

H&S

Information Architects

THE EASIEST WAY
TO WORK WITH DOCUMENTS



SAP Archiving with inPoint CSS

Content Server for SAP

SAP® Certified
Integration with SAP S/4HANA®

SAP® Certified
Integration with SAP NetWeaver®

Microsoft
Partner

Gold Application Integration
Gold Application Development



THE EASIEST WAY TO WORK WITH SAP® DOCUMENTS

inPoint CSS CONTENT SERVER FOR SAP

inPoint CSS Content Server for SAP is a certified document management and archiving system for SAP business applications and is just as suitable for small and medium-sized companies as it is for international corporations.

The archiving solution inPoint CSS can be expanded step by step from simple archiving for system relief, to a complex Enterprise Content Management System (ECM).

CERTIFICATIONS

- certified for integration with / deployment on SAP NetWeaver 7.50 via the SAP integration scenario BC-AL 7.20
- certified for integration with / deployment on SAP S/4HANA 1909 via the SAP integration scenario S/4-BC-AL 7.20
- certified for integration with / deployment on SAP S/4HANA 1909 via the SAP integration scenario S/4-BC-ILM 1.0

inPoint CSS

CONTENT SERVER FOR SAP

inPoint CSS CONTENT SERVER FOR SAP

SAP remains the leading platform

- Offloading SAP REO data for SAP server relief.
- Storing of journal printouts.
- Storage of PDF documents (e.g. invoices, quotations, ...).
- Capture and storage of documents (e.g. incoming invoice) with support of SAP models 'early' and 'late' storage.
- Legally compliant filing on all common storage systems.
- Tools for migrating third-party archives to inPoint CSS.

inPoint CSS ENTERPRISE

SAP and external document logistics

- Using documents from the SAP archive with inPoint CSS enterprise Client.
- Data exchange between SAP and inPoint CSS enterprise.
- Integration of third-party solutions such as scanning service providers and automated document capture.
- Cross-application workflow module for simple checking and approval processes.
-

inPoint CSS ARCHIV MIGRATION

- Replace SAP Archive
- Transfer data from the existing SAP archive to the inPoint archive using inPoint CSS Archive Migration.
- Migration possible during ongoing operation.
- Protocols in SAP for proof of complete migration.
- Supports the transfer of documents, print lists, attachments from the attachment list and documents for info records.

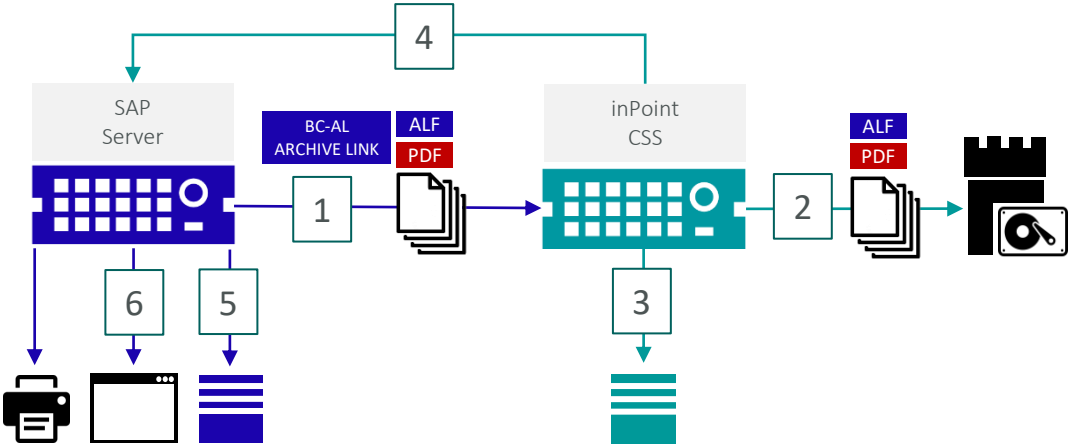
01 | inPoint CSS BASIC – RELIEVE SAP SERVER

THE EASIEST WAY TO RELIEVE YOUR SAP® SERVER

ARCHIVING PRINT LISTS (ALF) AND PDF DOCUMENTS

In order for users to be able to display documents for an SAP business case on the screen at the touch of a button, automatic document and list archiving is available with inPoint CSS (print and file).

inPoint CSS supports your GoBD policy when using audit-proof storage media.



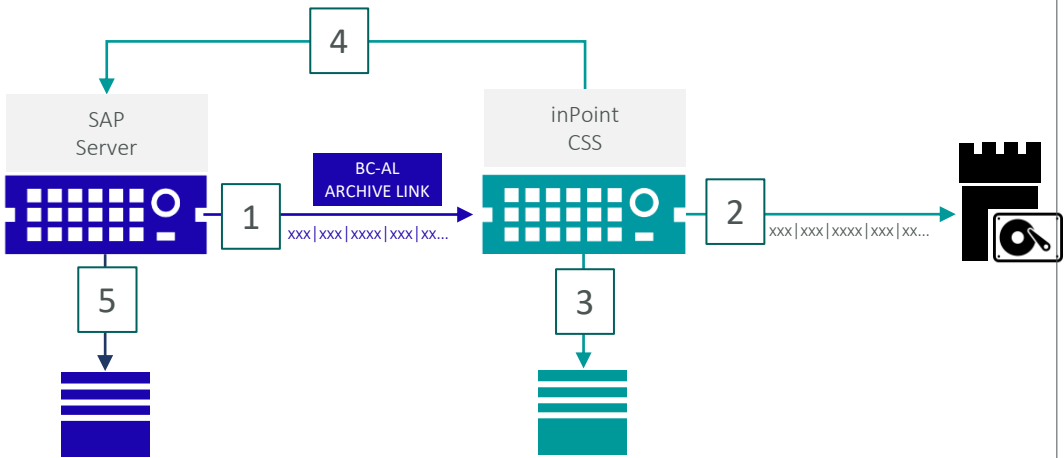
- 1 After printing a document or list, SAP calls up inPoint CSS via http: request and transfers documents with ARC_DOC_ID.
- 2 Archiving according to transfer parameters (media)
- 3 After archiving the files, the archive metadata is stored in the inPoint CSS DB.
- 4 Feedback from inPoint CSS to SAP about successful archiving of documents.
- 5 Linking the SAP booking line to the archive ARC_DOC_ID
- 6 Document call in the SAP application via archive ARC_DOC_ID

THE EASIEST WAY
TO RELIEVE YOUR SAP® SERVER

ARCHIVING REO DATA

As a smart archiving solution, inPoint Content Server for SAP (CSS) relieves the SAP system landscape by archiving data via the certified SAP standard interface ArchiveLink™.

By outsourcing, an improved performance of the SAP environment is immediately noticeable and the backup times of the SAP server are drastically reduced.

