**Digital Comptrollership Program - Discovery Workshops Schedule**

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| Week 1 | April 13-15th | * SAP Real Estate * Enterprise Asset Management |
| Week 2 | April 20 – 22nd | * Non-Tax Revenue * Procurement/Inventory Management/Enterprise Warehouse Management |
| Week 3 | April 27 – 29th | * Portfolio Management & Project Systems * Finance & Funds Management |
| Week 4 | May 4 to 6th | * Finance & Funds Management |

**Week 1**

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| **SAP Real Estate (All other departments)** | | **SAP Real Estate (PSPC, DND, AAFC)** | |
| **Time** | **Tuesday**  **April 13th 2021** | **Wednesday**  **April 14th 2021** | **Thursday**  **April 15th 2021** |
| **9:00 – 10:30** | **SAP Real Estate Overview**  **Real Estate Master Data**   * Architecture View * Usage View * Land Use Management | **SAP Real Estate Overview**  **Real Estate Master Data**   * Architecture View * Usage View * Land Use Management | **FI Integration**   * Periodic Posting * Business Partners |
| **10:30 – 10:45** | **B r e a k** | | |
| **10:45 – 12:00** | **Real Estate Contract Management**   * RE Search & Contract Offer * Renewal * Contract Termination  Rent Adjustment * Reminders  Lease Conditions | **Real Estate Contract Management**   * RE Search & Contract Offer * Renewal * Contract Termination  Rent Adjustment * Reminders  Lease Conditions | **Funds Management Integration**  **Capital Lease Management**   * Asset Integration * Leasing Scenarios * Sub-Leases * Reporting |
| **12:00 – 12:30** | **B r e a k** | | |
| **12:30 – 1:30** | **FI Integration**   * Periodic Posting * Wrap-up/Additional Questions | **Real Estate Contract Management**   * Service Charge Settlement * Sales Based Rent | **Wrap-Up/Additional Questions** |

**Week 1**

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| **Enterprise Asset Management** | | | |
|  | **Tuesday**  **April 13th, 2021** | **Wednesday**  **April 14th, 2021** | **Thursday**  **April 15th, 2021** |
| **9:00 – 10:30** | **EAM Overview**   * Introduction to EAM * S/4HANA Maintenance Management * Enterprise Structure for EAM | **Corrective Maintenance**   * Process Flow * Notification Process * Order Process (Plan/Schedule/Execute/Close) * Order Status | **EAM Integration**   * Settlement Process * Time Confirmations * Goods Issue and returns * Purchasing |
| **10:30 – 10:40** | **B r e a k** | | |
| **10:40 – 12:00** | **EAM Master Data**   * Functional Location Master * Functional Location Hierarchy | **Emergency Maintenance**   * Process Flow * Order Process * Order Priority * Failure Coding | **EAM Integration**   * Refurbishment Process * Serialization * Asset Accounting * Real Estate |
| **12:00 – 12:30** | **B r e a k** | | |
| **12:30 – 1:50** | **EAM Master Data**   * Equipment Master * Installation at Functional Location * Fleet Management * Status Management | **Preventive Maintenance**   * Process Flow * Time Based Maintenance Plan * Maintenance Plan Scheduling | **EAM Reports**   * Planned vs Actual Costs * KPIs for Equipment |
| **1:50 – 2:00** | **B r e a k** | | |
| **2:00 – 3:00** | **EAM Master Data**   * Bill of Materials * Work Centre * Task Lists | **Preventive Maintenance**   * Measuring Point and Measurement Documents * Performance Based Maintenance Plan * Strategy Plans | **Workshop Summary**   * Follow-up Items |

**Week 2**

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| **Non-Tax Revenue** | | |
|  | **Wednesday**  **April 21st, 2021** | **Thursday**  **April 22nd, 2021** |
| **9:00 – 10:30** | **S/4HANA NTR Overview**   * Introduction to NTR * S/4HANA NTR * Data Model change adaption | **Analytics and Integration**   * Sales Volume * Open order * Order to Cash performance monitor * Customer 360 * Integration with external systems * Out of box new integrations |
| **10:30 – 10:40** | **B r e a k** | |
| **10:40 – 12:00** | **OTC Master Data**   * Organization Structure * Materials & Service Materials * Business Partner * Pricing |  |
| **12:00 – 12:30** | **B r e a k** | |
| **12:30 – 1:50** | **Sales Order Activities**   * Sales Contracts * Sales order fulfilment * Free of charge orders * ATP |  |
| **1:50 – 2:00** | **B r e a k** | |
| **2:00 – 3:00** | **Delivery and Billing**   * Delivery processing * Invoices * Convergent Invoicing |  |

