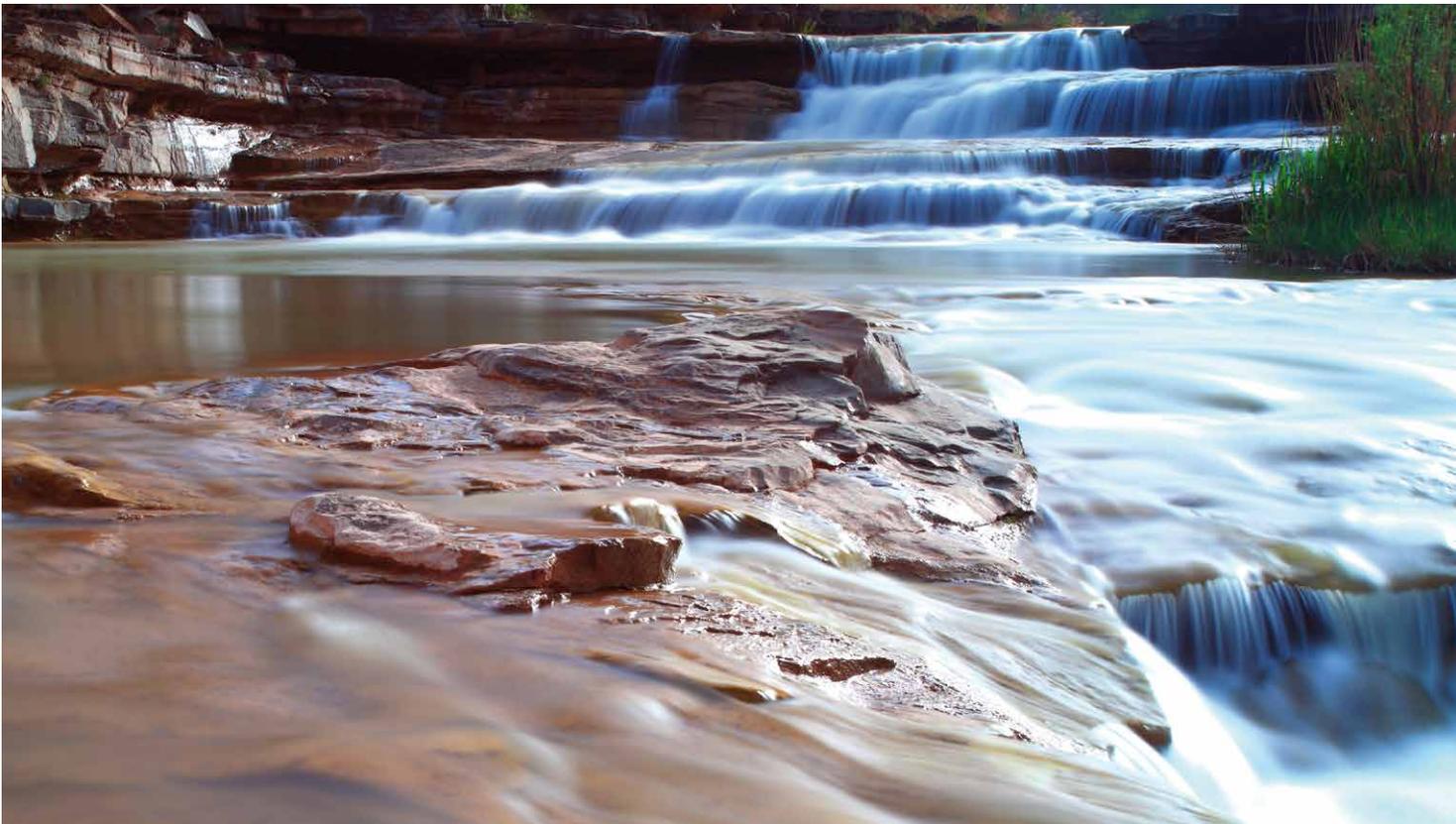




Pre-transaction for Data Governance

Data Governance Process in SAP®





Initial situation

Today more than ever, companies have to meet legal requirements and internal corporate policies regarding their master data.

Successful master data management requires a concept to solve important questions: How is the data created? Who monitors the life cycle? Who is involved in the master data maintenance process?

The integrated Data Governance process for your SAP® application

Marlin Data Governance (MVT) – the central master data management – provides a basis for reliable and traceable data governance processes in SAP. Thanks to an optimized pre-transaction, operative processes such as creating and maintaining data are done efficiently using the integrated data quality tools. The governance process includes several steps with integrated data quality tools.

These objects are supported:

- customer
- vendor
- bank master
- G/L account
- material master

The relevant pool of master data for the governance process is defined in the Customizing. Thus, a gradual introduction is possible to match the business needs.

Predefined processes or system requirements can be mapped using default values and cross-checks. Thus, users supported and can edit and maintain data safely and efficiently depending on their authorization level.

