



# Solve archiving challenges before and after SAP S/4HANA migration

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A guide for IT leaders driving enterprise-wide transformation



# The SAP S/4HANA migration is a critical step towards digital transformation

SAP ECC support is ending in 2027, with extended maintenance only available until 2030. With the migration to SAP S/4HANA being a crucial first step towards a future proof, scalable, agile IT landscape, the time to act is now. This means getting your document archives ready to move, but like with many businesses, roadblocks remain. Questions arise, such as:



What should we do with the invoices, contracts and technical documents tied to ECC processes?

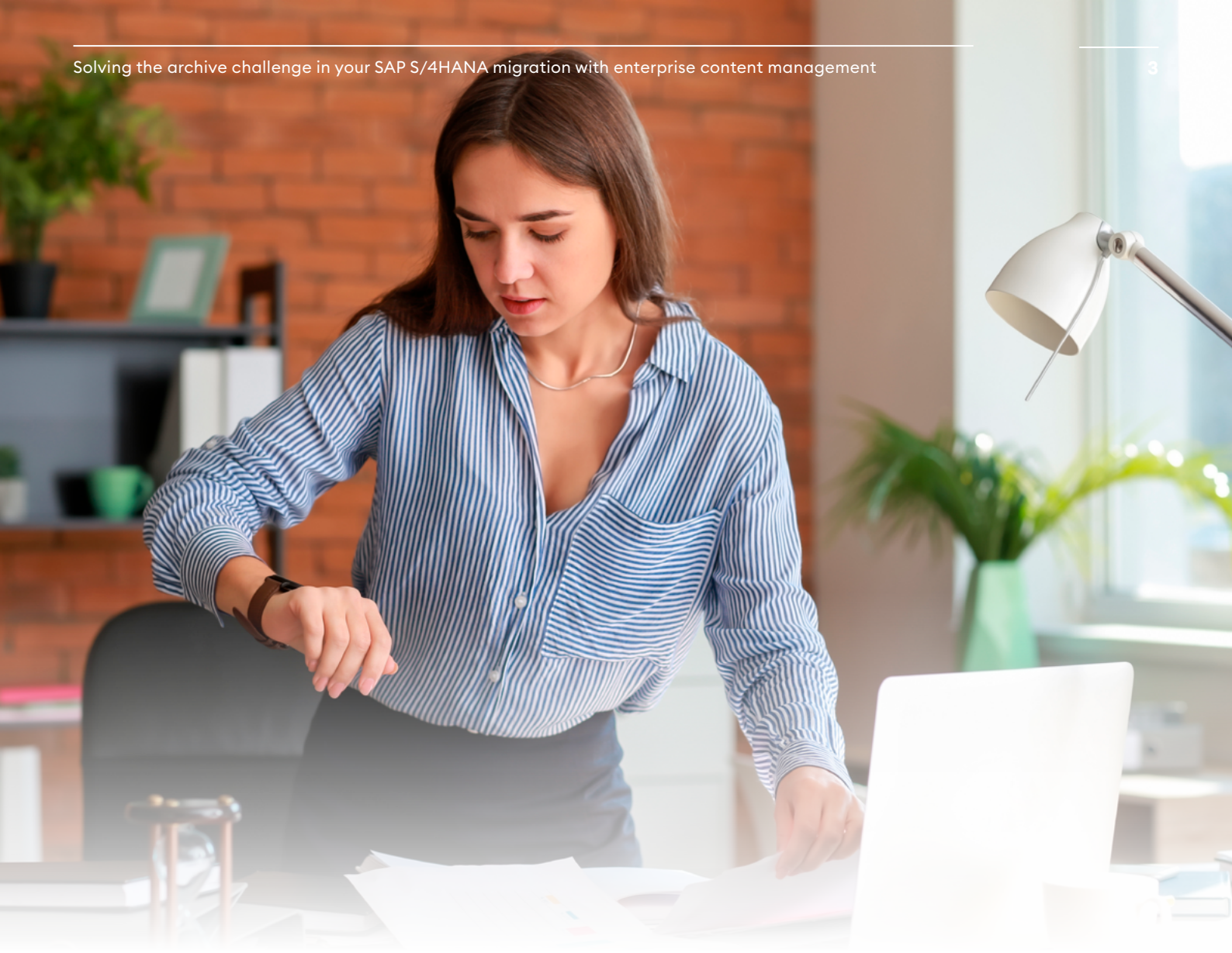


Which content needs to move to S/4HANA – and what can be archived or retired?



