Creating User in SAP

First open INFOR - Login Information – IRC Alert email: Go to the USA In BOX > SAP> Bizrights Alerts> New Request -Bizrights Alert and search for Login Information – IRC Alert.

Move all login information found to the Bizrights Login Alerts>Login Information-BizRights Alerts folder. (Next folder down)

PLACING NEW CREATED SAP ID INTO SAP P16

Go back to the INFOR email templet and update user Information in the SAP P16 Production version:

Log into SAP P16

Select any P16 version and log in

On the home screen - copy the new created user ID into the user field and select the pencil to edit the account:

6. Go to the Logon Data Tab and view if there is data in the User Group Field – the Account Field and the Cost Center Field - if it is > continue – if not – notate the account and inform the User Security SAP Technician

7. Select the SNC Tab

Please add the new SNC name field in the below format in the SNC tab of SU01 transaction code.

This format must be copied exactly. Any extra spaces or invalid characters will cause errors

p:CN=employeeID, O=FMCNA, C=US

copy and paste the employeeID from AD listed under the Account Tab into the format abov

Where z00431980 is the user's computer login ID (found in Active Directory under the Account Tab)

Please note that the user's computer login ID may not be the same as employee ID.

Take the User logon name from Active Directory and copy over to SAP > Logon Data > Alias

Where z00431980 is the user's computer login ID (found in Active Directory under the Account Tab)

R2P/Ariba requires the Alias to be populated for the user to login and function in R2P, If the Alias is empty, please add it.

Please note when adding the Alias will require an overnight process to update R2P/Ariba

PLACING NEW CREATED SAP ID INTO Security Table

Log into eAccess> Out of the Box- and go to the Task Action fulfillment Tasks assigned to you Tab: Click on the ICON and Select – Open Tasks:

In the Search Section>Change the selection from Task Name to > Application Instance > type in the application name > SAPUSERACCESS > hit enter

Sort list by Request ID number> Find Request ID (Request Name: Request Id XXXXXX can be found at the top of the INFOR log in email) and click on request ID to open > Check in the Details section for any cost centers requested to add to the security table.

Create a New Session in P16 and go to the ZFSECUR screen by typing it in the search field and hit enter: See below

Select the ADD NEW User button and copy the new user ID into the field.

Accounts starting with Zero (like 0424 -0238 – 0900 – 0031 - 0030- 0050 – 0090 or with a 55 or 99) -

Do not Add any numbers in the Profit or Cost Center fields – just hit enter.

The table should ask you the question to update the table?

Place a Y in the field and hit enter.

User already exist – just hit enter

The only exception would be for accounts starting with a double zero (00) like 00A0

Place all ten digits found in the request detail section in both Profit and Cost center Fields and select the validate flag:

For some accounts created with numbers 1-9: Please enter the account in the table with the four-digit ID number in front of the account and four zeros behind the number:

If you get the error message 'Invalid Profit Center' just add 3 zeros and a 1 at the end.

ex: 94550000 or 9455001.

The only exception to adding the four zeros (0000) behind the unit ID number would be for accounts starting with 50XX, 51XXX and 6550.

When adding the account to the table - just hit enter after placing in the user name field. Do not check the Validate Flag option

Please avoid placing the letter F in the Profit and Cost Centers fields

when the User Name starts with the letter F - the fields should always start with number

Closing the request and sending email to the End User

Find Request ID to be closed (Request Name: Request Id 139042) at the top of the INFOR log in email >

Go back to eAccess> Out of the Box- and go to the Task Action fulfillment Tasks assigned to you Tab: Click on the ICON and Select – Open Tasks:

In the Search Section>Change the selection from Task Name to > Application Instance > type in the application name > SAPUSERACCESS > hit enter

Sort list by Request ID number> Find Request ID to be closed> highlight request ID> click on Set Response at top of page > Confirm next two pages.

Forward the email to the End User or if they do not have an email, send it to the Manager. Look in UIDMS to find the manager of the end user.