

## Newsletter

2019 | February

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Dear Sir or Madam

We are happy to provide you with another edition of our newsletter. Please feel free to get back to us if you have any input or comments!

The subproject **Finances, Third-Party Funds and Acquisition** has been busy implementing remaining change requests during recent weeks. This will be continued, which also goes for the definition of this year's relevant tasks. The **Financial** department has successfully started working with SAP. The department's new key user for budget management is now fully involved in everyday business with SAP; however, the team is still in need of more SAP-fluent staff. During the weeks to come, the team will conduct the transfer of older debit positions, cash remains and safekeeping postings. Also, the registration of scholars will be finished. Another SAP go-live was completed in the department of **Third-Party Funds**. The first priority is to assign budgets to those projects which already come with a bill. Still not all of the payment authorisations come with all the necessary information, such as the 12-digit PSP number, which makes further enquiries necessary. Projects procured successfully most recently are added to the new system as quickly as possible, including a release of recruitment funds. As advertised already, more staff is needed here as well. According to plan, the SAP go-live for the department of **Acquisition** is still to come. Upcoming weeks will see further coordination of the SRM pilot as well as the import of further catalogues. A major task for all three departments of the subproject will be the further definition of its technical as well as professional application management.

Over the last weeks, the **subproject AManDa** was successfully embedded into SAP Records Management. Also, a number of corrections have been imported and the most recent version was transferred into the Q-system. At the moment, integration tests which will be supported by the process experts are rescheduled. They will most likely take place in the second half of February, depending on the further developments. Further tests are being run, so possible change requests can be generated and errors documented. Only then final adaptations can be implemented.

Staff at **Reporting** has been giving their all improving prioritised reports. Also, the team successfully held an information event on their work and their tasks. Furthermore, it was possible to organise Change Management support for Reporting, and information for users was compiled. Right now, a major task for this subproject is both the development and the implementation of roles and authorisations in reporting. The second quarter of the year will see the coordination with SLM. Over the coming weeks already, prioritised reports will be tested in an iterative process with colleagues from respective departments. Also, there will be training on Disclosure Management this February or March. Last not least, a manual on accessing reports via the portal is under construction.

New Year's SAP go-live was still at the centre of everyday work for the team of the **subproject Trainings**. The team has merged recent evaluation data as well as experiences from the first major SAP trainings stage. Individual trainings and repetitions have been held for single departments of ZUV. Staff representatives have accepted the basic training concept, hence the overall proceedings for upcoming SAP introductions and training sessions has been settled. Comprehensive training and information for this year can now be planned in more detail and agreed upon with the respective departments in upcoming weeks.

The subproject **BLePSI** continues to be busy working on templates for teachings assignments as well as scholarships. Those templates with all their background features are being designed especially for TU Berlin and will be finished this summer. Until then, an interim solution with new payment authorisations as well as a partial input into SAP will be provided. A number of consultations with the SAP adviser have been planned for February, getting closer to the aim of a go-live this summer.

The **subproject HCM** was focusing on preparing and executing first salary payments via SAP. This was a very intense and challenging task for everybody involved. However, the team is more than pleased to have achieved successful disbursements for all employees. Furthermore, operative everyday business with SAP, especially regarding the PA-PA and PA-PY modules, remains an important task. As it turns out, team members in personnel are becoming increasingly confident using SAP, giving us reason to believe that data input and – management will continuously become a routine job. Nonetheless, smaller trainings and drop-in counselling will provide support to members of staff if needed in the future, as well. **Organisational Management (PA-OM)** keeps working on a solid data base. OM positions are relevant when creating and assigning roles and authorisations as well as matching them with the respective job holder.

The **subproject Basis** has tested an update for the Solution Manager last year already, which could successfully be completed for the productive Solution Manager, too, during the last weeks, once its usage had calmed down a little bit following the successful go-live. For SAP Basis IT, the Solution Manager is a central interface for all systems and their software and update status (patch management). For all other subprojects, it also serves as a tool for administering their test cases and their statuses (test management.) This update is mainly aiming at proving a more fluent test management workflow. For the **SLM project**, the it.education template has been updated. Further SLM processes will now be based on this version. For reasons of IT security, an additional level of process orchestration will be provided for the **subproject AManDa**. For the team of SAP Basis IT this means having to install three new servers (processing, quality assurance, production) and bringing them to a level of configuration needed by the subproject for future development. Also, the team is working on a two-factor authentication for SAP View surroundings. This will help securing access to the highly sensitive data within the SAP system from outside TU, especially from access points located outside the TU campus, as well as bracing the system against phishing attacks. mTAN and key chains with single use passwords will be supplied. Preparations for New Year's go-live included numerous tests and configuration surveys, held together with external advisors and services. The less important tasks, which still remain relevant for the future, now have to be worked on following the go-live. In addition to their everyday workload, this will keep Basis IT busy for quite some time.

A lot has been done – there is more to come! We hope we gave you another succinct impression with this newsletter.

Best regards

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