

white **paper**

Optimizing Your SAP Archiving Strategy

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Drastically improve efficiency
and reduce cost with Zia Cloud
Offering with SAP Archiving and
Document Migration

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SAP transactional data and content data grows rapidly in SAP environments, which can have a negative impact on the performance of the application and increase the cost associated with the volume of data stored in S/4HANA. The sunset of SAP ECC6.0 and the upgrade to S/4HANA in 2027 requires that customers streamline how they transition to the new environment without incurring the steep costs associated with replatforming. Customers need an alternative to expensive legacy methods that charge by the amount of storage used, and increase the cost of support and maintenance over time.

This whitepaper provides details on how you can optimize your archiving strategy with Zia Consulting and Rocket Software.

OPTIMIZE YOUR SAP ARCHIVING STRATEGY WITH ZIA CONSULTING AND ROCKET SOFTWARE

Zia Consulting and Rocket Software offer an industry leading SAP Archiving solution that solves the problems mentioned above. Our modern and cost-effective external storage and archiving technology automatically stores documents and transactional data based on your organization's governance and archival policies.

Documents can still be accessed in the standard attachment menus within SAP, with the SAP Archive web-interface, or through other bespoke mobile and portal experiences that leverage our REST API. Here are some additional things you should know about SAP Archiving.

- The move to S/4HANA will likely be a hybrid environment of SAP ECC and S/4HANA.
- Data storage costs can be drastically reduced by migrating content out of SAP environments to Rocket SAP Archive.
- SAP licensing can typically be reduced by providing access to required data outside of the SAP environment.
- Cloud Environments can provide your organization with immediate access to privately managed archiving solutions to gain value rapidly.

SAP licensing models are usually based on the number of users, as well as the amount of data in the SAP database. Archiving data and documents can significantly reduce the SAP database, as well as provide an alternative solution for accessing critical data. This results in cost savings for an organization by reducing the number of licenses required for SAP. The percentage of data that can be removed by leveraging SAP can range anywhere between 10 and 90%.

- Archiving depends on various factors, including:
 - The specific archiving strategy
 - The type of data being archived
 - The organization's data retention policies

Organizations often find that a significant portion of their SAP data consists of historical or infrequently accessed information that can be safely archived. This may include completed transactions, outdated master data, audit logs, log files, and other data. Additionally, we can immediately migrate live document content and continue to provide access to the documents through the standard SAP Attachments menu options. Archiving this data allows organizations to free up valuable storage space in their live production systems thereby improving performance and reducing cost.

To determine the amount of data and documents that can be moved to external storage through archiving, we recommend conducting an analysis and assessment of your SAP system, data usage patterns, and data retention requirements. This analysis helps identify the potential candidates for archiving and estimates the expected data reduction percentage more accurately.

There are multiple ways to leverage the Rocket SAP Archive technology which includes deploying on premises,

deploying in your existing cloud environment(s), or deploying in a fully managed private cloud provided by Zia. Additionally, Zia offers a rapid migration service that allows your organization to gain value from your investment quickly. No matter your approach, Zia Consulting and Rocket Software can be an integral part of your modernization strategy for SAP Data.

OVERVIEW OF SAP ARCHIVING

SAP transactional and content data grows rapidly and has a negative impact on performance in SAP environments. SAP archiving involves moving data from the live SAP system to an external storage system. SAP archiving optimizes system performance, reduces storage costs, ensures compliance, and preserves valuable historical data. It allows for efficient data management, streamlined system maintenance, and improved overall SAP system performance.

SAP archiving can manage various types of information within the SAP environment. Here are some examples:

TRANSACTIONAL DATA: SAP archiving allows organizations to manage and archive transactional data such as sales orders, purchase orders, invoices, production orders, customer and vendor transactions, and financial documents. Archiving these transactions helps optimize system performance and ensures historical data is readily available for analysis or reference. The solution also supports transaction re-access for document types such as FI and MM.

MASTER DATA: Archiving master data, such as customer or vendor master records, material master records, or employee records, enables organizations to reduce the size of the live SAP system. Master data archiving focuses on infrequently accessed or outdated records, freeing up storage space and improving system performance.

