Mass Changes workbook fields

Applies to userXpress 2.0.0.0

Account fields, empty-cell behavior, client-specific choices and complete role and parameter lists for workbook updates.

Start with the workbook created by **Users → Change → Mass → Mass Changes → Export Selected Users**. It includes the account identities and the properties you selected for export. Follow Update accounts from a workbook to import, review and apply it.

Account identity and worksheet layout

The **MassUserExport** worksheet requires these headings:

- `System`: the connection's system description.
- `SID`: the three-character SAP system ID.
- `Client`: the SAP client. Retain its three-digit form, such as `100` or `010`.
- `User_ID`: the existing SAP user ID to update.

Keep all four values on every account row. Retain the exported identities when changing account properties. A user ID in two different clients represents two separate accounts.

Remove unwanted account rows from the workbook, including their related **Roles** and **Parameters** rows. Hidden spreadsheet rows are imported too. A partially filled row with an empty `System` ends account processing at that point, so remove the entire row instead of clearing only its identity cells.

Column names determine which properties can be updated. Removing an optional column leaves that field out of the import. Preserve the required identity headings and the names **MassUserExport**, **Roles** and **Parameters**.

Empty cells

For a selected property category, a blank text cell normally clears that account field. To keep a value, leave its existing value in the workbook or exclude its category during import.

There are three exceptions on **MassUserExport**:

- Blank `Valid_From` or `Valid_To` retains the account's existing date.
- Blank `Security_Policy` retains the assigned policy.
- Blank `License` retains the license classification.

Roles and parameters use complete lists. An enabled related worksheet with no rows for an account requests an empty list for that account. See the worksheet sections below before deleting related rows.

Names, email and address information

First & Last Name includes `First_Name` and `Last_Name`. **Email** includes `Email`. **Alias** includes `Alias`.

Address Information includes:

- `Birth_Name`: name at birth.
- `Middle_Name`: middle name or initials.
- `Title`: the person's title, chosen from the supplied list or entered as its SAP key.
- `Department`: organizational department.
- `Function`: job or function.
- `Building`, `Floor` and `Room`: workplace location.
- `Telephone_Land`: the person's telephone number.

A title list entry can include its key in brackets after the description. Retain the complete chosen entry or use the key itself. The available titles depend on the target SAP client.

Groups, account ID and cost center

- **User Group** exports `User_Group`, the group used for authorization checks on the account's logon data. Use its client-specific list. For general group memberships, use Usergroup Management.
- **Account ID** exports `Account_ID`, the SAP accounting number.
- **Cost Center** exports `Cost_Center`, the account's cost-center default.

Validity dates

Validity Dates exports `Valid_From` and `Valid_To`. The corresponding import checkbox is **Validy Dates**.

Enter dates as day/month/year, for example `31/12/2027`. The export uses text cells for these dates. Preserve that format when editing so the written date remains unambiguous. Blank account-date cells retain the SAP values.

Security information

Security Information includes:

- `Reference_User`: a reference user available in the target client. An empty cell removes the reference-user assignment.
- `Security_Policy`: a policy available in the target client. An empty cell retains the existing policy.

Use the supplied lists for client-specific choices. The importer validates them again against SAP during **Review Changes**. See Reference users and security policies for their purpose.

SNC information

SNC Information includes:

- `SNC_Name`: the account's SNC identity.
- `SNC_Gui_Flag`: the user-specific **Unsecure communication permitted** indicator. Enter `X` to set it or leave it blank to clear it.

SAP's system-level SNC configuration determines whether the user-specific indicator permits a connection without SNC. See SAP's SNC field explanation. Follow Assign SNC names when you want to construct names from account details instead of editing them individually.

License

License exports `License`, the SAP license classification code. Keep this column as text to preserve leading zeros in codes such as `01`.

Choose a client-specific list entry or enter its code. List entries can include a description followed by a bracketed code. During review, userXpress resolves that code and validates it against the target client's active license types. A blank cell preserves the existing classification.

Roles worksheet

Select **Roles** during export to include the **Roles** worksheet. Its headings are:

`System`, `SID`, `Client`, `User_ID`, `Role`, `Valid_From`, `Valid_To`.

Each row describes one direct role assignment for an account on **MassUserExport**. The export includes direct assignments, including directly assigned composite roles. Assignments inherited through composite roles or organizational management are excluded from this editable list.

When **Roles** is selected during import, the rows for each account replace its direct assignment list:

- Keep a row to retain the assignment.
- Add a row with the same account identity to assign another role.
- Change its dates to change the assignment's validity.
- Remove a row to withdraw that assignment.
- Remove all of the account's role rows to request an empty direct-role list.

Use `Role` for the role name and day/month/year for the dates. Enter the start date for a new assignment. A blank role end date uses `31/12/9999`. Keep the start date on or before the end date. Duplicate rows for the same account, role and validity interval are rejected.

For example, if an account has roles `Z_DISPLAY` and `Z_CHANGE`, retain both rows and add `Z_REPORT` to request all three. Keeping only the new `Z_REPORT` row requests replacement of the previous direct-role list with `Z_REPORT`.

An account must also have a row on **MassUserExport**. A role row whose account is absent from that sheet is reported in **Messages**.

Parameters worksheet

Select **Parameters** during export to include the **Parameters** worksheet. Its headings are:

`System`, `SID`, `Client`, `User_ID`, `Parameter_ID`, `Parameter_Value`.

Each row defines a parameter for an account on **MassUserExport**. When **Parameters** is selected during import, these rows replace that account's parameter list.

Keep every parameter that should remain. Add a row to assign a parameter, edit `Parameter_Value` to change its value, or remove the row to remove the parameter. An account with no parameter rows receives an empty list.

For example, to change `BUK` while retaining `WRK`, edit the `BUK` value and keep the `WRK` row. A blank `Parameter_Value` supplies an empty value for that parameter. Remove its row when you intend to remove the parameter itself. Duplicate parameter IDs for one account are rejected.

See Manage parameter IDs for their purpose and the alternatives to full-list replacement.

Client-specific drop-down lists

The workbook stores available choices on **AllowedValues** and uses them in the corresponding cells on **MassUserExport**. Supported lists cover titles, user groups, reference users, security policies, SNC flags and license types.

Choose values for the account's target client. If a required value was added in SAP after export, export again to obtain the updated list. The importer uses SAP's values during review, so a stale workbook list does not make an obsolete choice valid.