



# 5 Simple Steps to Simplify Your S/4HANA Migration



# Meet Your Presenters



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# The Real Cost of Poor Data Quality

## The Migration Tax You Can't Afford

6-9

Months Added

Average timeline  
extension for data-related  
issues



# Today's Promise



## 5 Concrete Steps

Actionable tactics you can implement this quarter

## Prevention Focus

Stop problems before they start, not after they derail your timeline

## Real Examples

See how leading SAP organizations are building data quality into their operations

## SECTION 1

# Why Data Quality Derails Migrations

Most migrations fail from data quality issues discovered too late, not poor technology choices.



# Where Data Migrations Stall

## Testing

Initial validation failures and gaps



## Post Go-Live

Production issues with business impact



## Reconciliation

Mapping errors, duplicates emerge

**Small data problems during testing become critical blockers post-launch, costing months and millions.**

# The Fundamental Shift Required

## Traditional Approach: Reactive Discovery

Find data issues during migration testing and reconciliation phases

- Problems surface weeks before go-live
- Massive cleanup efforts under time pressure
- High risk of incomplete remediation
- Business users forced into crisis mode

## Leading Practice: Proactive Prevention

Enforce data quality standards at the point of entry, before migration begins

- Issues prevented during daily operations
- Clean data ready for migration from day one
- Validation automated and embedded in workflows
- Business continuity maintained throughout

# How Process Runner Enables Prevention

Bridging the gap between knowing you should prevent data quality issues and actually doing it in your organization.

## Validate at Entry

Built-in validation rules catch duplicates, incomplete records, and mapping errors in Excel before data enters SAP

## Automate Cleansing

Create targeted automation scripts for vendor de-duplication, material master validation, and GL mapping verification — built by your team, tailored to your data

## Enforce Standards

Business rules prevent bad data from being created - validation happens automatically during normal workflows