DOCUMENTS AND ATTACHMENTS: SAP archiving can manage various types of documents and attachments associated with SAP transactions. This includes archived purchase requisitions, invoices, delivery notes, bills-of-lading, contracts, or any other document stored within the SAP system or archival systems. Archiving documents helps reduce storage requirements, enhances system performance, and ensures easy access to historical documents when needed.

REPORTS AND ANALYTICS DATA: Archiving report and analytics data, such as data generated from SAP Business Warehouse (BW) or Business Intelligence (BI) systems, allows organizations to optimize performance and reduce storage costs. This data may include historical reports, analytics models, data cubes, or aggregated data used for decision-making or business intelligence purposes.

AUDIT LOGS AND SYSTEM LOGS: SAP archiving can manage audit logs and system logs, which record system activities, user actions, and system errors. Archiving these logs helps maintain compliance requirements, enables system performance optimization, and provides access to historical log data for auditing or troubleshooting purposes.

SPOOL REQUESTS: Archiving spool requests, which contain printed or saved output generated by SAP applications, helps organizations manage the volume of print data and optimize system performance. In most instances, reports can be directly archived in the Rocket SAP Archive solution versus printed. Archiving spool requests reduces the size of the spool database, improves printing performance, and ensures access to historical print data.

WORKFLOW DATA: SAP archiving can handle archived workflow data, including completed workflow instances, workflow logs, or workflow-related attachments. Archiving workflow data helps streamline the workflow system, reduces storage requirements, and provides access to historical workflow information for analysis or auditing purposes.

It's important to note that the specific types of information managed through SAP archiving can vary based on the organization's SAP system setup, industry requirements, and data retention policies. SAP archiving offers flexibility to tailor the archiving strategy to the organization's specific needs and priorities, ensuring efficient management of various types of data within the SAP environment.

HOW SAP ARCHIVING WORKS:

1. ARCHIVING OBJECTS

SAP archiving focuses on specific data objects such as documents, transactions, reports, or master data. Each archiving object has its own set of rules and criteria for archiving.

2. ARCHIVING CRITERIA

Specific criteria such as age, document type, and transaction status determine which data is eligible for archiving.

3. DATA EXTRACTION

Eligible data is extracted from the live SAP system and automatically exported in a standardized SAP format. This ensures compatibility with the archiving storage system as well as re-access compatibility.

4. STORAGE SYSTEM

Extracted data is stored in a separate storage system that is optimized for long-term data retention and provides features like compression, encryption, redaction, and efficient indexing. This can be an external server, a database, or a dedicated archiving solution.

5. ACCESS AND RETRIEVAL

In most instances, data in the SAP Archive solution is still accessible within the SAP system. Archiving allows users to retrieve and view archived data when needed. Various search and retrieval methods are available, including direct access from SAP transactions or through specialized archiving tools.

6. DATA LIFECYCLE MANAGEMENT

SAP archiving supports the management of data throughout its lifecycle commonly referred to as Information Lifecycle management, or ILM. It allows organizations to define retention periods for different types of data, ensuring compliance with legal and regulatory requirements. After the retention period expires, data can be deleted from the archive to free up storage space.

7. DATA INTEGRITY AND SECURITY

SAP archiving ensures the integrity and security of archived data. It employs mechanisms to prevent unauthorized modifications, protect against data corruption, and enforce access controls. Encryption and hashing techniques may be used to enhance data security during storage and transmission.

8. ADMINISTRATION AND MONITORING

SAP provides tools and utilities for administering and monitoring the archiving process. System administrators can configure archiving objects, monitor archiving jobs, analyze archiving performance, and troubleshoot any issues that may arise.

PROBLEMS WE SOLVE

Working with Zia Consulting and Rocket Software solves a number of problems encountered by organizations:

INCREASED STORAGE COSTS

Avoid expensive hardware and infrastructure costs associated with live SAP databases. Save on operational costs by reducing backup and restore times.

UNRELIABLE RESPONSE TIMES AND INEFFICIENT PROCESSES

Reduce the size of the live database and improve system performance by moving less frequently accessed data from the live SAP system to a separate storage system. Enhance user productivity with faster and more efficient transactions, queries, and reporting processes.

