User table columns: account details

Applies to userXpress 2.0.0.0

Understand account, logon and address fields in the Global User Table and find their corresponding SAP fields.

Use the account-detail columns to find users by name, group, client or department, and compare their settings across SAP clients. For example, filter **Group** to find the accounts your team administers, then show **Valid To** to see their account end dates.

The table displays loaded account information. Use the user commands to change it, or select an account and choose **Users** → **SU01** to open SAP user maintenance.

For creation dates, logon activity, locks, CUA and licensing, see Activity and status columns.

Choose which columns to show

1. Right-click a cell in the Global User Table and choose **Show Column Chooser**. The **Available Columns** window opens.
2. Drag a field from that window to the heading row to show it.
3. To hide a column, drag its heading into **Available Columns**.
4. Drag headings along the heading row to put them in the order you need.

To keep the arrangement for later sessions, select **Settings** → **Workspace** → **Global User Table** → **Save layout on exit** and choose **Apply** or **OK**. The **Type** column is always shown when the table opens.

Use the filter row to narrow the displayed accounts. Save a frequently used set of conditions under My Queries.

Account and client

System Description

The description of the SAP Logon connection from which the account was loaded. Use it with **Client** and **User** to distinguish accounts across systems.

The description comes from the SAP Logon entry. It is connection information rather than a field in the SAP user record.

Logical Name

The connection identifier generated by userXpress from the SAP system ID and client. For example, `DEMCLNT100` identifies system `DEM`, client `100`.

This identifier helps you recognize which connection supplies a row. It is generated locally and has no SAP user field to maintain.

Client

The SAP client containing the account. `DEMO_USER` in client `100` and `DEMO_USER` in client `200` are separate accounts.

When opening SAP GUI manually, enter this number in the logon screen's **Client** field. See SAP's logon instructions.

User

The SAP user ID. Use it to select the account for a change or enter it in the **User** field on the initial **SU01** screen.

Client Type

The client's purpose recorded in SAP. The values are **Production**, **Test**, **Customizing**, **Demo**, **Training/Education** and **SAP reference**. A blank means no recognized client classification was loaded.

Use this column to distinguish production accounts from accounts in other environments. The classification belongs to the whole client. It is maintained in **SCC4** → **Client Role**, as described in SAP's client-role reference.

Logon and authorization settings

Type

The SAP user type determines how an account can be used:

- **Dialog (A)**: An individual user's interactive SAP logon.
- **System (B)**: Background processing and system communication without an interactive SAP GUI logon.
- **Communications Data (C)**: Communication between systems without an interactive SAP GUI logon.
- **Service (S)**: Interactive access shared by a group of users, such as an anonymous service account.
- **Reference (L)**: An account whose authorizations supplement another user's authorizations. A reference user cannot log on.

To display the type names beside their icons, select **Settings** → **Workspace** → **Show text with icons**, save and restart userXpress.

In SAP, view or change **SU01 → Logon Data → User Type**. SAP's user-maintenance guide explains these types.

Alias

An alternative name assigned to the SAP user. Search this column when someone gives you their alias instead of their user ID. A blank means no alias was loaded.

View or change **SU01 → Logon Data → Alias**. Applications that support aliases can use this name for logon. See SAP's logon-data reference, or assign an alias in userXpress.

Reference ID

The reference user assigned to the account for additional authorizations. Filter this column to find accounts that share the same reference user. A blank means no reference-user assignment was loaded.

In **SU01 → Roles**, use **Reference User for Additional Authorizations** to view or maintain the assignment. See SAP's Roles tab reference. In userXpress, follow Assign a reference user.

Group

The user group used for SAP authorization checks on user administration. Use it to find accounts within an administration group's scope. A blank means no group was loaded for that account.

View or maintain **SU01 → Logon Data → User Group for Authorization Check**. The separate **Groups** tab contains groups for mass maintenance, which are not the value shown here. SAP user-group reference.

Use Usergroup Management to assign this group to selected accounts in userXpress.

Valid From and Valid To

The beginning and end of the account's validity period. Use these dates to find accounts prepared for a future start or approaching their end date.