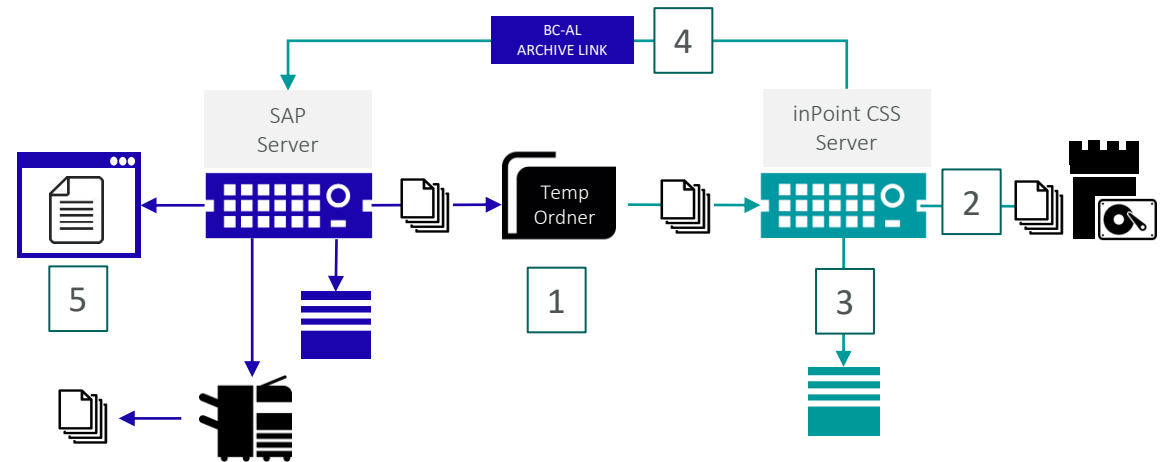


- 1 Reo Data definition for archiving takes place in SAP (http request) .
- 2 Archiving according to transfer parameters (media)
- 3 After archiving the file, the archive metadata are stored in the inPoint CSS DB.
- 4 Feedback from inPoint CSS to SAP about successful archiving of the data.
- 5 Compare REO data in SAP with REO data in the archive. If 100% identical,Exchange REO data by ARC_DOC_ID

THE EASIEST WAY TO RELIEVE YOUR SAP® SERVER

ARCHIVING HIGH-VOLUME OUTPUT ORDERS

You regularly print and send high-volumes of documents and want to be able to call up PDF copies for the appropriate customer in SAP.



- 1** Mass printing with SAP and storage of a PDF document version with index file in temporary directory.
- 2** Retrieval of the PDF documents, preparation of the index data for archiving and generation of the ARC_DOC_ID.

Archiving according to transfer parameter (media).
- 3** After archiving on inPoint CSS media, the archive metadata is stored in the inPoint CSS DB.
- 4** Feedback from inPoint CSS to SAP about successful archiving of documents.
- 5** After storing the documents created in SAP in inPoint CSS, the documents for the data set can be displayed immediately in the SAP application.

02 | inPoint CSS BASIC – WORK EASILY WITH DOCUMENTS

STORING DOCUMENTS WITH BARCODE PROCEDURES

POSSIBLE USES

You use the storage scenarios with barcode technology integration if you want to automate the link between the document and the application document, but do not want to change the work and paper flow. The document is still passed through the company in paper form in these storage scenarios.

Two different scenarios are supported by Archive Link:

- Late storing in SAP with the barcode
- Early storing in SAP with the barcode

LATE STORING IN SAP WITH THE BARCODE

Storing takes place after the application document has been entered. The scenario is used in case of high document volumes to automate the linking process. With this scenario, it is also possible to link exactly one document to multiple SAP business objects. The goal of this practice is to reduce paper archives and to be able to display the document for the business case directly in the SAP business application.

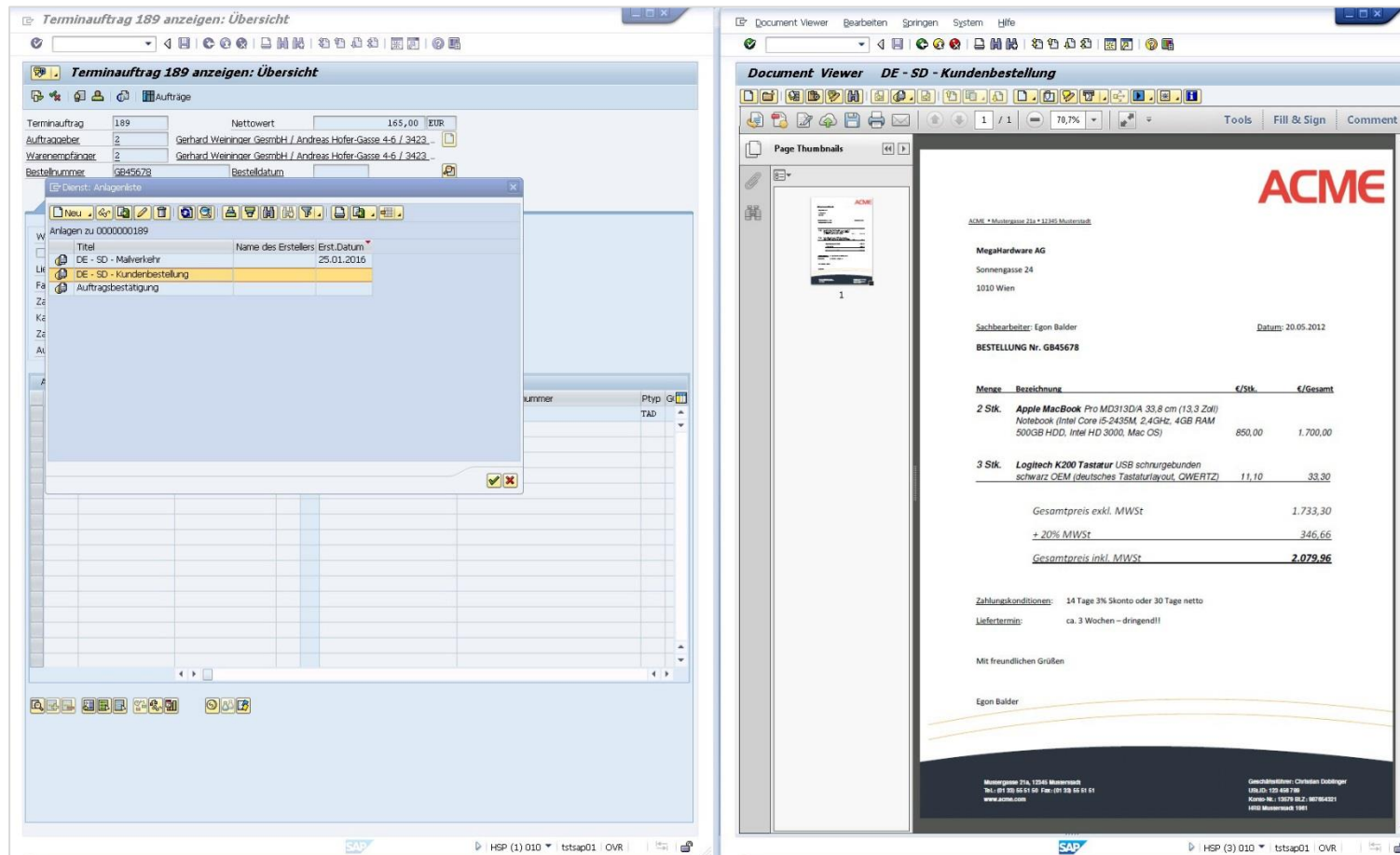
EARLY STORING WITH BARCODE

With this method, storing takes place before the application document is entered. The document is filed early, but still transported on paper to the responsible clerk. With this scenario it is possible to link several incoming documents with exactly one business object. For this, the same barcode must be applied to several documents. The scenario is usually only used for this special case. In addition, it is possible via the generic object services to assign the barcode of a document to an already existing application document and thus to subsequently create the link with this document.

