

COPYING USERS©

Par Mickael QUESNOT

- Si votre entreprise a besoin d'expertise SD, MM, WM, PS, Retail, HR... pour renforcer son centre de compétences,
- Si elle veut libérer son centre de compétences des réponses aux questions sur l'utilisation de SAP pour qu'il se concentre sur la maintenance évolutive,
- Si elle veut EXTERNALISER son centre de compétences,
- Si elle veut une Tierce Maintenance Applicative (TMA),
- Si elle veut former ses utilisateurs, ...
- SHARESAP peut répondre à l'ensemble de vos besoins avec le meilleur rapport qualité/prix du marché.
- SHARESAP dispose en outre de plusieurs plateaux de TMA dont un sur la NORMANDIE. SHARESAP a toutes les compétences pour vous satisfaire.
- Vous pouvez me contacter via la rubrique Contact ou sur mon adresse courriel quesnot@sharesap.com.

MES RÉFÉRENCES SAP : APTAR, VALOIS, JANSSEN CILAG, AVENTIS, LUBRIZOL, SEAQUIST, BAYER, LE CESI

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POUR TOUT AUTRE USAGE, MERCI DE ME CONSULTER PRÉALABLEMENT.

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- ❑ MES GUIDES UTILISATEURS ET DE PARAMÉTRAGE SONT ISSUS DE MES CONNAISSANCES PERSONNELLES ET DE SITES WEB.
- ❑ LES NOMS DES PERSONNES ET SITES SONT CLAIREMENT ÉNONCÉS.

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USE

YOU CAN CREATE A USER BY COPYING AN EXISTING ONE. SU01D

Users Edit Goto Information Environment System Help

Display User

User: C-QUESNOTM
Last Changed On: C-QUESNOTM 04.07.2012 09:44:22 Status: Saved

Address Logon data SNC Defaults Parameters Roles Profiles

Person

Title
Last name: QUESNOT
First name: Mickael
Academic Title
Format: Mickael QUESNOT
Function
Department
Room Number Floor Building

Communication

Language
Telephone Extension
Mobile Phone
Fax Extension
E-Mail: Mickael.quesnot@aptar.com
Comm. Meth.

Company

Aptargroup Inc. / West Terra Cotta Ave. / Crystal Lake IL 60014

YOU CAN COPY THE STANDARD VALUES, ADDRESSES, AND PARAMETER SETTINGS, OR COPY THE ENTIRE USER AND CREATE IT UNDER A NEW NAME.

Users Edit Goto Information Environment System Help

Display User

User: C-QUESNOTM
Last Changed On: C-QUESNOTM 04.07.2012 09:44:22 Status: Saved

Address Logon data SNC Defaults Parameters Roles Profiles

Reference user for additional rights

Role Assignments

St	Role	Type	Valid From	Valid to	Name
0000BC00_W1	EVERY USER BASIC		10.02.2012	31.12.9999	General authorizations for
0000FIAA_D2	REPORTING		10.02.2012	31.12.9999	FI AA Reporting - No Org. L
0000FICM_D3	REPORTING		10.02.2012	31.12.9999	FI Credit Manager - Report
0000MD00_D1	ECM_DISPL		10.02.2012	31.12.9999	Change Management - Dis
9999COML_D2	REPORTING		10.02.2012	31.12.9999	CO Material Ledger Report
9999C00M_D2	CCA_REPORTING		10.02.2012	31.12.9999	CO Cost Center Reporting
9999C00M_D3	OPA_REPORTING		10.02.2012	31.12.9999	CO Internal Order Reportin
9999C0PC_D2	PROD_ORD_REPORT		10.02.2012	31.12.9999	CO Production Order Repc
9999C0PC_D2	REPORTING		10.02.2012	31.12.9999	CO Product Cost Reporting
9999C0SD_D2	SAL_ORD_REPORT		10.02.2012	31.12.9999	CO Sales Order Reporting
9999FIAA_D2	AUDIT		10.02.2012	31.12.9999	FI AA Audit
9999FIAA_D2	REPORTING_GEN		10.02.2012	31.12.9999	FI AA Reporting General
9999FIAP_D4	AUDIT_MD		10.02.2012	31.12.9999	FI AP Audit Master Data
9999FIAP_D4	AUDIT_PAYABLES		10.02.2012	31.12.9999	FI AP Audit Payables
9999FIAR_D2	REPORTING		10.02.2012	31.12.9999	FI AR Reporting
9999FIAR_D4	AUDIT_MD		10.02.2012	31.12.9999	FI AR Audit Master Data
9999FIAR_D4	AUDIT_RECEIVE		10.02.2012	31.12.9999	FI AR Audit Receivables
9999FIGL_D2	REPORTING		10.02.2012	31.12.9999	FI GL Reporting
9999FIGL_D4	AUDIT		10.02.2012	31.12.9999	FI GL Audit

