



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

Exercise 3 Mass Change

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

Objective of this Exercise

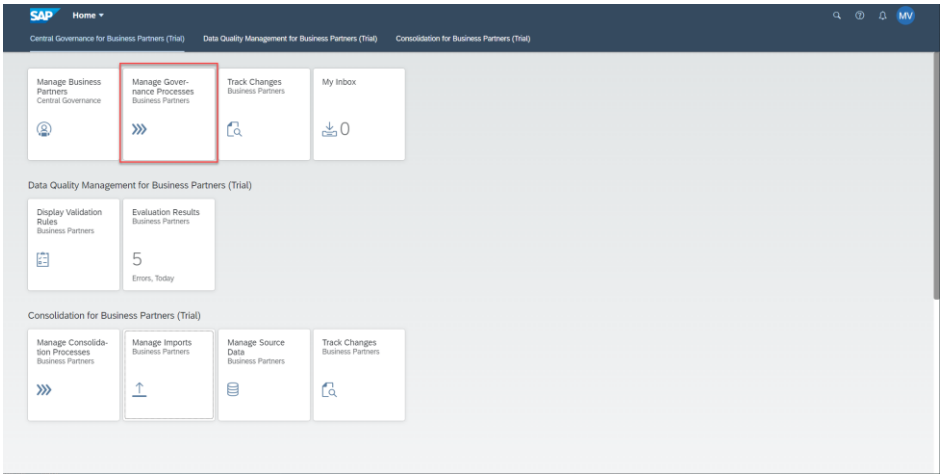
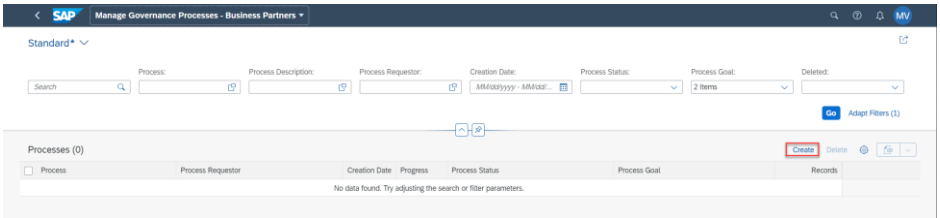
In this exercise, you will learn the basics for working with the mass change capabilities of SAP Master Data Governance. You will start with the creation of a mass request, which can be used to perform all required changes for selected business partners. After that you submit this request, and an approver 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

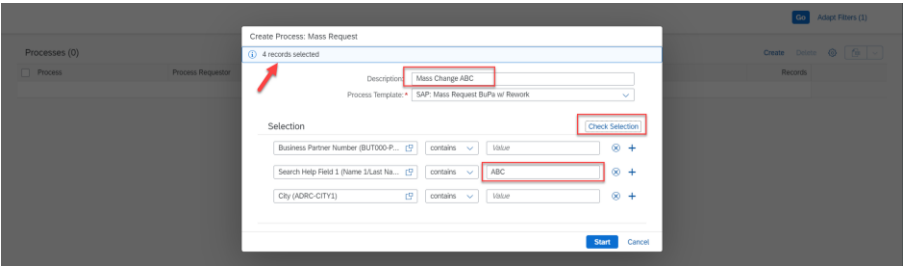
Step 1: Create Mass Request

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.

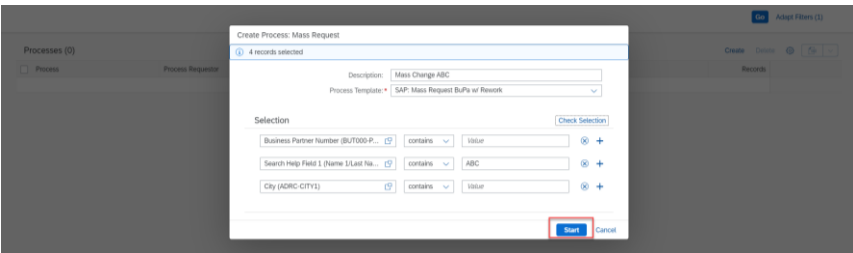
Explanation	Screenshot
1. Open the Fiori app Manage Governance Processes	
2. Click Create to create a new mass request.	

