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# SAP Certified - Implementation Consultant - SAP S/4HANA Cloud Public Edition (C\_S4CPB\_2602) Sample Questions (Q19-Q24):

## NEW QUESTION # 19

### SIMULATION

Create a Custom Launchpad Space and Page

Business Scenario

You are building a custom business role that will be assigned to all employees in the organization. The business role and its corresponding Launchpad Space and Page need to include the apps that have been granted through the business catalogs assigned to the business role to ensure employees have an easy time finding the relevant applications.

Note: In the task below, always replace ##### with the last 6 digits of your group number.

Note:

Make sure to use the EXACT names/values/spaces as they are listed in the task.

Even forgetting a space or a number will cause the validation of the task to fail and be marked as incorrect.

Task:

Assign the business role to your user and save. Then refresh the browser and navigate home to verify the new Launchpad Space and tiles are visible.

### Answer:

Explanation:

See Explanation below for all solution

Explanation:

Objective

The purpose of this task is to assign the newly created custom all-employee business role to your own business user, save the assignment, refresh the browser, and then verify that the new Launchpad Space and its tiles are visible on the homepage.

This is the final verification step for the all-employee role and launchpad setup.

Business Scenario Explanation

In the previous tasks, you created and configured:

a new custom business role for all employees,

the required business catalogs,

a custom launchpad space,

a custom launchpad page,

and the employee self-service tiles:

Manage My Timesheet

Concur Travel Expense

However, even if all of that is configured correctly, you still will not see the new page and tiles on your homepage until the custom role is assigned to your own business user.

This task connects the configuration to your user and verifies the final end-user result.

Important Notes

Always replace ##### with the last 6 digits of your group number.

Use the exact business role ID.

Save the user after adding the role.

Refresh the browser after saving.

Then navigate back to Home and confirm the space/page/tiles are visible.

Required Business Role

Assign the custom all-employee role created earlier:

Business Role ID: Z\_EMPLOYEES\_ALL\_#####

Business Role Description: All Employee Role #####

Example

If your suffix is 000013, the role is:

Z\_EMPLOYEES\_ALL\_000013

Detailed Step-by-Step Procedure

Step 1: Open the app "Maintain Business Users"

From the SAP S/4HANA Cloud launchpad:

Log in to SAP S/4HANA Cloud.

Search for:

Maintain Business Users

Open the app.

Explanation:

This app is used to assign business roles to users.

The launchpad space and tiles will only become visible after the custom role is assigned to your own user.

Step 2: Search for your own business user

In Maintain Business Users:

Enter your own user name or business user ID in the search field.

Click Go.

Explanation:

You must assign the role to your own user because you are the one who will verify the launchpad result on the homepage.

Step 3: Open your user record

From the search results:

Click your user entry.

Open the user details page.

Explanation:

This opens the maintenance page where assigned business roles can be reviewed and changed.

Step 4: Switch to Edit mode

On the business user page:

Click Edit

Explanation:

Without edit mode, the role assignment list is display-only.

Step 5: Open the "Assigned Business Roles" tab

Inside the user record:

Click:

Assigned Business Roles

Explanation:

This tab contains the list of all business roles currently assigned to your user and is the correct place to add the all-employee role.

Step 6: Click Add

In the Assigned Business Roles section:

Click Add

This opens the popup:

Add Business Roles

Explanation:

This popup allows you to search for and assign the custom all-employee role.

Step 7: Search for the custom all-employee role

In the Add Business Roles popup:

In the business role search field, enter:

Z\_EMPLOYEES\_ALL\_#####

Click Go

Select the role:

Z\_EMPLOYEES\_ALL\_#####

All Employee Role #####

Example

If your suffix is 000013, search for:

Z\_EMPLOYEES\_ALL\_000013

Explanation:

This is the custom role created in the earlier launchpad/employee-role tasks.

It contains the launchpad space, catalogs, and page content that must now become visible to your user.

Step 8: Add the role

After selecting the role:

Click OK or Apply

Explanation:

This adds the role to your user in draft mode.

Step 9: Save the business user

Back on the business user page:

Click Save

Explanation:

This is a mandatory step.

Without saving, the role assignment is not finalized, and the new launchpad content will not appear for your user.

