



# **SAP ID CREATION/CHANGE**

## **Standard Operating Procedures**

J. Rauj <sup>PT</sup> <sub>CD</sub>

### Reviewer

J. Rawis PT  
(1)

Approver

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# 1. SOP : SAP ID CREATION REQUEST

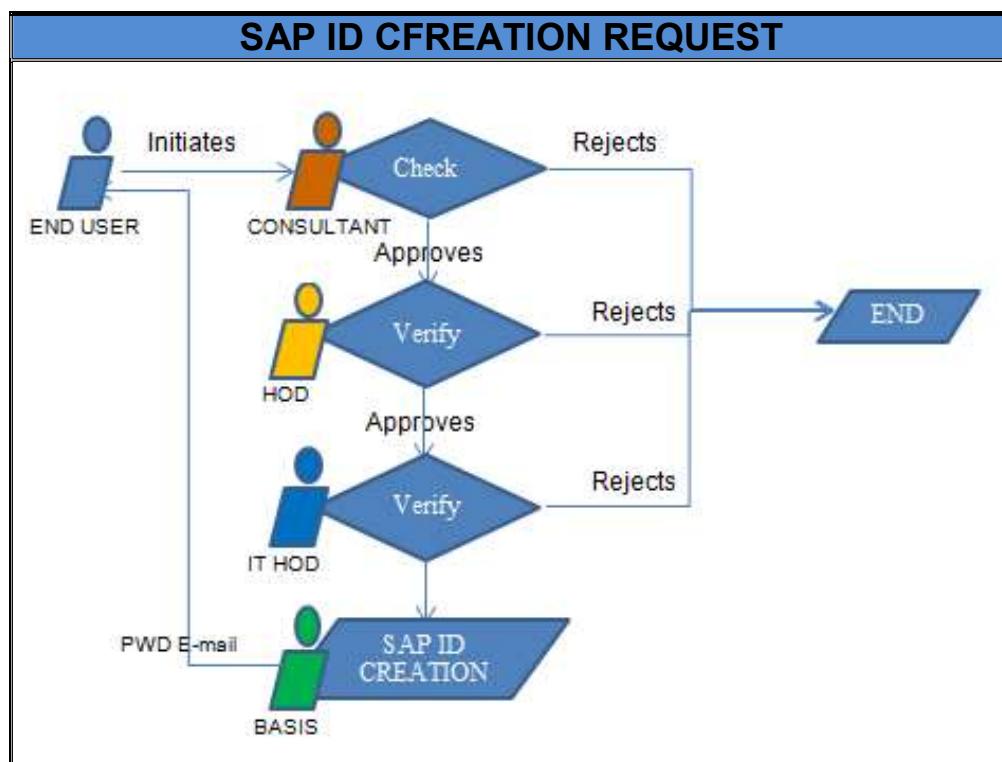
## 1.1 Purpose

The purpose of this SOP is to guide the new SAP USER to raise for his SAP access.

## 1.2 Scope

The scope of this SOP is raise new SAP ID Creation request for SAP ECC – PDR.

## 1.3 Workflow Details



## 1.4 Roles

Role	Responsibilities
END USER	<ul style="list-style-type: none"> <li>Need to login to <a href="http://mhcp.php.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login">http://mhcp.php.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login</a>.</li> <li>Fill in "SAP ID Creation" request with all the details with the help of Consultant.</li> </ul>
CONSULTANT	<ul style="list-style-type: none"> <li>Evaluates the request for appropriate role(s).</li> <li>Evaluates for the trainings completed.</li> </ul>
HOD	<ul style="list-style-type: none"> <li>Evaluates the request for appropriate role(s).</li> </ul>
IT HOD	<ul style="list-style-type: none"> <li>Evaluates the request against available license.</li> </ul>
BASIS	<ul style="list-style-type: none"> <li>Creates SAP ID in PDR.</li> <li>Send the password in separate email.</li> </ul>



## 1.5 Activities

**Step-1:** New SAP user will fill the form details and request for the consultant approval.

SAP USER ID CREATION

<b>USER DETAILS</b>			
Employer Name	Administrator		
Designation	Administrator		
* Department	<input type="text"/>		
Mobile/Extn	<input type="text"/>		
Language	EN-English		
Employee Id	<input type="text"/>		
Email Id	kamakshi@myhomeconstructions.com		
* Location	<input type="text"/> 0-Select Plant		
* Reporting To	<input type="text"/>		
<b>SAP DETAILS</b>			
Client#	300	System Id	PDR
Printer	LOCL	* Module	<input type="text"/>
<b>REQUIRED AUTHORIZATIONS</b>			
* Specify Roles	<input type="text"/>		
* Company Code	<input type="text"/> 2000	* Plant	<input type="text"/> 0-Select Plant
<input type="button" value="Submit"/>			

