



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

Exercise 2 Central Governance

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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.

Objective of this Exercise

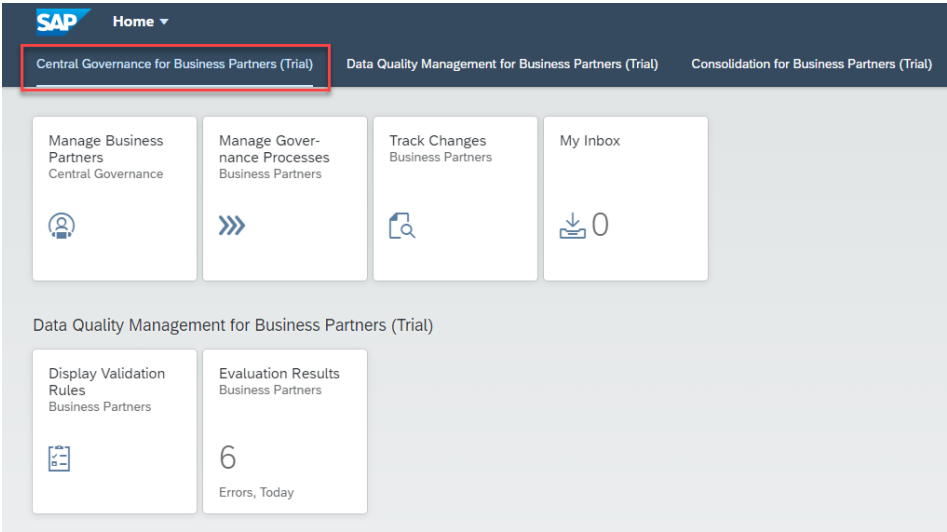
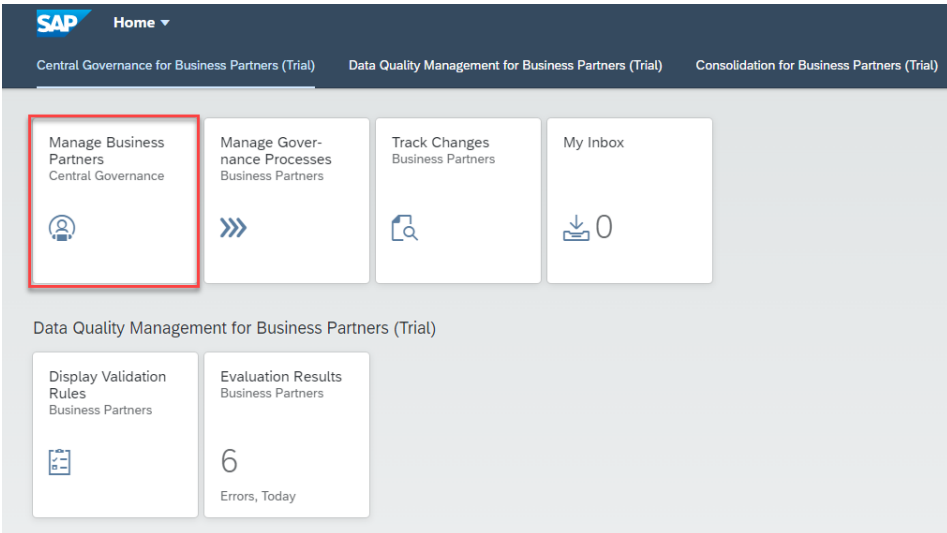
In this exercise, you will learn the basics for working with the central governance capabilities of SAP Master Data Governance. You will start with creation of business partner. Then you will execute duplicate check to check whether there are any duplicates in the system. You will create a business partner with different data set such as address, role, bank data, identification etc. and submit the business partner to the master data specialist. Once your request is approved, you will get an email notification.

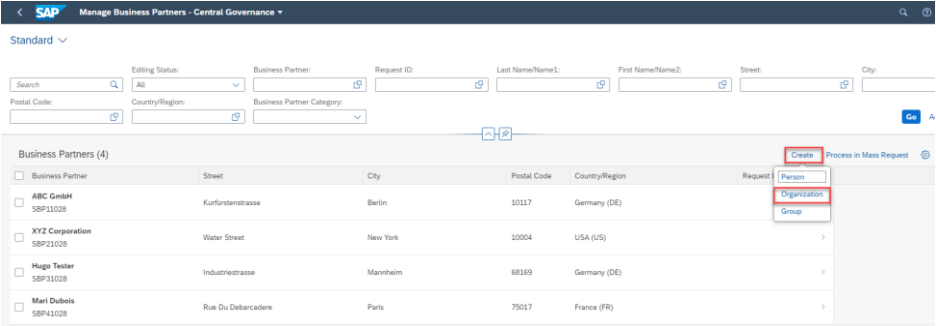
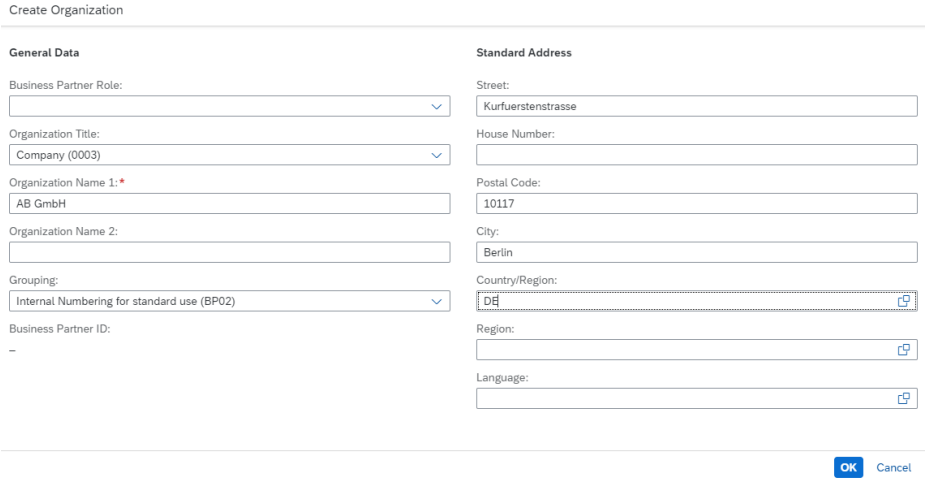
Estimated time: 20 minutes