Step 10: Confirm the role assignment

After saving, verify that your assigned roles list includes:

Z\_EMPLOYEES\_ALL\_#####

All Employee Role #####

Explanation:

This confirms that the role is now officially assigned to your user.

Step 11: Refresh the browser

After saving:

Refresh the browser completely

Explanation:

SAP launchpad content is often cached in the current session.

A browser refresh ensures the newly assigned role content is loaded.

Step 12: Navigate back to Home

After refreshing:

Return to Home

Explanation:

The role's launchpad space and page must be verified from the end-user homepage, not only from configuration apps.

Step 13: Open the page / launchpad tab

On the homepage, look for the custom page/tab that contains the employee content.

In your run, the visible page was:

General

Explanation:

The launchpad page created earlier was titled General, so that is the page you should open to verify the result.

Step 14: Verify the section title

On the page, confirm that you can see the section:

Self-Services

Explanation:

This was the section title created in the earlier page-content maintenance task.

Step 15: Verify the tiles

Under the Self-Services section, confirm that both tiles are visible:

Concur Travel Expense

Manage My Timesheet

Explanation:

These are the two required employee self-service tiles added to the page in the previous task.

Seeing both of them confirms that:

the catalogs were assigned correctly,

the launchpad page was maintained correctly,

the business role was assigned correctly,

and the browser refresh loaded the new content successfully.

Expected Result

After completing this task successfully:

your own user has the custom business role assigned,

the role is saved successfully,

after browser refresh the launchpad updates,

the homepage shows the new launchpad page,

the Self-Services section is visible,

and the tiles Concur Travel Expense and Manage My Timesheet are visible.

**Z\_ALL\_EMP\_000013**  
General

Translate | Page Preview

General Data | **Page Content** | Spaces (1)

Select Role Context (all) | Hide Catalogs | Search for tiles | Q | Add | ...

Section Title: Self-Services | Delete Section

To start, drag/add content from catalogs here.

+ Add Section

Derived from Roles	Manually Selected
SAP_CON_BC_CTE_ESS_PC Concur - Employee Self-Service	<input type="checkbox"/> Concur Travel Expense   Add   v
	<input type="checkbox"/> Enhanced WBS Element Search   Add   v
SAP_HCM_BC_EMP_PC HCM - Employee Self-Service	<input type="checkbox"/> Manage My Timesheet   Add   v

Save | Cancel

## NEW QUESTION # 20

### SIMULATION

Create a Business User and Assign a Business Role

Business Scenario

You are working on an implementation project and need to create a test user in the system for demonstrating the professional services business processes to project managers during your upcoming Fit-to-Standard workshop. Follow the instructions below to create a new test user with a basic import of worker and work agreement data.

Note: In the task below, always replace ##### with the last 6 digits of your group number.

Note:

Make sure to use the EXACT names/values/spaces as they are listed in the task.

Even forgetting a space or a number will cause the validation of the task to fail and be marked as incorrect.

Task:

Assign the HR Administrator (BR\_ADMINISTRATOR\_HRINFO) business role to your user.

### Answer:

Explanation:

See Explanation below for all solution

Explanation:

Task 3: Assign the HR Administrator Business Role to Your User

Objective

The purpose of this task is to assign the HR Administrator business role to your own business user so you can continue the worker, work agreement, and business user setup activities required for the professional services scenario.

The required business role is:

Business Role ID: BR\_ADMINISTRATOR\_HRINFO

Business Role Description: Administrator - HR Info

Task 3: Assign the HR Administrator Business Role to Your User

Objective

The purpose of this task is to assign the HR Administrator business role to your own business user so you can continue the worker, work agreement, and business user setup activities required for the professional services scenario.

The required business role is:

Business Role ID: BR\_ADMINISTRATOR\_HRINFO

Business Role Description: Administrator - HR Info

Step 1: Open the app "Maintain Business Users"

From the SAP S/4HANA Cloud launchpad:

Log in to SAP S/4HANA Cloud.

Use the app search or launchpad search.

Search for:

Maintain Business Users

Open the app.

Explanation:

This app is used to maintain user master data and assign business roles.

All business role assignments for your own user are done here.

