




## **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***

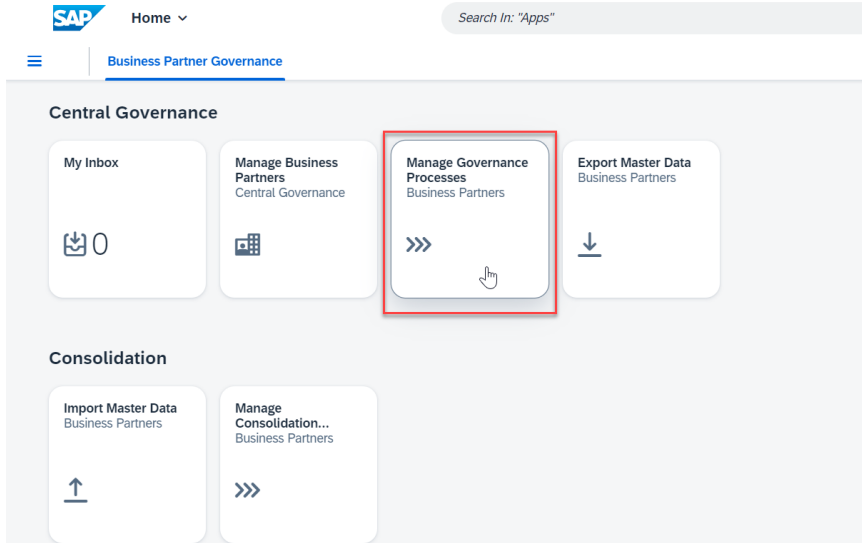
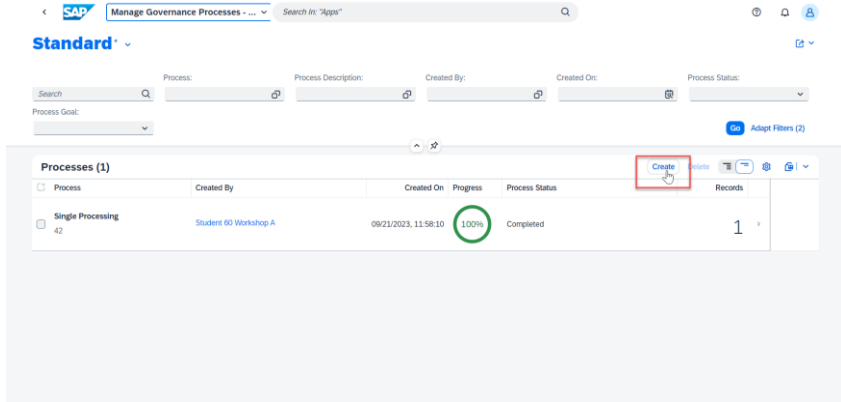
In this exercise, you will learn the basics for working with the mass change capabilities of SAP Master Data Governance, cloud edition. You will start with the creation of a mass request, which can be used to perform all required changes for selected business partners. After that you submit this request,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

**Estimated time: 20 minutes**

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 <b>Manage Governance Processes – Business Partners</b> .													
2. Click <b>Create</b> to create a new mass request.	 <table><tr><th>Process</th><th>Created By</th><th>Created On</th><th>Progress</th><th>Process Status</th><th>Records</th></tr><tr><td>Single Processing 42</td><td>Student 00 Workshop A</td><td>09/21/2023, 11:58:10</td><td>100%</td><td>Completed</td><td>1</td></tr></table>	Process	Created By	Created On	Progress	Process Status	Records	Single Processing 42	Student 00 Workshop A	09/21/2023, 11:58:10	100%	Completed	1
Process	Created By	Created On	Progress	Process Status	Records								
Single Processing 42	Student 00 Workshop A	09/21/2023, 11:58:10	100%	Completed	1								

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.