## Key Advantage

**Let business users fix data quality issues in ECC today, through S/4HANA tomorrow.**



SECTION 2

STEP 1

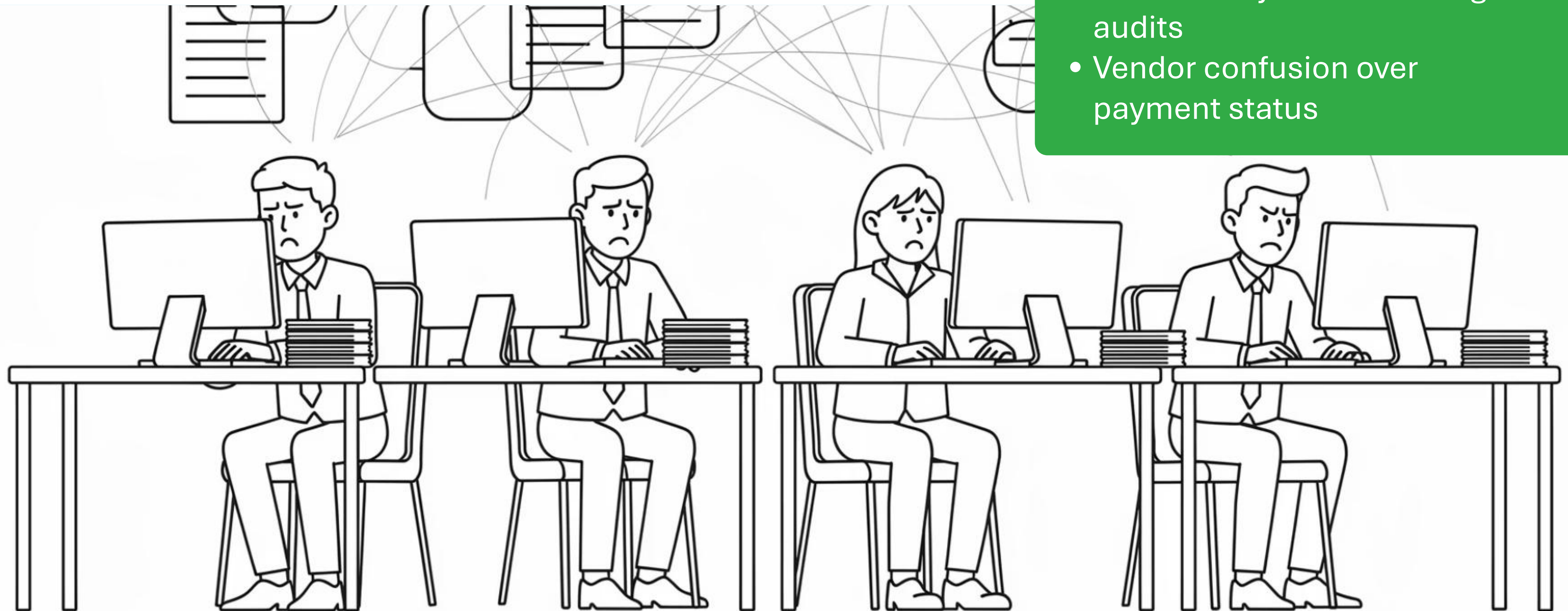
# De-duplicate Vendor Master Records

Why vendor master duplicates are migration killers and how to eliminate them at the source.

# The Vendor Duplication Problem

Duplicate vendor records create multiple failure points that multiply during migration.

- Duplicate payments and costly recovery efforts
- Reconciliation delays at critical month-end
- AP accuracy failures during audits
- Vendor confusion over payment status





# How to Prevent Vendor Duplicates

01

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## Match Logic

Implement fuzzy matching on vendor name, tax ID, and address when creating new vendor records

02

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## Validation Rules

Require unique tax IDs and standardized address formats before approval

03

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## Workflow Gates

Flag potential duplicates for procurement review before vendor activation

STEP 2

# Complete Material Master Data

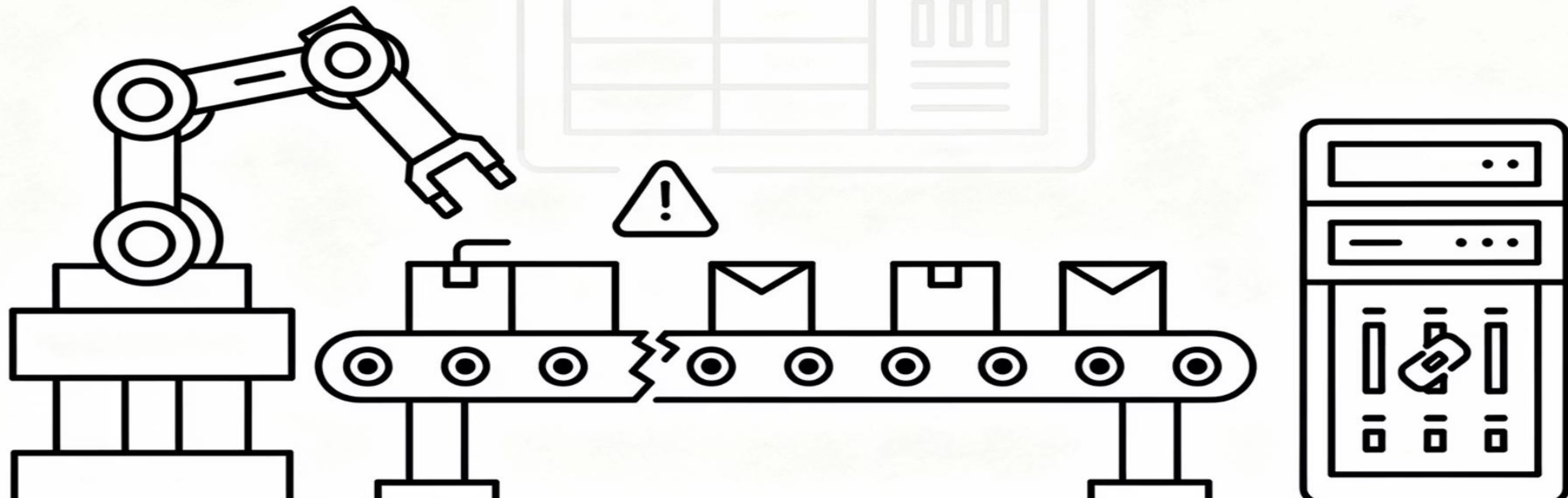
How incomplete material records halt production and create supply chain chaos during go-live.



# The Material Master Problem

Incomplete material master records are the leading cause of production stoppages in the first 30 days after S/4HANA go-live.

