



**GHENT  
UNIVERSITY**

# Sara Taeymans

## SAP Project lead @ Ugent

**HERUG 2018**



# RECORDS MANAGEMENT WITH TOP XRM

Extended Document management  
@ Ghent University

# GHENT - BELGIUM

# GHENT (BELGIUM)

**London**  
310 km

**Amsterdam**  
220 km

**Paris**  
290 km

**Berlin**  
790 km

**New York**  
5800 km  
3600 miles

**Brussels**  
55 km







# GHENT (BELGIUM)

- A genuine student city with +70,000 students



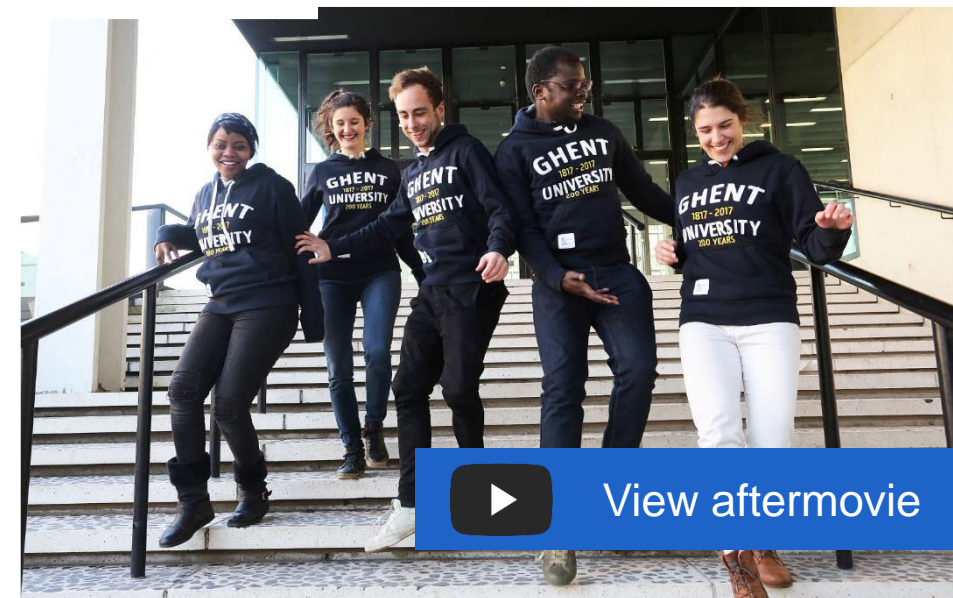
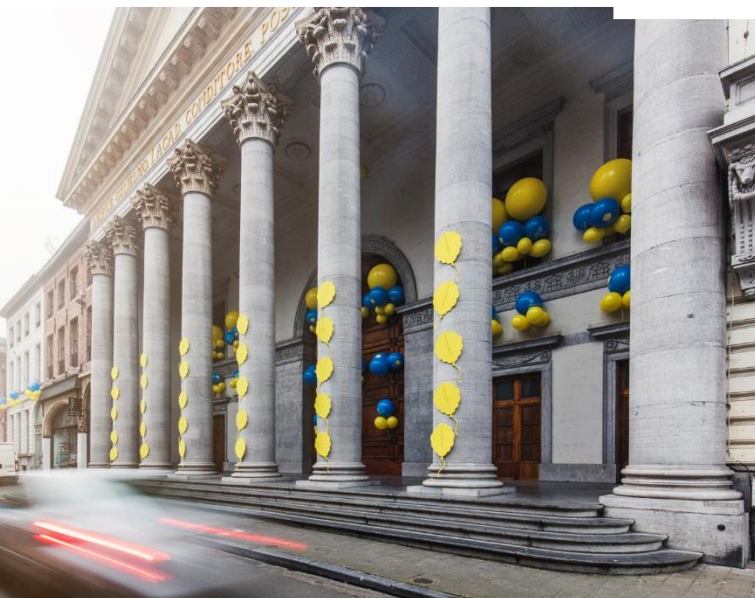
# GHENT UNIVERSITY



# FACTS AND FIGURES

- 9000 EMPLOYEES ( $\pm$  100 IN ICT > 14 IN SAP)
- 8 CENTRAL ADMINISTRATIVE DEPARTMENTS
- 44.000 STUDENTS (12% INTERNATIONAL)
- 11 FACULTIES
- 117 FACULTY DEPARTMENTS
- +200 YEARS (FOUNDED IN 1817)







