



Hands-On Experience on SAP Master Data Governance, cloud edition DAT162

Exercise 4 Mass Change

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TABLE OF CONTENTS

BEFORE YOU START3

Step 1: Create Mass Request5

Step 2: Approve Mass Request..... 10

This exercise is part of the SAP TechEd 2021 workshop *DAT162 Hands-On Experience on SAP Master Data Governance, cloud edition*. All workshop materials are available in the github.com repository [SAP-samples/teched2021-DAT162](https://github.com/SAP-samples/teched2021-DAT162).

BEFORE YOU START

In **exercise 1** you have subscribed to SAP Master Data Governance, cloud edition. With that you can access the Fiori launchpad with all required Fiori apps.

In **exercise 3** you uploaded business partners for a consolidation process. Some of these business partners are used for this mass change exercise.

Objective of this Exercise

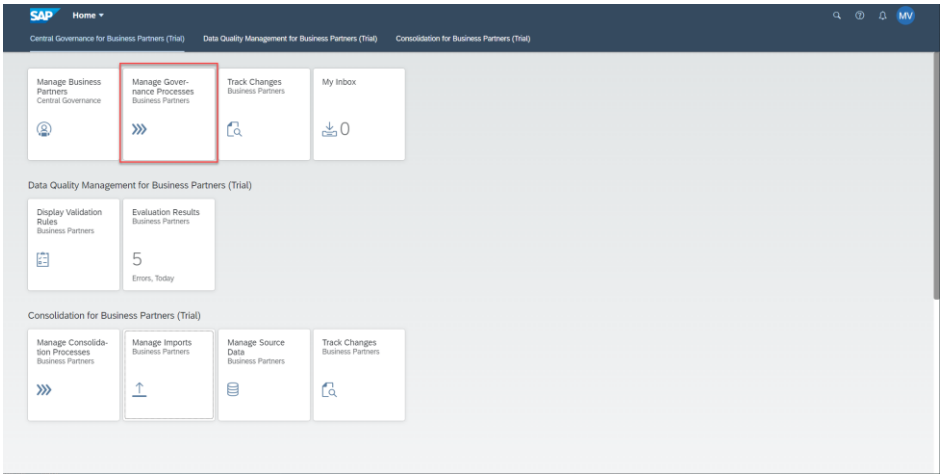
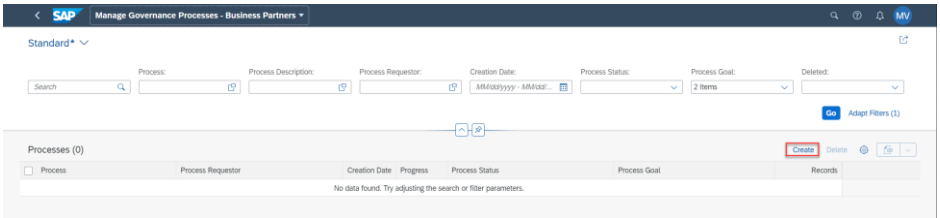
In this exercise, you will learn the basics for working with the mass change capabilities of SAP Master Data Governance, cloud edition. You will start with the creation of a mass request, which can be used to perform all required changes for selected business partners. After that you submit this request, and as an approver you will get a workflow task to approve the changes. After approval, the requestor will get an email notification to navigate to the result of this mass request.

Estimated time: 20 minutes

Instructions

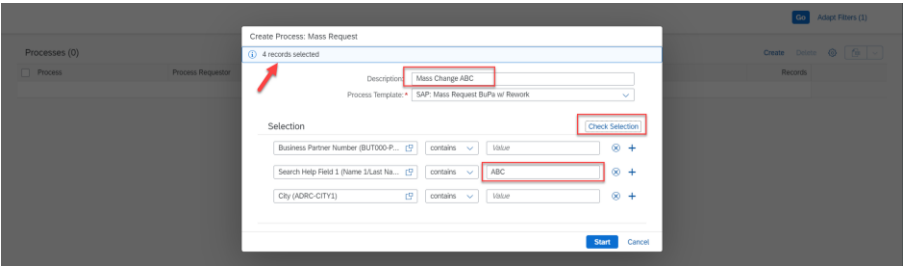
Step 1: Create Mass Request

Your task is to define a new search term for all business partners of ABC companies. To apply a mass change of business partner data you must create a request. In this request you can perform the changes and submit this request, which will create a workflow task for the approver.