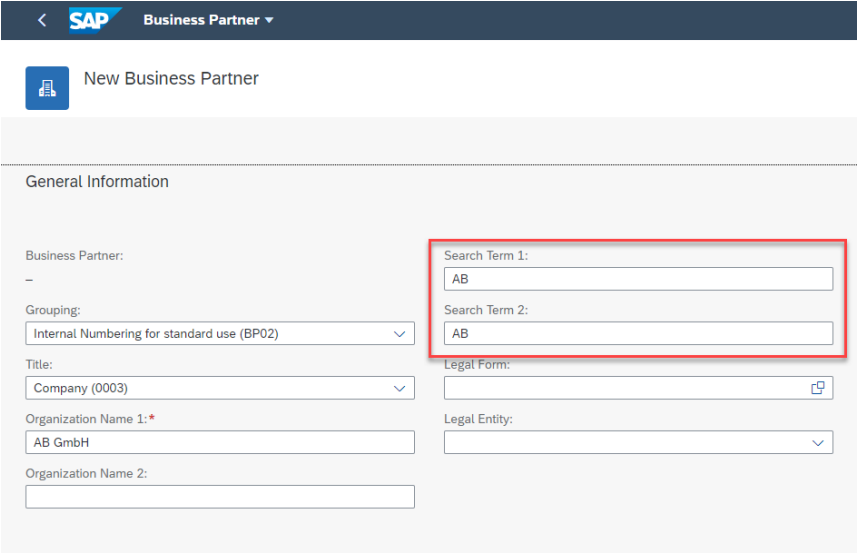
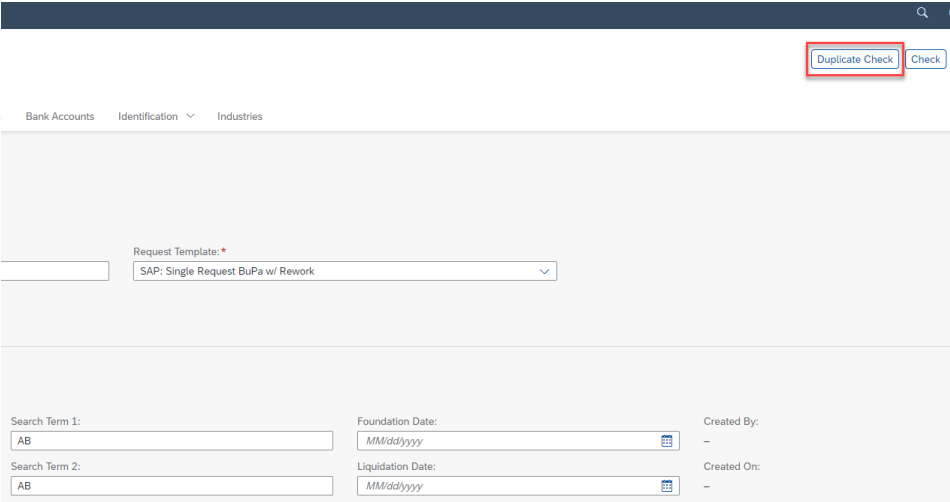
Instructions

