

SAP Solution in Detail
SAP Service and Support
SAP Activate

Start Fast, Build Smart, and Run Simple with SAP® Activate



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The Best-Run Businesses Run SAP®

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Quick Facts

Summary

The SAP® Activate innovation adoption framework is a unique combination of best practices, methodology, and guided configuration to help customers and partners implement the SAP S/4HANA suite. It is designed for IT and business professionals who are involved in the migration to or configuration, integration, or extension of SAP S/4HANA. With ready-to-run, digitized business processes optimized for SAP S/4HANA, customers and partners can start fast, build smart, and Run Simple while continuously innovating across implementation modes. Depending on your business needs, you can choose the approach that meets today's requirements while gaining the flexibility you need to meet future goals.

Objectives

- Plan, manage, and deliver implementation projects quickly and easily
- Simplify modifications and upgrades, including testing
- Take advantage of industry-specific functionality by integrating with third-party solutions

Solution

- Ready-to-run business processes, optimized for SAP S/4HANA, and a reference solution in the cloud
- Set of tools for an assisted implementation, covering everything from the initial implementation of a project to running in a production environment – and beyond
- Consistent, guided approach for any deployment mode based on best practices, whether on premise, cloud, or hybrid

Benefits

- Accelerated time to value
- Lower total cost of ownership
- Continuous innovation and improvement

Learn more

For more information about SAP Activate, contact your SAP representative or visit us online at www.sap.com/activate.



Combining best practices, guided configuration, and optimized methodology, SAP Activate is the **fastest way to simplify your operations** with SAP S/4HANA.

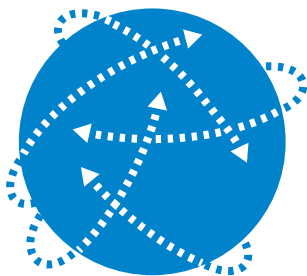
SAP® S/4HANA: The Key to Digitizing Business and Driving Innovation

The SAP® S/4HANA suite [helps your organization Run Simple](#) in an increasingly networked, digital, and global economy. And the SAP Activate innovation adoption framework gives you the ability to get started quickly, fit the software to your specific needs and goals, and foster continuous innovation with SAP S/4HANA.

Built according to the design principles inherent in the SAP Fiori® user experience (UX) and powered by our advanced in-memory platform, SAP S/4HANA stands apart from previous versions of SAP Business Suite software (see [Figure 1](#)). With this next-generation business suite, organizations like yours can integrate information and processes, facilitate collaboration, and take advantage of cutting-edge functionality.