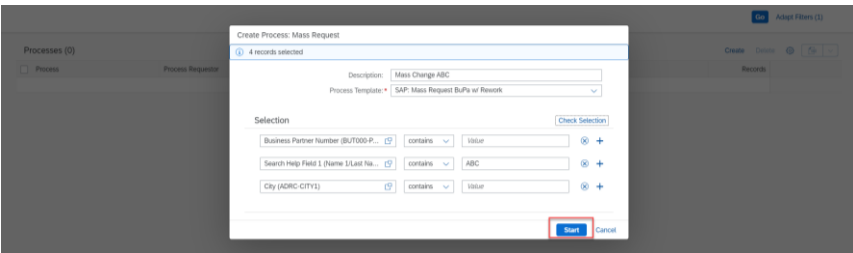
Explanation	Screenshot
1. Open the Fiori app Manage Governance Processes	
2. Click Create to create a new mass request.	

3. Input a **description** and input **ABC** as selection criteria for the field **Search Help Field 1**.

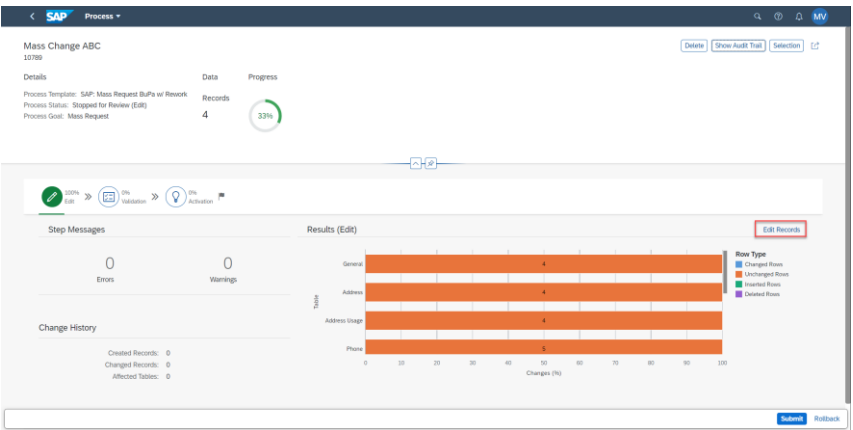
Press **Check Selection** button and check the number of selected records.



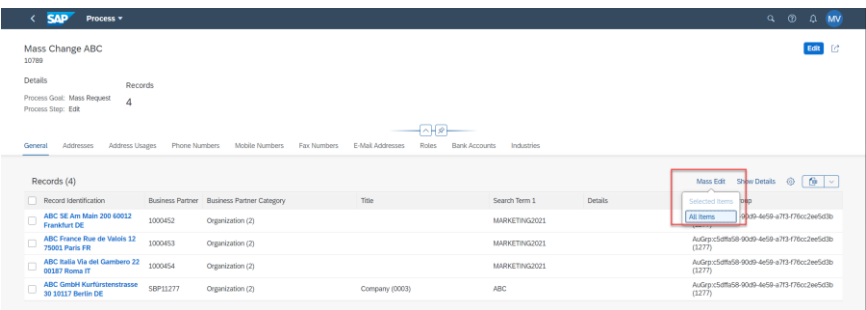
4. Click **Start** to start a new mass request process.



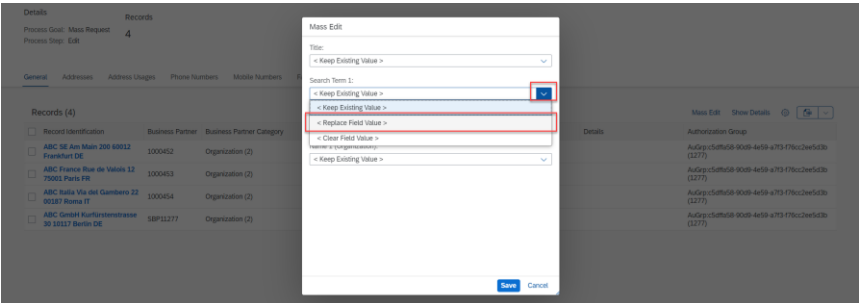
5. The system shows the result of the selection. To start the mass change, click **Edit Records**.