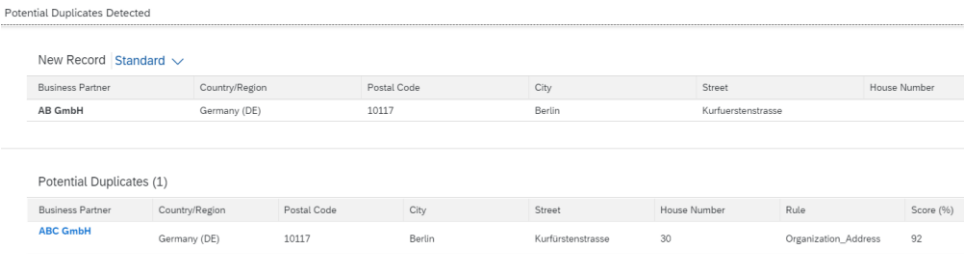
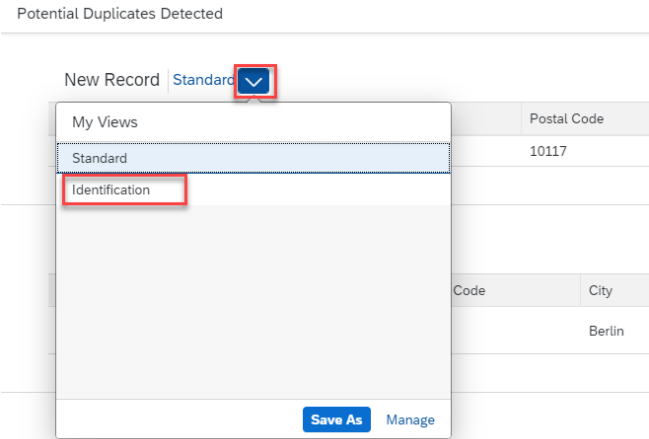
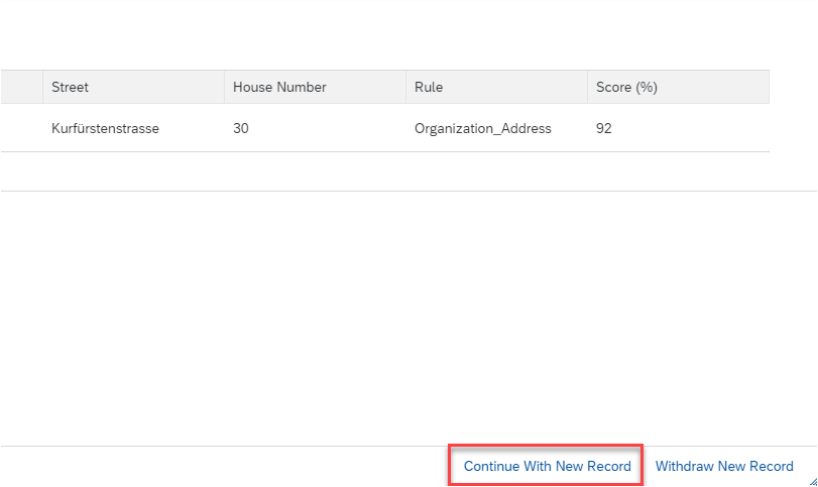
Step 1: Create Business Partner

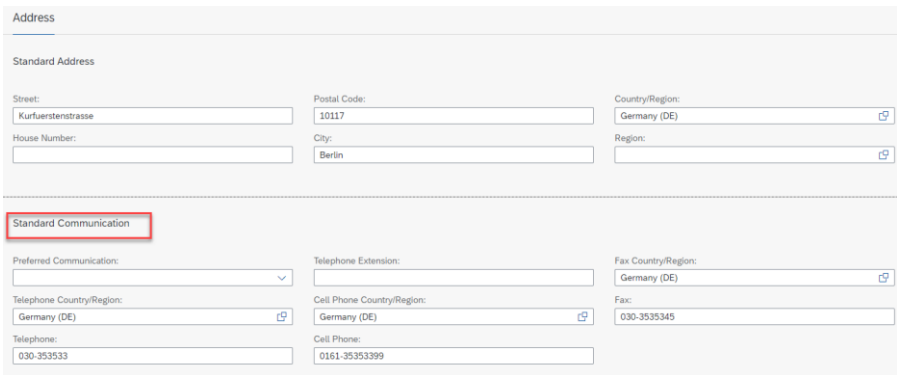
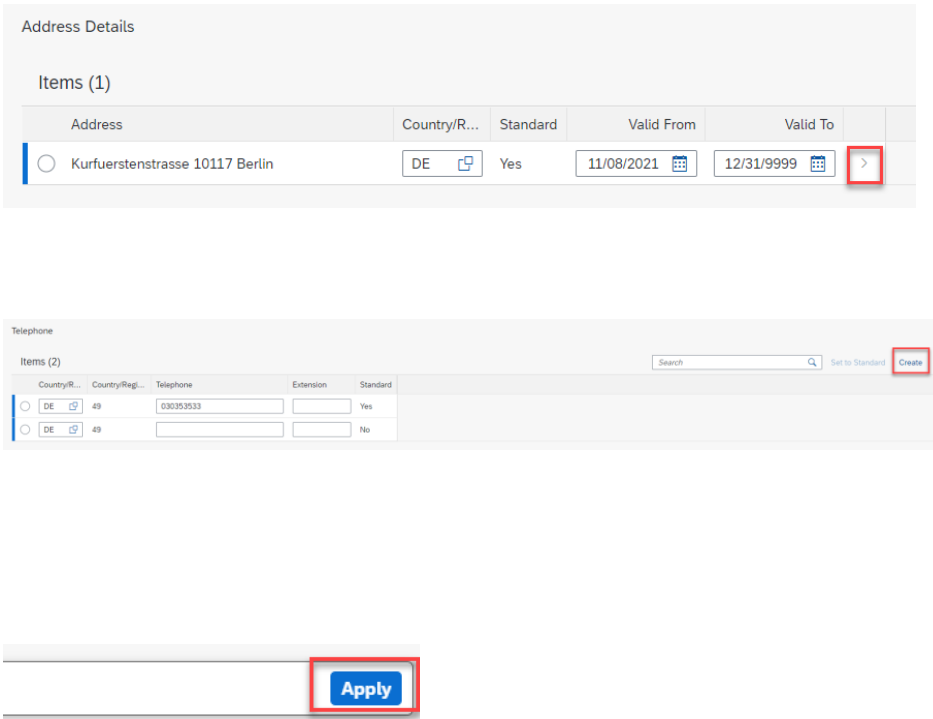
You create a Business Partner with different data set incl. address, role, bank data, identification and submit your request.