# SAP @ GHENT UNIVERSITY

# SAP CUSTOMER SINCE 2001

## ECC MODULES IN USE:

- FI/CO
- FICA
- BCS/FM/
- PS/PPM
- SD
- MM/SRM
- EH&S
- RE-FX

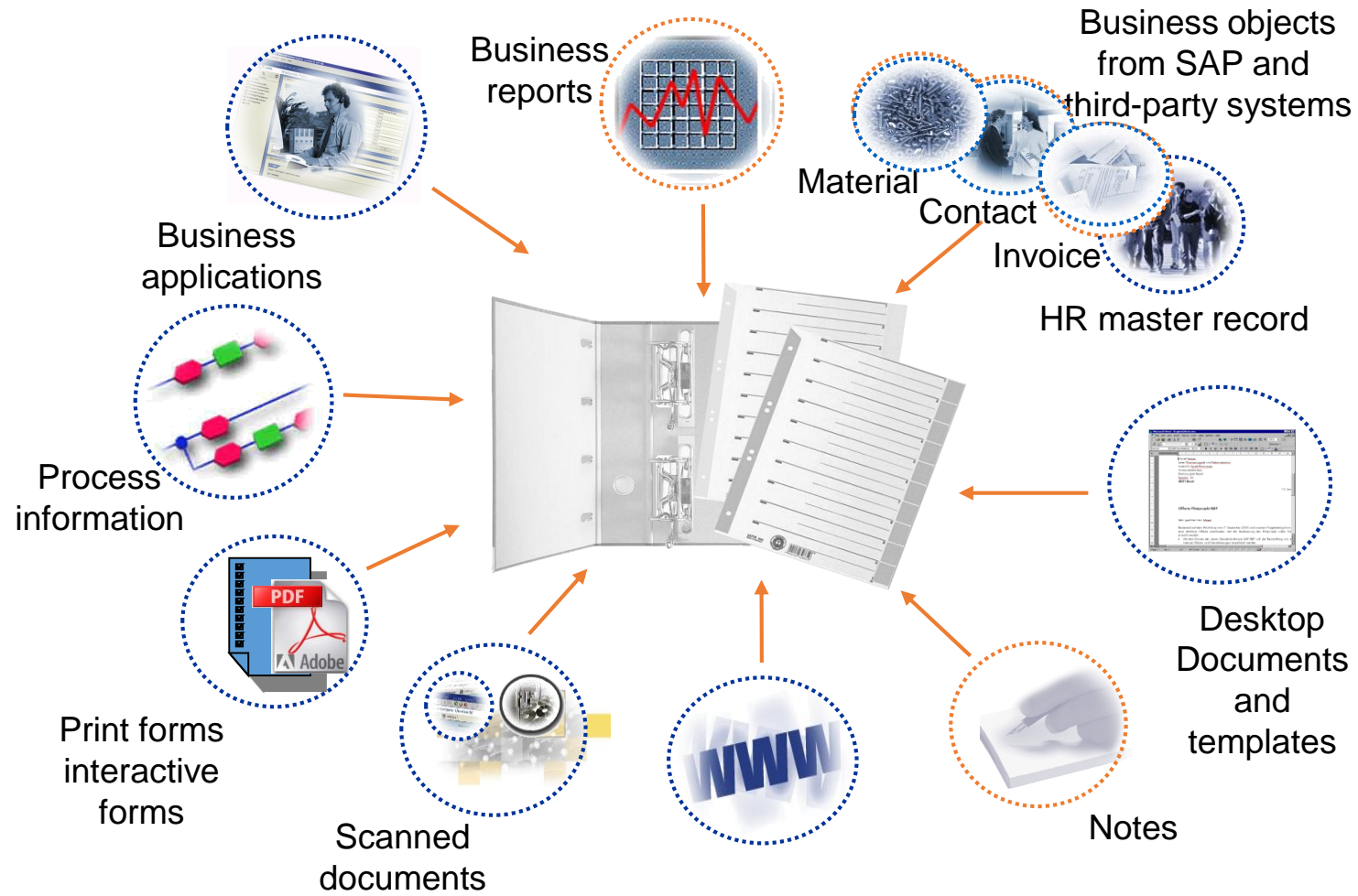
- HR
  - OM
  - PA
  - TIME/PAYR
  - PCP
  - LSO
  - PD
- SF FOR RECRUITMENT
- SAP FOLDERS MANAGEMENT
- CATS
- VIM

- OTHER:
  - PO AS
  - MIDDLEWARE
  - SAP PORTAL
  - GATEWAY
  - GRC
  - SOLUTION MANAGER



# SAP FOLDERS MANAGEMENT

# TYPICAL CONTENTS IN ELECTRONIC FOLDERS



# CASES @ UGENT

- FINANCIAL PROJECT MANAGEMENT
  - GRANTS MGT
  - PROJECT SYSTEM
  - FIORI APPS
  - ORDER MANAGEMENT
- ELECTRONIC PERSONNEL FILE
- BUILDING ADMINISTRATION (REAL ESTATE) → IN PROGRESS

*“SAP CERTIFIED ADD-ON FACILITATING OVERALL FLEXIBILITY,  
USER FRIENDLINESS AND EXTENDED REPORTING POSSIBILITIES,  
ON TOP OF THE STANDARD FUNCTIONALITY”*