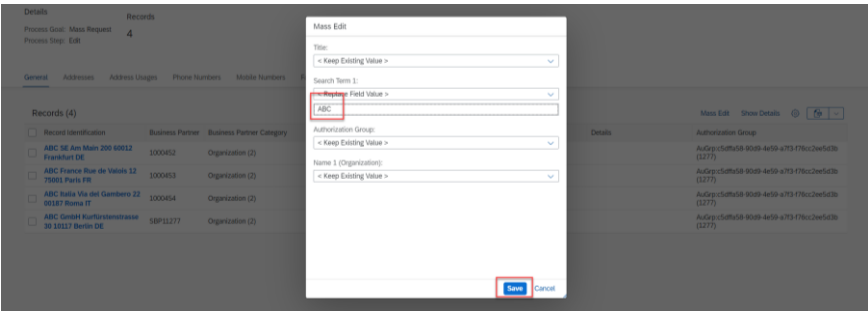
6. You want to change the field Search Term 1 to **ABC** for all selected records. Click on **Mass Edit** and select **All Items**.



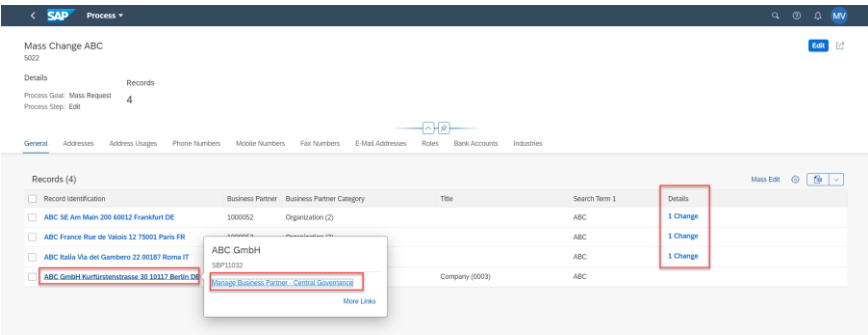
7. The system provides a popup with all changeable fields. Click on **Search Term 1** and select **<Replace Field Value>**



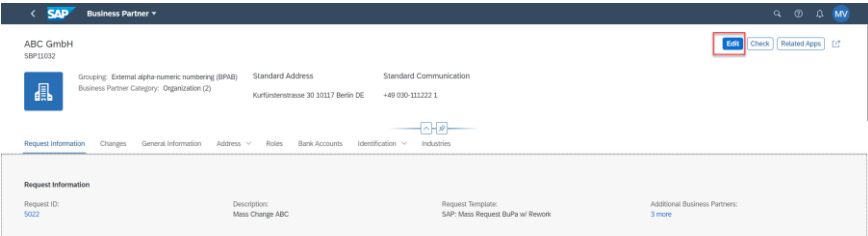
8. Input **ABC** and click **Save**.



9. The system shows the applied changes. You want to change the field Search Term 2 for the last record using the single request UI. Click on the last record and then click **Manage Business Partner – Central Governance**.



10. The Business Partner UI is shown. Click **Edit** to maintain data.



11. Replace the value in field Search Term 2 by **ABCGMBH**. Click **Save**.

The screenshot shows the SAP Business Partner 'ABC GmbH' (BP11032) in the 'General Information' tab. The 'Search Term 2' field is highlighted with a red box and contains the value 'ABCGMBH'. The 'Save' button is also highlighted with a red box.

12. The changes are visible in the Changes section. Click on the **back icon**.

The screenshot shows the SAP Business Partner 'ABC GmbH' (BP11032) in the 'Changes' section. A table lists the changes, with the first row highlighted by a red box. The 'back icon' is also highlighted with a red box.

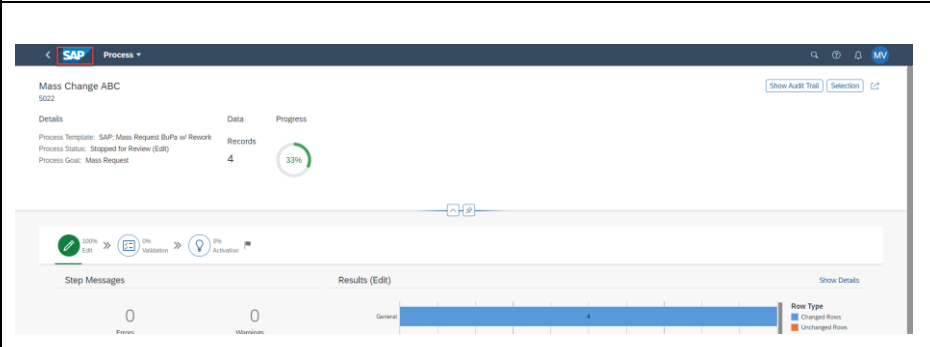
Title	Field	Change Type	Change Context	Old Value	New Value
General	BU_SORT2	Changed		ABC	ABCGMBH

13. You can check the changes in the mass request UI as well. Click **1 Change** to see the changes. Click on the **back icon**.