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

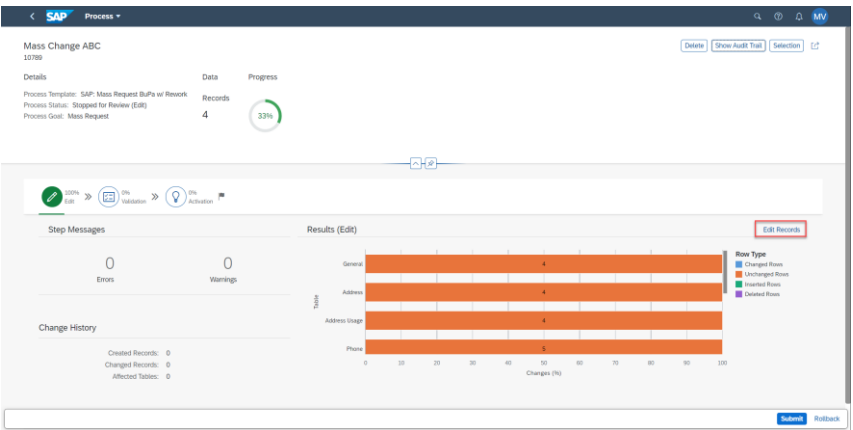
Press **Check Selection** button and check the number of selected records.



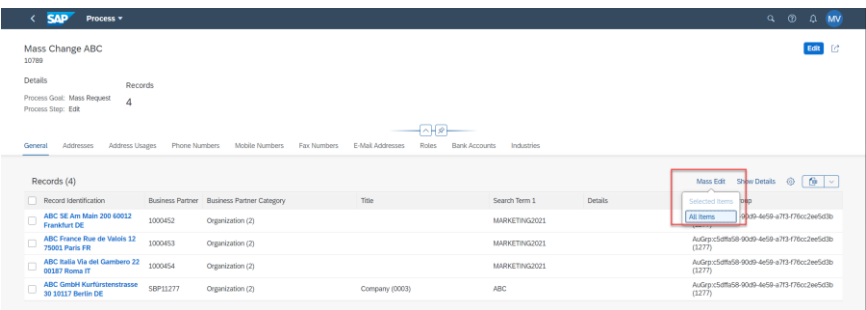
4. Click **Start** to start a new mass request process.



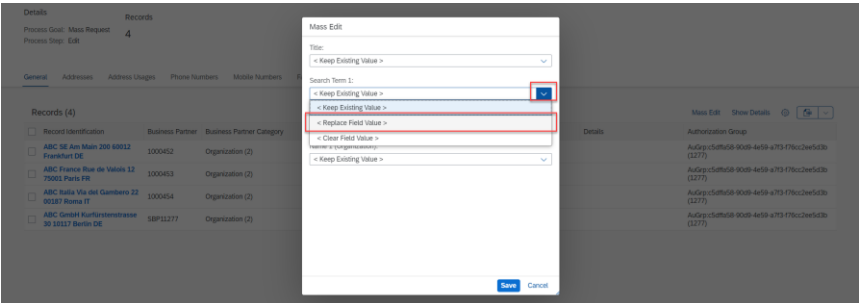
5. The system shows the result of the selection. To start the mass change, click **Edit Records**.



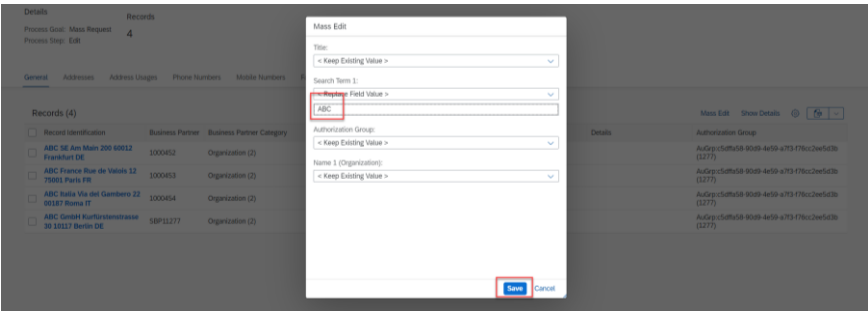
6. You want to change the field Search Term 1 to **ABC** for all selected records. Click on **Mass Edit** and select **All Items**.