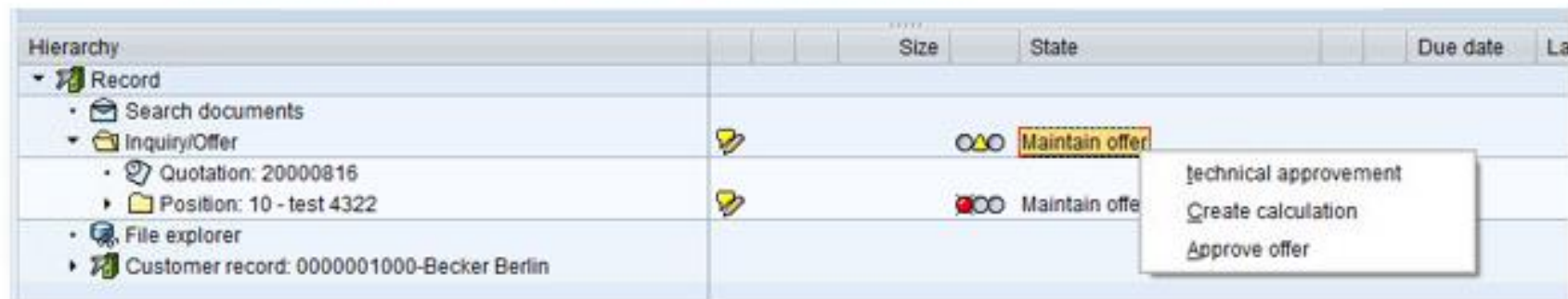


# TOP XRM - KEY FUNCTIONALITIES

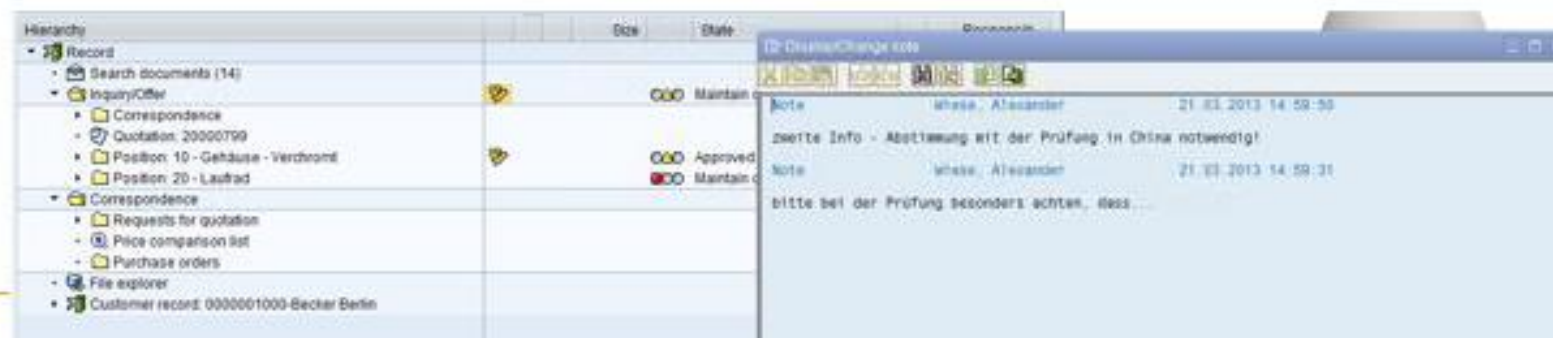
## Dynamic folder structure (customizing)



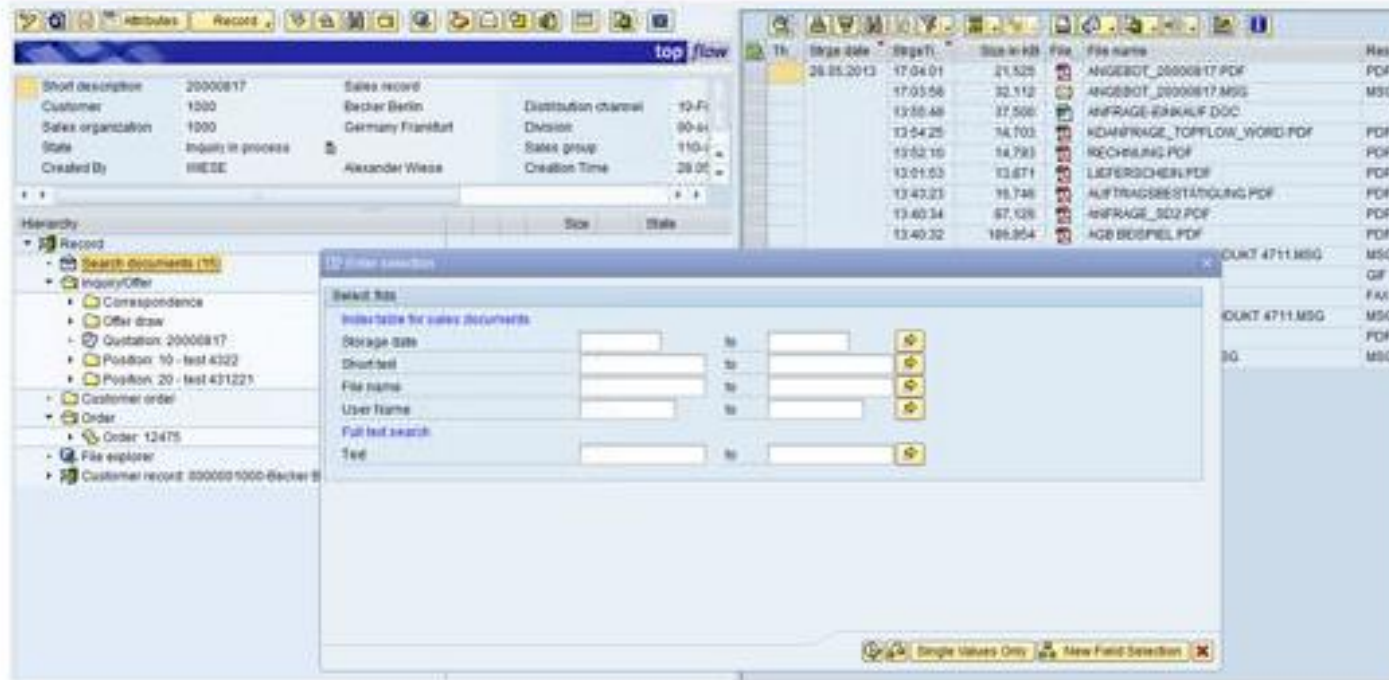
## Workflow definition on item level (customizing)