Step 2: Search for your own user

In Maintain Business Users:

In the filter/search area, enter your own user name or user ID.

Click Go.

Explanation:

You need to open your own user because the HR Administrator role must be assigned to your own account before continuing the simulation.

Step 3: Open your user record

After the search results appear:

Click your own user in the result list.

Open the detail page.

Explanation:

This opens the business user detail screen where all assigned roles can be reviewed and maintained.

Step 4: Switch to Edit mode

On the user detail page:

Click Edit.

Explanation:

Edit mode is required before you can add or remove business roles.

Without edit mode, the Assigned Business Roles tab is display-only.

General Assigned Business Roles (2) Application Jobs (0)

**General**

First Name: A000457	Building: -	User Name: A000457	Global User ID History: -	Valid To: 31.12.9999	Decimal Format: 1,234,567.89
Last Name: SAP_Learning	Floor: -	User ID: CB9980001019	Locked: <input type="checkbox"/>	Business User Group: 	Date Format: DD.MM.YYYY (Gregorian Date)
Worker ID: A00457	Room: -	Global User ID: 	Valid From: 19.10.2020	Price Category: Advanced	Time Zone: Central Europe
Business Partner (Person ID): 9980001019					Time Format: 24 Hour Format (Example: 12:05:...
E-Mail: learner+A000457@education.cloud.sap					Language: English United States
Phone: -					

**Assigned Business Roles (2)**

<input type="checkbox"/> Business Role	Business Role ID	Price Category
<input type="checkbox"/> Administrator	BR_ADMINISTRATOR	Advanced
<input type="checkbox"/> S4C Generic Role	Z_S4C_GENERIC_ROLE	Advanced

Step 5: Open the "Assigned Business Roles" tab

Inside your user record:

Click the tab:

Assigned Business Roles

Explanation:

This tab lists all current roles assigned to your user and is the correct place to add BR\_ADMINISTRATOR\_HRINFO.

A000457 SAP\_Learning

General Assigned Business Roles (2) Application Jobs (0)

**Assigned Business Roles (2)**

<input type="checkbox"/> Business Role	Business Role ID	Price Category
<input type="checkbox"/> Administrator	BR_ADMINISTRATOR	Advanced
<input type="checkbox"/> S4C Generic Role	Z_S4C_GENERIC_ROLE	Advanced

**Application Jobs (0)**

Description	Job Template
There are no entries yet When there are, you'll see them here.	

Step 6: Click "Add"

In the Assigned Business Roles section:

Click Add

This opens the dialog:

Add Business Roles

Explanation:

This popup allows you to search for standard SAP business roles by ID or description.

Step 7: Search for the HR Administrator role

In the Add Business Roles popup:

In Business Role ID, enter:

BR\_ADMINISTRATOR\_HRINFO

Click Go

Select the role:

Administrator - HR Info

Business Role ID: BR\_ADMINISTRATOR\_HRINFO

Explanation:

This is the exact role required by the task.

It gives you the workforce / HR information administration permissions needed for the later simulation steps.

Step 8: Add the role to the user

After selecting the role:

Click OK or Apply

The role should now appear in your assigned roles list.

Explanation:

At this stage, the role is added to the user in draft mode, but it is not yet permanently stored until you save.

The screenshot shows the SAP user management interface. The top navigation bar includes 'General', 'Assigned Business Roles (2)', and 'Application Jobs (0)'. The 'General' tab is active, displaying user details for user ID A000457. The 'Assigned Business Roles (2)' section shows a table with the following data:

Business Role	Business Role ID	Price Category
<input type="checkbox"/> Administrator	BR_ADMINISTRATOR	Advanced
<input checked="" type="checkbox"/> Administrator - HR Info	BR_ADMINISTRATOR_HRINFO	Advanced
<input type="checkbox"/> S4C Generic Role	Z_S4C_GENERIC_ROLE	Advanced

Step 9: Save the business user

Back on the business user detail page:

Click Save

Explanation:

Saving is mandatory.

If you do not save, the role assignment remains incomplete and later tasks may fail because your user will not actually have the HR Administrator authorization.

Step 10: Verify the role assignment

After saving, verify that the role appears in the assigned roles list:

BR\_ADMINISTRATOR\_HRINFO

Administrator - HR Info

Explanation:

This is your proof that the task is complete.

