



CONFIDENTIAL

User creation in SAP BTP Production

Document Version: 1.0

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DOCUMENT HISTORY

The table provides an overview of changes from the last 12 months, with the most recent changes at the top.

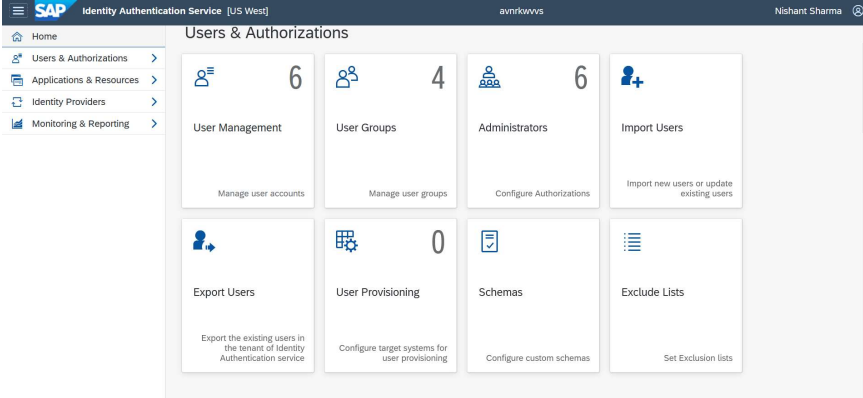
Document Version	Date of Update	Change
1.0	Jul 05, 2022	Initial version

1. User Management

1.1 User creation

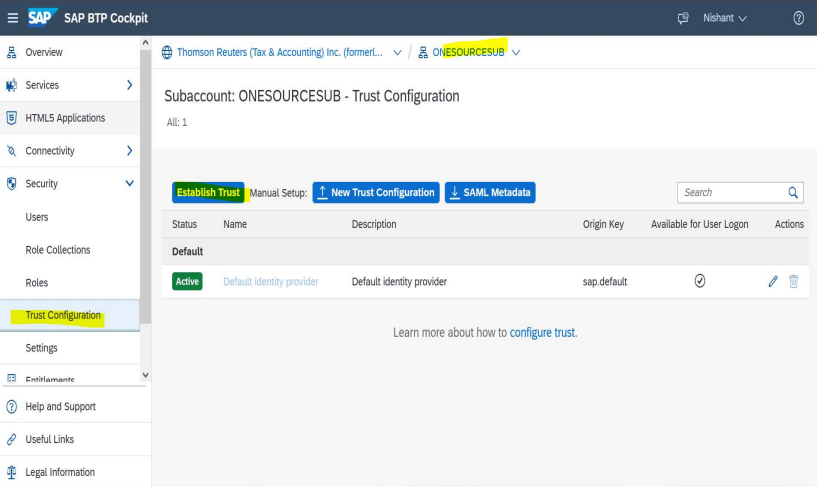
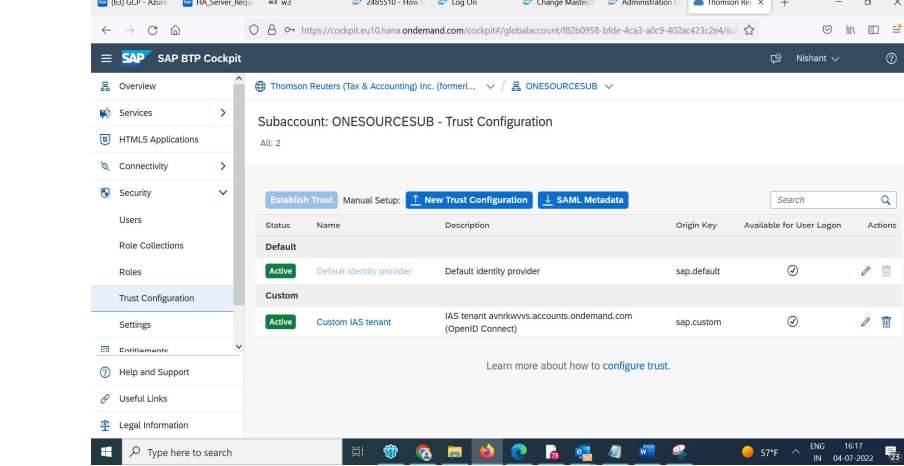
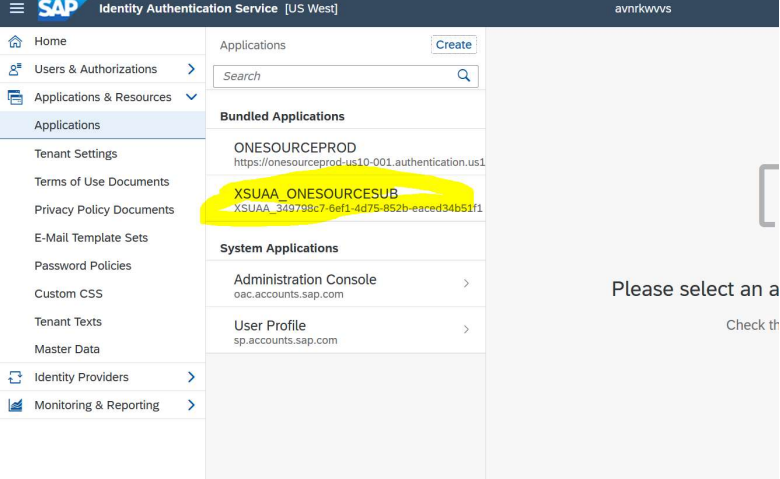
User Administration is achieved using SAP Identity Authentication Service. It is planned & recommended to use only custom Identity Authentication Service tenant for all the onboarded customers and centrally manage all the subscribers.