## Note function on item level (customizing)



## Document search for all documents of a record (incl. full text search)



## Direct filing with In-place explorer (even multiple files possible)

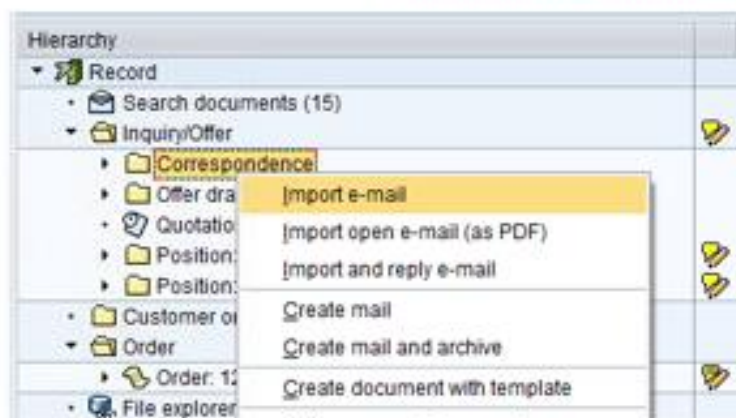


## Queuing of entries in the records

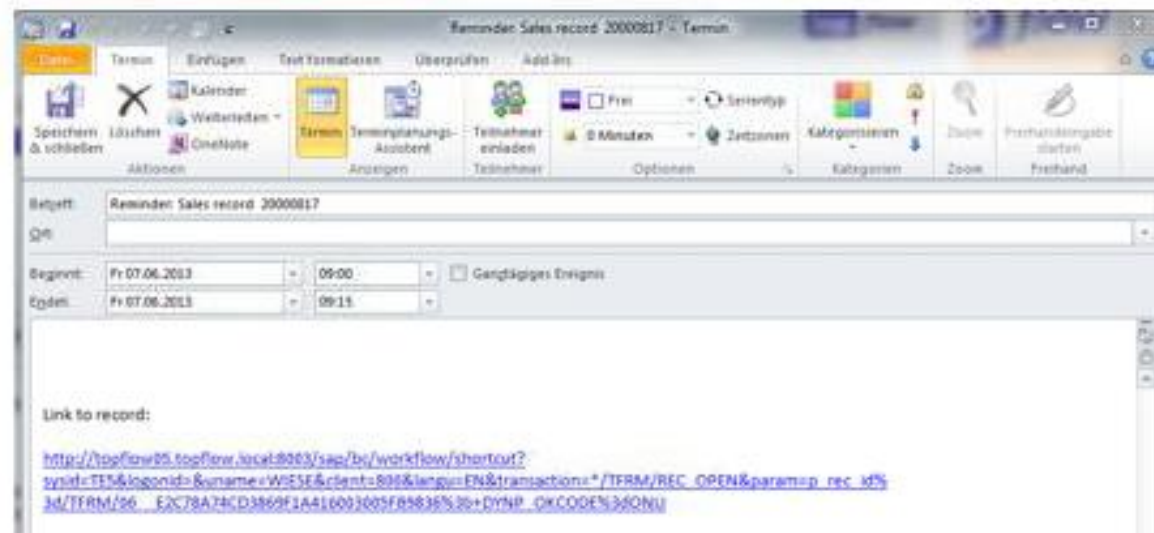


## Mail integration in context menue (for Outlook, Lotus Notes und GroupWise)

- Create E-Mail, import, reply



## Create Mail-Calendar entry



# PROJECT DETAILS

- RESEARCH PROJECTS
  - EFFORT: 10 MAN DAYS (CONSULTING)
- ELECTRONIC PERSONNEL FILE:
  - EFFORT: 25 MAN DAYS IN TOTAL (CONSULTING)
- REASONABLE LICENSE-PRICE (SEE TOP FLOW 😊)



# TOP FLOW

# Digitize business processes with top xRM





Over 20 years of consulting experience

Excellent (SAP-) process Know-how

Software House for SAP applications  
(SAP Software Partner)

Over 300 active customers worldwide



- Significant extension of the SAP function range
- Increase of SAP total use (TCO)
- Seamless integration into the SAP environment
- No interfaces necessary
- SAP certified Add'ons
- Upgrade- and release ability
- Open SAP technology

### top MES

Shop Floor Integration  
with SAP Technology

### top xRM

Process control with records  
based on SAP Folders Management

### top Specials

- top Analytics se16XXL
- top VC variant configuration



## top xRM – Solutions for...



top sales



top purchase



top contract



top personnel



top public



top project



Service



Finance



Production

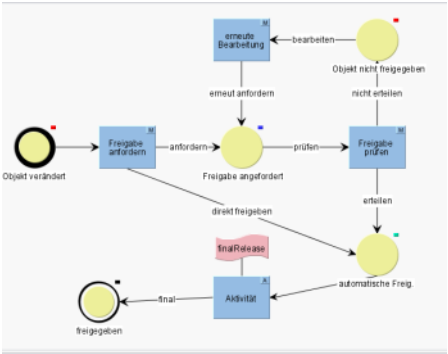
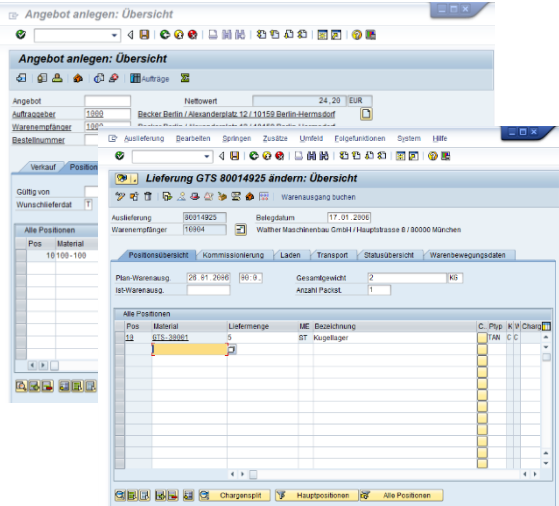


