S4C01

Implementing SAP S/4HANA Cloud Public Edition: SAP S/4HANA Cloud Public Edition Exercises

EXERCISES AND SOLUTIONS

Course Version: 32
Exercise Duration: 4 Hours 10 Minutes

SAP Copyrights, Trademarks and Disclaimers

Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

Contents

Unit 1
Exercise 1

Access the SAP S/4HANA Cloud Public Edition Free Trial

Access the SAP S/4HANA Cloud Public Edition Trial System

1. Navigate to the SAP S/4HANA Cloud Public Edition trial website.
2. Click the button *Try now* to start your free 14-day trial.
3. Follow the instructions to get your account created.

> Note:
> It might take some time until your account is set up and you receive your confirmation email.

4. Open your email and select the link provided to access the home page of the trial system.
5. Navigate to the *Trial Center* section and review both the *Introduction* and the *Trial Information* to get a general understanding of the basic functions, the sample data model, and navigation of SAP S/4HANA Cloud Public Edition.
6. Choose the *Guided Tours* tile and complete the role-based guided tours to get an experience of a "day in the life" of different business users, if not done already in the previous step.

Unit 1
Solution 1

Access the SAP S/4HANA Cloud Public Edition Free Trial

Access the SAP S/4HANA Cloud Public Edition Trial System

1. Navigate to the SAP S/4HANA Cloud Public Edition trial website.
2. Click the button *Try now* to start your free 14-day trial.
3. Follow the instructions to get your account created.

> Note:
> It might take some time until your account is set up and you receive your confirmation email.

4. Open your email and select the link provided to access the home page of the trial system.
5. Navigate to the *Trial Center* section and review both the *Introduction* and the *Trial Information* to get a general understanding of the basic functions, the sample data model, and navigation of SAP S/4HANA Cloud Public Edition.
6. Choose the *Guided Tours* tile and complete the role-based guided tours to get an experience of a "day in the life" of different business users, if not done already in the previous step.

Unit 1
Exercise 2

Assign a Business Role

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for [SAP Learning System Access]().
> 2. Search for course code *S4C01* [here]().
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Assign Business Role

In this exercise, you will learn how to assign your user an existing SAP-delivered business role.

1. Log into the SAP S/4HANA Cloud Public Edition training system with your user credentials and assign the following business role to your user:
    - *Administrator (BR_ADMINISTRATOR)*

Unit 1
Solution 2

Assign a Business Role

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Assign Business Role

In this exercise, you will learn how to assign your user an existing SAP-delivered business role.

1. Log into the SAP S/4HANA Cloud Public Edition training system with your user credentials and assign the following business role to your user:

    - *Administrator (BR_ADMINISTRATOR)*

    a) Use the Search to find and select the *Maintain Business Users* application.

    b) Use the search field and/or filters to find your own user.

    c) Select your business user from the list in order to enter its details page.

    d) In the *Assigned Business Roles* section, select *Add*.

    e) Use the keyword search to find the business role listed in the exercise.

    f) Select the checkbox next to the relevant business role and choose *Apply*.

    g) Select *Cancel* to close the dialog box.

    h) Select the *Save* button in the lower right corner.

i) Refresh your browser (CTRL+R).

j) Select the SAP logo in the top left corner to navigate home.

Unit 1
Exercise 3

Create a Custom Business Role with a Custom Launchpad Space and Page

Training System Access

Note:
An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:

1. Purchase a subscription for SAP Learning System Access.
2. Search for course code *S4C01* here.
3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

Note:
Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Create a Custom Business Role from a Template and Assign to your Business User
In this exercise, you will create a custom business role from an SAP-delivered template and assign the role to your business user.

1. Create a custom business role from a template with the following information:
   - Template: Business Process Specialist (SAP_BR_BUSINESS_PROCESS_SPEC)
   - New Business Role ID: BR_BUSINESS_PROCESS_SPEC_### (where ### is your user number)
   - New Business Role Description: Business Process Specialist ###
   - Option for Spaces: Create and Assign Spaces based on Predefined Spaces
   - New Space ID: ZBR_BUSINESS_PROCESS_SPEC_### (delete any further rows, if necessary)
2. Change the Access Categories to Unrestricted.
3. Assign the custom role Business Process Specialist ### to your business user.

Task 2: Create a Custom Launchpad Page

In this exercise, you will create a custom page with content and assign to your custom space created in the previous exercise.

1. Create a custom launchpad page with the following information:
    - Page ID: ZBUS_SPECIALIST_### (where ### is your user number)
    - Title: Business Process Management ###
    - Description: Business Process Specialist ###
2. Enter the following page content for the new launchpad page:
    - Section Title: Responsibility Management
    - App: Manage Teams and Responsibilities
3. Assign the custom launchpad page to your custom launchpad space ZBR_BUSINESS_PROCESS_SPEC_###.

Create a Custom Business Role with a Custom Launchpad Space and Page

Training System Access

Note:
An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:

1. Purchase a subscription for SAP Learning System Access.
2. Search for course code *S4C01* here.
3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

Note:
Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Create a Custom Business Role from a Template and Assign to your Business User
In this exercise, you will create a custom business role from an SAP-delivered template and assign the role to your business user.

1. Create a custom business role from a template with the following information:

   - Template: Business Process Specialist (SAP_BR_BUSINESS_PROCESS_SPEC)
   - New Business Role ID: BR_BUSINESS_PROCESS_SPEC_### (where ### is your user number)
   - New Business Role Description: Business Process Specialist ###
   - Option for Spaces: Create and Assign Spaces based on Predefined Spaces
   - New Space ID: ZBR_BUSINESS_PROCESS_SPEC_### (delete any further rows, if necessary)

   a) Select the drop-down menu for the Administration space and choose the *Identity and Access Management* page.

b) Open the *Maintain Business Roles* app.

c) Select *Create From Template*.

d) Enter the information listed in the exercise.

e) Select *OK*.

2. Change the Access Categories to Unrestricted.

   a) On the *General Role Details* tab, change the access category for *Write, Read, Value Help* from *No Access* to *Unrestricted*.

3. Assign the custom role Business Process Specialist ### to your business user.

   a) Select the *Business Users* tab.

   b) Select *Add*.

   c) Select your user from the list.

   d) Select *Apply*.

   e) Select *OK* or *Cancel* to close the dialog box.

   f) Select *Save* in the lower right corner. Note, that you will assign a space later.

   g) Refresh your browser (CTRL+R).

   h) Select the SAP logo in the top left corner to navigate home.

Task 2: Create a Custom Launchpad Page

In this exercise, you will create a custom page with content and assign to your custom space created in the previous exercise.

1. Create a custom launchpad page with the following information:

   - Page ID: ZBUS_SPECIALIST_### (where ### is your user number)
   - Title: Business Process Management ###
   - Description: Business Process Specialist ###

   a) Select the drop-down menu for the *Administration* space and choose the *Launchpad* page.

   b) Open the *Manage Launchpad Pages* app.

   c) Select *Create*.

   d) Enter the information in the exercise and choose *Create*.

   > Note:
   > In case of posting issues consider cleaning your browser cache first and repeat.

2. Enter the following page content for the new launchpad page:

- Section Title: Responsibility Management
- App: Manage Teams and Responsibilities

a) Select *Edit* in the top right corner.

b) Enter the section title listed in the exercise.

c) Select the three dots on the far right, then choose *Select Catalogs*.

d) Search for the *Responsibility Management - Teams (SAP_CA_BC_RSM_PC)* catalog.

e) Select the checkbox for the catalog and choose *Select*.

f) The *Manage Teams and Responsibilities* app should now be visible. Select the checkbox for the app and choose *Add → Add as Tile (preferred)*.

g) Select *Save* in the lower right corner.