**Step-2:** Respective consultant will approve the task, assign the required TCODES and request for the HOD approval.

<b>USER DETAILS</b>			
Employer Name	Administrator		
Designation	Administrator		
Department	PM/QM		
Mobile/Extn	08790471442		
Language	EN-English		
Employee Id	mhc498		
Email Id	kamakshi@myhomeconstructions.com		
Location	2000-My Home Constructions Pvt. Ltd		
Reporting To	G Srinivas Reddy		
<b>SAP DETAILS</b>			
Client#	300	System Id	PDR
Printer	LOCL	Module	PS
<b>REQUIRED AUTHORIZATIONS</b>			
Specify Roles	<input type="text"/> test		
Company Code	2000-MyHome Constructions P Lt	Plant	2000-My Home Constructions Pvt. Ltd
<b>New</b>			
Transaction Code	<input type="text"/> test	Description	<input type="text"/> test
Authorization	<input type="text"/> test	Tested by Functional	<input type="text"/> YES
<input type="button" value="Delete"/>			
User trained and well versed in SAP application usage <input checked="" type="checkbox"/>			
If the authorization/role is temporary, Please specify the end date <input type="text"/> 13-06-2017			
<input type="button" value="Approve"/> <input type="button" value="Reject"/>			

**Step-3:** Respective HOD will approve the task and submit for the SAP/IT HOD approval.



# My Home Constructions Private Limited

USER DETAILS

Employer Name	Administrator	Date	06-06-2017
Designation	Administrator	Employee Id	mhc498
Department	PM/QM	Email Id	kamakshi@myhomeconstructions.com
Mobile/Extn	08790471442	Location	2000-My Home Constructions Pvt. Ltd
Language	EN-English	Reporting To	G Srinivas Reddy

SAP DETAILS

Client#	300	System Id	PDR
Printer	LOCL	Module	PS

REQUIRED AUTHORIZATIONS

Specify Roles	test	New		
Company Code	2000-MyHome Constructions P Lt	Plant	2000-My Home Constructions Pvt. Ltd	
1	test	Description	Authorization	Tested by Functional
		test	test	YES
<input checked="" type="checkbox"/> User trained and well versed in SAP application usage				
If the authorization/role is temporary, Please specify the end date 13-06-2017				
<input type="button" value="Approve"/> <input type="button" value="Reject"/>				

**Step-4:** SAP/IT HOD will approve the task and submit the form to BASIS for the SAP ID creation and authorizations.

USER DETAILS

Employer Name	Administrator	Date	06-06-2017
Designation	Administrator	Employee Id	mhc498
Department	PM/QM	Email Id	kamakshi@myhomeconstructions.com
Mobile/Extn	08790471442	Location	2000-My Home Constructions Pvt. Ltd
Language	EN-English	Reporting To	G Srinivas Reddy

SAP DETAILS

Client#	300	System Id	PDR
Printer	LOCL	Module	PS

REQUIRED AUTHORIZATIONS

Specify Roles	test	New		
Company Code	2000-MyHome Constructions P Lt	Plant	2000-My Home Constructions Pvt. Ltd	
1	test	Description	Authorization	Tested by Functional
		test	test	YES
<input checked="" type="checkbox"/> User trained and well versed in SAP application usage				
If the authorization/role is temporary, Please specify the end date 13-06-2017				
<input type="button" value="Approve"/> <input type="button" value="Reject"/>				

**Step-5:** BASIS team will create the SAP ID and assign the required authorizations, mail the details to the respective user with credentials.

USER DETAILS

Employer Name	Administrator	Date	06-06-2017
Designation	Administrator	Employee Id	mhc498
Department	PM/QM	Email Id	kamakshi@myhomeconstructions.com
Mobile/Extn	08790471442	Location	2000-My Home Constructions Pvt. Ltd
Language	EN-English	Reporting To	G Srinivas Reddy

SAP DETAILS

Client#	300	System Id	PDR
Printer	LOCL	Module	PS

REQUIRED AUTHORIZATIONS

Specify Roles	test	New		
Company Code	2000-MyHome Constructions P Lt	Plant	2000-My Home Constructions Pvt. Ltd	
1	test	Description	Authorization	Tested by Functional
		test	test	YES
<input checked="" type="checkbox"/> User trained and well versed in SAP application usage				
If the authorization/role is temporary, Please specify the end date 13-06-2017				
<input type="password" value="* SAP Password"/> <input type="button" value="Submit"/>				