Address Cockpit

# Think in terms of processes



SAP-Documents



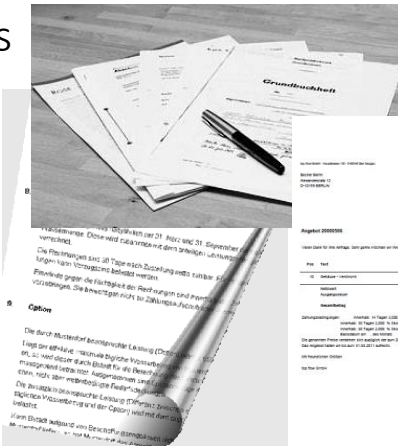
Workflowintegration



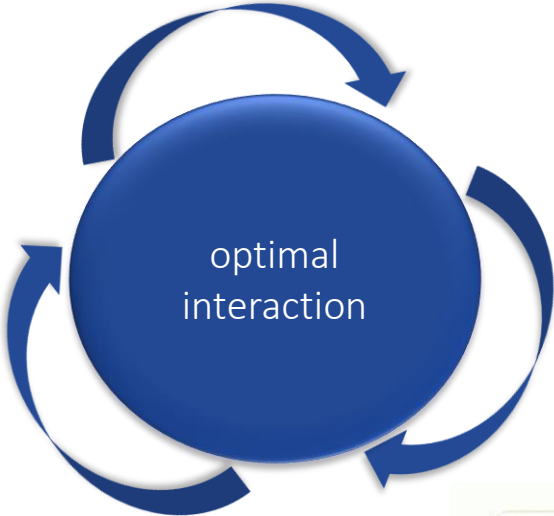
Notes



Agreements



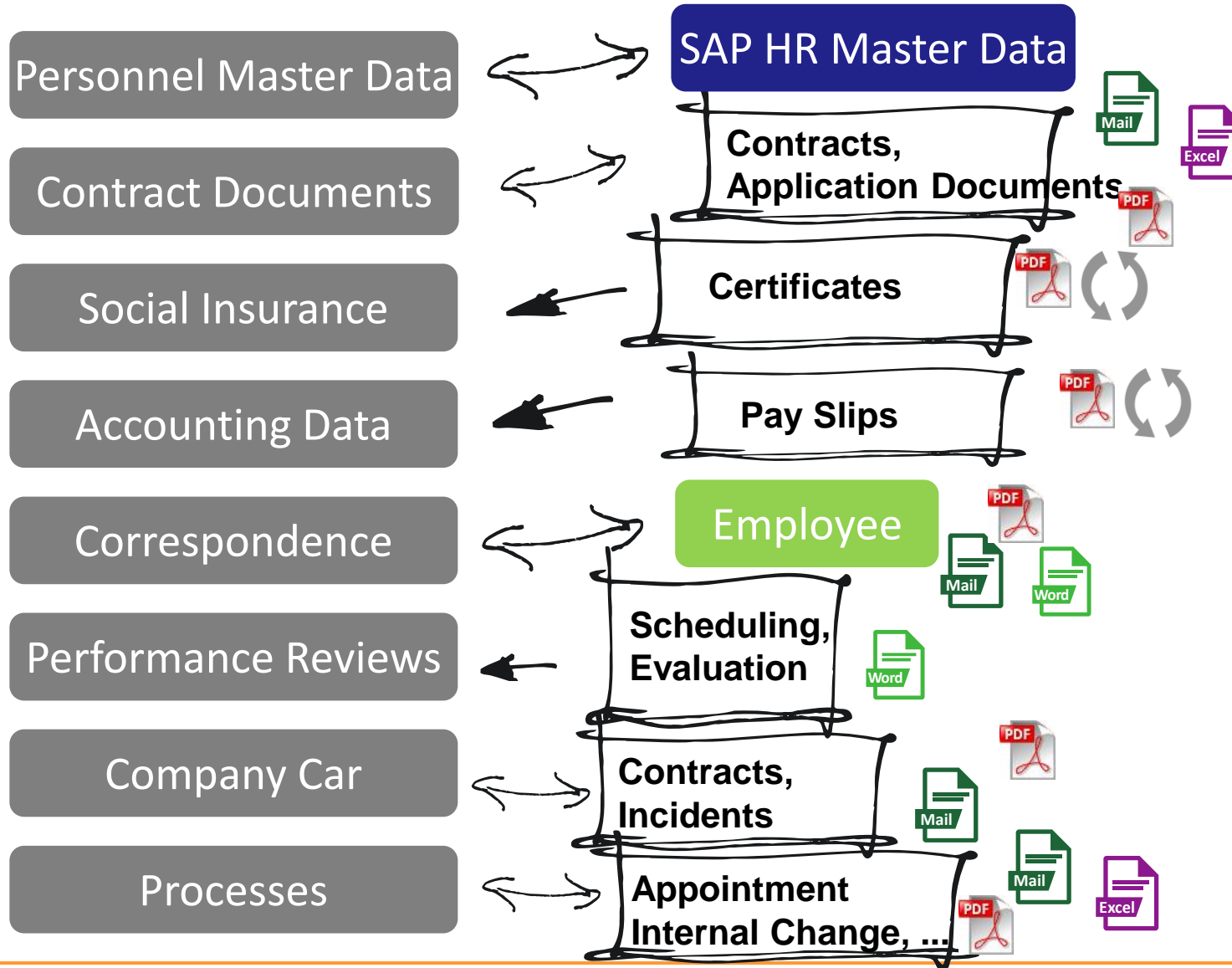
Documents



Status

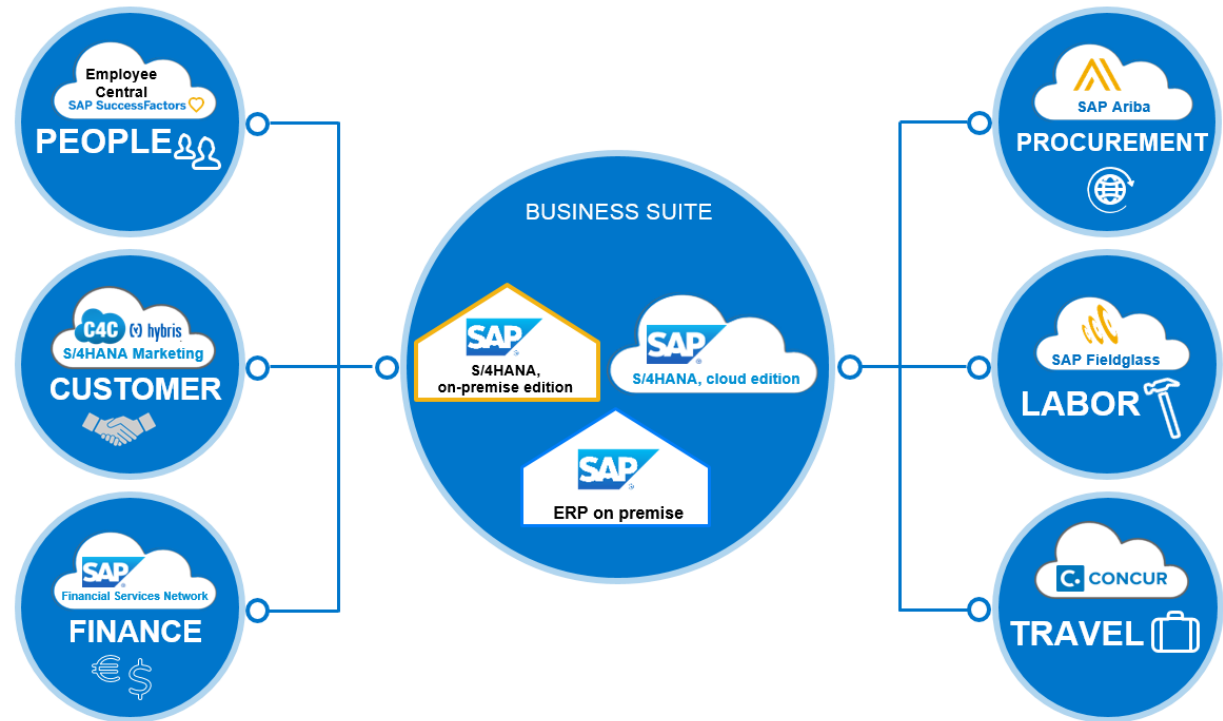


Mail





# Collaboration – growing system landscapes...





# Problem of SAP based solutions... Surface technology

## SAP GUI

Personnel record: Michael Loff display

General Data	Additional Data
Personnel Number: 86	Michael Loff
Company Code: 0001	top flow GmbH
Personnel Area: DE01	Personnel area DE01
Cost Center: 4130	
Business Area: 0001	Business area 0001
Created By: ZEIFANG	Jürgen Zeifang
Last Changed By: ZEIFANG	Jürgen Zeifang
Employee Group: 1	Active
Employee Subgroup: DU	Salaried employees
Payroll Area: D2	HR-D: Sal. employees
Responsible: ZEIFANG	Jürgen Zeifang
Reminder: 28.02.2019	
Creation Time: 04.12.2018	08:45:56
Changed At: 10.04.2019	16:13:40

Collaboration ☹️  
Integration with other solutions ☹️