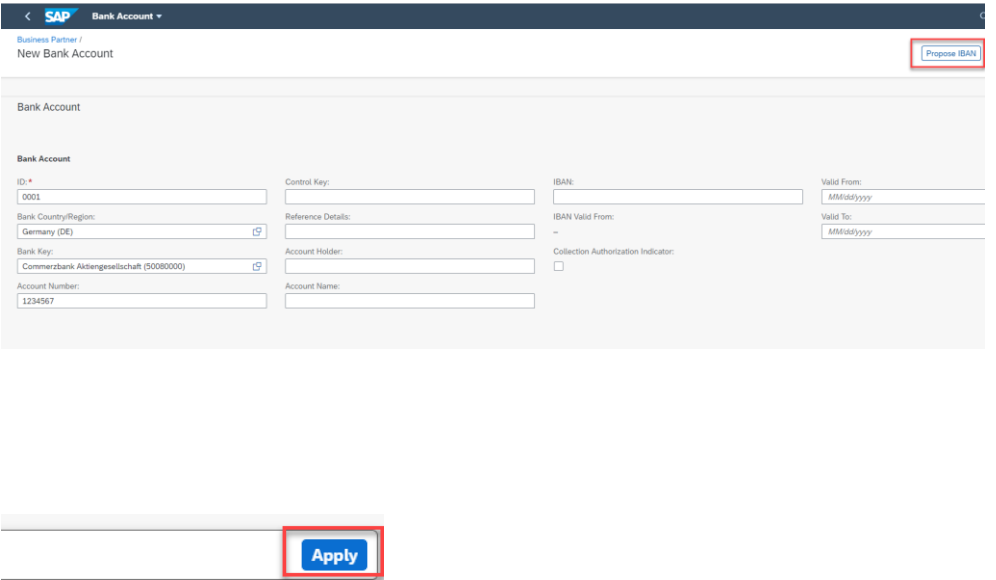
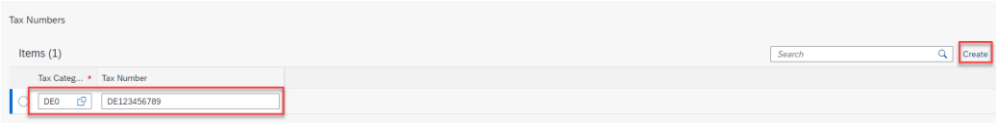
Explanation	Screenshot
1. Open the group Central Governance for Business Partner (Trial)	 The screenshot shows the SAP Fiori Home dashboard. At the top, there is a navigation bar with the SAP logo and a 'Home' dropdown menu. Below the navigation bar, there are three tabs: 'Central Governance for Business Partners (Trial)', 'Data Quality Management for Business Partners (Trial)', and 'Consolidation for Business Partners (Trial)'. The 'Central Governance for Business Partners (Trial)' tab is selected and highlighted with a red box. Below the tabs, there are four main tiles: 'Manage Business Partners Central Governance' (with a person icon), 'Manage Governance Processes Business Partners' (with a right-pointing arrow icon), 'Track Changes Business Partners' (with a magnifying glass icon), and 'My Inbox' (with a download icon and a '0' count). Below these tiles, there is a section titled 'Data Quality Management for Business Partners (Trial)' containing two more tiles: 'Display Validation Rules Business Partners' (with a document icon) and 'Evaluation Results Business Partners' (with a large number '6' and the text 'Errors, Today').
2. Click on the Fiori tile Manage Business Partners – Central Governance.	 The screenshot shows the same SAP Fiori Home dashboard as the previous one. In this view, the 'Manage Business Partners Central Governance' tile is highlighted with a red box. The rest of the dashboard, including the navigation bar, tabs, and other tiles, remains the same.

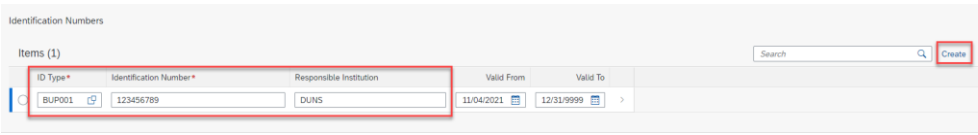
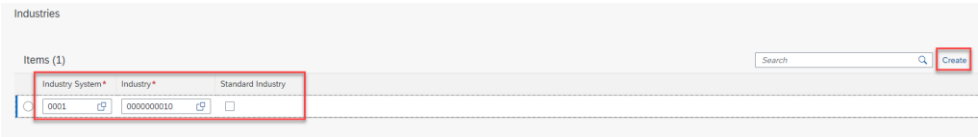
Explanation	Screenshot
<div>3. Click on the Create button and select Organization in the list.</div>	<div></div>
<div>4. Quick Create dialog is open. Enter following information:</div> <div><div>a) Organization Title: Company (0003)</div><div>b) Organization Name1: AB GmbH</div><div>c) Street: Kurfuerstenstrasse</div><div>d) Postal Code: 10117</div><div>e) City: Berlin</div><div>f) Country/Region: DE</div></div> <div>Then, click on OK button.</div>	<div></div>