On a newly loaded row, a blank **Valid From** means SAP supplied no starting date. A blank **Valid To** means it supplied no ending date.

View or maintain the dates in **SU01 → Logon Data → Valid from / Valid to**. Some SAP versions label the ending field **Valid through**. These dates belong to the account. Role assignments have their own validity dates. See SAP's validity-field reference.

Security Policy

The security policy assigned to the account for its logon and password rules. Use it to find accounts that share a policy or need a different one.

In **SU01** → **Logon Data** → **Security Policy**, view or change the assignment. With no assigned policy, SAP uses its standard logon and password policy. See SAP's security-policy instructions.

A blank cell also occurs when the connected SAP system does not supply this field. To assign a policy in userXpress, follow Assign a security policy.

SNC Name

The account's Secure Network Communications identity. Use it to find the SAP account associated with an SNC identity or compare mappings across clients. A blank means no SNC name was loaded.

View or change **SU01** → **SNC** → **SNC name**. The value is case-sensitive. See SAP's SNC mapping instructions, or Assign SNC names in userXpress.

Names and address details

Use these columns to find a person or a group of colleagues when their SAP user IDs are unfamiliar.

For users with a classic address, the corresponding fields are maintained on **SU01** → **Address**. For SAP business users, some fields are supplied by Business Partner or HR data and are read-only in SU01. SAP's Address tab reference describes this distinction.

First Name and Last Name

The person's name returned by SAP. A blank means no value was loaded for that part of the name.

In **SU01** → **Address** → **Person**, the fields are **First name** and **Last name**.

Email Address

An email address from the account's SAP address data. Use it to locate an account by email address. Where SAP holds several addresses, this column shows one address.

In **SU01** → **Address** → **Communication**, use **E-Mail Address** to view or maintain the address. In userXpress, follow Assign email addresses.

A blank can mean no address was retrieved or that address data was omitted during connection loading. Select the account and choose **Users** → **Refresh** to retrieve its address details.

Company Name

The company entry assigned to the account. Filter it to find accounts assigned to the same company.

In **SU01** → **Address** → **Company**, view the assignment or choose **Assign Other Company Address** to replace it. Company address records themselves are maintained in **SUCOMP**. See SAP's company-address instructions.

A blank means no company value was loaded. The initial connection load leaves **Company Name**, **Email Address** and work-center details empty for technical identities and business-user identities. For an account with an address assignment, **Users** → **Refresh** retrieves its company entry.

Department, Function and Building

- **Department**: The department recorded in the user's work-center address. Use it to find a team.
- **Function**: The person's job function recorded in that address. Use it to distinguish responsibilities within a department.
- **Building**: The building code recorded in that address. Use it to find users at the same workplace location.

In **SU01** → **Address** → **Work Center**, the fields are **Department**, **Function** and **Building code**. The SAP user-maintenance illustration shows these fields alongside the name and communication fields.

Work-center details are omitted from the initial connection load by default. To retrieve them, select the accounts and choose **Users** → **Refresh**. A blank after loading means no value was retrieved for that field.

Technical User

Use this column to distinguish technical SAP identities from accounts with personal address data.

- **Checked**: A technical SAP identity without a physical address.
- **Unchecked**: userXpress did not identify the account as a technical identity. Classic users and business users appear unchecked. This also applies when SAP supplies no identity classification.
- **Blank value**: Classification has not been loaded for that row. Reconnect the client to load it.

This is separate from **Type**: a technical identity can have a Dialog, System or other logon type. In SAP releases with identity types, **SU01** shows the identity description beside **User**. See SAP's identity address types. The column reports that identity classification rather than an editable checkbox in SAP.

Retrieve updated details

Select accounts and choose **Users** → **Refresh** to retrieve their logon and address details after a change in SAP. Refresh also reads email and work-center information omitted from the initial load.

To reload the complete account list, including **Client Type** and **Technical User**, disconnect and reconnect the client. Use this reload after removing a validity date or an entire work-center address in SAP, because a selected-user refresh can retain the previously displayed value when that SAP value is empty.

For a reported refresh failure, follow Troubleshooting.