




DA160 – Hands-On Experience with SAP Master Data Governance, cloud edition

Exercise 4 Mass Change



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This exercise is part of the SAP TechEd 2023 workshop *DA160 Hands-On Experience with SAP Master Data Governance, cloud edition*. All workshop materials are available in the github.com repository [SAP-samples/teched2023-DA160](https://github.com/SAP-samples/teched2023-DA160).

Prerequisites

You have logged on to the tenant dedicated to your group. Please verify that your group's number fits to the URL displayed in the browser.

You created several business partners in the previous exercise. You can also perform this exercise without completing the previous exercise. However, there will only be the business partners available that you created so far.



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.

Estimated time: 20 minutes

Exercise Description

This exercise is split in 2 parts. It is required to perform each step after the other.

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.

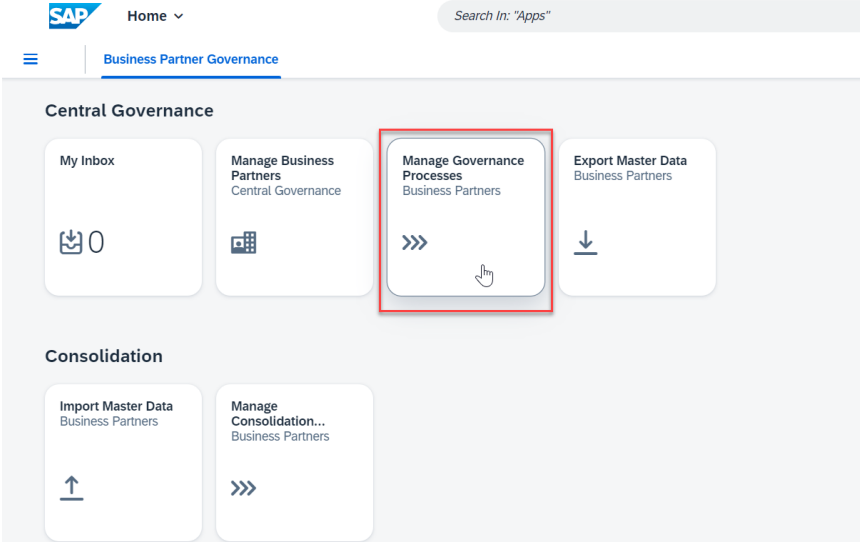
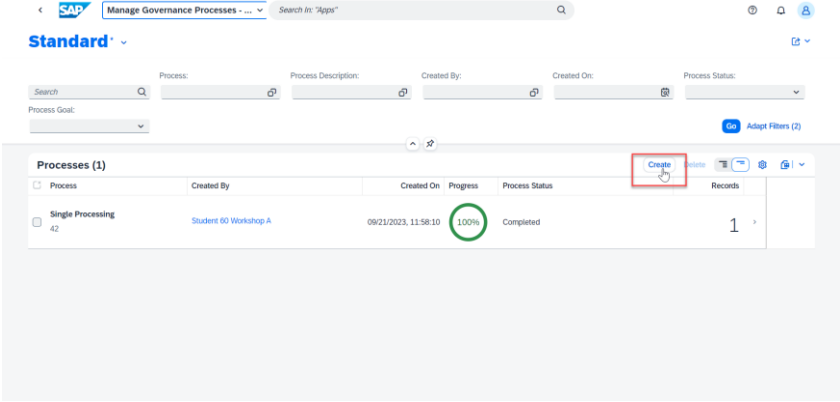
Step 2: Approve Mass Request

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.

