Dissemination of Financial Report through SAP Knowledge Management (Financial Information System – FIS)

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Apr., 2010

- Why we need SAP-KM ?
- Workflow for report dissemination before & after using SAP-KM ?

What features that SAP-KM provides ?

Lesson Learnt

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Lesson Learnt

Workflow before SAP-KM

Department users

Bursary User

Bursary: Accountant / Finance Manager

Bursary User

Office Assistant

Budget holder / Department head / Project Investigator

Issues of workflow before FIS

- NOT environment friendly.
- It is time consuming and labor intensive to prepare and distribute the financial reports.
- The financial reports may not reflect up-to-date information when they reach the recipients.

What we aim to achieve in this project ?

- Monthly financial reports are in system generated from SAP in electronic format. All reports are ready for approval within 2 days after month-end closing.
- Proper control of access right. Budget holders can only access their authorized reports.
- Approval procedure is set up so that all reports are checked by Accountants / Finance Manager before releasing to budget holders.

What we aim to achieve in this project ?

- Budget holders can retrieve up-to-date financial report by submitting an instant request to SAP R/3.
- Delegation can be carried out by budget holders.

Other requirements:
Web based
CPU License instead of user license as we have more than 1000 staff
Connectivity to SAP R/3

SAP | PORTAL

Knowledge Management (KM)

Workflow before AFTER SAP-KM

Hee… Hee.. These are purchase request forms and invoices !!

Department user

Generate reports by System function

SAP-KM Platform (FIS)

Bursary: Accountant / Fin. Mgnr

Bursary User

Office Assistant

Budget holde / Department head Project Investigator

Budget holder / Department head / Project Investigator

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Overview of our system landscape

System Feature 1 – Flexible layout and self-defined properties

fis_statements

Mass Approval | Properties | Permissions | Select All | Deselect All | Delete

1-100 101-200 201-300 301-400 401-500 501-600 601-700 701-800 801-900 901-1000 1001-1100 1101-1200 1201-1300 1301-1400 1401-1500 1501-1600 1601-1700 1701-1800 1801-1900 1901-2000

Project ID/Cost Centre	Long Description of Project ID / Cost Centre	Name of Responsible Person	Cost Centre	Category	Bursary Contact Person
1200001	Project description of 1200001 - Block Grant Funding	CHAN Tai Man	OAFA	Block Grant Funding	Contact Person A
1200002	Project description of 1200002	CHAN Tai Man	GSO	Block Grant	Contact Person B
1200003	Project description of 1200003 - Block Grant Funding	CHAN Tai Man	[illegible]	[illegible]	[illegible]
1200007	Project description of 1200001 - Block Grant Funding	CHAN Tai Man	OAFA	Block Grant	Contact Person A
1200008	Project description of 1200002	CHAN Tai Man	GSO	Block Grant	Contact Person B
1300001	Project description of 1200001 - Block Grant Funding	CHAN Tai Man	[illegible]	[illegible] Funding	[illegible]
1300002	Project description of 1200002	[illegible]	[illegible]	[illegible]	[illegible]
130[illegible]	[illegible] - Block Grant Funding	[illegible]	[illegible]	[illegible]	[illegible]

(1) This folder list is sorted by project ID and all reports can be found inside each folder.

(2) You can define any properties (metadata) you like and display them in any order.

(3) The contents of pre-defined properties are retrieved from SAP R/3 and updated through a self-developed program in KM.

fis_statements > 1200003

Workflow Status	Position Date	Project ID/Cost Centre	Long Descri[illegible]
In progress	31-Oct-2009	1200003	Admissions - [illegible] Education
Released	31-Oct-2009	1200003	Admissions - [illegible] Education
In progress	31-Jul-2009	1200003	Admissions - [illegible] Education
Released	31-Jul-2009	1200003	Admissions - [illegible] Education

System Feature 2 – Permission

fis_statements

Mass Approval | Properties | Permissions | Select All | Deselect All | Delete

1-100 101-200 201-300 301-400 401-500 501-600 601-700 701-800 801-900 901-1000 1001-1100 1101-1200 1201-1300 1301-1400 1401-1500 1501-1600 1601-1700 1701-1800 1801-1900 1901-2000

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1200003	Project description of 1200003 - Block Grant Funding	CHAN Tai Man	EDUOGEN	Block Grant Funding	Contact Person A
1200007	Project description of 1200001 - Block Grant Funding	CHAN Tai Man	OAFA	Block Grant Funding	Contact Person A
1200008	Project description of 1200002	CHAN Tai Man	GSO	Block Grant Funding	Contact Person B
1300001	Project Funding		OAFA	Block Grant Funding	Contact Person A
1300002	Project		GSO	Block Grant Funding	Contact Person B
1300003	Project Funding		EDUOGEN	Block Grant	Contact Person A

Permissions | Permission Owners

Name	Permissions
Professor NG	Read
Users A	Read
Professor N	Read

You can setup the permission of each folder (project)