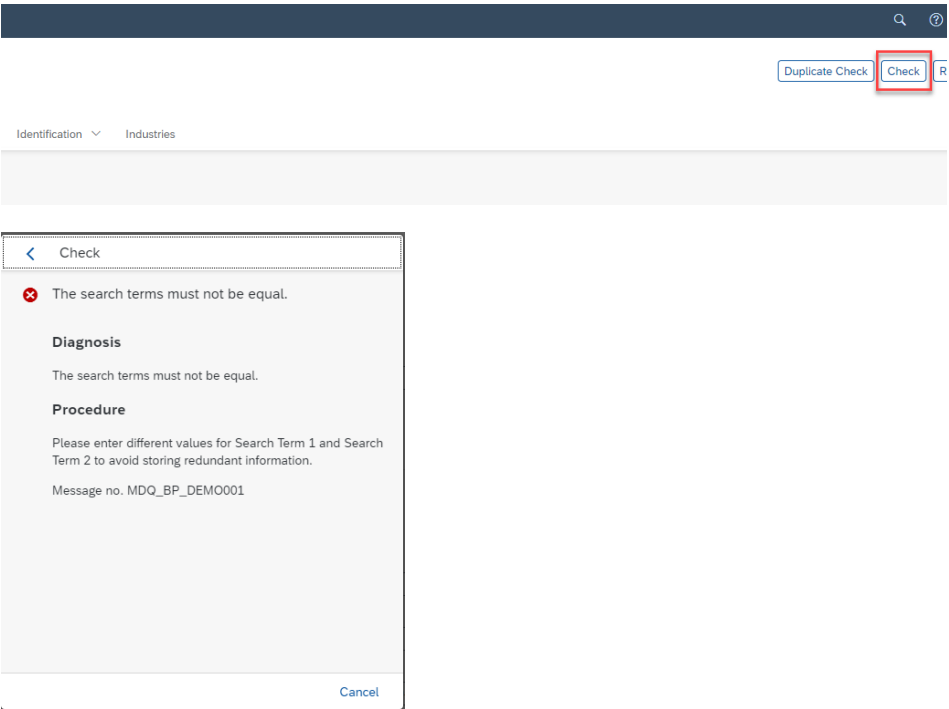
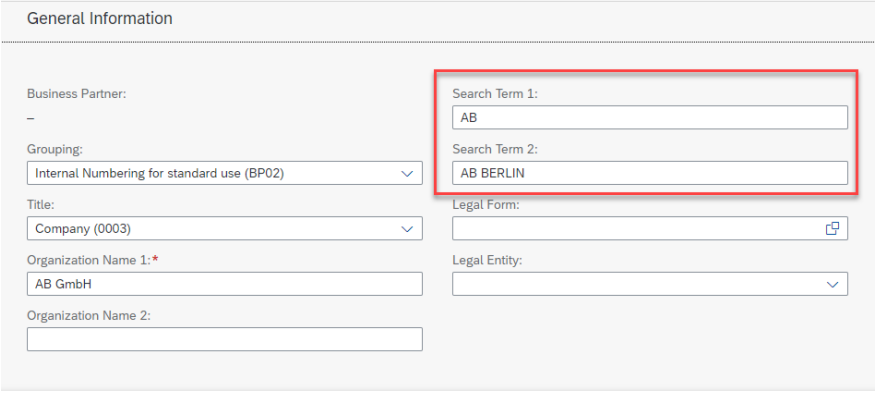

Explanation	Screenshot
<div>5. In the General Information, enter Search Term 1 and Search Term 2 as following: a) Search Term 1: AB b) Search Term 2: AB</div>	
<div>6. On the upper right corner, click on the Duplicate Check button to check potential duplicates.</div>	

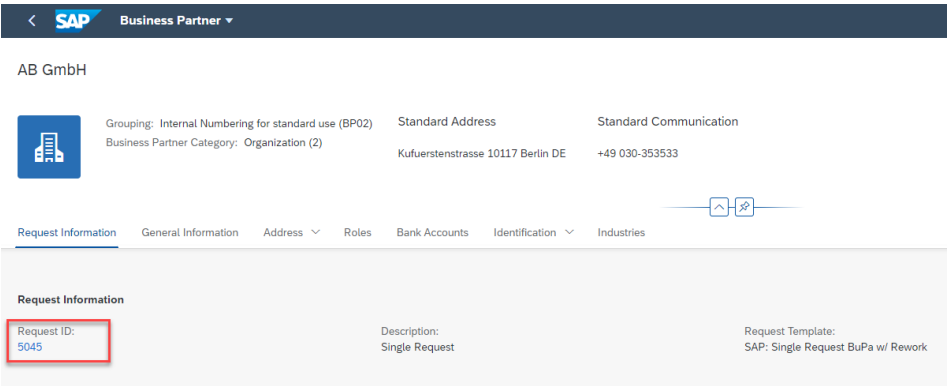
Explanation	Screenshot
<p>7. In case any potential duplicates are detected, a dialog will be open and displays two tables view.</p> <p><i>New Record</i> describes the Business Partner which you are working on.</p> <p><i>Potential Duplicates</i> shows detected duplicates in the system with match score in percentage.</p>	
<p>8. The variant 'Standard' displays the address data.</p> <p>You can also select 'Identification' to compare identification data such as Tax Number, Identification Number.</p>	
<p>9. To continue working with new record, click on the Continue With New Record button.</p> <p>By clicking on the <i>Withdraw New Record</i> button, the new record will be deleted and come back to the search page of Manage Business Partners.</p>	