- Missing unit of measure conversions stopping manufacturing
- Incomplete bills of material preventing production planning
- Absent procurement data blocking MRP runs
- Missing costing information breaking financial planning



# Material Master Validation Techniques



## Mandatory Field Enforcement

Require complete procurement, inventory, and costing views before material master activation



## BOM Completeness Checks

Validate that all components exist and have valid quantities before approval



## Cross-System Validation

Verify material records exist in connected systems before going live

**Turn months of manual cleanup into weeks**

Templates extract material masters, highlight missing required fields, and enable bulk updates with validation.



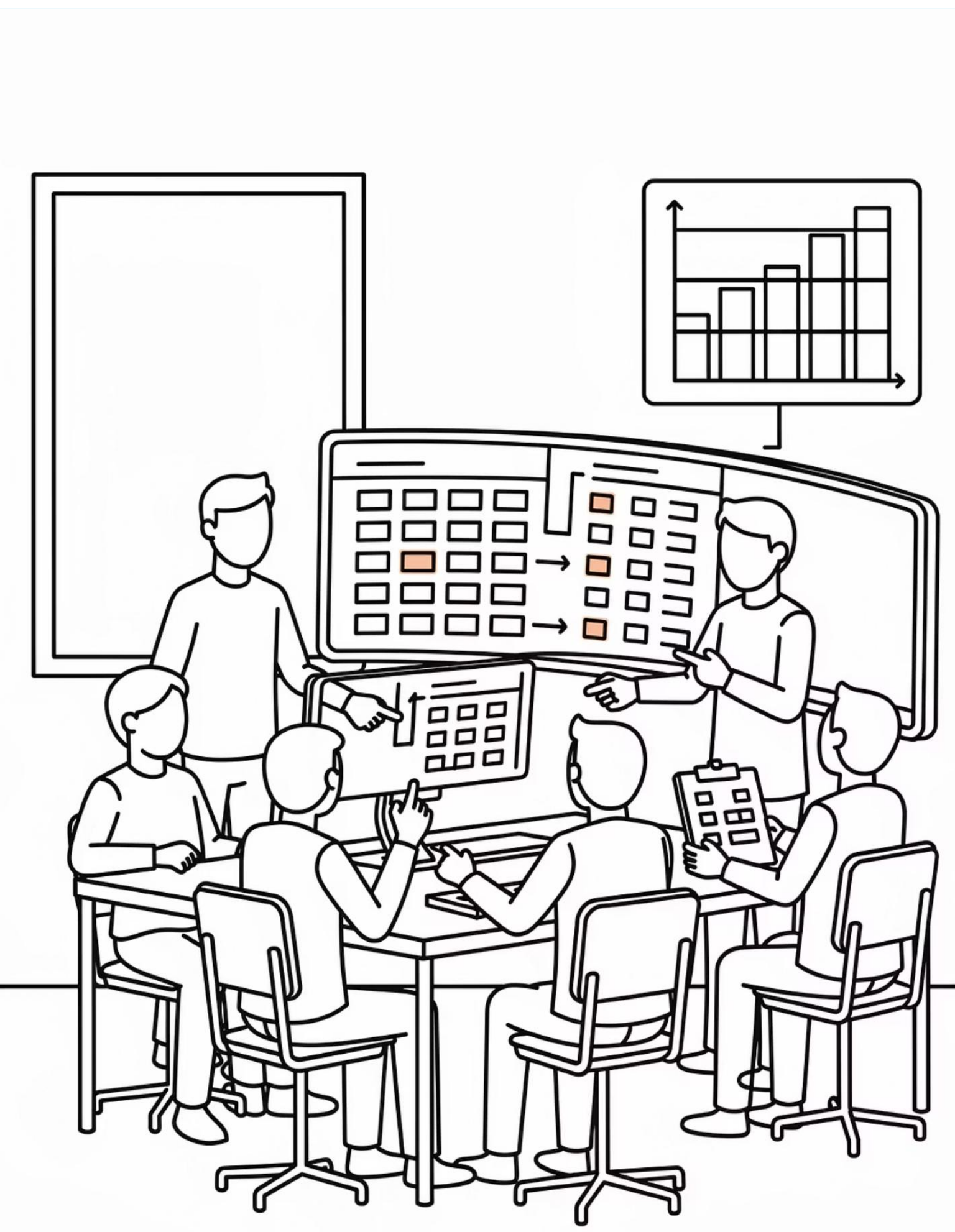
STEP 3

## Validate GL Mappings

Why incorrect GL account mappings destroy financial reporting and derail compliance.