Standard

Manage Governance Processes - ... Search In: "Apps"

Search

Process:

Process Goal:

Processes (1)

Process

Single Processing

42

Create

Study

Create Process

Description: Mass Change ABC

Process Template: SAP: Mass Request BuPa w/ Rework

Selection

BUT000-PARTNER cont... Value

BUT000-MC\_NAME1 cont... ABC

ADRC-CITY1 cont... Value

Check Selection

Start Cancel

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

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

Create Process

9 records selected

Description: Mass Change ABC

Process Template: SAP: Mass Request BuPa w/ Rework

Selection

BUT000-PARTNER cont... Value

BUT000-MC\_NAME1 cont... ABC

ADRC-CITY1 cont... Value

Check Selection

Start Cancel

5. The system shows the result of the selection.

Click **Edit Records**.

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 Errors

0 Warnings

Change History

Results (Edit)

General

Address

Address Change

Edit Records

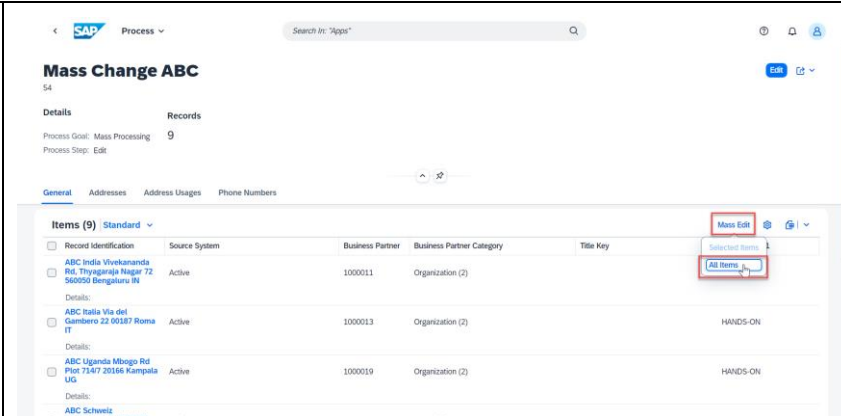
Legend

- Changed Rows
- Unchanged Rows
- Inserted Rows
- Deleted Rows

Submit Rollback

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

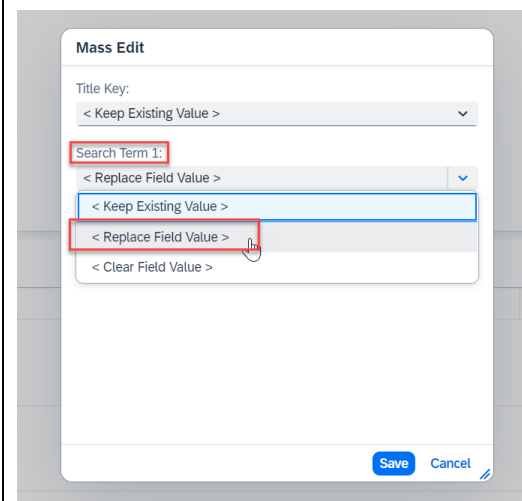
Click on **Mass Edit** and select **All Items**.



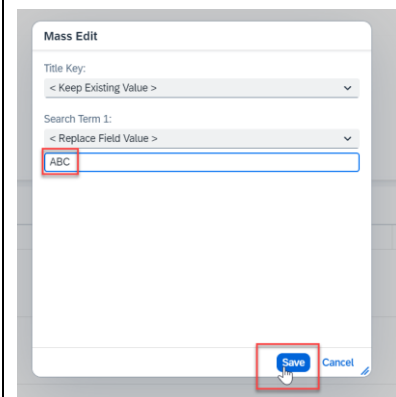
7. The mass edit dialog displays all changeable fields displayed in the previous table.

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. The first item is 'ABC India Vivekananda Rd, Thyagaraja Nagar 560050 Bengaluru IN' with a '1 Change' link highlighted. A 'Mass Edit' button is visible on the right.