3. Assign the custom launchpad page to your custom launchpad space ZBR_BUSINESS_PROCESS_SPEC_###.

a) Select the *Spaces* tab.

b) Select *Manage Launchpad Spaces* in the upper right area.

c) You should be on the *Customer-Created* tab.

d) Use the keyword search to find your custom space (ZBR_BUSINESS_PROCESS_SPEC_###).

e) Select the space in order to view the details.

f) You should be on the *Pages* tab. Select the *Edit* button in the upper right area.

g) Use the keyword search to find the page you previously created (ZBUS_SPECIALIST_###)

h) Select the checkbox for the page and choose *Add*.

i) Select *Save* in the lower right corner.

j) Select the *Back* button in the top left corner twice. You should see there is now a *Space Assignment* for your page.

k) Refresh your browser (CTRL+R).

l) Select the SAP Logo in the top left corner to navigate home.

m) Select the *Business Process Management ###* space to view the custom page and assigned app.

Unit 1
Exercise 4

Create Teams and Responsibilities

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for [SAP Learning System Access]().
> 2. Search for course code *S4C01* [here]().
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Create a Team
In this exercise, you will create a team that will be granted specific permissions.

1. Open the *Manage Teams and Responsibilities* app and create a new team with the information below.

   - Name: **`TEAM ###`** (where ### is your user number)
   - Global ID: will populate automatically
   - Type: *DUMMY*
   - Status: *Enabled*

   > Note:
   > Don't get puzzled if an error message occurs - you will take care of it in the subsequent step.

2. Define responsibility for the organizational units listed below.

- DummyPlant: *DE Plant 1 (1010)*

3. Assign any team members (minimum 2).
4. Assign functions to selected team members.
5. Save the team by choosing *Create*.
6. Navigate back to the home page.

Task 2: Create a Subteam and Manage Hierarchies
In this exercise, you will create a subteam for the team previously created, then review the overall hierarchy.

1. Open the *Manage Teams and Responsibilities* app in the role of a *Business Process Specialist*.
2. Create a Subteam for the team created in the previous exercise with the information below.
   - Name: **`SUBTEAM ###`** (where ### is your user number)
   - Global ID: will populate automatically
   - Type: *DUMMY*
   - Status: *Enabled*

> Note:
> The Responsibility Definitions and Team Owners will be copied from the Super Team.

> Note:
> Don't get puzzled if an error message occurs - you will take care of it in the subsequent step.

3. Assign any team members (minimum 2). Choose team members that are not on the super team created in the previous exercise.
4. Assign functions to selected team members.
5. Save the subteam by choosing *Create* and navigate back to the *Manage Teams and Responsibilities* app landing page.

Unit 1
Solution 4

Create Teams and Responsibilities

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Create a Team

In this exercise, you will create a team that will be granted specific permissions.

1. Open the *Manage Teams and Responsibilities* app and create a new team with the information below.

   - Name: `TEAM ###` (where ### is your user number)
   - Global ID: will populate automatically
   - Type: *DUMMY*
   - Status: *Enabled*

   > Note:
   > Don't get puzzled if an error message occurs - you will take care of it in the subsequent step.

   a) Select the *Business Process Management* tab with the *Business Process Management ###* space towards the top of your screen.

b) Select the *Manage Teams and Responsibilities* app.

c) Select *Create* in the upper right area.

d) Enter the information listed in the exercise.

2. Define responsibility for the organizational units listed below.

    - DummyPlant: *DE Plant 1 (1010)*

    a) Enter the information listed in the exercise for the relevant fields.

    b) Confirm with OK.

3. Assign any team members (minimum 2).
    a) Scroll down to the *Team Members* section.

    b) Select *Create*.

    c) Select the checkboxes next to any users you'd like, then select *OK*.

    d) Note: Don't get puzzled if an error message occurs - you will take care of it in the next step.

4. Assign functions to selected team members.
    a) In the *Team Members* section, select the checkbox(es) next to team members and select *Manage Functions*.

    b) Confirm with *OK*.

    c) In the *Functions* column, select both available functions for each selected team member, then select *OK* each.

5. Save the team by choosing *Create*.
    a) Select *Create* in the lower right corner.

6. Navigate back to the home page.
    a) Select the SAP button in the upper left corner to return to the home page.

Task 2: Create a Subteam and Manage Hierarchies
In this exercise, you will create a subteam for the team previously created, then review the overall hierarchy.

1. Open the *Manage Teams and Responsibilities* app in the role of a *Business Process Specialist*.
    a) Select the *Business Process Management* tab towards the top of your screen and choose the *Business Process Management ###* space.

    b) Open the *Manage Teams and Responsibilities* app.

2. Create a Subteam for the team created in the previous exercise with the information below.

    - Name: **`SUBTEAM ###`** (where ### is your user number)

    - Global ID: will populate automatically

- Type: *DUMMY*
- Status: *Enabled*

> Note:
> The Responsibility Definitions and Team Owners will be copied from the Super Team.

> Note:
> Don't get puzzled if an error message occurs - you will take care of it in the subsequent step.

a) Select the > icon at the right end of the line of the Team you created in the previous exercise.

b) Select *Create Subteam* in the upper right corner.

c) Enter the data listed in the exercise in the relevant fields.

3. Assign any team members (minimum 2). Choose team members that are not on the super team created in the previous exercise.

   a) Scroll down to the *Team Members* section.

   b) Select *Create*.

   c) Select the checkboxes next to any users you'd like, then select *OK*.

   d) Note: Don't get puzzled if an error message occurs - you will take care of it in the next step.

4. Assign functions to selected team members.

   a) In the *Team Members* section, select the checkbox(es) next to team members and select *Manage Functions*.

   b) Confirm with *OK*.

   c) In the *Functions* column, select both available functions for each selected team member, then select *OK* each.

5. Save the subteam by choosing *Create* and navigate back to the *Manage Teams and Responsibilities* app landing page.

   a) Select *Create* in the lower right corner to save your edits.

   b) Select the Back button in the upper left corner twice to get back to the *Manage Teams and Responsibilities* app landing page.

Unit 1
Exercise 5

Create Business Users

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Verify Launchpad Space is Assigned to Business Role & Assign Role to User

In this exercise, you will verify a launchpad space is assigned to the business role you will use in this exercise. When the Spaces and Pages home page is enabled, each business role must have an assigned launchpad space. Without a launchpad space, no apps will display on the launchpad for a user.

1. Verify there is a standard launchpad space assigned to the business role below and assign the role to your user.
   - Administrator - HR Info (BR_ADMINISTRATOR_HRINFO)

Task 2: Download and Populate the Import File

You will export the employee data template and populate the template with test users. This is how consultants create test users to demonstrate the business process flows (scope items) during the Fit-to-Standard Workshops. Customers that participated in the workshops will then use these same test users to work through the test processes they saw demonstrated in their workshop(s) to get familiar with the SAP S/4HANA Cloud Public Edition system.

1. Download the employee data file from the *Manage Workforce* application.
2. Open the template in Microsoft Excel and enter the following user data:

Note:
Simply replace/overwrite any existing sample entries in the Excel template with the subsequent data.