Explanation	Screenshot															
<p>10. In the <i>Standard Communication</i> section, you can enter some communication data such as telephone number, fax number, email address, URL, etc.</p>	 <p>The screenshot shows the 'Address' form with the 'Standard Communication' section highlighted. This section includes fields for 'Preferred Communication', 'Telephone Extension', 'Fax Country/Region', 'Telephone Country/Region', 'Cell Phone Country/Region', 'Fax', 'Telephone', and 'Cell Phone'. The 'Standard Communication' label is highlighted with a red box.</p>															
<p>11. In case you want to create more communication data, e.g. additional telephone number, then go to address details page.</p> <p>By clicking on Create button of each communication section, you can create more data.</p> <p>Note that, if more than one communication data, e.g. two telephone numbers are entered, one entry should be standard. As default, the first entry is set as standard. You can change the standard by using Set to Standard button. This button will be abled when you select on communication data.</p> <p>Click on the Apply button to back to the business partner page.</p>	 <p>The screenshot shows the 'Address Details' page. The 'Items (1)' table lists the address 'Kurfuerstenstrasse 10117 Berlin' with a 'Create' button highlighted. Below this, the 'Telephone' section shows a table with two entries, one of which is marked as 'Standard'. The 'Create' button in the 'Telephone' section is also highlighted. At the bottom, the 'Apply' button is highlighted.</p> <table><tr><th>Country/R...</th><th>Country/Reg...</th><th>Telephone</th><th>Extension</th><th>Standard</th></tr><tr><td><input type="radio"/></td><td>DE</td><td>030-353533</td><td></td><td>Yes</td></tr><tr><td><input type="radio"/></td><td>DE</td><td></td><td></td><td>No</td></tr></table>	Country/R...	Country/Reg...	Telephone	Extension	Standard	<input type="radio"/>	DE	030-353533		Yes	<input type="radio"/>	DE			No
Country/R...	Country/Reg...	Telephone	Extension	Standard												
<input type="radio"/>	DE	030-353533		Yes												
<input type="radio"/>	DE			No												

Explanation	Screenshot
<p>12. In the Roles, click on the Create button. A new line will be created.</p> <p>In the dropdown list, select Prospect (BP002).</p>	
<p>13. Go to Bank Accounts and click on the Create button. It navigates to Bank Account details page.</p> <p>Select Bank Country/Region: Germany (DE).</p> <p>Enter Bank Key using F4 Help: Commerzbank Aktiengesellschaft (50080000)</p> <p>Enter a meaningful Account Number.</p> <p>In the upper right corner click on the Propose IBAN. This calculates IBAN automatically and fills the IBAN data based on the bank data.</p> <p>Click on the Apply button.</p>	
<p>14. Go to Tax Numbers and click on the Create button.</p> <p>Select Tax Category, e.g. DE0 and enter Tax Number e.g. DE123456789.</p>	

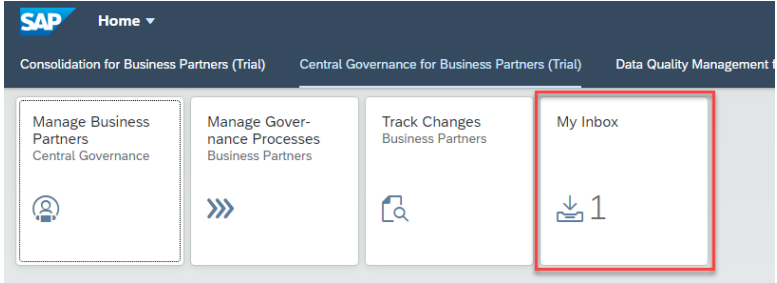
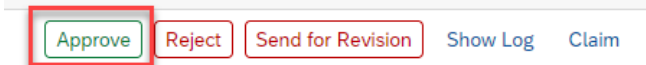

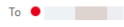

Explanation	Screenshot
<p>15. Go to Identification Numbers and click on the Create button.</p> <p>Select ID Type and enter Identification Number as well as Responsible Institution.</p> <p>ID Type: BUP001</p> <p>Identification Number: Any number</p> <p>Responsible Institution: Name of institution</p>	
<p>16. Go to Industries and click on the Create button.</p> <p>Select Industry System and Industry using F4 Help.</p>	