PREREQUISITES

YOU ARE AUTHORIZED TO ASSIGN THE AUTHORIZATIONS, SYSTEMS, ROLES, PROFILES, AND REFERENCE USERS THAT ARE ASSIGNED TO THE USER TO BE COPIED. PFCG

The screenshot displays the SAP Role maintenance interface (PFCG). The window title is 'Role maintenance'. The menu bar includes 'Role', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. Below the toolbar, there are icons for 'Role', 'Description', 'Information', and 'Information'. The main area contains two input fields: 'Role' and 'Description'. Below these fields are four buttons: 'Display', 'Change', 'Create', and 'Create collective role'. At the bottom, there is a 'View' section with three radio buttons: 'Simple maintenance (Workplace menu maintenance)', 'Basic maintenance (menus, profiles, other objects)', and 'Complete view (Organizational Management and workflow)'. The 'Complete view' option is selected.

OTHERWISE, THE ROLE FOR WHICH YOU DO NOT HAVE AUTHORIZATION IS NOT COPIED TO THE NEW USER MASTER RECORD.

Change Roles

Role: 9999APC_M4_SAPAUTH_ADMIN
Description: Administration role for SAP Authorization

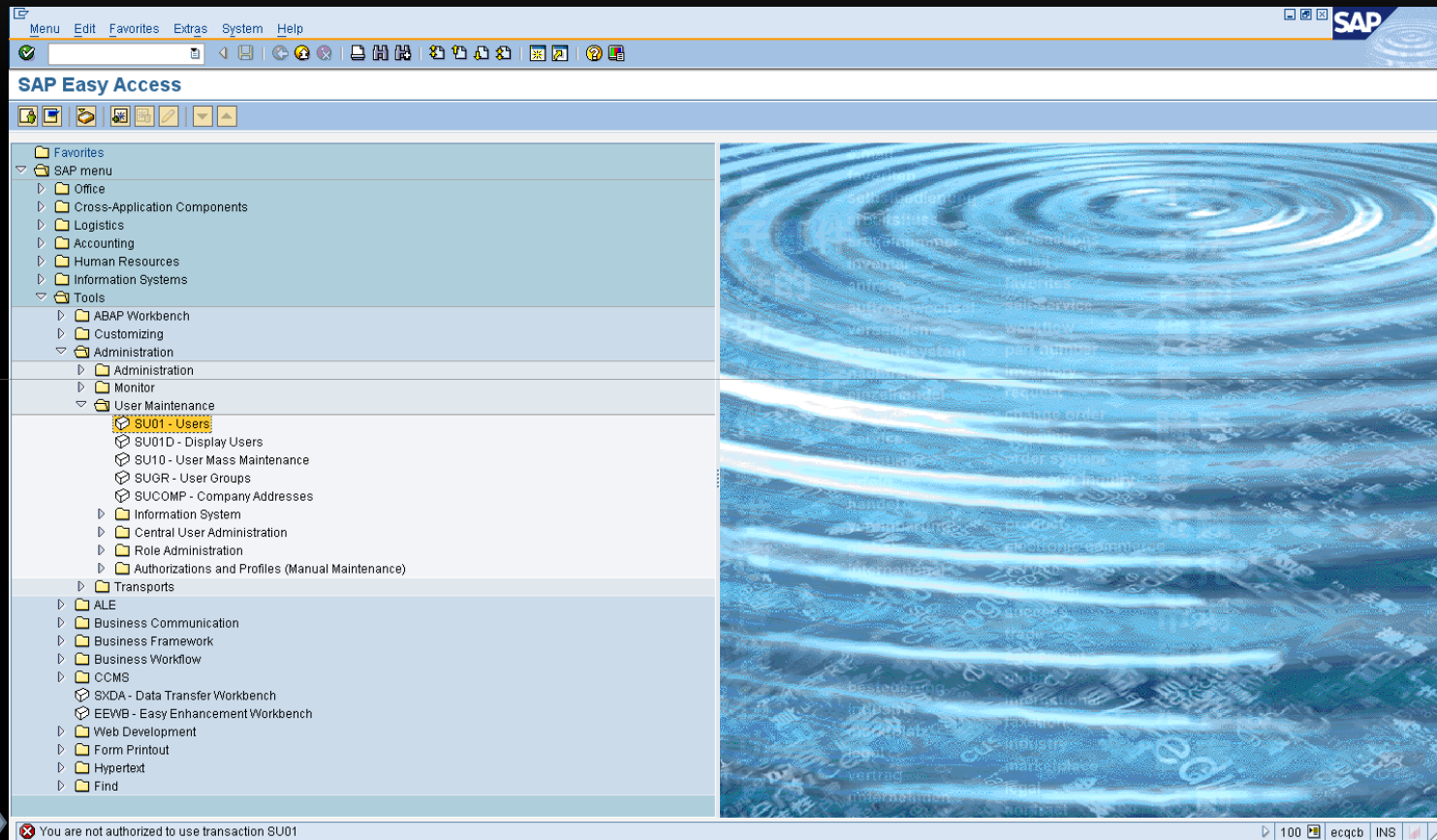
Menu: Description | Menu | Authorizations | **User** | MiniApps | Personalization

