

**WINSHUTTLE®**

# 5 Ways Excel® Accelerates Your Return On SAP® FICO® Business Processes

## Summary

How can a finance and/or controller professional access SAP FICO data leveraging Microsoft Excel in a highly usable and interoperable fashion while respecting all of the SAP core security and governance controls?

In order to fully explore this question, this white paper highlights five valuable ways to leverage Microsoft Excel to reduce Finance & Controller operational costs while making your SAP FICO systems implementation, management and maintenance life easier.



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In a competitive, results-driven landscape of today's marketplace, the need for effective management of financial challenges like liquidity, cost, risk and growth is greater than ever. Finance groups must close the books accurately and on time, maximize cash flow and reduce days outstanding, all while meeting critical risk and reporting requirements. In many cases, finance teams are strained to complete these tasks with a reduced budget. They are also challenged to become ever more strategic in streamlining business processes and improving productivity.

Solutions to these challenges do exist with the advent of Microsoft Excel® as a corporate standard for data analysis and the increasing growth of users requiring access to SAP® financial data. The opportunity is now present for finance professionals to securely access, analyze and update SAP® FICO® business modules and data.

But, the question remains: How can a finance and/or controller professional access SAP FICO data through Excel in a highly usable and interoperable fashion, while respecting all of the SAP core security and governance controls? In order to fully explore this question, this white paper highlights five valuable ways to leverage Excel to reduce finance and controller operational costs, while making your SAP FICO system implementation, management and maintenance easier.

The five ways Excel accelerates your return on SAP FICO business processes include:

- Enhancing finance and controller automated business process data entry
- Streamlining integration with 3<sup>rd</sup>-party financial service providers
- Allowing business users to securely query, analyze and report using real-time data access to SAP FICO modules
- Streamlining business processes and reducing SAP training costs
- Ensuring SAP FICO and SOX compliance with security and governance standards

There are many ideas for improving business processes, but sometimes these come with additional costs. Conversely, there are many ways to reduce operational costs associated with SAP FICO implementation, but these may result in increased workload and burden on key resources.

Winshuttle believes that with the right Excel-based tools, users can achieve the ideal balance – improved finance and controller business processes and reduced operational costs – all while making their SAP HCM lives easier and more productive.

## **1. Enhancing Finance And Controller Automated Business Process Data Entry and Integrity**

Since the majority of finance users work in Excel day in and day out, enabling the effective use of Microsoft Excel as a front-end for SAP's order-to-cash and billing processes can lead to tremendous business efficiencies. With very little training, Excel users can complete single or multiple data record entries, affecting a single SAP transaction or a chain of transactions.

In most companies, data to be created in SAP may already exist in Excel. These records can be easily updated to SAP using Winshuttle, avoiding the errors caused by duplicate data entry and associated clean-up costs. Additionally, business users can create easy-to-use, sophisticated data entry forms leveraging Winshuttle's ability to securely connect to SAP, while respecting all of the built-in SAP governance, risk and compliance standards.

## REAL WORLD WINSHUTTLE EXPERIENCES

Founded in 1949, Medtronic is the largest medical technology company in the world. The company has more than 38,000 employees and serves patients and medical professionals in more than 120 countries. Medtronic selected Winshuttle's suite of tools, applications and services because of the ease of use, high-performing data management capabilities and compliance with existing security and governance models.

“When we gain new customers due to an acquisition, we need to import a large amount of new data into our SAP system,” says Carlson. “With Winshuttle, there’s no longer any need to ask our IT teams to program a one-off data transfer. That means we can adapt more quickly to changes in the business while saving money and ensuring accuracy.”

-David Carlson, Senior director of Master Data Management, Medtronic

Data entry automation normally results in cost savings across many departments, such as in Finance for new asset management. The figure below shows one example of an Excel template setup for automating journal data entries. Using this Excel sheet in conjunction with mapped fields from the SAP FB50 transaction and Winshuttle Transaction®, users can easily load the data without having to work directly in the SAP GUI. Users will still require SAP credentials, but will not need to make use of the complex SAP user interface for this very routine task.

