CD102

How to Use SAP Interactive Forms by Adobe

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EXCERPT

SAP TECHED

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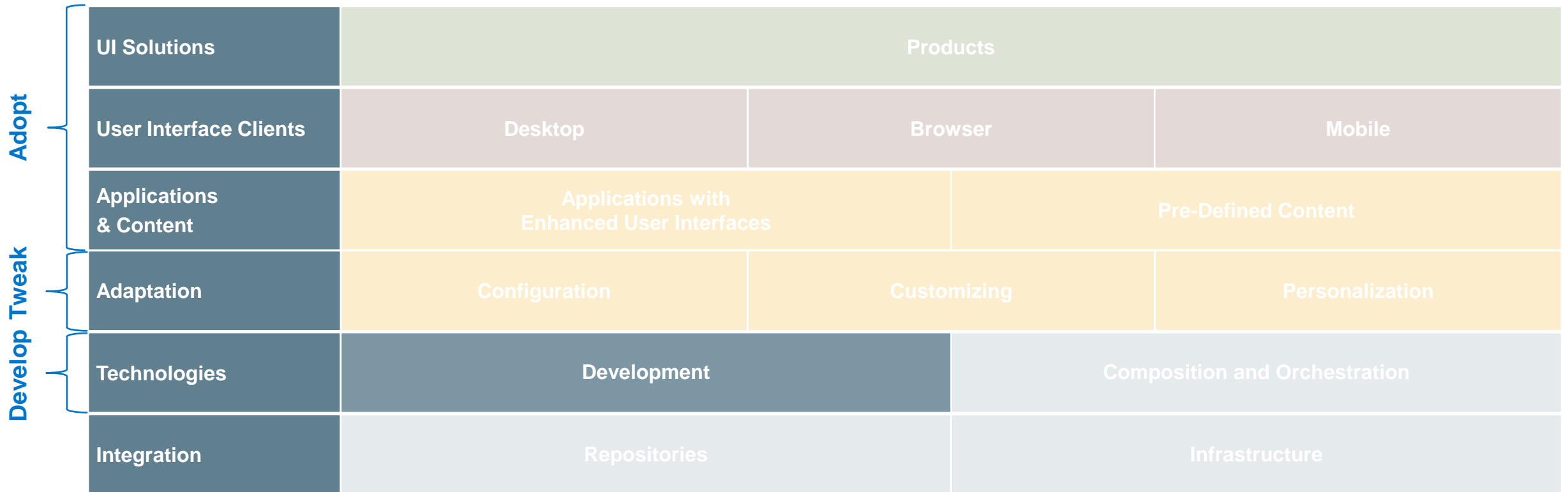Use Cases

Arch

Solution Map for SAP User Interfaces
All user interface relevant items in one place

UI Solutions	Products		
User Interface Clients	Desktop	Browser	Mobile
Applications & Content	Applications with Enhanced User Interfaces		Pre-Defined Content
Adaptation	Configuration	Customizing	Personalization
Technologies	Development		Composition and Orchestration
Integration	Repositories		Infrastructure

Adopt (rows: UI Solutions, User Interface Clients, Applications & Content)

Tweak / **Develop** (rows: Adaptation, Technologies)

> **Adopt** latest UI enhancements ⟩ **Extend or tweak** your user interfaces ⟩ **Develop** your own user interfaces

SAP Forms Strategy

"The SAP forms strategy is based on SAP Interactive Forms by Adobe (IFbA). This applies to both print- and interactive forms. In this context, most Business Suite solutions have already been converted to the IFbA technology (more than 2400 forms), and new standard SAP forms will be created using IFbA instead of Smart Forms or SAPscript.

SAPscript and Smart Forms will continue to be supported in line with SAP's maintenance strategy, thereby protecting existing customer investments."