User comparison

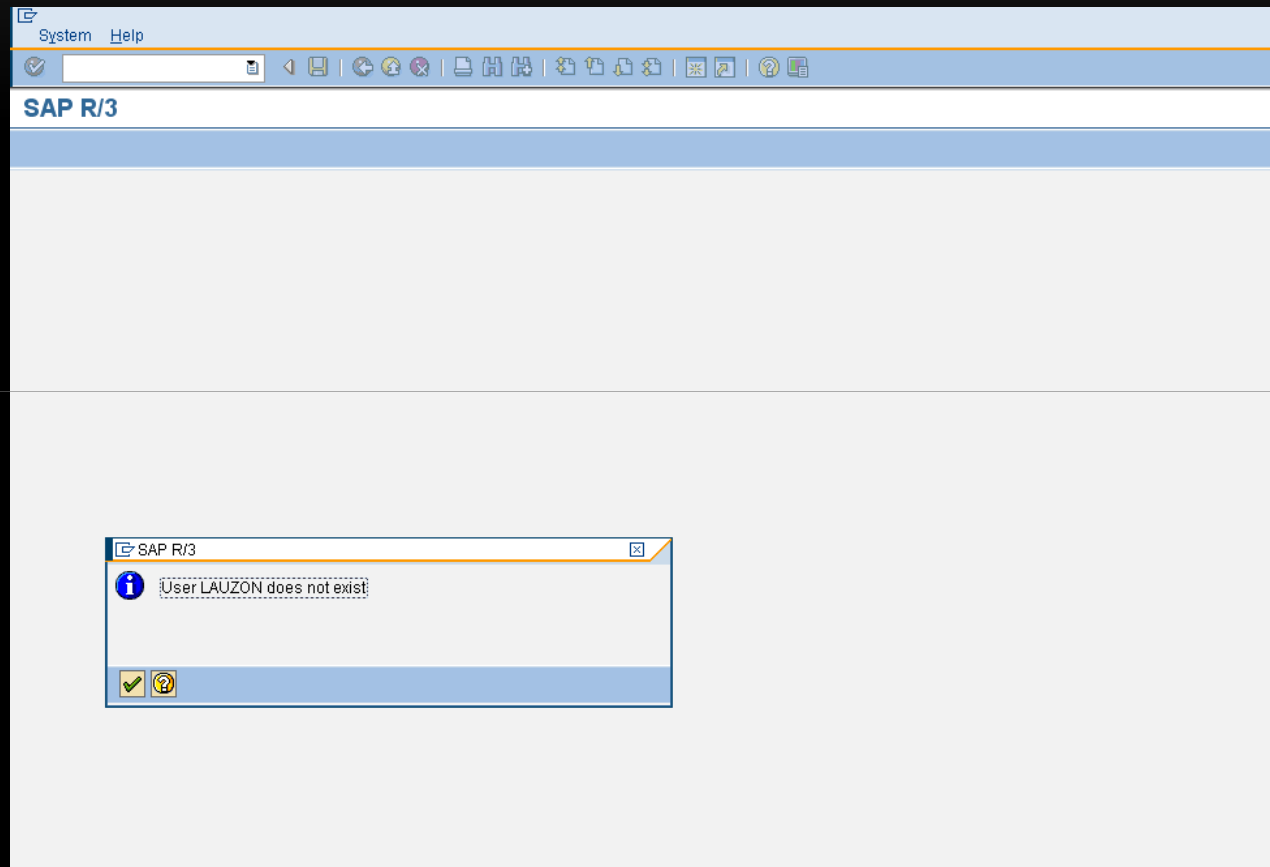
User ID	User name	From	to	
B-ABATEC	Carlo Abate	29.09.2009	31.12.9999	C
B-ABATEC	Carlo Abate	10.02.2010	31.12.9999	
B-APPIAHJ	Josephine AHYIAH	29.09.2009	31.12.9999	C
B-APPIAHJ	Josephine AHYIAH	10.02.2010	31.12.9999	
B-BRIEGERR	Rolf Brieger	10.02.2010	31.12.9999	
B-DORIAD	Daniele DORIA	29.09.2009	31.12.9999	C
B-DORIAD	Daniele DORIA	10.02.2010	31.12.9999	
B-PEPEJ	Jean-Christophe Pepe	29.01.2010	31.12.9999	C
B-PEPEJ	Jean-Christophe Pepe	10.02.2010	31.12.9999	
B-TASSONEF	Franco Tassone	21.09.2009	31.12.9999	C
B-TASSONEF	Franco Tassone	10.02.2010	31.12.9999	
B-TECHEDGE	Consultant TECHEDGE	29.09.2009	31.12.9999	C
B-TECHEDGE	Consultant TECHEDGE	10.02.2010	31.12.9999	
B-TESTID	B-TESTID	29.09.2009	31.12.9999	C
B-TESTID	B-TESTID	10.02.2010	31.12.9999	
C-KOTOMANOV	Mariya Kotomanova	03.02.2010	31.12.9999	C
C-KOTOMANOV	Mariya Kotomanova	10.02.2010	31.12.9999	
KOTOMANOVAM	Mariya Kotomanova	26.10.2008	31.12.9999	C
MONITORING	MONITORING	25.09.2009	31.12.9999	C

