



# 8 Tips To Help You Cruise Through Your Next SAP® Licensing Audit

**Follow These 8 Tips For a Successful SAP Licensing Audit**

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# 8 Tips To Help You Cruise Through Your Next SAP® Licensing Audit

It's inevitable. Once a year, you'll have to submit your SAP License Administration Workbench (SLAW) to SAP. It's a requirement that all organizations using SAP face. That's why it's best to have a process in place so you're well prepared when the day comes. An automated solution that updates your SAP licenses monthly or quarterly will make managing and optimizing SAP Licensing a breeze.

Every year you receive the dreaded email reminding you the time has come to compile your company's SAP licensing report. Whether you received it directly from your regional SAP office or forwarded to you by your manager, an email mentioning an impending SAP audit is a stressful prospect for any organization. You're compelled to face decisions and actions regarding reconciling all users and their corresponding licensing types, reassessing and evaluating the status quo of licenses, or reallocating numerous licenses.

SAP offers many license options, and the price ranges of these various licensing types can be expansive. Professional licenses cost 25 times more than an Employee Self Service license. With that in mind, allocating incorrect license types can cost you big money, so it's essential to make the right decisions. A thorough pre-audit analysis facilitates accurate allocations and optimized spending.

## Tip 1

### Prepare Ahead of Time and Plan Accordingly

A successful SAP audit begins with the realization that you face a process that requires time, effort, and teamwork. Brace yourself and make sure to prepare your manager that SAP licensing is based on complicated contracts, which will certainly demand much of your attention and time.

**Start preparing now.** Create a schedule containing all of your specific, attainable milestones. Advise your manager how much of your time and attention is needed for the upcoming audit. Pace yourself so you are set for your final deadline.

**Gather all the data.** Don't ignore certain users and/or license types. For instance, even though various user types, such as "communication" and "system" users, may not sound critical, they shouldn't be disregarded or mistakenly overlooked in the final report.

## Tip 2

### Consider Previous Audit Inspections

Do your homework. Put in the effort and make time to learn the rules implemented by your organization from previous SAP audits. Identify what worked and what didn't, and use this information to give yourself a leg up on your next audit. If the guidelines for classifying usernames worked well, why not use them again? In most cases these guidelines were approved by SAP, therefore, you should consider using them for the upcoming audit.

## Tip 3

### Apply the 80/20 Rule

The 80/20 rule can assist with completing the inspection by your deadline and within budget. Many organizations running several SAP systems determine from the very start which applications should be thoroughly inspected, scanned briefly, or ignored completely. For example, if a system is used only by developers for the purpose of development testing, you should consider removing it from the list of systems to be inspected, as developers are

already scanned in the active development system. After narrowing down which systems need to be inspected, you'll realize you have fewer systems to thoroughly inspect, thus reducing pressure and enabling you to complete the inspection.

## Tip 4

### Don't Forget About Software Engines and Other Risks

The complexity of SAP software engines presents a real challenge for enterprises in terms of compliance and resources. Many overlook the fact that SAP licensing is not only based on license-per-user, but on software engines as well.

Payment for software engines is calculated according to usage. Determine which engines are really being used to ensure that you're paying for the necessary ones only.

**Don't ignore other risks.** In the last few years, SAP has been monitoring other areas that aren't typically part of the audit, such as multiple logins of users, activities of developers and technical staffs, and indirect access by third-party applications. Map and document everything thoroughly and be prepared for questions regarding these findings.

## Tip 5

### Combine Usernames and Remove Duplicate Users

Unless your contract specifies otherwise, the SAP licensing model permits employees to hold several usernames within the organizational SAP systems, so it's important to combine varying usernames and link them to the specific employee. For example, combine "JOHNS" in the ERP system and "JOHNSM" in the CRM system—linking both usernames to the employee John Smith. However, this can be a complicated and tedious task that may lead to errors. It's best to manage this process by employing an automated software.

