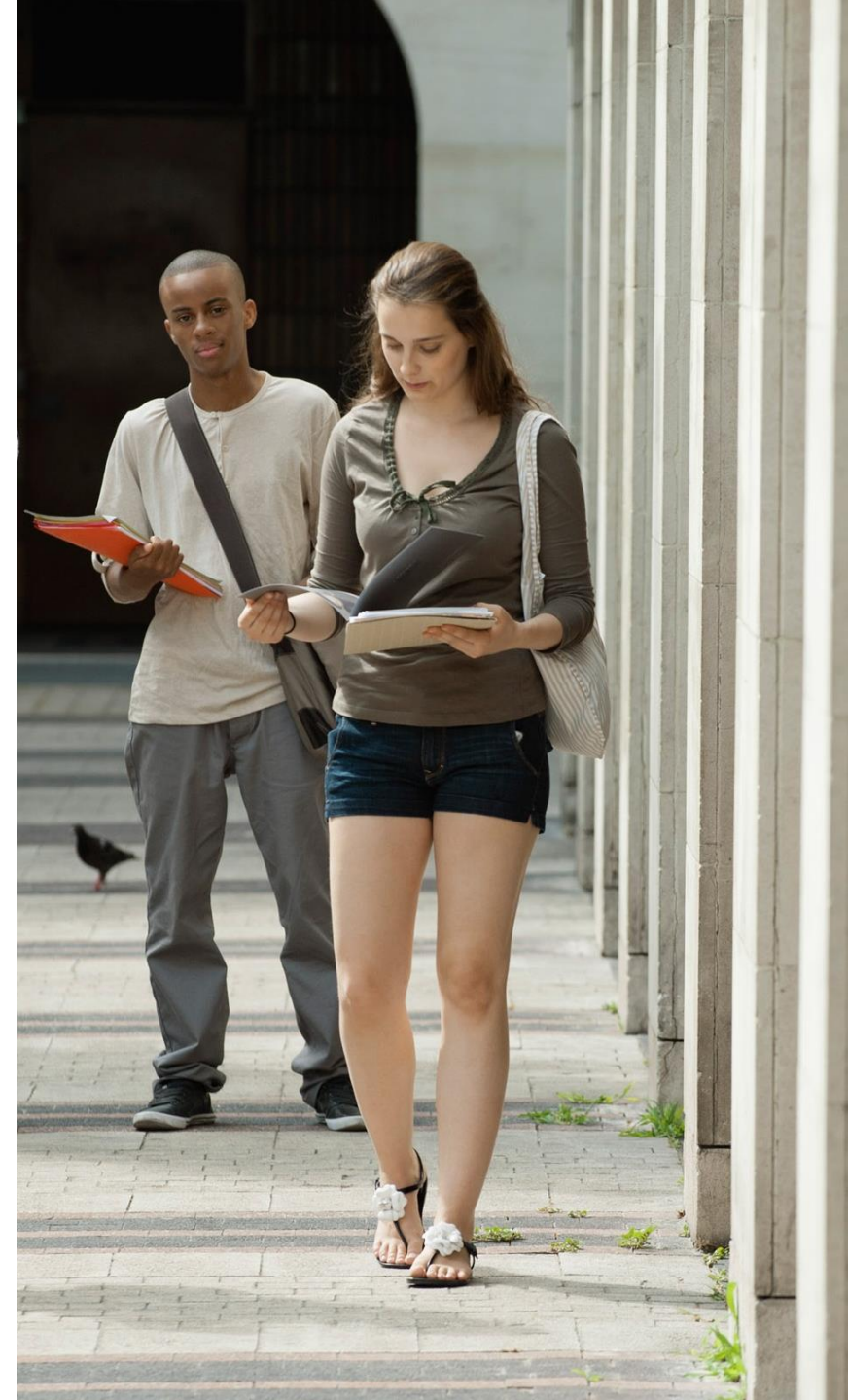# Humboldt-Universität zu Berlin:
Cutting-edge Global Research in the Digital Age

Home to 36,000 students, 440 professors and 5,700 employees, Humboldt-Universität zu Berlin is one of Germany's **most important research universities**. With four Clusters of Excellence, Humboldt-Universität enjoys an outstanding reputation worldwide and has been awarded the status of University of Excellence.

As part of the **humboldt together** project, the university is currently implementing several SAP solutions. By 2023, Humboldt-Universität plans to manage its finances, personnel, facilities, and campus through a uniform and fully-integrated SAP landscape. This system, which will eventually also be used for procurement and reporting, is being created together with implementation partner **Scheer.** Much progress has already been accomplished. Humboldt-Universität has been working productively with the new SAP landscape since January 2021.