Here are the steps to be followed in sequence:

1. Log on to the SAP IAS using the link in your Welcome email or use either of these URLs:	<ul style="list-style-type: none">• https://avnrkwwvs.accounts.ondemand.com/admin/• A logon URL in the region closest to you (to avoid latency).
2. Open the link see the region (US West)	

1.2 Creating Applications

Steps to creating applications in IAS tenant starts off from the subaccount in the SAP BTP.

<p>1. Enter the relevant subaccount and ensure that you have relevant access to establish the trust. From the left panel, choose security → Trust Configuration → Click on Establish Trust from the right panel.</p>	
<p>2. Choose the relevant IAS tenant from the popup during Establish Trust, The relevant IAS tenant will be added with the mentioned protocol (OpenID Connect) in our case.</p>	
<p>3. Check the Application onboarded to IAS correctly. Logon to IAS and under Applications</p>	 <p>Please select an a Check th</p>

1.3 Application Role Mapping

The application roles are created for the application subscribed/deployed in the subaccount. These roles will be mapped to the same User groups in the IAS.

1. Click on the Role Collection Mapping

“Custom IAS Tenant” details view and choose “Role Collection Mappings” from the left panel, as shown in the screenshot and create the New Role Collection Mappings

Role Collection	Attribute	Operator	Value	Actions
saaspostjeapp_Administrator	Groups	equals	OTP-JE-ADMIN	[Icon]
saaspostjeapp_User	Groups	equals	OTP-JE-VIEWER	[Icon]
saatrialbalanceapp_Administrator	Groups	equals	OTP-TB-ADMIN	[Icon]
saatrialbalanceapp_User	Groups	equals	OTP-TB-VIEWER	[Icon]

1.4 Creating User Groups

1. Log in to the IAS tenant's Administration Console. Ensure that you have administration rights to do so.

Upon entering, please choose User Groups from the left panel → Click on Create and enter the details as expected in the popup window.

