

# Hands-On Experience on SAP Master Data Governance, Cloud Edition

## Exercise 3: Mass Change

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. After approval, the requestor will get an email notification to navigate to the result of this mass request.

**Estimated time: 20 minutes.**

### Prerequisites

You have set up the free tier plan for SAP Master Data Governance, cloud edition as outlined in the [Getting Started Guide](#).

In exercise 2 you uploaded business partners for a consolidation process. Some of these business partners are used for this mass change exercise.

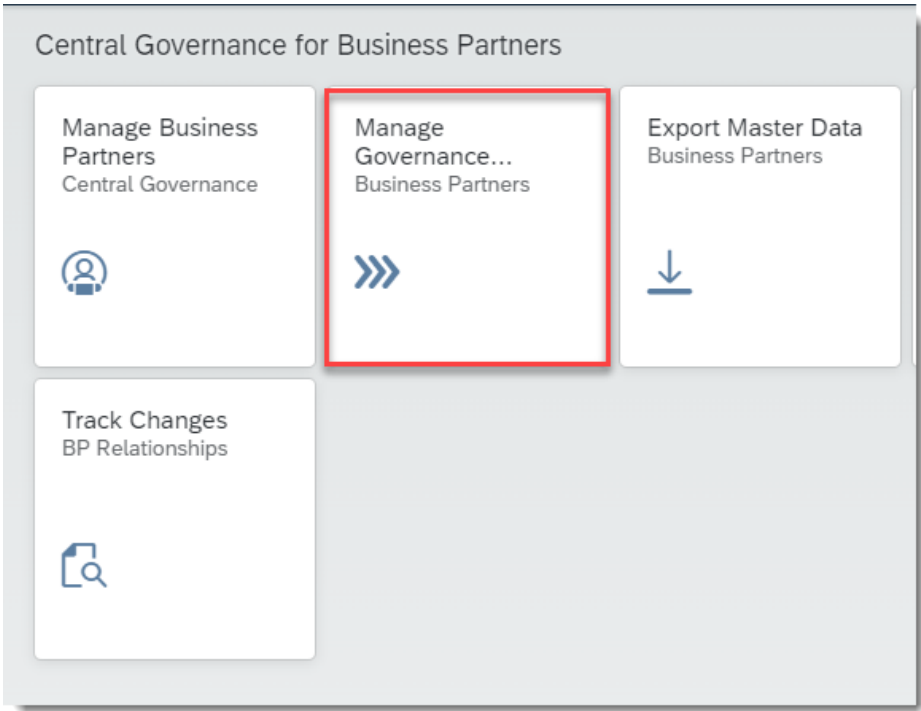
### Instructions

#### Step 1: Create Mass Request

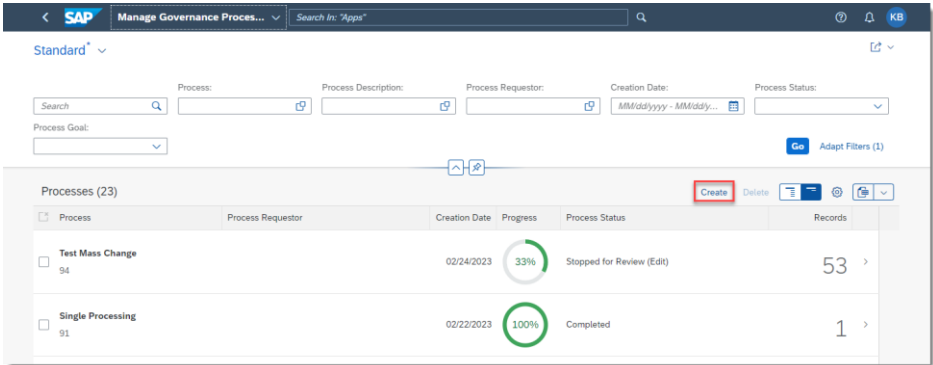
Your task is to define a new search term for all business partners of ABC companies. To apply a mass change of business partner data you must create a request. In this request you can perform the changes and submit this request, which will create a workflow task for the approver.

Explanation	Screenshot
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1. Open the Fiori app **Manage Governance Processes**



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



3. Input a **description** and input **company** as selection criteria for the field **MC\_NAME1**.

Press **Start** button and check the number of selected records.