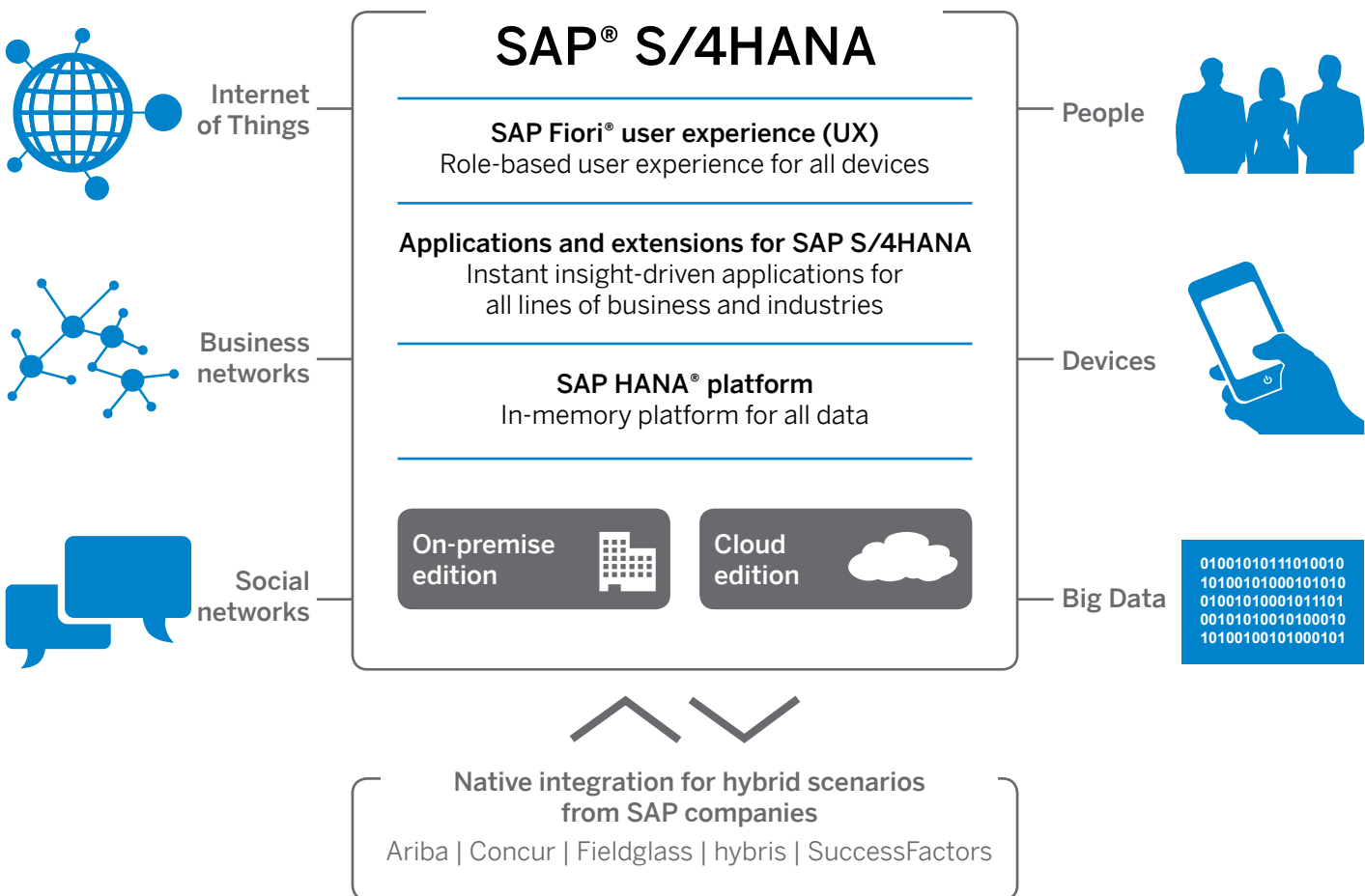
Whether deployed in the cloud or on premise, SAP S/4HANA enables you to streamline data models and business models, optimize daily business transactions, accelerate strategic decision making – and simplify everything in between. What's more, SAP S/4HANA helps you make the most of opportunities offered by innovations such as the Internet of Things, Big Data, business networks, and enterprise mobility.

For more information on SAP S/4HANA, visit the [SAP S/4HANA Web site](#).¹



Take a disciplined approach to your configuration, migration, integration, or extension project for SAP S/4HANA while [reducing total effort and cost](#).

Figure 1: SAP S/4HANA at a Glance



Get Started Quickly and Flexibly with SAP Activate

SAP Activate gives you the freedom to get up and running quickly and to innovate continuously with SAP S/4HANA. Combining SAP Best Practices packages, guided configuration, and optimized methodology, SAP Activate is the quickest way to simplify and streamline your enterprise operations with SAP S/4HANA.

TWO WAYS TO EXPLORE SAP ACTIVATE

Integrated with SAP S/4HANA, SAP Activate delivers ready-to-run business processes for transactions and analytics. You can access SAP Activate by signing up for a free trial of SAP S/4HANA, [available here](#).²

SAP Activate is also available separately from SAP S/4HANA. Sign up to access the SAP Activate methodology [here](#),³ and download included SAP Best Practices [here](#).⁴

Whichever way you choose to access it, SAP Activate provides you with a baseline experience of SAP S/4HANA with the fundamental business processes of an enterprise. The included best practices cover any combination of the following scenarios to help you run your enterprise more efficiently and effectively:

- Configuration
- Migration
- Integration
- Extension

REFERENCE SOLUTION AS PART OF SAP ACTIVATE

Included with SAP Activate is a reference solution – a ready-to-run instance of SAP S/4HANA that includes selected business processes pre-configured with sample data. You can go through this getting-started experience on your own, with an SAP partner, or with SAP.



Take even more advantage of the power of SAP HANA for running multiple lines of business simultaneously by integrating SAP S/4HANA with your existing cloud solutions.



Make the Most of SAP S/4HANA with SAP Best Practices

SAP Activate starts with an SAP Best Practices package for any implementation and uses the same methodology for any deployment mode – cloud, hybrid, on premise, or mobile. SAP Best Practices covers the fundamentals of integration and migration for SAP S/4HANA and includes your own reference solution in the cloud. You also get information on extensibility that details how to enhance SAP software for your own needs and integrate functionality with other cloud solutions. SAP Best Practices enables you to take advantage of all the power and potential available with SAP S/4HANA but tailored to your circumstances and business needs.

