



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 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

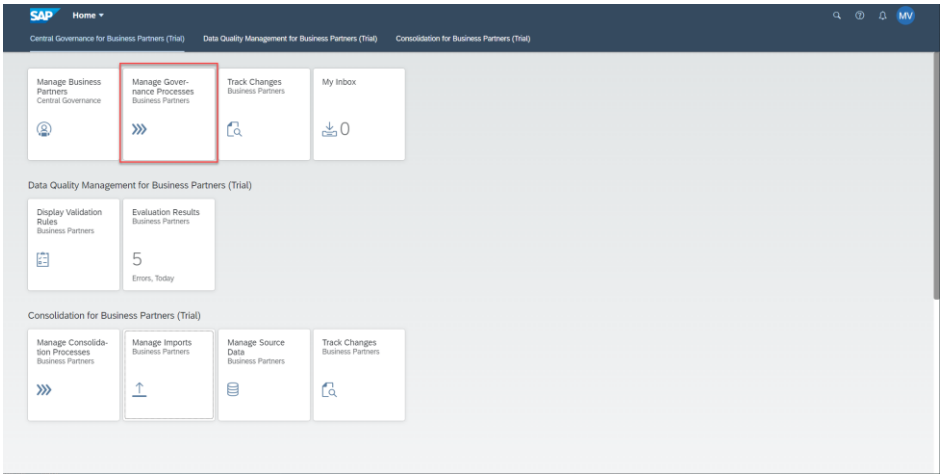
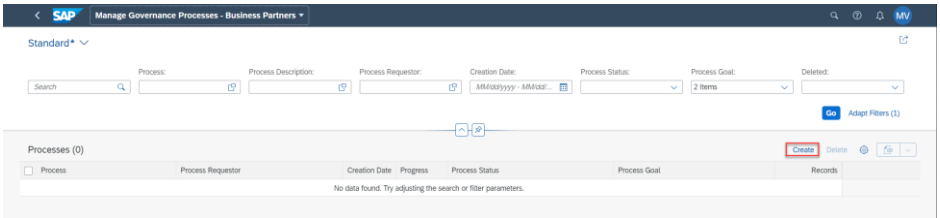
In this exercise, you will learn the basics for working with the mass change capabilities of SAP Master Data Governance. You will start with the creation of a mass request, which can be used to perform all required changes for selected business partners. After that you submit this request, and an approver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

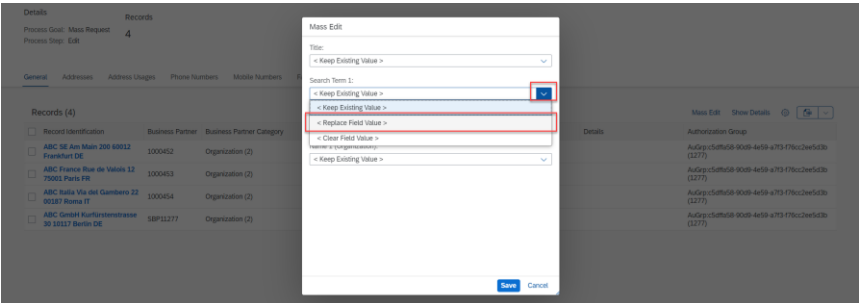
4. Click **Start** to start a new mass request process.

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

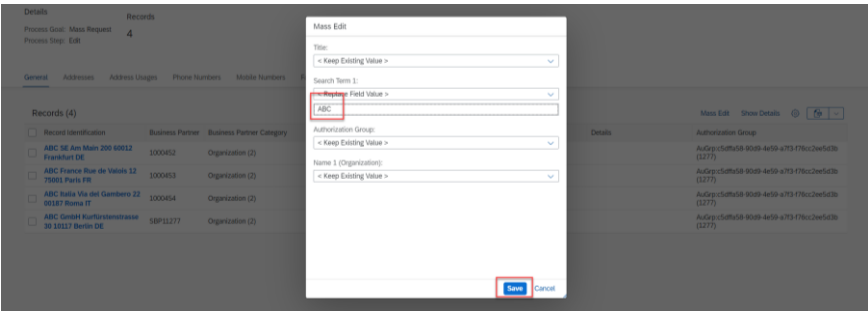
6. You want to change the field Search Term 1 to **ABC** for all selected records. Click on **Mass Edit** and select **All Items**.

