



ROLE CONTENT

PREDEFINED GROUP OF ROLES FOR IMMEDIATE USE IN SAP®

A clearly structured role management function that ensures perfect role maintenance is the most important element of a good authorization concept. But before they think about role management, users must first create the required roles in the system. This is often a very complex and time-consuming task, due to the large number of transactions and authorization objects. Moreover, many companies create new business processes within the life cycle of an SAP® system, which means that the role content must be extended. That is why, next to safety considerations, the following criteria should also be fulfilled when roles are created:

- ▶ Naming conventions: predefined technical designations should be used for the roles
- ▶ Sustainability: roles must be reusable for future tasks
- ▶ Clear structure: redundancy, i.e. two roles for the same task, must be avoided

Even companies who already have a body of roles can considerably reduce maintenance by introducing such a role concept.

ALL YOU NEED FOR EFFICIENT ROLE MANAGEMENT

The single roles in the consolut Role Content are the result of cross-specialty cooperation between Basis consultants, developers and module consultants, and they are continuously improved in the course of the authorization projects. They already include general safety features. The roles can, however, be extended at any time to include customer-specific requirements. The role content currently comprises the following SAP® modules:

- ▶ Financial Accounting
- ▶ Controlling
- ▶ Logistics
 - ▶ Materials Management
 - ▶ Sales and Distribution
 - ▶ Production Planning
 - ▶ Maintenance
 - ▶ Inventory (LE and WM)
 - ▶ Quality Management
- ▶ Human Resources
- ▶ Basis / System Support

All roles have been tested and can be used immediately, which considerably reduces the time and effort of introducing or switching to new roles.

We recommend the consolut Authorization Manager for a quick and easy integration of the role content in the SAP® system.



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THE CONSOLUT ROLE CONTENT: AN OVERVIEW

Structure:

The various activities that can be performed in the SAP® modules are first divided into tasks and documented in an Excel® table.

Task		
Financial Accounting		
General Ledger		
1	Posting	Post & park documents
2		Recurring entry document
3		Clear items G/L account
4		Post Cash Journal
5		Display recurring entry document
6		Batch-Input authorization General Ledger
7	Account	Display G/L account
8		Change G/L account
9		Display documents goods receipt
10		Display G/L balances
11	Master Data	Create G/L Master Data Chart of Accounts
12		Create G/L Master Data Chart of Accounts Company Code
13		Create Financial Statement Version
14		Display G/L Master Data Chart of Accounts

Every task is then assigned to single roles that are responsible for performing the activities in the system.

Task	Transactional Roles	Organizational Roles
Post & park documents	CON_S_FI_GL_PST-GLD	CON_O_FI_GL_PST-GLD
Recurring entry document	CON_S_FI_GL_PST-RCE	CON_O_FI_GL_PST-GLD
Clear items G/L account	CON_S_FI_GL_CLR-GLA	CON_O_FI_GL_PST-GLD
Post Cash Journal	CON_S_FI_GL_PST-CSH	CON_O_FI_GL_PST-GLD
Display recurring entry document	CON_S_FI_GL_DSP-RCE	CON_O_FI_GL_DSP-RCE
Batch-Input authorization General Ledger	CON_S_FI_GL_PST-BIP	CON_O_FI_GL_PST-GLD
Display G/L account	CON_S_FI_GL_DSP-GLA	CON_O_FI_GL_DSP-GLA
Change G/L account	CON_S_FI_GL_CHG-GLA	CON_O_FI_GL_CHG-GLA
Display documents goods receipt	CON_S_FI_GL_DSP-GOR	CON_O_FI_GL_DSP-GOR
Display G/L balances	CON_S_FI_GL_DSP-BAL	CON_O_FI_GL_DSP-GLA
Create G/L Master Data Chart of Accounts	CON_S_FI_GL_DSP-CCC-TCD	CON_O_FI_GL_DSP-CCC-TCD
Create G/L Master Data Chart of Accounts Company Code	CON_S_FI_GL_CRT-COA	CON_O_FI_GL_CRT-COA
Create Financial Statement Version	CON_S_FI_GL_CRT-FSV	
Display G/L Master Data Chart of Accounts	CON_S_FI_GL_DSP-CCD	CON_O_FI_GL_DSP-CCD