SAP Best Practices covers a wide range of industries, lines of business, and functionality. For example, best practices for project services show you the best way to manage the process of selling project-based services to customers from start to finish. You can integrate sales orders with project management and create invoices for time and expenses recorded against a customer project.

You can:

- Manage customer projects during the planning and execution phase
- Maintain work package staffing
- Procure external services

- Record time spent and maintain customer project billing
- Create customer invoices
- Analyze customer projects

ON-PREMISE EDITION OF SAP BEST PRACTICES FOR SAP S/4HANA

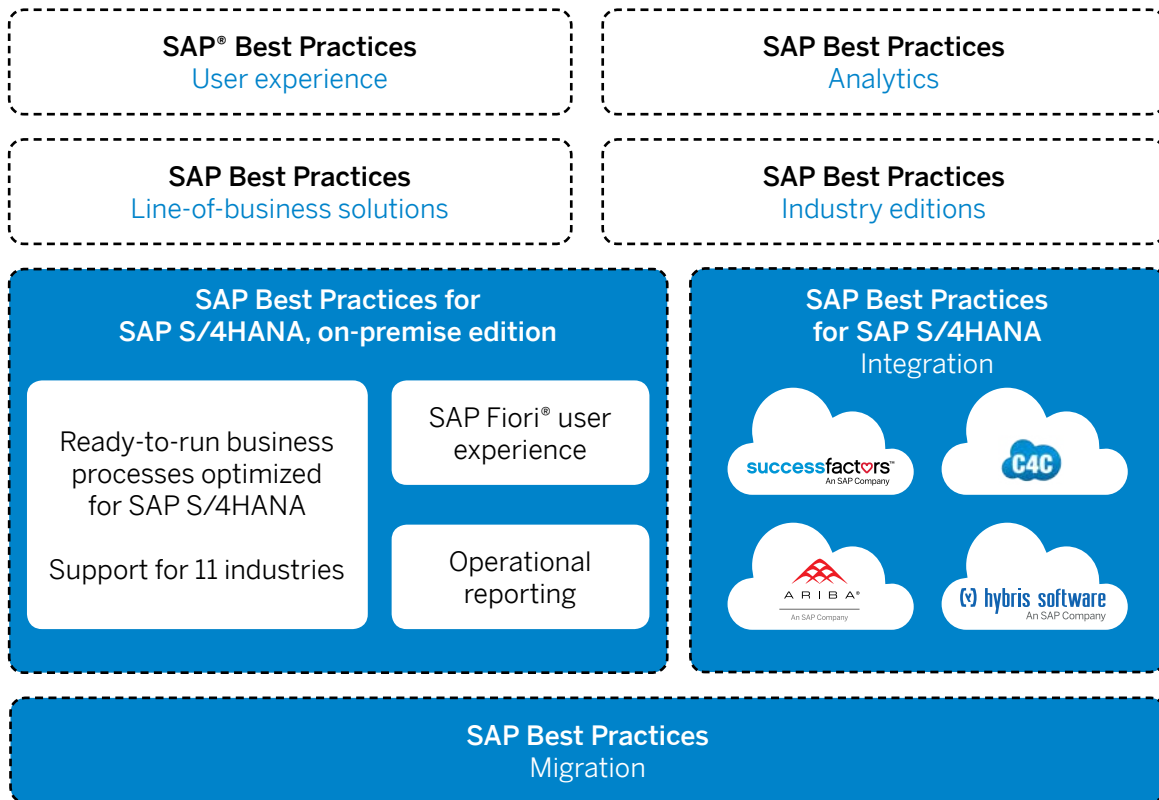
This edition of the SAP Best Practices package for SAP S/4HANA helps you take control of your infrastructure and planned maintenance for your on-premise edition of SAP S/4HANA (see [Figure 2](#)). When needed, the best practices can guide you through migrations, whether you are migrating from a legacy SAP software system or from third-party databases.

You can adopt innovations and make changes to your system at your own pace and in a way that fits your organization's needs. This approach suits highly individualized requirements for processes at the core of your business. In addition to adding business logic, you can also make changes to underlying objects.

The supported business processes include finance and other lines of business and can be enhanced with cloud solutions, such as the SAP SuccessFactors® Employee Central Payroll solution or the Ariba® Network.



Figure 2: On-Premise Edition of SAP Best Practices for SAP S/4HANA



CLOUD EDITIONS OF SAP BEST PRACTICES FOR SAP S/4HANA

With the cloud editions of SAP Best Practices for SAP S/4HANA (see Figure 3), you can rest easy knowing that SAP will take care of system requirements and maintenance. You can take advantage of the latest innovations through automatic quarterly updates. A cloud deployment is well suited for organizations that run standardized business processes. With a cloud edition, you are up and running quickly, while SAP takes care of future upgrades and enhancements.