You do not have authorization to assign users to role 9999APC_M4_SAPAUTH_ADMIN

WHEN COPYING OR ASSIGNING A REFERENCE USER, THE SYSTEM CHECKS WHETHER YOU ARE AUTHORIZED TO ASSIGN ITS PROFILES AND ROLES.



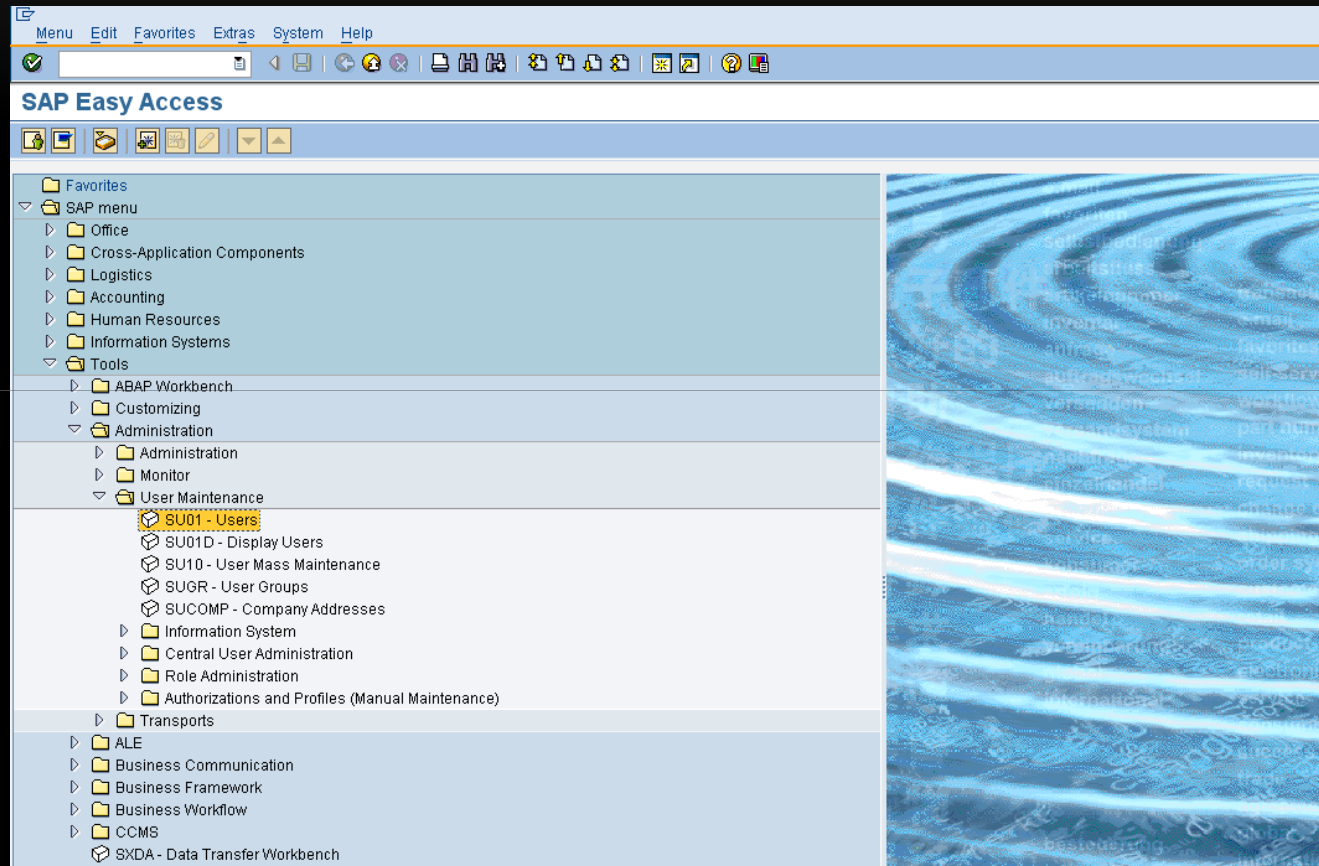
IF YOU CANNOT COPY THE TEMPLATE USER COMPLETELY, BECAUSE, FOR EXAMPLE, THE REFERENCE USER DOES