# The GL Mapping Problem

Incorrect GL account mappings destroy financial reporting accuracy and derail regulatory compliance. A single GL mapping error discovered post go-live can require restating an entire quarter's financials.



Revenue posted to  
expense accounts

Cost centers  
mapped to wrong  
business units

Intercompany  
transactions breaking  
consolidation

STEP 4

# Validate Customer Master Data Completeness

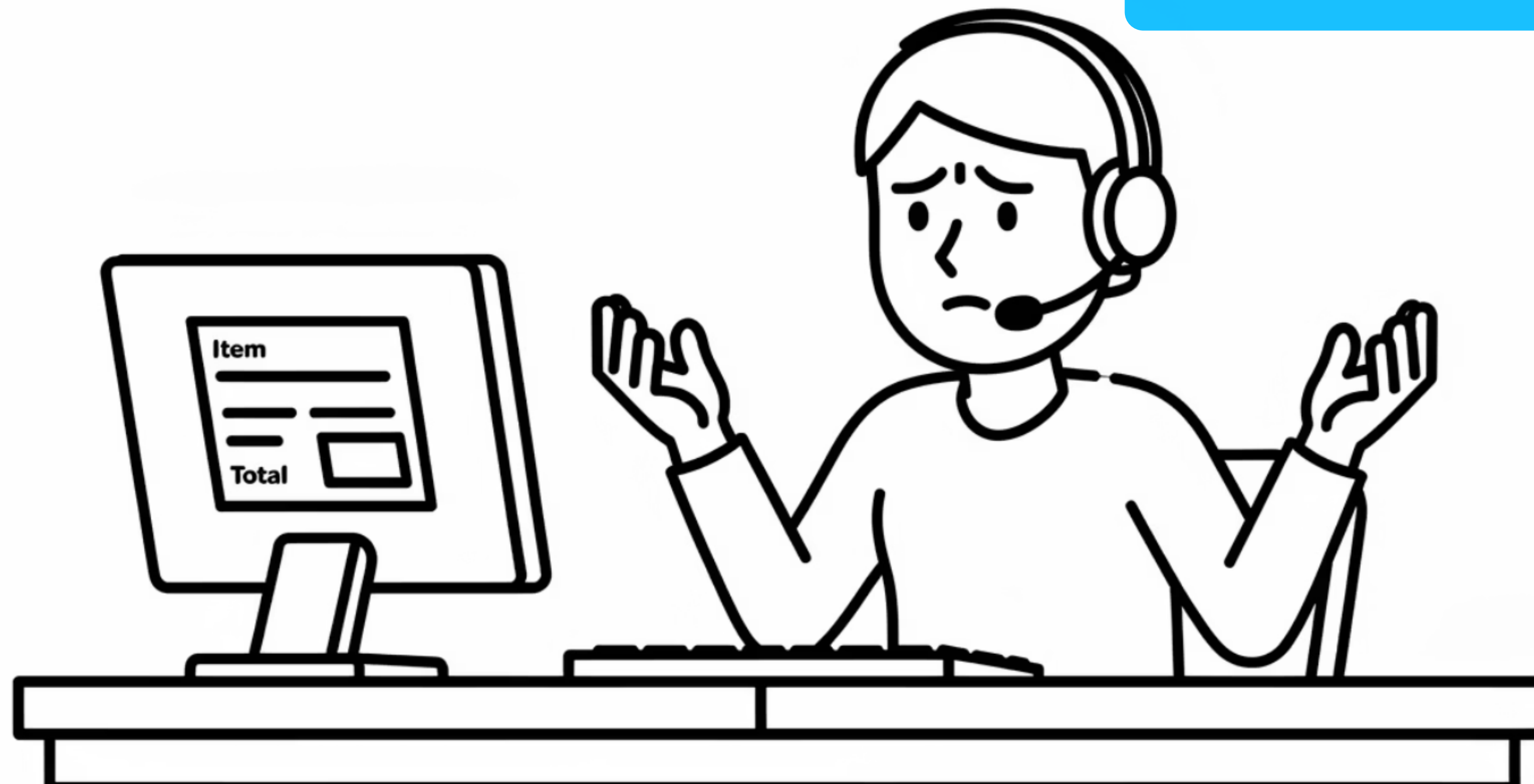
How incomplete customer data creates immediate revenue and compliance risks at go-live.