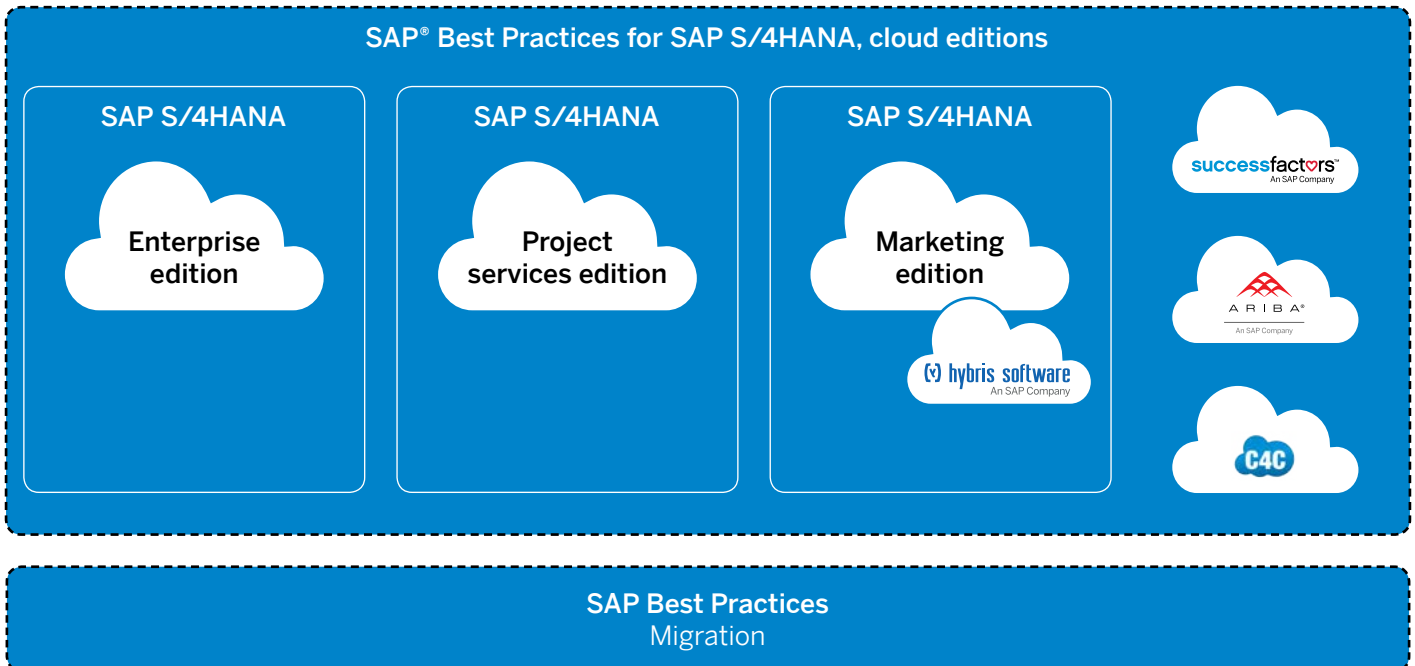
As with the on-premise edition of SAP Best Practices, the cloud editions walk you through the configuration and integration of SAP S/4HANA, cloud edition with your other solutions and cloud services.

You have a choice of editions for best practices, depending on the primary business focus of your company:

- Cloud enterprise edition
- Cloud marketing edition
- Cloud project services edition

For more details about these three editions, please visit us [here](#).¹

Figure 3: Cloud Editions of SAP Best Practices for SAP S/4HANA



Initiate Your Implementation or Migration with SAP Activate Methodology

SAP Activate methodology is a modular and agile framework for implementation or migration to SAP S/4HANA. It builds on its predecessors: ASAP® methodology (for implementations) and SAP Launch methodology (for cloud deployments).

You can use the methodology on your own, with SAP directly, or with an SAP partner. And because the methodology supports the use of add-ons and extensions developed by SAP partners, you get a coherent, integrated experience even if you are customizing SAP S/4HANA for specific business processes.

With the methodology, you can take a disciplined project management approach to your implementation, migration, and change projects. The methodology aligns with best practices recommended by the Project Management Institute (PMI), helping you minimize risk, streamline and accelerate your implementation project, and reduce the total cost of implementation. A standardized work breakdown structure helps project managers define and manage project work and focus on deliverables and outcomes.