The screenshot shows the SAP Process 'Mass Change ABC' (5022) in the 'Records' section. A table lists the records, with the first row highlighted by a red box. The '1 Change' link is also highlighted with a red box.

Record Identification	Business Partner	Business Partner Category	Title	Search Term 1	Details
ABC SE Am Main 200 60112 Frankfurt DE	1000052	Organization (2)		ABC	1 Change
ABC France Rue de Valenciennes 12 75001 Paris FR	1000053	Organization (2)		ABC	1 Change
ABC Italia Via del Gambero 22 00187 Roma IT	1000054	Organization (2)		ABC	1 Change
ABC GmbH Kurfürstendamm 30 10117 Berlin DE	BP11032	Organization (2)	Company	Search Term 2	1 Change

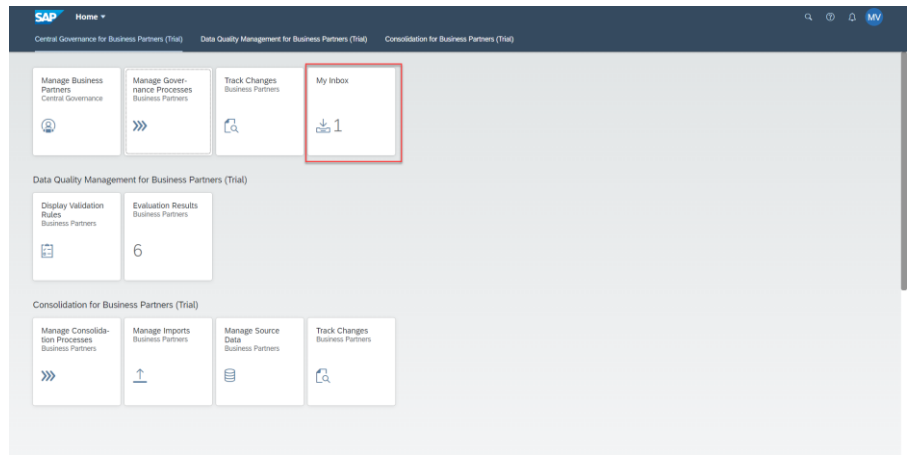
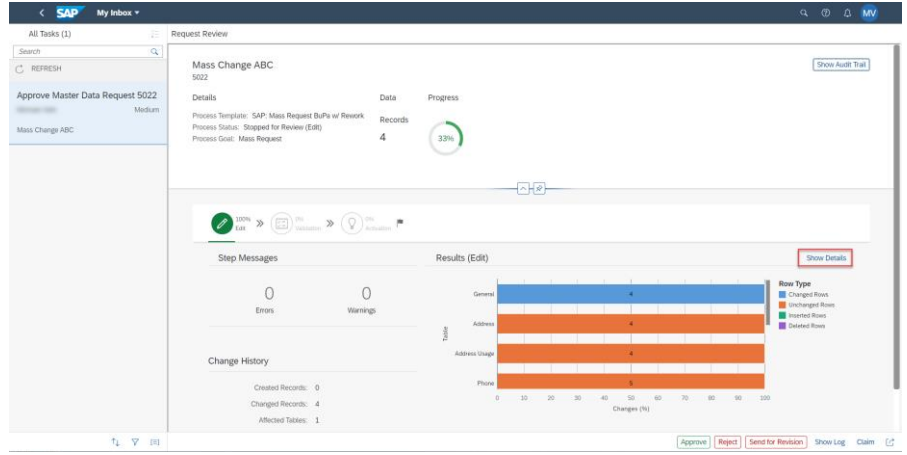
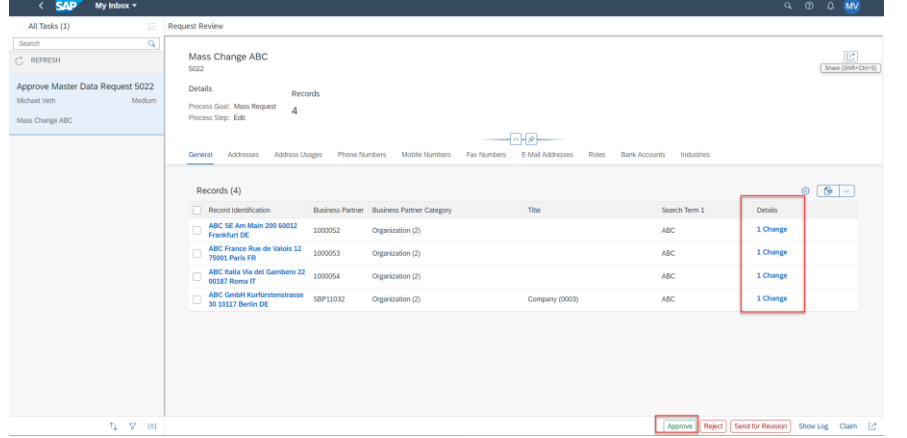
14. All you mass changes are done.
Click on **Submit** to start the approval workflow.