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 app Manage Governance Processes – Business Partners .	 The screenshot shows the SAP Business Partner Governance app interface. At the top, there's a search bar with 'Search In: "Apps"' and a 'Home' dropdown. Below this is a 'Business Partner Governance' header. The main area is divided into 'Central Governance' and 'Consolidation' sections. In the 'Central Governance' section, there are four tiles: 'My Inbox', 'Manage Business Partners Central Governance', 'Manage Governance Processes Business Partners' (highlighted with a red box and a hand cursor), and 'Export Master Data Business Partners'. The 'Consolidation' section has two tiles: 'Import Master Data Business Partners' and 'Manage Consolidation... Business Partners'.
2. Click Create to create a new mass request.	 The screenshot shows the SAP Manage Governance Processes app interface. At the top, there's a search bar with 'Search In: "Apps"' and a 'Standard' dropdown. Below this is a header with filters for 'Process', 'Process Description', 'Created By', 'Created On', and 'Process Status'. A 'Process Goal' dropdown is also present. A 'Go' button and 'Adapt Filters (2)' link are on the right. The main area displays a table of processes. The 'Create' button is highlighted with a red box. The table has columns for 'Process', 'Created By', 'Created On', 'Progress', 'Process Status', and 'Records'. The first row shows 'Single Processing' with a progress of 100% and a status of 'Completed'.

3. Enter a description, for example *Mass Change ABC*.

Enter **ABC** as selection criteria for the field **SBUT000-MC_NAME1**.

Press **Check Selection** to see the number of selected records.

The screenshot shows the 'Create Process' dialog in SAP. The 'Description' field contains 'Mass Change ABC'. The 'Process Template' is set to 'SAP: Mass Request BuPa w/ Rework'. Under the 'Selection' section, the field 'BUT000-MC_NAME1' has the value 'ABC' entered. The 'Check Selection' button is highlighted with a red box.

4. If you completed the previous exercises, the message should display *9 records selected*.

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

The screenshot shows the 'Create Process' dialog in SAP. The 'Description' field contains 'Mass Change ABC'. The 'Process Template' is set to 'SAP: Mass Request BuPa w/ Rework'. Under the 'Selection' section, the field 'BUT000-MC_NAME1' has the value 'ABC' entered. The 'Check Selection' button is highlighted with a red box. The 'Start' button is also highlighted with a red box.

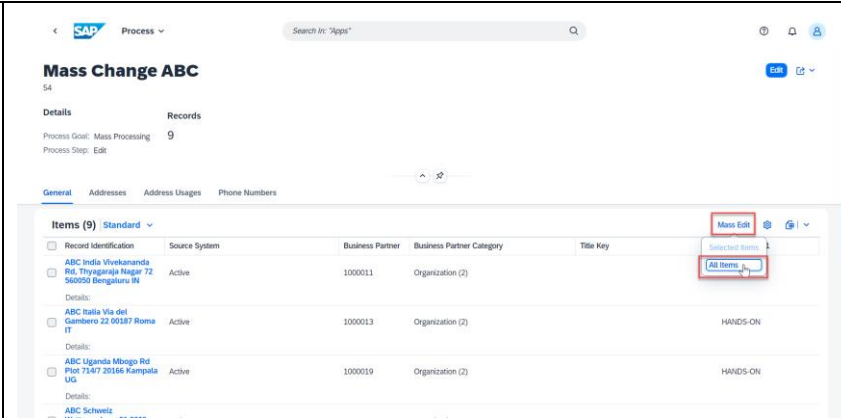
5. The system shows the result of the selection.

Click **Edit Records**.

The screenshot shows the 'Mass Change ABC' process overview in SAP. The 'Records' field shows '9' records selected. The 'Progress' bar shows '25%'. The 'Edit Records' button is highlighted with a red box.

6. You want to change the field *Search Term 1* to *ABC* for all selected records.

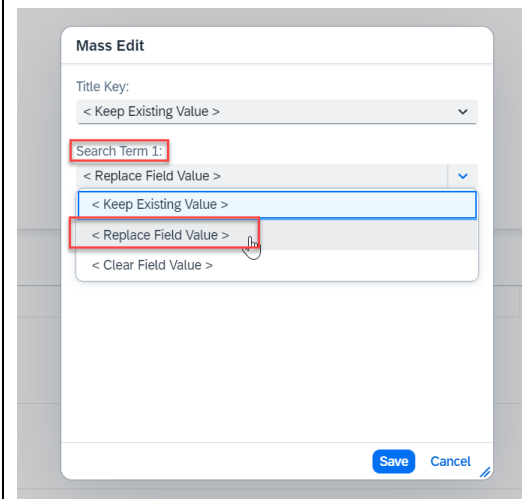
Click on **Mass Edit** and select **All Items**.