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. A table lists items with columns for Record Identification, Source System, Business Partner, Business Partner Category, and Title Key. The first item is 'ABC India Vivekananda Rd, Thyagaraja Nagar 72 560050 Bengaluru IN' with a '1 Change' link highlighted. A 'Manage Business Partner - Central Governance' link is highlighted in a red box.

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 like 'Standard Address', 'Standard Communication', 'Address Details', and 'Address Usages'. The 'Address Details' option is highlighted. The 'Changes' section shows a table with columns for Table, Field, Change Type, Change Context, Old Value, and New Value. The first row shows 'General' with 'Search Term 1' and 'BU\_SORT1'.

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' section is active, showing a table with columns for Address, Country/Region, Standard, Valid From, Valid To, and Validation Status. The first row shows 'Vivekananda Rd, Thyagaraja Nagar 72 560050 Bengaluru' with 'India (IN)' as the country/region. A right arrow is highlighted in a red box.



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.

Save Discard Draft

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.

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 a table of changes for the selected address.

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 a bar chart showing the percentage of changes for different tables. The 'General' table shows 9 changed rows, 0 unchanged rows, 0 inserted rows, and 0 deleted rows. The 'Address' table shows 8 changed rows, 1 unchanged row, 0 inserted rows, and 0 deleted rows. The 'Address Usage' table shows 9 changed rows, 0 unchanged rows, 0 inserted rows, and 0 deleted rows. The 'Phone' table shows 9 changed rows, 0 unchanged rows, 0 inserted rows, and 0 deleted rows.

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

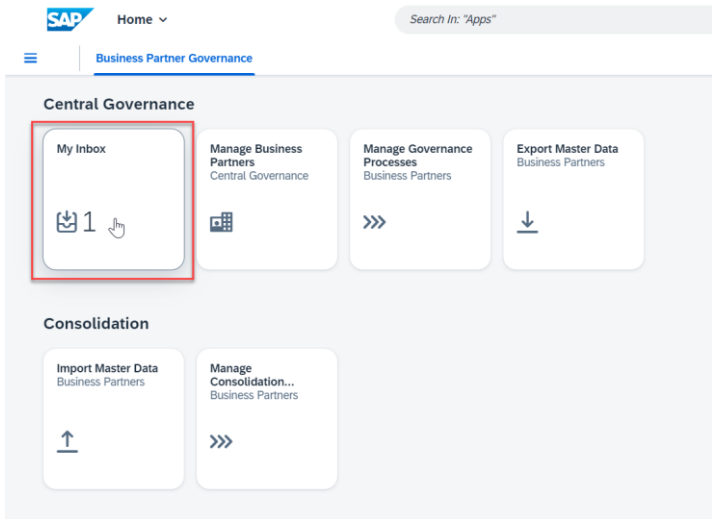
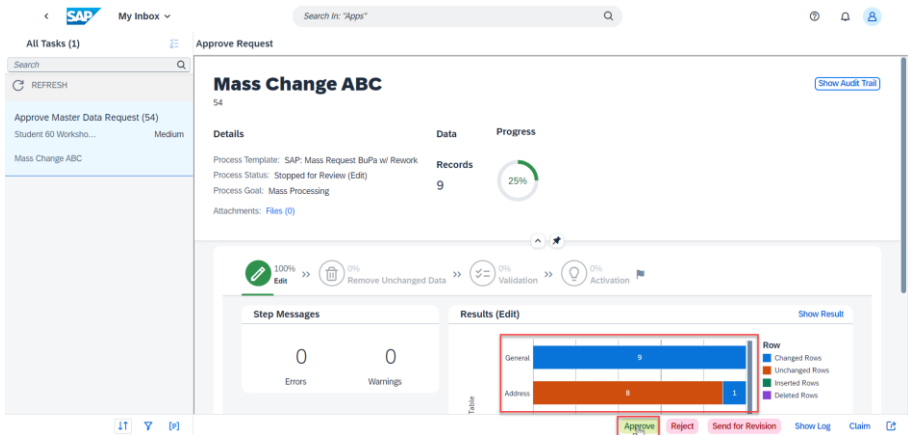
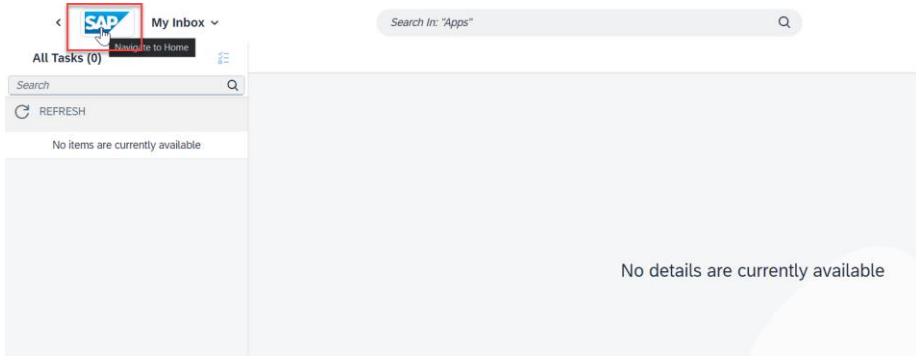
0 Errors0 Warnings

