



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

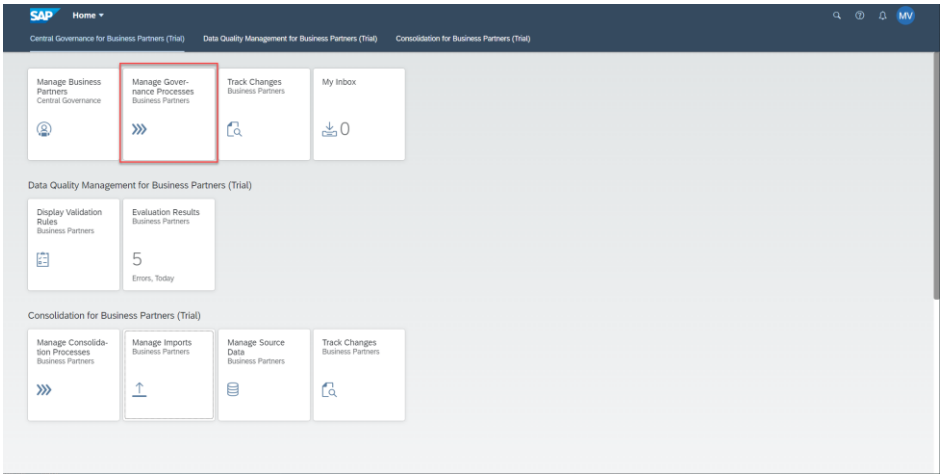
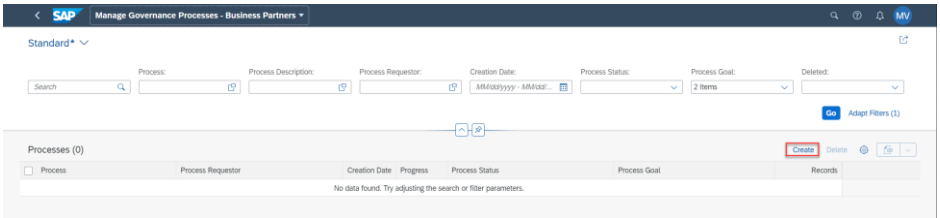
In this exercise, you will learn the basics for working with the mass change capabilities of SAP Master Data Governance, cloud edition. You will start with the creation of a mass request, which can be used to perform all required changes for selected business partners. After that you submit this request,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

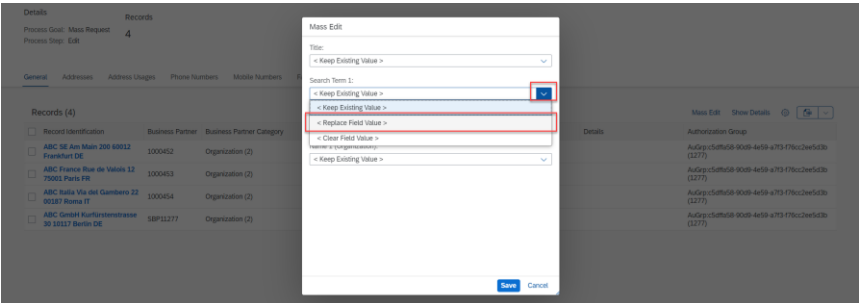
4. Click **Start** to start a new mass request process.

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

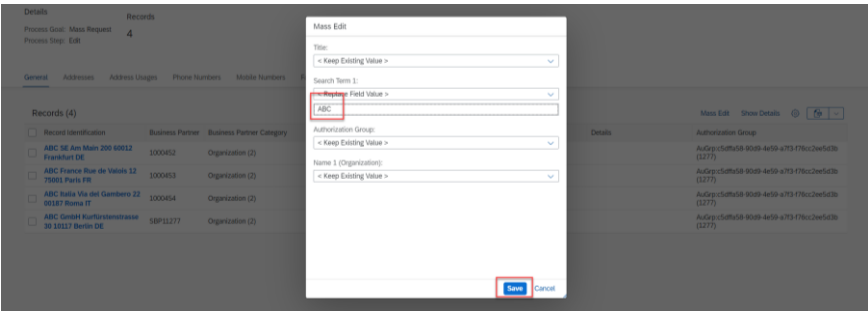
6. You want to change the field Search Term 1 to **ABC** for all selected records. Click on **Mass Edit** and select **All Items**.