You should see the HR role together with your other assigned roles.

Expected Result

After completing this task successfully:

your user has the HR Administrator role assigned,

the role appears in Assigned Business Roles,

the user is saved successfully,

later worker/business-user creation steps can be performed.

Why this role matters

The role BR\_ADMINISTRATOR\_HRINFO is required because the scenario involves:

worker information,

work agreement information,

user creation for workshop demonstration,

HR-related administration steps.

In SAP S/4HANA Cloud, access is always role-based, so assigning this role is an authorization prerequisite for later tasks.

## NEW QUESTION # 21

### SIMULATION

#### Business Scenario

You are working on an implementation project and need to assign yourself the Administrator business role to complete your job tasks. Follow the instructions below to assign the Administrator business role to your user.

Prerequisites Note:

In the task below, always replace ##### with the last 6 digits of your group number.

Your Task 1.

Assign the Administrator (BR\_ADMINISTRATOR) business role to your user and save.

#### Answer:

Explanation:

See Explanation below for all solution

Explanation:

## Task 1: Assign the Administrator Business Role to Your User

### Objective

The purpose of this task is to assign the standard SAP business role Administrator to your own business user so you can perform the required configuration and administration activities in SAP S/4HANA Cloud.

The required business role is:

Business Role ID: BR\_ADMINISTRATOR

Business Role Description: Administrator

For your exercise, you must always replace ##### with the last 6 digits of your group number. In your case, this was done with your own group suffix during execution.

The screenshot shows the SAP S/4HANA Cloud 'Maintain Business Roles' interface. The page title is 'Administrator' with the role ID 'BR\_ADMINISTRATOR'. The description is 'Administrator'. The draft status is 'Draft'. The draft was last changed by 'A000013 SAP\_Learning' on '30.03.2026, 19:24:28'. The interface includes a navigation bar with 'General Role Details', 'Business Catalogs (68)', 'IAM Apps (123)', 'Launchpad Spaces (5)', and 'Business Users (112)'. The 'General Data' section contains fields for 'Business Role ID' (BR\_ADMINISTRATOR), 'Business Role Description' (Administrator), 'Business Role Long Text', and 'Business Role Group'. The 'Access Categories' section has dropdowns for 'Write, Read, Value Help' (Unrestricted), 'Read, Value Help' (Unrestricted), and 'Value Help' (Unrestricted). The 'Others' section includes 'Price Category: Advanced', 'Business Role Template ID: SAP\_BR\_ADMINISTRATOR', 'Leading Business Role ID: -', and 'Is Leading Business Role: '. A large watermark 'ipassleader.com' is visible across the center of the screenshot.

### Why this task is required

In SAP S/4HANA Cloud, access to apps and functions is controlled through business roles.

Without the Administrator role, your user may not be able to:

- open administration apps,
- maintain configuration-related master data,
- assign other roles,
- proceed with later project tasks.

So this task is the first access-enablement step.

### Detailed Step-by-Step Procedure

#### Step 1: Open the app "Maintain Business Users"

From the SAP S/4HANA Cloud launchpad:

Log in to the system.

Use the search bar or app finder.

Search for:

Maintain Business Users

Open the app.

This app is used to maintain business users and assign or remove business roles.

#### Step 2: Search for your own user

Inside Maintain Business Users:

In the search/filter area, locate the field for User Name or search criteria.

Enter your own user ID.

Click Go.

For example, in your exercise you used your own SAP Learning user.

You must open your own business user because the Administrator role needs to be assigned to your personal user record.

#### Step 3: Open your user record

After the search results appear:

Click your user entry in the list.

Open the user details screen.

This takes you to the detailed maintenance page where business roles can be reviewed and assigned.

#### Step 4: Switch to Edit mode

In the business user detail screen:

Click Edit.

Without entering edit mode, the role assignment list is display-only and cannot be changed.

Step 5: Go to Assigned Business Roles

Inside your business user:

Open the tab:

Assigned Business Roles

Review the currently assigned roles.

This tab shows all business roles already assigned to your user and is the correct place to add new ones.

Step 6: Click Add

In the Assigned Business Roles section:

Click Add.