Results (Edit)

General	9
Address	8

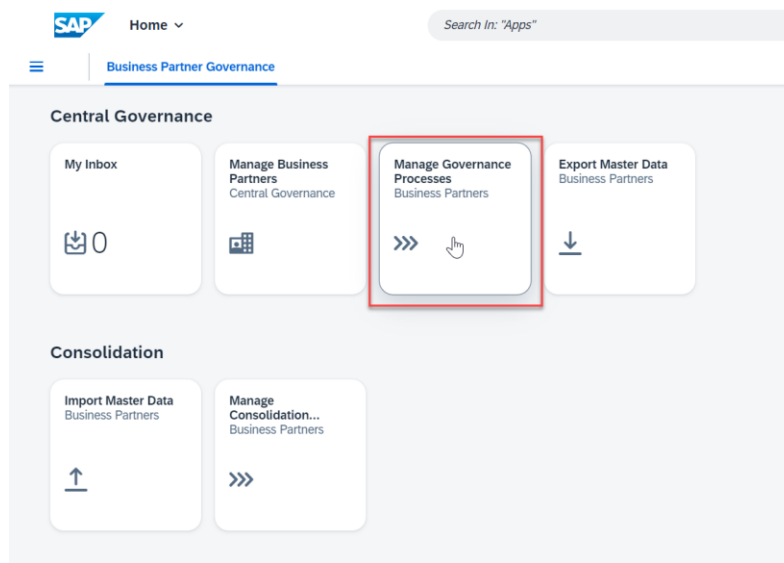
**Step 2: Approve Mass Request**

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. As requestor you will get an email notification and you can directly navigate to the finalized request.

Explanation	Screenshot
1. Click <b>My Inbox</b> and check the pending approvals.	 The screenshot shows the SAP Business Partner Governance home screen. At the top, there's a search bar with 'Search In: "Apps"'. Below it, the 'Central Governance' section contains four tiles: 'My Inbox' (highlighted with a red box and a cursor), 'Manage Business Partners', 'Manage Governance Processes', and 'Export Master Data'. The 'Consolidation' section below has two tiles: 'Import Master Data' and 'Manage Consolidation...'. The 'My Inbox' tile shows a calendar icon and the number '1'.
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 <b>Approve</b> .	 The screenshot shows the 'Mass Change ABC' approval screen. On the left, there's a sidebar with 'All Tasks (1)' and a list of tasks including 'Approve Master Data Request (54)'. The main area shows details for the request, including 'Process Template: SAP: Mass Request BuPa w/ Rework', 'Process Status: Stopped for Review (Edit)', and 'Process Goal: Mass Processing'. Below this, there's a progress bar and a 'Results (Edit)' table. The 'Approve' button is highlighted with a red box. The 'Results (Edit)' table shows a list of rows with columns for 'General' and 'Address'.
3. Click on the <b>SAP logo</b> to go back to the home screen.	 The screenshot shows the SAP home screen. The SAP logo is highlighted with a red box. Below it, there's a search bar and a 'REFRESH' button. The main area shows 'No items are currently available' and 'No details are currently available'.