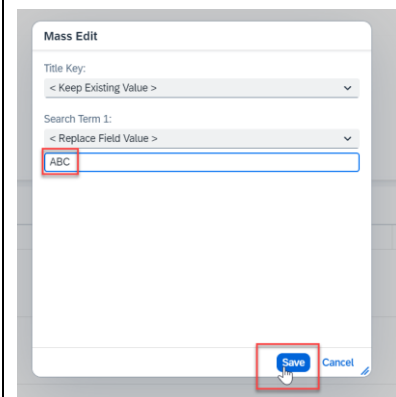
7. The mass edit dialog displays all changeable fields displayed in the previous table.

Click on **Search Term 1** and select **<Replace Field Value>**.

Note: you could add further fields to the previous table to allow mass editing.



8. Enter **ABC** and click **Save**.



9. The system shows the changes.

By clicking on **1 Change** you can also display a summary.

The screenshot shows the SAP 'Mass Change ABC' interface. At the top, there's a search bar and a 'Process' dropdown. Below, the 'Details' tab is active, showing 'Process Goal: Mass Processing' and 'Process Step: Edit'. A table lists items with columns for Record Identification, Source System, Business Partner, Business Partner Category, and Title Key. One item is highlighted: 'ABC India Vivekananda Rd, Thyagaraja Nagar 560050 Bengaluru IN'. A red box highlights the '1 Change' link next to it. Another red box highlights the 'HANDS-ON' value in the 'Old' column of the 'Changes' table.

10. You notice that the address of ABC India appears strange.

Click on **ABC India** ... and open the business partner in the **Manage Business Partner – Central Governance** app.

The screenshot shows the SAP 'Business Partner' interface. The 'Process Step: Edit' is active. The 'General' tab is selected, showing a list of items. One item is highlighted: 'ABC India Vivekananda Rd, Thyagaraja Nagar 72 560050 Bengaluru IN'. A red box highlights the 'Manage Business Partner - Central Governance' link next to it.

11. Display the address details by clicking on the **down arrow** of Address, then on **Address Details**.

The screenshot shows the SAP 'Business Partner' interface for 'ABC India'. The 'Address' dropdown menu is open, showing options: 'Standard Address', 'Standard Communication', 'Address Details', and 'Address Usages'. The 'Address Details' option is highlighted with a red box.

12. Click on the **right arrow** to display the details of the address.

The screenshot shows the SAP 'Business Partner' interface for 'ABC India'. The 'Address Details' tab is active, showing a table with columns: Address, Country/Region, Standard, Valid From, Valid To, and Validation Status. One row is highlighted: 'Vivekananda Rd, Thyagaraja Nagar 72 560050 Bengaluru India (IN) Yes 01/01/0001 12/31/9999 Not Validated'. A red box highlights the right arrow icon next to the row.

13. You see that no region is given and that the street name includes the district as a suffix.

Click on **Edit**.

SAP Address

Search in: "Apps"

ABC India / Vivekananda Rd, Thyagaraja Nagar 72 560050 Bengaluru

Address Contact Information Address Usages International Address Versions

Street: Vivekananda Rd, Thyagaraja Nagar Postal Code: 560050 Country/Region: India (IN) Valid From: 01/01/0001 Validation Status: Not Validated Post Office Postal Code: -

House Number: 72 City: Bengaluru Region: - Valid To: 12/31/9999 Post Box: -

Show More

14. Click on **Show More** to see more address fields.

SAP Address

Search in: "Apps"

ABC India / Vivekananda Rd, Thyagaraja Nagar 72 560050 Bengaluru

Address Contact Information Address Usages International Address Versions

Street: Vivekananda Rd, Thyagaraja ... Postal Code: 560050 Country/Region: India (IN) Valid From: 01/01/0001 Validation Status: Not Validated Post Office Postal Code: -

House Number: 72 City: Bengaluru Region: - Valid To: 12/31/9999 Post Box: -

Show More

Contact Information Preferences

Language: Preferred Communication:

15. Correct the street name to *Vivekananda Rd* and copy *Thyagaraja Nagar* as the district.

Enter *Karnataka (KA)* as region.

