

SAP Solution in Detail
SAP Business All-in-One



SAP® Business All-in-One: COMPREHENSIVE BUSINESS SOLUTIONS FOR MIDSIZE COMPANIES

THE BEST-RUN BUSINESSES RUN SAP™



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CONTENTS

- Executive Summary 4

- Technical Components of SAP Business All-in-One Solutions..... 5**
 - SAP ERP 5
 - SAP NetWeaver 5
 - SAP Best Practices..... 5

- Innovations in SAP Business All-in-One 6**
 - Enhanced User Experience..... 6
 - Enhanced SAP Best Practices 7

- Comprehensive Industry-Specific Functionality 9**
 - Core Business Processes..... 9
 - Industry-Specific Processes..... 10
 - Extensibility Through Partner Solutions..... 11

- Conclusion 11**

EXECUTIVE SUMMARY

As midsize companies grow, many find it difficult to retain the very characteristics that first led to success – speed, flexibility, and strong customer relationships. Growing companies are often hampered by business systems that simply cannot keep up. Unso-phisticated systems can lack the capacity to support daily tasks and are often poorly integrated, making them time-consuming and expensive to maintain. For a company focused on growth, ineffective technology infrastructure can be a serious impediment. Responsiveness can be impacted by systems that cannot scale to handle the increased number of transactions generated by a growing customer base. Communications with geographi-cally dispersed suppliers and partners can become more com-plex. Disjointed, nonintegrated systems can also make it difficult to get full visibility into business operations.

SAP can help. Only SAP offers complete, proven business solu-tions with deep industry-specific functionalities that can be adapted to meet the unique and changing business needs of mid-size companies in an affordable, predictable way. SAP® Business All-in-One solutions are comprehensive business solutions designed specifically for midsize companies to enhance business agility, improve operational efficiency, and strengthen customer relationships. Based on the SAP ERP application and the proven methods and tools provided in SAP Best Practices offerings, SAP Business All-in-One solutions give midsize companies what they need to run their businesses efficiently and competitively, today and in the future.

SAP Business All-in-One offers new levels of simplicity, flexibility, and rapid, predictable deployment embodied in an intuitive user experience. The software enables streamlined implementa-tion with enhanced SAP Best Practices; comprehensive, industry-specific functionalities; and the extensibility of enterprise service-oriented architecture (enterprise SOA).

Comprehensive, Industry-Specific Functionalities

SAP Business All-in-One solutions introduce efficiency and auto-mation into core business processes for financials, human capital management (HCM), order management, inventory manage-ment, and analytics, as well as deep industry-specific functional-

ities for manufacturing, services, wholesale/distribution, retail, and many other industries.

An Intuitive User Experience

The user experience provided by SAP Business All-in-One helps employees achieve greater productivity. Since every employee has a specific job to perform, the solutions come with predefined roles and matching role-based navigation. Each employee’s pertinent tasks, and all the information needed to perform them, is always clearly available. SAP Business All-in-One features an all-new look and feel, the functions to launch business transactions at the click of a button, and direct visualization of business results within the software.

Rapid, Predictable Deployment with Enhanced SAP Best Practices

SAP Best Practices helps midsize companies benefit from the lessons learned by thousands of firms in their industry, carried forward to the latest release of technology from SAP. Preconfig-uration, delivered through a flexible building-block methodology, helps midsize companies implement SAP Business All-in-One solutions quickly, cutting deployment time and costs, and deliv-ering a predictable and affordable implementation.

Extensibility Through Partner Solutions

SAP partners further extend already industry-specific SAP Busi-ness All-in-One solutions with microvertical functionality, creating a rich catalog of highly industry-specific solutions. SAP partners can also provide additional fine tuning even for the most unique business process requirements or for compliance with industry-specific regulations, leveraging the support SAP software offers to build on enterprise SOA.

Companies using SAP Business All-in-One benefit from a role-based, end-to-end business solution that leverages best practices compiled from their industry. With an integrated solution that supports everything from financials to manufacturing and ser-vice delivery, companies are better able to respond to fluctua-tions in market conditions, build lasting customer relationships, and deliver products faster and more cost effectively.

TECHNICAL COMPONENTS OF SAP Business All-in-One SOLUTIONS

An antidote to the disjointed solutions hampering many midsize companies, SAP Business All-in-One solutions are complete business solutions that provide the applications, platform, and industry-specific best business practices needed to optimize operations. Included in SAP Business All-in-One are SAP ERP, the SAP NetWeaver® platform, and SAP Best Practices.