For more information, refer to the section Assigning the barcode of a document to an object in the chapter linking to the generic object services.

THE EASIEST WAY TO DISPLAY SAP® DOCUMENTS

Documents stored with inPoint CSS are called up directly in the SAP application and displayed in the SAP Viewer.



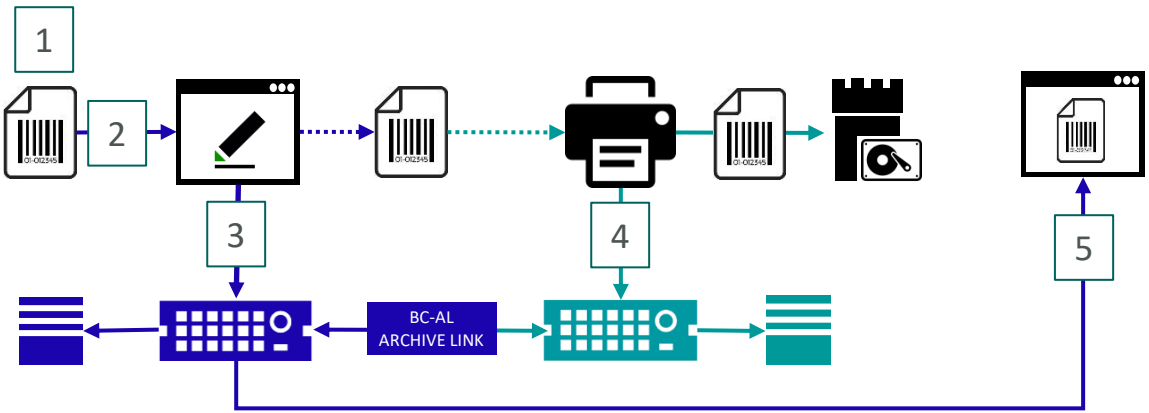
THE EASIEST WAY TO ASSIGN DOCUMENTS

EXAMPLE: LATE STORING WITH BARCODE

You use the storage scenarios with barcode technology integration if you want to automate the link between the document and the application document, but do not want to change the work and paper flow. The document is still passed through the company in paper form in these storage scenarios.

FILING TAKES PLACE AFTER THE APPLICATION DOCUMENT HAS BEEN ENTERED.

The scenario is used in case of high document volumes to automate the linking process. With this scenario it is also possible to link exactly one document with several SAP business objects.



1 Attaching a barcode sticker (unique document ID) to the document.

2 Manual posting of the document in the SAP specialist application. Capture of the document ID (barcode) with scanner reading pen.

3 The SAP application component now reports the business object ID together with the ID of the barcode scanned by the clerk to ArchiveLink.

4 The document is digitized with inPoint CSS Scan App and stored in the inPoint archive. The scanned barcode for the document is stored together with the business object ID in the inPoint CSS database.

5 The stored document can now be called up and displayed directly from the SAP specialist application.

STORING DOCUMENTS

WITH SAP® BUSINESS WORKFLOW

Through the integration of SAP Business Workflow, the right work task automatically gets to the right agent at the right time. The following workflow scenarios are supported by ArchiveLink:

STORING FOR SUBSEQUENT ENTRY

The incoming document is scanned by an employee in the mail room (if it is not already available in electronic form) and filed in a filing system. Using SAP Business Workflow, a reference to the document is forwarded to the responsible clerk. This person enters the application document. This scenario is suitable for large quantities of documents. You save time and costs because the conventional distribution of mail within the company is no longer necessary and thus fast processing is possible.

STORING AND ENTERING

The filing of the incoming document and the entry of the corresponding application document is carried out by one person. The mailroom immediately forwards the document to the responsible clerk. This person scans the document at his or her workstation (if it is not yet available in electronic form), files it and records the document.

This scenario is suitable for particularly protected documents, e.g. in human resources management. The scenario is less recommendable for processing large quantities of documents, as the change between document filing and capturing the application document is disruptive for the workflow and thus influences efficiency.

STORING AND ENTERING

The filing of the incoming document and the entry of the corresponding application document is carried out by one person. The mailroom immediately forwards the document to the responsible clerk. This person scans the document at his or her workstation (if it is not yet available in electronic form), files it and records the document.

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STORE AND ASSIGN

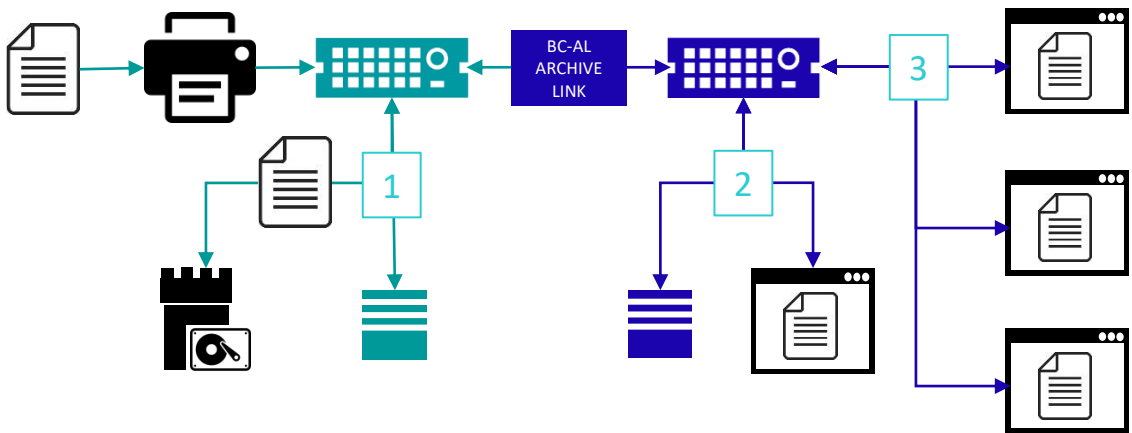
The incoming document refers to an existing application document. The filing of the document and the assignment to the document is carried out by one person. The mail room immediately forwards the document to the responsible clerk. This person scans the document at his or her workstation (if it is not yet available in electronic form), files it and assigns it to the existing document.

