



MANAGING DIRECTOR'S NOTE

It is a matter of great pleasure and honor for myself to see this company enter the era of Enterprise Systems as you read these lines. It is like embarking on a voyage of self-discovery; let there be no doubt that this is the beginning of a monumental change process, that is going to transform the way we do business. A whole new world of possibilities awaits us, like never before; our challenge is, not only to embrace this change unwaveringly, but also to leverage its potential to the fullest.



A change of such magnitude might be uncomfortable or unsettling at the start however, this is typical; we believe that with honest commitment and perseverance, which has been the hallmark of our people, success is certain.

Just to reiterate here, that however deeply embedded, or user-friendly the legacy systems might have been in the past, the real value of an ERP lies in its **enterprise-wide integration**, which helps achieve a greater focus on analytics, better & quick decision making, robust and accurate business information, improved financial reporting, and simple easy-to-use interfaces; all of which shall be appreciated as the system kicks-off. Needless to state, that SAP would empower the workforce leading to eventual devolution of decision making.

Finally, we are thankful to the entire project team for its sustained and unflinching dedication during turbulent and testing times and wading through them successfully. Here, you all are kindly urged to fully own the system as end-users and take full charge of it!!!

Wishing you a very happy new year and a smooth transition to SAP.....

Regards,

this issue

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“Verily never will Allah change the condition of a people until they change it themselves”
Ar-Rad, Chapter #13, Verse #11.[Al-Qur'an]

HADITH MUBARIK

“Allah hath not created anything better than Reason, or anything more perfect, or more beautiful than Reason; the benefits which Allah giveth are on its account; and understanding is by it, and Allah's wrath is caused by disregard of it.”

Prophet Muhammad (PBUH)

FROM THE PROJECT MANAGER'S DESK

It gives me great pleasure to communicate that the SAP project is going live on Jan 10, 2011. Like any major SAP implementation, this project brought in its own unique blend of challenges and opportunities. As a market leader in Enterprise Solutions, SAP will enable FFC to adopt industry best practices in areas of financial management, human resources, supply chain, sales and distribution, plant maintenance and production planning. Finally, I would like to thank the project teams of FFC (both working on the Applications and Infrastructure sides) & AbacusConsulting which have put in long hours and a significant effort throughout the project. Also a note of appreciation is due for the senior management and FFC employees across the board who have whole heartedly supported us in every possible way.

The purpose of this newsletter is to acquaint FFC employees on what the SAP Go-Live means to you and how you will be impacted by this significant change which is coming to the organization.

Zaheer Anwar



Sr. Manager Projects (SAP)

WHAT HAPPENS NEXT.....

As of Jan 10th, SAP becomes our first online system. For an interim period of two months, both SAP and Legacy systems will run in parallel. This will be done to ensure reconciliation of both systems. Since SAP will be the leading system, it is important to note that all transactions must ***first*** be entered in SAP followed by the entry in Legacy systems. Of critical importance are transactions related to disbursements, assets, purchase requisitions, purchase orders, inventory management (MIV, MRV etc), quality management, accounts receivables and advances (bank guarantees, customer invoices etc), sales orders, general accounting entries, maintenance orders and projects.

Initially, some problems may arise as users familiarize with the system despite extensive trainings conducted through the project. A helpdesk has been established to assist users with all such issues. All are requested to contact the Key Business Users for SAP Support related issues. They will either resolve the issues at their end if it relates to their domain or otherwise will forward to the Key User of the concerned SAP Module.

KEY MESSAGES:

- Real value will start becoming visible a couple of months after go-live.
- There will be issues. We have to collectively resolve and move beyond them.
- After go-live, we cannot continue with legacy systems. The sooner we shut them the easier it will be for FFC to move to SAP.

HELPDESK SUPPORT

An SAP Helpdesk has been established which will be operational from the date of Go-Live during the office hours. All end users of SAP will be provided a list of the Helpdesk team with contact phones and emails.