# The Customer Master Problem

Incomplete customer master data stays hidden until your first invoice cycle—when fixes already cost you revenue.

- Missing tax identification numbers blocking invoicing
- Incorrect billing addresses delaying payment collection
- Incomplete credit terms preventing order processing
- Wrong revenue recognition codes failing SOX compliance



# Customer Master Enforcement Strategies



## Mandatory Field Enforcement

Require tax ID, payment terms, billing address, and revenue codes before customer activation



## Address Standardization

Implement real-time address verification during customer data entry



## Credit Limit Workflow

Require credit department approval before enabling order entry for new customers

Validate customer master completeness, standardize addresses in bulk, and enforce field requirements across all customer creation workflows.



STEP 5

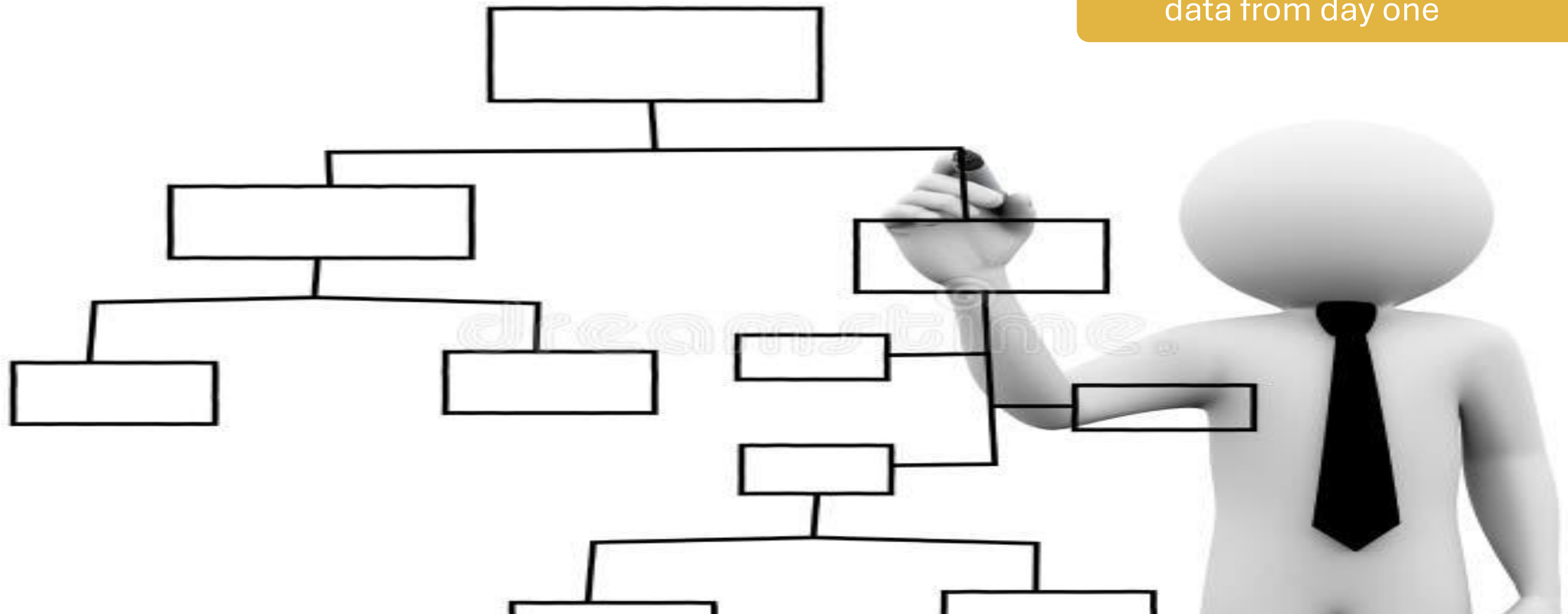
## Standardize Chart of Accounts Usage

Why inconsistent COA usage destroys reporting accuracy and makes S/4HANA's analytics useless.

