

# Simplify IT and Reduce Costs with Automated Data and Document Archiving



The Best-Run Businesses Run SAP®



**An easier way to store, manage,  
and access data and documents**

# An easier way to store, manage, and access data and documents

IT innovation can dramatically improve business performance, except when there are data integrity and system availability issues. The SAP® Archiving application by OpenText helps you manage these tasks by [archiving documents and storing them](#) in an accessible yet tamperproof format. IT productivity increases – all while reducing legal and operational costs and risks.

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 documents, 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.

SAP Archiving can change all this. With this application, you can free IT from tedious data and document management duties while helping ensure that the information you need remains safe and accessible.

IT can then spend time and energy on more productive projects designed to help the business perform better in the market.



# Archive data and documents and improve operational efficiency

## Archive data and documents and improve operational efficiency

Decommission legacy systems with confidence

Facilitate consolidations and upgrades

Rest easy with secure document storage

Help ensure compliance and reduce your risk

Enable long-term access to financial records

SAP Archiving automatically stores SAP data and related business-relevant content on a secure archive server. Content is stored in a durable, unalterable, and tamperproof format – thus lowering the costs and risks associated with meeting data retention requirements.

Off-loading data facilitates fast backup and recovery times, reduces administrative and hardware costs, and decreases the time it takes to implement enterprise application upgrades. And for maximum flexibility, you

can either schedule automatic archiving runs at defined intervals or archive data using ad hoc tools that adhere to existing policies.

SAP Archiving also 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. And you can scan paper documents and store them digitally, thus eliminating paper archives and overcoming the inefficiencies associated with manual, paper-based processes.



With this software, you can archive automatically when you want – quickly, securely, and cost-effectively.



# Decommission legacy systems with confidence

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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 is 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 for system decommissioning with the SAP Information Lifecycle Management (SAP ILM) component, SAP Archiving helps meet this challenge so that you can retire legacy systems with confidence.

SAP Archiving 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

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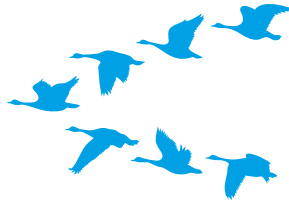
Enable long-term access to financial records

SAP Archiving can be used to facilitate system consolidations or upgrades, such as when migrating to SAP Business Suite 4 SAP HANA® (SAP S/4HANA).

For instance, when migrating to SAP S/4HANA, you can use SAP Archiving in combination with the SAP Document Access application by OpenText and SAP ILM. This allows you to generate data extracts and print lists and reports for your retired system and store them on the archive server. People can view data

independently of the system of origin so that you can move forward with your migration 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 people 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.



With SAP Archiving, consolidations, upgrades, and migrations are easier and more efficient.



# Rest easy with secure document storage

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## Rest easy with secure document storage

Help ensure compliance and reduce your risk

Enable long-term access to financial records

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 Office and Microsoft Exchange, Lotus Notes, or other custom applications. Once stored, these documents are protected by a robust set of enhanced security features, including:

- 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 a wide range of disk-based storage platforms with hardware level security features, such as write once, read many (WORM), to safeguard against accidental and intentional deletion or alteration. This includes storage area network (SAN), network attached storage (NAS), and content addressed storage (CAS) from leading storage platform vendors. This combination of security features delivers the highest possible level of security for important business documents in your archive.



SAP Archiving can protect documents with enhanced security, from content replication and encryption to emergency standby for server failures.



# Help ensure compliance and reduce your risk

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## **Help ensure compliance and reduce your risk**

Enable long-term access to financial records

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 and documents, 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 ILM.

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.



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



# Enable long-term access to financial records

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Help ensure compliance and reduce your risk

**Enable long-term access to financial records**

Because of compliance issues, financial records represent a critically important area for data and document archiving. Even if you already store financial documents for extended periods, there may be other requirements of financial compliance. You may need to present requested financial records on demand, demonstrate how each record was used, or 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 and electronic documents with related information that originates from other sources such as the SAP ERP application or

the SAP Simple Finance solution. For instance, when an auditor requests a specific invoice, you can quickly pull up all supporting documents to confirm its accuracy and justify its use.

With SAP Archiving, you can also store content in any format, which is important, as 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.





## Work better, more quickly

### Work better, more quickly

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

- Lower IT resource consumption with a leaner database footprint by off-loading older data and documents from production systems
- Reduce IT hardware and maintenance costs by decommissioning legacy systems, and minimize administrative burdens
- 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



With SAP Archiving, you can increase operational efficiency as you store and manage data securely and compliantly.





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Objectives

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Solution

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Benefits

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**Quick Facts**

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**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.

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**Objectives**

- Facilitate IT innovation and maximize IT value to support strategic objectives
- Manage higher volumes of data throughout the enterprise
- Protect and manage data through consolidations, migrations, and upgrades
- Decommission legacy systems efficiently
- Ensure compliance and reduce regulatory risk
- Archive financial records in a secure repository

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**Solution**

- Automated storage with defined policies
- Security and authorization that supports the integrity of data and documents
- Integrated desktop functionality
- High volume and desktop scanning for digitizing paper documents
- Long-term direct access to transaction-related documents

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**Benefits**

- Optimize system performance
- Lower your total cost of ownership
- Minimize paper archives and paper-handling inefficiencies
- Enhance compliance and visibility
- Reduce data retention and disposal costs and risks
- Ensure safe and accessible storage of data and documents

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**Learn more**

Call your SAP representative today, or visit us online at [www.sap.com/pc/tech/enterprise-information-management/software/documents-access-archiving/index.html](http://www.sap.com/pc/tech/enterprise-information-management/software/documents-access-archiving/index.html).



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