These roles are what we call the consolut Role Content. We distinguish between two types of roles:

- ▶ Transactional roles
- ▶ Organizational roles

Transactional roles:

These roles contain all transactions that are required to perform a task. The technical designations of these roles are in English and consist of the following elements:

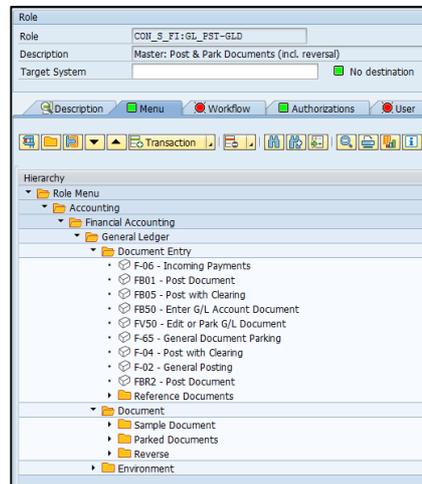
Description	Prefix	U	Role	Type	U	Modul	D	Sub Module	U	Activity	U	Description 1
Characters	3	1	1	1	2	1	2-3	1	3	1	3	
Example	CON		S		FI	:	GL		PST	-		GLD

The first three letters are the role prefix, which can be chosen freely in every authorization concept. The low line is followed by the role type "S". This stands for "Single Role with Transactions". The next elements are the module and submodule (in this case Financial Accounting and General Ledger). Then comes the activity: In our example, PST stands for "Post". The last letters describe the item to which the activity relates (here: GLD – General Ledger Document).

All abbreviations are documented in the naming conventions of the consolut Role Content and supplied along with the roles. The advantage of these conventions is that one can see immediately to which area of the system a role belongs and which task is performed with it.

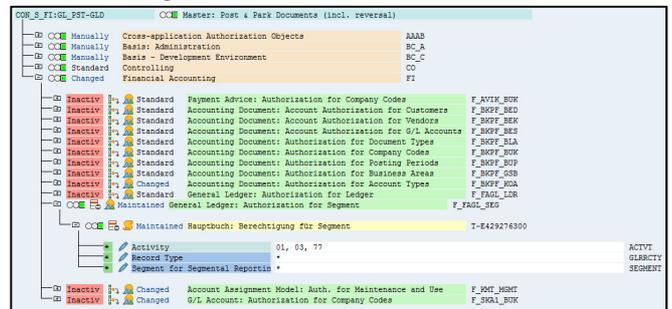
Contents of transactional roles:

The "Menu" tab shows all transactions that authorize a user to perform a task. The role menu trees follow the SAP® menu structure.



This approach enables every user to maintain a clearly structured user menu in SAP® that includes only the transactions for which the user has appropriate authorization.

The "Authorizations" tab shows all authorization objects that have no organizational relevance. This means that all objects that relate to organizational units are inactive.



The advantage of this method is that the same roles can be used in different company organizations (countries, locations, departments), as they enable users to call up transactions, but not to execute all of them.

The appropriate organizational authorizations are included in the "organizational roles".

Organizational roles:

These roles contain all authorization objects that are required to perform a task. The technical designations are also in English and consist of the following elements:

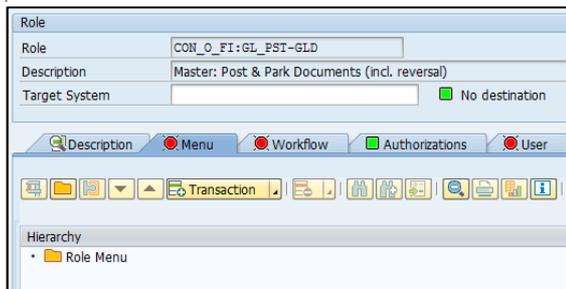
Description	Prefix	U	Role	Type	U	Modul	D	Sub Module	U	Activity	U	Description 1
Characters	3	1	1	1	2	1	2-3	1	3	1	3	
Example	CON		O		FI	:	GL		DSP	-		GLD

The role type "O" stands for "Organizational Roles". The activity "DSP" means "display". This means that the role in our example enables users to display general ledger documents.