The scenario is suitable for particularly protected documents for which no separate application document is entered.

THE EASIEST WAY TO WORK PAPERLESS

EXAMPLE: STORING FOR SUBSEQUENT ENTRY

The scenario is suitable for large volumes of documents. You save time and costs, as conventional mail distribution within the company is no longer necessary and thus fast processing is possible.



1 The incoming document is scanned in the mailroom with the inPoint CSS scan client and stored in the inPoint CSS archive.

2 Using SAP Business Workflow, a workflow item is created and a reference to the document is forwarded to the responsible person.

Das SAP Workflow Item und der digitalisierte Beleg sind über inPoint ARCHIV-ID und SAP ARC_DOC_ID verknüpft.

3 The SAP workflow item and the digitised document are linked via inPoint ARCHIV-ID and SAP ARC_DOC_ID.

03 | inPoint CSS ENTERPRISE – SYNERGY AT WORK

CROSS-SYSTEM DOCUMENT MANAGEMENT

USED CASES

Sometimes SAP applications are only used in a specific department. Departments without SAP then have no access to archived documents. With inPoint CSS enterprise we solve this problem.

In addition to the document display in the SAP client, documents can also be used with the inPoint CSS enterprise client. Depending on the authorisation, this allows documents to be found and displayed outside the SAP world. The document search is carried out via forms or full text.

ARCHIVE PLUS

With the Enterprise extension, the inPoint CSS archive is extended by additional fields within the scope of a project in order to be able to include documents from other sources such as MS Office documents, e-mails, etc. in the digital file. Information from the SAP database can be read out and used for indexing.

In this way, documents from the SAP world and from third-party systems can be kept and retrieved in a common repository.

CROSS-SYSTEM WORKFLOW

Despite the expected advantages, the introduction of SAP workflow often fails because of the associated costs. This is because every employee who is to be integrated into the SAP workflow must also have an SAP workstation.

The re-licensing of SAP workstations for the purpose of integrating employees into simple workflow tasks and the associated training costs mean that many an ambitious project disappears into a drawer.

The workflow module of inPoint CSS enterprise is an economical solution variant. The appeal of the H&S workflow solution lies in the interaction between SAP and the H&S document management world.

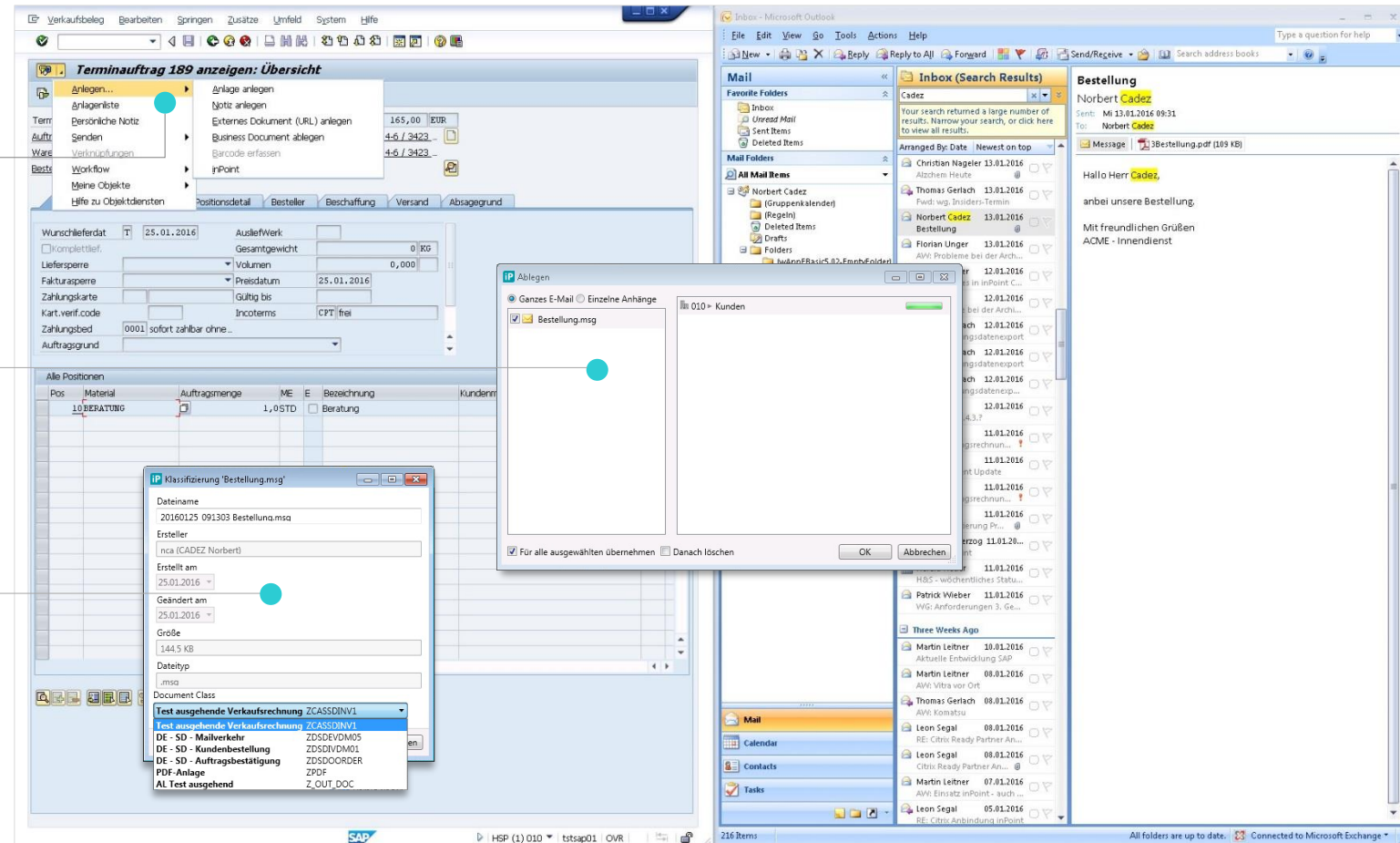
FILING SCENARIO

FILING E-MAILS WITH inPoint IN SAP®

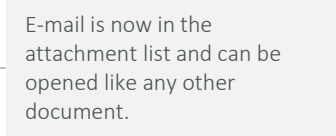
Start of the storage dialogue in the SAP department application

Drag an e-mail from the Outlook mailbox to the inPoint storage window.

Simply classify e-mail via the SAP document classes catalogue and file it with OK to the SAP business object.



DISPLAYING E-MAILS WITH inPoint IN SAP®



Display email and file attachment in SAP Doc View

SEARCH AND PREVIEW WITH inPoint

The master data is synchronised from SAP into in.

Digital files and registers are displayed hierarchically.