Create Process

Description:  
Test Mass Change

Process Template: \*  
SAP: Mass Request BuPa w/ Rework

Selection  
 Import File

Selection Check Selection

BUT000-PARTNER	con...	Value	⊗	+
BUT000-MC_NAME1	con...	company	⊗	+
ADRC-CITY1	con...	Value	⊗	+

**Start** Cancel

Johannes Keller 02/14/2023 100% Completed

4. The system shows the result of the selection. To start the mass change, click **Edit Records**.

SAP Process Search In: 'Apps'

Test Mass Change 95 Delete Show Audit Trail Selection

Details Data Progress

Process Template: SAP: Mass Request BuPa w/ Rework  
Process Status: Stopped for Review (Edit)  
Process Goal: Mass Processing  
Attachments: Files (0)

100% Edit 33% Validation 0% Activation

Step Messages Errors Warnings

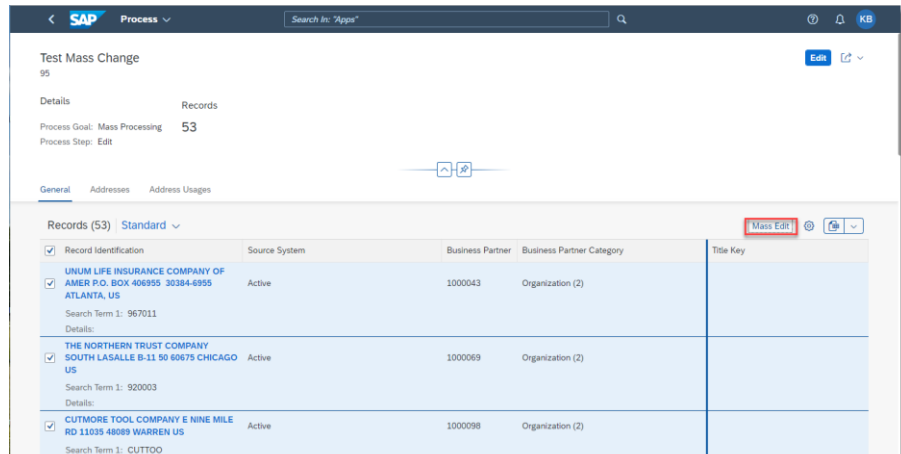
Change History  
Created Records: 0  
Changed Records: 0  
Affected Tables: 0

Results (Edit) Edit Records

Table	Changes (%)
General	53
Address	53
Address Usage	53

**Submit** Rollback

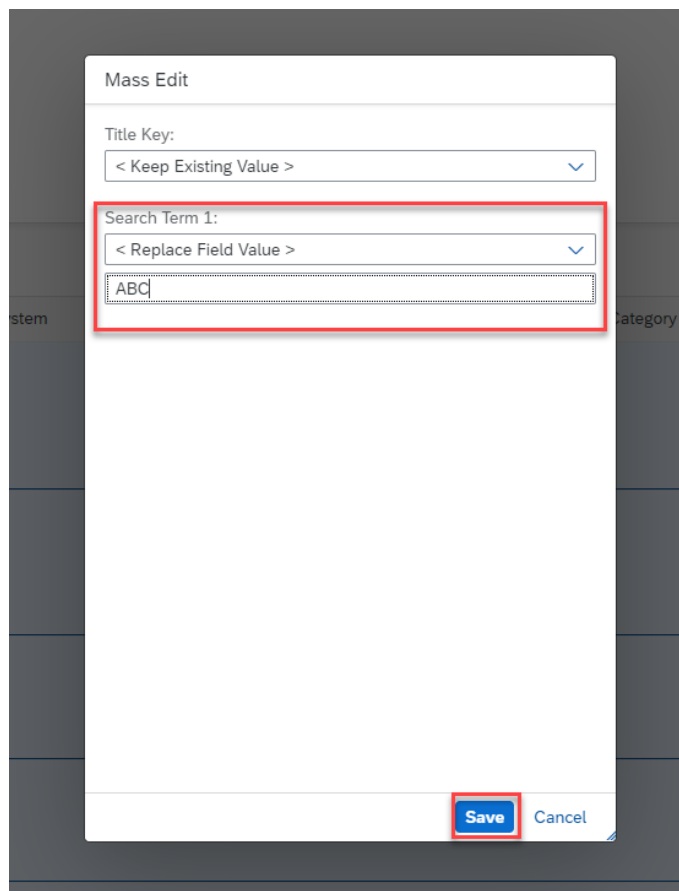
5. You want to change the field Search Term 1 to **ABC** for all selected records. Click on **Mass Edit** and select **All Items**.