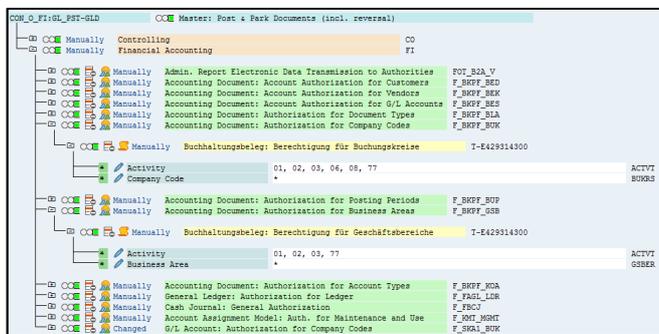
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Contents of organizational roles:

The role menu is empty, as these roles do not authorize users to perform transactions.



The "Authorizations" tab, on the other hand, lists all authorization objects that are of organizational relevance for the performance of this task.



Based on these roles, it is very easy to create organizational child roles with the SAP® derivation function. The child roles can be assigned the respective organizational values (e.g. company codes) that apply to the respective country, location or department. The consolut Authorization Manager (see the Authorization Manager product description) can be used to automate this derivation.

Role assignment in the system:

Both transactional and organizational roles can be directly assigned to the users. But to simplify the assignment of authorizations and make it more transparent, we recommend grouping single roles into composite roles. This process, too, can be automated with the consolut Authorization Manager.

Additional roles of the consolut Role Content:

In addition to the roles described above, consolut offers a range of other roles that can be used in special situations or for selected users.

Roles for high-authorization users:

These are usually roles for administrators, developers or consultants who need more extensive authorizations in their daily work than normal users. In these cases, special single roles can be used to avoid assigning an SAP_ALL profile. The roles include all relevant authorization objects and transactions, with the exception of critical authorizations (e.g. opening the system or executing a payment run).

The following roles are currently included in the consolut Role Content:

- ▶ CON_S_BC:SYS_ADM – role for Basis administrators
- ▶ CON_S_BC:SYS_ADM-DEVELOP – special role for developers
- ▶ CON_S_BC:SYS_ADM-ALL-SUP – role for support consultants
- ▶ CON_S_BC:SYS_ADM-DEVELOP-TP – role for support consultants with transport authorizations
- ▶ CON_S_BC:SYS_ADM-ALL-SUP-DSP – role for support consultants with viewing authorizations only.

These roles are also a good choice for companies working with so-called "high-authorization users". This means that certain users – provided they offer appropriate reasons – may apply for temporary authorization as a high-authorization SAP® user. The consolut Authorization Promoter can be easily combined with the roles described here and is the perfect solution for this task. Please refer to the Authorization Promoter product description for more information.

Roles for the company audit:

The audit roles available in SAP® are frequently requested by auditors. Determining the correct scope of authorization is, however, a time-consuming task. These roles are already part of the consolut Role Content and can be used immediately.