Y Scheer

THE BEST RUN SAP

Humboldt-Universität zu Berlin:
Digital Renewal with SAP S/4HANA®

Before: Challenges and Opportunities
- The need to refresh existing administrative systems and design integrated processes
- An opportunity to switch from cameralistic to commercial accounting
- Siloed administrative areas on the IT side preventing a holistic and joined-up operation
- The prospect of one-time data entry and an end to media discontinuity

Why SAP and Scheer
- SAP S/4HANA® was considered an ideal all-in-one hub for digital transformation
- In-memory technology enables process control and analysis in a single system
- Excellent analytical capabilities provide unprecedented transparency and insight
- Digital core SAP S/4HANA can be enhanced with fully integrated, flexible SAP® cloud solutions for purchasing and procurement, human resources, and travel management
- Scheer is renowned for its expertise as an implementation partner across all project phases

After: Value-Driven Results
- Processes are standardized yet still flexibly adaptable
- Employees can now perform practical analysis by themselves
- Numerous new applications facilitate daily work
- Data sources have been reduced by 50 percent
- Reporting runs 60 percent faster
- Electronic invoice processing saves 25,000 working hours annually

"Despite immense pressures, with the humboldt together project, we have managed to set everything - accounting, personal administration, procurement, property and organizational management - in motion in a timely manner. We detect momentum and progress everywhere."

Dr. Ludwig Kronthaler, Vice President for Budget, Personnel and Technology, Humboldt-Universität zu Berlin

19 months
From initial concept to go-live

70%
less paper consumption as a result of automated processes

SAP partner

Scheer

Humboldt-Universität zu Berlin (HU)
Germany
www.hu-berlin.de/

Industry
Universities and research institutions

Products and services
Research and teaching

Employees
36,200 students
4,000 employees

Solutions and services
SAP S/4HANA

THE BEST RUN SAP
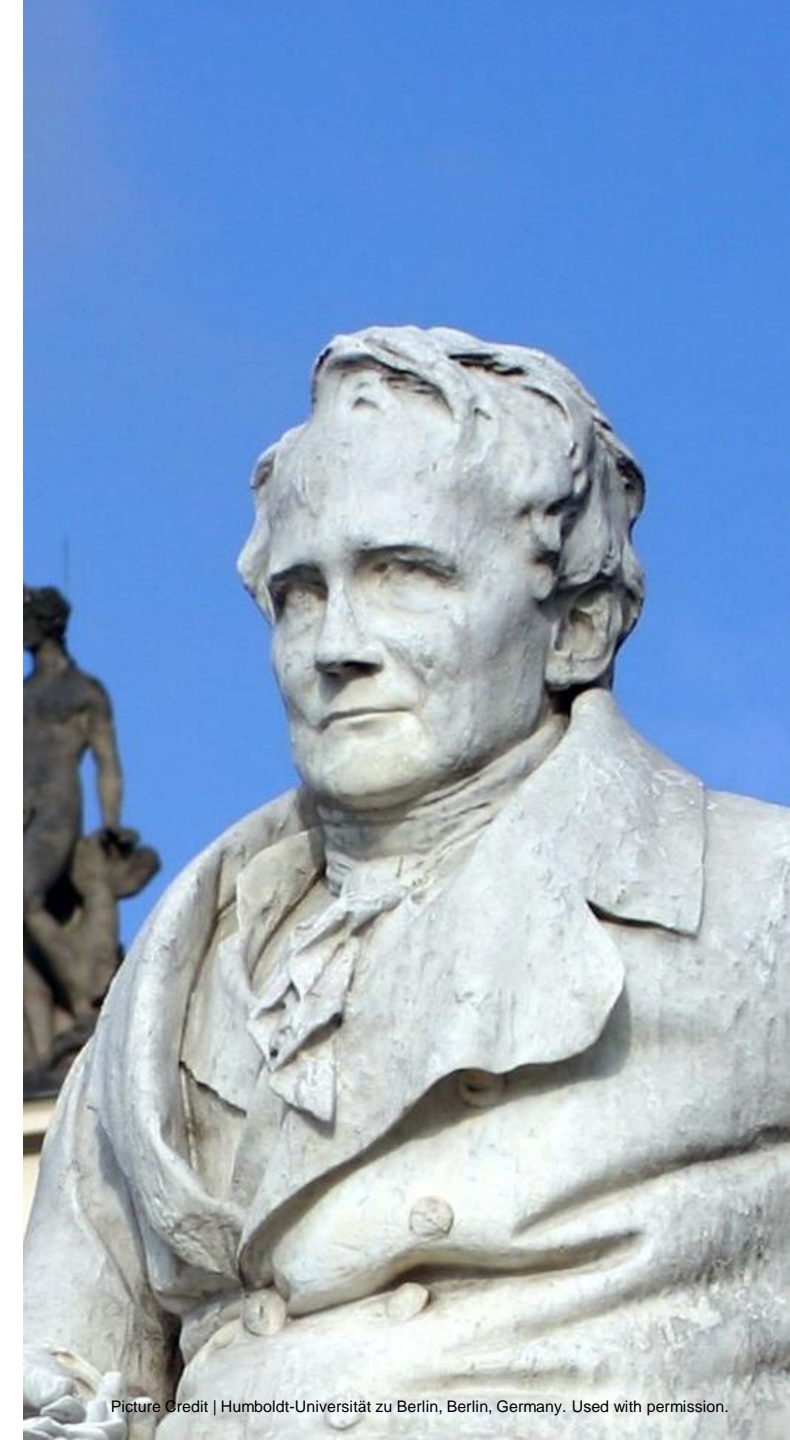
Together into the digital age