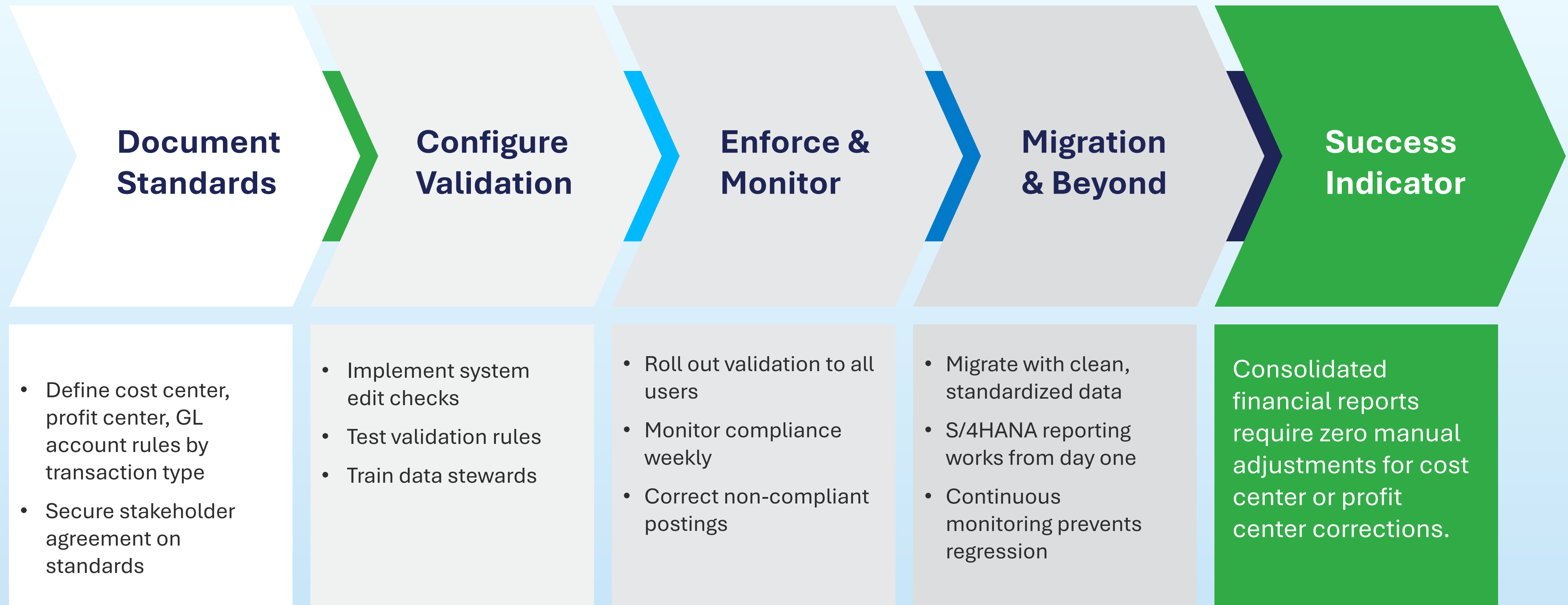
# The Chart of Accounts Problem

Inconsistent chart of accounts usage destroys reporting accuracy and makes S/4HANA's advanced analytics useless:

- Same department using different cost centers across business units
- Revenue posted to wrong profit centers breaking P&L accuracy
- S/4HANA's real-time reporting showing inaccurate data from day one