Whenever data is created, several specialists are often involved who maintain fields or segments of the master record, often depending on the input of other colleagues. Using a finalization workflow, the master data can be completed in a customized way and various users can be involved in the editing and maintenance process. The workflow is defined by the Customizing and is initiated, for instance, after critical field changes, generally for specific groups or manually by the

user. For this, the workflow can have a separate, configurable field status (maintainability of the fields).

When a user has edited the master records, it is saved as a request document and sent for release and check. A central clearing authority checks the user's request for the initial data creation, as well as the changes, and rejects, restores or releases them.

The double verification principle thus makes the process of data creation much safer. A traceable flow of information between users and clearers increase transparency.

The responsibilities within the central clearing process are clearly defined in the organizational structure, to optimize the steps of processing and release.

Advantages

- standard solutions in the familiar SAP environment
- out-of-the-box processes thanks to many reference customers
- simple installation through SAP Transport
- transparent settings through Customizing
- short implementation times, no additional programming required
- SAP standard takes over permissions and system settings
- clearly arranged transactional workflows with no dead ends or replacement issues
- data quality tools such as Duplicate Check, Address Validation, VAT ID Check, can be activated through the Customizing
- expandable by modules



The Pre-transaction

The ISO-own Pre-transaction accesses the field control of the account group, yet behaves like the SAP standard transaction for initial data creation and maintenance with advanced features. Thus, users work in the familiar SAP environment and are supported by activated data quality tools in the creation and maintenance processes.

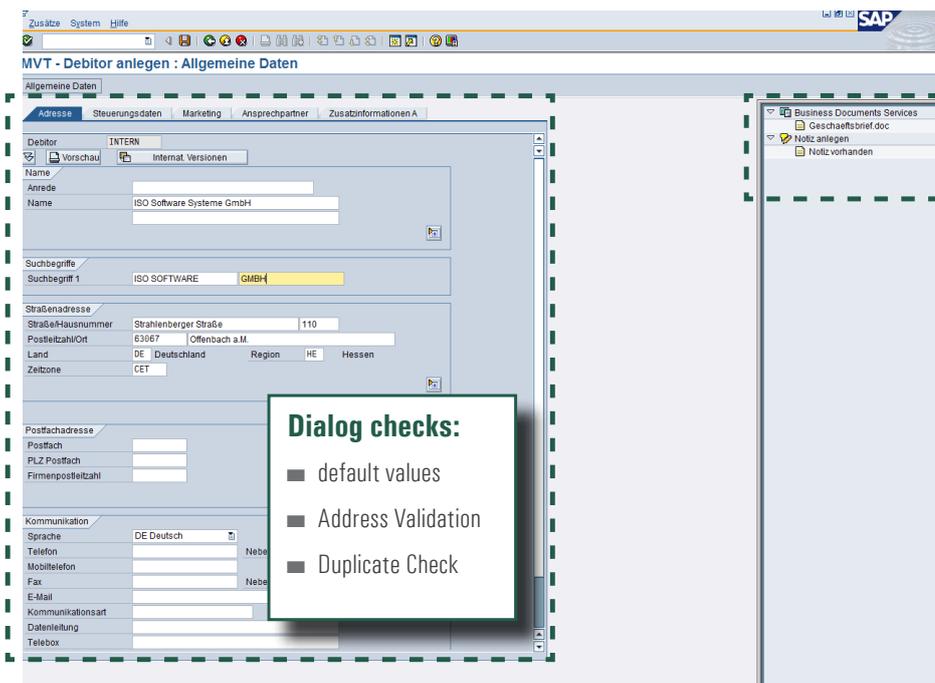
For MVT, the ISO products Address Validation, Duplicate Check, Sanction List Check, VAT ID Check and Content Enrichment can be integrated. Once users save their input, a request document is generated, which is sent to the central address clearing for checking. Users can at all times track the requirements in an editing monitor. Whether a central address clearing needs to be done depends on the account groups and fields used, which are defined in the Customizing. If, for example, the field “telephone number” is defined as not relevant, then during editing no request document is created for the address clearing, and any change is saved to the database as usual.

Finalization workflow

Because data maintenance and editing usually involves several specialists, a finalization workflow can be defined. This allows setting up a multi-level process of data care for various segments (A, B, V, M). The workflow and the start parameters are defined in the Customizing.

It is thus possible to start the workflow only if critical fields are edited or a specific field value is changed. The workflow can be triggered manually as well and be assigned to various employees.

Input Area
create/maintain



Activity Bar
importing documents,
creating notes

Central Address Clearing

The central address clearing (ZAC) is the clearing authority that checks and approves requirements. Organizationally, the ZAC be controlled differently for the individual segments of a master record. For example, the A-segment of a Chinese record in the ASIA-Clearing is checked locally, because of the better local understanding of the general data. The clearing of the B-segment, however, is carried out by the requesting company code or the sales organization.

Because the clearing authority does not know what has been changed in the master record, the application offers a blue highlighting. In a modified field, the change to the previous value of the field is marked in blue. The blue highlighting lets ZAC team members quickly and effectively see the change. The user instructions and imported documents can also be shown.