## SAP Fiori Client / Browser / iPad

My Employee File

Personnel record: Michael Loff (Personnel records)

Administration	Employee	Organisation
Date modified: 10.04.2019	Employee/ap...: Michael Loff	Employee group: Active
Date create: 04.12.2018	Personnel number: 00000086	Employee subgroup: Salaried employees
Time modified: 16:13:40	Company Code: top flow GmbH	Payroll area: HR-D: Sal. employees
Time created: 08:45:55	Personnel area: Personnel area DE01	Reminder: 28.02.2019
Created By: Jürgen Zeifang	Cost Center: Business area 0001	Responsible: Jürgen Zeifang
Last Changed by: Jürgen Zeifang		

Example Cloud-Integration with SAP Success Factors

# Frequent actual state....

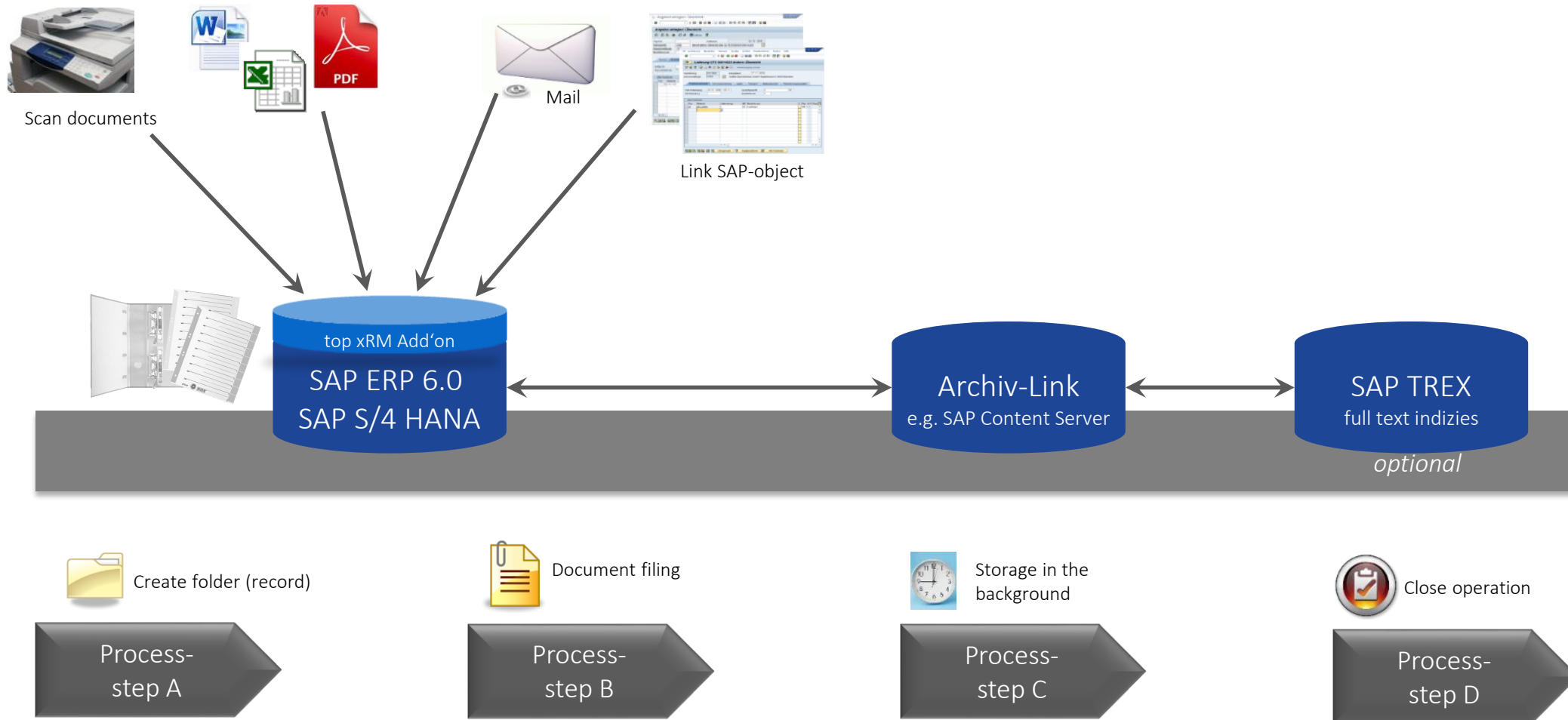
## Actual state – distributed data – only 1:1 links

- SAP
- Mail Clients
- File-Explorer / Sharepoint / Archiv
- Paper / file folders
- in the minds

## No overview of all objects

- SAP objects
- Mails of all involved employees
- Drawings SAP PLM documentinforecord
- Documents of all kinds
- Task distribution / status / workflow