Listing of all documents for the opened file or master record.

The listed documents can be filtered, grouped and sorted as in MS Excel.

Clicking on the file symbol opens the document in a document preview.

The master data is synchronised from SAP into in.

The screenshot displays the 'inPoint' software interface. The top bar contains navigation icons (Neu, Teilen, Wiedervorlegen, Ablegen) and document management tools (Aktionen, Dokument, Dokumentenkorb, Wiedervorlagen, Suche, Skype). The main area is divided into a left sidebar showing a hierarchical tree of documents (PERSONAL, KUNDEN, LIEFERANTEN) and a central pane showing details for a selected document (LIEFERANT). The right pane shows a document preview of a receipt (Rechnung 587484.pdf) from ABC DRUCK. The bottom pane shows a list of documents with columns for Dateiname, Rechnungsnummer, Re.Datum, Ersteller, and Dokument Typ.

The screenshot displays the 'inPoint' software interface. The top bar contains navigation icons (Neu, Teilen, Wiedervorlegen, Ablegen) and document management tools (Aktionen, Dokument, Dokumentenkorb, Wiedervorlagen, Suche, Skype). The main area is divided into a left sidebar showing a hierarchical tree of documents (PERSONAL, KUNDEN, LIEFERANTEN) and a central pane showing details for a selected document (LIEFERANT). The right pane shows a document preview of a receipt (Rechnung 587484.pdf) from ABC DRUCK. The bottom pane shows a list of documents with columns for Dateiname, Rechnungsnummer, Re.Datum, Ersteller, and Dokument Typ.

SAP® DOCUMENTS

USE EVERYWHERE WITH inPoint

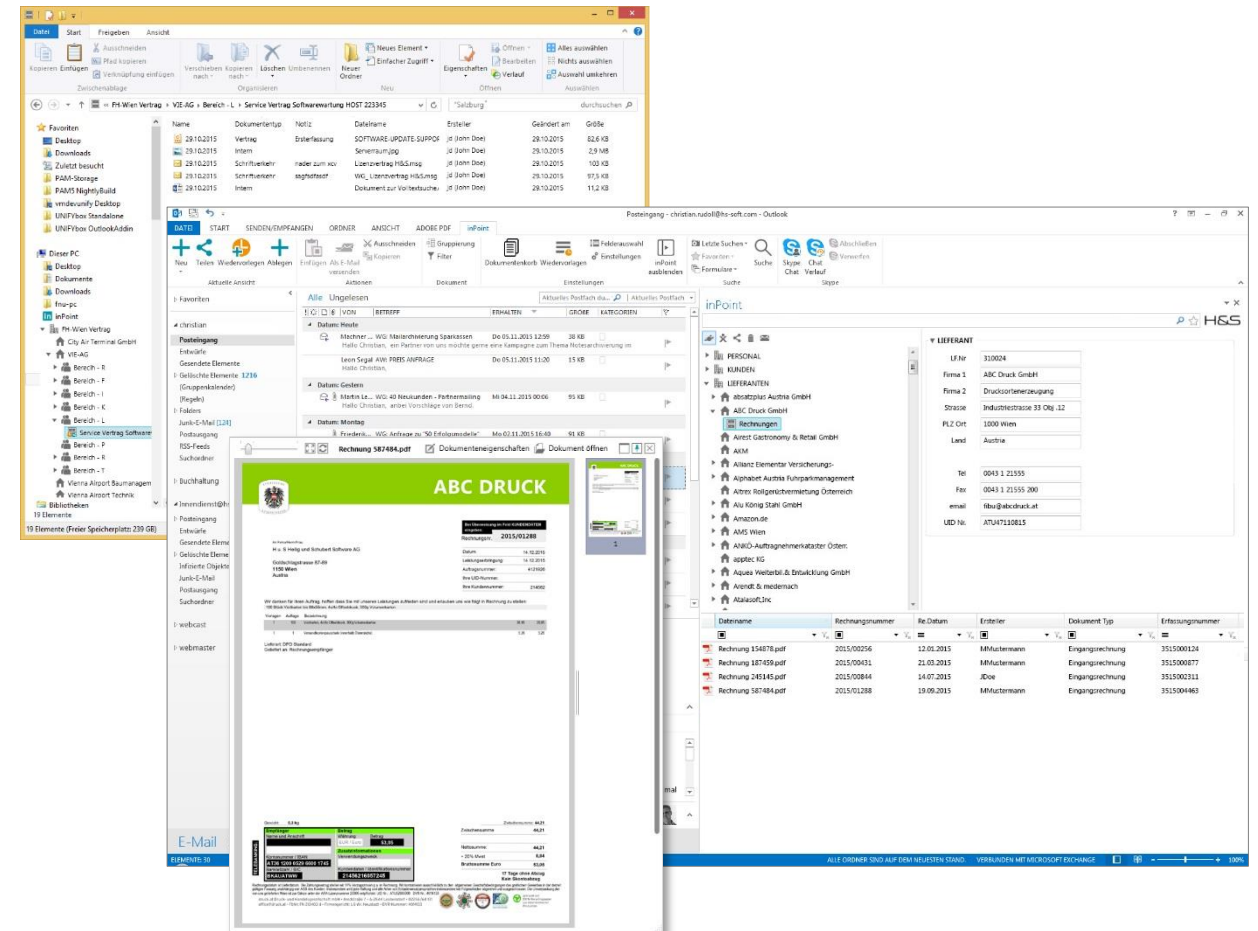
We find that everyday office life has become more and more complicated, despite technology. That bothers us and we want to change that. That's why we set our minds on developing software solutions that make everyday office life simple again.

inPoint CSS is available as your new BackOffice Assistant wherever documents are created and used:

- inPoint Outlook App
- inPoint Office App
- inPoint Explorer App
- inPoint Desk App

SAP documents can therefore be used in different ways.

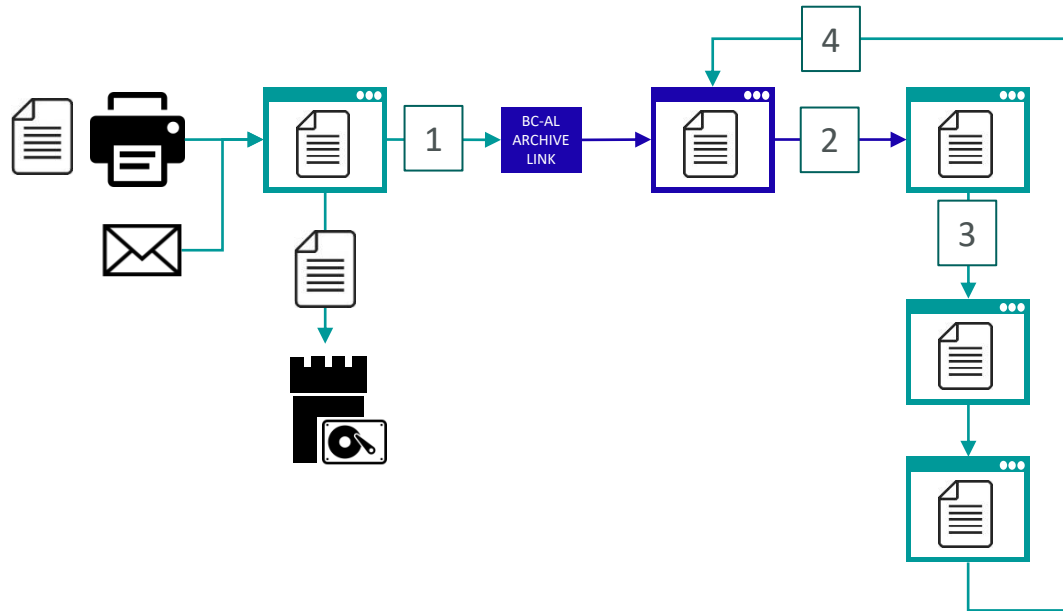
The easiest way to work with documents!