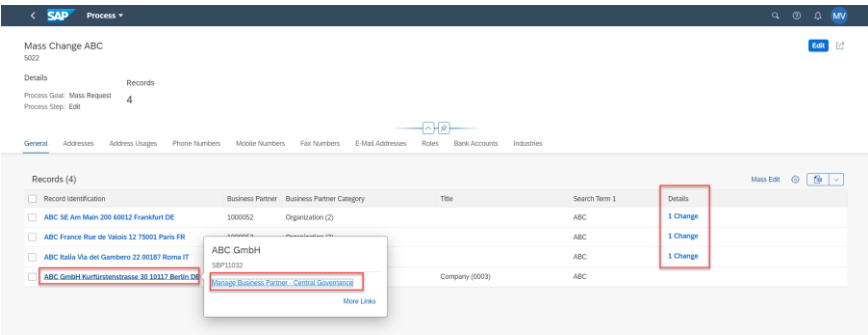
7. The system provides a popup with all changeable fields. Click on **Search Term 1** and select **<Replace Field Value>**



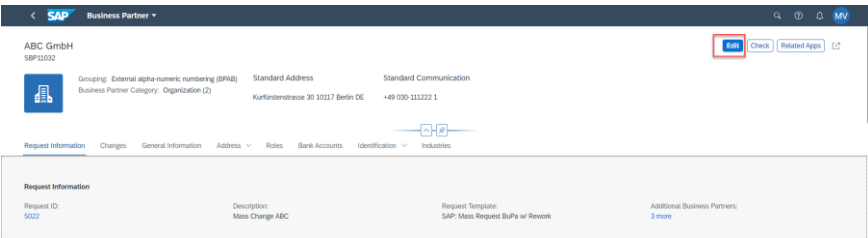
8. Input **ABC** and click **Save**.



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.



- SAP Business Partner**

ABC GmbH
SAP11032

[Check](#) [Related Apps](#) [↗](#)

[Request Information](#) [Changes](#) [General Information](#) [Address](#) [Roles](#) [Bank Accounts](#) [Identification](#) [Industries](#)

Request Information

Request ID: 5022	Description: Mass Change ABC	Request Template: SAP: Mass Request BuPa w/ Resock	Additional Business Partners: 3 more
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Changes

Table	Field	Change Type	Change Content	Old Value	New Value
No data found. Try adjusting the filter settings.					

General Information

Business Partner: ABC GmbH (SAP11032)	Search Term 1: <input type="text" value="ABC"/>	Foundation Date: <input type="text" value="MM/dd/yyyy"/> 📅	Created By: SCP_ONBOARDER (C00000000003)
Grouping: External alpha-numeric numbering (BPAB)	Search Term 2: <input type="text" value="ABCGMBH"/>	Liquidation Date: <input type="text" value="MM/dd/yyyy"/> 📅	Created On: 11/03/2021
Title: Company (0003) ▼	Legal Form: <input type="text" value=""/>	Authorization Group: AuGpBocx5e5e-594-670-978-8c816977300c 📄	Last Changed By: -

Draft saved [Save](#) [Cancel](#)

- Business Partner

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ABC GmbH
SPB11312

[Edit](#)
[Check](#)
[Related Apps](#)

Grouping: External alpha-numeric numbering (SPAB)
Business Partner Category: Organization (2)

Standard Address
Kurfürstendamm 30 10117 Berlin DE

Standard Communication
+49 030 112322 1

Request Information

Request ID: 9002	Description: Mass Change ABC	Request Template: SAP Mass Request BuPa w/ Reusock	Additional Business Partners: 3 more
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Changes

Table	Field	Change Type	Change Context	Old Value	New Value
General					
BU7000	Search Term 2 BU_SORT2	Changed		ABC	ABCGWH

General Information

Business Partner: ABC GmbH (SPB11312)	Search Term 1: ABC	Foundation Date: -	Created By: SCP_ONBOARDER (CC000000000)
Grouping:	Search Term 2:	Liquidation Date:	Created On:

- SAP** Process ▾

Mass Change ABC
5022

Details Records

Process Goal: Mass Request 4

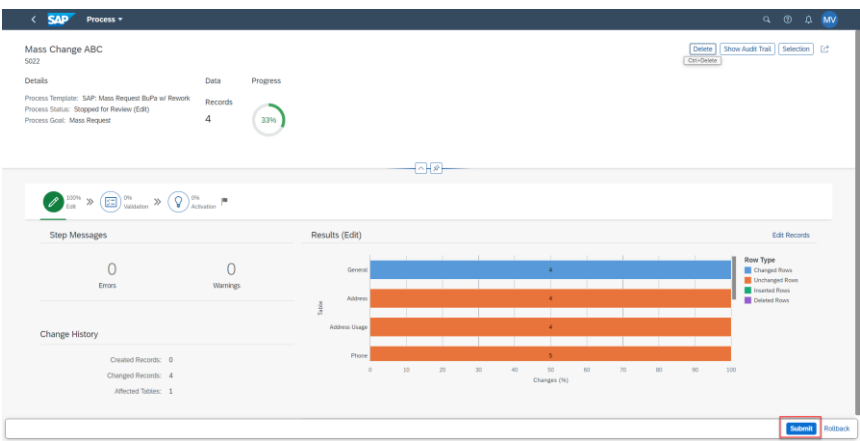
Process Step: Edit

General Addresses Address Usages Phone Numbers Mobile Numbers Fax Numbers E-Mail Addresses Roles Bank Accounts Industries

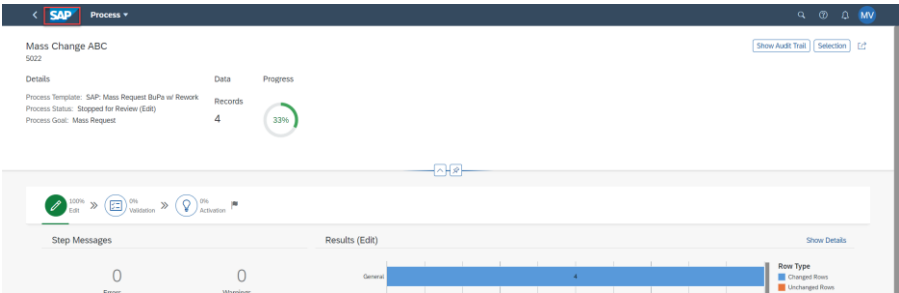
Records (4)

	Business Partner	Business Partner Category	Title	Search Term 1	Details
<input type="checkbox"/> Record Identification					
<input type="checkbox"/> ABC SE Am Main 200 60012 Frankfurt DE	1000052	Organization (2)		ABC	1 Change
<input type="checkbox"/> ABC France Rue de Valois 12 75001 Paris FR	1000053	Organization (2)		ABC	1 Change
<input type="checkbox"/> ABC Italia Via del Gambero 22 00187 Roma IT	1000054	Organization (2)			1 Change
<input type="checkbox"/> ABC GmbH Kurflurstrasse 39 10117 Berlin DE	SBP11032	Organization (2)	Company	Field Old New Search Term 2 ABC ABCGMBH	1 Change