How do we reduce data volume before migration to save time, cost and IT effort?

This guide explores three ways enterprise content management not only helps you solve these archiving challenges, but also how it serves as a core driver of your long-term business transformation strategy. But first, let's explore why we believe it's crucial to migrate to SAP S/4HANA sooner rather than later.



## Still thinking about the migration? Here's why you should act now

The clock is ticking. It may seem like you have time, but there's less than you think. With [zettabytes of information](#) continuing to pile up across industries (like all those contracts, invoices and approvals your teams are tackling), it's no wonder that almost [45% of organizations](#) are already live or migrating to SAP S/4HANA, avoiding the risks of leaving their critical documents on a legacy system that will no longer be supported.



# How S/4HANA migration transforms your enterprise

Businesses that have migrated early to SAP S/4HANA get to leverage its powerful features, stepping on a springboard towards greater digital transformation. The benefits can be felt enterprise-wide:

## IT benefits

- Faster processing of transactions and analytics through in-memory technology
- Secure data management in compliance with global standards
- Role-based access control and continuous security monitoring
- Simpler system updates with less downtime
- Cloud migration with minimal risk using SAP Activate
- Scalable deployment in private or public cloud environments



## Business benefits

- Improved agility and faster decision-making
- Regulatory compliance and reduced legal risk
- Future-proof architecture ready for innovation
- Real-time financial oversight and safer transactions
- Sustainability insights across the supply chain



## User benefits

- Faster, more responsive workflows and reporting
- Consistent experience across devices and locations
- Fewer disruptions and smoother day-to-day operations



Want to learn more about S/4HANA?

[See the official product page](#)

And now that you've seen the benefits of moving to S/4HANA, let's explore how an ECM system supports your migration and IT transformation. Read on and we'll demonstrate three reasons why ECM should be a part of your strategy.

# 1. ECM optimizes SAP archives before migrating to slash IT workload

Before moving to SAP S/4HANA, it's critical to organize your SAP archive, and doing it right can take real pressure off your IT team. A modern ECM system brings structure to your content and eliminates redundant, outdated and trivial (ROT) data – a challenge [76% of organizations](#) grapple with. The result: a leaner archive, fewer manual cleanup tasks, and a faster, lower-risk migration.

## What is enterprise content management?

Enterprise content management, or ECM, is a way to keep all your business documents organized and in one place. It helps you collect, sort, find and store content so that nothing gets lost and everyone can access the information they need.

With features like automation and AI, ECM handles routine tasks for you – like filing documents or applying the right labels – saving time and reducing errors. It also helps your business stay compliant by keeping documents secure and properly stored.

ECM works with the tools you already use, including SAP, Microsoft and Salesforce, so your teams can spend less time searching for files and more time getting work done.

Want to see how enterprise content management can solve SAP's document and archiving challenges?

Download our guide



# How ECM optimizes SAP archives before the S/4HANA migration



## IT team benefits

### Better system performance

Faster processing and optimized database management.

### Simplified migration

Smaller data volumes reduce complexity and risk.

### Lower storage costs

Moves legacy data to cost-effective storage.

### Stronger data governance

Reduces risks of corruption and maintains integrity.

### Uninterrupted operations

Employees continue working while ECM prepares data.

### Secure, accessible archives

Stores historical data without impacting live systems.



## Business benefits

### Cost efficiency

Lower storage and migration costs free up IT budgets.

### Regulatory compliance

Ensures adherence to legal and financial requirements.

### Future-ready systems

Aligns IT infrastructure with long-term business goals.

### Improved risk management

Securely manages historical data with retention policies.

### Smooth transition

Clean data aligns with strategic goals and transformation.

### Easier audits & compliance

Quick access to archived data for regulatory checks.



## User benefits

### Faster transactions

Quicker response times and smoother performance.

### Faster searches

Less clutter means quicker document retrieval.

### Better reporting

Clean, structured data improves insights.

### Seamless access

Retrieve historical data without affecting system performance.

### Consistent experience

No disruptions to workflows during preparation.

### On-demand data retrieval

Users access past records for analysis and reporting.



