OpenText™ Document Access *for SAP® Solutions*

Data archiving, document archiving, and business document access for SAP® applications

Built on a highly scalable technology foundation, OpenText Document Access *for SAP® Solutions* (sold by SAP as "SAP Document Access by OpenText") provides a unified platform, enabling organizations running SAP Business Suite applications to securely manage all documents and content (including content from non-SAP sources) within a single content repository. Superior technology, exceptional integration, and global enterprise experience ensure the highest levels of scalability, the fastest return on investment, and outstanding levels of customer satisfaction.

When Enterprise Resource Planning (ERP) systems first emerged, organizations were influenced by a vision of high process transparency, faster execution, and lower costs. This vision was partly fulfilled, but a key piece of the vision—seamlessly integrating business processes with content—was still unfulfilled. Document Access f*or SAP Solutions* enables organizations to link document content to business context in SAP applications.

Manage the Total Cost of Ownership of Your SAP Application

Every business transaction produces more data. Your SAP database is always growing, eventually reaching its limit. When users are unable to work effectively, orders are no longer processed promptly, invoices are delayed, and customers have to wait for assistance. As your database grows, backups and recoveries take longer; database upgrades require more time and resources; and user response times become prohibitive. Adding hardware drives up the Total Cost of Ownership (TCO) of your SAP application.

Keep a grip on your TCO by archiving data with standard SAP data archiving and Document Access *for SAP Solutions*. SAP data archiving minimizes your database growth and improves performance. The data is securely stored with Document Access *for SAP Solutions*, and when you need the data, it is conveniently available directly from the SAP user interface. In addition, users can access the archived data right alongside the online data from the SAP database in the respective business context; while data extracts, reports, and print lists provide an overview of the business information. This enables your IT department to proactively archive your data and ensure continuous high performance and lower TCO for your SAP system.

BENEFITS

- *Increase productivity and lower training costs with intuitive user interface*
- *Eliminate paper and paper handling inefficiencies and speed up processes*
- *Improve operational efficiency and productivity by integration of business documents with SAP transactions and workflows*
- *Reduce IT infrastructure costs with legacy decommissioning and data archiving*
- *Ensure compliance and reduce legal and operational risks with secure long-term archiving of SAP data and documents*
- *Seamlessly integrated in your SAP environment, as it is based on and certified for SAP interfaces, NetWeaver ABAP stack and runs on SAP HANA® as database*

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Ensure Compliance and Reduce Risk

While regulations may vary from country to country, they all require that organizations track, manage, and retain critical business information and make it available upon request—for example, in audits or in case of litigations. Developing and implementing best practices for compliance protects organizations from the risks of non-compliance and helps them streamline operations, reduce administrative costs, and proactively prepare for the emergence of new regulations. Document Access *for SAP Solutions* addresses evolving legal requirements by securely storing content for designated periods, years, and decades, linking related information to SAP and enabling organizations to quickly access any document on demand.
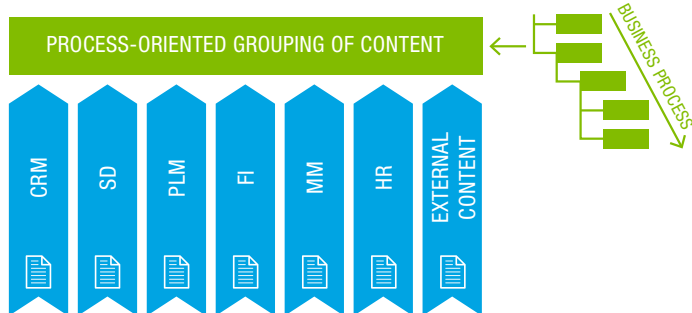
Content replication and distribution, as well as disaster recovery mechanisms, are built into the product. Risks associated with storing paper documents or electronic content in a single location are eliminated, and all documents are securely archived and continue to be available in case of a disaster.

Integrate Business Documents with SAP

Document Access *for SAP Solutions* integrates business documents with SAP transactions via the SAP ArchiveLink® interface. Content of any type—paper documents, office documents, emails, outgoing documents, or print lists generated by SAP—is securely stored and linked to the SAP business context. As a result, SAP users can directly access these documents via SAP transactions, anywhere and anytime.

Process-centric Access to Content

However, Document Access *for SAP Solutions* goes far beyond the ArchiveLink way of accessing documents via SAP transactions by providing business process-oriented folder views of SAP data and documents. SAP users can access transactional data with the linked business documents in the right business context and along business processes; for example, along a procure-to-pay or order-to-cash process, or access all information regarding a customer, supplier, or employee in a 360-degree view. And even if data were already archived, the business process views still provide direct access to the offline data and attached content.

Business Process Views provide module and application spanning access

These folders can span multiple SAP systems, and also include content from non-SAP systems. For example, customer-related documents from different sources both within SAP and from external, non-SAP sources can be consolidated into several views—enabling consistent access from all customer-facing business processes, including sales, accounts receivable, and customer support. Thumbnail views enable the user to visually select the right document easily.

ArchiveLink PLUS provides the capability to assign and display additional attributes for SAP ArchiveLink documents. This enables new, compelling attachment lists in the SAP GUI, which display the additional attributes and use thumbnails to show a preview of the documents for a fast and targeted selection. Also, full-text search combined with attributes for archived documents is provided.

