, from insights to actions.

Learn more about BPI by clicking on this link.

Register

All fields are required.

Location

Country/Region

Please Select

City

About You

First Name

Required SAP Installation Information

Productive system ID

Installation number

Customer number

To request Process Discovery, you will need to upload the ZIP file that was generated by running the extraction

City

<div style="border:1px solid #000; height:40px;"></div>

About You

First Name

<div style="border:1px solid #000; height:40px;"></div>

Last Name

<div style="border:1px solid #000; height:40px;"></div>

E-Mail

<div style="border:1px solid #000; height:40px;"></div>

About Your Company

Company

<div style="border:1px solid #000; height:40px;"></div>

Phone

<div style="border:1px solid #000; height:40px;"></div>

Industry

Please Select ⌄

Preferred Language

Installation number

<div style="border:1px solid #000; height:40px;"></div>

Customer number

<div style="border:1px solid #000; height:40px;"></div>

To request Process Discovery, you will need to upload the ZIP file that was generated by running the extraction program from your productive SAP ERP system. After reviewing the content of the XML files included, please upload the entire ZIP file here when you submit your request. Detailed instructions are provided in the how-to guide.

Upload the ZIP file (zip only) *

⬆ Choose a file...

* Please use Chrome, Safari or Opera web browser for the upload.

Would you like to receive additional SAP communications related to this enquiry?

By E-Mail: By Phone:

🔘 Yes   🔘 Yes

⚪ No   ⚪ No

Preferred Language

English

Relationship

Please Select

☐ I acknowledge that I have read the Process Discovery Privacy Statement and Disclaimer and consent to the processing of my personal data in accordance with the terms of the privacy statement. My data will be controlled by SAP.

☐ I agree that SAP may use my Personal Data for marketing activities as set out in the Process Discovery Privacy Statement.

☐ I agree that SAP may forward my Personal Data to affiliated companies in order to enable them to provide marketing activities as described in this Process Discovery Privacy Statement.

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Legal Disclosure

Submit

Agenda

Introduction and Overview

DEMO: Process Discovery

How to Request Your Own Analysis
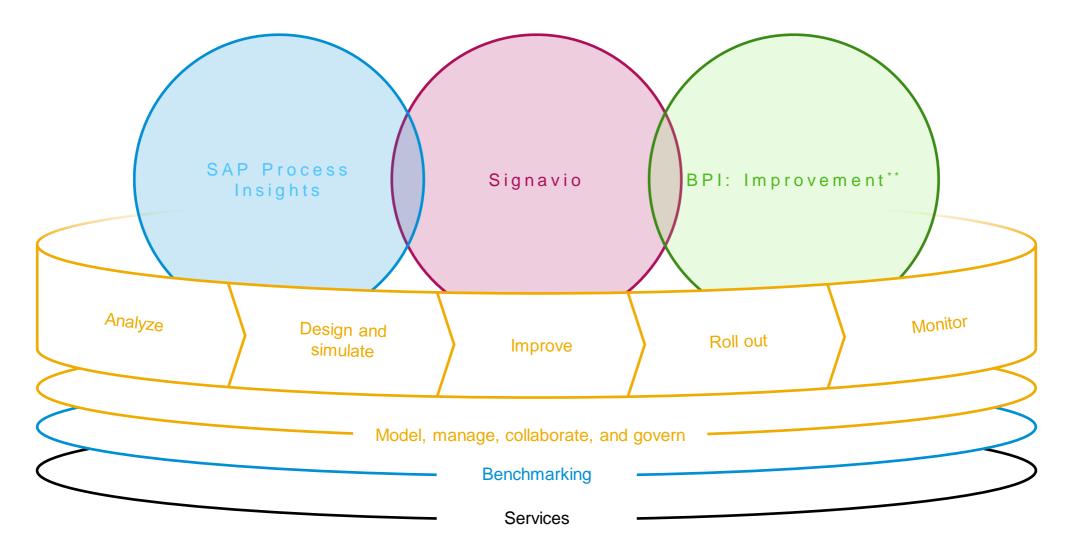
Next Steps with BPI

Summary

Business process intelligence (BPI) from SAP enables organizations to understand, innovate, and transform all their business processes continuously

