

 **Project Scope**



Project Title
SAP



Project For
CLIENT



Prepared Date
<DATE>



Solution Overview

The SAP® Business One application is an affordable, easy-to-implement, interconnected business management solution. Designed specifically for small and midsize enterprises. It ensures company's growth, helps increase profitability, provides necessary control and automates your business processes. This total solution comprises all the core functions you need to run your growing business which includes administration, financial accounting, CRM, Sales, purchasing, Inventory Management, Banking, Resource management, Production, Planning & Human Resource.

Managers and employees can process information more effectively now, this helps them to make sound business decisions. Through one single system, business owners and managers can now get on-demand access to a true and unified picture of critical, up-to-the-minute business information across the entire organization. SAP Business One is upgraded every year with new industry requirements, by renewing the maintenance program annually; your business will automatically get access to new functionality as the product develops. Additionally, if your business is a subsidiary, customer, or supplier of a global organization already benefiting from SAP enterprise software, you can take advantage of preconfigured integration. The touch points include control of master data management (items, customers, and suppliers), chart of accounts, consolidation of financial information, and intercompany trading. Thus EMERGING ALLIANCE offers SAP Business One, a comprehensive, highly configurable, and extensible business solution to help companies like yours to cater industry-specific requirements & optimize all facets of your operations to achieve your business objectives. By Implementing SAP Business One we Speed Your Ability to Manage change.





Software Versions

SAP B1

VERSION : 9.2

PATCH LEVEL : LATEST PATCH DURING INSTALLATION

ADDON - MINING

VERSION: 2.0

PATCH LEVEL : LATEST PATCH DURING INSTALLATION

ADDON - PAYROLL

VERSION: 1.0.17

NOT APPLICABLE

MSSQL or HANA

VERSION: Microsoft SQL Server 2014 Standard Edition or HANA for SAP Business One

NOT APPLICABLE

Project Location

COUNTRY: INDIA

STATE: BANGALORE

ADDRESS 1: 405, 3RD FLOOR, PRESTIGE PLAZA

ADDRESS 2: MOTHER DIARY ROAD, NEW YELAHANKA, BANGALORE

Legal Entities

SI No

Legal Entities

1 405, 3RD FLOOR, PRESTIGE PLAZA, MOTHER DIARY ROAD, NEW YELAHANKA, BANGALORE

2

3

4

5

Team Members



Associate Consultant (Onsite)

Associate Consultant- Functional Consultant with an end to end implementation experience of 8 projects spanning over a period of 4 years & has worked in Trading, Distribution, Project, Process, Manufacturing Based industry verticals



Junior Consultant (Offshore)

Junior Consultant- Functional Consultant with an end to end implementation experience of 3 projects spanning over a period of 3 years & has worked in Trading, Distribution, Process, Manufacturing industry verticals



Support Consultant (Offshore)

Support Consultant- Support Consultant with support experience of 1 project spanning over a period of 2 years & has worked in Trading, Distribution, Manufacturing industry verticals



Governance Manager (Offshore)

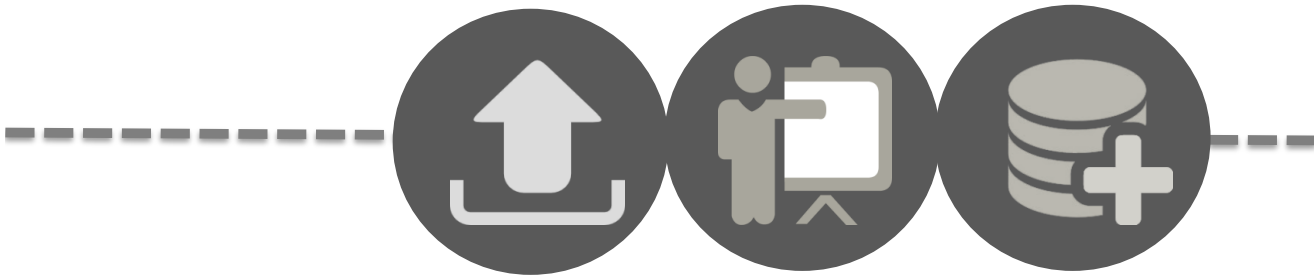
Governance Manager - Governance Manager with Project Management experience of 6 project spanning over a period of 10 years & has worked in Trading, Distribution, Process, Manufacturing industry verticals