Humboldt-Universität manages a large number of facilities, services and people. With SAP S/4HANA®, it is now possible to link the corresponding processes across the board. This results in many advantages. One example is the central electronic invoice receipt: With the new system, both postal and electronic invoice receipts from suppliers can be organized centrally. What's more, electronic invoice formats can be integrated. The result is a workflow-based system for processing invoices, from automatic document data reading to approval. This beneficial outcome is reflected in the timeliness of payment.

As the "humboldt together" motto states: Humboldt-Universität sees itself as a single, harmonious unit. The processes within should also be correspondingly uniform. As a consequence of the current transformation effort, all processes contained within the central and decentralized administration have been better structured, streamlined, and simplified. SAP S/4HANA provides the basis for this. The ERP system can be deployed to centrally manage human resources, accounting, procurement, property management, and reporting, as well as IT.

Over the course of the project, the university has been converting its financial administration from cameralistic to double-entry accounting. The processes for funds management and personnel administration are being adapted at all levels and digitalized wherever possible.

Information and data relevant to management will be provided in a simplified manner in the future, and data quality should increase thanks to the integration of information from different sources. The ultimate goal: Management should always be able to take informed decisions on the basis of clear facts.

Integrated solutions for project success

The system landscape of Humboldt-Universität is based upon **SAP S/4HANA**® at the digital core. The operation of the system landscape and application management are meanwhile handled via the data center of SAP® partner Scheer in Freiburg.

Since January 2021, the **finance and controlling** processes have been running with SAP-based financial and asset accounting and controlling. Budget and third-party funds management is covered with an SAP solution for public sector management, the SAP project system component and the SAP Folders Management application.

The **procurement processes** are carried out with the SAP component for materials management and SAP Ariba® applications in the cloud for central and decentralized facilities. **Personnel administration** and organizational management processes run on SAP Human Capital Management for SAP S/4HANA. Other HR processes are currently mapped using SAP SuccessFactors® solutions.