**Week 2**

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| **Procurement/Inventory Management/EWM** | | | |
|  | **Tuesday**  **April 20th, 2021** | **Wednesday**  **April 21st, 2021** | **Thursday**  **April 22nd, 2021** |
| **9:00 – 10:30** | **Purchasing Enterprise Structure & Master Data**   * Purchasing Organizational Structure * Master Data | **Best Practices – Procurement Reporting**   * Analytics – Purchase Order Visibility & Proc Spend * Real time Reporting and Monitoring for Procurement * Supplier Evaluation | **EWM Structure/Business Processes/Deep Dive**   * Overview of Warehouse Structure * High Level EWM Business Process * Deep Dive – Inbound Scenario * Deep Dive – Outbound Scenario |
| **10:30 – 10:40** | **B r e a k** | | |
| **10:40 – 12:00** | **Best Practices – Sourcing and Contract Management**   * Request for Price * Purchase Contract * Requisitioning | **Procurement – Workshop Summary**   * Follow up items | **Deep Dive – Business Processes/Follow up items**   * Internal Movements * Modern Warehouse Features * EWM Monitoring/Reporting Capabilities * Follow up items |
| **12:00 – 12:30** | **B r e a k** | | |
| **12:30 – 1:50** | **Best Practices – Operational Procurement**   * Consumable Purchasing * Procurement of Services * Procurement of Direct Materials | **Inventory Management**   * Inventory Management Structure * Core Inventory Management * Physical Inventory Count and Inventory Adjustment * Return to Supplier |  |
| **1:50 – 2:00** | **B r e a k** | | |
| **2:00 – 3:00** | **Best Practices – Operational Procurement**   * Consignment * Subcontracting * Purchase Rebate Processing | **Inventory Management Reporting/Summary**   * Inventory/Goods Movement/Stock Balances * Follow up Items |  |

**Week 3**

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|  | **Portfolio Management &**  **Project Systems** |
|  | **Tuesday**  **April 27th, 2021** |
| **8:30 – 10:30** | **Capital Projects I**   * PPM- Portfolio Management Overview |
| **10:30 – 10:45** | **B r e a k** |
| **10:45 – 12:00** | **Capital Projects II**   * Project Structure, templates, cost planning and scheduling * Project Budgeting and controls |
| **12:00 – 1:00** | **B r e a k** |
| **1:00 – 2:30** | **Capital Projects III**   * Project procurement, confirmations & execution * Project period end activities and settlements |
| **2:30 – 2:45** | **B r e a k** |
| **2:45 – 4:30** | **Customer Projects**   * Project revenue planning and sales order processing * Project Billing (Milestone/Resource related) and Invoicing * Period end activities and settlements   Project TECO and closure, Reporting  Follow ups + Questions and Answers |

**Week 3**

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|  | **Finance & Funds Management** | |
|  | **Wednesday**  **April 28th, 2021** | **Thursday**  **April 29th, 2021** |
| **8:30 – 10:45** | **Industry Best Practices for Fund Management I**  FM Master Data will be discussed in this session and Tuesday May 4th | **Industry Best Practices for Fund Accounting I** |
| **10:45 – 11:00** | **Break** | |
| **11:00 – 12:00** | **Industry Best Practices for Fund Management II** | **Industry Best Practices for Fund Accounting II** |
| **12:00 – 1:00** | **Break** | |
| **1:00 – 2:30** | **Industry Best Practices for Budgeting I** | **FM Closing and reporting I** |
| **2:30 – 2:45** | **Break** | |
| **2:45 – 4:30** | **Industry Best Practices for Budgeting II**  Follow ups + Questions and Answers | **FM Closing and reporting II**  Follow ups + Questions and Answers |

**Week 4**

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| **Finance & Funds Management** | | | |
|  | **Tuesday**  **May 4th, 2021** | **Wednesday**  **May 5th, 2021** | **Thursday**  **May 6th, 2021** |
| **8:30 – 10:45** | **Enterprise Structure**   * Financial Accounting Master Data * Management Accounting/ Controlling Master Data * FM Master Data | **Industry Best Practices for Accounts Payables** | **Industry Best Practices for Financial & Management Reporting** |
| **10:45 – 11:00** | **B r e a k** | | |
| **11:00 – 12:00** | **Industry Best Practices for General Ledger (I)** | **Industry Best Practices for Asset Accounting (I)** | **Industry Best Practices for Overhead actual costing** |
| **12:00 – 1:00** | **B r e a k** | | |
| **1:00 – 2:30** | **Industry Best Practices for General Ledger (II)** | **Industry Best Practices for Asset Accounting (II)**  (1:00 – 3:15) | **RG Interface I** |
| **2:30 – 2:45** | **B r e a k** | | |
| **2:45 – 4:30** | **Accounts Receivable**   * Follow ups + Questions and Answers | **Financial closing** (3:30 – 4:30)   * Follow ups + Questions and Answers | **RG Interface II**   * Follow ups + Questions and Answers |