Record Identification	Business Partner	Business Partner Category	Title	Search Term 1	Details
<input type="checkbox"/> ABC SE Am Main 200 60012 Frankfurt DE	100062	Organization (2)		MARKETING2021	Autopcsclm058-9000-4e58-a793-f78cc2ae5d3b (1277)
<input type="checkbox"/> ABC France Rue de Valenci 12 75002 Paris FR	100063	Organization (2)		MARKETING2021	Autopcsclm058-9000-4e58-a793-f78cc2ae5d3b (1277)
<input type="checkbox"/> ABC Italia Via del Gambero 22 00187 Roma IT	100064	Organization (2)		MARKETING2021	Autopcsclm058-9000-4e58-a793-f78cc2ae5d3b (1277)
<input type="checkbox"/> ABC GmbH Kurtfortenstrasse 30 30527 Berlin DE	SBP1277	Organization (2)	Company (0003)	ABC	Autopcsclm058-9000-4e58-a793-f78cc2ae5d3b (1277)

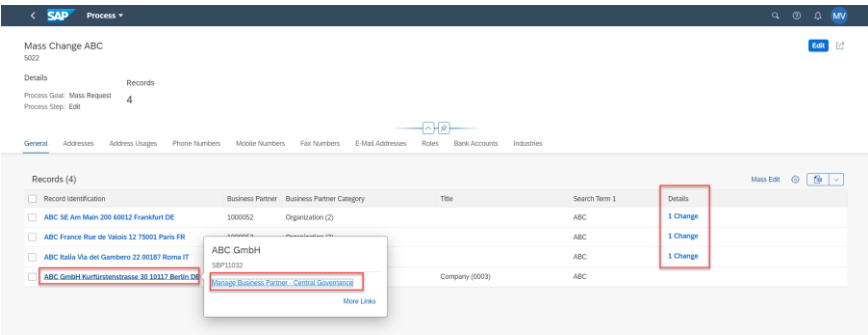
7. The system provides a popup with all changeable fields. Click on **Search Term 1** and select **<Replace Field Value>**



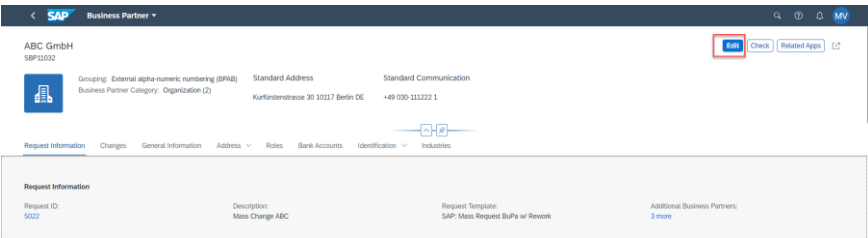
8. Input **ABC** and click **Save**.



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 form for ABC GmbH (SBP11032). 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.