Commercial **property management** runs via SAP Real Estate Management with integrated features for CAD graphics. Specialist procedures are connected to the system via SAP Process Orchestration as middleware.
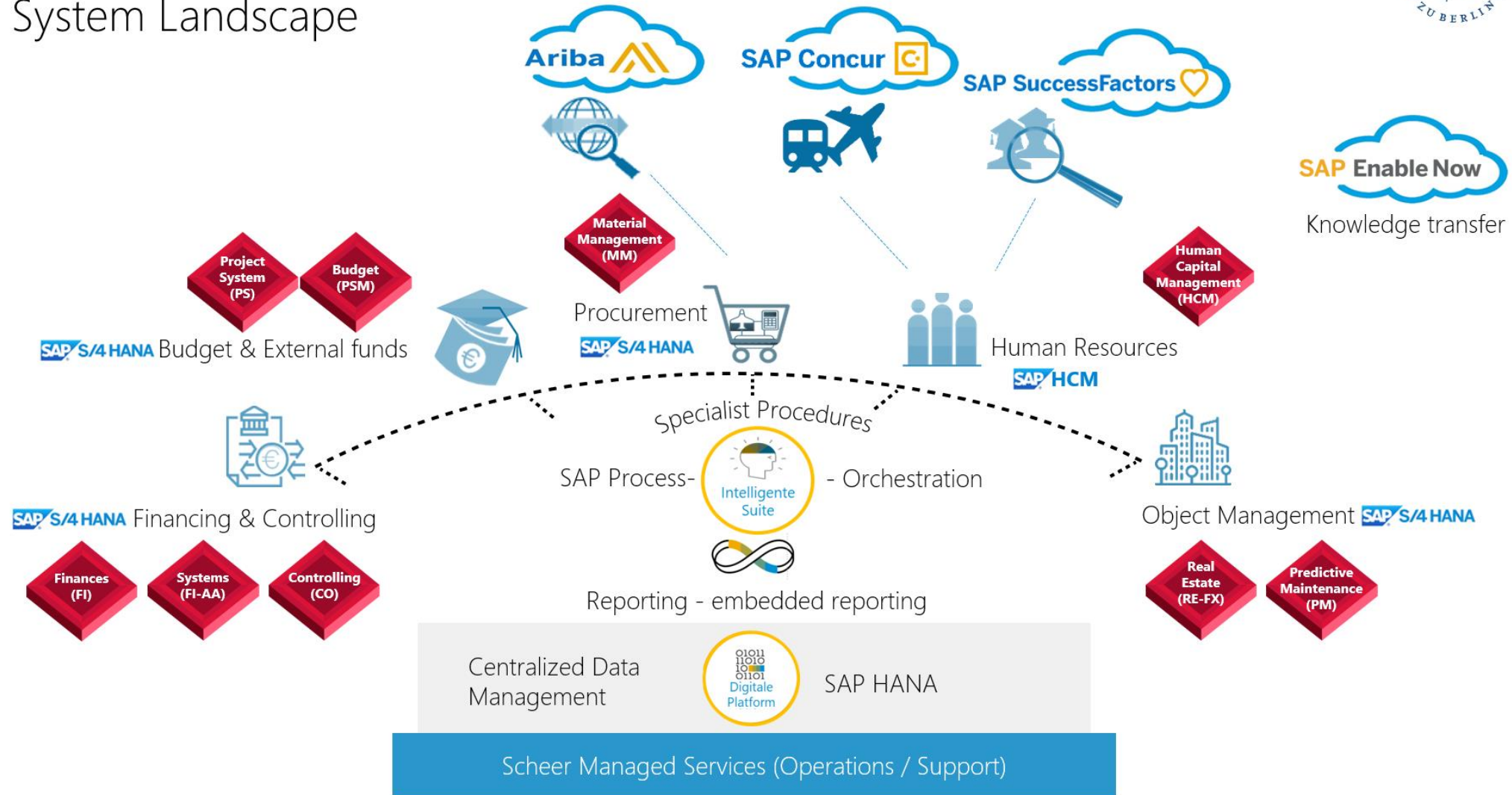
The training and qualification of users took place through classroom courses, but also virtually and using SAP Enable Now.

During the current system expansion phase, additional SAP components are being implemented for payroll accounting, applicant management, travel expense management (via SAP Concur®), time recording (with the Cross-Application Time Sheet tool), maintenance (with the Plant Maintenance component), and construction project management (with the Project System component). The Business Warehouse integrated in SAP S/4HANA is meanwhile used for comprehensive reporting.

System Landscape

humboldt together:
Shaping the collaboration of the future

The "humboldt together" program constitutes the largest administrative reform of Humboldt-Universität since the 1990s.

The projects have an impact on the daily processes of almost all areas, as well as on cooperation between each component part. Work tasks, assignments, processes and authorizations as well as decision-making and communication channels are all undergoing profound changes. The program extends far beyond the technical introduction of new software and the digitalization of processes. It provides the university with the decisive impetus to restructure its administration and adapt to the digital world.

During the course of implementation, existing processes are examined and reviewed with the aim of optimization and rendering them more efficient.

The changes are cross-departmental, far-reaching in terms of content and inevitably lead to changes to existing processes. These will become more standardized, transparent, and reliable. In turn, this should facilitate workflows and make administrative processes easily comprehensible for researchers and lecturers alike.

Procurement has also been digitalized throughout: The SAP® component for materials management and SAP Ariba® solutions ensure transparent purchasing data and the compliant release of procurement documents. All parties involved have access to an audit-compliant view by means of document history and document attachments. In addition, there are now centralized electronic invoice receipts with purchase order references. This way, the university prevents maverick buying and can ensure cost-efficient material and supplier management.

50%
reduced data sources

60%
faster reporting

25.000
working hours saved anually

International leader in the digital era

After the successful go-live of the first modules at the beginning of 2021, further expansion stages are now envisioned. SAP S/4HANA® will act as the digital core; and the program team has been tasked with taking the next steps towards comprehensive digitalization. The solution suite enables Humboldt-Universität to master all aspects of digital transformation.

The most important milestone has been reached
Finance and controlling, procurement processes, personnel processes and commercial property management have been in use since the beginning of 2021. Further components will be added by 2023, thus expanding the system to control all important administrative tasks in all directions.

Cultural change through communication and leadership
In order to successfully shape the transformation process, a supporting cultural change is required. Humboldt-Universität has therefore been careful to optimize cross-divisional cooperation and communication, while ensuring a more transparent decision-making process and better understanding of processes at all levels. This is serving to further develop leadership skills and cement a culture of appreciation towards all employees.

Executives bear a special responsibility for implementing the changes. Implementation partner Scheer also supports them in successfully driving the transformation process – so that Humboldt-Universität remains at the forefront internationally, even in the digital age.