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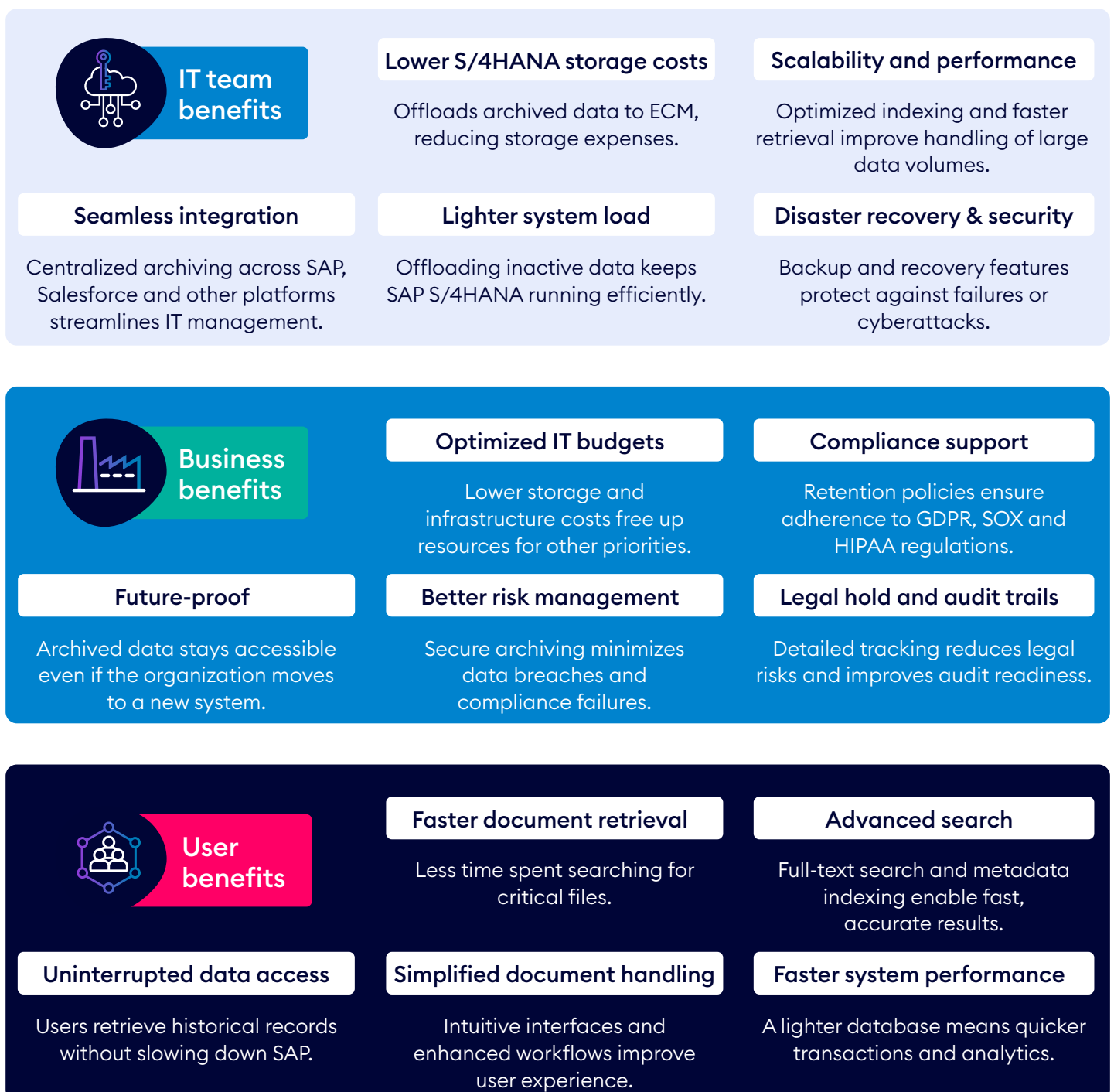
Enterprise content management delivers decisive competitive factors for our business. We have a future-ready, cost-effective solution with **ten times faster access to information in SAP.**

- Dr. Carsten Flotow, [Techniker Krankenkasse](#)

## 2. ECM modernizes storage and performance with cloud archiving

Moving archived SAP data to the cloud means better scalability, keeps costs under control, and makes information easy to find. This is a real challenge for most businesses with [68% held back by missing or incomplete data](#). ECM goes beyond storing data and documents, it fully integrates with SAP S/4HANA to provide advanced functionality that SAP's native tools don't offer.