Then press **Apply**.

SAP Address

Search in: "Apps"

ABC India / Vivekananda Rd, Thyagaraja Nagar 72 560050 Bengaluru

Address Contact Information Address Usages International Address Versions

Street: Vivekananda Rd Postal Code: 560050 Country/Region: India (IN) Valid From: 01/01/0001 Validation Status: Not Validated Post Office Postal Code: -

House Number: 72 City: Bengaluru Region: Karnataka (KA) Valid To: 12/31/9999 Post Box: -

C/O Name: Address Line 3: Village: Transportation Zone: Delivery Service Type: Post Box Lobby: -

Address Line 1: Address Line 4: District: Thyagaraja Nagar Tax Jurisdiction: Delivery Service Number: Post Box Region / State: -

Address Line 2: House Number Supplement: Time Zone: India (INDIA) Company Postal Code: Post Box Country: Post Box without Number: -

Post Box City: -

Show Less

Apply

16. Save you changes.

SAP Business Partner

Search in: "Apps"

ABC India Draft

Check Related Apps

Process Information Changes General Information Address Roles Bank Accounts Identification Industries Contact Persons Relationships

Address Details

Items (1) Standard

Address Country/Region Standard Valid From Valid To Validation Status

Vivekananda Rd 72 560050 Bengaluru IN Yes 01/01/0001 12/31/9999 Not Validated

Address Usages

Items (1) Standard

Address Type Standard U... Address Valid From Valid To

Standard Address (XXDEFAULT) Yes Vivekananda Rd 72 560050 Bengaluru IN 01/01/0001 12/31/9999

Roles

Items Standard

Business Partner Role Valid From Valid To

No items available.

Apply

17. Navigate back to display the mass processing application.

The screenshot shows the SAP Business Partner Address Details page for ABC India (1000011). The 'Back' button is highlighted with a red box. The page displays address details, address usages, and roles.

Address	Country/Region	Standard	Valid From	Valid To	Validation Status
Vivekananda Rd 72 560050 Bengaluru	India (IN)	Yes	01/01/0001	12/31/9999	Not Validated

Address Type	Standard U...	Address	Valid From	Valid To
Standard Address	Yes	Vivekananda Rd 72 560050 Bengaluru IN	01/01/0001	12/31/9999

Business Partner Role	Valid From	Valid To
No items available.		

18. Click on **Addresses** and on **Changes: 3** to see a summary of your changes.

Click on **Back** to return to the process.

The screenshot shows the SAP Mass Change ABC process. The 'Addresses' tab is highlighted with a red box. The 'Changes: 3' link is also highlighted with a red box. The page displays details of the mass change process.

Record Identification	Source System	Postal Code	City	Street
ABC India Vivekananda Rd 72 560050 Bengaluru IN	Active	560050	Bengaluru	Vivekananda Rd
ABC India Via del Gambero 00187 Roma	Active	00187	Roma	Via del Gambero

19. You can see that general data of all 9 records was changed. You also see that 1 address was changed, because of your edit in the manage business partner application.

Click on **Submit** to submit your changes for approval.

The screenshot shows the SAP Mass Change ABC process. The 'Submit' button is highlighted with a red box. The page displays the results of the mass change process, including a bar chart showing the percentage of changes for different tables.

Table	General	Address	Address Usage	Phone
Changes (%)	9	8	9	9

20. The status of the process changes to *Stopped for Review*.

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

SAP

in

Process

Search In: "Apps"

Mass Change ABC

54

Details

Process Template: SAP: Mass Request BuPa w/ Rework

Process Status: Stopped for Review (Edit)

Process Goal: Mass Processing

Attachments: Files (0)