CROSS-SYSTEM DOCUMENT MANAGEMENT

CROSS-SYSTEM SAP WORKFLOW

Start a business process in SAP workflow, edit it with inPoint CSS enterprise and finish it in SAP. An economical and easy-to-use process management.



1 The incoming document is scanned in the mailroom with the inPoint CSS scan client, or an e-mail from the inbox is filed in the inPoint CSS archive.

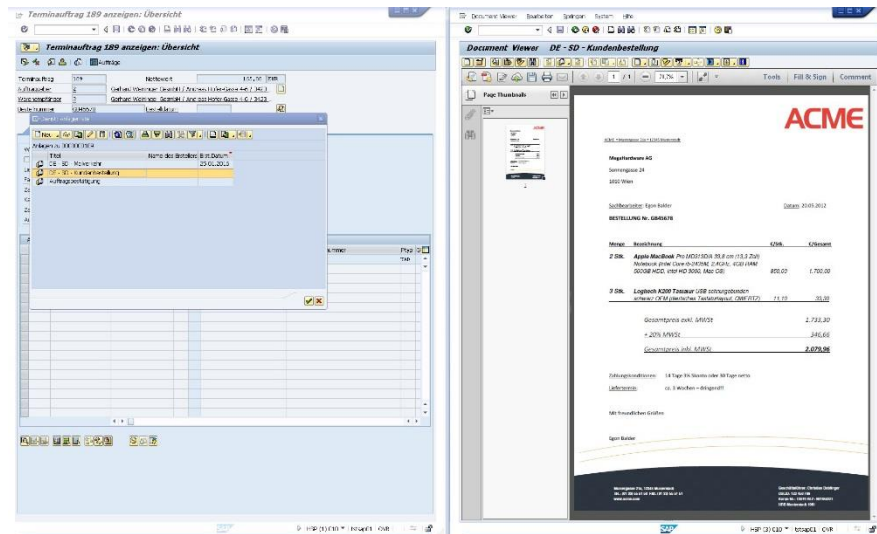
2 A workflow item is created using SAP Business Workflow. The workflow item and the stored inPoint document are linked.

As the first action, the SAP workflow component transfers the task to inPoint CSS enterprise.

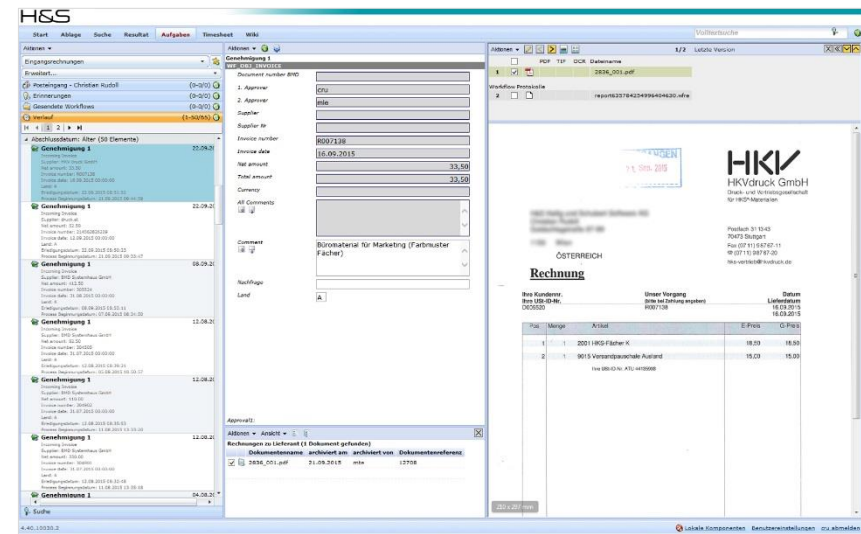
3 Checking, release or reset now takes place within inPoint CSS enterprise.

4 At the end of inPoint CSS transaction processing, the item is returned to SAP with all the necessary data.

CROSS-SYSTEM DOCUMENT MANAGEMENT



Display documents captured with inPoint directly in SAP.



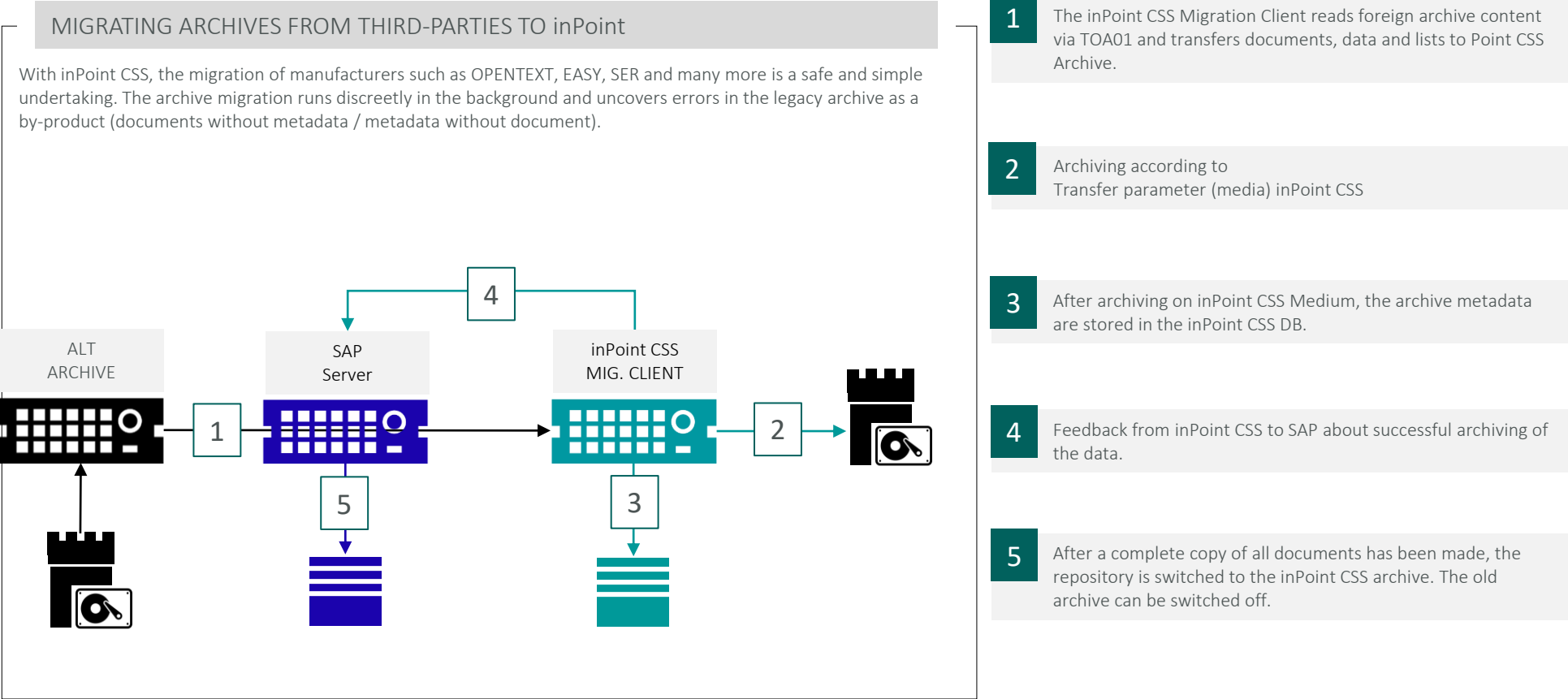
The alternative with inPoint CSS.