	I	J	K	L	M	N	
1	<b>Header Information</b>					<b>Amount Information</b>	<input type="button" value="Import File"/>
2	Document Date	3/15/2007				<b>Total Debit</b>	<input type="button" value="Clear Sheet"/>
3	Posting Date	2/15/2007				295,401.32	
4	Document Type	ZL				<b>Total Credit</b>	<input type="button" value="Prevalidate"/>
5	Header Text	FUEL ALLOCATION				295,401.32	
6	Reference	IN552				<b>Net</b>	<input type="button" value="Submit"/>
7	<b>Document #</b>	Document 100594571 1002 was parked				0.00	
8	<b>Detail Information</b>						
10	Company Code	Account	Cost Center	D/C	Amount	Text	
11							
12	1002	670005	059-21102	C	138,209.42	345956 miles at 0.4 per mile	
13	1002	447105	053-21103	D	138,209.42	345956 miles at 0.4 per mile	
14	1002	670005	077-21102	C	22,984.04	61182 miles at 0.36 per mile	
15	1002	447105	077-21103	D	22,984.04	61182 miles at 0.36 per mile	
16	1002	670005	103-21102	C	36,944.98	91637 miles at 0.4 per mile	
17	1011	447105	102-21103	D	36,944.98	91637 miles at 0.4 per mile	
18	1002	670005	216-21102	C	74,008.16	196502 miles at 0.37 per mile	
19	1002	447105	216-21103	D	74,008.16	196502 miles at 0.37 per mile	
20	1002	670005	255-21102	C	23,254.72	60038 miles at 0.39 per mile	
21	1002	447105	251-21103	D	23,254.72	60038 miles at 0.39 per mile	

Figure 1 A journal entry creation template set up in Excel to load data to the FB50 transaction.

Other common FI/CO transactions that are automated by Winshuttle customers include:

- Journal entries, account payables, account receivables parking or posting, including those using profitability analysis/COPA fields (FB50, FB60, FB70, FB01, F-02)
- Posting invoices received from external vendors like FedEx and UPS (FB60/FB50)
- Invoice receipt with 3-way matching (MIRO)
- Reconciliation and entry of P-card statements, such as American Express bills (FB50)
- Incoming payments and other bank information (F-28)
- Customer invoices (FB70/FB75)
- Fixed assets creation and maintenance (AS01, AS02, ABUMN)
- Ad-hoc reporting of A/P or A/R line item data
- Budgeting and other planning transactions (KPO6, KPF6)

## 2. Streamlining Integration With 3<sup>rd</sup>-Party Financial Service Providers

Many business processes are driven by transactional data, such as invoices, sales orders or reconciliation statements that need to be exchanged between the company's SAP system and its customers', suppliers' and service providers' systems. In nearly every case, companies can derive significant cost, time and accuracy benefits by automating the transfer of data between these disparate systems. While there are a variety of software choices available for real-time data integration between multiple systems, most of these software packages are complex, have large footprints and are difficult to install and utilize.

There is a better way to address this issue: Simple-to-use, low-cost data loading and extraction software can reduce expenses in a wide variety of data integration scenarios, such that Excel spreadsheets or Access databases become the common data interchange mechanism. In this case, data is extracted or received from external systems in spreadsheet formats and can then be easily loaded into SAP using "mappings" defined in the data loading software.

### REAL WORLD WINSHUTTLE EXPERIENCES

B. Braun Medical, Inc., a global manufacturing and market leader of healthcare products and services, faced the challenge of entering a monthly electronic American Express bill containing several pages of data into SAP. The company used Winshuttle Transaction to automate this process.

What used to take 3 days to manually enter into SAP now takes seconds.

The following figure shows a sample screenshot of a data integration scenario where the incoming cash statement from the bank is posted into the SAP F-28 transaction.

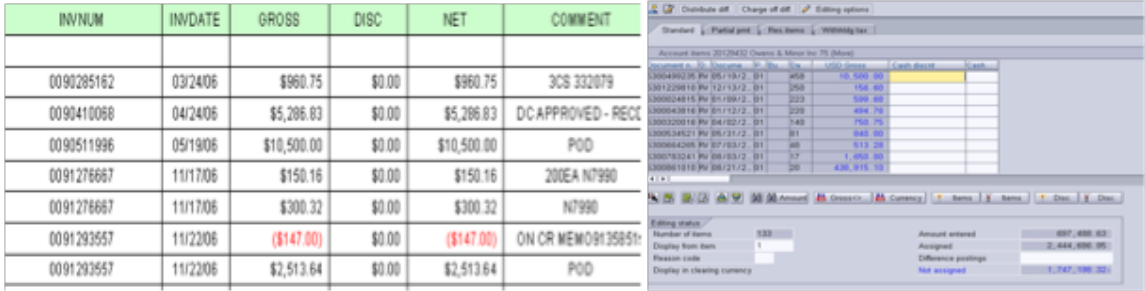


Figure 2 an incoming receivable statement in a spreadsheet (left) automatically posted into the Incoming Cash SAP transaction (F-28).

### 3. Allow Business Users to Securely Query, Analyze and Report Using Real-Time Data Access to SAP FICO Modules

While many SAP customers have implemented sophisticated and valuable data warehouses and business intelligence systems, there is still a common need within the finance community for on-demand, real-time data to support reporting, risk assessment and forecasting activities. Examples of common scenarios might include pulling a report of all account receivables documents over a 120-day period or compiling a list of all orders received this week with line item details.