Data

Records

9

Progress

25%

100% Edit

0% Remove Unchanged Data

0% Validation

0% Activation

Step Messages

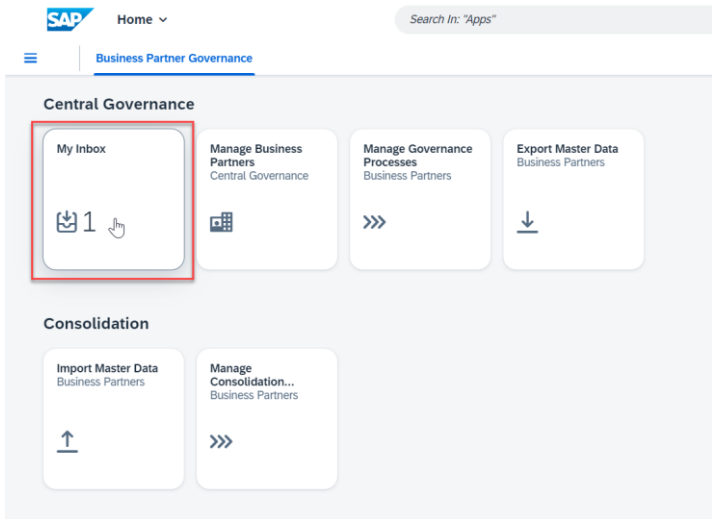
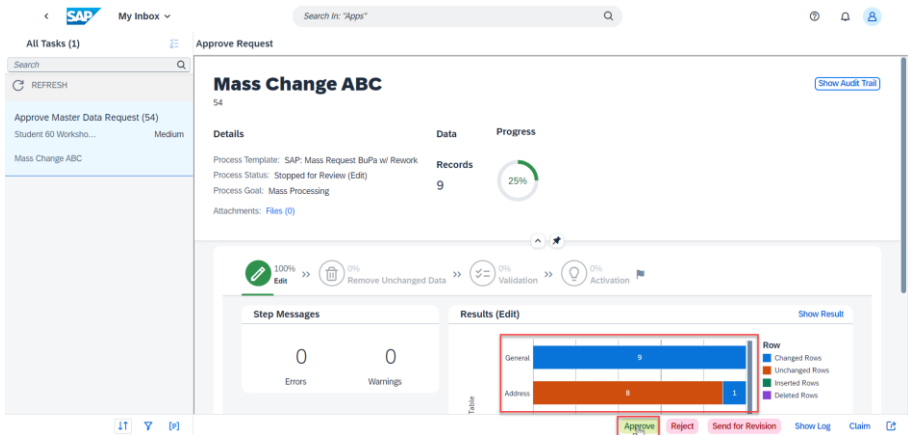
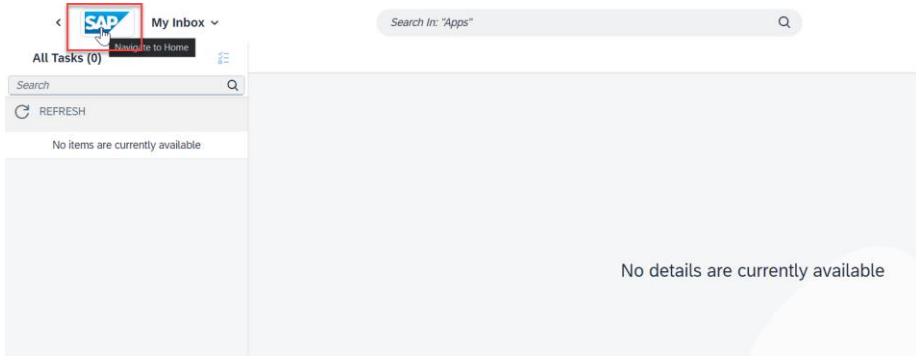
0 Errors0 Warnings

Results (Edit)