The screenshot shows the SAP S/4HANA 'Mass Change' interface. At the top, it displays 'Test Mass Change' with 95 records. Below this, a table lists records with columns for 'Record Identification', 'Source System', 'Business Partner', 'Business Partner Category', and 'Title Key'. Three records are selected, each with a 'Search Term 1' field. The 'Mass Edit' button is highlighted in red.

Record Identification	Source System	Business Partner	Business Partner Category	Title Key
UNUM LIFE INSURANCE COMPANY OF AMER P.O. BOX 406955 30384-6955 ATLANTA, US Search Term 1: 967011 Details:	Active	1000043	Organization (2)	
THE NORTHERN TRUST COMPANY SOUTH LASALLE B-11 80 60675 CHICAGO US Search Term 1: 920003 Details:	Active	1000069	Organization (2)	
CUTMORE TOOL COMPANY E NINE MILE RD 11035 48089 WARREN US Search Term 1: CUTTOO	Active	1000098	Organization (2)	

6. The system provides a popup with all changeable fields. Click on **Search Term 1** and select **<Replace Field Value>**
7. Input **ABC** and click **Save**.



The screenshot shows the 'Mass Edit' popup form. It has a 'Title Key' dropdown menu set to '< Keep Existing Value >'. Below it, the 'Search Term 1' dropdown menu is set to '< Replace Field Value >'. A text input field below the dropdown contains the text 'ABC'. The 'Save' button is highlighted in red.

Mass Edit

Title Key:  
< Keep Existing Value >

Search Term 1:  
< Replace Field Value >  
ABC

Save Cancel

- The system shows the applied changes. You want to change the field Search Term 2 for the last record using the single request UI. Click on the last record and then click **Manage Business Partner – Central Governance**.

The screenshot shows the SAP Process 'Test Mass Change' (ID 95) with 53 records. The records are listed in a table with columns for Record Identification, Source System, Business Partner, Business Partner Category, and Title Key. The last record is highlighted, and the 'Search Term 1' field is visible, containing the value 'ABC'. The 'Details' section shows 'Process Goal: Mass Processing' and 'Process Step: Edit'.

- All your mass changes are done. Click on **Submit** to start the approval workflow.

The screenshot shows the SAP Process 'Test Mass Change' (ID 95) with 53 records. The 'Submit' button is highlighted. The 'Progress' section shows a progress bar at 33%. The 'Step Messages' section shows 0 Errors and 0 Warnings. The 'Change History' section shows 0 Created Records, 53 Changed Records, and 1 Affected Tables. The 'Results (Edit)' section shows a bar chart with 53 changes for General, Address, and Address Usage.

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

The screenshot shows the SAP Process 'Mass Change ABC' (ID 5022) with 4 records. The 'Submit' button is highlighted. The 'Progress' section shows a progress bar at 33%. The 'Step Messages' section shows 0 Errors and 0 Warnings. The 'Results (Edit)' section shows a bar chart with 4 changes for General.



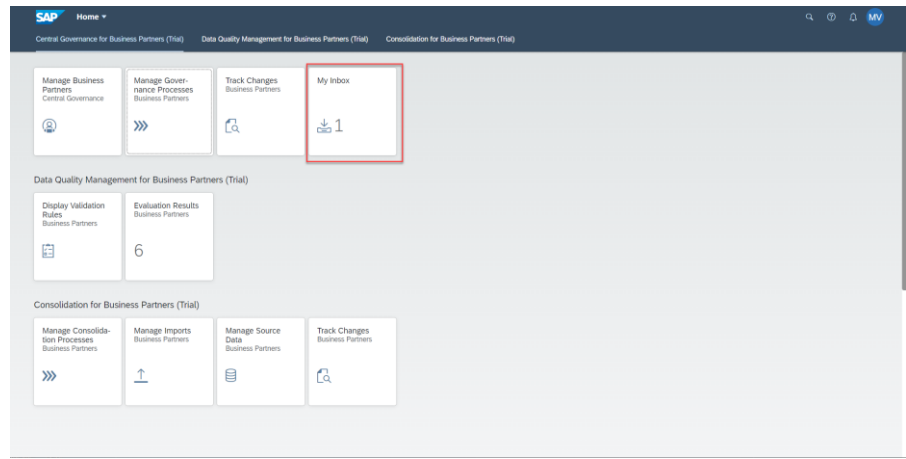
## Step 2: Approve Mass Request

In this 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 and you can directly navigate to the finalized request.