This opens the dialog:

Add Business Roles

The Add dialog is used to search and select standard SAP-delivered business roles.

Step 7: Search for the Administrator role

In the Add Business Roles popup:

In the field Business Role ID, enter:

BR\_ADMINISTRATOR

Click Go.

Select the role:

Administrator

Business Role ID: BR\_ADMINISTRATOR

This is the standard Administrator role required by the task.

You must select the exact standard role, not a custom role.

Step 8: Add the role

After selecting BR\_ADMINISTRATOR:

Click OK or Apply, depending on the popup behavior.

Confirm that the role is added to the list of assigned business roles.

At this point the role is added to your draft changes, but not yet finally saved.

Step 9: Save the user

Back in the business user detail screen:

Click Save.

This is the final and mandatory step.

If you do not save, the Administrator role remains only in draft and is not actually assigned.

Step 10: Verify the assignment

After saving:

Check the Assigned Business Roles list.

Confirm that the Administrator role appears in the list:

BR\_ADMINISTRATOR

Expected Result:

Your user now has the Administrator business role assigned successfully.

What to verify after completion

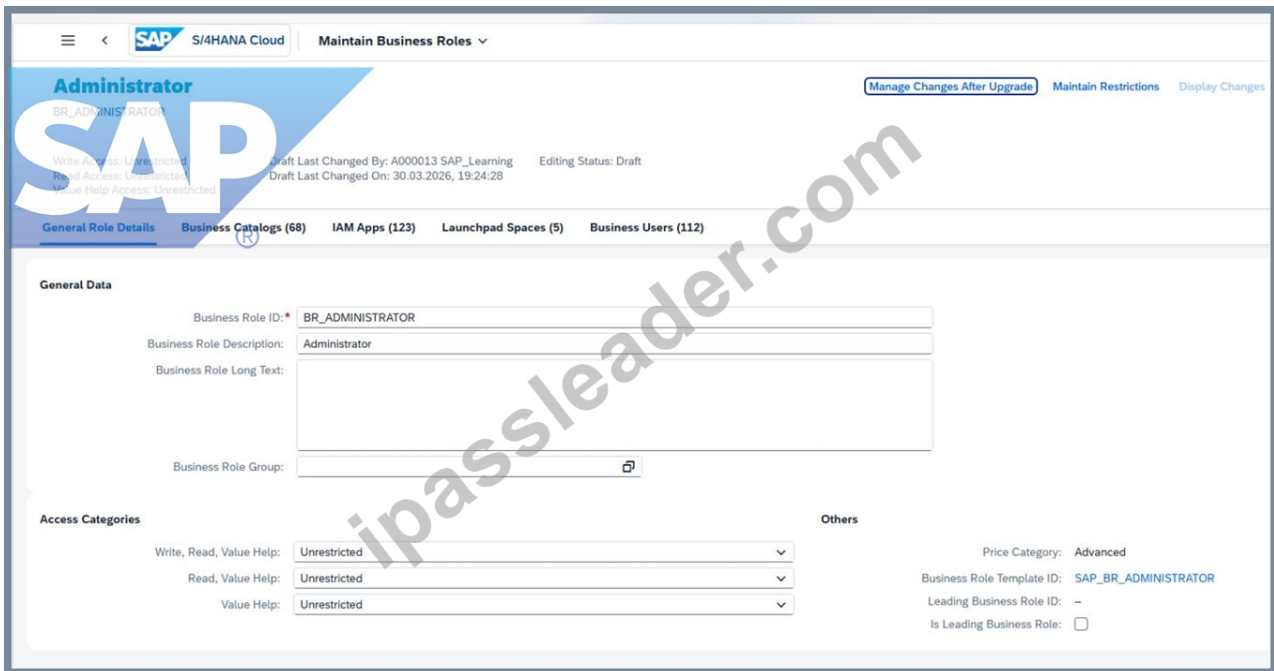
You should verify the following:

Your user record is saved successfully.

The role Administrator is visible in the assigned roles list.

No draft remains unsaved.

Later administration apps are available to your user.



**NEW QUESTION # 22**

**SIMULATION**

Set up an Integration Scenario

Business Scenario

You are responsible for setting up the Bank Integration with File Interface (1EG). During an actual implementation, you would first download the Set-up Instructions for the business process from SAP Signavio Process Navigator. In this practical exam, all the information will be provided to you, so you do not need to download the Set-up Instructions.