General	9
Address	8

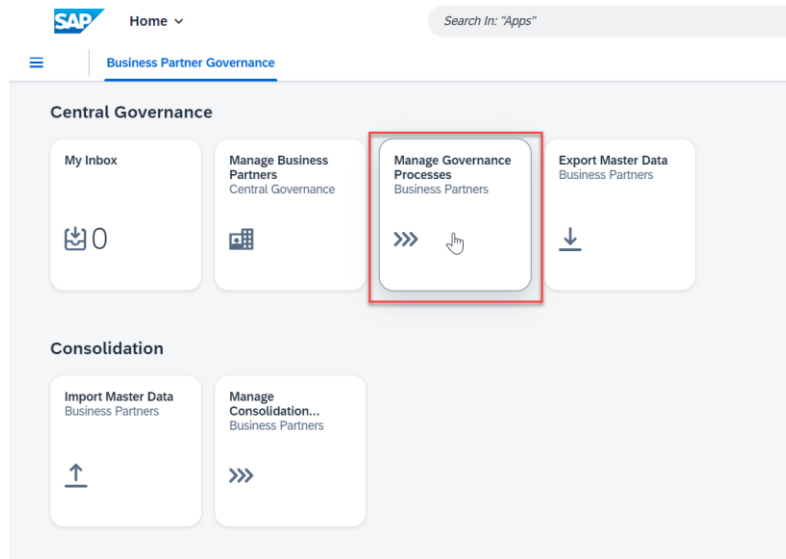
Step 2: Approve Mass Request

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.

Explanation	Screenshot
1. Click My Inbox and check the pending approvals.	 The screenshot shows the SAP Business Partner Governance home screen. The 'My Inbox' tile is highlighted with a red box and a cursor. The tile shows a calendar icon and the number '1'. Other tiles include 'Manage Business Partners', 'Manage Governance Processes', 'Export Master Data', 'Import Master Data', and 'Manage Consolidation...'. The top navigation bar includes the SAP logo, 'Home', and a search bar.
2. Also the approver can see that there are further changes besides edits of general data. The approver could also use the show results button to examine the changes in detail. We will skip that in this exercise. Click on Approve .	 The screenshot shows the 'Mass Change ABC' task in the 'My Inbox'. The 'Approve' button is highlighted with a red box. The task details include 'Mass Change ABC', '54', 'Student 60 Worksho...', 'Medium', and 'Mass Change ABC'. The 'Details' section shows 'Process Template: SAP: Mass Request BuPa w/ Rework', 'Process Status: Stopped for Review (Edit)', 'Process Goal: Mass Processing', and 'Attachments: Files (0)'. The 'Progress' section shows '100% Edit', '0% Remove Unchanged Data', '0% Validation', and '0% Activation'. The 'Results (Edit)' section shows a table with columns 'General' and 'Address', and rows 'Changed Rows', 'Unchanged Rows', 'Inserted Rows', and 'Deleted Rows'. The 'Approve' button is highlighted with a red box.
3. Click on the SAP logo to go back to the home screen.	 The screenshot shows the SAP home screen after clicking the SAP logo. The 'My Inbox' tile is highlighted with a red box. The tile shows a calendar icon and the number '1'. Other tiles include 'Manage Business Partners', 'Manage Governance Processes', 'Export Master Data', 'Import Master Data', and 'Manage Consolidation...'. The top navigation bar includes the SAP logo, 'Home', and a search bar.

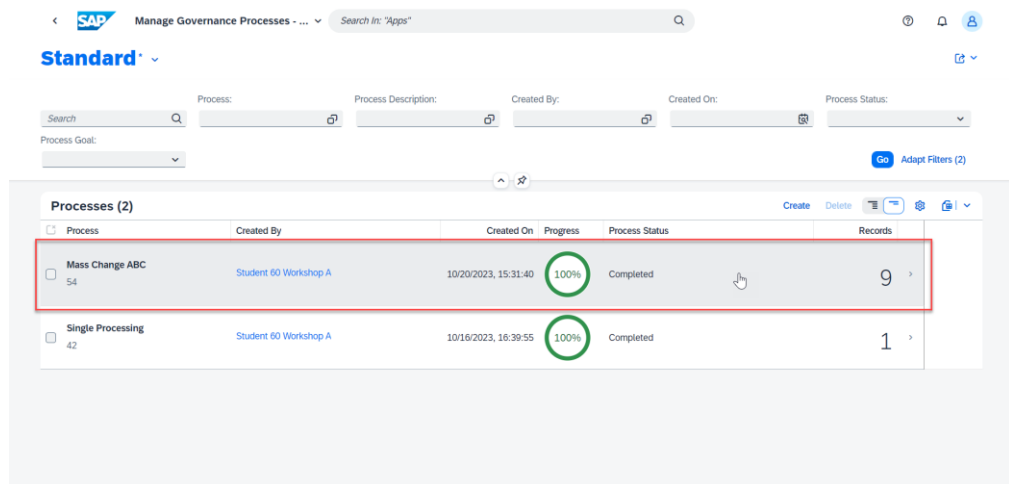
4. Let's see what happened to the process.