NOT EXIST IN THE CURRENT SYSTEM, THE SYSTEM DISPLAYS A LOG WITH THE EXACT CAUSES OF THE ERROR.



PROCEDURE

...

1. CHOOSE *TOOLS* → *ADMINISTRATION* → *USER MAINTENANCE* → *USER* (TRANSACTION SU01).



2. SPECIFY THE USER TO BE COPIED.

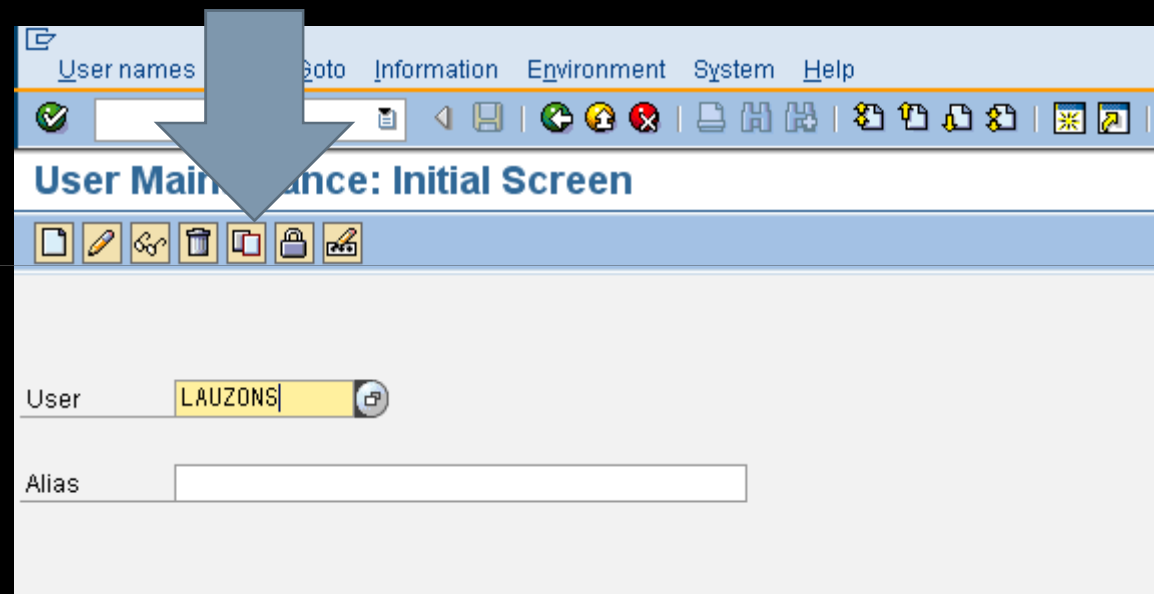
User names Edit Goto Information Environment System Help