Simplifying and Automating Business Processes

Purchase Order Management

Purchase Requisition Management

CapEx approval

Cost Center Creation

Supplier Management

Reseller On-boarding management

HR Sick Leave processing

Health & Safety application processing

Compliance with EU Data Protection Directive, Data Protection Laws, Safe Harbor Principles

EU: Foreign Trade and Payments Regulation (AWV)

Green IT initiatives

Club membership procesisng

Environmental regulatory compliance

Works order management

Field Sales Stock check

Government-sponsored event management

Customer Escalation Management

HR Recruitment

HR Expense processing

Tax filings & exception handling

Regulation 13E of the Customs Compliance

New passport applications

Corporate Law Economic Reform Program compliance

Simplifying and Automating Business Processes

| Purchase Order Management | HR Sick Leave processing | Health & Safety application | Compliance with EU Data Protection | EU: Foreign Trade and Payments Regulation | Green IT initiatives |

"…85% of business processes depend on forms."

- Gartner

Purchase Requisition Management

CapEx approval

Cost Center Creation

Supplier Management

Reseller On-boarding management

Environmental regulatory compliance

Works order management

Field Sales Stock check

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Corporate Law Economic Reform Program compliance

SAP and Adobe: A Strategic Partnership
Celebrating the Past, Investing in the Future

Promised   Delivered

Improve installation/configuration of ADS

Reduce complexity of landscape: ADS hub

Enhance developer productivity: Offline forms processing

Make Adobe Livecycle Designer accessible to partially sighted users

Support parallelization for high-volume printing

Provide IFbA for ByDesign customers

The future

Work on next release started focusing on features for ByDesign

SAP Interactive Forms by Adobe (IFbA): Features and Benefits

What makes IFbA different from other forms solutions?

- Adobe Reader free of charge and already installed on most desktops
- Suite and ByDesign deliver thousands of predefined forms

IFbA

Key capabilities

- Industrial-strength printing solution
- Save locally/send by e-mail
- Edit forms offline
- Use digital signatures
- Pre-fill form with application values, list boxes etc
- Integrate into workflows
- Integrate into applications
- Extract data automatically

Benefits

- Highly intuitive, natural look & feel
- Fewer errors
- Cost savings (printing, archiving)
- Improved collaboration
- Better compliance
- Tighter integration with business processes
- Contribution to sustainability

SAP Interactive Forms by Adobe: Three Basic Scenarios

Online Interactive Forms	Offline Interactive Forms	Form Printing
SAP system access is available	No SAP system access available	'Classic' form processing, not interactive
Fully integrated into Web Dynpro for Java & ABAP	Static value help, static user input validation, arithmetic calculations	Output documents are printed, e-mailed, archived or faxed
Context-sensitive value help & online checks based on business logic	Self-contained portable PDF (XML data + layout)	

Browser with Adobe Reader plug-in

Adobe Reader offline

E-mail   **Print**   **Archive**

Down / Upload   **E-mail / HTTP**

Runtime Architecture

SAP NetWeaver Application Server

JAVA Stack

- Application Code (Java)
- PDF Object (Java)
  - Web Services
- SOAP
- Web Services
- Document Service EJB
- Adobe Document Services Core Components