User	*WorkerID	UserName	*WorkerType	Is Contingent Worker of	*FirstName	*LastName	FullName
1	E1234###	pmanager###	BUP003	(Leave blank)	Project	Manager (###)	Project Manager (###)
2	E1235###	caccountant###	BUP003	(Leave blank)	Cost	Accountant (###)	Cost Accountant (###)

User	Email	PhoneNumber	MobilePhoneNumber	Language	*CompanyCode	CostCenter	*StartDate	*EndDate
1	pm###@company.com	(Leave blank)	(Leave blank)	EN	1010	10101501	Today's date YYYYMMDD	99991231
2	ca###@company.com	(Leave blank)	(Leave blank)	EN	1010	10101501	Today's date YYYYMMDD	99991231

File name and type when you save: **`BasicEmployeeDataTemplate###.csv`** (where ### is your user number)

Note:
Ensure to save it in the "Comma delimited CSV" format - DO NOT save it in a "Comma delimited UTF-8 CSV" format. Confirm any warnings while saving the CSV file.

3. Use the *Manage Workforce* application to import the template with the following information:

- Worker and Work Agreement Data: <Your template>

- Import Name: **`Test User File ###`** (where ### is your user number)

Task 3: Validate Business User Creation

You will verify the business users were successfully created. During Fit-to-Standard workshops, consultants can follow this process to create test users that correspond to the roles used in each business process test script. You would assign one business role per test user (e.g. Project Manager-Professional Services would be assigned the Project Manager-Professional Services business role) to allow consultants to give a clear demonstration of the applications and functionality the role has access to. After the workshops, the customer experts are encouraged to test out scenarios they saw demonstrated in the workshops using these same test users in the Starter System.

1. Use the *Maintain Business Users* application to search for following users with the *User Name* filter field:

User Name	Business Role
pmanager###	Project Manager - Professional Services
caccountant###	Cost Accountant - Overhead

Unit 1
Solution 5

Create Business Users

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Verify Launchpad Space is Assigned to Business Role & Assign Role to User
In this exercise, you will verify a launchpad space is assigned to the business role you will use in this exercise. When the Spaces and Pages home page is enabled, each business role must have an assigned launchpad space. Without a launchpad space, no apps will display on the launchpad for a user.

1. Verify there is a standard launchpad space assigned to the business role below and assign the role to your user.

   - Administrator - HR Info (BR_ADMINISTRATOR_HRINFO)

   a) Log into the SAP S/4HANA Cloud Public Edition system with your user credentials.

   b) Select the *Administration* drop-down menu in the upper left and choose the *Identity and Access Management* page.

   c) Open the *Maintain Business Roles* app.

   d) Use the search to find the business role listed in the exercise.

   e) Select the business role to open its detail page.

   f) Select the *Launchpad Spaces* tab to confirm a space is assigned.

g) Select the back button in the top left corner twice to navigate back to the *Identity and Access Management* page.

h) Select the *Maintain Business Users* app.

i) Select your user from the list in order to open its details.

j) Select the *Add* button.

k) Use the keyword search to find the *Administrator - HR Info* (BR_ADMINISTRATOR_HRINFO) role from the lsit.

l) Select the checkbox next to the role and choose *Apply*.

m) Select *Cancel* to close the dialog box.

n) Select *Save* in the lower right corner.

o) Refresh your browser (CTRL+R).

p) Select the SAP logo in the top left corner to navigate home.

Task 2: Download and Populate the Import File

You will export the employee data template and populate the template with test users. This is how consultants create test users to demonstrate the business process flows (scope items) during the Fit-to-Standard Workshops. Customers that participated in the workshops will then use these same test users to work through the test processes they saw demonstrated in their workshop(s) to get familiar with the SAP S/4HANA Cloud Public Edition system.

1. Download the employee data file from the *Manage Workforce* application.

   a) Select the *Administration - HR Info* space.

   b) Select the *Manage Workforce* application.

   c) Select *Import* in the upper right area, then choose *Worker and Work Agreement (Basic Import)* from the drop-down list.

   d) Select the radio button for the *Comma* (,) delimiter.

   e) Select *Download Templates* to save the file to your local Downloads folder.

   f) Select *Close* to close the dialog box.

2. Open the template in Microsoft Excel and enter the following user data:

> Note:
> Simply replace/overwrite any existing sample entries in the Excel template with the subsequent data.

User	*WorkerID	UserName	*WorkerType	Is Contingent Worker of	*FirstName	*LastName	FullName
1	E1234###	pmanager###	BUP003	(Leave blank)	Project	Manager (###)	Project Manager (###)
2	E1235###	caccountant###	BUP003	(Leave blank)	Cost	Accountant (###)	Cost Accountant (###)

User	Email	PhoneNumber	MobilePhoneNumber	Language	*CompanyCode	CostCenter	*StartDate	*EndDate
1	pm###@company.com	(Leave blank)	(Leave blank)	EN	1010	10101501	Today's date YYYYMMDD	99991231
2	ca###@company.com	(Leave blank)	(Leave blank)	EN	1010	10101501	Today's date YYYYMMDD	99991231

File name and type when you save: **`BasicEmployeeDataTemplate###.csv`** (where ### is your user number)

> Note:
> Ensure to save it in the "Comma delimited CSV" format - DO NOT save it in a "Comma delimited UTF-8 CSV" format. Confirm any warnings while saving the CSV file.

a) Start MS Excel with an empty sheet, choose the *Data* tab and use the *Get Data from CSV* file function to import/load the template and data. Confirm any information messages in Excel. (Alternatively, you can simply open the file in Excel and follow the import wizard).

b) Enter the data listed in the exercise by overwriting any existing entries. Remember to enter your user number when you see ###.

c) Select *File* → *Save As* in Excel.

d) Select the *Downloads* folder to save your file in "Comma delimited CSV" format and add your user number to the file name: *BasicEmployeeDataTemplate###.csv*. Note: DO NOT save it in a "Comma delimited UTF-8 CSV" format.

e) Select *Save*. Confirm any warnings while doing so, if necessary.

f) Close Excel.

3. Use the *Manage Workforce* application to import the template with the following information:

- Worker and Work Agreement Data: <Your template>
- Import Name: **`Test User File ###`** (where ### is your user number)

a) In the *Manage Workforce* application, select *Import* in the upper right area, then choose *Worker and Work Agreement (Basic Import)* from the drop-down list (only if the dialog box was not already open on the page from the previous exercise).

b) In the *Delimiter* field, select *Semicolon (;)*.

c) In the *Worker and Work Agreement Data* field, select *Browse...* and choose your file *BasicEmployeeDataTemplate###.csv*.

d) In the *Import Name* field, enter the name listed in the exercise information.

e) Select *Import*.

f) Select *Close* to close the dialog box.

g) Select *Show Application Log* to confirm the import has been successful.

h) Select the SAP logo in the top left corner to navigate home.

Task 3: Validate Business User Creation

You will verify the business users were successfully created. During Fit-to-Standard workshops, consultants can follow this process to create test users that correspond to the roles used in each business process test script. You would assign one business role per test user (e.g. Project Manager-Professional Services would be assigned the Project Manager-Professional Services business role) to allow consultants to give a clear demonstration of the applications and functionality the role has access to. After the workshops, the customer experts are encouraged to test out scenarios they saw demonstrated in the workshops using these same test users in the Starter System.