Explanation	Screenshot
<p>17. To check data set, click on the Check button in the upper right corner.</p> <p>If any data violates the rule, a warning or error message will be displayed. In this exercise, an error message about search terms will be shown. Close the message box.</p> <p>Note that the rule is customer specific defined. User can define any other rules in the Data Quality Management.</p>	
<p>18. Go to General Information and change Search Term 1 and Search Term 2, so that the search terms are not equal.</p> <p>You can also click on Check button again and check that there is no other error message.</p>	
<p>19. On the bottom line, click on the Save and Submit. Your request will be saved and submitted to approver.</p> <p>Alternatively, you can save by clicking on Save button and click on Submit button on the upper right corner.</p>	

Explanation	Screenshot
<p>20. Your business partner will be saved, and you can see the Request ID in the Request Information.</p> <p>Click on the SAP logo to come back to Home.</p>	

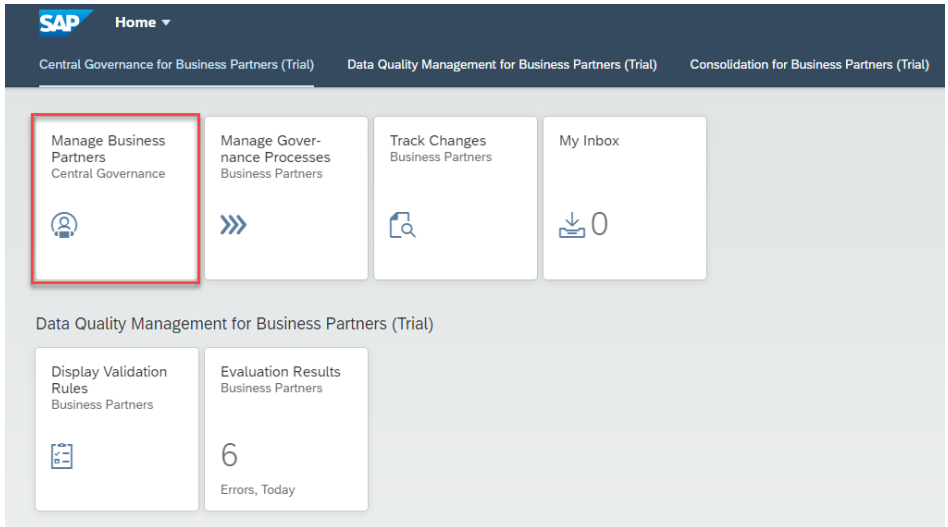
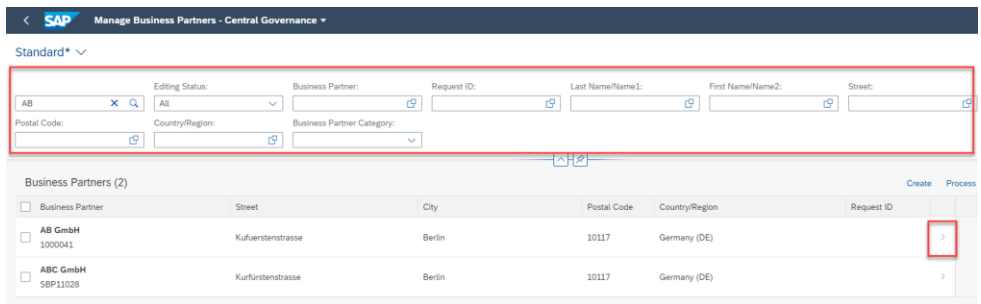
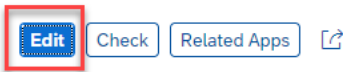
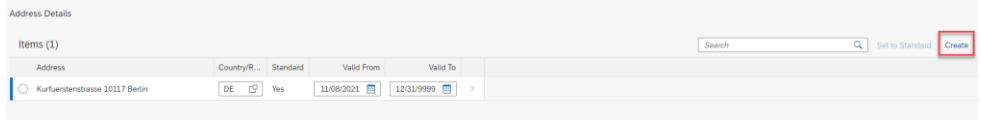
Step 2: Approve Business Partner