ABAP Stack

- Application Code (ABAP)
- PDF Object (ABAP)
  - Web Services
- SOAP
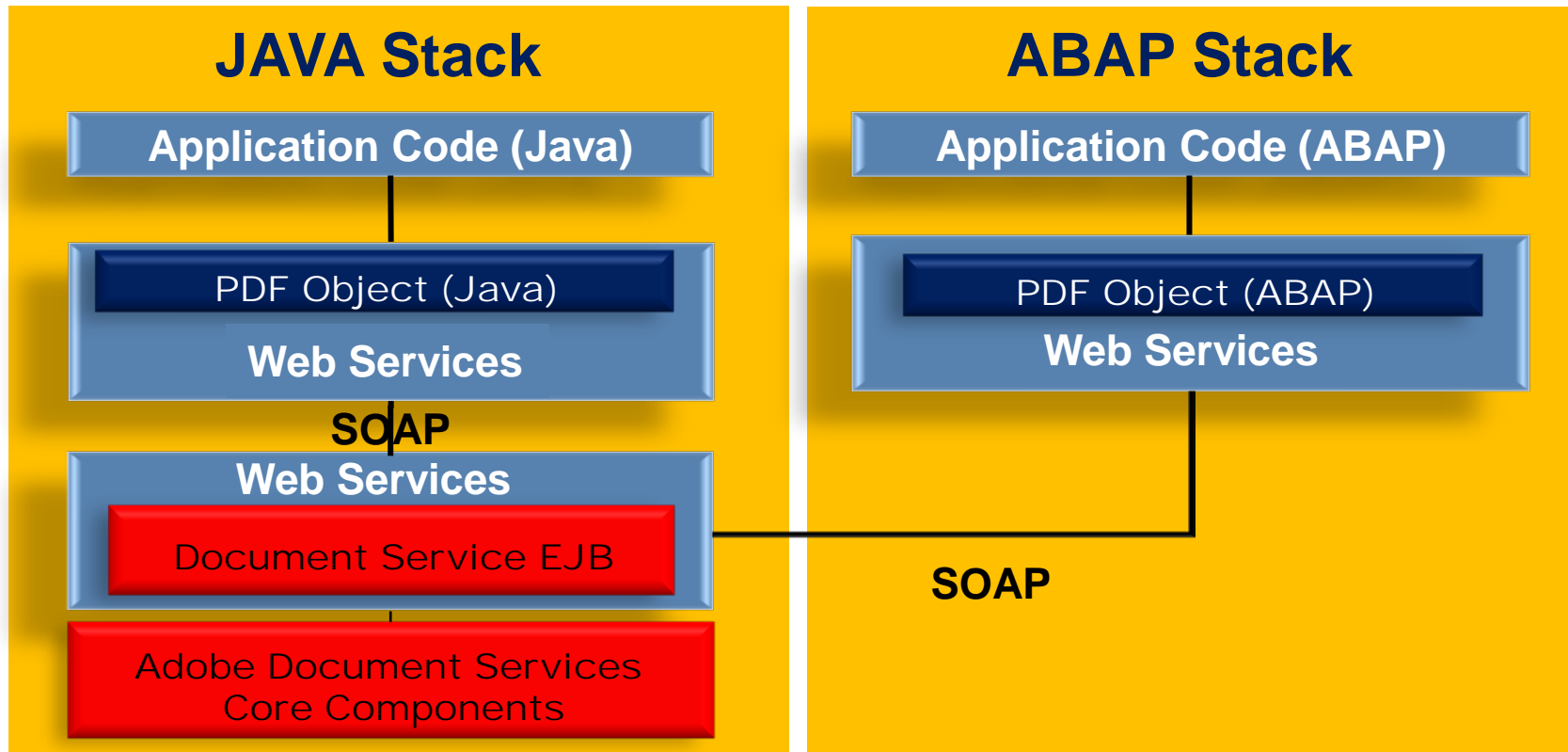
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Do You Recognise These Scenarios?

"**Purchase orders could not be reconciled with goods receiving and the accounts payable department was not getting the receipts it needed to pay vendors on time.**"

"We wanted to **stop rekeying forms** into our SAP applications,"

"The previous timesheet system was a non-standardised system **that relied on spreadsheets to collect data, which were then emailed back for manual data-entry** into SAP by an administrator. "

"The **paper-based process** for supply teacher involved some **1500 forms processed manually each month**. Queries on payments took time to process and check, **resulting in supply teachers having to wait 2-3 months to be paid.**"

"The use of spreadsheets meant that **no live SAP data could be accessed by the form users** resulting in **too many errors.**"

Offline Forms: Business Users Maintain Data When not Online

Typical scenarios:

- Employee / freelancer fills out a timesheet to claim overtime or basic salary

- Job applicant / employee fills out travel expenses to get them reimbursed

Communicating with External Parties

Typical scenarios:

- Company requests a quote from a supplier for a product or service

- Company sends expenses form to job applicants

- Mail order company sends order form to potential customers

Well-Known Forms: A German Tax Return

Approval Processes

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- What is Forms Lifecycle Manager (FLM)?
- Benefits of FLM

What is Forms Lifecycle Manager (FLM) by Arch?