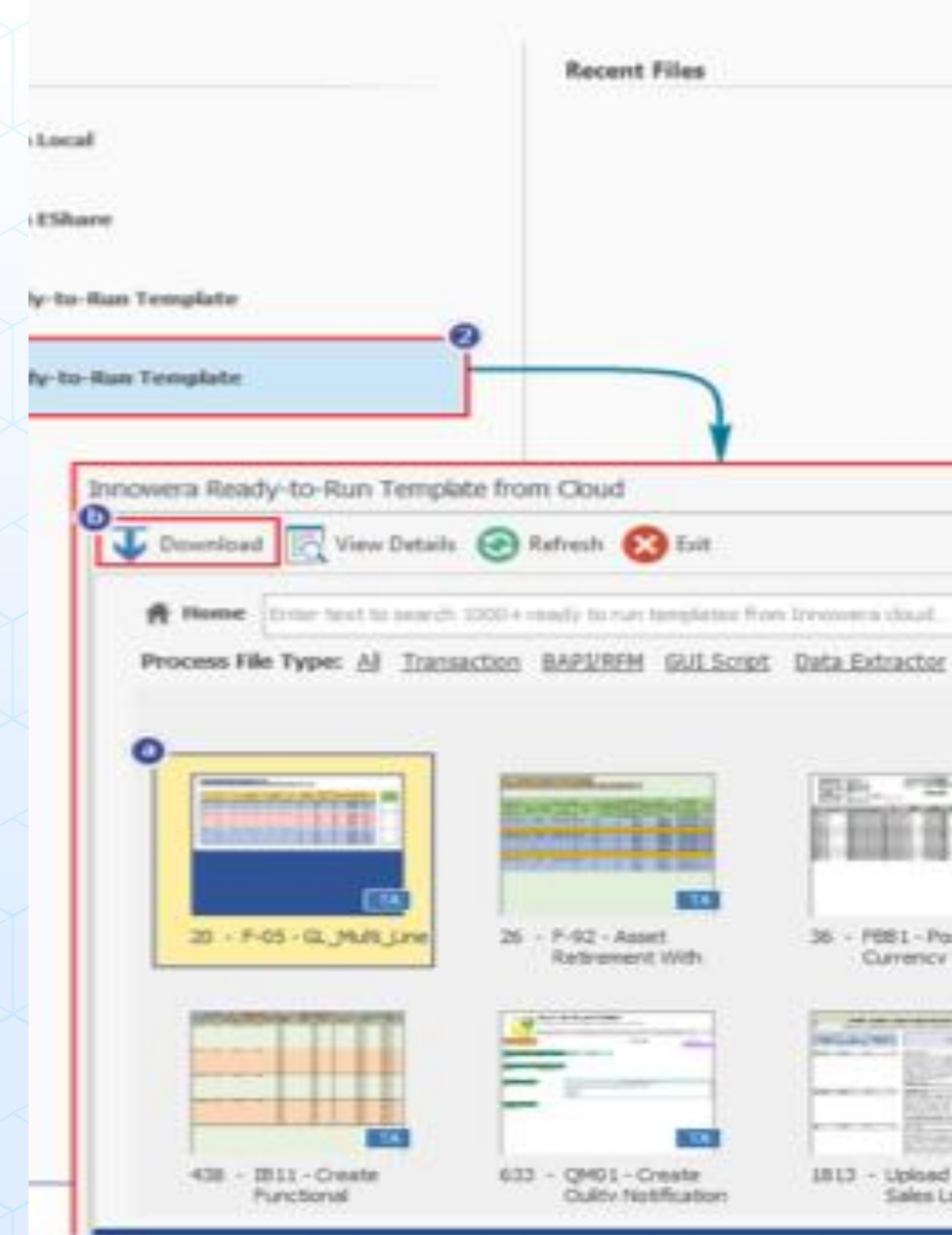
# COA Standardization Journey



## SECTION 3

# How Process Runner Delivers These Steps

You now know the 5 critical steps. Process Runner makes them practical and achievable without massive IT investment or custom development.



# The Implementation Challenge

**Most organizations understand what needs to be done but struggle with:**

"How do we de-duplicate 50,000 vendor records without hiring consultants?"

"How do we validate material masters across multiple plants and legacy systems?"

"How do we enforce GL mapping rules without custom ABAP development?"

## The Process Runner Answer:



### Excel

(Familiar)

Work in familiar Excel interface, import from any source

### Process Runner

(Automation)

Select from 1,900+ templates, automatic field mapping

### SAP

(Secure)

