

DIGITS@IISc

SAP S/4 HANA GLOSSARY for IISc

(Updated: August 1, 2019)

| SAP Terminology | Meaning/IISc Terminology |
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| Account Payable (AP) | Liabilities currently owed by a person or business. These arise mainly from the purchase of goods or services. |
| Accounts Receivable (AR) | The amount owed to another party/business partner for goods sold or services provided that are still unpaid. |
| Asset Master | The SAP system enables IISc to manage all fixed assets using the Asset Master. One can create, update, and delete a fixed asset using the asset master data. After an asset is capitalized, one can view and maintain the asset depreciation details in the asset master data. This is currently being created in IISc using the “equipment registers” in individual departments/centre. Once the Asset Master is created, all fixed assets in IISc will be available in digital form and the asset master will be continuously updated as new assets are received and old assets are written off. |
| Audit Trail | Automatic entry of the changes recorded in change documents or activity documents. The audit trail records the time a change is made, who made the change, and the value that has been changed. This is a feature of the SAP system which records all transactions that occur in the system and enables tracking and monitoring. |
| Business or Business Area | Various functions in IISc such as Finance and Accounts; Human Resources; Payroll; Sponsored Projects; Purchase; Stores; Academics; Campus Development and Management, etc. |

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| Business Partner | A person or a group of persons but with whom a business interest exists. It can be a student, an employee, a faculty, a vendor, or an external examiner, a short-term visitor, a student intern, etc. |
| Business Process | Individual end-to-end processes in each function, such as raising a purchase order; making a cash advance request; making a bill payment, etc. |
| Business Process Owner (BPO) | IISc executive who heads the business function; for example, the Registrar is the BPO for Human Resources; Financial Controller is the BPO for F&A, etc. |
| Key Business User (KBU) | IISc officer who is the main user of the business function; for example, DFC-F&A is the key business user for F&A; DR-Council is the key business user for HR, etc. |
| Business Workflow | This is an important “routing” tool in SAP that forwards documents or requests for review or approval. For example, a leave request that needs to be approved is sent to the appropriate approver's inbox. |
| Cost Object | This collects expenses and revenues for a particular purpose, such as a research project. In SAP, there are three types of cost objects: Cost Centre, Internal Order, and WBS Element |
| Cost Centre | An organizational unit that represents a defined location where cost is incurred. In IISc, each of the Academic Departments, Centres, and Administrative Units is a cost centre since they are involved in spending money for various purposes. See also Cost Object. |

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| End-user | Any person who “makes” a SAP transaction. Almost every employee/student in IISc will be an end-user of some or the other SAP transaction. |
| Environment (Production; Quality; Development) | A completely self-contained version of the SAP S/4 HANA database, designated for a specific purpose. A Production environment contains live, real-time data and this is what the end-users will be accessing. A non-production environment such as the quality environment or development environment holds valid, but not real-time data, and is used for specific purposes. The development environment is used by SAP developers to develop small applications that are currently not available or for developing custom applications needed by IISc. The quality environment is used for rigorously testing the applications developed before moving them into the production environment. |
| Enterprise | Synonymous with “IISc” |
| G/L Account (or Cost Element) | Stands for General Ledger Account. In SAP, G/L accounts are also called Cost Elements. They are classified by expense or revenue type. These terms are used interchangeably for reporting, requisitions, and journal vouchers. |
| Goods Receipt | A term from inventory management denoting a physical inward movement of goods or materials. The SAP System differentiates between the following types of goods receipt: i) Goods receipt with reference to a purchase order, ii) Goods receipt with reference to a production order, iii) Other goods receipts without reference |
| GUI and Fiori | Graphical User Interface. The SAPgui is the software on your desktop that allows you to connect to one or more of the SAP environments. The IISc installation also supports SAP Fiori Apps |

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| | which embellish the GUI with a better look and feel experience. |
| HSN Code | HSN code stands for “Harmonized System Nomenclature” code. This number is an internationally adopted commodity description and coding system developed by the World Customs Organization (WCO) with the vision of classifying goods in a systematic manner. This code is required to be specified while purchasing any material or service. |
| Internal Order | An internal order is a non-sponsored cost object (for example, funding from the IISc Director) which is used to track costs over periods other than financial years. Internal orders could be created to track gifts or endowments. See also Cost Object. |
| Master Data | Master data is a collection of information about a person or an object, for example, an employee, a student, material, vendor, project, or G/L account. For instance, a vendor master record contains not only general information such as the vendor’s name and address, but also specific information, such as payment terms and delivery instructions. Generally for endusers, master data is reference data that you will look up and use, but not create or change. |
| Material Groups | These are codes that classify goods and services by commodity or service type and are used by the Purchase Section in IISc for reporting purposes. For example, desks belong to the material group “1920” Furniture and Furnishings. |
| Material Master | This contains a list of records where each record corresponds to a material that IISc purchases. The data record for a material contains all the basic |