SAP ERP

Midsize companies are no less complex than large companies; they require sophisticated solutions that integrate the entire business – from manufacturing to HCM. With one solution running every aspect of the business, midsize companies gain the full view into operations that they need to stay competitive. SAP ERP is proven, robust enterprise resource planning (ERP) software that provides comprehensive support for managing financials, operations, HCM, and other corporate services.

For example, companies with SAP ERP are capable of always knowing how much product is in the warehouse, what customer orders are open, and whether production levels are adequate to meet demand. This is because SAP ERP, included in SAP Business All-in-One, integrates all core business processes. A new customer order automatically initiates an appropriate warehouse action and product shipments trigger billing processes. Employees make better decisions, thanks to real-time information. Business owners always know where the business stands – on a daily, weekly, or monthly basis. Sales, production, and purchasing groups work seamlessly together to fulfill critical customer orders and adapt production levels to changes in market demand.

SAP NetWeaver

The foundation for enterprise SOA, the SAP NetWeaver platform helps companies evolve their IT landscapes into strategic environments that drive business change. SAP NetWeaver unifies integration technologies in a single platform, reducing the need for custom integration. An open technology platform based on industry standards, it can be used to integrate third-party applications with SAP solutions. It can also be extended with commonly used development tools, such as Java Platform, Enterprise Edition; Microsoft .NET; and IBM WebSphere.

With SAP NetWeaver, SAP partners can easily add industry-specific functionality or additional business processes to help address unique requirements. SAP NetWeaver ensures that midsize companies who adopt SAP Business All-in-One have a solution that can grow and adapt as they do, without disruption to their business operations.

SAP Best Practices

SAP Best Practices offerings included in SAP Business All-in-One solutions deliver significant advantages to midsize companies. SAP Best Practices offerings include industry-specific information on how to configure business processes for SAP applications based on the experience and lessons learned from over 35 years of customer implementations in more than 25 industries worldwide.

SAP Best Practices includes detailed documentation, sample data, and the forms and reports needed to get a midsize company up and running on SAP Business All-in-One solutions quickly. The result is rapid yet reliable deployment and implementation that translates into less time, lower costs, and reduced project risk for companies implementing fully productive solutions. By using SAP Best Practices, organizations can realize significant project-time savings.

INNOVATIONS IN SAP Business All-in-One

Recognizing that midsize companies need a comprehensive solution that can be adapted to meet changing business requirements, SAP has equipped SAP Business All-in-One with new features, which also provide rapid, predictable implementation and improve ease of use. These innovations include the following:

- An enhanced user experience driven by role-based navigation and a user-friendly interface
- Enhanced SAP Best Practices offerings optimized for productivity and for streamlining implementation
- Added extensibility by partners, to meet unique, industry-specific needs

Enhanced User Experience

To realize efficiencies and enhance productivity immediately, employees need a business solution they can understand and adopt quickly. SAP Business All-in-One speeds adoption with a new easy-to-use interface – the SAP NetWeaver Business Client software. With its attractive, sleek, and intuitive design, it improves navigation throughout SAP Business All-in-One solutions, giving users direct access to their job functions.

Roles-Based Solution

Predefined roles and role-based navigation organize users' workloads efficiently and improve productivity. Employees' roles dictate which information and functions they can access. Each role represents a field of work such as accounts payable assistant or strategic planner.

In addition to predefined roles, SAP Business All-in-One provides tools and guidelines that enable companies and SAP partners to easily build custom roles or adopt existing roles to meet their specific needs.

The role-based orientation of SAP Business All-in-One includes several key features that provide users with efficient ways to manage their work. These include the following:

- Navigation and menu bars tailored to users' roles
- Power lists that provide quick access to documents that each user needs, and the ability to launch associated business activities
- Filters that can be used to view only the information required for specific tasks

Upon logging into SAP Business All-in-One, users view a home page with a navigation bar that provides intuitive access to all parts of the solution they are authorized to use, based on their role and user type. In addition, a menu bar allows employees to select from a list of business processes and documents tailored to their specific job. For example, a file menu for a salesperson will include an option for creating a sales order or a quote; a file menu for an accounts receivable assistant will include an option for creating a new invoice. This focus on business processes and documents rather than on transactions presents a business context for the employee's activities. Rather than executing discrete transactions that may seem isolated and unrelated, an employee's actions in the solution correspond to work processes of the employee's specific role.

