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

Exercise 4
Mass Change

TABLE OF CONTENTS

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.

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.
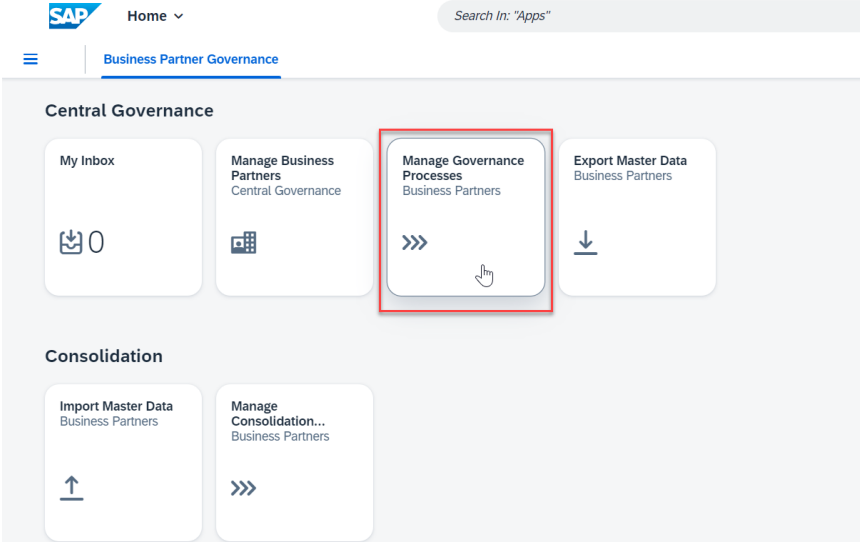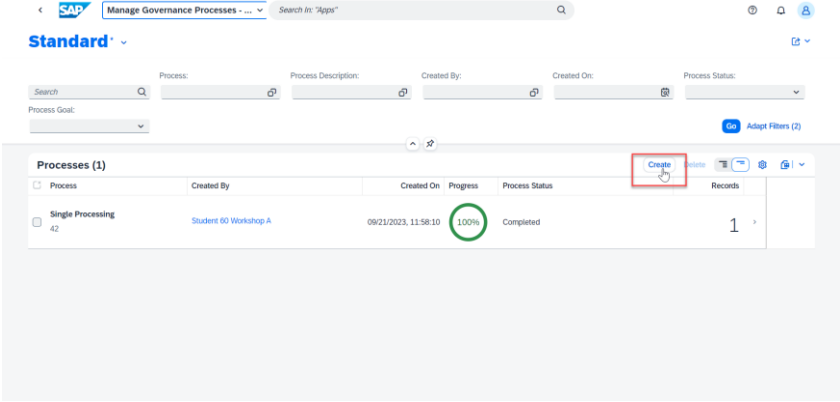
Step 2: Approve Mass Request

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.**	
2. Click **Create** to create a new mass request.	