Prerequisites

Note:

In the task below, always replace ##### with the last 6 digits of your group number.

Note:

Make sure to use the EXACT names/values/spaces as they are listed in the task. Even forgetting a space or a number will cause the validation of the task to fail and be marked as incorrect.

Your Task

Create a Communication System with the information listed below and save.

Parameter	
System ID	1EG_SYSTEM_#####
System Name	Bank Integration with File Interface
Host Name	DUMMY
Users for Inbound Communication	Select previously created user (1EG_COMM_USER_#####)

**Answer:**

Explanation:

See Explanation below for all solution

Explanation:

Objective

The purpose of this task is to create a Communication System for the integration scenario Bank Integration with File Interface (1EG).

This communication system will later be used in the communication arrangement and will reference the communication user created in the previous task.

Business Scenario Explanation

In this scenario, you are setting up:

Bank Integration with File Interface (1EG)

In SAP S/4HANA Cloud, the technical setup typically requires:

a Communication User

a Communication System

a Communication Arrangement

In Task 13, you created the communication user.

In Task 14, you now create the communication system and link that previously created communication user for inbound communication.

The communication system represents the external or technical integration partner definition used in the scenario.

Important Notes

Always replace ##### with the last 6 digits of your group number.

Use the exact values shown in the task.

Do not change capitalization, underscores, or spacing.

The communication user assigned in this task must be the one created in the previous step:

1EG\_COMM\_USER\_#####

Required Values

Use the following values exactly as shown in the task image.

Parameter	
System ID	1EG_SYSTEM_#####
System Name	Bank Integration with File Interface
Host Name	DUMMY
Users for Inbound Communication	Select previously created user (1EG_COMM_USER_#####)

Example

If your suffix is 000013, then the values become:

System ID = 1EG\_SYSTEM\_000013

System Name = Bank Integration with File Interface

Host Name = DUMMY

Inbound Communication User = 1EG\_COMM\_USER\_000013

Step 1: Open the app "Communication Systems"

From the SAP S/4HANA Cloud launchpad:

Log in to SAP S/4HANA Cloud.

Use the search bar or app finder.

Search for:

Communication Systems

Open the app.

Explanation:

This app is used to create and maintain technical communication systems for integration scenarios.

Because the task explicitly asks to create a Communication System, this is the correct app.

Step 2: Start creating a new Communication System

Inside the Communication Systems app:

Click:

New

Explanation:

This starts the creation of a new communication system record.

Step 3: Enter the System ID

In the communication system creation screen, enter:

System ID = 1EG\_SYSTEM\_#####

Example

If your suffix is 000013, enter:

1EG\_SYSTEM\_000013

Explanation:

This is the technical ID of the communication system.

It must exactly match the task requirement.

Step 4: Enter the System Name

In the System Name field, enter exactly:

Bank Integration with File Interface

Explanation:

This is the descriptive name of the communication system and must be entered exactly as provided.

Step 5: Enter the Host Name

In the Host Name field, enter exactly:

DUMMY

Explanation:

For this simulation, the host is not a real productive endpoint.

The task explicitly requires the placeholder value DUMMY.

Step 6: Maintain the inbound communication user

Locate the section for:

Users for Inbound Communication

Then:

Click Add or select the entry field/value help

Choose the communication user created in the previous task:

1EG\_COMM\_USER\_#####

Example

If your suffix is 000013, select:

1EG\_COMM\_USER\_000013

Explanation:

This is a critical link between the communication user and the communication system.

Without assigning the previously created communication user, the communication system setup is incomplete.

Step 7: Verify the inbound user assignment

After adding the inbound communication user, confirm that the selected user is:

1EG\_COMM\_USER\_#####

Explanation:

This confirms that the system will use the correct technical user for inbound communication in the later communication arrangement.

Step 8: Review all entered values

Before saving, check the following:

System ID = 1EG\_SYSTEM\_#####

System Name = Bank Integration with File Interface

Host Name = DUMMY

Users for Inbound Communication = 1EG\_COMM\_USER\_#####

Explanation:

This review helps avoid validation issues caused by incorrect naming, missing underscores, or selecting the wrong communication user.