Power Lists

Users can also use power lists to quickly access existing business documents and take action. For example, while reviewing customer service issues, a user is presented with a power list of all open sales orders, as well as the ability to execute likely customer-oriented transactions. While power lists in SAP Business All-in-One are predefined for quick deployment, they can be fully tailored to specific needs. New power lists can also be developed during or after implementation in order to meet unforeseen requirements.

With a power list, a worker can also create, change, categorize, or temporarily hide queries. For example, a user can create a new query to view all sales orders from a particular customer or all sales orders created on a particular day. Query selection criteria can be changed temporarily, allowing easy reversion to the initial query. Employees can also use filters to view only the data needed for a specific task, and can personalize the resulting data table.

Application tabs on a power list make it easy for workers to perform activities on business documents. For example, a power list of billing documents would have application tabs such as *show invoice as PDF*, *print invoice*, and *cancel invoice*. With just a click of a button, workers complete activities that might have otherwise required several steps.

Streamlined Reporting

SAP Business All-in-One makes reporting and printing easier, providing comprehensive functionalities that ensure companies can quickly and efficiently produce reports that satisfy a variety of stakeholders. Roles are prepopulated with relevant reporting functions so that each user can access and manage real-time information. Role-based reports range from simple work lists – such as a list of sales orders by customer or billing due lists – to analytical reports that support better decision making – such as plan-versus-actual reports, customer analysis, stock overviews, and profitability reports.

With drill-down capabilities, managers can easily access report details and determine the root cause of results. Managers can select their specific content and personalize reports in layouts that meet their specific needs – in tables, graphics, or a combination of both. To analyze data further, managers can also export data from a power list to Microsoft Excel. In addition, they can use the SAP Business Explorer tool – a smart plug-in to Microsoft Excel – to aggregate information, explore trends, or create supporting charts.

By making it easy to analyze data, as well as to generate and print reports, SAP Business All-in-One helps midsize companies ensure that employees have the information they need to make critical business decisions and the ability to communicate with others flexibly.

Enhanced SAP Best Practices

SAP Business All-in-One includes SAP Best Practices, which was developed by SAP and its partners to enable midsize companies to benefit from the lessons learned by thousands of leading companies in all industries. SAP Best Practices reduces the cost, time, and project risk involved in implementing business solutions. SAP Best Practices can help reduce total cost of ownership by up to 11% over a three-year period.¹

SAP Best Practices included in SAP Business All-in-One reduces implementation time and resources required through several key features:

- Support to quickly deploy business operations and processes based on best business practices
- Detailed guides for activating preconfigured settings
- Reusable documentation for testing and training
- A fully functioning solution complete with sample data

SAP Business All-in-One allows all midsize companies to benefit with minimal effort from world-class SAP Best Practices offerings compiled through years of experience.

For example, within a day of completing its SAP implementation, a major pharmaceutical company that leveraged SAP Best Practices reduced order response time from **three days to a few hours**. Over the next eight years, the company grew from US\$80 million to US\$850 million in revenue, from 40 to 750 employees, and went public, necessitating compliance with Sarbanes-Oxley. By starting with SAP Best Practices, the company needed only minor adaptations to its SAP Business All-in-One solution to accommodate its growth.

1. Results of a 2004 study of SAP Best Practices by Ludwigshafen University of Applied Sciences.

Comprehensive Preconfiguration

SAP Best Practices offers support for preconfigured business scenarios that help midsize companies quickly deploy proven business operations and processes. The benefits of SAP Best Practices are significant. Preconfiguration allows a company to leverage the processes used by leading firms in its industry. And SAP Best Practices reduces total implementation time by an average of 32%.² Activating preconfigured settings for business scenarios is straightforward with the detailed guides provided with SAP Best Practices.

As one chemical manufacturer found, the preconfiguration offered by SAP Business All-in-One solutions based on SAP Best Practices readily supports a company's ability to do business its own way. This company considered many of its practices and processes to be unique and differentiating, yet based on preconfigured settings it was able to better understand how others in the chemical industry might implement SAP Business All-in-One. Then, the company was able to modify the configuration to meet its special needs.

Documentation for SAP Best Practices

SAP Best Practices includes extensive, reusable documentation that speeds adoption and end-user training. Available documentation includes the following:

- Business scenario overview
- Business process procedures
- Step-by-step installation instructions
- Configuration guides
- End-user training material

With SAP Best Practices documentation, a midsize company has the tools it needs to conduct self-study, evaluate and test processes, and train end users on the system that supports its SAP Business All-in-One solution. Technical documentation explains how to set up the system, while business documentation describes the business content of the preconfigured SAP Business All-in-One solution.