Inexpensive method to provide employees without an SAP licence easy access to documents and to integrate them into workflow processes.

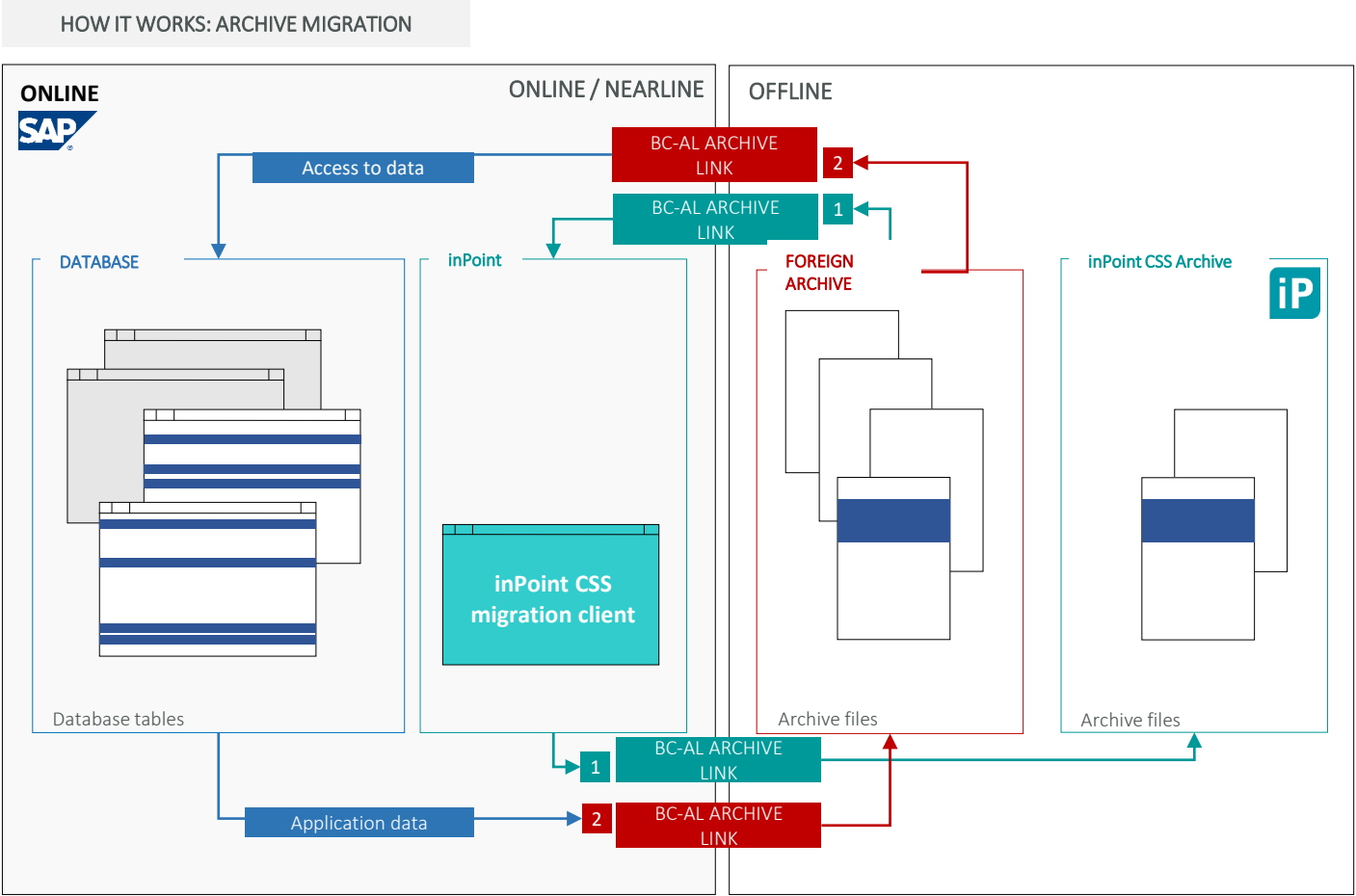
04 | MIGRATE EXISTING ARCHIVES TO inPoint TOA