## 2. SOP : New TCODE/Authorization

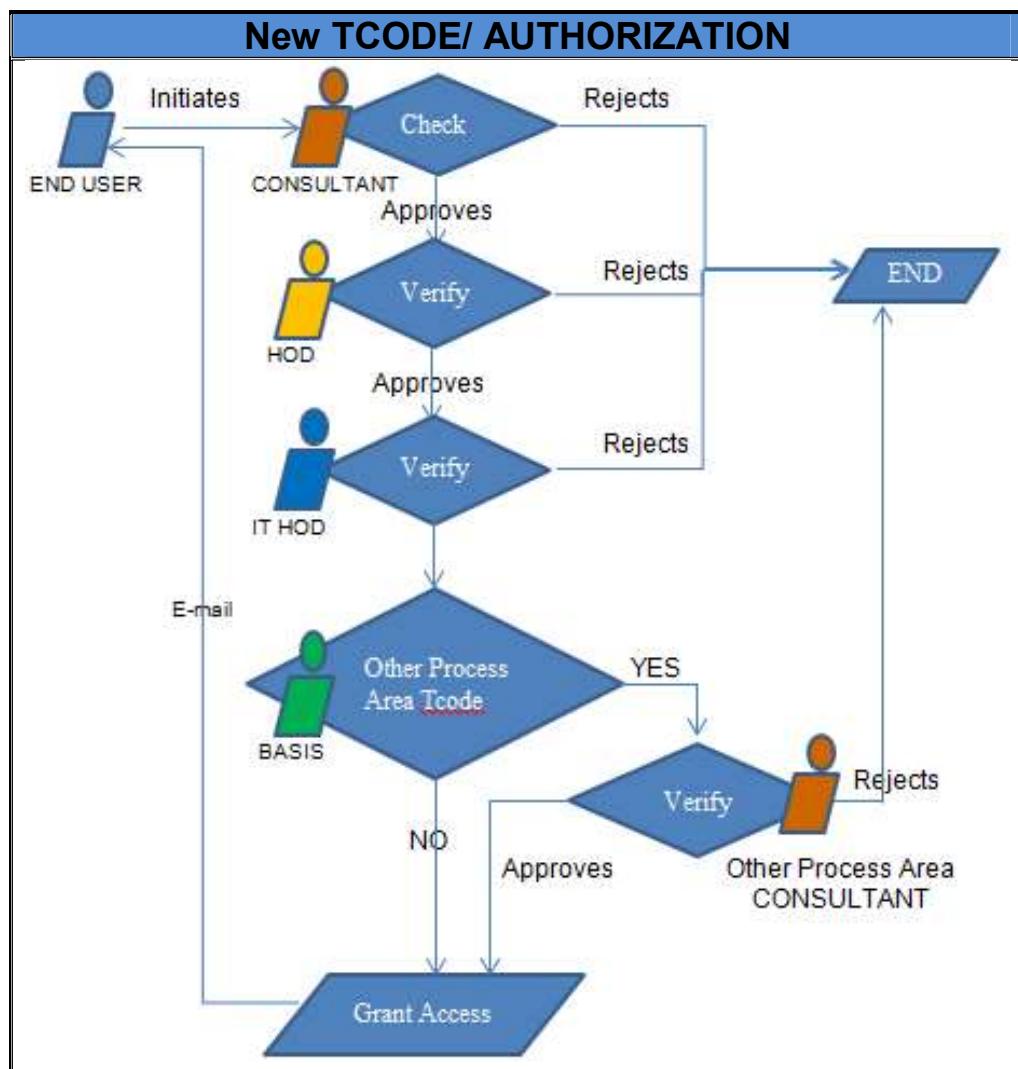
### 2.1 Purpose

The purpose of this SOP is to guide the SAP USER to raise request for any additional authorization/tcode.

### 2.2 Scope

The scope of this SOP is obtain additional Tcode/ Authorization access in SAP ECC – PDR

### 2.3 Workflow Details



### 2.4 Roles

Role	Responsibilities
END USER	<ul style="list-style-type: none"> <li>Need to login to <a href="http://mhcp.php.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login">http://mhcp.php.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login</a></li> <li>Fill in "New Tcode/Authorization" request with all the details with the help of Consultant.</li> </ul>



Role	Responsibilities
CONSULTANT	<ul style="list-style-type: none"><li>Evaluates the request for tocde/authorization(s).</li><li>Evaluates for the trainings completed.</li></ul>
HOD	<ul style="list-style-type: none"><li>Evaluates the request for tocde/authorization(s).</li></ul>
IT HOD	<ul style="list-style-type: none"><li>Evaluates the request against tocde/authorization(s).</li></ul>
BASIS	<ul style="list-style-type: none"><li>Verify for tocde/Authorization against process area. Route for additional approval if required.</li><li>Provide Authorization if the tocde and process area matches.</li></ul>
Other Consultant	<ul style="list-style-type: none"><li>Evaluate for tocde/Authorization against process area</li></ul>