1. Use the *Maintain Business Users* application to search for following users with the *User Name* filter field:

User Name	Business Role
pmanager###	Project Manager - Professional Services
caccountant###	Cost Accountant - Overhead

a) Select the *Administration* drop-down menu in the upper left and choose the *Identity and Access Management* page.

b) Select the *Maintain Business Users* application.

c) Search for a user listed in the exercise with the *User Name* field.

d) Select the *Go* button.

e) Select the user or choose the > icon at the right end of the line.

f) In the *Assigned Business Roles* section, select *Add*.

g) Use the *Search* field to find the business role that corresponds to the user.

h) Select the checkbox to the left of the business role.

i) Select the *Apply* button.

j) Close the dialog box with the *Cancel* button.

k) Select the *Save* button in the lower right corner to save the user.

l) Repeat substeps (b) through (l) until all new users have the corresponding business roles assigned.

m) Refresh your browser (CTRL+R).

n) Select the SAP logo in the top left corner to navigate home.

Unit 1
Exercise 6

Define Restrictions for a Business Role

Training System Access

Note:
An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:

1. Purchase a subscription for SAP Learning System Access.
2. Search for course code *S4C01* here.
3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

Note:
Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Create a Business Role from a Template
You will create a new business role from an existing business role template.

1. Use the Maintain Business Roles application to create a business role with the following information:
   - Template: **`Project Manager - Professional Services (SAP_BR_PROJECT_MANAGER_PROF)`**
   - New Business Role ID: **`BR_PROJECT_MANAGER_PROF_DE_###`** (where ### is your user number)
   - New Business Role Description: **`Project Manager - Professional Services (DE) ###`** (where ### is your user number)
   - Option for Spaces: *Create and Assign Spaces Based on Predefined Spaces.*
   - New Space ID: ZBR_PROJECT_MANAGER_PROF_###

> Note:
> Do NOT select the *Save* button yet.

Task 2: Define Restrictions

You will define restrictions for the role using parameters related to the organizational structure. If we do not restrict data access, a user with a business role assigned will be able to access all data in the applications on their launchpad. It may be necessary to restrict visibility to data for users based on certain parameters. To do this, you must create a business role for each restriction area (for example, Project Manager (USA), Project Manager (DE), etc.) by either creating a custom role and copying the role, copying a standard role, or creating a role from a standard template. You will create a role from a standard template in this exercise.

1. Maintain the following restrictions for the *Project Manager - Professional Services (DE) ###* business role:

    - Write, Read, Value Help: No Access

2. Define the following Read, Value Help restrictions for the *Project Manager - Professional Services (DE) ###* business role:

    Read, Value Help: Restricted

Section	Field	Restriction Value
General	Bank Country/Region Key	DE
General	Company Code	1010
General	Purchasing Organization	1010

3. Define the following Value Help restrictions for the *Project Manager - Professional Services (DE) ###* business role:

    Value Help: Unrestricted

4. Review the restrictions applied to the *Professional Services Projects - Customer Project Display (SAP_PSP_BC_CUST_PROJ_DISP_PC)* Business Catalog.

> Note:
> You may complete sub steps (b) through (f) for the remaining business catalogs to view the Restrictions, Catalog Description, and Applications for each catalog.

5. Assign the new Business Role to your business user.

Define Restrictions for a Business Role

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Create a Business Role from a Template

You will create a new business role from an existing business role template.

1. Use the Maintain Business Roles application to create a business role with the following information:

   - Template: **`Project Manager - Professional Services (SAP_BR_PROJECT_MANAGER_PROF)`**
   - New Business Role ID: **`BR_PROJECT_MANAGER_PROF_DE_###`** (where ### is your user number)
   - New Business Role Description: **`Project Manager - Professional Services (DE) ###`** (where ### is your user number)
   - Option for Spaces: *Create and Assign Spaces Based on Predefined Spaces.*
   - New Space ID: ZBR_PROJECT_MANAGER_PROF_###

   a) Open the *Maintain Business Roles* application under *Administration - Identity and Access Management* (not the app with "Deprecated" in the title).

b) Select *Create From Template* .

c) Enter the information listed in the exercise and select *OK*.

> Note:
> Do NOT select the *Save* button yet.

Task 2: Define Restrictions

You will define restrictions for the role using parameters related to the organizational structure. If we do not restrict data access, a user with a business role assigned will be able to access all data in the applications on their launchpad. It may be necessary to restrict visibility to data for users based on certain parameters. To do this, you must create a business role for each restriction area (for example, Project Manager (USA), Project Manager (DE), etc.) by either creating a custom role and copying the role, copying a standard role, or creating a role from a standard template. You will create a role from a standard template in this exercise.

1. Maintain the following restrictions for the *Project Manager - Professional Services (DE) ###* business role:

   - Write, Read, Value Help: No Access

   a) In the *Project Manager - Professional Services (DE) ###* business role, select *Maintain Restrictions* in the upper right area (not the one with "Deprecated" in the title).

   b) By default when a new role is created, *Write* access is *No Access*. Leave this as-is.

2. Define the following Read, Value Help restrictions for the *Project Manager - Professional Services (DE) ###* business role:

   Read, Value Help: Restricted

Section	Field	Restriction Value
General	Bank Country/Region Key	DE
General	Company Code	1010
General	Purchasing Organization	1010

   a) In the *Read, Value Help* section, change *Unrestricted* to *Restricted* by selecting *Restricted* from the drop-down menu.

   b) In the *General* section, select the checkbox next to the *Restrictions and Values* text in the upper left area to select all values.

   c) Select the *Unrestricted Access* link in the upper right area.

   d) When prompted if you want to assign unrestricted access to the undefined fields, select *Yes*.

> Note:
> When you set Write, Read, or Value Help to "Restricted", you must define a restriction for ALL sections, even if that restriction is Unrestricted (*). If you only define restrictions for specific fields within section(s) and leave all other fields blank, users will have NO ACCESS to those fields. We recommend first setting all fields to Unrestricted, then selectively setting restrictions for specific fields as needed (e.g. Company Code restricted to 1010, meaning users with this business role only have access to project management data in the 1010 company code).

e) Find each value listed in the exercise information.

f) Select the *edit* icon to the far right of the value field (e.g. Bank Country/Region Key).

g) In the *Field Settings*, select the radio button *Restricted*.

h) In the *Values* area, select the checkbox for the restriction value listed in the exercise information (e.g. DE).

i) The screen will automatically save your selection. Select the X button in the top right corner of the *Restrictions for...* section to close the section.

j) Repeat sub steps (e) through (i) until you have defined the restrictions for all fields listed in the exercise information.

3. Define the following Value Help restrictions for the *Project Manager - Professional Services (DE)* ### business role:

   Value Help: Unrestricted

   a) By default when a new role is created, *Value Help* access is *Unrestricted*. Leave this as-is.

   b) Select the *Back* button in the top left corner.

   c) Select the *Save* button in the bottom right corner.

4. Review the restrictions applied to the *Professional Services Projects - Customer Project Display (SAP_PSP_BC_CUST_PROJ_DISP_PC)* Business Catalog.

   a) Select the *Business Catalogs* tab.

   b) Select the Business Catalog *Professional Services Projects - Customer Project Display (SAP_PSP_BC_CUST_PROJ_DISP_PC)* or select the > button at the right end of the line in order to navigate to the details.

   c) On the *Restriction Types* page, you can see the restriction types that will be applied for the applications/functionality/data granted in the catalog.

   d) Select the *General* and *Dependencies* sections to view general information about the Business Catalog and restriction recommendations as well as required (dependent) functionality.

e) Select the *Applications* tab see the application(s) a user will have restricted data access for.

f) Select the *Back* button in the top left corner.

> Note:
> You may complete sub steps (b) through (f) for the remaining business catalogs to view the Restrictions, Catalog Description, and Applications for each catalog.