Step 9: Save the Communication System

Click:

Save

Explanation:

This finalizes the creation of the communication system.

Without saving, the communication system will not exist for the next task.

Step 10: Verify the saved Communication System

After saving, confirm that the communication system exists and displays the correct values:

1EG\_SYSTEM\_#####

Bank Integration with File Interface

Host = DUMMY

inbound user = 1EG\_COMM\_USER\_#####

Explanation:

This confirms the system is successfully created and ready for the communication arrangement setup in the next step.

Expected Result

After this task is completed successfully:

the communication system exists,

the system ID matches the required naming pattern,

the system name is correct,

the host name is DUMMY,

the previously created communication user is assigned for inbound communication, the system is saved successfully.

### NEW QUESTION # 23

#### SIMULATION

**Business Scenario** You are working on an implementation project and need to create a test user in the system for demonstrating the professional services business processes to project managers during your upcoming Fit-to-Standard workshop. Follow the instructions below to create a new test user with a basic import of worker and work agreement data.

Note: In the task below, always replace ##### with the last 6 digits of your group number.

Note:

Make sure to use the EXACT names/values/spaces as they are listed in the task.

Even forgetting a space or a number will cause the validation of the task to fail and be marked as incorrect.

Task:

Create a new business user with the following information by importing the new user's data:

Field	Value
Worker ID	1#####
User Name	PM#####
Worker Type	BUP003
First Name	Project
Last Name	Manager #####
Email	PM#####@dummy.sap.com
Language	EN
Company Code	1010
Cost Center	10101501

Field	Value
Start Date	Today's Date (YYYYMMDD)
End Date	December 31, 9999 (YYYYMMDD)

Import Name: Project Manager Test User #####

#### Answer:

Explanation:

See Explanation below for all solution

Explanation:

Objective

The purpose of this task is to create a test user in SAP S/4HANA Cloud for demonstrating professional services business processes to project managers during a Fit-to-Standard workshop.

This task is completed by importing:

worker data

work agreement data

The import must use the exact values provided in the task.

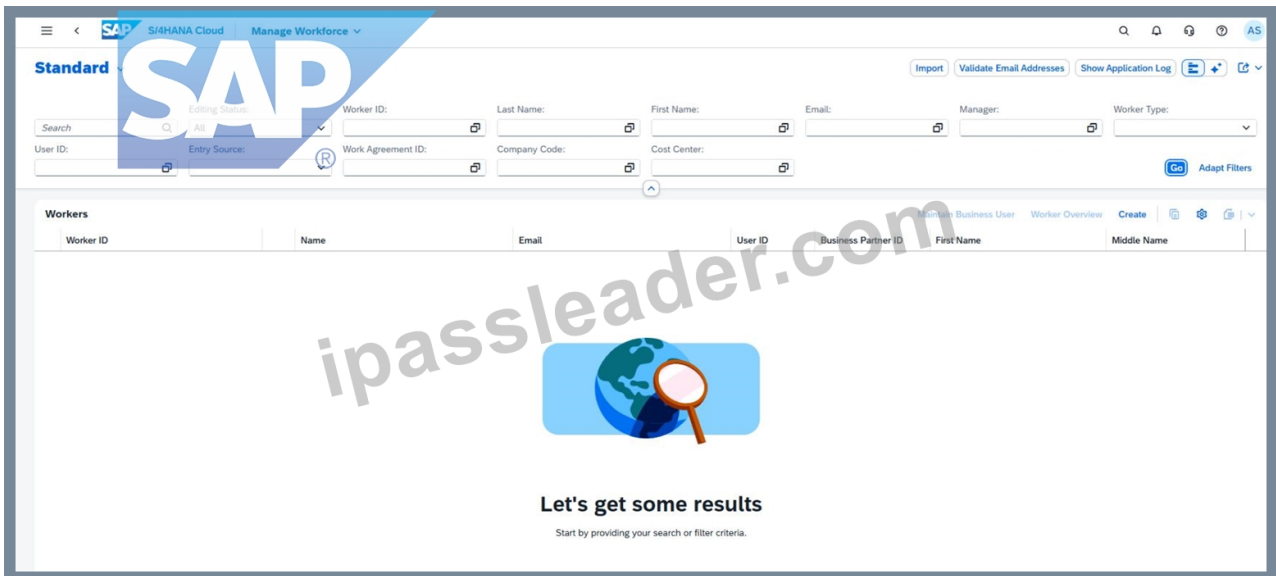
**Business Scenario Explanation**

In this scenario, you need a test user that represents a Project Manager.