Project Plan

Task No	Phase	Month Week	Month1					Month2					Month3						
			w1	w2	w3	w4	w5	w6	w7	w8	w9	w10	w11	w12	w13	w14	w15		
1	Pre Project	Customer Purchase Order	█																
2		Intiate Purchase of Software	█																
3		Resource Availibility Check		█	█														
4		Project Risk Assesment			█	█													
5	Project Preparation	General Project Management			█	█													
6		Project Kick-off Prepartion				█	█												
7		Kick-off Meeting					█	█											
8		Software Delivery & Install						█	█										
9	Business BluePrint	Review Project Phase						█	█										
10		Business Requirment Gathering Workshop							█	█									
11		FSBP Preparation and Signoff								█	█								
12		Business Blue Print Preparation and Signoff									█	█							
14	Project Realization	Review Project Phase								█	█								
15		Configure Golden Company									█	█							
16		Data Collection Template Finalization & User Training										█	█						
17		Data Collection & Validation											█	█					
18		Configure Development Company with Data Migration												█	█				
19		Conduct End User Training & Validation													█	█			
20		Ticketing Tool Training														█	█		
21		Configure Test Company with Data Migration															█	█	
22		Test Plan Prepartion, Execution and Signoff																█	█
23		Key User Training																	█
24		Reports & Layout Signoff																	█
25		Define Cutover Data Plan																	█
26	Final Preparation	Conduct CRP																█	
27		Review Project Phase																█	
28		Configure Production Company with Data Migration																█	
29		Administrator Training																█	
30	Go-Live & Support	Go-Live Check																█	
31		Final Legacy Processing																█	
32		Review Project Phase																█	
33	Go-Live & Support	Go-Live																█	
34		Service Level Agreement																█	
35		OnSite Support																█	
36		Project Closing																█	
37		ContinuousImprovement																█	

Project Methodology



Phase 1

Pre Project

Pre project is a phase generally where all the preparatory stages necessary for the launch of the project is executed. Thus, the idea is to precisely define the nature of the project in order to finalize the contractual documents like Purchase order, End User License Agreement, Customer information & placement of License request with SAP. In this phase, the decision to begin the project is formalized.

10%

Phase 2

Project Preparation

The purpose of this phase is to provide initial planning and preparation for the ERP implementation project. Although each ERP project has its own unique objectives, scope, and priorities, the steps in the preparation phase help identify and plan the primary focus areas that need to be considered. This does include technical issues, best practices as well as project management topics

20%

Phase 3

Business Blueprint

The purpose of this phase is to achieve a common understanding of how the client intends to run ERP to support their business. The result of this activity is the Business Blueprint, which is a detailed documentation of the results gathered during requirements workshops. The Business Blueprint serves as a technical and functional guide during the subsequent phases of the ERP implementation project.

40%



Project Methodology

Phase 4



Project Realisation

This phase is the most significant of the implementation phases. The purpose of is to implement all the business processes and technical requirements defined during the previous phases and documented in the Business Blueprint. The consultants validate and update configuration and demonstrate processes while the customer updates the work instructions (business process procedures: BPP) and performs unit and integration tests.



Phase 5



Final Prepartion

In this phase all the data from the legacy system is transferred to SAP B1. The system is validated for final go-live by the consultants, at this point of time any material receipt, issues, receivables & payables are stopped temporarily. All the open transactions are transferred to SAP B1 as per the cutover plan which is provided by the implementation partner and system handed over to Customer which is called "Go-Live".



Phase 6



Go-Live & Support

The purpose of this phase is to cut over to live productive operation and to continuously support and improve live operations. The Go-Live and Support phase consists of two distinct phases. First, the project is completed with a formal "Project Closing". Subsequently, the "Continuous Improvement" phase begins during which the production support team monitors the system and resolves live business process .