5. Assign the new Business Role to your business user.

   a) Select the *Business Users* tab.

   b) Select the Edit button.

   c) Select the *Add* button.

   d) Select the checkbox next to your user, then select *Apply*.

   e) Select *OK*.

   f) Select the *Save* button in the lower right.

   g) Refresh your browser (CTRL+R).

   h) Select the SAP logo in the upper left corner to navigate home and view new applications on your launchpad.

Unit 1
Exercise 7

Set up an Integration Scenario

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for [SAP Learning System Access](#).
> 2. Search for course code *S4C01* [here](#).
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Access the SAP Best Practices for the Situation Handling (31N) Integration
You will access and download the SAP Best practices set-up instructions for the Situation Handling (31N) integration.

1. Navigate to SAP Process Navigator and download the set-up instructions to complete the Situation Handling (31N) integration.

Task 2: Create a Communication User
You will complete the first step of setting up a communication arrangement in SAP S/4HANA Cloud Public Edition, which is to create a communication user that defines the authentication for a communication arrangement.

1. Use the *Maintain Communication Users* application to create a new user with the following information:
   - User name: **`COMM_USER_###`** (where ### is your user number)
   - Description: **`Integration User for Situation Handling ###`** (where ### is your user number)
   - Password: Select the *Propose Password* button

Task 3: Create a Communication System

In this exercise, you will create a communication system and attach the communication user to the system for authentication. The communication system will then be used in the final communication arrangement.

1. Use the *Communication Systems* application to create a new communication system with the following information:
   - System ID: **`COMM_SYSTEM_###`** (where ### is your user number)
   - System Name: **`Communication System for Situation Handling ###`** (where ### is your user number)
2. Enter the following information for the Communication System and save:
   - Host Name: **`DUMMY`**
   - User for Inbound Communication: **`Select your COMM_USER_### created in the previous exercise`**

Task 4: Create a Communication Arrangement

You will create the communication arrangement to activate the integration for the Situation Handling (31N) scope item.

1. Use the *Communication Arrangements* application to create a new user with the following information:
   - Scenario: **`SAP_COM_0345 Business Situation`**
   - Arrangement Name: **`SAP_COM_0345_###`** (where ### is your user number)
2. Enter the following information for the Communication Arrangement and save:
   - Communication System: **`COMM_SYSTEM_###`** (where ### is your user number) created in the previous exercise
3. Delete the communication arrangement.

Unit 1
Solution 7

Set up an Integration Scenario

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Access the SAP Best Practices for the Situation Handling (31N) Integration
You will access and download the SAP Best practices set-up instructions for the Situation Handling (31N) integration.

1. Navigate to SAP Process Navigator and download the set-up instructions to complete the Situation Handling (31N) integration.
   a) Navigate to the Situation Handling (31N) business process in SAP Process Navigator.

   > Note:
   > In case you encounter issues accessing the link, please choose Google Chrome for your browser.

   b) Select the link for the Accelerators section (or scroll down).

   c) Select the Set-up instructions and save the file to your desktop. You may use the set-up instructions as a reference while completing the following exercises, as the exercises are based on the steps of the set-up instructions.

Task 2: Create a Communication User

You will complete the first step of setting up a communication arrangement in SAP S/4HANA Cloud Public Edition, which is to create a communication user that defines the authentication for a communication arrangement.

1. Use the *Maintain Communication Users* application to create a new user with the following information:

   - User name: **`COMM_USER_###`** (where ### is your user number)
   - Description: **`Integration User for Situation Handling ###`** (where ### is your user number)
   - Password: Select the *Propose Password* button

   a) In the *Administration* drop-down menu of the launchpad, select the *Communication Management* page.

   b) Open the *Maintain Communication Users* app.

   c) Choose *New* to create a new user.

   d) Enter the user information provided in the exercise.

   e) Select *Propose Password*.

   f) Choose *Create* in the lower right corner.

   g) Select the SAP logo in the upper left corner to navigate home to the launchpad.

Task 3: Create a Communication System

In this exercise, you will create a communication system and attach the communication user to the system for authentication. The communication system will then be used in the final communication arrangement.

1. Use the *Communication Systems* application to create a new communication system with the following information:

   - System ID: **`COMM_SYSTEM_###`** (where ### is your user number)
   - System Name: **`Communication System for Situation Handling ###`** (where ### is your user number)

   a) In the *Administration* drop-down menu, select the *Communication Management* page.

   b) Open the *Communication Systems* app.

   c) Select *New*.

   d) Enter the information listed in the exercise.

   e) Select the *Create* button.

2. Enter the following information for the Communication System and save:

- Host Name: **DUMMY**
- User for Inbound Communication: **Select your COMM_USER_### created in the previous exercise**

a) Enter the information listed in the exercise in the *Host Name* field.

b) Scroll down to the *User for Inbound Communication* section.

c) Select the Plus (+) icon to add a new user.

d) Select your **COMM_USER_###** created in the previous exercise.

e) Select *OK* to close the dialog box.

f) Select *Save*.

g) Select the *SAP logo* in the upper left corner to navigate home to the launchpad.

Task 4: Create a Communication Arrangement

You will create the communication arrangement to activate the integration for the Situation Handling (31N) scope item.

1. Use the *Communication Arrangements* application to create a new user with the following information:

- Scenario: **SAP_COM_0345 Business Situation**
- Arrangement Name: **SAP_COM_0345_###** (where ### is your user number)

a) In the *Administration* drop-down menu, select the *Communication Management* page.

b) Open the *Communication Arrangements* app.

c) Select *New*.

d) Enter the information listed in the exercise.

e) Select *Create*.

2. Enter the following information for the Communication Arrangement and save:

- Communication System: **COMM_SYSTEM_###** (where ### is your user number) created in the previous exercise

a) Select the *Communication System* field and choose your **COMM_SYSTEM_###** created in the previous exercise.

b) The *User Name* field should automatically populate with the communication user attached to the selected communication system.

c) Select *Save* in the lower right corner to activate the arrangement.

> Note:
> There can only be one active communication arrangement for this scenario. If multiple users are working through this exercise in the system, someone may have already activated this scenario. In this case, you may not be able to activate your communication arrangement.

3. Delete the communication arrangement.

   a) Select the Back button in the upper left corner to navigate to the previous page listing all communication arrangements in the system.

   b) Select the checkbox next to your communication arrangement.

   c) Select the Delete button.

   d) Select *OK* to confirm and use the SAP logo in the upper left corner to return to the main page.

Unit 1
Exercise 8

Prepare to Migrate Data

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Assign Role to User for Migrating Data
In this exercise, you will assign the role required to access the app used to migrate data to SAP S/4HANA Cloud.

1. Assign the business role below to your user.
   - Configuration Expert - Data Migration (BR_CONFIG_EXPERT_DATA_MIG)

Task 2: Identify Migration Object-Specific Authorization & Application for Validation
Additional permission is often required to migrate data for individual migration objects. You can find this information in the *Available Migration Objects* area of the SAP Help Portal here.

1. Identify the following information for the *Bank* migration object:
   - Business role template required for migration
   - Application to validate data has been migrated successfully

Task 3: Assign Additional Role to User for Migrating Bank Data
You have just discovered you need the Cash Manager business role assigned to your user in addition to the Data Migration Configuration Expert to successfully migrate bank data. In this exercise, you will assign the Cash Manager role to your user.

1. Assign the business role below to your user.
   - Cash Manager (BR_CASH_MANAGER)

Unit 1
Solution 8

Prepare to Migrate Data

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Assign Role to User for Migrating Data

In this exercise, you will assign the role required to access the app used to migrate data to SAP S/4HANA Cloud.

