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Sap erp user manual pdf

By Suqing Wang The SAP ERP system has integrated functionality, such as customized information access and reporting, to aid with every aspect of business. It offers a comprehensive platform and addresses issues regarding the main business processes including customer relationship management, supplier relationship management, supply chain management and product life cycle management. SAP ERP aims to help enterprises conduct business processes in financials, human capital management, procurement, sales and service using its features, such as analytics and user service delivery. In the last 15 years, IMC, a global financial organization, has expanded its derivative trading houses business from Europe to Hong Kong, Australia and USA. In 2005, the chief financial officer found the existing information systems of the organization lagged behind the fast growth of the organization and were inflexible and unable to process international business. The implemented SAP ERP system has been very beneficial to the company. The integrated XLCubed reporting solution is quite flexible allowing managers to analyze business information easily. The database of the system can be accessed from anywhere globally allowing managers to view the information they need for decision support in real time. Stef-TFE, a European logistic firm headquartered in Paris, provided complex logistics for delivering and warehousing food across Europe. However, it required a more efficient payment collections and invoice dispute system. With the deployment of SAP ERP Financials solution, this company has dramatically improved its overall cash flow and therefore is able to keep good relationships with customers. The delivered financial system has aided the company to process uniform, end to end processes in terms of payment collections and dispute. The company has also managed to reduce day sales outstanding by three days and decreased the dispute resolution time. Schöck Bauteile is an outstanding innovative construction products and systems provider in Germany. To maintain its competitive capability and extend to new markets, the Company deployed mySAP customer relationship management system to attain predominant customer service and generate more revenue. MySAP is a new branding ERP system released by SAP. The CRM project manager at Schöck realized the need for a unified system instead of maintaining CRM systems separately in each country. With the help of the deployed SAP software, members of the company were given timely access to all the information they need. They were also presented a new view of the customer with the help of the SAP system. SAP placed a big bet on S/4Hana when it launched the new enterprise suite earlier this year, but users aren't so sure it's the technology they're looking for. That's one conclusion from the results of a new survey released Tuesday by DSAG, the German-speaking SAP User Group. The results of the study were presented this week at the 16th DSAG annual meeting in Bremen. Just 6% of the 357 German, Austrian and Swiss user companies surveyed have already started a project using the new technology, DSAG found, while 4% have acquired licenses. At the other end of the spectrum, some 37% of survey respondents said they feel S/4Hana does not provide added value. Some 11% have not yet examined the software, while roughly 42% are still gathering information about it. Information, however, is apparently a bit of a sticking point, as many feel SAP does not provide enough about the technology's functionality or about business benefits, the license model and conditions under which companies can migrate to S/4Hana. The classic SAP Business Suite was broadly embraced by participants in the survey as a strategic ERP backbone, but enterprise resource planning in the cloud didn't fare nearly so well, garnering support from a proportion only within the lower single digits, DSAG said. SAP customers are generally a conservative group, noted Frank Scavo, president of Computer Economics, which specializes in metrics for IT management. "Although there are certainly innovators among them, most are not early adopters," Scavo explained. "They tend to move slowly and cautiously, waiting until new technologies are proven before adopting them." ERP users in general tend to hold an "if it ain't broke, don't fix it" attitude, he added. "It is difficult to build a business case for a major upgrade when the current system is in place and operating adequately." The cloud is a perfect example. "Cloud migrations take place more often when companies are migrating to a new system, not upgrading an existing system," Scavo said. "Security and privacy concerns aside, it is simply an easier option for them to continue to do what they are doing in terms of deployment." The real opportunity for cloud deployment of S/4Hana, then, is likely in brand-new deals, where customers do not already have large investments in infrastructure and staff to support an SAP instance on-premises, Scavo said. Though it has undergone significant adoption in midsize companies, cloud ERP software is still at a very early stage in larger enterprises, said Paul Hamerman, a vice president with Forrester Research. Still, given how new S/4Hana is, "the current level of adoption is at least encouraging," Hamerman said. "Many businesses will wait for customer success proof points at scale before undertaking significant S/4 projects." Complicating the issue is the fact that the majority of the current users of SAP Business Suite are not on the latest versions, Hamerman noted, making migration to S/4Hana more difficult. "SAP has more work to do to clarify Suite to S/4 migration scenarios and make it easier to move down that road map," he said. Copyright © 2015 IDG Communications, Inc. I was doing something routine a couple of days ago — paying some first of the month bills online — and I got stuck. For the life of me, I couldn't remember the name of one of the people I send payments to. All the information is saved in my bank account's settings, but I have to enter the name of the recipient, exactly as it appears in my records, to bring everything else up.That's when it hit me:I need a user manual for my life! I have a password