What is FLM?

- An SAP Endorsed Business Solution
- A forms server for SAP (no extra hardware needed)
- Builds on SAP Interactive Forms by Adobe technology
- Cross-functional, that is, cross-application and cross-release
- Supports PDF, Flex and HTML forms

FLM makes creating and integrating forms much easier

- Skills required are ABAP and SAP configuration with some JavaScript but no Java
- Components can be re-used
- Roles can be specialized as required

FLM allows portfolios of forms to be managed

- Version control
- Form process monitoring
- Updates to SAP are automated and monitored

Managing the Forms Lifecycle

DESIGN Forms

DEPLOY Forms

Manage
—————
Centralize
—————
Automate

Monitor
—————
Remedy
—————
Enhance

Mobilize
—————
Audit
—————
Archive
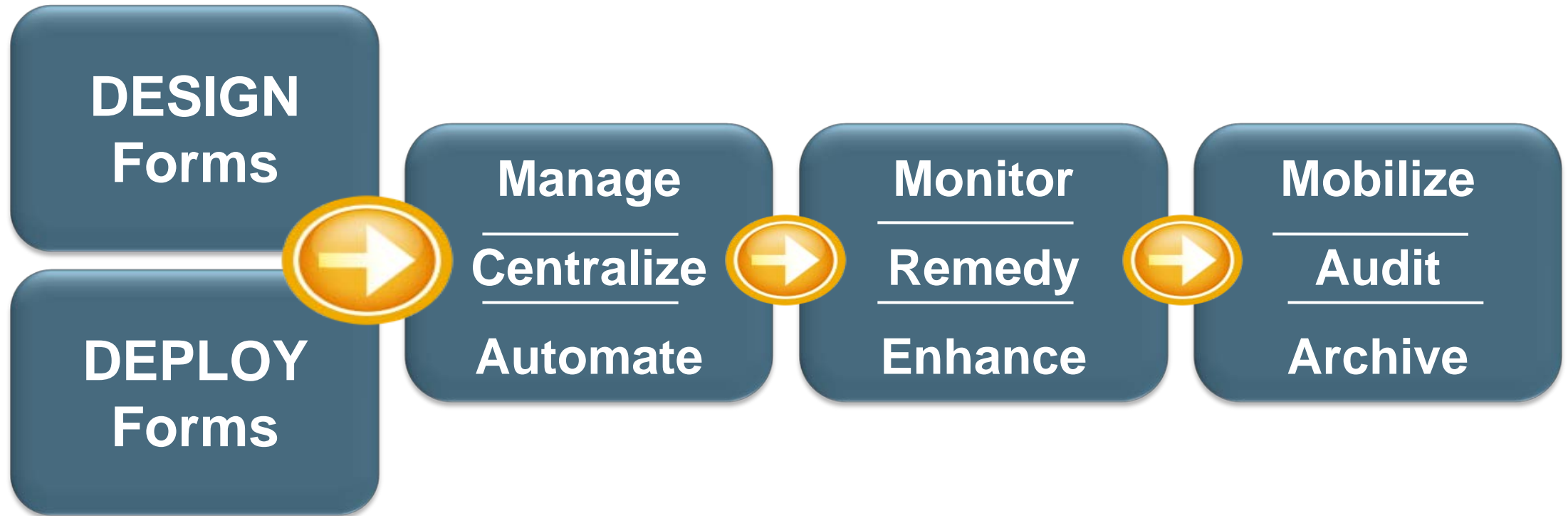
FLM™ and SAP Interactive Forms by Adobe