UNSECURE STORAGE ENVIRONMENTS

Provide a secure environment that protects and maintains the integrity and authenticity of sensitive and historical customer data in accordance with your organizational governance and security standards. Use access controls and encryption to protect data from accidental or unauthorized modification during storage and transmission.

DIFFICULTY MEETING COMPLIANCE AND LEGAL REQUIREMENTS

Store data for the required duration and ensure adherence to industry regulations and legal obligations. Easily access archived data for auditing, reporting, or legal purposes when needed.

INACCESSIBLE DATA

Ensure seamless data access for reporting, analysis, or historical reference purposes within the SAP system. Retrieve and view archived information as needed, promote business continuity, and enable informed decision-making based on historical data.

TIME CONSUMING MAINTENANCE AND UPGRADES

Decrease the time required for system backups, data migrations, and upgrades by reducing the amount of data in the live system. Minimize the impact on business operations, reduce downtime, and facilitate smoother system maintenance processes, as well as fail-over and fall-back execution.

DIFFICULT LONG-TERM DATA PRESERVATION

Preserve historical SAP data so that valuable business information is retained and available for analysis, reference, or compliance purposes, even as the SAP system evolves or data volumes grow. This supports historical trend analysis, performance evaluation, and informed decision-making.

Alternative storage and management of your valuable SAP data and documents ensures that the environment remains performant and reduces the storage costs of the S/4HANA deployment. It streamlines back-up, recovery, and business continuity of archival data and allocates resources back to core business-critical processes.

MANAGED SERVICES AND CLOUD OFFERINGS

Managed services allows you to rapidly recognize the value of the application, remain agile, and redeploy value resources to other critical business functions. Additionally, Zia can deploy the SAP Archiving solution in the Zia Cloud, which provides you with the ability to recognize the benefits and return on investment quickly.

Zia has a very flexible approach to accommodate your specific requirements related to managed services, such as customizations, integrated applications, and infrastructure. Zia has the capability to provide managed services in several environments, including:

1. On-premise
2. In your existing cloud
3. In the Zia Cloud

WORKING WITH ZIA CONSULTING AND ROCKET SOFTWARE

Reach out to us for an analysis and assessment of your SAP system. This helps us determine how you can leverage SAP Archive Server and what percentage of document data can be removed to improve performance and provide an immediate cost reduction.

Zia will work with your Basis Administrator to deploy the SAP Analysis Report using the standard SAP Transport Utility. The report will quantify and calculate the amount of document content stored in the various tables in SAP. This provides us with a baseline for calculating a return on investment, and in some instances gives us insights into performance improvements that may be recognized.

ABOUT THE AUTHOR

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Jeremy has over 25 years of experience working with multinational clients to drive value by aligning complex process, data, and content management problems with the appropriate technology solutions. Over the past decade, Jeremy has focused on enabling critical business processes and solutions in cloud environments, as well as developing managed services programs to meet customer needs. These critical services provide customers with solutions to rapidly realize productivity gains and improve agility, reduce staffing requirements, and improve return on investments. Jeremy is regarded as a trusted advisor

ZIA CONSULTING

Zia Consulting, Inc is a systems integrator of content management, process management, document capture, and cloud sharing technologies. Zia helps businesses better manage, process, and secure documents with enterprise automation, federation, integration, and automated governance. Their new managed services offering ensures agility and resilience by handling critical applications and infrastructure for its' customers.

ROCKET SOFTWARE

Rocket Software partners with the largest Fortune 1000 organizations to solve their most complex IT challenges across Applications, Data and Infrastructure. Rocket Software brings customers from where they are in their modernization journey to where they want to be by architecting innovative solutions that deliver next-generation experiences. Over 10 million global IT and business professionals trust Rocket Software to deliver solutions that improve responsiveness to change and optimize workloads.

Rocket Software enables organizations to modernize in place with a hybrid cloud strategy to protect investment, decrease risk and reduce time to value. Rocket Software is a privately held U.S. corporation headquartered in the Boston area with centers of excellence strategically located throughout North America, Europe, Asia and Australia. Rocket Software is a portfolio company of Bain Capital Private Equity.

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