Record Identification	Business Partner	Business Partner Category	Title	Search Term 1	Details
ABC SE Am Main 200 60012 Frankfurt DE	1000632	Organization (2)		MARKETING2021	Audap:clmth58-9000-4e58-a793-f78cc2ae5d3b (1277)
ABC France Rue de Valenci 12 75002 Paris FR	1000633	Organization (2)		MARKETING2021	Audap:clmth58-9000-4e58-a793-f78cc2ae5d3b (1277)
ABC Italia Via del Gambero 22 00187 Roma IT	1000634	Organization (2)		MARKETING2021	Audap:clmth58-9000-4e58-a793-f78cc2ae5d3b (1277)
ABC GmbH Kurtfortenstrasse 30 30527 Berlin DE	SBP1277	Organization (2)	Company (0003)	ABC	Audap:clmth58-9000-4e58-a793-f78cc2ae5d3b (1277)

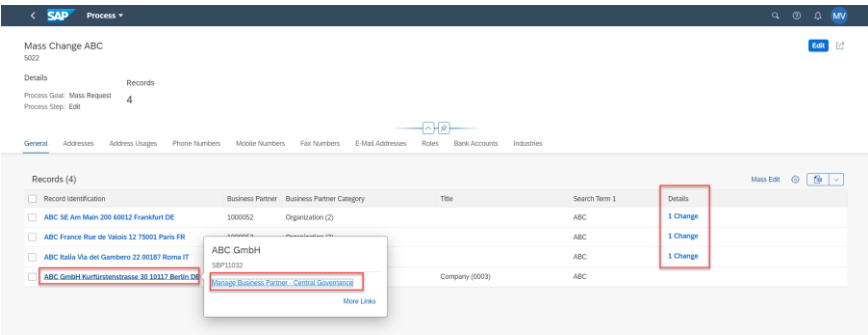
7. The system provides a popup with all changeable fields. Click on **Search Term 1** and select **<Replace Field Value>**



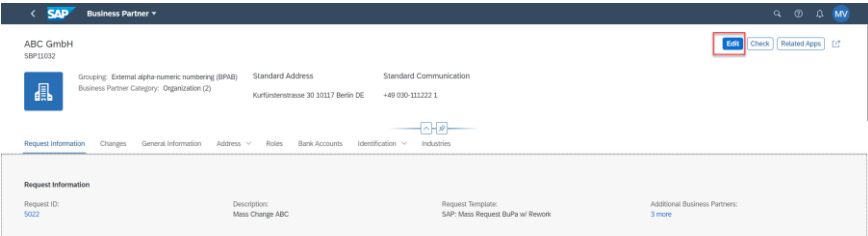
8. Input **ABC** and click **Save**.



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 '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.

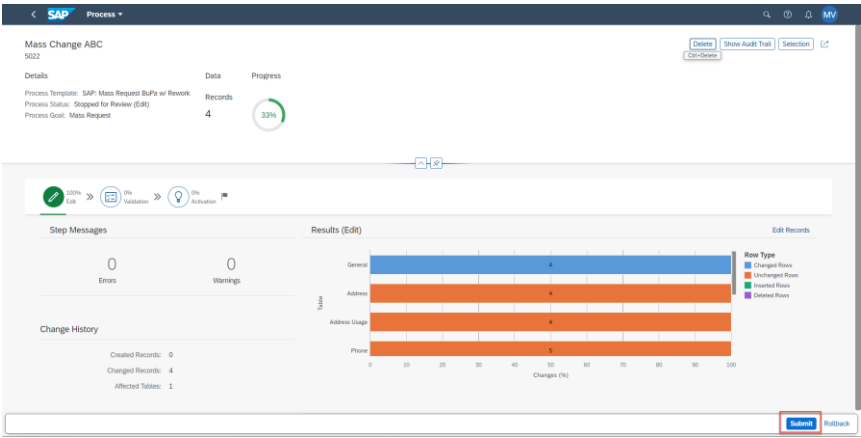
Title	Field	Change Type	Change Context	Old Value	New Value
General	BU_SORT2	Changed		ABC	ABCGMBH

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**.

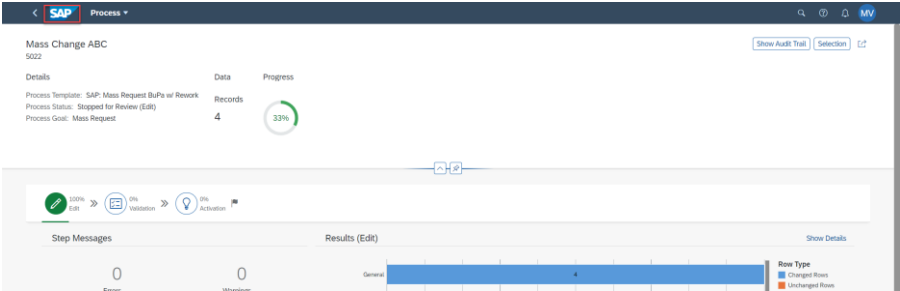
The screenshot shows the SAP Process 'Mass Change ABC' (5022) in the 'Records' section. A table lists the records, with the first row highlighted by a red box. The '1 Change' link is also highlighted with a red box.