User Maintenance: Initial Screen

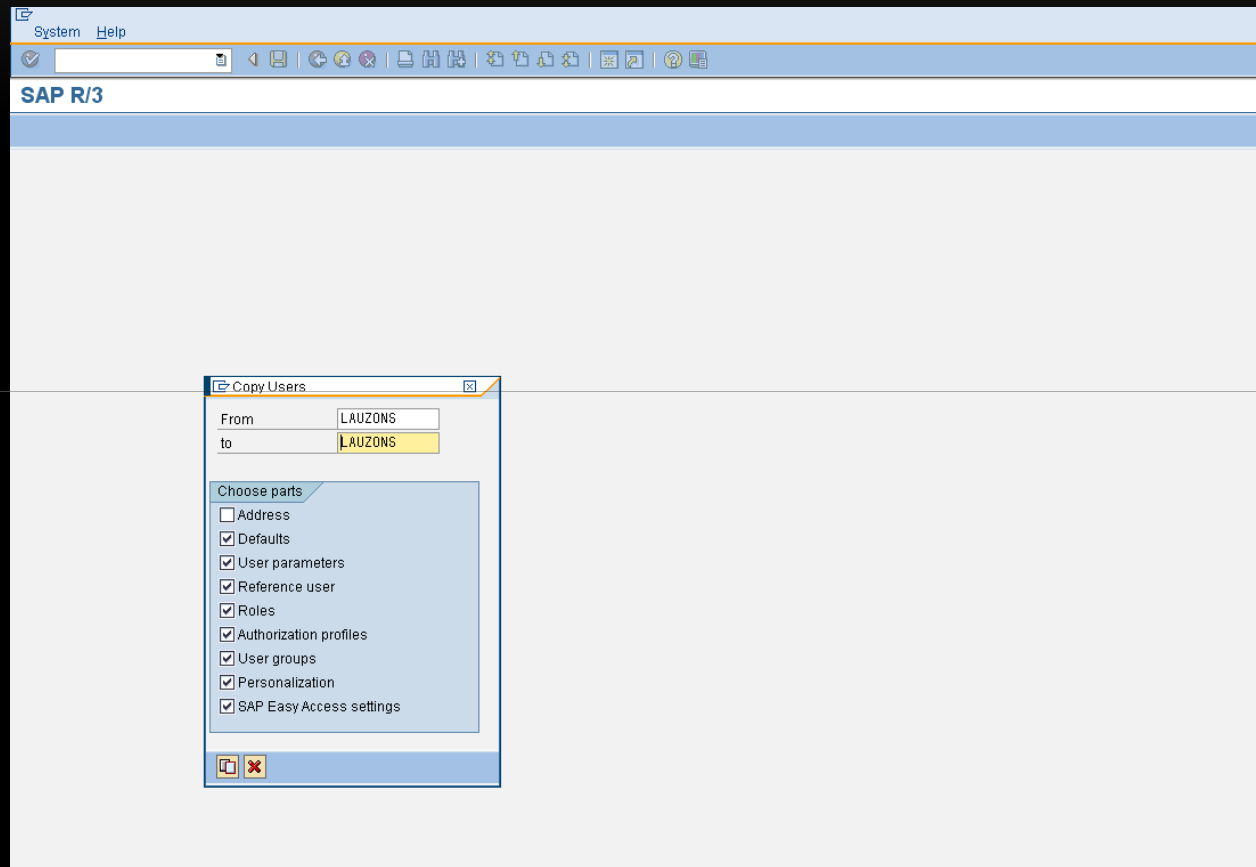