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

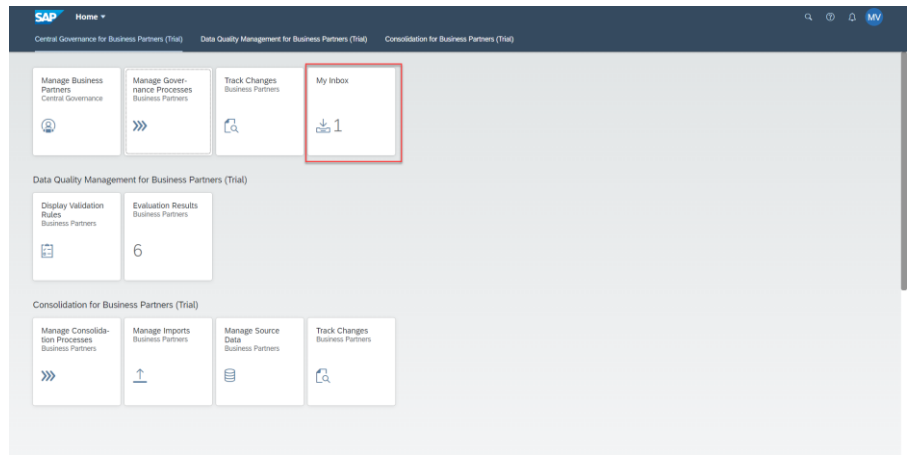
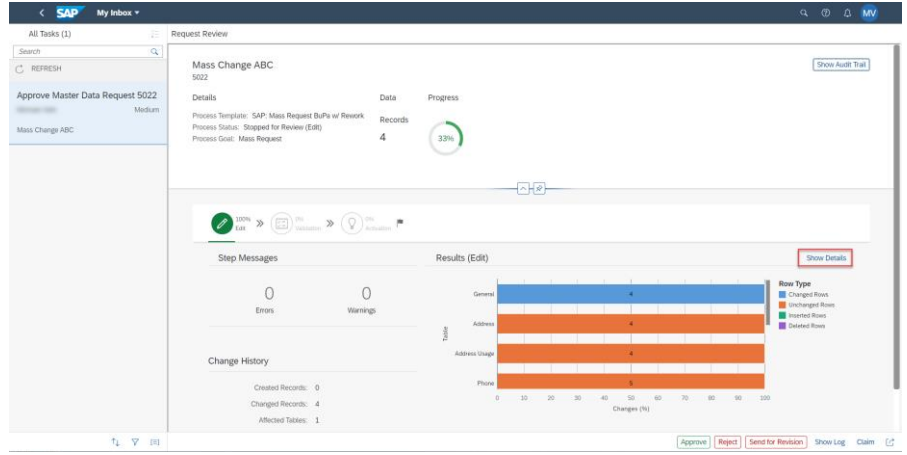
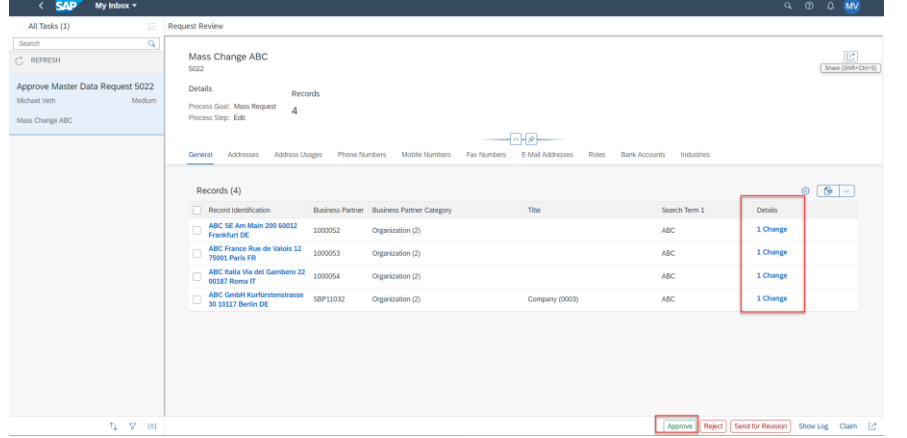


15. Click on the **SAP logo** to go back to the home screen.



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.	
2. Before approving the request, click on Show Details .	
3. You can check the changes. After that click Approve .	 <p><u>Hint:</u> If you want to navigate to the previous screens, please use the back icon in the header!</p>

- A screenshot of the SAP Fiori 'My Inbox' application. The top navigation bar is dark blue with the SAP logo and 'My Inbox' text. Below the header, there's a section titled 'All Tasks (0)' with a search bar and a 'REFRESH' button. The main content area is light gray and displays the message 'No details are currently available'.

-

- SAP Process**

Mass Change ABC
5022

Details Data Progress

Process Template: SAP: Mass Request BuPa's via Reswork
Process Status: Completed
Process Goal: Mass Request

Records: 4

100%
100%
100%

Step Messages Results (Activation)

Errors Warnings

Number of Records

Show All Changes

Activation Result

 - Activated
 - New Activated
 - Activation Failed

- SAP** Track Changes - Business Partners

Standard ▾

Business Partner: Process ID: Changed On: Go Adapt Filters (1)

Changed Records (4)

Business Partner	Date	Time	Changed By	Process ID	Process Goal
ABC SE 1000052	11/04/2021	15:37:27	View Log	5022	Mass Request >
ABC France 1000053	11/04/2021	15:37:27	View Log	5022	Mass Request >
ABC Italia 1000054	11/04/2021	15:37:27	View Log	5022	Mass Request >
ABC GmbH SBP11032	11/04/2021	15:37:27	View Log	5022	Mass Request >

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

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