SUPPORT AND VALUE THROUGHOUT THE PROJECT LIFECYCLE

The methodology supports the four phases of your implementation or migration project: prepare, explore, realize, and deploy, as shown in [Figure 4](#). Value delivery and quality checks help ensure that the solution, as implemented, delivers the value you expect.

Here's a brief rundown of the key activities the project team performs in each phase of the methodology.

Phase One: Prepare

Conduct initial planning and preparation and define project governance to start the project off on the right foot.

Phase Two: Explore

Review solution functionality in scope in a series of show-and-tell sessions to confirm that business requirements can be met with standard SAP Best Practices. Conduct solution design workshops and create process-oriented documents to illustrate how you intend to run your business using SAP S/4HANA. Capture, prioritize, and document requirements and gaps in a solution backlog document.

Phase Three: Realize

Through a time-limited, iterative process, incrementally build and test a complete solution environment that is based on the business processes and requirements identified in the explore phase and captured in your backlog document.

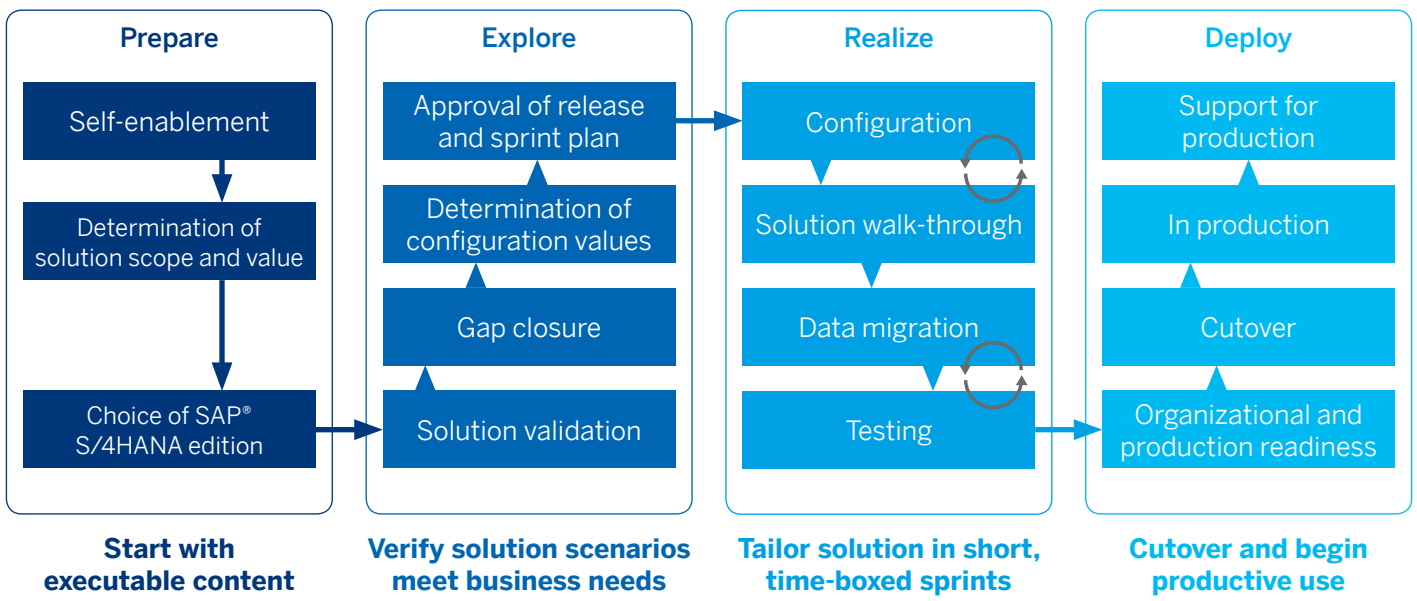
Phase Four: Deploy

Prepare SAP S/4HANA for release, move to a production environment, and conduct sustainment activities. At this point, you have everything you need to run your business.

During each phase, the project team produces a prescribed set of deliverables that serve as input for the subsequent steps. The methodology provides examples of key project deliverables, including a procedure description of how to prepare and complete the deliverable. There are accelerators for each phase and work stream, including templates, questionnaires, checklists, guidebooks, and other tools that facilitate the efficient, consistent, and repeatable delivery of implementations and upgrades of your SAP solution landscape.



Figure 4: Delivering Value Throughout the Project Lifecycle



Get Assistance from Initial Setup to Continuous Innovation

Guided configuration provides assistance not only throughout the implementation project but also beyond – while running the solution in a production environment. You can adapt the best-practice preconfigurations delivered by the respective SAP Best Practices package or packages that you are using for the implementation. Examples of this adaptation include modifying the organizational structure, expanding the chart of accounts, or setting company-specific approval thresholds. Guided configuration lets you apply updates and changes to your configuration, so your solution is always up-to-date – without disruption.

