SAP Solution Brief
SAP NetWeaver

SAP Archiving by OpenText

Free Up IT Resources and Reduce Costs with Automated Data and Document Archiving

Quick Facts

Summary

With the SAP® Archiving application by OpenText, you can automatically store SAP and non-SAP data and documents on a secure archive server. This increases operational efficiency by freeing IT from the time-consuming chore of manual backups and recovery. It also off-loads data from production systems, for improved system performance and faster upgrades.

Business Challenges

- Facilitate IT innovation and maximize IT value to support strategic objectives
- Manage higher volumes of data throughout the enterprise

Key Features

- **Automated storage** – Define policies for automatically off-loading SAP data and storing outgoing documents
- **Security and authorization** – Support the integrity of data and documents with a wide range of security features
- **Integrated desktop functionality** – Attach documents, e-mail, and desktop applications to SAP transactions
- **High volume and desktop scanning** – Digitize paper documents and bring them into your business processes
- **Long-term direct access to transaction-related documents** – Enable quick, long-term access to stored data and documents associated with SAP transactions

Business Benefits

- **Optimize system performance** by off-loading old data and documents from live systems
- **Lower your total cost of ownership for managing your IT environment** by minimizing database growth, increasing resource efficiency, and reducing legacy hardware and maintenance costs.
- **Increase IT value and availability** by freeing IT to focus on more productive activities and reducing technology downtime associated with upgrades, backups, and recoveries
- **Minimize paper archives and paper-handling inefficiencies** by scanning incoming paper and digitizing entire paper archives
- **Enhance compliance and visibility** with secure, long-term storage of archived data linked to financial records

For More Information

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IT innovation can dramatically improve business performance. But when IT spends so much time dealing with data integrity and system availability, innovation takes a backseat. The SAP® Archiving application by OpenText, helps you better manage these tasks by off-loading old data and documents and storing them in an accessible yet tamper-proof format. This reduces the costs and risk associated with data retention and disposal – and frees up IT to focus on more productive activities.

The fact is that managing data and documents is an expensive, time-consuming task for any IT organization. From structured transaction data to unstructured content in the form of e-mail, invoices, orders, or even paper forms, this information keeps piling up. On the one hand, it's too important to throw out – and even if you wanted to, regulations say otherwise. On the other hand, the sheer volume can easily overwhelm available space in your production environment and impede system performance.

In the end, IT is saddled with a sizable backup and recovery chore – one that is typically executed in a haphazard fashion using ill-defined processes that limit visibility. Wouldn't it be better if IT could spend time and energy on projects designed to help the business perform better in the market?

ARCHIVE DATA AND DOCUMENTS AND IMPROVE OPERATIONAL EFFICIENCY

With SAP Archiving, you can free IT from tedious data and document management duties while helping ensure that the information you need remains safe and accessible. This application automatically stores SAP and non-SAP data and documents on a secure archive server using policies that you define. Administrators can either schedule automatic archiving runs at defined intervals or archive data using ad hoc tools that adhere to existing policies.

Data is stored in a durable, unalterable, and tamper-proof format – thus lowering the costs and risks associated with meeting data retention and disposal requirements. Off-loading data also facilitates fast backup and recovery times, reduces administrative and hardware costs, and decreases the time it takes to implement enterprise application upgrades.

In addition, SAP Archiving allows you to attach documents from e-mail and desktop applications to SAP transactions, leaving a complete record with all pertinent information at your fingertips. You can also scan paper documents and store them digitally, thus eliminating paper archives and overcoming the inefficiencies associated with manual, paper-based processes.

Decommission Legacy Systems with Confidence

Do you find yourself maintaining fragments of old legacy systems even after you've replaced them? Most likely, this is because the historical data from the legacy system must remain accessible for a range of issues – such as legal requirements, tax audit preparedness, product liability concerns, or business continuity efforts. The result: ongoing system administration responsibilities, lingering application hosting costs, and high rates of operational risks as the people who know how to run the legacy systems leave the company.

When used in conjunction with the SAP NetWeaver® Information Lifecycle Management component, SAP Archiving helps meet this challenge so that you can retire legacy systems with confidence. This software allows you to completely off-load legacy data and still make it available over the long term. Because the data is stored in the archive server, you don't have to migrate it to your new production systems. This means that you avoid the time, effort, and cost associated with a complex data migration project. In the end, you can reduce your costs by quickly decommissioning outdated systems while still maintaining the data access you need.