Task	Transactional Roles	Organizational Roles
AIS - Administration	CON S FI:AIS DSP-ADM	CON O FI:AIS DSP-ADM
AIS - Internal Allocations	CON S FI:AIS DSP-AAL	CON O FI:AIS DSP-AAL
AIS - Data export	CON S FI:AIS DAT-EXP	CON O FI:AIS DSP-SAP-NOHR
AIS - Assets	CON S FI:AIS DSP-AAD	CON O FI:AIS DSP-AAD
AIS - Liabilities	CON S FI:AIS DSP-APD	CON O FI:AIS DSP-SAP-NOHR
AIS - Accounts Payable Master Data	CON S FI:AIS DSP-APM	CON O FI:AIS DSP-APM
AIS - Receivables	CON S FI:AIS DSP-ARD	CON O FI:AIS DSP-SAP-NOHR
AIS - Accounts Receivables Master Data	CON S FI:AIS DSP-ARM	CON O FI:AIS DSP-ARM
AIS - Cash Journal	CON S FI:AIS DSP-CSH-JRN	CON O FI:AIS DSP-CSH-JRN
AIS - General Ledger	CON S FI:AIS DSP-GLT	CON O FI:AIS DSP-SAP-NOHR
AIS - General Ledger New	CON S FI:AIS DSP-GLT-NEW	CON O FI:AIS DSP-GLT-NEW
AIS - Human Resources	CON S FI:AIS DSP-HR	CON O FI:AIS DSP-HR
AIS - Real Estates	CON S FI:AIS DSP-IMM	CON O FI:AIS DSP-IMM
AIS - Invoice Verification	CON S FI:AIS DSP-INV-VER	CON O FI:AIS DSP-INV-VER
AIS - Material Inventory	CON S FI:AIS DSP-MAT-INV	CON O FI:AIS DSP-MAT-INV
AIS - Profit Center Accounting	CON S FI:AIS DSP-PCA	CON O FI:AIS DSP-PCA
AIS - Purchase	CON S FI:AIS DSP-PUR	CON O FI:AIS DSP-PUR
AIS - Sales Revenues	CON S FI:AIS DSP-SAL-REV	CON O FI:AIS DSP-SAL-REV
AIS - Organizational Overview	CON S FI:AIS DSP-ORG	CON O FI:AIS DSP-SAP-NOHR
AIS - Special Ledgers	CON S FI:AIS DSP-SL	CON O FI:AIS DSP-SL
AIS - Data Protection	CON S FI:AIS DSP-DTA-PRO	CON O FI:AIS DSP-DTA-PRO
AIS - Consolidation	CON S FI:AIS DSP-CON	CON O FI:AIS DSP-CON
AIS - Tax audit - Asset Accounting	CON S FI:AIS TAX-AAD	CON O FI:AIS TAX-AAD
AIS - Tax audit - Controlling/Project Systems	CON S FI:AIS TAX-CON-PRJ	CON O FI:AIS TAX-CON-PRJ
AIS - Tax audit - DART	CON S FI:AIS TAX-DRT	CON O FI:AIS TAX-DRT
AIS - Tax audit - Financials	CON S FI:AIS TAX-FIN	CON O FI:AIS TAX-FIN
AIS - Tax audit - Materials Management	CON S FI:AIS TAX-MAT	CON O FI:AIS TAX-MAT
AIS - Tax audit - Sales	CON S FI:AIS TAX-SAD	CON O FI:AIS TAX-SAD
AIS - System Audit	CON S FI:AIS DSP-SYS-AUD	CON O FI:AIS DSP-SYS-AUD
AIS - System Audit - Repository/Tables	CON S FI:AIS DSP-SYS-TAB	
AIS - System Audit - User and Authorizations	CON S FI:AIS DSP-SYS-USR	CON O FI:AIS DSP-SYS-USR

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ADDITIONAL INFORMATION ON THE CONSOLUT ROLE CONTENT

- ▶ The consolut Role Content can be introduced in SAP® at any time
- ▶ The roles can be used immediately
- ▶ We recommend the consolut Authorization Manager for role maintenance and management
- ▶ Along with the roles, consolut will provide an Excel file listing all roles and their naming conventions
- ▶ After the implementation, users can access both the SAP® menu and the user menu
- ▶ Customized extensions are possible at any time
- ▶ The role designations can be provided in German and English language

OUR SKILLS

- ▶ Long-standing experience with authorizations gained in numerous authorization projects and SAP® introductions
- ▶ Consultants with cross-specialty expertise
- ▶ Continuous extension of our body of roles
- ▶ Fast and cost-efficient implementation
- ▶ Advice and support beyond the end of the project

OUR SERVICES RELATING TO THE CONSOLUT ROLE CONTENT

- ▶ Check of system requirements
- ▶ Customizing
 - ▶ Extension of authorization settings
 - ▶ Adjustment of menu settings
- ▶ Adjustment of the prefix
- ▶ Import of the roles in SAP®
- ▶ Functional testing
- ▶ Administrator training
- ▶ Active support during the go-live

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