Within the guided configuration experience, you can start by browsing the available SAP Best Practices for your particular implementation scenario (this step is called “View solution scope” in [Figure 5](#)). Each of the single processes, including detailed process descriptions, is available at your fingertips.

The next step, “Configure your solution,” allows you to adapt your initial implementation by using a self-service configuration utility that makes it easy to adapt the preconfigured processes to your requirements. It structures the available configuration steps along the implementation phases and facilitates a much more streamlined implementation process. For example, if you want to create a new company code, you make this change once, and the guided configuration tool makes the change across all applicable pre-configured processes.

During or after the adaptation of the business processes, you can test the current configuration (the “Test your processes” step). Automated test

runs help you identify incorrect or missing configurations. The automated test runs are based on scripted, process-oriented test cases, which are available for the standard processes in the relevant SAP Best Practices package. The test cases adapt automatically to the current configuration, with your modifications to the organization structure or approval thresholds, for example. This automation significantly reduces the time and effort for validation and testing. The result of the test is shown in a status message. Screenshots document the test results and – in case of errors – provide insight as to the step at which the test failed.

Even after SAP S/4HANA is running in your production environment, you can use the same test scripts to validate any newly created configurations resulting from third-party additions to the software. Because the test cases update automatically, you do not need to test affected processes manually.

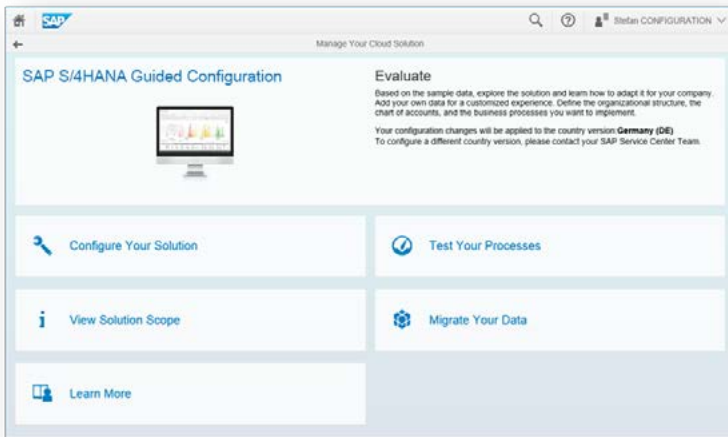
When you use the guided configuration provided with SAP Activate, you can execute data migration tasks (“Migrate your data”). The data migration utility proposes data migration objects needed for your selected best-practice business processes. If you are an SAP customer, you can connect your SAP Business Suite software. If you are a new SAP customer, you can benefit from the template-based approach to data migration.

For additional help and information, you have direct access to training and learning content (“Learn more”). This content is organized by topic area, and you can choose relevant topics by role.