Facilitate Consolidations and Upgrades

To facilitate system consolidations, you can use SAP Archiving with SAP NetWeaver Information Lifecycle Management to generate data extracts, print lists, and reports for each retired system and store them on the archive server. Users can view data independent of the system of origin so that you can move forward with your consolidation initiative without sacrificing historical data. You can also optimize data extracts, print lists, and reports for performance by allowing access to targeted information so that users do not have to download full data sets.

To speed upgrade projects for SAP software and minimize system downtime, simply off-load data to the archive server and then perform the upgrade with a lean database. SAP Archiving can also provide views that include archived and nonarchived data, enabling transparent access to all data for the business user during the upgrade. Once the upgrade is complete, simply port all data back to the production system for access without the downtime.

Rest Easy with Secure Document Storage

SAP Archiving can manage and store a wide range of documents – whether they're generated by SAP software or non-SAP software such as Microsoft Exchange, Lotus Notes, or other custom applications. Once stored, these documents are protected by a robust set of enhanced security features. These include:

- Content replication and distribution with remote standby to help ensure data security in case of disasters such as fire or flooding
- Encryption, digital signatures, and other security features to prevent unauthorized access
- Emergency standby to help ensure system availability in case of server failure

SAP Archiving also supports optical media such as write once, read many (WORM); DVD; and ultradensity optical (UDO) to safeguard against accidental and intentional deletion or alteration. In addition, the software supports hard disk–based storage systems such as storage area network (SAN), network attached storage (NAS), and content addressed storage (CAS) from leading storage platform vendors. This combination of security features and write-only media delivers the highest possible level of security for important business documents in your archive.

Help Ensure Compliance and Reduce Your Risk

Although regulations vary from country to country, they consistently require you to track, manage, and retain business information and present it upon request. Developing and implementing best practices for compliance minimizes your risk and prepares you to better comply with emerging regulations. It also helps streamline operations and reduce administrative costs.

By automatically storing and enabling access to data, SAP Archiving helps streamline compliance and alleviate the burden on your IT staff and lines of business. If you prefer, the software can also support the retention management interface for SAP NetWeaver Information Lifecycle Management. Whatever the case, you'll have what you need at your fingertips when it comes time to report to regulators. This saves time and money that you can use to focus on more strategic activities.

Enable Long-Term Access to Financial Records

Because of the related compliance issues, financial records represent a critically important area for data and document archiving. Even if you already store financial documents for extended periods, you may have overlooked other aspects of financial compliance. These include the ability to present requested financial records on demand, demonstrate how each record was used, and identify other records that contributed to the related process.

SAP Archiving addresses these transaction-related requirements and satisfies fundamental storage requirements by archiving all documents in a secure repository. The software links scanned documents with related information that originates from other sources such as the SAP ERP application. When an auditor requests a specific invoice, you can quickly pull up all supporting documents to confirm the invoice's accuracy and justify its use.

SAP Archiving can also store content in any format. It is important to remember, however, that financial documents should remain readable in any context over the long term – independent of the application of origin. For this reason, the software enables you to store your records in nonproprietary formats such as TIFF or Adobe PDF/A. In the end, you have long-term access and full readability for your critical financial records for as long as you deem appropriate.

Free IT from tedious information management duties by automatically storing data and documents on a secure archive server that allows quick, secure access as needed.

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WORK BETTER, MORE QUICKLY

SAP Archiving enables you to archive important business data and documents without bogging down your IT group. Ultimately, this helps you increase operational efficiency. Specifically, SAP Archiving helps you:

- **Improve system performance** by off-loading older data and documents from production systems
- **Reduce IT hardware and maintenance costs** by decommissioning legacy systems to minimize administrative burdens and lower IT resource consumption
- **Lower your total cost of ownership** for managing your IT environment by minimizing database growth, improving application performance, using resources more efficiently, and realizing substantial cost savings
- **Increase IT value and availability** by freeing your IT people to focus on more productive activities and reducing technology downtime associated with upgrades, backups, and recoveries
- **Enhance compliance and visibility** with secure, long-term storage of archived data and documents that are easily accessible on short notice and are linked to related financial records

FIND OUT MORE

To learn more about how SAP Archiving can help you increase operational efficiency with secure, automated data and document storage, call your SAP representative today or visit us online at www.sap.com/solutions/solutionextensions.

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