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.	
4. If you completed the previous exercises, the message should display *9 records selected*. Click **Start** to start a new mass process.	
5. The system shows the result of the selection. 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 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**.	
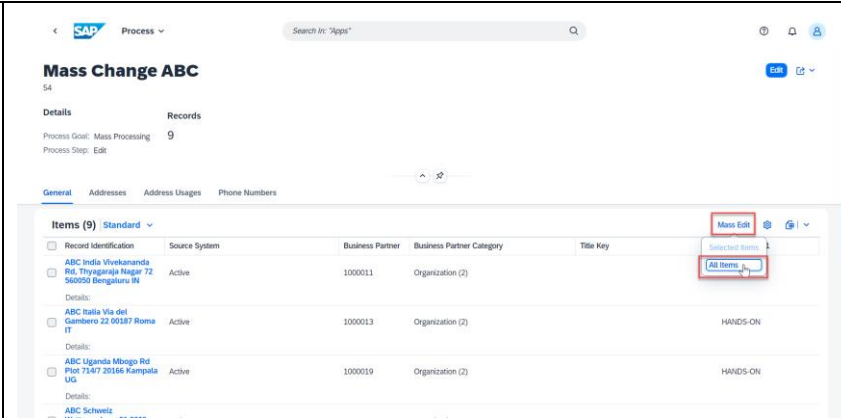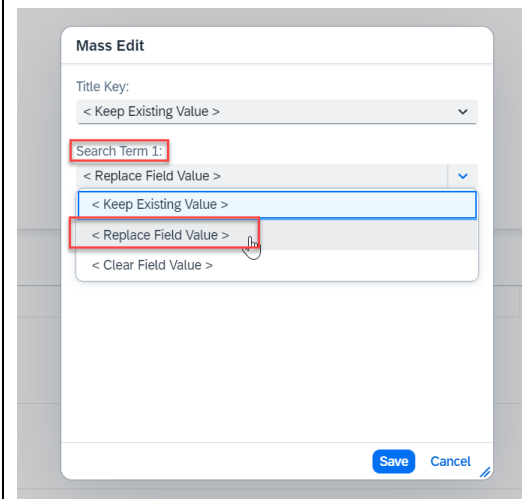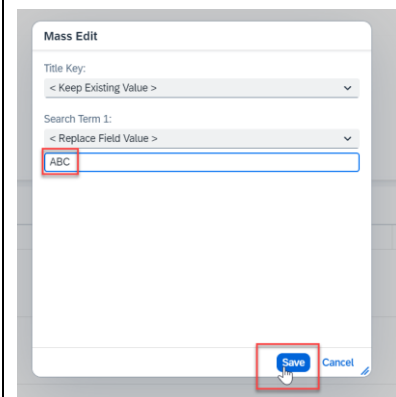
9. The system shows the changes. By clicking on *1 Change* you can also display a summary.	
10. You notice that the address of ABC India appears strange. Click on **ABC India …** and open the business partner in the **Manage Business Partner – Central Governance** app.	
11. Display the address details by clicking on the **down arrow** of Address, then on **Address Details**.	
12. Click on the **right arrow** to display the details of the address.	

13. You see that no region is given and that the street name includes the district as a suffix. Click on **Edit**.	
14. Click on **Show More** to see more address fields.	
15. Correct the street name to *Vivekananda Rd* and copy *Thyagaraja Nagar* as the district. Enter *Karnataka (KA)* as region. Then press **Apply**.	
16. Save you changes.	

17.	Navigate back to display the mass processing application.	
18.	Click on **Addresses** and on **Changes: 3** to see a summary of your changes. Click on **Back** to return to the process.	
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.	