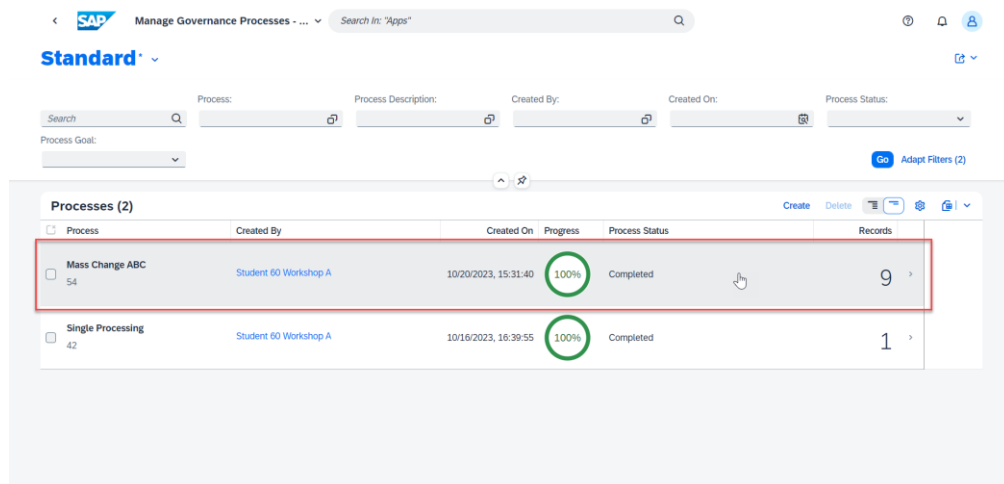
4. Let's see what happened to the process.

Open the app  
**Manage Governance Processes – Business Partners.**

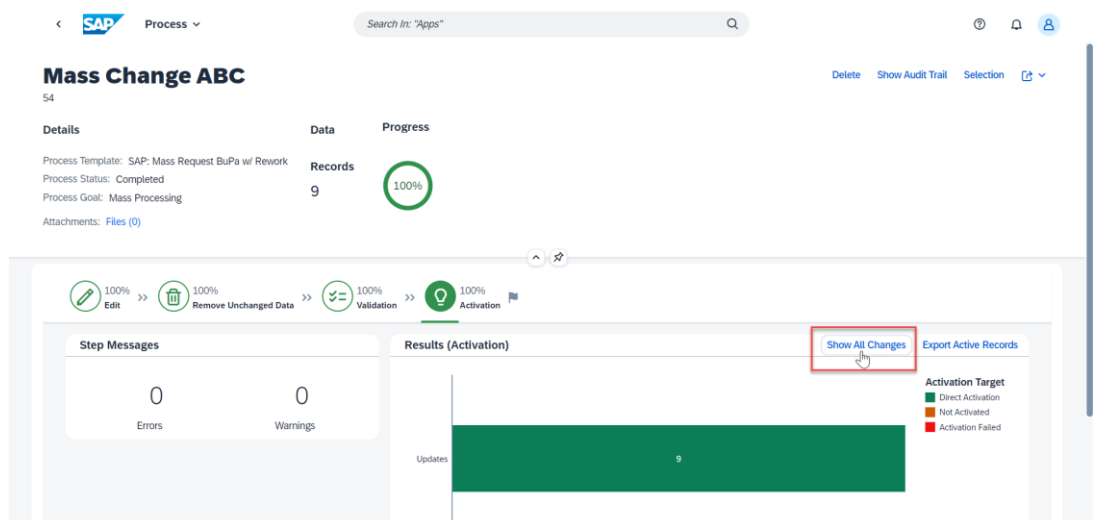


5. Typically, the process is already in status Completed. It may also be the case that processing is still in progress.

**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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