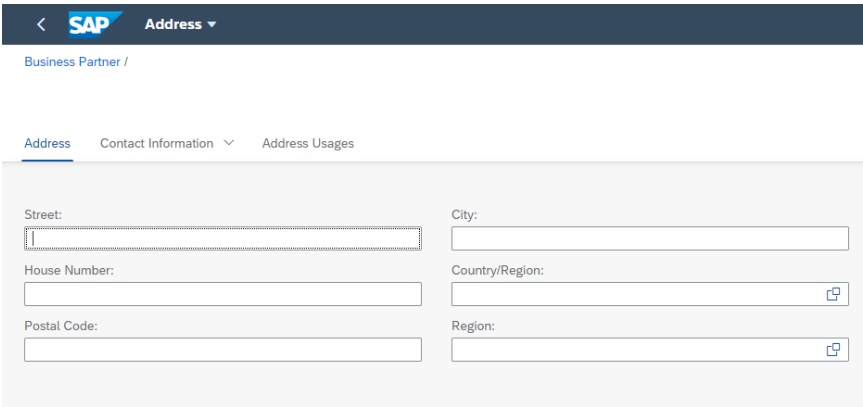
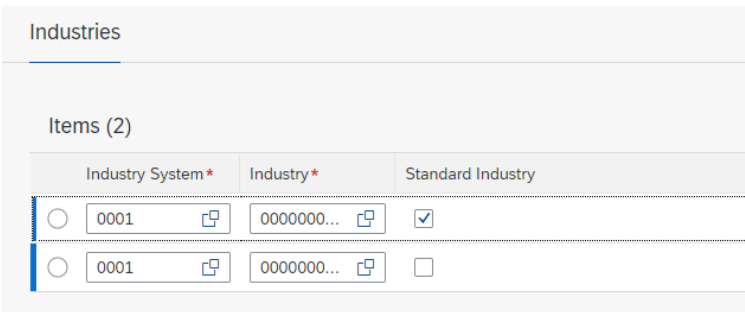
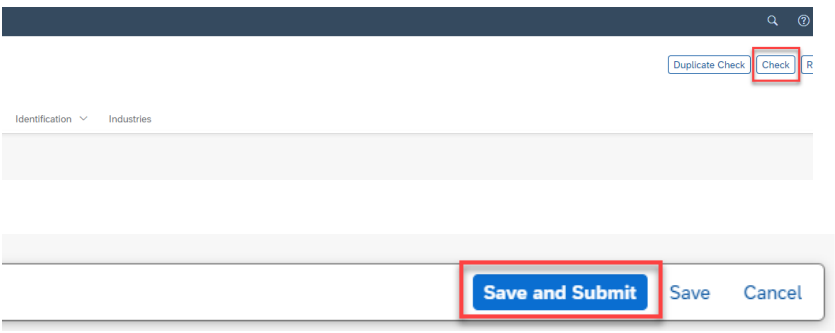
In the previous step, you create a Business Partner and submitted. Approver will get a work item in his workflow inbox. In this exercise you play the approver role as well. You check your workflow inbox and approve the request.

Explanation	Screenshot
<p>1. Open the group Central Governance for Business Partner (Trial) and click on the Fiori tile My Inbox.</p> <p>You can see the number of inbox items.</p>	
<p>2. Your request will be displayed. Check your data whether all data set are correctly displayed.</p> <p>On the bottom line, click on Approve button to approve the request.</p> <p>After the request has approved successfully, your working item will be deleted.</p> <p>Approver has also options to reject the request or send the request back to the requestor to revise some data.</p>	
<p>3. You will get an email notification. Please check your email inbox.</p> <p>By clicking on the request link, you will navigate to the process directly.</p>	<p>SAP MDG Request 5045 has been Approved</p> <p> SAP MDG Cloud Notification</p> <p>To: </p> <p>Dear ,</p> <p>your request 5045 has been Approved.</p> <p>You can access your request here: https://ca2f2b1atrial.sap.mdg-trial.cloud.sap/sap/bc/ui5_ui2/ushell/shells/abap/FioriLaunchpad.html#GovProcessBusinessPartner-manage?MDChgProcessGoal=(465880b1714d)</p> <p>-----</p> <p>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.</p> <p>SAP SE, Dietmar-Hopp-Allee 16, 69190 Walldorf, Germany</p>

Step 3: Change Business Partner

You search your business partner which you created in the previous step and change business partner. You will create one additional address and add one industry section.

Explanation	Screenshot
1. Open the group Central Governance for Business Partner (Trial) and click on the Fiori tile Manage Business Partners – Central Governance	
2. Search your business partner that you created in the previous step. You can use search field such as free text field, name, address, etc. Search result shows business partners. Find your business partner AB GmbH and click on the > icon to go into single request.	
3. Your business partner will be displayed. Click Edit button in the upper right corner.	
4. Go to Address Details table and click on the Create button. It navigates to address details page.	

Explanation	Screenshot
<div>5. Enter additional address data such as street, house number, postal code, city and country/region.</div> <div>You can also enter communication data as previous step.</div> <div>Go back to the business partner by clicking on Apply button.</div> <div>Note that, when more than one addresses are entered, one address should be standard. As default, the first address is set to standard. You can change the standard address by using Set to Standard button.</div>	 The screenshot shows the SAP 'Address' form for a Business Partner. The form has tabs for 'Address', 'Contact Information', and 'Address Usages'. The 'Address' tab is active, showing input fields for Street, City, House Number, Country/Region, Postal Code, and Region. The 'Country/Region' and 'Region' fields have a small icon to the right, likely for a selection or lookup function.
<div>6. Go to Industries. Click on the Create button and create one more industry.</div> <div>You can set one industry as standard. Only one industry can be set as standard for each industry system.</div>	 The screenshot shows the 'Industries' section in SAP. It displays a table with two items. The first item is selected, and its 'Standard Industry' checkbox is checked. The second item is not selected, and its 'Standard Industry' checkbox is unchecked. The table has columns for 'Industry System', 'Industry', and 'Standard Industry'. There are also radio buttons in the first column for each item.
<div>7. Click on Check button in the upper right corner. If there is no issue, click on the Save and Submit button.</div> <div>Your change request will be saved and sent to the approver.</div>	 The screenshot shows the SAP 'Industries' form. In the top right corner, there are buttons for 'Duplicate Check', 'Check', and 'R'. The 'Check' button is highlighted with a red box. At the bottom of the form, there are buttons for 'Save and Submit', 'Save', and 'Cancel'. The 'Save and Submit' button is also highlighted with a red box.
<div>8. Repeat Step 2 Approve Business Partner to approve the change request.</div>	



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THE BEST RUN