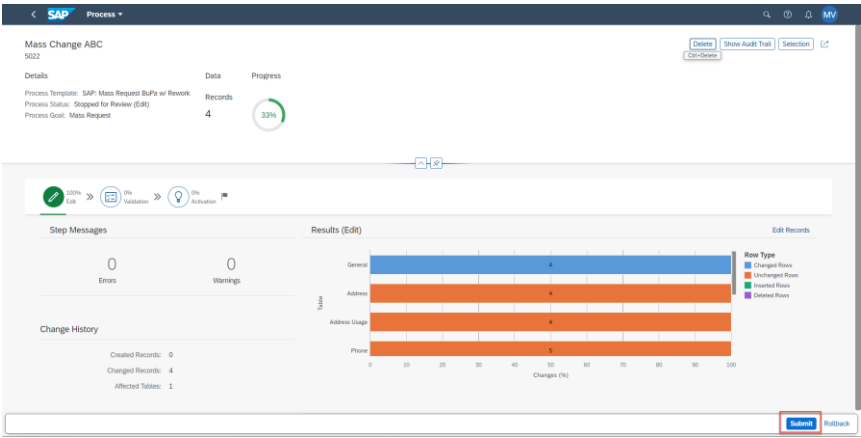
12. The changes are visible in the Changes section. Click on the **back icon**.

The screenshot shows the SAP Business Partner form for ABC GmbH (SBP11032). The 'Changes' section is highlighted with a red box, showing a change record for 'Search Term 2' from 'ABC' to 'ABCGMBH'. The 'back icon' is also highlighted with a red box.

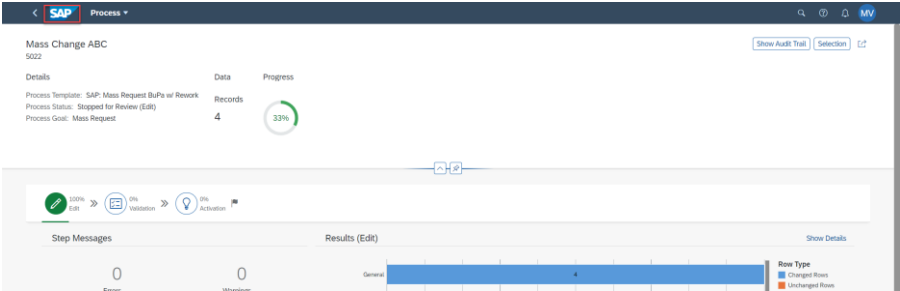
13. You can check the changes in the mass request UI as well. Click **1 Change** to see the changes. Click on the **back icon**.

The screenshot shows the SAP Process 'Mass Change ABC' (5022). The 'Records (4)' table is highlighted with a red box, showing a change record for 'ABC GmbH Kurfürstendrasse 30 10117 Berlin DE'. The '1 Change' link is also highlighted with a red box.