15. Click on the **SAP logo** to go back to the home screen.

Step 2: Approve Mass Request

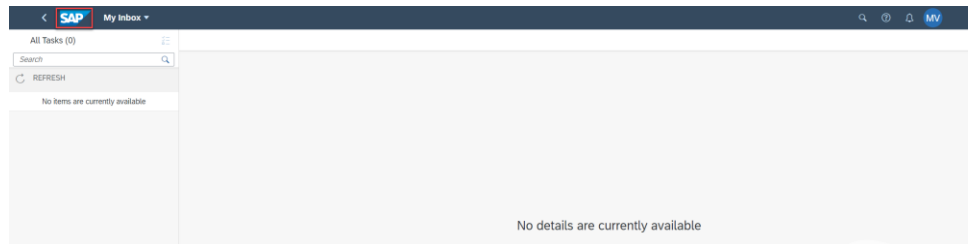
In this hands-on session you act as requestor **and** approver for a mass request. You will get a workflow task to approve a mass request. In the workflow inbox you can check the changed business partners and approve the request. As requestor you will get an email notification and you can directly navigate to the finalized request.

Explanation	Screenshot																														
1. Click My Inbox and check the pending approvals.	 <p>The screenshot shows the SAP Home dashboard. The 'My Inbox' tile is highlighted with a red box, indicating 1 pending approval. Other tiles include 'Manage Business Partners', 'Manage Governance Processes', 'Track Changes', 'Display Validation Rules', 'Evaluation Results', 'Manage Consolidation Processes', 'Manage Imports', 'Manage Source Data', and 'Track Changes'.</p>																														
2. Before approving the request, click on Show Details .	 <p>The screenshot shows the 'My Inbox' details for 'Mass Change ABC'. The 'Show Details' button is highlighted with a red box. The interface includes a 'Request Review' section with a progress bar (33%) and a 'Results (Edit)' section showing a bar chart of changes.</p>																														
3. You can check the changes. After that click Approve .	 <p>The screenshot shows the 'Records (4)' section of the 'Mass Change ABC' details. A 'Details' button is highlighted with a red box for the first record. The records list includes columns for Record Identification, Business Partner, Business Partner Category, Title, Search Term 1, and a 'Details' column.</p> <table><tr><th>Record Identification</th><th>Business Partner</th><th>Business Partner Category</th><th>Title</th><th>Search Term 1</th><th>Details</th></tr><tr><td>ABC SE Am Main 200 60012 Frankfurt DE</td><td>1000052</td><td>Organization (2)</td><td>ABC</td><td>ABC</td><td>1 Change</td></tr><tr><td>ABC France Rue de Valenciennes 12 75010 Paris FR</td><td>1000053</td><td>Organization (2)</td><td>ABC</td><td>ABC</td><td>1 Change</td></tr><tr><td>ABC Italia Via del Gambero 22 00187 Roma IT</td><td>1000054</td><td>Organization (2)</td><td>ABC</td><td>ABC</td><td>1 Change</td></tr><tr><td>ABC GmbH Kurfürstenstrasse 30 10117 Berlin DE</td><td>SBP11032</td><td>Organization (2)</td><td>Company (000)</td><td>ABC</td><td>1 Change</td></tr></table>	Record Identification	Business Partner	Business Partner Category	Title	Search Term 1	Details	ABC SE Am Main 200 60012 Frankfurt DE	1000052	Organization (2)	ABC	ABC	1 Change	ABC France Rue de Valenciennes 12 75010 Paris FR	1000053	Organization (2)	ABC	ABC	1 Change	ABC Italia Via del Gambero 22 00187 Roma IT	1000054	Organization (2)	ABC	ABC	1 Change	ABC GmbH Kurfürstenstrasse 30 10117 Berlin DE	SBP11032	Organization (2)	Company (000)	ABC	1 Change
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Hint: If you want to navigate to the previous screens, please use the back icon in the header!