1. Assign the business role below to your user.

   - Configuration Expert - Data Migration (BR_CONFIG_EXPERT_DATA_MIG)

   a) Select the *Administration* drop-down menu in the upper left and choose the *Identity and Access Management* page.

   b) Open the *Maintain Business Users* app.

   c) Use the search to find and select your user from the list in order to open its details page.

   d) Select Add.

   e) Use the search to find the role listed in the exercise.

   f) Select the checkbox next to the role and choose *Apply*.

   g) Select *Cancel* to close the dialog box.

h) Select *Save* in the lower right corner.

i) Refresh your browser (CTRL+R).

j) Select the SAP logo in the top left corner to navigate home.

Task 2: Identify Migration Object-Specific Authorization & Application for Validation

Additional permission is often required to migrate data for individual migration objects. You can find this information in the *Available Migration Objects* area of the SAP Help Portal here.

1. Identify the following information for the *Bank* migration object:

   - Business role template required for migration
   - Application to validate data has been migrated successfully

   a) Navigate to the *Available Migration Objects* area in the SAP Help Portal.

   b) Select the *Bank* migration object.

   c) Scroll down to the *Post-Processing* section.

> Note:
> The business role required for migration of the Bank object is *Cash Manager* (SAP_BR_CASH_MANAGER). You can verify this implementation information by navigating through the Cash Management Link given in the Post-Processing section to the SAP Fiori App Library. The application you can check to verify data has been successfully migrated is *Manage Banks*.

Task 3: Assign Additional Role to User for Migrating Bank Data

You have just discovered you need the Cash Manager business role assigned to your user in addition to the Data Migration Configuration Expert to successfully migrate bank data. In this exercise, you will assign the Cash Manager role to your user.

1. Assign the business role below to your user.

   - Cash Manager (BR_CASH_MANAGER)

   a) Select the *Administration* drop-down menu in the upper left and choose the *Identity and Access Management* page.

   b) Open the *Maintain Business Users* app.

   c) Use the search to find and select your user from the list.

   d) Select Add.

   e) Use the search to find the role listed in the exercise.

   f) Select the checkbox next to the role and choose *Apply*.

   g) Select *Cancel* to close the dialog box.

   h) Select *Save* in the lower right corner.

i) Refresh your browser (CTRL+R).

j) Select the SAP logo in the top left corner to navigate home.

Unit 1
Exercise 9

Migrate Data

Training System Access

Note:
An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:

1. Purchase a subscription for SAP Learning System Access.
2. Search for course code *S4C01* here.
3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

Note:
Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Create a New Migration Project
You will create a new migration project to prepare for migration of Bank data.

1. Create a new migration project with the following information:
   - Name: **`Migrate Bank Data ###`** (where ### is your user number)
   - Mass Transfer ID: Prepopulated
   - Database Connection: Local SAP S/4HANA Database Schema
2. Copy the *Bank* migration object to your *Migrate Bank Data ###* project.

Task 2: Download the Bank Migration Template
You will download the Bank migration object template.

1. Download the *Bank* migration object template.

Task 3: Populate the Bank Migration Template
You will populate bank data in the migration template.

1. Open the *Source Data for Bank.xml* template in Microsoft Excel.
2. Populate the following data in the template (note, that ### refers to your user number):

Bank Country/ Region*	Bank Key*	Bank Name*	Street	House Number	City
CN	9601###	ICBC, China	ChenHui RD	1001	Shanghai
CN	9602###	ICBC, China	Main RD	3002	Shanghai
CN	9603###	ICBC, China	PuDong RD	1003	Shanghai

3. Save the *Source Data for Bank.xml* template with your user number in the downloads folder (Source Data for Bank_###.xml).

Task 4: Upload the Migration Object Template and Transfer Data

You will upload the migration object template and transfer the data.

1. Upload the *Source Data for Bank_###.xml* template in your *Migrate Bank Data ###* project in SAP S/4HANA Cloud Public Edition with the following information:
   - File Name: **`Source Data for Bank_###.xml`**
   - Description: **`Migration of Bank Data ###`** (where ### is your user number.
2. Prepare the Migration Object staging tables.
3. Confirm the Mapping tasks when the Preparation task is completed.
4. Simulate the Migration.
5. Migrate the data when the Simulation task is completed.

Unit 1
Solution 9

Migrate Data

Training System Access

Note:
An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:

1. Purchase a subscription for SAP Learning System Access.
2. Search for course code *S4C01* here.
3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

Note:
Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Create a New Migration Project
You will create a new migration project to prepare for migration of Bank data.

1. Create a new migration project with the following information:

   - Name: **`Migrate Bank Data ###`** (where ### is your user number)
   - Mass Transfer ID: Prepopulated
   - Database Connection: Local SAP S/4HANA Database Schema

   a) Select the *Data Migration* space.

   b) Open the *Migrate Your Data - Migration Cockpit* app (do not use the "Migrate Your Data - Migration Cockpit Deprecated" app).

   c) Select the *Create* button and select the option *Migrate Data Using Staging Tables*.

   d) Enter the information listed in the exercise and confirm the Name entry with Enter.

   e) Select the *Step 2* button.

2. Copy the *Bank* migration object to your *Migrate Bank Data ###* project.

a) Select the checkbox to the far left of the *Bank* object.

b) Select the button with the arrow pointing right (>).

c) Select the *Review* button.

d) Select the *Create Project* button.

e) If you don't see a row with your migration project immediately, select the Refresh button in the upper right corner until it shows up.

Task 2: Download the Bank Migration Template

You will download the Bank migration object template.

1. Download the *Bank* migration object template.

   a) Select the Migrate Bank Data ### project created in the previous exercise in order to navigate to its detail page.

   b) In the Action menu (far right), select *Download Template* and choose *XML file* (then select *OK*, if necessary).

   > Note:
   > Depending on your internet browser, a download dialog box may appear. Download and save the template to your local computer. If no dialog box appears, the file is automatically saved in the *Downloads* folder.

   c) Save the *Source Data for Bank.xml* file to your desktop or a folder of your preference. In the following steps, we assume you have saved the file in the *Downloads* folder.

Task 3: Populate the Bank Migration Template

You will populate bank data in the migration template.

1. Open the *Source Data for Bank.xml* template in Microsoft Excel.

   a) Open the Microsoft Excel application on your computer.

   b) Open a *Blank workbook* in Excel.

   c) Select *File* → *Open* in Excel and choose *Browse*.

   d) Select *Downloads* from the far left default entries.

   e) Change the search extension to *All Files (*.*)*

   f) Double-click the *Source Data for Bank.xml* template to open it.

   > Note:
   > Depending on your Microsoft Excel version you may receive a warning message that states Excel does not recognize the file format. Select *OK* to open the file anyway. The Migration Object downloads as an XML file, which can be opened by the Excel application.

2. Populate the following data in the template (note, that ### refers to your user number):

Bank Country/ Region*	Bank Key*	Bank Name*	Street	House Number	City
CN	9601###	ICBC, China	ChenHui RD	1001	Shanghai
CN	9602###	ICBC, China	Main RD	3002	Shanghai
CN	9603###	ICBC, China	PuDong RD	1003	Shanghai

a) If prompted by a Protected View warning, select the "Enable Editing" button in order to edit in the Excel sheet.

b) In the *Source Data for Bank* MS Excel sheet, select the *Field List* tab to view the field parameters and required fields.

c) Select the *Bank Master* tab and enter the information listed in the exercise.