Here's how cloud archiving with ECM delivers value across the enterprise:







The particular strength of ECM is that, on the one hand, it can be integrated into leading systems such as SAP as a pure archive and, on the other hand, it can take on the leading role in other projects, depending on the requirements of the specialist departments.

Markus Schiffer, Project Manager, [DEVK](#)

## 3. The next generation of ECM is here: Intelligent Content Automation

The best ECM software doesn't stop at SAP archiving. [Intelligent Content Automation \(ICA\)](#) is the next generation of ECM technology and is the key to true business transformation in the cloud. It uses AI to connect and automate information across SAP, Salesforce, Microsoft and other key business applications. This means a comprehensive view of your data, helping your team to find key insights faster, automate workflows and stay compliant.

How the next generation of ECM will supercharge productivity across your enterprise:



### IT team benefits

#### Simplified architecture

Reduces the need for multiple content management solutions by centralizing information across platforms.

#### AI-powered automation

Reduces manual intervention by automating classification, workflows and content routing.

#### Smart data extraction

AI identifies key details from invoices, contracts and reports, reducing data entry errors.

#### Improved searchability

Advanced indexing and metadata tagging make it easy to retrieve specific content.



### Business benefits

#### Enhanced decision-making

Provides a full picture of business data, helping leaders make informed choices faster.

#### Faster operational processes

Automates document-heavy workflows like contract approvals and invoice processing.

#### Stronger governance and compliance

Built-in retention policies and audit trails keep records secure and audit-ready.

#### Greater visibility across departments

Connects data from Finance, HR, Legal and Procurement for a 360° view.



### User benefits

#### Instant document access

No more switching between systems to find what you need.

#### Less manual work

Automates repetitive document handling, saving time for higher-value tasks.

#### Smarter content recommendations

AI surfaces relevant documents when and where they're needed.

#### Seamless collaboration

Teams can work on shared documents with version control and automated workflows.

# At a glance: Migrating to S/4HANA with and without next-generation ECM

Let's review what actually changes when ECM enters the picture – from manual workarounds and siloed storage to automated archiving, compliance and control. In short:



## With ECM

ECM automatically archives SAP documents, ensuring compliance with regulatory and internal governance policies.

ECM centralizes document storage, enforcing structured retention policies and access controls.

ECM helps companies uphold retention policies, ensuring documents are archived or deleted per legal & industry requirements.

ECM ensures audit-proof, tamper-resistant document storage with full compliance tracking.

ECM maintains structured, legally compliant archives, simplifying audits and reducing legal risk.



## Without ECM

SAP lacks built-in long-term document archiving, forcing teams to store documents manually.

Users rely on siloed storage systems to retain critical records, increasing security risks.

SAP users must manually track retention periods and deletion deadlines, increasing compliance risks.

Business records are vulnerable to accidental deletion or unauthorized changes without structured archiving.

Regulatory audits and legal inquiries require time-consuming manual searches for historical documents.



## Next steps: Explore solutions to your archiving challenges with a proven leader

Navigating an SAP S/4HANA migration is no small task – and finding the right ECM vendor to partner with on your journey shouldn't add more complexity. This is where SER can help.

Our AI-powered ECM platform, Dosis Intelligent Content Automation, is recognized as a [Leader by both Gartner and IDC](#). It's also [SAP S/4HANA certified](#) and integrates seamlessly with your enterprise systems to automate archiving, streamline document workflows, and reduce system load – **before, during and after your migration**. That means faster go-lives, simpler compliance, and fewer headaches for IT.

With Dosis, businesses can achieve a **336% return on investment** and reduce manual processing time by up to **90% over three years** according to [Forrester Consulting](#).



ROI  
**336%**



Present-value  
benefits  
**€17.37M**



Net present value  
**€13.38M**



Payback  
**<6 months**





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Our implementation of Doxis resulted in a 40% increase in user satisfaction, an efficiency gain of over 950 hours per year and thousands of dollars saved annually. With Doxis, we're scaling our business in terms of volume, performance and future enhancements.

- Kevin McCollam, Sr. Product Manager, [Northmarq](#)

**Over 70% of our customers**  
successfully use both SAP & Doxis.



**SAP® Certified**  
Integration with SAP NetWeaver®

**SAP® Certified**  
Integration with SAP® S/4HANA

**SAP SuccessFactors** 

**SAP® Certified**  
Integration with Cloud Solutions

See Doxis in action



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