THE EASIEST WAY

FOR SAP® ARCHIVE MIGRATION



THE EASIEST WAY FOR SAP® ARCHIVE MIGRATION



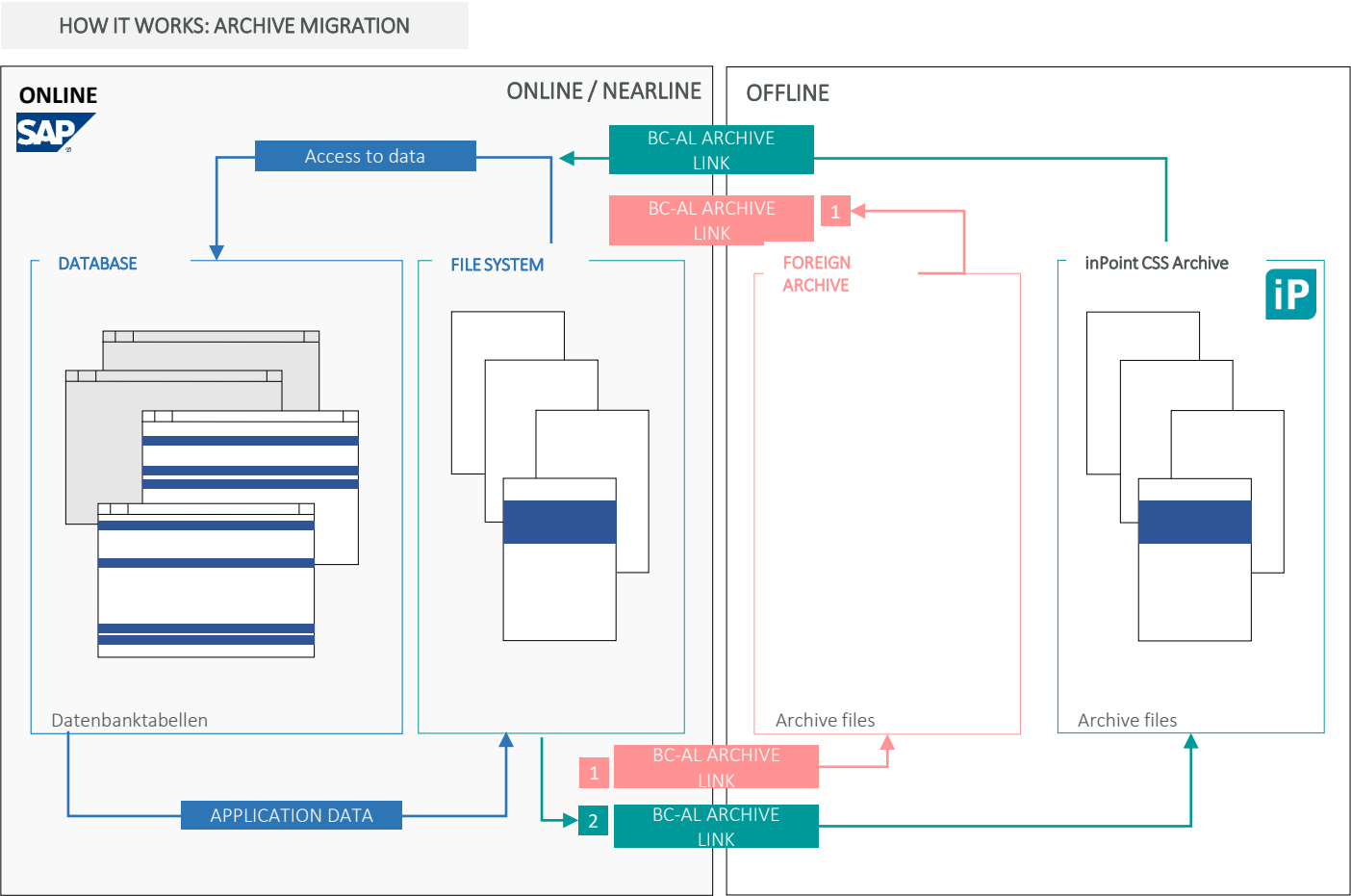
1 The inPoint CSS Migration Client reads foreign archive contents via link tables and transfers documents, data and lists to the inPoint CSS Archive.

In principle, the inPoint CSS Migration Client works like a request by the user.

The archive migration runs discreetly in the background.

2 During the migration, the old archive can continue to be used without any problems.

THE EASIEST WAY FOR SAP® ARCHIVE MIGRATION



- 1 Once the migration is complete, the old archive in SAP is switched off.
- 2 The inPoint CSS archive now filled with legacy data is activated in SAP.

THE EASIEST WAY

FOR SAP® ARCHIVE MIGRATION

SOURCE

Source repository - name of the repository of the existing archive.

The following parameters are fields from the ADMI_FILES table and are used to restrict the migrated legacy data per run.

TARGET

- Target repository - name of the repository for the inPoint CSS archive.
- Number of records - the number of migrated legacy records can be limited with this.

PROTOCOL

By marking the checkbox, all successfully migrated legacy data are written into the table /HSPAM/DATA_MIG with migration date and time. At the end of the programme run, a result list is output.

The inPoint CSS migration client

/HSPAM/ Migration von Daten Version 2.01

Quelle

Quellrepository

TT

Dokumentlauf

bis

Archivdateischlüssel

bis

Erzeugungsdatum

bis

Dokumentschlüssel

bis

Ziel

Zielrepository

B1

Anzahl Datensätze

Protokollierung

☒ in Datenbank (/HSPAM/DATA_MIG)

☐ migrierte Datensätze prüfen

THE EASIEST WAY FOR SAP® ARCHIVE MIGRATION

You do not know us? Maybe you know our customers.

 Semiconductor industry AT	 Chemische Industrie DE	 Metallverarb. Industry DE	 Haushaltswaren Industrie DE	 Finanzwesen DE	 Maschinen/Anlagenbau DE
 Maschinen / Anlagenbau DE	 Automotive DE	 Maschinenbau DE	 Elektronik DE	 Zellstoffindustrie DE	 Kommunale Verw. DE
 Nahrungsmittel DE	 Einrichtung Ladenbau CH	 Luftfahrt DE	 Elektronik DE	 Anlagenbau DE	 Chemische Industrie AT
 Flughafen Transport AT	 Versicherung AT	 Kommunale Verwaltung AT	 Telekom AT	 Verlagswesen AT	 Bauwesen AT
 Finanzwesen AT	 Energiewirtschaft AT	 Stadtwerke Wien AT	 Mineralöl CH	 Lebensmittel CH	 Transport Logistik CH
 Aut. Antriebssysteme CH	 Amt Wirtschaft & Arbeit CH	 It-Services der SV AT			

Excerpt from our costumer list

*) Depending on existing IT infrastructure

Archive migrations

Example of migration *:
Migration of 5,700 data
packages with a total size of
210 GB in 15 hours.

05 | TECHNICAL DATA

TECHNICAL DATA

inPoint CSS CONTENT SERVER SAP®

Supported SAP Versions	Versions from R/3 upwards
OS inPoint CSS / inPoint Enterprise	Microsoft Windows 2012 R2, 2016, 2019 Server
Archive Database	Oracle Version 11g, 12c, MS-SQL Version 2012, 2014, 2016, 2017, 2019 (CU 8)
Archive Storage	All commercially available systems (DAS, NAS, SAN, Jukebox, Tape, EMC Centera, NetApp Filer, Hitachi HCP, IBM Tivoli, etc.)
inPoint Scan Client	Scan client accessible in SAP GUI with barcode recognition and much more via Kofax interface
inPoint Enterprise Server WebClient	Organization and management of SAP documents and non-SAP documents in a digital file. Search via metadata and full text search.
SAP® Certified Integration with SAP NetWeaver®	certified for integration with / deployment on SAP NetWeaver 7.50 via the SAP integration scenario BC-AL 7.20
SAP® Certified Integration with SAP S/4HANA®	certified for integration with / deployment on SAP S/4HANA 1909 via the SAP integration scenario S/4-BC-AL 7.20.



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