Figure 5: Guided Configuration with SAP Activate

SAP® Activate



Configure your solution

Initial implementation and continuous innovation adoption



Test your processes

Process-driven, predefined, and automated testing



View solution scope

Activated business processes and country versions



Migrate your data

Built-in migration engine for simplified data migration



Train and onboard users

Guided product tours

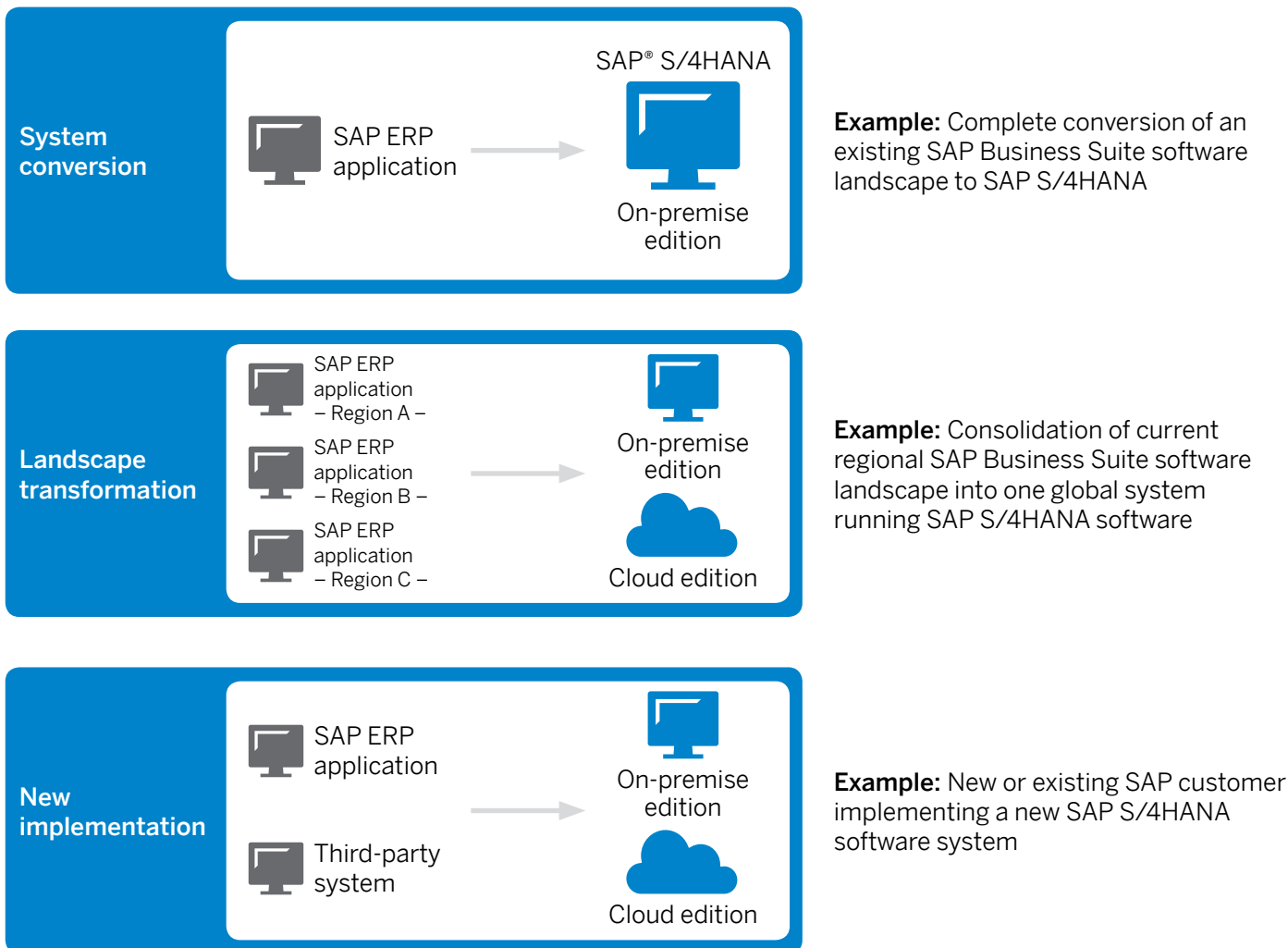
SAP Activate in Action

TRANSITIONING TO SAP S/4HANA

SAP Activate supports three options for getting started with SAP S/4HANA:

- System conversion
- Landscape transformation
- New implementation

Figure 6: Three Ways to Get Started with SAP S/4HANA



With a system conversion, you move your complete SAP ERP application – and the business processes supported by SAP ERP – from SAP Business Suite running on any database to SAP S/4HANA. This is the best approach for quickly minimizing the total cost of ownership (TCO): upgrading and migrating in one step, with a smaller footprint on premise as the outcome.

For greater flexibility, you can choose to upgrade only parts of your software landscape on a scenario-by-scenario basis, such as selected processes or company codes. This **landscape transformation** option allows you to run your current software as is, but integrated with a cloud implementation of SAP S/4HANA alongside it. You should choose this option if you want to consolidate your landscape or carve out selected business units (like a company code) or applications for an SAP S/4HANA software system. With this option, you can spread out the effort required while managing innovation adoption incrementally.

The **new implementation** option is best if you want to start fresh with an entirely new on-premise or cloud implementation of SAP S/4HANA, and then migrate your legacy transactional data.

INTEGRATING SAP S/4HANA WITH LINE-OF-BUSINESS SOLUTIONS

SAP S/4HANA is designed to run as a stand-alone solution and as the digital core of your business processes. However, you can achieve more when you combine its capabilities with other solutions for a particular line of business, such as cloud and on-premise solutions from Ariba, hybris, and SuccessFactors, all SAP companies; and Concur and Fieldglass, both part of SAP.