Leverage the audit inspection to perform a thorough investigation by confirming actual users, deleting duplicate accounts or accounts belonging to ex-employees, and classifying usernames to the appropriate license type.

## Tip 6

### Classify Users by Actual Usage

The process of combining users seems straightforward enough, however the process itself doesn't classify users to the appropriate license types. Unclassified users are converted into Professional types automatically, no matter how often they access the SAP system.

While classifying users, you should stick to the methods outlined in your SAP contract. Classifying users by their actual usage is generally the most suitable method.

**Classify users to the right licensing type.** If you think that SAP's detailed instructions on how to produce an audit report are sufficient, think again. SAP indeed describes how to create the report, but classifying users to the right licensing type—the essence of licensing costs—is not addressed in the instructions from SAP.

**NEVER classify users to license types according to their granted authorizations.** If you use this method, you're classifying users based on responsibilities rather than actual usage. Most employees do not use all functions granted to them. In fact, on average they utilize only 7% of their granted authorizations.

## Tip 7

### Don't Send Invalid Numbers

Resubmitting past numbers of users and licenses to SAP is a waste of time and money and can cause noncompliance.

**Analyze a sufficient amount of data.** Examine three months' worth of data at a minimum. The more data you analyze, the more accurate your conclusions will be. In most cases the recommended period for analysis is one year.

**Analyze user activity.** Several users and activities, such as DDIC and EARLYWATCH, are preconfigured by SAP and should not go into your tally. If you don't pay attention, you're taking into account users that can be ignored for licensing. Consider classifying these preconfigured users as license type "Test" to avoid counting them unnecessarily.

## Tip 8

### Consult with a SAP Licensing Expert

If resources allow, seek advice from a consultant who is an expert in SAP licensing negotiations. The right consultant can guide you through the entire process, as well as assist in defining and understanding methods of classification.

If you're facing an on-site audit, make sure to have a SAP licensing expert with you and a detailed analysis of your current licensing status and needs.

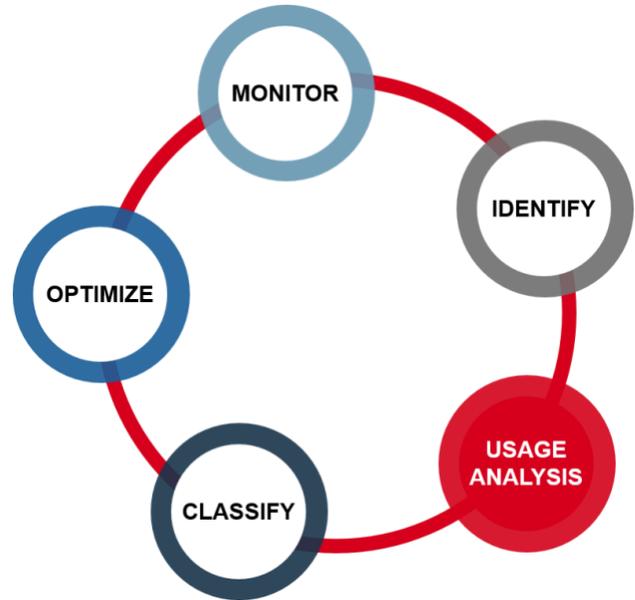
### Automate Your Next Audit

Similar to how a building needs a strong foundation, the preparations prior to an SAP audit are vital for its success. If the data you rely on is accurate, if you've determined which systems need to be inspected, and if you've defined the correct guidelines, then you have formed the foundation for a successful SAP licensing audit.

By following these 8 tips, you'll be better prepared for your next SAP audit. It's never too early to start getting your team in the right mindset.

Due to SAP's complex licensing models, companies are compelled to find a way to continuously manage their SAP licenses and be audit ready at all times.

Ivanti Optimizer for SAP supplies ultimate control over SAP licensing by combining user inspection, user behavior-analysis methods, and best practices. The solution lets you know exactly what your current SAP licensing situation is, maintain compliance with your SAP licensing contract, and be well prepared for SAP licensing audits.



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