Workflow-based Master Data Maintenance for SAP® ERP

Material
Bill of material
Business partner
Customers
Vendor
Workflow-based master data maintenance

If master data is continually created and maintained, there is a desire to simplify, assure the quality of and control the process of recording the data, validating it, checking it, releasing it and creating final objects in SAP ERP.

ORSOFT Master Data Workflow (MDW) is an add-on for SAP ERP to maintain master data in a workflow-based manner and to assure quality. The solution allows you to save provisional, simulated or as yet incomplete master data outside SAP ERP objects, though the data management in SAP ERP takes place in structures identical to SAP ERP.

The solution has been available since 2010, is used internationally as a corporate standard amongst others by Danone and is used by over 8,000 users (as of 2016) to improve and ease up their daily work.

Collaborative master data maintenance

CREATE AND CHANGE MASTER DATA
ORSOFT Master Data Workflow simplifies the maintenance of master data by using individually definable workflow templates and forms. These contain a clear representation of functionally related data even across their belonging to individual objects and tables in SAP ERP. Automated suggestions for field entries provide a comfortable workflow and help to reduce wrong entries.

SAFETY AGAINST OPERATING ERRORS
While maintenance transactions performed in SAP ERP directly, like MM17, grant extensive permissions and bear an increased risk of incorrect operation, the ORSOFT solution assures data quality already in the process of creating and changing master data.

Master data still in the creation or change phase can be saved within and outside SAP ERP. Only upon release the complete adoption will be effective in the SAP ERP system. Using this function the consistency and completeness of the data are assured, the collection of dispensable data in the SAP ERP tables is avoided.

MASTER DATA MONITORING
In order to quickly identify problematic data records, master data are arranged in clearly structured tables. Those listings can easily be sorted, filtered and analysed by alerts mechanisms. All information important for the master data maintenance can be seen at a glance.

CONTROLLED MASS CHANGES
Alongside object-related changes ORSOFT Master Data Workflow also supports mass changes for master data objects of SAP modules MM, PP, PP- PI or SD. These batch-orientated changes can be defined statically or on a dynamic rule basis. This reduces processing time and errors.

MASTER DATA SIMULATION
Planned changes can be carried out in a simulation and effects can be assessed according to various criteria, prior to actually saving the data in SAP ERP.

LIST OF OBJECTS
The workflow-based maintenance for the objects material, customer, vendor, business partner, bill of material and routing is applicable within just a few days or weeks of implementation and user training.

DIFFERENT INDUSTRIES: SIMILAR OBJECTIVES
In particular industries for which new master data has to be created frequently or for which existing master data has to be modified, such as the food and beverage industries, the dairy industry and high tech, ORSOFT Master Data Workflow often pays for itself within months just through the time it saves.
**Maintenance process**

**EASILY CONFIGURABLE WORKFLOWS**

ORSOFT Master Data Workflow supports user guidance in the form of workflows with automated notification messages to the user in the departments involved. This improves the adherence of delivery dates and ensures faster throughput times and greater transparency for the entire business process. The definition of individual user and role-specific workflows is very easy and user friendly. Processes with restrictive guidance or – alternatively – notification messages and warnings can be implemented.

**COLLABORATIVE WORKING**

ORSOFT Master Data Workflow is particularly suited for large companies in which several teams are involved in the maintenance of master data. Especially decentrally organised maintenance processes are expedited due to a powerful notification management. These notifications are supplemented by comprehensive analysis functions on progress and the predicted conclusion of the maintenance processes.

**TRANSPARENCY FOR ALL INVOLVED IN THE PROCESS**

The condition and progress of individual objects is visible for a defined circle of users, based on a comprehensive authorizations management. This makes order pools planable separately and proactively which contributes to a shorter processing time overall. In the event of cancellations affected backlogs can be identified easily and allocated alternatively.

**IMPROVEMENT OF MAINTENANCE PROCESSES**

The reporting functions of the solution measure and assess whether the objectives have been met, e.g. target processing times for maintaining new objects or the average length of stay in individual departments. By knowing the processes better the processes can be optimised and bottlenecks can be identified and alleviated fast.

**Software and IT-Concept**

**USER-FRIENDLINESS**

Clear forms and table-like representations with mass operations simplify maintenance. The use of templates and the mass modification of individual fields or entire structures support effective work.

**MASTER DATA MIGRATION FROM THIRD SYSTEMS**

ORSOFT Master Data Workflow supports the batch-orientated import of master data from third systems with database, XML and CSV interfaces. Check routines and consistency checks can be applied to the import process. Transformations are possible during the import of the external data and in the imported model as mass changes.