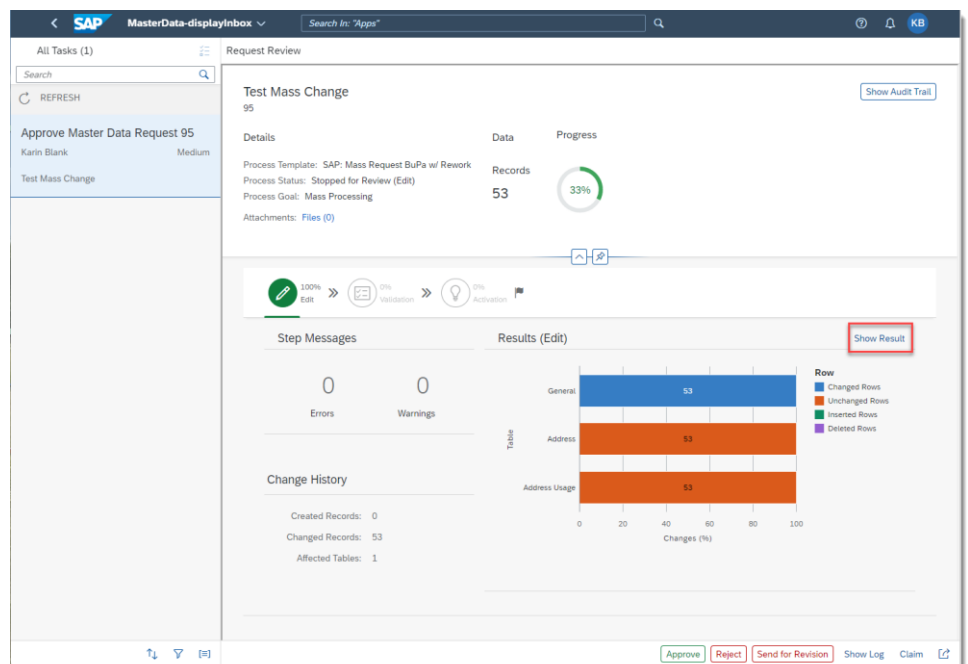
## Explanation

1. Click **My Inbox** and check the pending approvals.

## Screenshot



2. Before approving the request, click on **Show Results**.



3. You can check the changes.  
After that click **Approve**.

Hint: If you want to navigate to the previous screens, please use the back icon in the header!

The screenshot displays the SAP S/4HANA Change Management interface for a mass change process. The header shows 'Test Mass Change' with ID '95'. Below the header, there are tabs for 'Details' and 'Records'. The 'Records' tab is active, showing a list of 53 records. The list has columns for 'Record Identification', 'Source System', 'Business Partner', and 'Business Partner Category'. The records are filtered by 'Standard'. The first record is 'UNUM LIFE INSURANCE COMPANY OF AMER P.O. BOX 406955 30384-6955 ATLANTA, US'. The second record is 'THE NORTHERN TRUST COMPANY SOUTH LASALLE B-11 90 60675 CHICAGO US'. The third record is 'CUTMORE TOOL COMPANY E NINE MILE RD 11035 48089 WARREN US'. The fourth record is 'Eastwood Glass Company 4044 New Court Avenue 13206 Syracuse US'. At the bottom of the list, there are buttons for 'Approve', 'Reject', 'Send for Revision', 'Show Log', and 'Claim'. The 'Approve' button is highlighted with a red box.

Record Identification	Source System	Business Partner	Business Partner Category
<input type="checkbox"/> UNUM LIFE INSURANCE COMPANY OF AMER P.O. BOX 406955 30384-6955 ATLANTA, US Title Key: Search Term 1: ABC Details: <a href="#">1 Change</a>	Active	1000043	Organization (2)
<input type="checkbox"/> THE NORTHERN TRUST COMPANY SOUTH LASALLE B-11 90 60675 CHICAGO US Title Key: Search Term 1: ABC Details: <a href="#">1 Change</a>	Active	1000069	Organization (2)
<input type="checkbox"/> CUTMORE TOOL COMPANY E NINE MILE RD 11035 48089 WARREN US Title Key: Search Term 1: ABC Details: <a href="#">1 Change</a>	Active	1000098	Organization (2)
<input type="checkbox"/> Eastwood Glass Company 4044 New Court Avenue 13206 Syracuse US Title Key:	Active	1000173	Organization (2)

Now you can continue with the next exercise. [www.sap.com](http://www.sap.com).