

# SOTERION SAP LICENSING MANAGER

## Optimise Expenditure and Retain Compliance by Taking Control of Your SAP License Management

SAP License Management is a crucial element in creating an economical and compliant strategy for effective software asset management. Soterion's SAP Licensing Manager can provide you with the insight you need to tailor your SAP license agreement to your organisation's specific requirements, ensuring optimal contract management and complete compliance whilst reducing unplanned and excess costs.

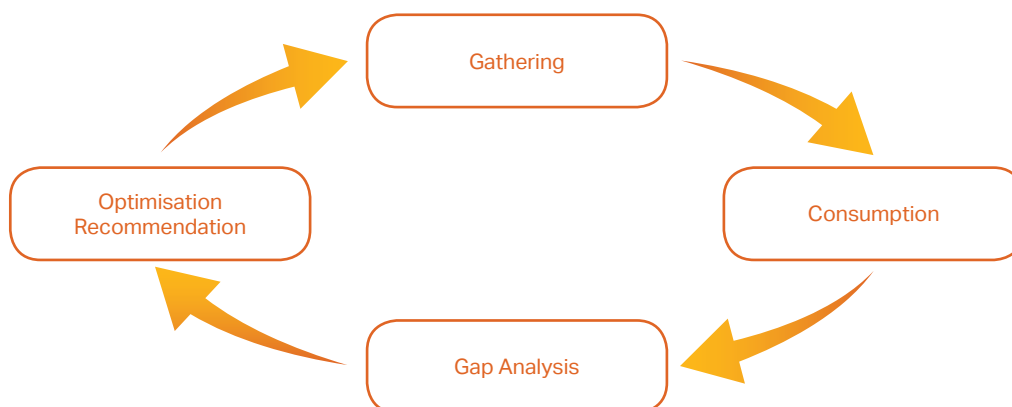
### Our Background

Our specialised experience and in-depth comprehension of pre-SAP license audits ensure that our clients can confidently monitor productivity and manage cost, while governing SAP license compliance.

### Key Points

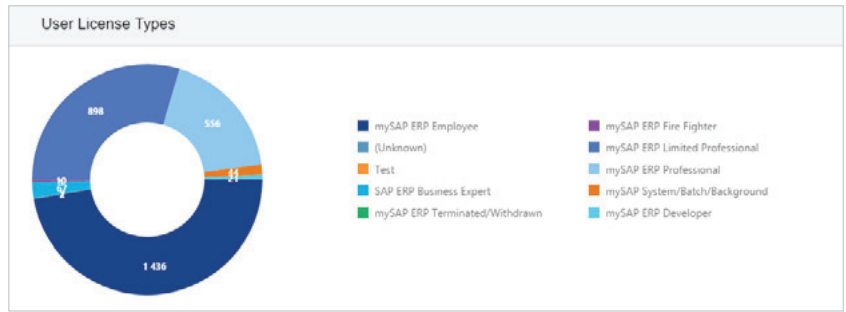
#### Our Approach

- ✓ **Gathering (Bill of Material)**  
 Collate SAP license agreements and compare with SAP License Bill of Material.
- ✓ **Consumption**  
 Determine configuration and usage of various licensing categories.
- ✓ **Gap Analysis**  
 Compare the consumption figures with the Bill of Material and determine whether it is within licensing thresholds to avoid facing unplanned excess charges.
- ✓ **Optimisation Recommendations**  
 Determine optimisation opportunities based on the actual usage of license categories. This will include activities such as locking or expiring dormant user accounts.



**SAP Licensing Categories typically fall into the following areas:**

- ✓ Named users (including indirect usage)
- ✓ Master records
- ✓ Throughput
- ✓ Hardware



**User License Optimisation Recommendations**

**User Maintenance**

- ✓ Dormant users
- ✓ Users locked and not expired
- ✓ Users never logged on

**User Classification**

- ✓ Users inconsistently classified are deemed to be in the higher license category by SAP. Named SAP user licenses must be aligned across the various SAP systems.
- ✓ Users not classified will be categorised by SAP as a Professional license type (high end category) during the annual license audit.

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**USERS LOCKED, BUT NOT EXPIRED**  
 These Users are locked, but have not been expired by changing their "Valid To" dates. A User that is locked, but not expired, is considered to be an active SAP Named User.

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**USERS NEVER LOGGED ON**  
 These Users have never logged on to the SAP System. Consider whether these accounts could be locked and expired.

**User Classification**

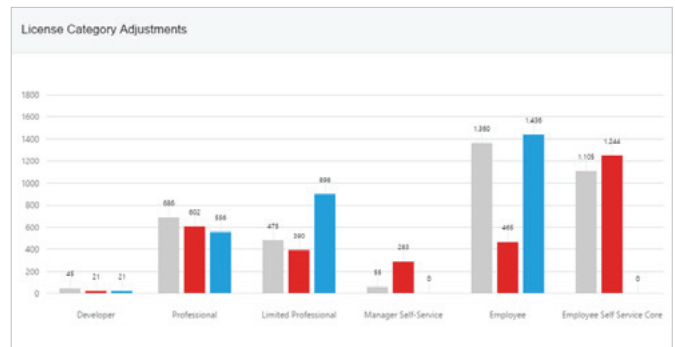
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**User License Category Adjustment Recommendations**

The graph summarises the reclassification recommendations based on usage.

Since it is not possible to include the SAP user usage data in the classification process in the standard version of SAP, most SAP clients follow the SAP license classifications methodology that is based on role allocations. This methodology can be used successfully if the specific SAP roles allocated to users are well aligned with what the users are indeed doing in SAP.

However, research shows that SAP users on average use only 20% of the functionality allocated to them, resulting in the unnecessary allocation of higher SAP license categories access to the majority of users (80%).



## Going Forward

Soterion SAP Licensing Manager uses its database as a repository for future SAP license reviews, hence reducing the time and resources you will require to maintain your SAP licenses.

Our solution also allows you to store agreements, documents and notes to demonstrate your SAP license compliance which will minimise the number of consulting days you will need on future SAP licensing audits.