Direct SAP integration maintaining security and audit requirements

# How Process Runner Maps to Each Step

Step	Process Runner Capability	What This Means for You
<b>1. De-duplicate Vendors</b>	Fuzzy matching algorithms + bulk update templates	Extract all vendors to Excel, identify duplicates automatically, merge records in minutes
<b>2. Complete Material Masters</b>	Field completeness validation + mass update workflows	Flag 47,000 incomplete materials, update in bulk, validate before uploading back to SAP
<b>3. Validate GL Mappings</b>	Transaction pattern analysis + automated mapping checks	Extract GL history, analyze top posting combinations, validate all mappings pre-migration
<b>4. Validate Customer Masters</b>	Mandatory field enforcement + address standardization	Block incomplete customer creation, validate addresses in real-time, ensure 98%+ completeness
<b>5. Standardize COA Usage</b>	GLSU posting rules + real-time validation	Enforce cost center/profit center/GL combinations at entry, prevent invalid postings automatically

# How Do You Know You're Ready?

Targets based on industry benchmarks for SAP data quality programs

Vendor De-duplication	Material Master Completeness	GL Mapping Validation	Customer Master Validation	COA Standardization
<p><b>Target Metric:</b> &lt; 2% duplicate rate</p> <p><b>You're Ready When...</b> Automated duplicate detection finds fewer than 100 potential matches in 50,000+ records</p>	<p><b>Target Metric:</b> 100% required fields populated</p> <p><b>You're Ready When...</b> A full MRP cycle runs with zero data-related errors</p>	<p><b>Target Metric:</b> Zero mapping exceptions</p> <p><b>You're Ready When...</b> First test close completes with no restatements or audit adjustments</p>	<p><b>Target Metric:</b> 98%+ field completeness</p> <p><b>You're Ready When...</b> First invoice run hits 90%+ first-pass accuracy with no compliance flags</p>	<p><b>Target Metric:</b> Zero manual posting corrections</p> <p><b>You're Ready When...</b> Consolidated financial reports require no cost center or profit center adjustments</p>

# Three Pillars of SAP Data Transformation



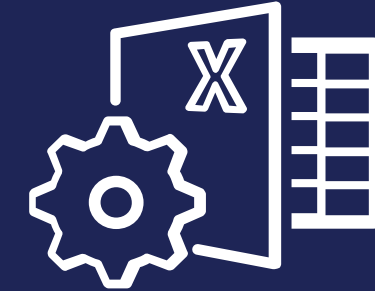
## Turn Hours → Minutes

100 sales orders:  
12 hours → 30 minutes



## Empower Your Team

Business users run automations  
without opening IT tickets



## Ensure Data Integrity

Catch errors in Excel before  
they hit SAP - not after

- De-duplicate 50,000 vendors: 3 months manual → 3 days with Process Runner
- Validate 100,000 materials: 6 months manual → 4 weeks with templates
- Update GL mappings: Weeks of IT work → Days of business user validation

- Business users run data quality checks without opening IT tickets
- Finance analysts validate and correct their own data
- No programming or SAP expertise required
- Excel interface means 2 hours of training vs. 2 weeks for LSMW

- Validate before upload—catch errors in Excel, not in SAP
- Built-in business rules prevent invalid data combinations
- Complete audit trail of all changes
- SOX compliance maintained throughout

# Start Now, Continue Seamlessly

Works in Both ECC & S/4HANA

## KEY ADVANTAGE

Your Process Runner investment delivers value immediately in ECC, accelerates your migration by 6-12 months, and continues paying off in S/4HANA.

**You don't wait for migration to see ROI.**

## TODAY (ECC Environment)

- Deploy vendor de-duplication
- Implement material master validation
- Enforce customer data completeness
- **Immediate ROI: faster close, better reporting**

## MIGRATION PHASE

- Clean data ready for cutover
- Rapid error correction if issues surface
- **Business users self-sufficient from day one**

## POST- MIGRATION (S/4HANA)

- Same templates work in new environment
- Continue automation without interruption
- **No retraining required**

# PRÜFTECHNIK Case Study

Process Runner is the best solution for migration with reengineering to **S/4HANA**.

Dr. H.-J. Schwieger

IT, PRÜFTECHNIK



## Challenge

PRÜFTECHNIK planned a migration to SAP S/4HANA. At the same time, the team was hoping to automate processes and allow for reengineering of master data.

## Solution

PRÜFTECHNIK downloaded its data from SAP using Process Runner, making changes in Excel and then uploaded the updated data to SAP with Process Runner.

## Result

- **40 SAP** processes re-engineered
- **300,000** master data records migrated.

Questions?





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To schedule a demo, visit <https://insightsoftware.com/schedule-a-meeting/>