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.

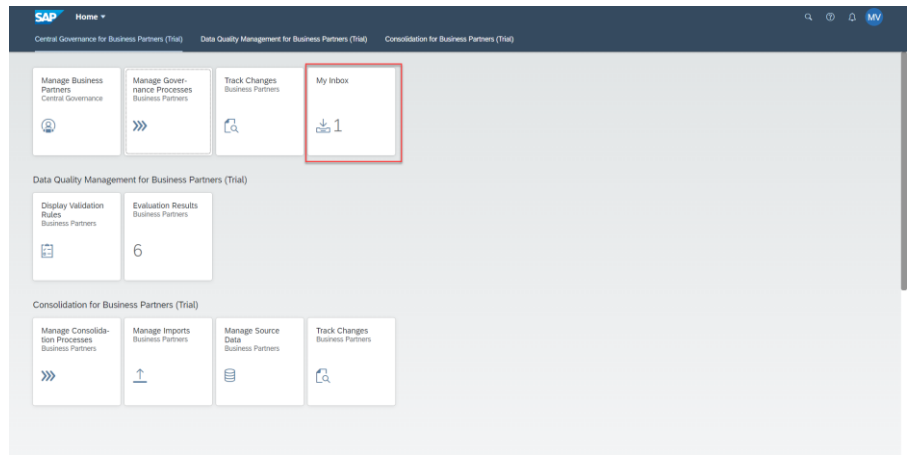
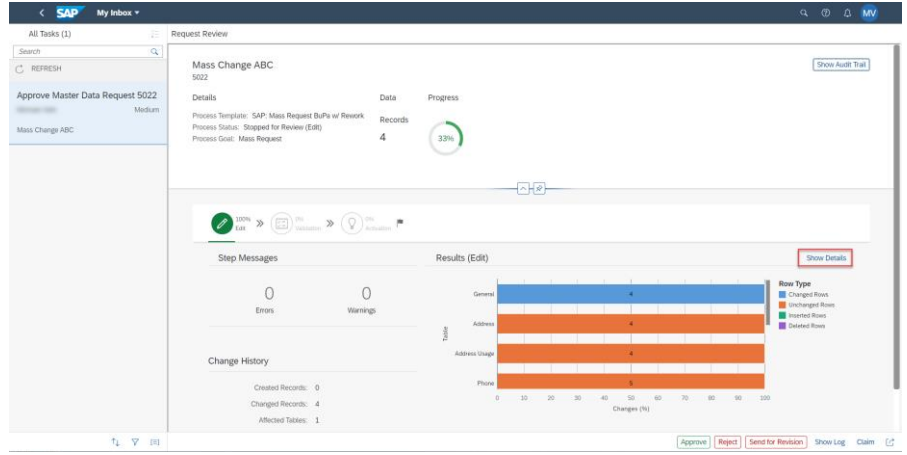
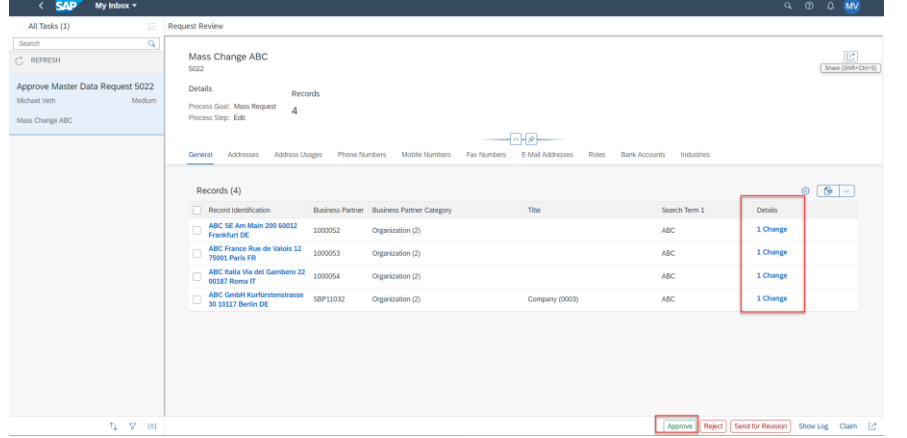


15. Click on the **SAP logo** to go back to the home screen.



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.	
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'.

-

- 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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