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| | information required to manage a material such as unit of measurement, HSN code, etc. |
| Material Number /Material Code | A number that uniquely identifies a material in the SAP system. As a rule, a material master record must exist for each material managed in IISc. This record is stored under the material number or material code. |
| Parked Invoice | A preliminary invoice that has been created and saved, but not yet <i>posted</i> as a legal invoice. Parked invoices may be subject to additional processing steps that must be completed before a legal invoice can be created. |
| Posted Invoice | An invoice that has been accepted and approved by the appropriate case worker or authority and is ready for payment to be initiated. |
| Plant | A plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, or materials planning. A place where materials are produced, or goods and services are provided. In IISc, every department, centre, major admin unit has been designated as a Plant. A total of 84 plants have been defined in the SAP system of IISc. |
| Profit Centre | An organizational unit in the SAP system where revenues could be generated or amounts could be received. All academic departments and centres have been defined as profit centres in IISc. A profit centre is associated with several cost centres (Please see cost centre). |
| Project System | A component or functional module of the SAP system that is used to handle projects which could be: F&A Projects, CSSP Projects, and CSIC Projects. |
| Purchase Order | A request from a department or centre or admin unit to a vendor (external supplier) or a plant to deliver a quantity of material or to perform |

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| | services at a certain point in time. A purchase request may be preceded by a purchase requisition. |
| Purchase Requisition | A purchase requisition is an optional step prior to the purchase order. It contains an advance request from a department or centre or admin unit to a vendor (external supplier) or a plant to deliver a quantity of material. A purchase requisition may be used to register a requirement with the distribution center or head office. |
| Reservation | This is the SAP terminology for Stores Demand Notice. This is a request to the stores to keep a material ready for issue at a future date for a certain purpose. The purpose of a reservation is to ensure that a material is available when required. A material can be reserved for a cost center, a plant, or an order. In IISc, Departments or centres are cost centres or plants. |
| SAP | SAP is a German software company which is now the world's leading provider of ERP (Enterprise Resource Planning Software). SAP expands to <i>Systeme, Anwendungen und Produkte</i> in German which stands for "Systems, applications, and Products." IISc is one of over 425,000 customers of SAP in 180 countries. |
| SAP S/4 HANA | SAP HANA (High-performance ANalytic Appliance) is an application that uses "in-memory" database technology that allows the processing of very high volumes of real-time data in a short time by processing data stored in RAM (Random Access Memory) as opposed to reading it from a disk. S/4 represents the current, latest version of this system. |
| Transactional Data | This is data related to a single business event such as a purchase requisition or a request for |

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| | <p>payment. For example, when requisition is created, SAP creates an electronic document for that particular transaction. SAP gives the transaction a document number and adds the document to the transaction data that is already in the system. Whenever a transaction is completed in SAP, that is, when a document is created, changed, or printed, this document number appears at the bottom of the screen.</p> |
| Workflow | <p>This is an important “routing” tool in SAP that forwards documents for review or approval. For example, a leave request that needs to be approved is sent to the appropriate approver's inbox.</p> |
| Vendor | <p>A vendor in SAP is anyone one who sells a product or service to IISc. For example, a visiting professor at IISc is treated by SAP as a vendor since the visiting professor is offering expert services to IISc. Similarly, an external Ph.D. thesis examiner is a vendor. The nomenclature “vendor” is not to be considered derogatory in any way.</p> |
| Vendor Master | <p>Vendor master is a collection of vendor records. A vendor record contains all relevant details of each vendor. If a material is being purchased from a vendor or a payment is being made to a vendor, the SAP system requires the vendor to be present in the vendor master.</p> |
| WBS Element | <p>WBS stands for Work Breakdown Structure. In IISc terminology, it is equivalent to a “debit head.” WBS elements are funded by outside sponsors and are used to track costs of different types of expenses of a particular research project over it entire duration. They may also be created to track other sponsored activities, such as gifts. See also Cost Object.</p> |

For a more detailed glossary, please click on the following URL:

<https://digits.iisc.ac.in/wp-content/uploads/2019/06/IISc-SAP-Glossary-V1.0-01Jun2019.pdf>