To take even more advantage of the power of the SAP HANA platform for running multiple lines of business simultaneously, consider integrating SAP S/4HANA with your existing cloud solutions from SAP. You can support:

- Workforce engagement with SAP SuccessFactors solutions
- An omnichannel customer experience with the SAP Cloud for Customer solution and SAP hybris® Customer Experience software
- Supplier collaboration with the Ariba Network

SAP Activate enables you to support your line-of-business needs and end-to-end business processes by using predefined, standardized, and tested configurations, made available through SAP Best Practices, to integrate these cloud applications with SAP S/4HANA. For a selection of standard integration scenarios, you can use the best practices built into the guided configuration of SAP Activate.



For more complex business scenarios or software landscapes involving middleware, you can use additional packaged SAP Best Practices available [here](#).⁵ Packaged, standardized SAP S/4HANA integration scenarios for contingent labor procurement with SAP Fieldglass solutions and for travel and expense management with Concur software are under development.

ENGAGING WITH SAP FOR YOUR IMPLEMENTATION OF SAP S/4HANA

SAP Activate is available to both new and current SAP customers. SAP Activate builds on any existing support offerings from SAP that you may already have in place or that you may be considering as part of your SAP S/4HANA journey, namely, SAP Enterprise Support services for an on-premise deployment or the built-in SAP Enterprise Support for the cloud editions of SAP S/4HANA for cloud deployments.

Regardless of which deployment option you choose, whether cloud, on premise, or hybrid, we recommend that you work with the Global Service & Support (GSS) organization at SAP. Our experts can help you with planning, deployment, and operations throughout the entire software lifecycle. By using SAP Activate, support experts can reduce operational cost and introduce new business functionality with greater ease. They can work with you to identify the areas of greatest business value and provide you with actionable recommendations.

If you are already part of existing SAP premium engagement offerings (such as SAP MaxAttention^{TM6} or SAP ActiveEmbedded⁷ services), you will find that SAP Activate fits alongside those agreements

and gives you further guidance for the best use of the control centers and related premium engagement services.

ENGAGING WITH SAP PARTNERS FOR YOUR IMPLEMENTATION OF SAP S/4HANA

SAP partners can provide solution scoping, functional gap analysis, business process improvement, and data migration services alongside SAP Activate. While much of SAP Activate is independent of the implementation path you choose, whether self-service, partner led, or SAP supported, the methodology amplifies the innovation and expertise of SAP partners.

SAP Activate includes details on how extensions and add-ons developed by SAP partners can be implemented to provide a coherent experience when such customizations are required for your business needs. A partner program for SAP Activate is also under development. It will provide partners with the same processes, tools, and content architecture for building best practices for SAP S/4HANA in the same manner as SAP. SAP partners with specialized industry or line-of-business expertise can combine their proficiency with the SAP Activate methodology.

The implementation cockpit provided as part of SAP Activate enables SAP partners to extend the included SAP Best Practices along with the corresponding preconfiguration content. Furthermore, the content lifecycle management included in SAP Activate supports the implementation of future updates and innovations, independent of the source of the update. The methodology is designed to manage and track both SAP-generated and partner-generated updates.



ADDITIONAL RESOURCES FOR SAP® S/4HANA AND SAP ACTIVATE

Reference Links

1. Overview of SAP® S/4HANA: <http://discover.sap.com/S4HANA>
2. Free trial version of SAP S/4HANA: <https://go.sap.com/cmp/oth/crm-s4hana/index.html>
3. SAP Activate methodology (logon required): <http://bit.ly/SAPActivate>
4. SAP Best Practices for SAP S/4HANA (logon required): <http://bit.ly/1UyaHn1>
5. Integration scenarios supported by SAP Best Practices: <http://service.sap.com/hybrid>
6. Overview of SAP MaxAttention™: <https://support.sap.com/content/sap-root/support-programs-services/offerings/maxattention.html>
7. Overview of SAP ActiveEmbedded: <https://support.sap.com/content/sap-root/support-programs-services/offerings/activeembedded.html>

Learn More about SAP S/4HANA and SAP Activate

- SAP S/4 HANA community: <https://scn.sap.com/community/s4hana>
- SAP Activate overview: <http://sap.com/activate>
- SAP Activate on SAP Community Network:
 - <http://scn.sap.com/community/rapid-deployment/blog/2015/05/07/introduction-sap-activate-best-practices-methodology-and-guided-configuration>
 - <http://scn.sap.com/community/rapid-deployment/blog/2015/05/21/run-simple-with-sap-activate-best-practices-methodology-guided-configuration>
 - <http://scn.sap.com/community/asap-methodology/blog/2015/06/24/sap-activate--what-is-the-methodology-story>
 - <http://scn.sap.com/community/rapid-deployment/blog/2015/08/14/sap-s4hana-how-to-manage-your-solution-with-sap-activate>

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The Best-Run Businesses Run SAP®