SAP Process Insights

Signavio

BPI: Improvement**

Analyze

Design and simulate

Improve

Roll out

Monitor

Model, manage, collaborate, and govern

Benchmarking

Services

Business process intelligence for SAP ECC customers

Process Discovery for SAP S/4HANA Transformation

SAP Process Insights for SAP ECC & SAP S/4HANA

SAP **Journey Modeler** by Signavio

SAP **Process Manager** by Signavio

HUB

SAP **Workflow Accelerator** by Signavio

SAP **Workflow Collaborator** by Signavio

SAP **Process Intelligence** by Signavio

SAP **Process Insights** for SAP ECC & S/4HANA

BPI **Improvement**** Low code, RPA, and w orkflow

SAP PROCESS TRANSFORMATION

1. Start with **Process Discovery**
Free of charge

This free tool will help executives focus their attention on the most important process performance issues

Get started here:
www.s4hana.com

2. **SAP Process Insights** for immediate value
Subscription

Continuous monitoring and improvement of your company's business processes

Prepare your processes for the SAP S/4HANA transformation

Quick insights leading to quick results

3. **Business process intelligence product portfolio**
Subscription

Process design, documentation and governance
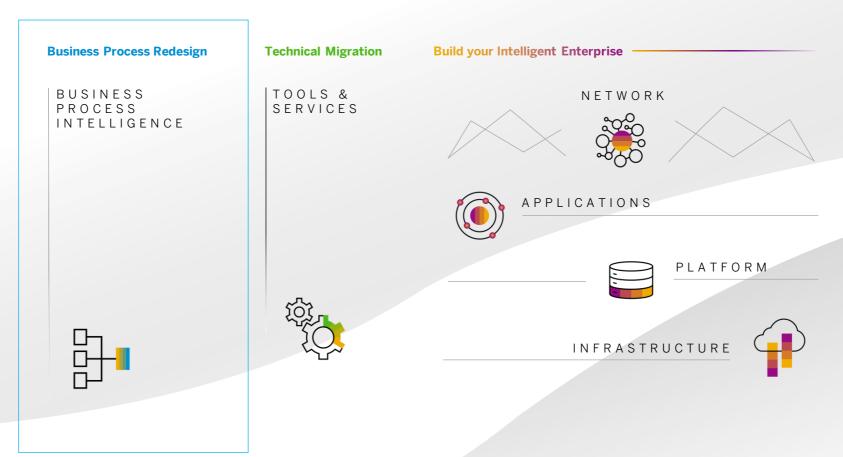
Process mining (across SAP & non-SAP systems)

Journey Modelling

Collaborative business transformation

RISE With SAP – Business Transformation as a Service

Intelligent
ENTERPRISE

Business Process Redesign

Technical Migration

Build your Intelligent Enterprise

BUSINESS
PROCESS
INTELLIGENCE

TOOLS &
SERVICES

NETWORK

APPLICATIONS

ALL POINTS OF
Departure

PLATFORM

Lean
vs.
Complex

INFRASTRUCTURE

Agenda

Introduction and Overview

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Summary

Key Benefits of Process Discovery

- **Identify the** most valuable **SAP S/4HANA** business scenarios for your company
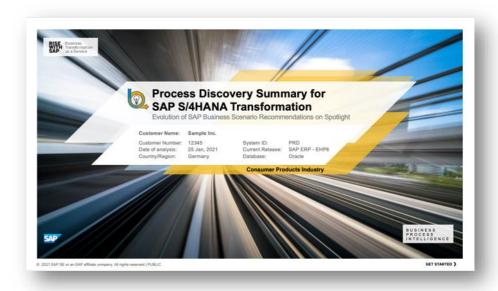
- **Receive** tailor-made insights **to** build your case for SAP S/4HANA

- **Get unique** business performance and usage insights **as well as tailored** recommendations by line of business **based on the actual usage of your SAP ERP system**

- Personalized analysis at no additional charge **for all customers under SAP maintenance, independent of their support model**

Process Discovery Summary for SAP S/4HANA Transformation
Evolution of SAP Business Scenario Recommendations on Spotlight

Customer Name:	Sample Inc.		
Customer Number:	12345	System ID:	PRD
Date of analysis:	25 Jan, 2021	Current Release:	SAP ERP - EHP6
Country/Region:	Germany	Database:	Oracle

Consumer Products Industry

Order your free analysis: **www.s4hana.com**

Find more information and sample analyses, and to order your own Process Discovery
www.s4hana.com

Thank you.

Thomas Grande

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