The ZAC edits the documents using an integrated activity bar. Thus the ZAC can approve, reject or restoring the requirements, add further documents or notes, or change the account group. The data quality tools (Duplicate check, Address Validation, et al.) are also available to the ZAC.

The approval process can be organized individually through customized settings. All steps are documented in a SOX-compliant manner and are stored in a central document management.

Backup only after approval

Changes and initial data creation are not stored in the SAP SAP master data tables until released by the ZAC. This prevents input errors, duplicates and incomplete master data. The requestor receives an e-mail with information about the release of the request. Go directly from the e-mail to the processing in SAP.

Data records that have been returned are sent to the requester for correction along with reasons for restoring. Users re-edit the records according to the instructions by the ZAC and return the change(s) as a revised request to the ZAC for approval and release. This workflow can significantly increase the quality of the data.

Analysis and evaluation

An analysis transaction provides an evaluation of the processing status and provides a clearing decision as to the request documents. Key Performance Indicators can be defined using the Marlin add-on Dashboard for the governance solutions. In this way, the processing effort of each master record can be evaluated, or the changes resulting from quality measures shown.

Input Area

check/maintain

MVT - Debitor validieren: Allgemeine Daten

MVT - Debitor validieren: Allgemeine Daten

Algemeine Daten | Belegkopf

Debitor: 5010100214 ISO Software Systeme GmbH & Co. Offenbach am Main

Name: ISO Software Systeme GmbH & Co. KG

Adresse: ISO Software Systeme GmbH

Postfachadresse: Sprendlinger Ls, Strahlenberg, 63069, 63067, DE, CET

Blue highlighting: shows the change compared to the previous field content in the master record

Activity Bar

- Adressvalidierung durchführen
- Dokumentation durchführen
- MDO zuordnen
- Business Documents Services
- Notiz anschauen
- Zielkontingruppe ändern
- Anforderung genehmigen
- Anforderung ablehnen
- Anforderung rückstellen
- Originalbeleg wiederherstellen

Activity Bar

Show documents,

Show notes

Address validation

Duplicate check

Edit clearing case

releasing

rejecting

restoring

Features

pre-transaction for controlled master data creation and maintenance

- initial data creation and maintenance of master data is done in a pre-transaction
- a requirements document is generated for each initial data creation and maintenance process
- the data quality tools are available in a convenient activity bar
- request documents are forwarded to the central address clearing for release
- master data can be defined as relevant for the address clearing using a characteristic or the account group
- individual fields can be defined as being relevant for clearing
- customer fields (extensions) can be integrated with the pre-transaction through a BAdI
- based on the document flow, a change history is mapped to each master record
- notes and documents can be added to the request documents
- when starting the transaction, the organization view (e.g. the company code) can be made a required field, depending on the group accounts

Finalization workflow

- a multi-step workflow can be set up (e.g. A- → A- → B- → V-segment)
- the start parameters can be set depending on organization or field
- the workflow can be started manually
- a group or individual employee can be assigned to a workflow
- e-mail notification to the finalizer

Connecting non-SAP systems

Non-SAP systems can easily be connected through a BAPI. For this, a parked request document is generated. The required field control can be disabled for such as a parked request documents.

Central Address Clearing

- for the central address clearing, an organizational structure can be designed or a flat design used as a simple release
- the central address clearing has its own transaction for processing request documents
- the data quality tools are available in a convenient activity bar
- releasing, restoring and rejecting
- changes to the master record are displayed using blue highlighting (before/after)
- jump to each field change via the menu
- the address clearing authority can be informed of new request documents via e-mail

Architecture

The software was developed in the protected namespace /ISO/ for optimal integration with SAP systems. The installation is carried out using workbench and Customizing requests, which are implemented by the transport and change management. The basic settings are delivered as a transport or via remote maintenance. MVT can be installed on a SAP application server – without the need for an additional server.

Marlin Suite for SAP

- **Master Data Governance** – system-wide for customer, vendor, bank master, account material master
- **Master Data Inspection**– duplicate check, address validation, VAT ID, sanction lists
- **Data Enrichment**– corporate name, address, tax number, marketing characteristics parent company, hierarchy
- **Master Data Analysis**– data quality, utilization, key performance indicator dashboard
- **Data Cleansing**– where-used list and dependency check, copying views, copying specific transaction data

Scarus Suite for Non-SAP

- **intelliCleaner** – single-user version for processing various data sources
- **intelliCleaner Web**– central tool for processing various data sources
- **intelliDQM Server** – Web-Server for connecting various systems, supports multi-instances
- **intelliData Governance** – Server application for processing and qualifying master data
- **intelliData Migration** – ETL tool for migrating various data sources and processing the results of several users

Expert advice and proven products

With Marlin for SAP and Scarus for non-SAP systems, ISO offers an integrated approach to data quality. With installations on more than 330 SAP systems (ERP/CRM/IS), we offer reliable project management as well as first-rate expertise in the fields of data quality and master data management. Depending on requirements, we complement our range by cooperating with other data quality experts who provide Web services, content or technologies.

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