Low TCO Through Seamless Integration and Certified Quality

Document Access *for SAP Solutions* is fully integrated with the SAP applications. It is based on SAP NetWeaver® technology and uses the SAP ArchiveLink interface to integrate business documents with SAP transactions. The business folder views run fully embedded in the SAP application, reusing the existing SAP user management and authorization model to ensure data security and regulatory compliance; no additional user management is needed.

SAP users can work in the SAP user interface of their choice, be it the traditional SAP GUI or SAP NetWeaver Business Client, SAP web UIs, SAP Enterprise Portal, the SAP Fiori® user interface for SAP S/4HANA®, or a customer web application. The intuitive user interface eliminates the need for extensive user training. Even occasional users can easily retrieve content using the simple-to-use and customizable navigation in folder hierarchies.
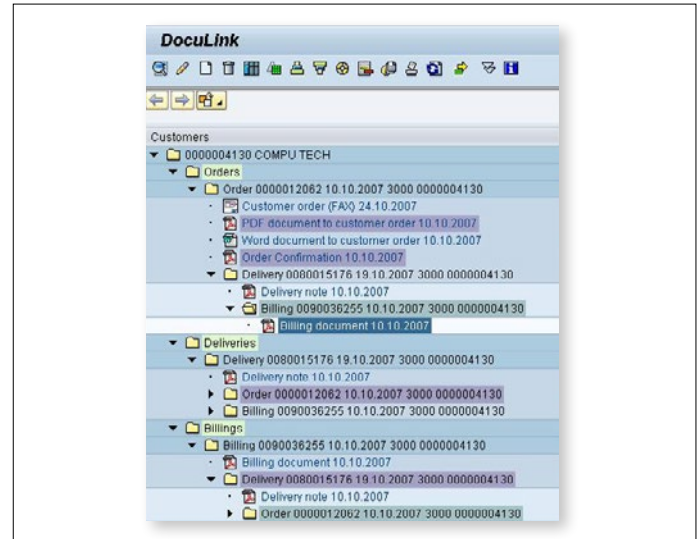
Document Access *for SAP Solutions* is certified by SAP in many categories, most notably for "Integration with SAP NetWeaver" and "Powered by SAP HANA." Certifications include the SAP ArchiveLink and SAP NetWeaver Information Lifecycle Management (ILM) interface certification as well as the Advanced Business Application Programming (ABAP) add-on certification. It has also been qualified by SAP to run on SAP Suite on HANA and S/4HANA on-premise edition.

Document Access *for SAP Solutions* delivers the following:

Higher process efficiency—Document Access for SAP Solutions boosts process efficiency and productivity through seamless integration of business documents into SAP and providing direct access to all documents anytime and anywhere; thereby reducing cost per transaction and enabling shared service centers. It completely eliminates paper or microfiche archives and greatly reduces paper handling inefficiencies and speeds up formerly paper-based processes.

Gain complete transparency in your business processes with an in-context, single point of access to all of your business data and documents.

With OpenText Document Access for SAP Solutions enterprises can manage increasing amounts of structured and unstructured SAP related content efficiently, with minimum effort and resources and increase operational efficiency.

Customer Folder as example of a Business Process View

Security through long-term archiving—Document Access *for SAP Solutions* lets you securely archive all types of information, including data from business applications. Content is stored on disk-based systems with immutability features from leading storage vendors. Advanced security features like encryption, timestamps, and support for digital signatures further enhance the offering.

The most comprehensive suite in the industry—Capabilities such as mass document scanning, local scanning for confidential documents, batch input interfaces, and desktop document and email integration with rendition to long-term formats are included in the standard product offering.

More than standard ArchiveLink—Document Access *for SAP Solutions* offers business context-oriented views of documents across multiple SAP and non-SAP systems. Our inside-out approach to SAP leverages the existing SAP user interfaces with which users are already familiar. ArchiveLink PLUS provides enhanced user experiences with compelling attachment lists and full-text search. In addition, the solution can be easily extended with the full spectrum of Enterprise Content Management (ECM) technologies offered by OpenText solutions for SAP.

"OpenText Document Access for SAP Solutions provides us with many cost and time-saving benefits. Prior to Document Access for SAP Solutions, we had to depend on mail and fax processes, which were much slower. Now, the purchasing agents can instantly pull up invoices, call the vendors, make any corrections to the purchase orders, and then get them back to the Shared Services Center for processing, so that we can meet our discount terms."

ROB JACKSON, SOLUTIONS ARCHITECT, OWENS CORNING

HIGHLIGHTS

- Secure long-term storage for SAP® data and documents
- Imaging capabilities with scanning application and viewers with notes and annotations
- Integration of desktop documents and emails with optional rendering to long-term format
- Business process views, SAP module and application spanning, including online and offline data

- 360-degree views of SAP business objects and processes (e.g. customer folder, supplier folder)
- SAP ArchiveLink® enriched with full text search, thumbnail selection, and configurable attributes (ArchiveLink PLUS)
- Certified for ArchiveLink interface, SAP ABAP add-on deployment and SAP ILM interface.
- Localized in more than 15 languages, covering more than 100 countries worldwide

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