OTP Journal Entry Administrator

Group ID: 589488e3-f5ff-4b15-bad3-659aa8a261fe

Name: OTP-JE-ADMIN

Display name: OTP Journal Entry Administrator

Description: Member of this group can post Journal Entry into S/4 HANA

Type: User Group

2. Verify the roles created under the User Groups in the IAS.

Create Group

Name*

Display name*

Description

Create Cancel

Posting Journal Entries Admin

postJEAdmin

Posting Journal Entries Viewer

postJEViewer

Trial Balance Admin

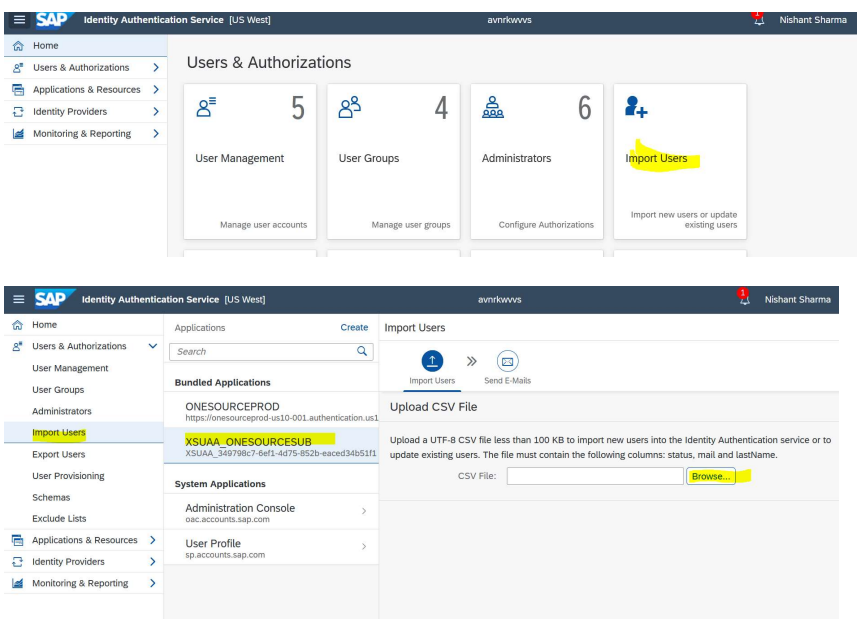

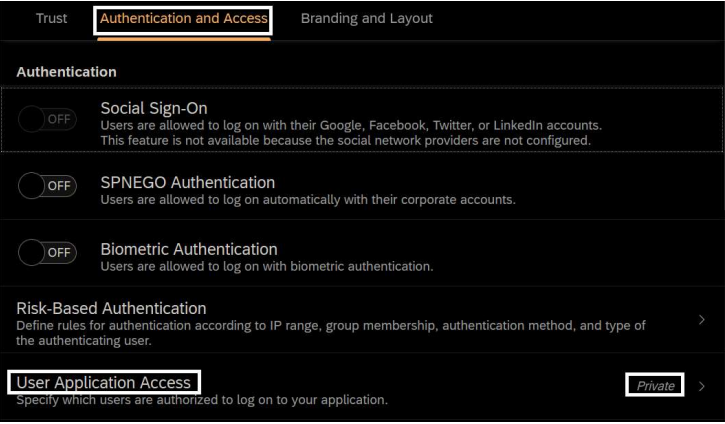
tbadmin

Trial Balance Viewer

tbviewer

1.5 Upload of Users

Now, For user creation, You need to upload users at IAS level only.

<p>1. Navigate to the HOME page of the administration console and choose the tile "Import Users". On clicking on that tile, chose the relevant application and upload the users.</p> <p>Choose the relevant application and upload users</p>	
<p>2. Please use the below attached CSV template to create / update users. The users are uniquely identified with the Login Name column. So, if a user exists with the same login name, then that user is considered for UPDATE.</p>	 <p>users_demo.csv</p> <p>The template takes care of creating users & assigning them to the right user group too.</p>
<p>3. To control the access to the application only to the uploaded users, please change the "User Application Access" to "Private" mode</p>	

4. Once subscription is done then User can see the roles on subaccount.

→Administrator

→User

Go to subaccount -
> role collections

SAP BTP Cockpit

Thomson Reuters (Tax & Accounting) Inc. (former...) / ONESOURCESUB

Subaccount: ONESOURCESUB - Overview

Thomson Reuters (Tax & Accounting) Inc. / ONESOURCESUB

General Cloud Foundry Environment Entitlements

24 Entitlements 2 Instances and Subscriptions

Subdomain: onesourcesub-us20-001
Tenant ID: 349798c7-6ef1-4d75-852b-eaced34b51f1
Subaccount ID: 349798c7-6ef1-4d75-852b-eaced34b51f1
Created By: nishant.sharma@thomsonreuters.com
Created On: 24 Jun 2022, 16:59:32 (GMT+05:30)
Modified On: 24 Jun 2022, 16:59:59 (GMT+05:30)

Provider: Microsoft Azure
Region: US West (WA)
Environment: Multi-Environment

Used for Production: Yes
Beta Features: Disabled

5. In role collections user can see the roles.

SAP BTP Cockpit

Thomson Reuters (Tax & Accounting) Inc. (former...) / ONESOURCESUB

Subaccount: ONESOURCESUB - Role Collections

Role Name	Role Template	Application Identifier
saaspostjeapp_Administrator	Post Journal Entries Administrator	Administrator
saaspostjeapp_User	Post Journal Entries User	User
saastrialbalanceapp_Administrator	trialbalance Administrator	Administrator
saastrialbalanceapp_User	trialbalance User	User

Activate the user in user management and send him the activation email.

SAP BTP Cockpit

Thomson Reuters (Tax & Accounting) Inc. (former...) / ONESOURCESUB

Subaccount: ONESOURCESUB - Role Collections

saaspostjeapp_Administrator

Description: Post Journal Entries Administrator

Roles (2) Users (1) User Groups (1) Attribute Mappings

Role Name	Role Template	Application Identifier
Administrator	Administrator	otp-saaspostjeapp11524
User	User	otp-saaspostjeapp11524

Users (1)

ID	Identity Provider	E-Mail	First Name	Last Name
chamdeep.mudigolam@thomsonreuters.com	Default Identity provider	chamdeep.mudigolam@thomsonreuters.com	Chamdeep	Mudigolam

MORE INFORMATION

If you need more details, including explanations of the SAP BTP concepts, refer to the documentation [Getting Started with an Enterprise Account in the Cloud Foundry Environment](#), where you can use the interactive graphics to navigate to more information.

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