> Note:
> You must always strip the formatting of data if you copy-paste data into the migration object XML templates. You can do this in Microsoft Excel by right clicking and selecting the Paste Option *Values (V)*. You can also use a plain text tool such as Notepad to strip formatting of data before copy-pasting from Notepad into the migration object template. If you paste data that has formatting into the migration object template, it will corrupt the XML file and you wil not be able to upload.

3. Save the *Source Data for Bank.xml* template with your user number in the downloads folder (Source Data for Bank_###.xml).

a) Select *File* → *Save As* in Microsoft Excel.

b) Select the *Downloads* folder.

c) Add your user number to the file name (Source Data for Bank_###.xml)

d) Select *Save*.

> Note:
> You will receive a message that states: Some features in your workbook might be lost if you save it as an XML Spreadsheet. Do you want to keep using that format? Select *Yes* to keep the template in XML format.

e) Close Excel.

Task 4: Upload the Migration Object Template and Transfer Data

You will upload the migration object template and transfer the data.

1. Upload the *Source Data for Bank_###.xml* template in your *Migrate Bank Data ###* project in SAP S/4HANA Cloud Public Edition with the following information:

   - File Name: **`Source Data for Bank_###.xml`**
   - Description: **`Migration of Bank Data ###`** (where ### is your user number.

   a) Navigate back to your browser where you should still be logged into SAP S/4HANA Cloud Public Edition and have your migration project open.

   b) Select the *Upload File* button.

   c) Select *Upload file*.

   d) Select *Upload*.

   e) Choose your file.

   f) Select Open.

   > Note:
   > You will see a message that states: *Validation Scheduled.* After a few seconds, you should then see the message change to *Data Successfully Transferred to Staging Tables*. You may select *Show Messages* for additional information. In this case, select *Back* when done.

2. Prepare the Migration Object staging tables.

   a) Select the *Back* button in the top left corner.

   b) Select the *Prepare* button.

   > Note:
   > You can do this by selecting the *Prepare* button located in the Bank migration object (in this case select *Prepare* from the dropdown menu), or select the checkbox to the left of the Bank migration object, then choose the *Actions* menu → *Prepare*.

   c) Read the information from the information window, select *Consistency Check: On* and *Prepare Staging Tables*.

   d) Choose *Monitoring* in the header area to monitor the status of the preparation step. This shows you the estimated runtime and messages.

3. Confirm the Mapping tasks when the Preparation task is completed.

   a) When the preparation step is completed, select the *Back* button in the top left corner.

   b) Select the *Mapping Tasks* button.

> Note:
> You can do this by selecting the *Mapping Tasks* button located in the Bank migration object, or select the checkbox to the left of the Bank migration object, then choose the *Actions* menu > *Mapping Tasks*.

c) Select the second non-confirmed *Mapping Task* and choose > to its far right.

d) Review its *S/4HANA Target Value*.

e) Select the *Confirm* button of the first non-confirmed entry.

f) Confirm any further entries of this task accordingly, if necessary: Select the *Back* button in the top left corner.

g) Select the first *Mapping Task* , choose > again and instead of confirming each individually, choose the checkbox in the header to select all, then choose *Confirm* in the header area.

h) Select the *Back* button in the top left corner.

4. Simulate the Migration.

a) Select the *Back* button in the top left corner.

b) In the Migrate Bank Data ### migration object, select the *Simulate* button for your Bank migration object.

> Note:
> You can do this by selecting the *Simulate* button located in the Bank migration object (in this case choose *Simulate* from the dropdown menu), or select the checkbox to the left of the Bank migration object, then choose the *Actions* menu → *Simulate*.

c) In the *New Simulation* window choose *All Instances* and *Start Simulation*.

d) Choose *Monitoring* in the header area to monitor the status of the simulation step. This shows you the estimated runtime and messages.

5. Migrate the data when the Simulation task is completed.

a) When the simulation task is completed, select the *Back* button in the top left corner.

b) Select the *Migrate* button.

> Note:
> You can do this by selecting the drop-down menu located in the Bank migration object and choosing *Migrate*, or select the checkbox to the left of the Bank migration object, then choose the *Actions* menu > *Migrate*.

c) In the *New Migration* window choose *All Instances* and *Start Migration*.

d) Select *OK* to begin the migration. Note, that the system might ask you to wait until all running background processes are finished.

e) Choose *Monitoring* in the header area to monitor the status of the migration step. This shows you the estimated runtime and messages.

f) You should see the confirmation that the migration is completed. Choose Back as soon as the task is completed.

Unit 1
Exercise 10

Validate Successful Data Migration

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Validate Data in Manage Banks Application

You will use the Manage Banks application to verify the data in your migration object template has been successfully migrated.

1. Navigate to the *Manage Banks* application to validate the Bank data has been migrated successfully.

Unit 1
Solution 10

Validate Successful Data Migration

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for [SAP Learning System Access](#).
> 2. Search for course code *S4C01* [here](#).
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Validate Data in Manage Banks Application

You will use the Manage Banks application to verify the data in your migration object template has been successfully migrated.

1. Navigate to the *Manage Banks* application to validate the Bank data has been migrated successfully.
   a) Select the SAP logo in the upper left corner to navigate home to the launchpad.
   b) Search for the *Manage Banks* app using the *Search* field and open it.
   c) Select the *Bank Country/Region* filter options.
   d) Search for `CN`.
   e) Select the checkbox to the left of CN (China) and select *OK*.
   f) Select the *Go* button below the filter fields.
   g) You should see the data from your template populate in the list of banks.
   h) Return to the homepage by choosing the SAP logo in the upper left corner.

Unit 1
Exercise 11

Copy and Edit a Standard Test Automate Process

Training System Access

Note:
An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:

1. Purchase a subscription for SAP Learning System Access.
2. Search for course code *S4C01* here.
3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

Note:
Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Verify Launchpad Space is Assigned to Business Role & Assign Role to User
In this exercise, you will verify a launchpad space is assigned to the business role you will use in this exercise. When the Spaces and Pages home page is enabled, each business role must have an assigned launchpad space. Without a launchpad space, no apps will display on the launchpad for a user.

1. Verify there is a standard launchpad space assigned to the business role below and assign the role to your user.
   - Administrator - Test Automation (BR_ADMIN_TEST_AUTOMATION)

Task 2: Copy and Edit a Test Process
You will copy and edit a test process in the Manage Your Test Processes application.

1. Open the *Manage Your Test Processes* application.
2. Make a copy of the *Time Recording (1Q4)* test process and save with the title: `Time Recording ###` (where ### is your user number).
3. Add the process step *Time Recording through Manage My Timesheet* below the original process step *Record Actual Working Time.*

4. Convert the Standard process step, *Time Recording through Manage My Timesheet*, to a Custom process step.

5. Change the visibility to be *Visible in Test Plan.*

Copy and Edit a Standard Test Automate Process

Training System Access

Note:
An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:

1. Purchase a subscription for SAP Learning System Access.
2. Search for course code *S4C01* here.
3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

Note:
Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Task 1: Verify Launchpad Space is Assigned to Business Role & Assign Role to User

In this exercise, you will verify a launchpad space is assigned to the business role you will use in this exercise. When the Spaces and Pages home page is enabled, each business role must have an assigned launchpad space. Without a launchpad space, no apps will display on the launchpad for a user.