# System architecture of top xRM



Process management and process documentation with top xRM

- top xRM personnel
- top xRM public





Grant record: FWO.SBO.2019.0005.01 change

Attributes

Record

FWO.SBO.2019.0005.01 1

Reference Number

FWO.SBO.2019.0005.01

Created By

NLAMBERI

Nele Lamberigt

Last Changed By

DHAAG

Dietmar Haag

Hierarchy

Record

Document search (3)

Algemeen

Reglementering

Communicatie

Oproep

Communicatie

Certificates.msg

Albert Derolez - Certificates.pdf

Circulatiemap

Aanvraag

Toekenning

Contract en contractwijzigingen

BC\_Voorlopig\_FWO\_SBO\_S006519N.pdf

Vervroegde opening kredietlijn

Budgetwijzigingen

Communicatie

Financiering

Budgettering

Budget Document

Toegekend budget

Communicatie

Uitvoering

AFsluit

Circulatiemap

File explorer

Mail connector

Grant

Grant: FWO.SBO.2019.0005.01

Grant Type: Z1

Valid-from Date: 01.01.2019

Valid-to Date: 31.12.2022

Administration

Created by: NLAMBERI

Created At (time stamp): 12.02.2019

Last Changed by: JZEIFANG

Changed At (time stamp): 12.04.2019

Records explorer

Standard

Dr...

N...

St...

Element State

Description

Dr...

N...

St...

Element State

> Algemeen

≡

□

> Oproep

≡

□

> Communicatie

≡

□

> Certificates.msg

≡

□

> Albert Derolez - Certificates.pdf

≡

□

> Aanvraag

≡

□

> Toekenning

≡

□

> Financiering

≡

□

> Budgettering

≡

□

> Toegekend budget

≡

□

> Communicatie

≡

□

> Uitvoering

≡

□

> Personeel

≡

□

> Verkoopfacturatie en inkomende betalingen

≡

□

> Aankoopfacturen en uitgaande betalingen

≡

□

> Verantwoording

≡

□

> Audit

≡

□

> Overboekingen en overdrachten

≡

□

> Communicatie

≡

□

> AFsluit

≡

□

top flow xRM

top flow

Toegekend budget

GM Budget - Display Held Document used by JZEIFANG

Menu

Back

Exit

Cancel

System

Action Bar On

Create a new document

Document Number

XXX

Check OK

Header

Additional Information

Process

Enter

Currency

EUR

Document Status

Held

Grant

BOF-STA. 2014. 0027. 01

Document Date

01. 01. 2014

Reversal Status

Normal

GM Doc Type

BD

Budget Version

0

Budget Status

Released

Header Description

Reason Code

List View

Hierarchy View

Line

Valid from Date

Valid to Date

Fund

Sponsored Program

Sponsored Class

Status

Net Amount

Posting D

Class Type E Expenses

196.800,00

000...

01.01.2014

31.12.2099

IV1

PROGRAMMA\_05

BOF 2-6

CO

32.800,00

01.01.20

000...

01.01.2014

31.12.2099

IV1

PROGRAMMA\_05

BOF DOORSTORT

CO

0,00

01.01.20

000...

01.01.2014

31.12.2099

IV1

PROGRAMMA\_05

BOF ONDERAAN

CO

0,00

01.01.20

000...

01.01.2014

31.12.2099

IV1

PROGRAMMA\_05

BOF PERSONEEL

CO

164.000,00

01.01.20

000...

01.01.2014

31.12.2099

IV1

PROGRAMMA\_05

BOF UITRUSTING

CO

0,00

01.01.20

000...

01.01.2014

31.12.2099

IV1

PROGRAMMA\_05

BOF WERKING

CO

0,00

01.01.20

Bdgt Line

000010

IV1

PROGRAMMA\_05

BOF 2-6

01. 01. 2014

31. 1

Clear Amounts

Show All

Distribution off

Distribution

Automatic Dist

Line

FM Area

Fund

Sponsored Program

Sponsored Class

Grantee FY

Valid from Date

Valid to Date

Amount

000...

RUG

IV1

PROGRAMMA\_05

BOF 2-6

2014

01.01.2014

31.12.2014

32.800,00

000...

RUG

IV1

PROGRAMMA\_05

BOF 2-6

2015

01.01.2015

31.12.2015

0,00

000...

RUG

IV1

PROGRAMMA\_05

BOF 2-6

2016

01.01.2016

31.12.2016

0,00

000...

RUG

IV1

PROGRAMMA\_05

BOF 2-6

2017

01.01.2017

31.12.2017

0,00

000...

RUG

IV1

PROGRAMMA\_05

BOF 2-6

2018

01.01.2018

31.12.2018

0,00

DEV (200)

e10kdom1

Personnel record: Albert Derolez change

Personnel Number10000388Albert DerolezEmp  
Created ByZFF\_HR01Emp  
Creation time19.12.2018 14:40:00Start  
Last Changed ByJZEIFANGRes  
Time of change11.04.2019 17:10:40UZ G  
Reminder17.05.2019

Hierarchy

Record

Document search (5)

Contract data (PA20)

- Contract: 30072895 01.09.1957 - 28.08.1958
- Contract: 30072896 01.08.1961 - 30.09.1962
- Contract: 30072897 01.10.1962 - 31.12.1967
- Contract: 30072898 01.01.1968 - 31.12.1968
- Contract: 30072899 01.01.1969 - 30.11.1985
- Contract: 30072900 01.12.1985 - 31.12.1992
- Contract: 30072901 01.01.1993 - 31.08.1994
- Contract: 30310167 25.09.2018 - 24.09.2021

Persoonsinformatie

Arbeidsovereenkomst/aanstelling

Loopbaan

- Evaluatie

Certificates.msg

30310167 Evaluat

Onderbrekingen muv arbeidsongesch.

Arbeidsongeschiktheid

Loon- en fiscale documenten, vergoedingen

Sociale documenten

Einde Loopbaan

Sociale documenten

Varia

Historische documenten

Trashbin

Mail merge

File explorer

E-Mail Connector

Personnel record: Albert Derolez

Personal Data

Personnel number: 10000388

Name: Albert Derolez

Date of Birth: 08.08.1934

Employee Group: R

Employee Subgroup: R9

Start Date: 08.08.1934

Employment Status:

Administration

Responsible: STAEYMAN

Reminder: 17.05.2019

Created by: ZFF\_HR01

Created At (time stamp): 19.12.2018

Last Changed by: JZEIFANG

Changed At (time stamp): 11.04.2019

Records explorer

Standard

Description

Dr...