Project Scope

Financials

MODULES & FEATURES

- Chart of Accounts
- Edit Chart of Accounts
- Journal Entry
- Journal Vouchers
- Posting Templates
- Recurring Postings
- Reverse Transactions
- Exchange Rate Differences
- Conversion Differences
- Financial Report Templates
- Journal Voucher Report
- Internal Reconciliations
 - Reconciliation
 - Manage Previous Reconciliations
- Budget Setup
 - Budget Scenarios
 - Budget Distribution Methods
 - Budget
- Cost Accounting
 - Dimensions
 - Cost
 - Centers
 - Distribution Rules
 - Table of Cost Centers and Distribution Rules
 - Cost Center Hierarchy
 - Cost Center Report
 - Distribution Report
 - Cost Accounting Summary Report
 - Budget Versus Cost Accounting
 - Accrual
 - Type
 - Cost Accounting Reconciliation Report

FORMS & LAYOUT

- Journal Entry Layout

REPORTS

- Accounting
 - G/L Accounts and Business Partners
 - General Ledger
 - Aging
 - Customer Receivables Aging
 - Vendor Liabilities Aging
 - Transaction Journal Report



Project Scope



Financials

REPORTS (Continued..)

Document Journal Financial

Balance Sheet

Trial Balance

Profit and Loss Statement

Cash Flow Comparison

Balance Sheet Comparison

Trial Balance Comparison

Profit and Loss Statement Comparison

Budget Reports

Budget Report

Balance Sheet Budget Report

Trial Balance Budget Report

Profit and Loss Statement Budget Report



Project **Scope**



Sales opportunity

MODULES & FEATURES

Sales Opportunity

REPORTS

Opportunities Forecast Report

Opportunities Forecast Over Time Report

Opportunities Statistics Report

Opportunities Report

Stage Analysis

Information Source Distribution Over Time Report

Won Opportunities Report

Lost Opportunities Report

My Open Opportunities Report

My Closed Opportunities Report

Opportunities Pipeline

 **Sales A/R****MODULES & FEATURES**

Sales Blanket Agreement
Sales Quotation
Sales Order
Delivery
Return
A/R Down Payment Request
A/R Down Payment Invoice
A/R Invoice
A/R Invoice + Payment
A/R Credit Memo
Recurring Transactions
Gross Profit Recalculation Wizard

FORMS & LAYOUT

Sales Quotation Layout
Sales Order Layout
Delivery Layout
A/R Down Payment Invoice Layout
A/R Invoice Layout
A/R Invoice + Payment Layout
A/R Credit Memo Layout

REPORTS

Open Items List Report
Open Sales Quotations Report
Open Sales Orders Report
Open Deliveries Report
Open Returns Report
Open A/R Down Payments – Unpaid
Open A/R Down Payments - Not Yet Fully Applied
Open A/R Invoices Report
Open A/R Credit Memos Report
Document Drafts Report
Draft Sales Quotations Report
Draft Sales Orders Report
Draft Deliveries Report
Draft Returns Report
Draft A/R Down Payments Reports
Draft A/R Invoices Report
Draft A/R Credit Memos Report
Sales Analysis



REPORTS (Continued..)

Sales Analysis Report - Items

Sales Analysis Report - Sales Employees

Backorder

Locate Exceptional Discount in Invoice

SP Commission by Invoices in Posting Date Cross-Section

Blanket Agreement Fulfillment Report

Monthly Customer Status



Project Scope



Purchasing- A/P

MODULES & FEATURES

- Purchase Blanket Agreement
- Purchase Request
- Purchase Quotation
- Purchase Order
- Goods Receipt PO
- Goods Return
- A/P Down Payment Request
- A/P Down Payment Invoice
- A/P Invoice
- A/P Credit Memo
- A/P Reserve Invoice
- Recurring Transactions
- Landed Costs
- Procurement Confirmation Wizard
- Purchase Quotation Generation Wizard
- Document Printing