An Immediate Sample Company

As part of SAP Business All-in-One, SAP Best Practices allows a midsize company to view a fully running demonstration for a sample company, based on information included with SAP Business All-in-One. Populated with sample master data, it demonstrates all the roles and processes that a typical midsize company might use to run its business. In addition to providing the most commonly used processes, it also helps midsize enterprises identify areas requiring adaptation. Companies can elect to use the sample company's preconfigured processes in their entirety, modify them, or build on them to develop their own unique processes.

Rapid Implementation

To help midsize companies adapt preconfigured business processes during implementation, SAP Business All-in-One provides deployment accelerators with SAP Best Practices. Additional tools provided by both SAP and its partners reduce installation complexity. Each region and industry has access to its own set of configuration tools and accelerator methods. These may include some or all of the following:

- **Installation assistant available with SAP Best Practices**
Guides users step-by-step through installation and configuration of SAP Business All-in-One
- **Q&A business configurator available with SAP Best Practices**
Guides users step-by-step through questions specific to their business and industry, and uses the answers to personalize the system that supports the software
- **Data migration templates**
Provide guidance on preparing data for migration to SAP Business All-in-One
- **How-to guides**
Give step-by-step advice on how to personalize SAP Business All-in-One with guidance on completing tasks such as adding a cost center, plant, or general ledger account

2. Results of a 2004 study of SAP Best Practices by Ludwigshafen University of Applied Sciences.

COMPREHENSIVE INDUSTRY-SPECIFIC FUNCTIONALITY

SAP Business All-in-One provides midsize companies with a single, seamless integrated ERP solution. It provides comprehensive support for basics like financials, order management, and purchasing, and for deep industry-specific processes.

Core Business Processes

With the preconfigured role-based scenarios supported by SAP Business All-in-One solutions, midsize companies optimize operations from the back office to the front office with full integration. Core business processes automated by SAP Business All-in-One include the following.

Financials Business Processes

Midsize companies must ensure that their financial statements and internal management reporting accurately reflect the profits, losses, assets, and liabilities of the business. In addition to providing functions such as profit and loss statement, general ledger and accounts payable/receivable that support financial processes, SAP Business All-in-One provides a management accounting tool to monitor and control performance by integrating all operative transactions throughout the company. Accounting maintains a consistent, reconciled, and auditable set of books for use in statutory reporting and by analytic applications. As a result, companies that use SAP Business All-in-One are better able to take control of their profitability.

Purchasing Processes

To stay competitive, midsize companies need to secure the highest-quality materials and services at the lowest possible costs. With SAP Business All-in-One, companies can maximize the return on relationships with all categories of suppliers. Purchasing scenarios enable the efficient handling and execution of purchase orders and integrate with the logistics process. Companies can create purchasing requirements manually or automate them using a number of planning concepts that are tied to material requirements planning. They can also source

purchases manually from suppliers or automatically assign suppliers using contracts. The goods receipt function updates the general ledger and inventory for stock items. In subsequent processing, invoices are matched against the agreed purchase price and quantities delivered within customer-specified tolerances. By covering the full supply cycle, from strategic sourcing to supplier enablement, SAP Business All-in-One allows companies to optimize supplier selection and compress sourcing cycle times.

Sales Processes

SAP Business All-in-One equips the sales organization with tools that maximize productivity and help the sales force meet customer demands. Sales order management facilitates sales quotations, as well as sales order processing, delivery, billing, and payment. As a result, the sales organization can execute customer sales orders faster and more efficiently. SAP Business All-in-One supports the entire quote-to-cash process from sales order creation to settling customer accounts, enabling midsize companies to streamline key sales processes and functions.

Inventory Management

Reliably tracking the quantity, value, and movement of inventory is crucial for optimized operations and accurate accounting records. SAP Business All-in-One fully supports the inventory management process for midsize companies with functionality for physical goods movements, planning, and stock taking. These tools give employees in purchasing, manufacturing, and sales full visibility into inventory status. In addition, SAP Business All-in-One simultaneously updates the physical stock balance with stock transactions and updates the appropriate account ledgers to reflect the new stock status. With SAP Business All-in-One supporting effective inventory management, midsize companies can deliver high-quality customer service levels while reducing excess inventory at all points in the supply chain.