manager, personal information manger, Treo, online todo list, reminder system, Moleskine notebook — but nowhere had I written down the step-by-step instructions for making this payment. Nor, I realized, did I have a record of most of the tasks I do routinely. Instead, I remember the first step (visit a website, call someone, open a program. etc.) and rely on the cues presented. If I can't remember how to do something, I work at it until I figure it out.How much time do you think I've wasted trying to remember simple stuff, like the steps it takes to process photos I've taken to print them out, or how to pay my quarterly tax payments, or how to accept new contributors to the Lifehack.org pool and get them up to speed?What I should have, I realized, is a single place where these processes, from the crucial to the mundane, were recorded. There are a few good reasons to have something like this: To save time: Like I said, I probably waste a couple extra minutes on just about every routine task I perform. While on a day-to-day basis, I probably wouldn't need to check my "user manual", it would be nice to have a single reference I could turn to when I got confused. For inspiration: Writing a task down, step by step, can help identify wasted efforts and shoddy processes. Maybe there's a better way to do task x? Also, for tasks I'm likely to procrastinate on, I'd have a tool to keep me from letting myself get distracted until all the steps were done. For troubleshooting: How many times have you done something "the way you always" do and not gotten the expected result. Having a guide to turn to would help make sure I was walking through all the necessary steps and help me see what I'd missed the first time around. For training: If I ever hired someone to take over part of my work, I'd already have step-by-step tutorials for them to follow. In case something happens to me: If I were injured or even (goodness forbid) killed, how would my family pick up the pieces? I'm the family tech guy — it would be impossible for my loved ones to figure out the assortment of online tools, software, and hardware I use to manage my business and other projects. What would be in it?What would I put in my user manual? Quite a few things come to mind, including: The tools, both online and off, I use to accept, process, and make payments. Banking processes — how I pay bills and receive payments Bookkeeping tools — How I keep track of my accounts How I add clients and advertisers into my system How I log into, create and manage posts, manage ads and affiliates, and promote all the websites I run or am otherwise involved with Google Adwords and Adsense processes — how I identify keywords, how I set up campaigns, how I add new ads to my sites How I produce a podcast — my local and online workflows for recording, uploading, and distributing my podcasts A network diagram of some sort showing all my contacts and their specific relation to me and my work.Various checklists for things like packing for a business trip and readying the car for winter.What else? Any other process that I might have to repeat, especially if it's on a semi-regular or less frequent basis. Renewing my car registration Reactivating my health insurance (I teach as a contract employee so I have to reactivate it every time I renew my contract) Putting a new syllabus or online course together Writing an academic paper And so on… Since part of the usefulness of a personal user manual would be the ability to share it with other people, especially if I were incapacitated in some way, using any fancy software tool or online application seems out of the question. The best bet would be to keep a single file in a standard word-processing format (Word .doc, .rtf) on my computer, and an up-to-date hard copy printed out in a binder.Finding information in a paper copy might be a hassle, though — a clear table of contents seems essential, and a clear organizing schema. Pages — at least within a section — should follow templates, with the same kinds of information in the same place on each page. I'm torn between two organizational schemas, though: should it be organized by topic (e.g. paying bills, writing articles, organizing courses, etc.) or by regularity (things I do every day, things I do weekly, things I do monthly, quarterly, annually, etc.)? Maybe both, actually — the point is to be as perfectly useful to someone else as to myself, and who knows how much direction I might be able to give or what conditions it might need to be used under?Putting it together I hear you out there, thinking "That sounds like an awful lot of work!" And it does. What I'm thinking, though, is that once a template is created, adding new pages would be pretty easy. And rather than sitting down and figuring everything out, it might be more fruitful to keep the file open and document processes as you perform them in the course of your regular schedule. It might take a few extra minutes per task for a couple of days, but by the end of a week, you'd have most of the tasks you do most often fully documented. Add the monthlies at the end of the month, and add the less regular stuff as it occurs to you, or when you can set aside an hour or two to think about it.Sound crazy? Maybe it is crazy. And yet I can't help but think that so many of the organizations I've worked for — universities, foundations, museums, the military, corporations — have shelves full of such documentation, from Standard Operating Procedures for various tasks to training manuals to grant-writing templates. If you want to make sure that a certain standard is reached every time you do something, you need to figure out and document that standard. I may never open my personal user manual once it's finished — but it will be nice to know I could. It will be nice to know that if I'm ever hospitalized, my partner can make sure that the people that need to know, know, and that at least the minimal requirements of my business could be taken care of. It will be nice to know that tasks I do very rarely are documented somewhere, so I don't procrastinate by putting a "figure out how to do x" entry onto my todo list — and then procrastinate that task since I don't remember how to find out how to find out!What about you? What kind of information would you put into your personal user manual?