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

Click on the **SAP logo** to go back to the home screen.
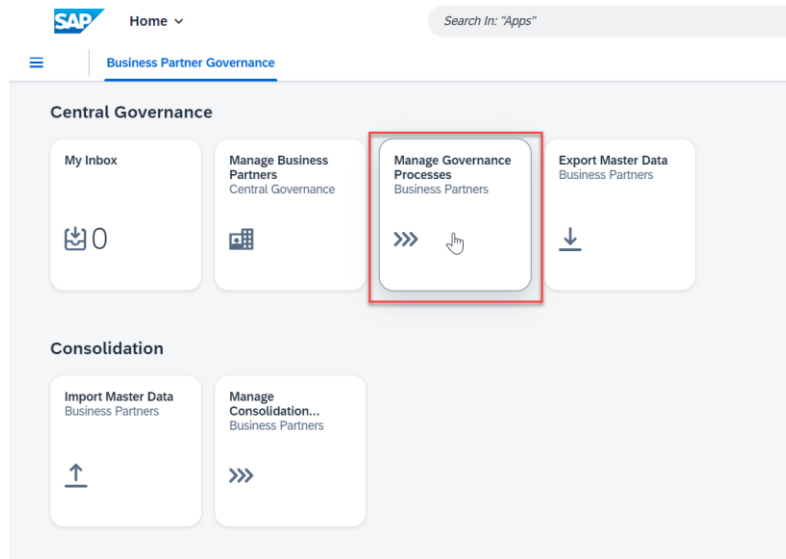
Step 2: Approve Mass Request
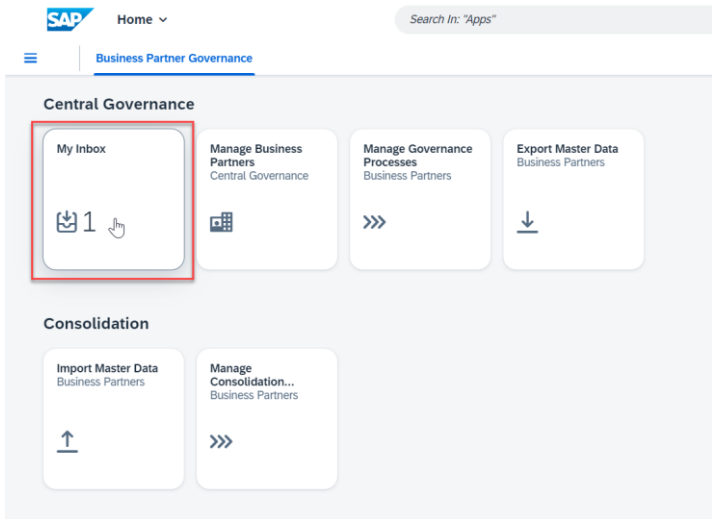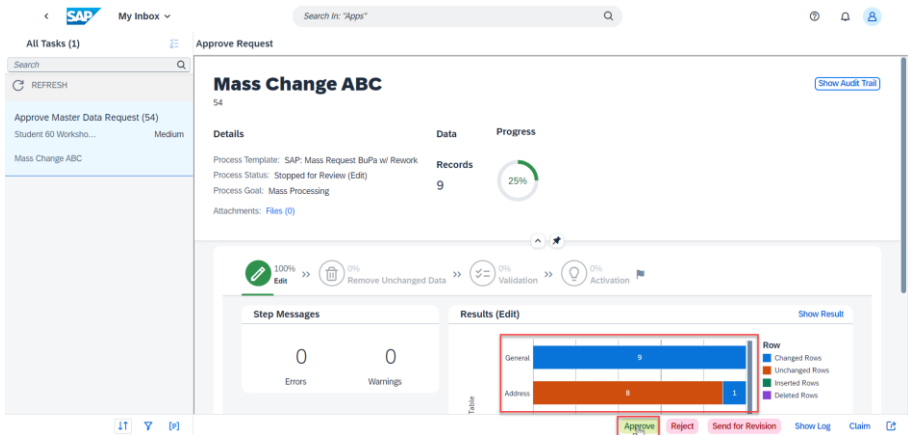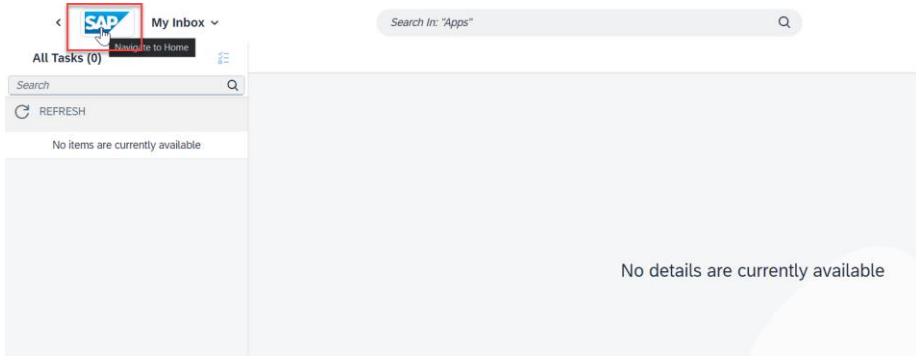
In this hands-on session you act as requestor **and** approver for a mass request. You will get a workflow task to approve a mass request. In the workflow inbox you can check the changed business partners and approve the request.