1. Verify there is a standard launchpad space assigned to the business role below and assign the role to your user.

   - Administrator - Test Automation (BR_ADMIN_TEST_AUTOMATION)

   a) Select the Administration drop-down menu in the upper left and choose the *Identity and Access Management* page.

   b) Open the *Maintain Business Roles* app.

   c) Use the search to find the business role listed in the exercise.

   d) Select the business role in order to open its detail page.

e) Select the *Launchpad Spaces* tab.

f) If there is a space assigned, skip to step k) to assign yourself permission to the role. If there is no space assigned, continue with the remaining steps.

g) Select the *Edit* button.

h) Select *Add*.

i) There should be a launchpad space provided based on the predefined space. If not, select *Use Predefined Space* from the dropdown list and select the space *SAP_BR_ADMIN_TEST_AUTOMATION*.

j) Select *Create and Assign Space*.

k) Select the *Business Users* tab.

l) Select the *Edit* button, if not done already before.

m) Select *Add*.

n) Select the checkbox to the left of your user and select *Apply*.

o) Select *OK* to close the dialog box.

p) Select *Save*.

q) Refresh your browser.

r) Select the SAP logo in the top left corner to navigate home.

Task 2: Copy and Edit a Test Process

You will copy and edit a test process in the Manage Your Test Processes application.

1. Open the *Manage Your Test Processes* application.

   a) Select the *Automated Testing* space.

   b) Open the *Manage Your Test Processes* app.

2. Make a copy of the *Time Recording (1Q4)* test process and save with the title: **`Time Recording ###`** (where ### is your user number).

   a) Use the search field to locate the Time Recording (1Q4) test process.

   b) Select the test process.

   c) Select *Copy* in the lower right corner.

   d) Enter the test process name as defined in the exercise.

   e) Select *Save*.

3. Add the process step *Time Recording through Manage My Timesheet* below the original process step *Record Actual Working Time.*

   a) Select the *Edit* button in the lower right corner of the test process.

   b) Select the checkbox to the left of the existing process step.

c) Select *Add below* from the far right, then *Add UI Step*.

d) Select the input help icon in the *Name* field of the new step.

e) Search for the process: *Time Recording - Project-Based Services*.

f) Select the *Time Recording - Project-Based Services* process, then select the process step: *Time Recording through Manage My Timesheet*.

4. Convert the Standard process step, *Time Recording through Manage My Timesheet*, to a Custom process step.

   a) Select the checkbox to the left of the *Time Recording through Manage My Timesheet* process step.

   b) Select *Change Type* from the far right.

   c) Select *OK* to confirm changing the type.

   d) Select *Save* in the lower right corner.

5. Change the visibility to be *Visible in Test Plan.*

   a) Select *Change Visibility* in the lower right corner.

   b) Select the SAP logo in the upper left corner to navigate home to the launchpad.

Unit 1
Exercise 12

Create a Test Plan

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Create a Test Plan

You will create a test plan and assign the custom test process created in a previous exercise to the plan.

1. Open the *Test Your Processes* application.
2. Create a new test plan with the following information:
   - Test Plan Name: **`Adapted Time Recording Test ###`** (where ### is your user number)
   - Test Process: **`Time Recording ###`** (created in a previous exercise)

Unit 1
Solution 12

Create a Test Plan

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for [SAP Learning System Access]().
> 2. Search for course code *S4C01* [here]().
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Create a Test Plan

You will create a test plan and assign the custom test process created in a previous exercise to the plan.

1. Open the *Test Your Processes* application.

   a) Select the *Automated Testing* space.

   b) Open the *Test Your Processes* app.

   c) In case you see an empty screen, set your browser to full screen display and refresh your browser.

2. Create a new test plan with the following information:

   - Test Plan Name: **`Adapted Time Recording Test ###`** (where ### is your user number)
   - Test Process: **`Time Recording ###`** (created in a previous exercise)

   a) Make sure you have *Customer Tests* selected in the *Test Plans* area.

   b) Select the *plus (+)* icon in the lower left area of the screen.

c) Use the keyword search on the right to locate your *Time Recording ###* test process created in a previous exercise.

d) Select the checkbox to the left of your test process.

e) Enter the test plan name as given in the exercise.

f) Select *Save* in the lower right corner.

> Note:
> You will not execute the test plan in this exercise because the training system is not connected to an SAP Cloud Identity tenant. A connection with the identity tenant is required for the test execution service to generate the virtual test user and allow it to be authenticated to complete the test plan steps.

g) Select the SAP logo in the upper left corner to navigate home to the launchpad.

Unit 1
Exercise 13

Provide Consent for Post-Upgrade Testing by SAP

Training System Access

> Note:
> An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:
>
> 1. Purchase a subscription for SAP Learning System Access.
> 2. Search for course code *S4C01* here.
> 3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

> Note:
> Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Provide Consent for Post-Upgrade Tests (PUTs)

This exercise is to demonstrate how to provide consent for post-upgrade testing if a customer chooses to use this service from SAP in their Quality system. Post-upgrade testing is only available for live customers, and is done for a limited set of SAP S/4HANA Cloud Public Edition processes. Test cases are selected based on a customer's active standard business processes (scope items), availability of data, and the apps covered by the tests. Post-upgrade testing can only be done for standard processes, meaning no extensions were made to the process or apps within the process flow. All test plans created as part of the post upgrade test are system generated test plans, and are executed once by SAP each quarter. The data needed to run post-upgrade test plans is read automatically in the customer's Quality system. Results of executed test plans are visible in the Analyze Automated Test Results application and the Test Your Process application. Post-upgrade test plans can also be copied and be executed further by the customer, if needed.

1. Open the *Test Your Processes* application.
2. Provide consent for post-upgrade tests conducted by SAP.

Unit 1
Solution 13

Provide Consent for Post-Upgrade Testing by SAP

Training System Access

Note:
An SAP S/4HANA Cloud Public Edition training system is required to complete the following exercise. To get a training system, complete the following steps:

1. Purchase a subscription for SAP Learning System Access.
2. Search for course code *S4C01* here.
3. Select +*Enroll* for the SAP S/4HANA Cloud Public Edition system assigned to S4C01.

Note:
Some exercises use the characters ### as placeholders for your three digit user number. Please use your assigned three digit user number whenever you see ### in an exercise.

Provide Consent for Post-Upgrade Tests (PUTs)

This exercise is to demonstrate how to provide consent for post-upgrade testing if a customer chooses to use this service from SAP in their Quality system. Post-upgrade testing is only available for live customers, and is done for a limited set of SAP S/4HANA Cloud Public Edition processes. Test cases are selected based on a customer's active standard business processes (scope items), availability of data, and the apps covered by the tests. Post-upgrade testing can only be done for standard processes, meaning no extensions were made to the process or apps within the process flow. All test plans created as part of the post upgrade test are system generated test plans, and are executed once by SAP each quarter. The data needed to run post-upgrade test plans is read automatically in the customer's Quality system. Results of executed test plans are visible in the Analyze Automated Test Results application and the Test Your Process application. Post-upgrade test plans can also be copied and be executed further by the customer, if needed.

1. Open the *Test Your Processes* application.
   a) Select the *Automated Testing* space.
   b) Open the *Test Your Processes* app.
   c) In case you see an empty screen, refresh your browser.

2. Provide consent for post-upgrade tests conducted by SAP.
   a) Select the *Post-Upgrade Tests* area from the *Test Plans* screen.
   b) Select the *Consent for Post-Upgrade Test* icon in the lower left area of the screen.
   c) Review the consent information.
   d) Select *Confirm*. Note, that if you are only offered to withdraw, the confirmation has already been given. In this case choose *Cancel* and exit the screen to finalize the exercise.
   e) Otherwise, select the checkbox to agree to post-upgrade testing by SAP. Then select *I agree* .
   f) Finally, exit the screen using the SAP icon in the upper left corner.