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



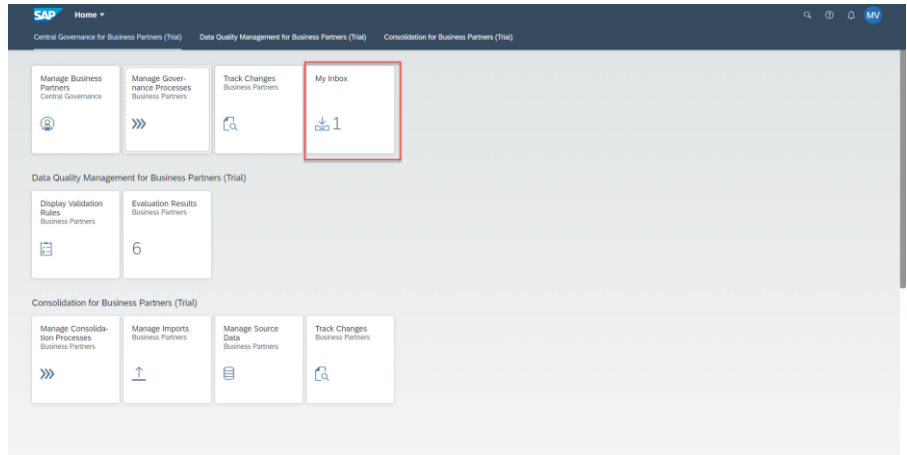
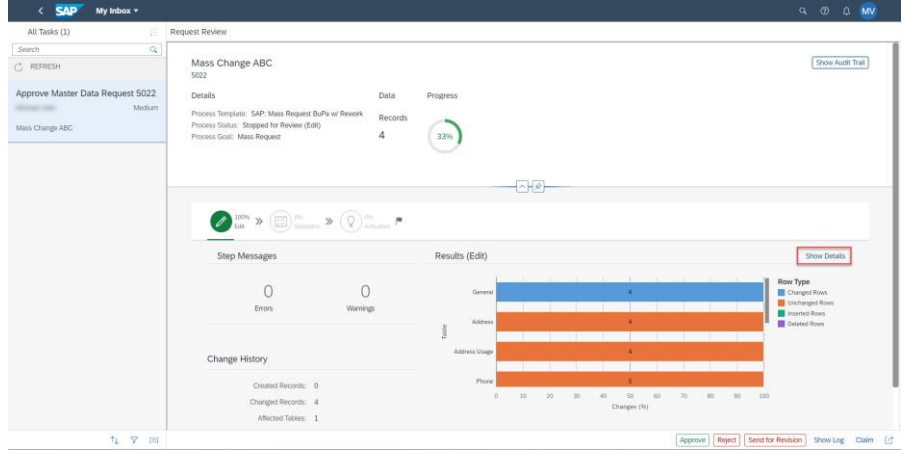
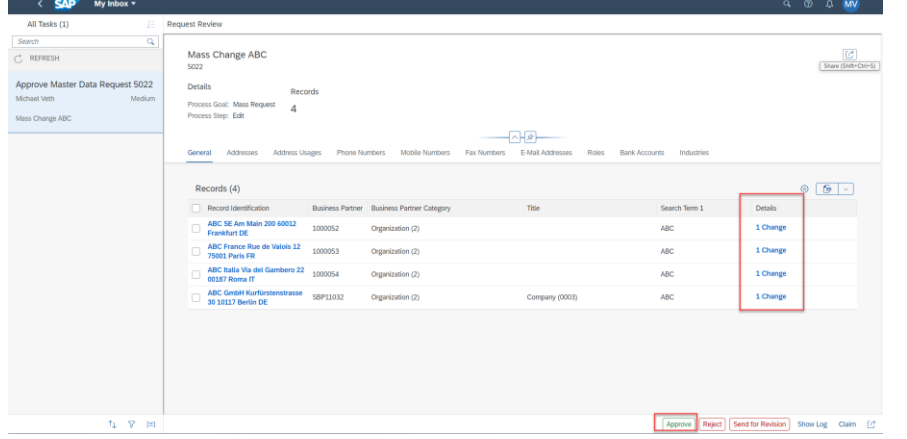
15. Click on the **SAP logo** to go back to the home screen.



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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 bar, there's a section titled 'All Tasks (0)' with a search input field and a 'REFRESH' button. The main content area is light gray and displays the message 'No details are currently available'.

- The screenshot shows an email from 'SAP MDG Cloud Notification' with the subject 'SAP MDG Request 5022 has been Approved...'. The email body contains the following text:

SAP MDG Request 5022 has been Approved.

You can access your request here:
https://385b07ftrial.sap.mdg-trial.cloud.sap/sap/bc/u05_u05/u02/ushell/shells/abap/E0r1aunchedp.htm#GovProcessBusinessPartner-manage?MDCbProcessGoal=C&MDCbProcessGoal=C&MDCbProcessGoal=ObjectCode=1478/ProcessGoalF02be6b6d-4fab-1e6b-8fab-79a708b02476

Note: This email notification has been sent automatically from SAP Master Data Governance, cloud edition. Please do not reply back, this is a technical user mail box.

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[illegible]

- | Standard | | | | | | | | |
|-------------------------------|------------|-----------------------------------|--|------------|----------------|--|--|--|
| Business Partner: | | Process ID: | Changed On: | | | | | |
| <input type="text" value=""/> | | <input type="text" value="5022"/> | <input type="text" value="MM/DD/YYYY - MM/DD/YYYY"/> | | | | | |
| 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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THE BEST RUN