Analytical Reporting

Making the best business decisions requires visibility into organizational performance. SAP Business All-in-One provides the insight midsize companies need into all areas of the business and enables real-time data analysis that can help predict business outcomes. SAP Business All-in-One supports analytical reporting that includes standard, analytical, and ad hoc reporting as follows:

- Financial analytics
- Sales analytics
- Procurement analytics
- HCM analytics

Human Capital Management

Effectively managing the workforce is crucial for any company. SAP Business All-in-One helps companies manage organizational and staffing change; conduct and document applicant and personnel actions; maintain, enter, and evaluate time data; change work schedules; view quotas; and streamline payroll processes. By supporting effective HCM, SAP Business All-in-One makes it easier for midsize companies to utilize their workforces for a competitive advantage.

Industry-Specific Processes

In addition to supporting business processes that are core to most companies, SAP Business All-in-One provides preconfigured industry-specific, best-practice business processes for midsize companies. See the table below for examples of the types of business processes covered by industry-specific SAP Best Practices offerings.

Business Processes Supported by SAP® Best Practices

Industry	Sample Business Processes
Discrete manufacturing	<ul style="list-style-type: none"> ■ Logistics planning ■ Make-to-stock manufacturing ■ Make-to-order manufacturing ■ Engineer-to-order project manufacturing ■ Subcontracting ■ Production rework ■ Engineering change management
Process manufacturing	<ul style="list-style-type: none"> ■ Materials management ■ Batch management ■ Production planning ■ Active ingredient processing and material quantity calculation ■ Warehouse management
Professional services	<ul style="list-style-type: none"> ■ Client and project acquisition ■ Engagement management ■ Incident management ■ On-site repair services ■ Service-level agreement management
Wholesale/distribution yard management	<ul style="list-style-type: none"> ■ Cross-docking ■ Direct store delivery ■ Integrated warehouse management ■ Transportation management ■ Indirect sales with extended rebate processing
Retail	<ul style="list-style-type: none"> ■ Promotion management ■ Sales order management ■ In-store customer relationship management ■ Procurement of replenishable merchandise ■ Merchandise distribution

Extensibility Through Partner Solutions

In addition to supporting core and industry-specific business processes in a role-based, intuitive environment for users, SAP Business All-in-One solutions can be extended and enhanced by SAP partners in the global ecosystem around SAP. SAP Business All-in-One is powered by SAP NetWeaver, the foundation for enterprise SOA, enabling partners to rapidly compose applications using enterprise services. SAP partners can develop specific applications for SAP Business All-in-One to address the special business needs of midsize companies within industry niches. Qualified SAP Business All-in-One partner solutions are rigorously reviewed by SME Solution Center organizations, assuring that each microvertical solution meets SAP's high-quality standards.

In addition to providing qualified SAP Business All-in-One partner solutions for vertical niche companies, partners can also customize or configure solutions to help midsize companies adapt as their business needs change. SAP partners can easily tailor SAP Business All-in-One to adapt business processes, documentation, and reports. In addition, SAP provides its partners with the tools needed to create and contribute additional best practices – so midsize companies can take advantage of an ever-increasing set of preconfigured role-based business processes.

SAP partners also provide implementation and other services locally around the world, which means you are never far from SAP experts. SAP's commitment to its partners and to the solutions they provide is backed by regional solution centers dedicated to supporting SAP partners.

CONCLUSION

Midsize companies require sophisticated, comprehensive software that is easy to learn and use – while providing affordable, predictable implementation. SAP Business All-in-One solutions deliver the end-to-end support for the core business processes companies require, in a user-friendly, role-based environment. Intuitive navigation allows workers to organize their work efficiently and complete routine tasks faster. With integrated SAP Best Practices, midsize companies who adopt SAP Business All-in-One solutions can be assured support for their core business processes – and those business processes are optimized for best productivity.

Designed to overcome the complexity of traditional ERP implementations, SAP Business All-in-One solutions include deployment accelerators and support for preconfigured business scenarios that facilitate fast installation and personalization of the solutions. And for those midsize companies with microvertical industry needs, SAP partners can customize and extend the solutions easily utilizing SAP NetWeaver to develop an enterprise SOA. For midsize companies wanting it all, SAP Business All-in-One solutions deliver.

For more information about SAP Business All-in-One solutions, please visit www.sap.com/solutions/midsize.

www.sap.com/contactsap