SAP Interactive Forms by Adobe delivers:

- A great PDF form template designer
- Powerful PDF form rendering
- Tight integration with SAP development environment
- Integration with all SAP-specific workflows

Forms Lifecycle Manager adds:

- Form process design and development
- Form serving infrastructure
- Centralized control of business logic
- Routing processor for escalations & reminders
- Monitoring of the form process
- SAP Update Control
- HTML form rendering for mobile devices
- Integration with Flash applications

http://ecohub.sap.com/catalog/#!solution:formslifecyclemanager
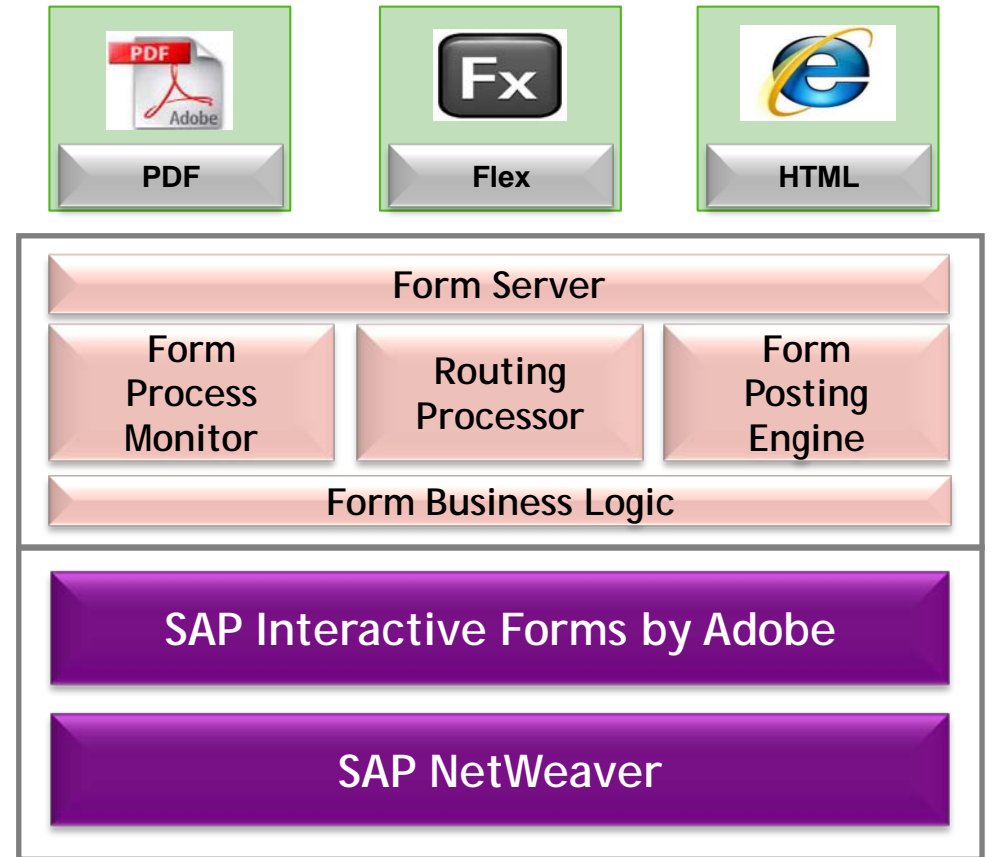
Benefits of Combining IFbA and FLM

Simplify user interaction & access
- Combine easy-to-use forms and convenient formats
- Access forms online, offline and on mobile devices

Automate and streamline business processes
- Deploy and manage forms critical to business process
- Monitor and fix workflow interruptions

Reduce paper, increase compliance
- Reduce or eliminate paper forms
- Audit and demonstrate compliance

Benefits of Combining IFbA and FLM

Simple, flexible, forms-based user interaction

End-to-end solution to automate and streamline forms-driven business processes

Green IT solution that also meets compliance standards