FORMS & LAYOUT

- Purchase Blanket Agreement Layout
- Purchase Quotation Layout
- Purchase Order Layout
- Goods Return Layout
- A/P Down Payment Invoice Layout
- A/P Invoice Layout
- A/P Credit Memo Layout

REPORTS

- Open Items List
 - Open Purchase Request Report
 - Open Purchase Quotations Report
 - Open Purchase Orders Report
 - Open Goods Receipt POs Report
 - Open Goods Return Report
 - Open A/P Down Payments - Unpaid
 - Open A/P Down Payments - Not Yet Fully Applied
 - Open A/P Invoices Report
 - Open A/P Credit Memos Report
- Document Drafts Report
 - Draft Purchase Request Report
 - Draft Purchase Quotations Report
 - Draft Purchase Orders Report

REPORTS (Continued..)**Draft Goods Receipt POs Report****Draft Goods Return Report****Draft A/P Down Payments Report****Draft A/P Invoices Report****Draft A/P Credit Memos Report****Purchase Analysis****Purchase Analysis Report - Vendor****Purchase Analysis Report – Item****Purchase Analysis Report - Sales Employees****Purchase Request Report****Purchase Quotation Comparison Report****Locate Exceptional Discount in Invoice****SP Commission by Invoices in Posting Date Cross-Section****Unpaid Service Document - AP Invoice****Unpaid Service Document - AP Credit Memo****Blanket Agreement Fulfillment Report**

Project Scope

Business Partner

MODULES & FEATURES

Business Partner Master Data

Activity

Blanket Agreement

Campaign Generation Wizard

Campaign

Internal Reconciliations

Reconciliation

Manage Previous Reconciliations

REPORTS

My Activities

Activities Overview

Inactive Customers

Customer Receivables by Customer Cross-Section

Customers Credit Limit Deviation

Campaigns List



Project Scope



Banking

MODULES & FEATURES

Incoming Payments

Incoming Payments

Check Register

Credit Card Management

Deposits

Outgoing Payments

Outgoing Payments

Checks for Payment

Void Checks for Payment

Checks for Payment Drafts Report

Payment Wizard

Bank Statements and External Reconciliations

Bank Statement Processing

Reconciliation

Manual Reconciliation

Manage Previous External Reconciliations

Check and Restore Previous External Reconciliations

Check Number Confirmation

FORMS & LAYOUT

Incoming Payments

Incoming Payments Layout

Outgoing Payments

Outgoing Payments Layout

Checks for Payment Layout

REPORTS

Check Register Report

Payment Drafts Report

Checks for Payment in Date Cross Section Report

BP Bank Accounts Query

House Bank Accounts Query



Project Scope



Inventory

MODULES & FEATURES

Item Master Data

Document Printing

Bin Locations

Bin Location Master Data

Bin Location Management

Bin Location Code Modification

Item Management

Item Serial Numbers

Serial Number Management

Serial Number Details

Batches

Batch Management

Batch Details

Alternative Items

Business Partner Catalog Numbers

Global Update to BP Catalog Numbers

Inventory Valuation Method

Inventory Transactions

Inventory Transfer

Recurring Transactions

Recurring Transaction Templates

Inventory Counting Transactions

Inventory Counting

Inventory Posting

Inventory Opening Balance

Cycle Count Recommendations

Inventory Revaluation

Price Lists

Price Lists

Period and Volume Discounts

Special Prices

Special Prices for Business Partners

Copy Special Prices to Selection Criteria

Update Special Prices Globally

Discount Groups

Update Parent Item Prices Globally

Pick and Pack

Pick and Pack Manager

Pick List



Project Scope

FORMS & LAYOUT

- Inventory Counting Transactions
 - Inventory Counting Layout
- Pick and Pack
 - Pick List Layout