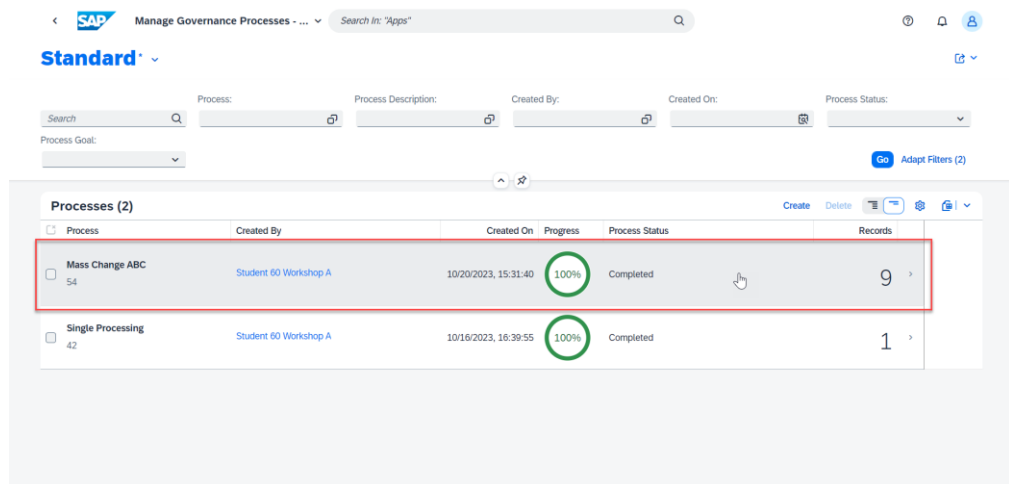| Explanation	Screenshot
1. Click **My Inbox** and check the pending approvals.	
2. Also the approver can see that there are further changes besides edits of general data. The approver could also use the show results button to examine the changes in detail. We will skip that in this exercise. Click on **Approve**.	
3. Click on the **SAP logo** to go back to the home screen.	

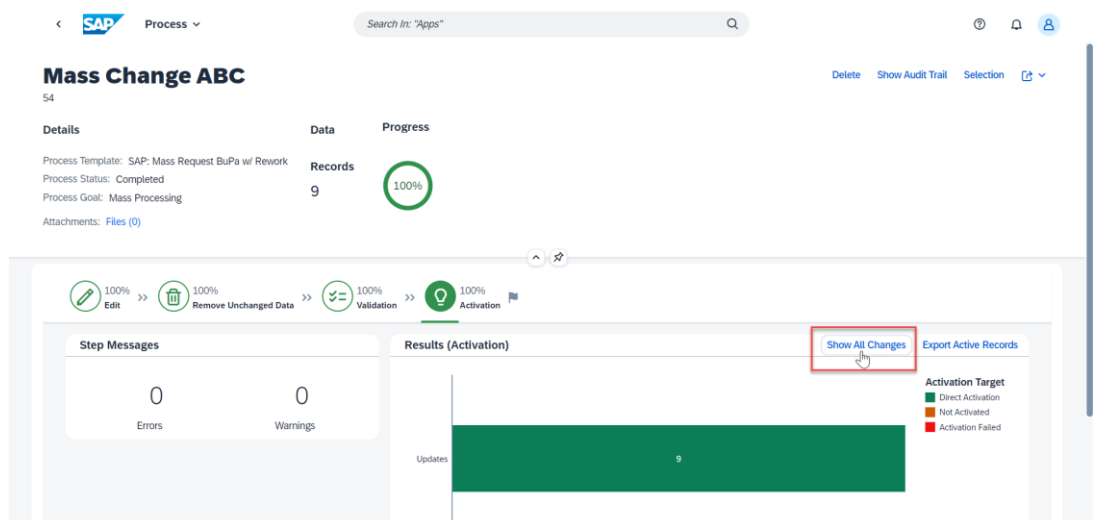|		
4.	Let's see what happened to the process. Open the app **Manage Governance Processes – Business Partners**.	
5.	Typically, the process is already in status Completed. It may also be the case that processing is still in progress. **Click on the process** to display the details.	
6.	Click on **Show 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.

Exercise Completed

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