Providing business users with a secure yet simple tool like Winshuttle Query® can address both the needs of business users and the security concerns of IT. Query enables business and technical users to download live SAP data into Excel, Access and other common formats for immediate analysis and action. Furthermore, it does this while preserving both the table-level security in SAP and the organizational-level security in a user’s standard SAP profile. The tool does not require the user to have SE16 or SAP Query (SQ01 or SQVI) access.

#### REAL WORLD WINSHUTTLE EXPERIENCES

“Query is a very valuable tool because it allows users to easily create ad hoc queries and reports of real-time transactional SAP data without sacrificing any of the security.”

- Andy Hart, Assistant Controller  
Rowan Companies, Inc.

Enabling business users to create ad-hoc reports to address specific operational problems can accelerate business processes and greatly reduce the cost of handling on-demand query requests.

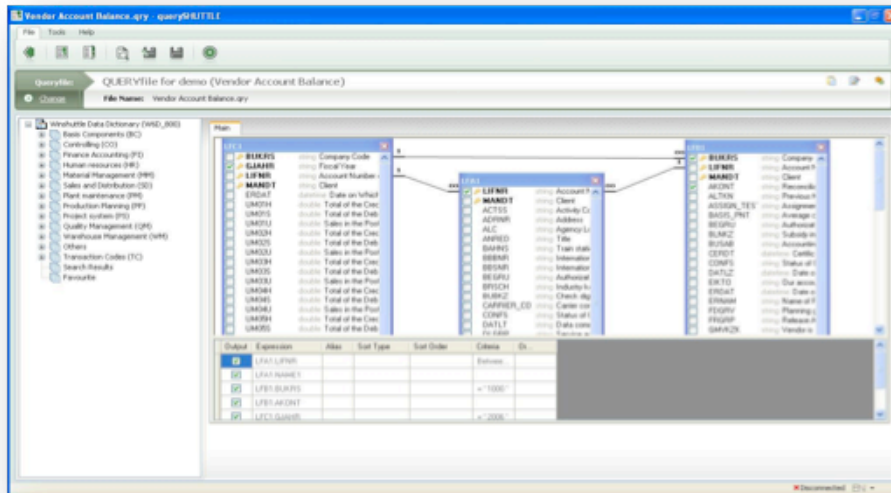


Figure 3 A sample Query screen

## 4. Streamline Business Processes and Reduce SAP Training Costs

Most finance personnel use Excel as a tool to collect, record and analyze data. Many Winshuttle customers take this a step further, using Excel as a front-end to SAP.

By allowing analysts who spend most of their time in Excel to interact with SAP without leaving Excel, these companies are able to shorten cycle times for important transactions. Additionally, these knowledge workers do not need extensive SAP training – if they know Excel, they “know” SAP. Through the use of a simple toolbar in their Excel spreadsheets, users can upload or download data to and from SAP, without ever interacting directly with the SAP user interface.

### REAL WORLD WINSHUTTLE EXPERIENCES

Norsk Hydro ASA, the fourth-largest integrated aluminum company worldwide sends out periodic requests for all controllers to update cost center information. They return their input in Excel spreadsheets, which is then uploaded directly into SAP.

“Before [Winshuttle] Transaction, we would need 3 or 4 people to help upload all of those spreadsheets over the course of 2 weeks. Now I can do it by myself in just 5 hours.”

-Thomas Holte, System Consultant  
Norsk Hydro ASA

## 5. Ensure SAP FICO and SOX Compliance with Security and Governance Standards

A key challenge for companies is how to implement powerful data management business process solutions for data entry, maintenance, integration and migration in a manner that meets global requirements for financial transaction transparency, audit and reconciliation.

Winshuttle Central® provides centralized visibility and governance for enterprise deployment of Winshuttle solutions. This not only enables companies to share files and best practices across the organization, but also addresses organizational requirements for specific controls and audit trails to meet SOX and corporate governance policies.

Additionally, Central allows SAP system administrators to establish fine-grained access control and can be used to monitor Transaction and Query user activities. Central leverages the Microsoft SharePoint platform and acts as a gatekeeper for all Winshuttle activities.

### REAL WORLD WINSHUTTLE EXPERIENCES

“Data is a critical asset and is considered as valuable a resource as employees and products. Winshuttle Central enables companies to properly implement an enterprise data management effort.”

- Erin Stone, SAP FI/CO Senior Analyst  
B. Braun Medical Inc.

## Conclusion

Finance departments continue to seek ways to improve efficiency in closing the books accurately and on time, maximizing cash flow and reducing days outstanding, all while meeting critical risk and reporting requirements. Automating FICO transactions, accelerating key business processes and reducing your SAP costs in the five areas discussed above will help you achieve this goal, while making your SAP life easier.

**WINSHUTTLE®**

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