## 2.5 Activities

**Step-1:** End user will fill the form details and request for the consultant approval.

**NEW TRANSACTION CODE FORM**

Date 07-06-2017

Employee Name Administrator

Designation Administrator

E-Mail ID kamakshi@myhomeconstructions.com

Department

SAP User ID

NEW TCODE(S)

Reason

**Step-2:** Respective consultant will approve the task and request for the HOD approval.



**NEW TRANSACTION CODE FORM**

Date

Employee Name

Designation

E-Mail ID

\* Department

SAP User ID

NEW TCODE(S)

Reason

\* Required Field

**Step-3:** Respective HOD will approve the task and submit for the SAP/IT HOD approval.

**NEW TRANSACTION CODE FORM**

Date

Employee Name

Designation

E-Mail ID

\* Department

SAP User ID

NEW TCODE(S)

Reason

\* Required Field

**Step-4:** SAP/IT HOD will approve the task and submit the form to BASIS.



**NEW TRANSACTION CODE FORM**

Date	07-06-2017	<input type="button" value="X"/>	<input type="button" value=""/>
Employee Name	Administrator		
Designation	Administrator		
E-Mail ID	kamakshi@myhomeconstructions.com		
* Department	<input type="button" value="Accounts"/>		
SAP User ID	MHC498		
NEW TCODE(S)	FB60		
Reason	FB60		
<input type="button" value="Approve"/> <input type="button" value="Reject"/>			
* Required Field			

**Step-5:** BASIS team will check for any another consultant's approval if necessary, otherwise, add the new SAP TCODE and mail the details to the respective user.

**NEW TRANSACTION CODE FORM**

Date	07-06-2017	<input type="button" value="X"/>	<input type="button" value=""/>
Employee Name	Administrator		
Designation	Administrator		
E-Mail ID	kamakshi@myhomeconstructions.com		
Department	Accounts		
SAP User ID	MHC498		
NEW TCODE(S)	FB60		
Reason	FB60		
* Get Approval From Other Departments	<input type="button" value="YES"/>		
* Other Department	<input type="button" value="Accounts"/>		
<input type="button" value="Submit"/>			
* Required Field			



### 3. SOP : SAP ID UNLOCK/ PASSWORD RESET

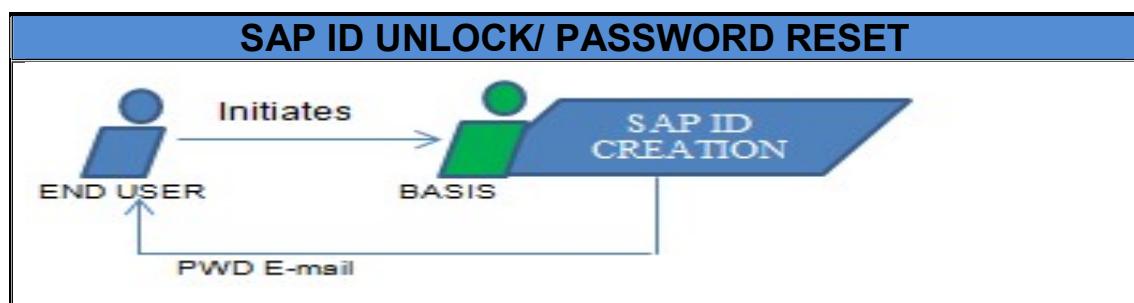
#### 3.1 Purpose

The purpose of this SOP is to guide the SAP USER to raise request to UNLOCK SAP ID or to reset the Password.

#### 3.2 Scope

The scope of this SOP is UNLOCK/RESET PASSWORD in SAP ECC – PDR

#### 3.3 Workflow Details



#### 3.4 Roles

Role	Responsibilities
END USER	<ul style="list-style-type: none"><li>Need to login to <a href="http://mhcp.php.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login">http://mhcp.php.myhomeconstructions.com:8081/sysworkflow/en/neoclassic/login/login</a></li><li>Fill in "UNLOCK/PASSWORD RESET" request.</li></ul>
BASIS	<ul style="list-style-type: none"><li>Evaluates the request and take action.</li><li>Send the password in separate email/ update the status.</li></ul>

#### 3.5 Activities

**Step-1:** User will fill the form details and submit to the basis team.



◀ ▶ Next Step

Date 06-06-2017

Name Administrator

E-Mail kamakshi@myhomeconstructions.com

\* SAP User

\* System  Development  
 Quality  
 Production

\* Client

\* Required Field

## Step-2:

BASIS team will unlock the user or reset the password and intimate through mail.

◀ ▶ Next Step

User Unlock

New Password