Following URLs will be used for accessing the helpdesk software:

For LAN:

<http://ho-helpdesk/vsupport>

For WAN (Internet)

<http://ho-helpdesk.ffc.com.pk/vsupport>

SAP Helpdesk Administrators:

Usman Safdar

usman_safdar@ffc.com.pk

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051 – 927 2397 Ext: 3244

Majid Ali Babar

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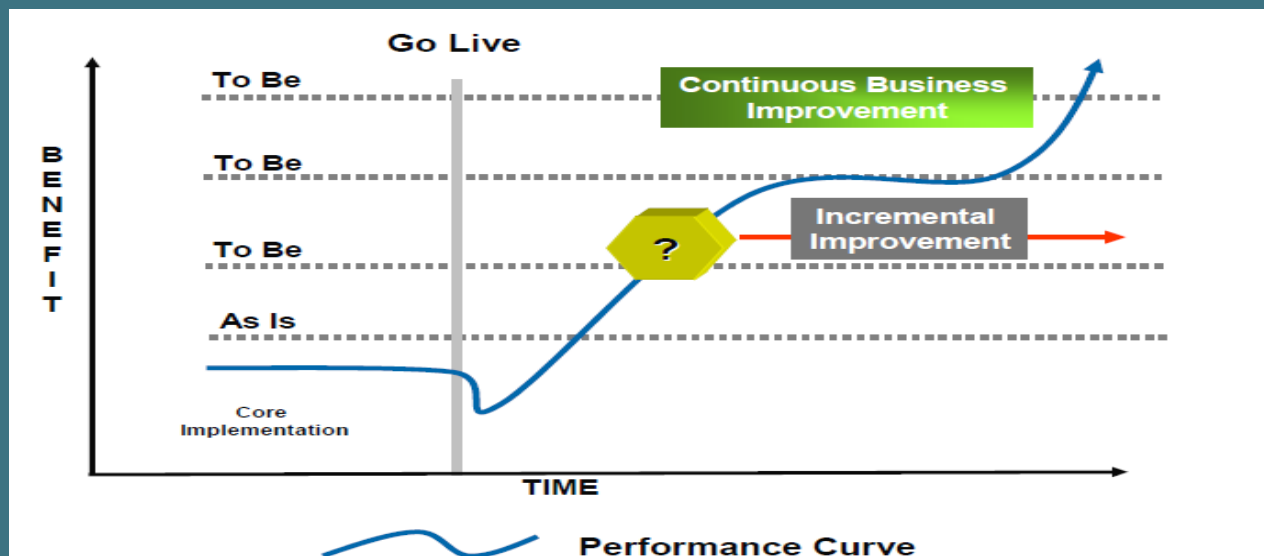
RETIREMENT OF LEGACY APPLICATIONS

FFC will not require many applications currently being run across the organization to cover a multitude of its processes. During the interim period, these applications will continue to run for reconciliation purposes as a secondary mode of entry. After go-live, business users are requested to make a continuous analysis of legacy applications in comparison with SAP and determine which must continue to run in order to perform business functions after this period is over. Our objective is to shut down as many legacy applications as possible, as they will now become not only redundant but will also be an additional cost burden for their maintenance.

On the same note, all employees are also requested to adopt an “out of the box” approach to meet their business requirements. While existing reports and analysis may not be available in the same format, SAP will provide the reporting necessary to carry out our business efficiently besides providing an immense information warehouse for business decision making.

IMPORTANT NOTES FOR GO-LIVE

- SAP is the first point of entry for transactions in core areas of financial management, procurement, inventory management, human resources, plant maintenance, production, sales and distribution. During the period of parallel run, a transaction in Legacy system should be entered only after it has been entered in SAP.
- All purchase requisitions, purchase orders, sales orders, invoices, advances, general accounting vouchers, & disbursements must first be done through SAP.
- When in doubt or facing a problem, do not panic. All errors can be fixed as long as they are identified and routed to the SAP Helpdesk staff. Sit tight while they fix it and wait for further guidance.





Improvement of Information Systems Infrastructure

Existing Information Systems Department's infrastructure at FFC has been completely revamped on a more secure backbone.

To provide secure connectivity, Virtual Private Network (VPN) has been established between main locations through Wide Area Network (WAN). Also the Network infrastructure has been redesigned to provide secure and reliable access to the users with central management.

Information Systems Department played a major role in the Data Migration activity of the SAP. Information Systems has also established facilities like Video Conferencing, Collaborative Tools, & Central Email.

Project Success Will Depend On:

- **Good Communication:**
Not only is constant communication important, but GOOD communication is also very important. People must be very clear about what they are talking about.
- Senior Management Support
- Motivation and Appreciation of People
- Manage Change At All Levels and Think Out of The Box

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