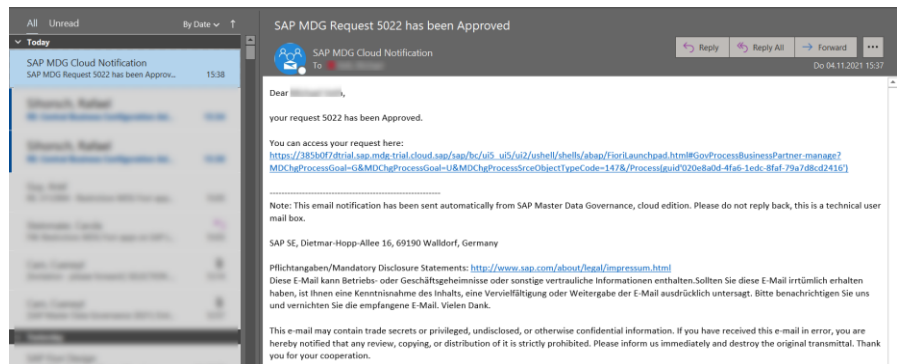
Hint: If you want to navigate to the previous screens, please use the back icon in the header!

4. There are no more approval tasks. Click on the **SAP logo** to go back to the home screen.

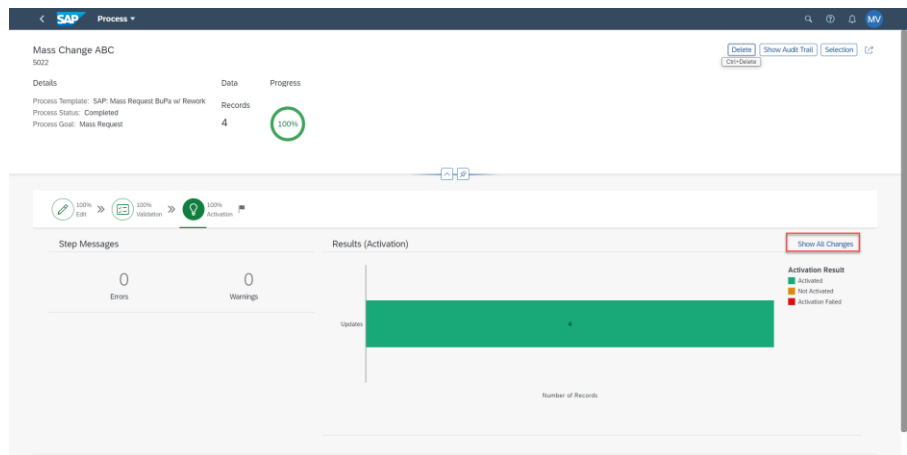


5. Check your email account. You can find a notification for the approval. Click on the URL to navigate to the approved process.

Hint: If you cannot access this email, you can also open the app Manage Governance Processes and navigate to the corresponding process.

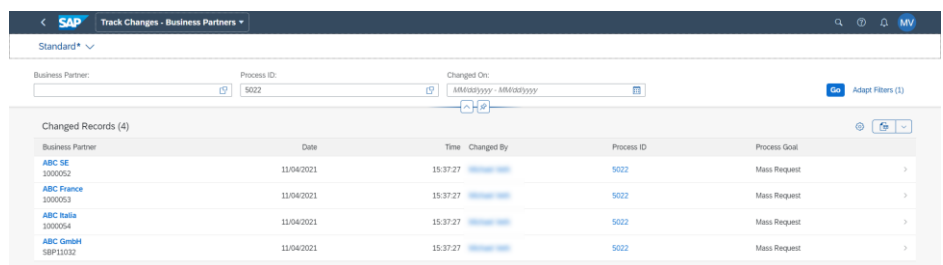


6. Click on **Show All Changes** to check the changed records.



7. You can see a list of changed records and you can navigate directly to the business partners.

Congratulations! You finalized a mass change in SAP Master Data Governance, cloud edition.



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