Open the app
Manage Governance Processes – Business Partners.

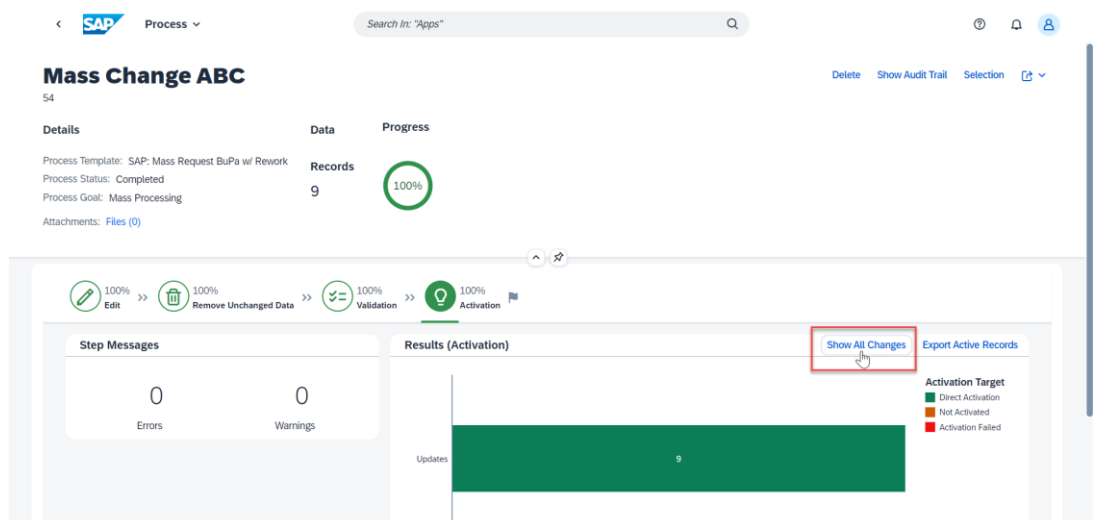


5. Typically, the process is already in status Completed. It may also be the case that processing is still in progress.

Click on the process to display the details.



6. Click on **Show All Changes** to see which changes were done with this process.



7. You can see a list of changed records. You could display a change summary for each record. You can also display each business partner in its active state.

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

Track Changes - Business Partners

Search In: "Apps"

Business Partner: Process ID: 54 Changed On:

Go Adapt Filters (1)

Changed Records (9)

Business Partner	Changed On	Changed By	Process ID	Process Goal
ABC India 1000011	10/20/2023, 15:54:56	Student 60 Workshop A	54	Mass Processing
ABC Italia 1000013	10/20/2023, 15:54:56	Student 60 Workshop A	54	Mass Processing
ABC Uganda 1000019	10/20/2023, 15:54:56	Student 60 Workshop A	54	Mass Processing
ABC Schweiz 1000023	10/20/2023, 15:54:56	Student 60 Workshop A	54	Mass Processing
ABC Deutschland 1000024	10/20/2023, 15:54:56	Student 60 Workshop A	54	Mass Processing
ABC Polska 1000026	10/20/2023, 15:54:56	Student 60 Workshop A	54	Mass Processing
ABC Danmark 1000027	10/20/2023, 15:54:56	Student 60 Workshop A	54	Mass Processing
ABC Norge 1000028	10/20/2023, 15:54:56	Student 60 Workshop A	54	Mass Processing

Exercise Completed

Congratulations! You finalized a mass change in SAP Master Data Governance, cloud edition. You can proceed with the next exercise.

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