System Feature 3 – Various virtual views (Taxonomy) based on the properties

fis_statements

Mass Approval | Properties | Permissions | Select All | Deselect All | Delete

1-100 101-200 201-300 301-400 401-500 501-600 601-700 701-800 801-900 901-1000 1001-1100 1101-1200 1201-1300 1301-1400 1401-1500 1501-1600 1601-1700 1701-1800 1801-1900 1901-2000

Project ID/Cost Centre	Long Description of Project ID / Cost Centre	Name of Responsible Person	Cost Centre	Category	Bursary Contact Person
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1200002	Project description of 1200002				
1200003	Project description of 1200003 - Bl Funding				
1200007	Project description of 1200001 - Bl Funding				
1200008	Proje				
1300001	Proje Funding				
1300002	Project description of 1200002				
1300003	Project description of 1200003 - Blo Funding				

Sorted by project ID

fis_responsible_cctr

Name	Modified
AAO	12-Nov-2009 12:14:23
ACP	12-Nov-2009 12:19:44
AEM	12-Nov-2009 12:20:11
AFO	12-Nov-2009 12:20:25
AGY	12
AIB	12
ANA	12-Nov-2009 12:21:09
ANS	12-Nov-2009 12:21:48
ANT	12-Nov-2009 12:22:05
APC	12-Nov-2009 12:22:35
APVCFT	12-Nov-2009 12:22:50

Sorted by Cost Centre (Dept code)

Modified

v-2009 09:57:36
v-2009 09:57:12
t-2009 10:01:31
v-2009 09:56:44
v-2009 09:56:16
v-2009 09:54:17
g-2009 14:38:44
g-2009 14:38:09
g-2009 14:37:41
g-2009 14:37:10
g-2009 14:34:43

You can set up any virtual views of folder list according to the properties you defined.

System Feature 4 – Simple workflow is set up for approval

Financial Statements (by Project ID) - with functions: Delegation, View Permission, Get Latest Version | History, Ba

fis_statements > 1901024

		Workflow Status	Position Date	Project ID/Cost Centre	Long Description of Project ID / Cost Centre
☐		Released	30-Jun-2009	1901024	Matching Grant - Project description of 1901024
☐		Released	31-Mar-2009	1901024	Matching Grant - Project description of 1901024
☐		Released	28-Feb-2009	1901024	Matching Grant - Project description of 1901024
☐		Released	31-Jan-2009	1901024	Matching Grant - Project description of 1901024

I can read the financial report through Acrobat Reader !!

Budget holder & Department head

Approved !!

Accountant / Finance Manager

System Feature 5 – Lifetime of document setup in KM

Financial Statements (by Project ID) - with functions: Delegation, View Permission, Get Latest Version

fis_statements > 1901026

	Workflow Status	Position Date	Project ID/Cost Centre	Long Descrip	Valid From	Valid Until
	Released	31-Mar-2009	1901026	Matching Gran	31-Mar-2009 12:00:00	30-Jun-2012 12:00:00
	Released	28-Feb-2009	1901026	Matching Gran	01-Oct-2009 10:41:02	30-Jun-2012 10:41:02
	Released	31-Jan-2009	1901026	Matching Gran	01-Oct-2009 10:41:13	30-Jun-2012 10:41:13

The reports will NOT be available after the validity period

System Feature 6 – Connect to SAP R/3

Trigger remote function for generating reports

At least 1 SAP R/3 user account here

SAP R/3

Send Report

SAP KM Repository (File System)

System Feature 7 – Delegation

System Feature 8 – Portal Drive

- **You can manage the KM repository using a new interface similar to window explorer.**
- **You may simply drag and drop the file into the directory.**

System Feature 9 – Content Search

Content search is possible. Result set can be displayed in any layout.

Comparatives and plural words can be searched

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What features that SAP-KM provides ?

Lesson Learnt

Lesson Learnt

- Help the University to start Green IT
  - SAP KM provides a central repository for information sharing and report distribution within the University.
  - Convert information / data into retrievable and searchable format in a central repository.

Lesson Learnt

- Base for further development as a Document Management System: put tendering documents, quotations of purchase and vendor information for sharing within University.

- Some budget holders prefer hard copies of reports and even NOT willing to perform delegation in the system to their subordinates.

Lesson Learnt

- Skill set on SAP NetWeaver platform, SOA and JAVA required.
- Performance issue was found in MSSQL database.
- Any type of file with size greater than 40 MB is NOT recommended. Indexing does NOT work properly if file size is too large.

Lesson Learnt

- Deep repository structure (create more sub-folder levels) is preferred over flat structure.

Loading time is better if there are less than 400 entries at each level

Lesson Learnt

- "Back" button of Internet Explorer 6 and 7 does NOT work properly.

- Use compatibility mode in Internet Explorer 8.

Thank You