**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
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**Week 1**

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| **SAP Real Estate - OGD** | **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
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**Week 2**

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| **Non-Tax Revenue** |
|  | **Tuesday****April 20th, 2021** | **Wednesday****April 21st, 2021** | **Thursday****April 22nd, 2021** |
| **9:00 – 10:30** | **EAM****S/4HANA NTR Overview*** Introduction to NTR
* S/4HANA NTR
* Data Model change adaption
 | **Delivery and Billing** * Delivery processing
* Invoices
* Convergent invoicing
 | **Buffer/ Follow up sessions** |
| **10:30 – 10:40** | **B r e a k** |
| **10:40 – 12:00** | **OTC Master Data*** Organization Structure
* Materials & Service Materials
* Business Partner
* Pricing
 | **Sales Analytics** * Sales Volume
* Open order
* Order to Cash performance monitor
* Customer 360
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| **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
 | **OTC Integration*** Integration with external systems
* Out of box new integrations
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| **1:50 – 2:00** | **B r e a k** |
| **2:00 – 3:00** | **Sales Order Activities** * ATP
 | **Custom Code Adaption*** Overview on SD related Custom enhancements
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**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
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| **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
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**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
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| **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, ReportingFollow 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
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