**MULTIPLE SAP ERP SYSTEMS AT THE SAME TIME**

The solution is capable of serving multiple SAP ERP systems simultaneously. Preliminary data is saved in ORSOFT’s own tables with exactly the same structure as in SAP ERP and is subject to the SAP backup strategy. The data for the process of maintaining the master data are not spread amongst several systems.

**RELEASE SECURITY AND SAP S/4HANA**

The solution is offered with a proven functional range. The recording of processes is not necessary. New SAP ERP releases are supported regularly within the scope of ORSOFT’s software maintenance. Within SAP S/4HANA the object “business partner” replaces recent objects “vendor” and “customer”. ORSOFT supports the transformation towards SAP S/4HANA with workflows that create and modify “business partner” information coming from vendor and customer information - either way: in SAP ERP and in SAP S/4HANA.

**SAFE INTEGRATION WITH SAP ERP**

The solution uses the SAP authorisation concept and the existing SAP infrastructure. ORSOFT is a close partner of SAP SE with certified integration and Microsoft ISV Gold Partner. Especially when implementing SAP S/4HANA ORSOFT Master Data Workflow may help with the necessary transformations in SAP ERP master data.
DANONE
SOFTWARE IN USE
After an assessment of various suppliers of master data software at the beginning of 2010, Danone started a project to implement ORSOFT Master Data Workflow. Danone is a global company and the market leader in fresh dairy products and bottled water. The decision went ORSOFT’s way as the company’s solution matched the characteristics required such as SAP integration, the ability to do master data mass changes, the correct key performance indicators and independent user administration. Business units worldwide success-fully maintain correct and consistent master data for dairy products, water, medical nutrition and baby food with ORSOFT. With more than 100 registered users each, the business units each produce up to 250 workflows per month.

Matthias Ollion
DANONE FRANCE
• „It is very easy and intuitive to use and it saves us a significant amount of time maintaining master data.”
• “Testing it means wanting to use it.”
• “It saves a man year.”
• “To continue to keep improving our processes the software’s KPI analyses help to identify weak points in the process, whilst the Customizing Workframe offers simplicity and clarity for process adjustments. I am sure I will be able to continue to write this success story in future and to succeed in the long term with the master data strategy we have chosen.”

BENEFIT

<table>
<thead>
<tr>
<th>Process optimisation</th>
<th>The master data maintenance processes are standardised and improved. The processes can be optimised structurally from the process analysis.</th>
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<tbody>
<tr>
<td>Transparency</td>
<td>The status of processing becomes transparent, bottlenecks are obvious, thus improving deadline compliance and efficiency.</td>
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<td>Quality</td>
<td>The master data quality improves as data errors are minimised and data is checked for consistency.</td>
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<td>Speed</td>
<td>The processing time drops significantly. The time required to record, maintain, check and release the master data is reduced considerably. Response times to requests are short.</td>
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<td>Acceptance</td>
<td>The intuitive user interface geared towards practical requirements and user friendliness is well received by users. Training time is just one day.</td>
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<td>Roll out capability</td>
<td>The multilingual software can be rolled out independently by IT employees of the customer at new locations and business units. The lean system architecture means the IT effort required in introducing and maintaining the software is low.</td>
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<td>Time-to-market</td>
<td>The time to market is shortened and the bad buy is avoided thanks to readily available master data.</td>
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<td>Security</td>
<td>User specific authorisations and security concepts are of a high level and conform to SAP.</td>
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<td>Quickly usable</td>
<td>The software already has a good functional range, the (initial) recording of processes is not necessary.</td>
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<td>Release security</td>
<td>Within the scope of maintenance the new SAP ERP releases are regularly supported.</td>
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<td>Risk-free</td>
<td>ORSOFT changes neither original implementation SAP processes nor the SAP architecture.</td>
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<td>Error safe</td>
<td>Check routines and authorization rules prevent false entries.</td>
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ABOUT ORSOFT
ORSOFT GmbH is one of the leading software and consultancy companies for advanced planning and supply chain management in Europe. ORSOFT employs more than 80 experts, has an annual turnover of about EUR 9 million and has been continually profitable since being founded in 1990.
ORSOFT supplies high-quality solutions and consultancy services to optimise processes and is an SAP Services Partner of SAP Deutschland. Its customers include Boehringer Ingelheim Pharma GmbH & Co. KG, Clariant Produkte (Deutschland) GmbH, Danone Group, Döhler GmbH, Hirschvogel Holding GmbH, NMC sa, Sachsenmilch AG, Sanofi-Aventis Deutschland GmbH, Sasol Wax GmbH, TEVA ratiopharm GmbH, Zentis GmbH & Co. KG, ZF Friedrichshafen AG and many others.

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