This user is needed so that project-management-related professional services processes can later be demonstrated in the system.

Instead of creating every record manually, SAP asks you to use the import process.

This is faster and also ensures the worker and agreement data are loaded in the correct structure.



### Important Notes

Always replace ##### with the last 6 digits of your group number.

Use the values exactly as provided.

Do not change spaces, punctuation, or capitalization unless the task explicitly tells you to.

A wrong value, extra space, or missing number can cause task validation failure.



If your suffix is 000013, then the values become:

Worker ID = 1000013

User Name = PM000013

First Name = Project

Last Name = Manager 000013

Email = PM000013@dummy.sap.com

Step 1: Open the app used for importing users/workers

From the SAP S/4HANA Cloud launchpad:

Log in to the system.

Open the relevant import app used in your simulation for importing worker and work agreement data.

Start creation of a new import.

Explanation:

This task is not done by manual user creation only.

The scenario specifically says to create the new business user by importing the new user's data.

The import will load the basic worker and work agreement records that are required before the business user is fully usable.

Step 2: Enter the import name

When creating the import:

In the field Import Name, enter:

Project Manager Test User #####

Replace ##### with your own 6-digit group suffix.

Example

For suffix 000013, enter:

Project Manager Test User 000013

Explanation:

The import name identifies your import package and should be entered exactly as required by the task.

Step 3: Prepare the worker data

In the worker import structure, enter these values:

Worker ID = 1#####

User Name = PM#####

Worker Type = BUP003

First Name = Project

Last Name = Manager #####

Email = PM#####@dummy.sap.com

Language = EN

Company Code = 1010

Cost Center = 10101501

Example for 000013

Worker ID = 1000013

User Name = PM000013

Last Name = Manager 000013

Email = PM000013@dummy.sap.com

Explanation:

These values define the person as a project manager test worker and connect the worker to:

the company code,

the cost center,

the default language,

and the worker type required by the scenario.

Step 4: Prepare the work agreement data

In the work agreement import structure, enter:

Start Date = today's date in YYYYMMDD format

End Date = 99991231

Example

If today's date is March 30, 2026:

Start Date = 20260330

End Date = 99991231

Explanation:

The end date 99991231 is used to indicate an open-ended validity.

This is common in SAP for a record that should remain valid indefinitely.

Step 5: Upload or enter the import data

Depending on the app behavior in your exercise:

Upload the prepared import file or

Enter the values into the import structure manually if the system provides inline entry.

Explanation:

The business scenario says the business user must be created by importing worker and work agreement data.

This means the relevant master data must be loaded into the system first before the user is fully available.

Step 6: Start the import

After all values are entered:

Validate the data if the system provides a validation option.

Start the import.

Explanation:

Validation checks whether:

required fields are filled,

date formats are correct,

codes like BUP003, 1010, and 10101501 are valid,

and the import structure is complete.

Step 7: Wait for the import to complete

Monitor the import process.

Wait until the import shows success or completed status.

Explanation:

Only after the import is complete will the worker and work agreement records exist in the system and be usable for further user setup and role assignment.

Step 8: Verify the imported worker/business user

After the import finishes:

Open the relevant business user / worker maintenance app.

Search using:

Worker ID

or User Name

Confirm that the imported user exists.

Explanation:

This step ensures the imported data was actually created and is available for later process demonstrations.

Expected Result

After the import is completed successfully:

a new test worker/user exists in the system,

the worker has the required professional-services identity,

the work agreement is valid,

the user can be used in later project manager demonstrations.

**Import Worker and Work Agreement Data (Basic Import)**

Delimiter

Comma (,)  Semicolon (;)

Worker and Work Agreement Data\*

Import Name\*

See more details in the Application Log

Download Templates Import Close

## NEW QUESTION # 24

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