N...

St...

Element State

Contract data (PA20)

Contract: 30072895 01.09.1957 - 28.08.1958

Contract: 30072896 01.08.1961 - 30.09.1962

Contract: 30072897 01.10.1962 - 31.12.1967

Contract: 30072898 01.01.1968 - 31.12.1968

Contract: 30072899 01.01.1969 - 30.11.1985

Contract: 30072900 01.12.1985 - 31.12.1992

Contract: 30072901 01.01.1993 - 31.08.1994

Contract: 30310167 25.09.2018 - 24.09.2021

Persoonsinformatie

Persoonsinformatie

Certificates.msg

Albert Derolez - Certificates.pdf

Arbeidsovereenkomst/aanstelling

Loopbaan

Evaluatie

Onderbrekingen muv arbeidsongesch.

Arbeidsongeschiktheid

Document search

Standard

Search

Show Filter Bar

Filters

Go

Personnel record: Albert Derolez (7)

Standard \*

R...

Date of email

FI...

Filename

Size in KB

From

Recipient

Verklaring\_op\_eer.pdf

1.192,729

11/04/2019 17:07:03

Certificates.msg

201,303

Jürgen Zeifang

Jürgen Zeifang

11/04/2019 17:07:03

Albert Derolez - Certificates.pdf

175,780

11/04/2019 17:07:03

Certificates.msg

201,843

Jürgen Zeifang

Jürgen Zeifang

11/04/2019 17:07:03

Albert Derolez - Certificates.pdf

175,780

11/04/2019 17:07:03

Certificates.msg

201,880

Jürgen Zeifang

Jürgen Zeifang

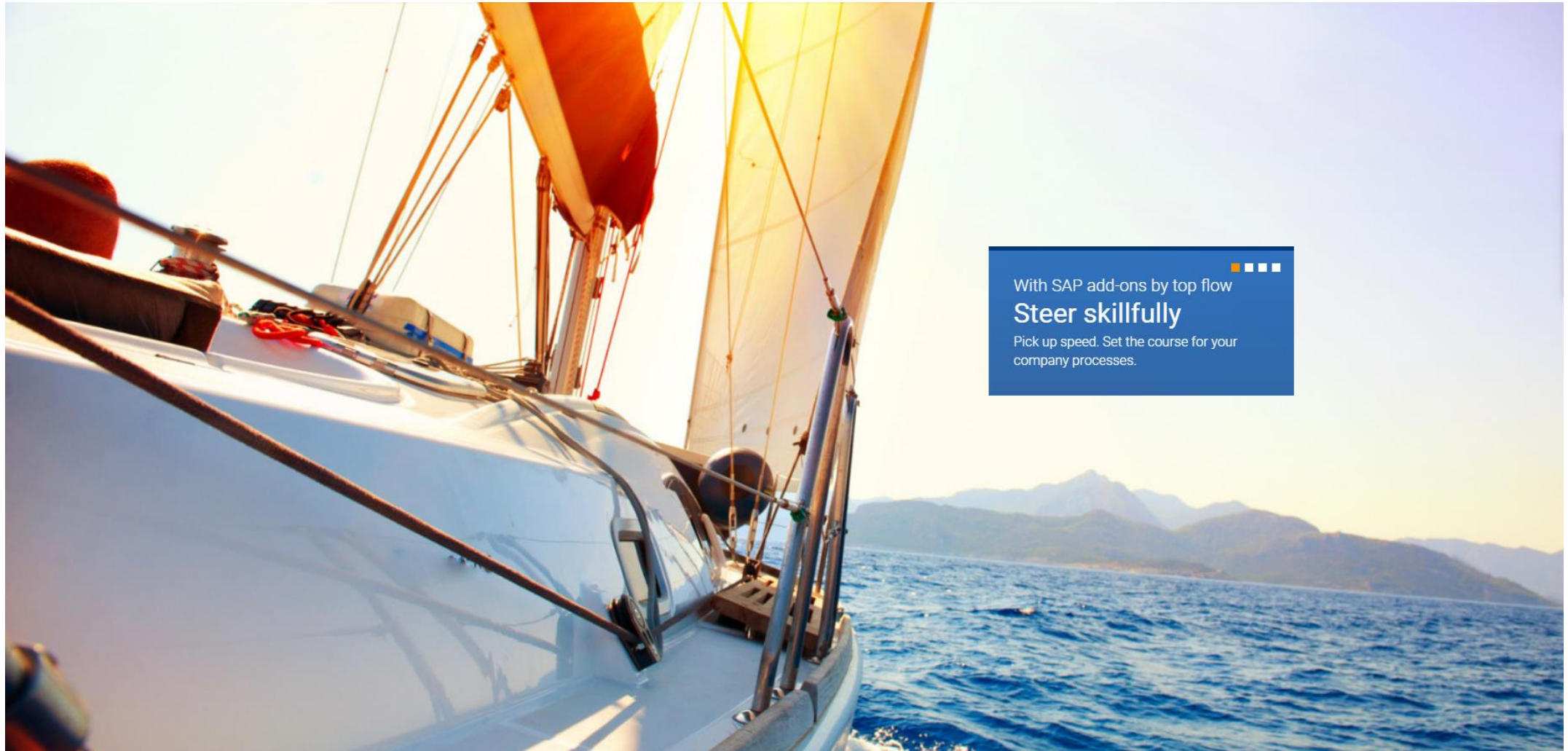
11/04/2019 17:07:03

Albert Derolez - Certificates.pdf

175,780

SAP Partner

# Demo



With SAP add-ons by top flow

## Steer skillfully

Pick up speed. Set the course for your company processes.

Jürgen Zeifang

[j.zeifang@top-flow.de](mailto:j.zeifang@top-flow.de)

[www.top-flow.de](http://www.top-flow.de)



# Thank you!

**Contact us on**

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[www.ugent.be](http://www.ugent.be)



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