REPORTS

- Items List
 - Open Items List Report
 - Open Inventory Transfer Requests Report
 - Open Missing Items Report
 - Open Inventory Counting Reports
 - Document Drafts Report
 - Draft Goods Receipt Report
 - Draft Goods Issue Report
 - Draft Inventory Transfer Request
 - Draft Inventory Transfer Report
 - Draft Inventory Counting Report
 - Draft Inventory Opening Balances Report
 - Draft Inventory Posting Report
 - Last Prices Report
 - Inactive Items
 - Inventory Posting List
 - Inventory Status
 - Inventory in Warehouse Report
 - Inventory Audit Report
 - Batches and Serials Inventory Audit Report
 - Inventory Valuation Simulation Report
 - Serial Number Transactions Report
 - Batch Number Transactions Report
 - Bin Location List
 - Bin Location Content List
 - Price Report
 - Discount Group Report
 - Inventory Counting Transactions Report
 - Stock Turnover Analysis
 - Stock Valuation Method Report



Project Scope



Resources

MODULES & FEATURES

- Resource Master Data
- Resource Capacity
- Set Daily Internal Capacity



Production

MODULES & FEATURES

- Production Status
- Production Status 2
- Test
- Bills of Material
- Production Order
- Procurement Confirmation Wizard
- Receipt from Production
- Issue for Production
- Update Parent Item Prices Globally
- Production Cost Recalculation Wizard
- Bill of Materials - Component Management
- Production Std Cost Management
 - Production Std Cost Rollup
 - Production Std Cost Update

REPORTS

- Bills of Material
- Open Items List



MRP

MODULES & FEATURES

- Forecasts
- MRP Wizard
- Order Recommendation

REPORTS

- Order Recommendation

Project Scope

Service

MODULES & FEATURES

Service Call
Customer Equipment Card
Service Contract
Solutions Knowledge Base

FORMS & LAYOUT

Service Call Layout
Service Contract Layout

REPORTS

Service Calls / My Service Calls
Service Calls by Queue
Response Time by Assigned to
Average Closure Time
Service Contracts
Customer Equipment Card Report
Service Monitor
My Overdue Service Calls

Human Resources

MODULES & FEATURES

Employee Master Data

REPORTS

Employee List
Absence Report
Phone Book

Project Management

MODULES & FEATURES

Project

REPORTS

Stage Analysis
Open Issues
Resources



Project **Scope**



Add-on (Mining)

MODULES & FEATURES

Fuel Management

Trip Management



Project **Scope**



Enhancements

ENHANCEMENTS

15 Customized Queries / Reports



Project **Scope**



Interfaces

INTERFACES

NO INTERFACES



Project out off Scope

PROJECT OUT OFF SCOPE

Hardware & Software Maintenance

Network connection between locations and network related activities

Data Import from external systems, data validation and cleansing

Integration with legacy applications or third party applications

Historical Data migration

Parallel run beyond the mentioned period

Training People more than the licenses purchased

Any Topics not mentioned in the above project scope



Technical Architecture

TECHNICAL ARCHITECTURE

1. Based on Client Server Architecture which is 2 Tier Architecture and also on Concept of Fat Client where all processing and business logic reside on client System.

2. One Database Server – One or more presentation Servers.

3. Sap Business One reside on a single server that integrates seamlessly with Microsoft Windows Network.

Following Data base can be used

- I. Microsoft SQL Server or
- II. HANA

4. User Interface API

a. Helps you in creating new window , redesign existing window , adding menu or dialog boxes

5. Data interface API

a. Helps you in building real time links between SAP and external system. Add-on will use data interface API.





Company Landscape

COMPANY LANDSCAPE

1. Sandbox Company: In the initial staged of any implementation project, You are given a sandbox Demo Company where consultants show the high-level functionality of SAP Business One & Discrete Manufacturing Add-on.

2. Development Company : Once the Business Blue Print (BBP) gets signed off, the configuration is done based on BBP with the new company created called development company

3. Quality Company: Once the master data are collected from the customer, it is uploaded and tested in a separate company called Quality Company.

4. Production Company: This is the last/most refined company where the user will work after project GO LIVE.





Document **signoff**

DOCUMENT SIGNOFF

PROJECT SPONSOR :

DESIGNATION :

DATE :

Signature

EA REGIONAL SALES :

DESIGNATION :

DATE :

Signature

DOCUMENT SIGNOFF

EA DELIVERY:

DESIGNATION :

DATE :

Signature