User LAUZONS

Alias

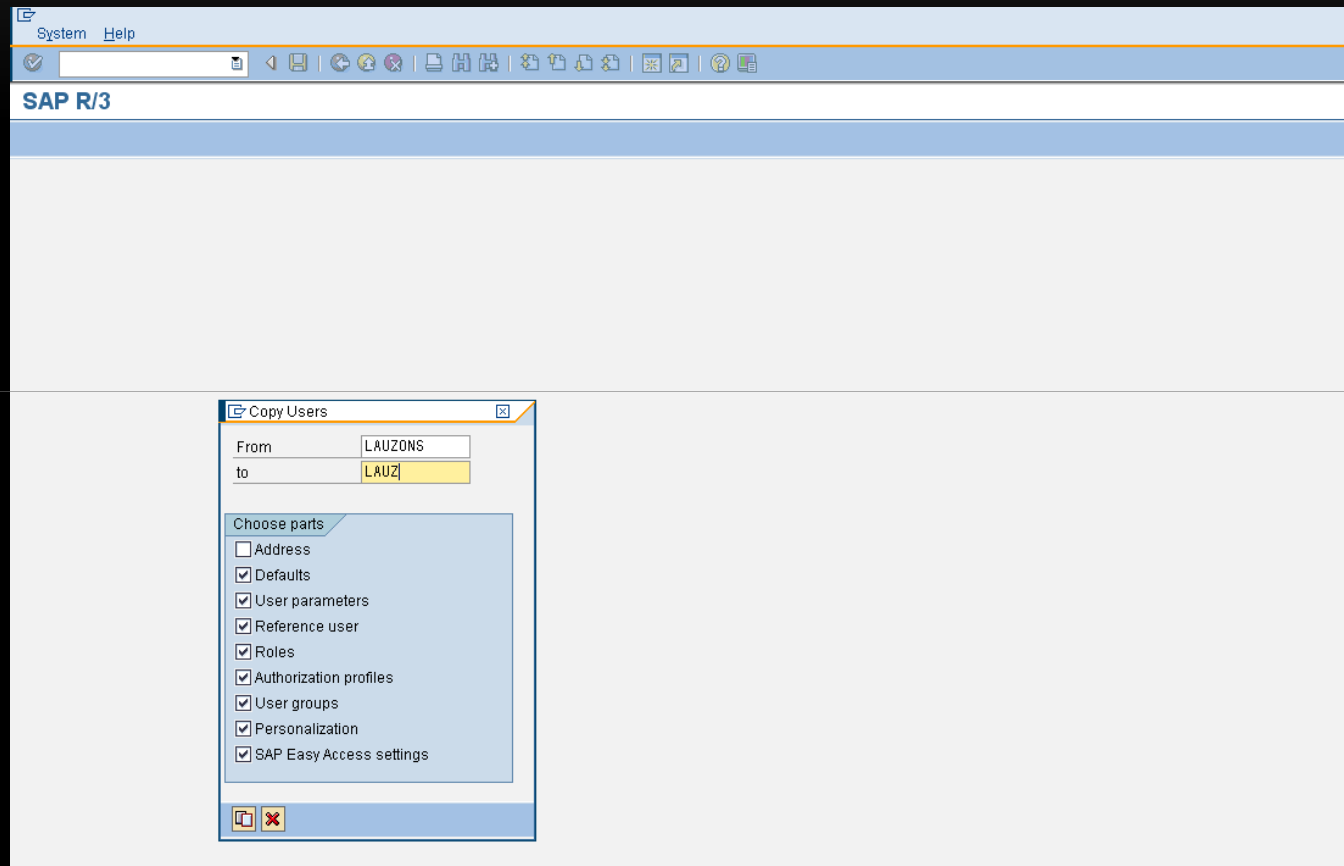
3. CHOOSE COPY .



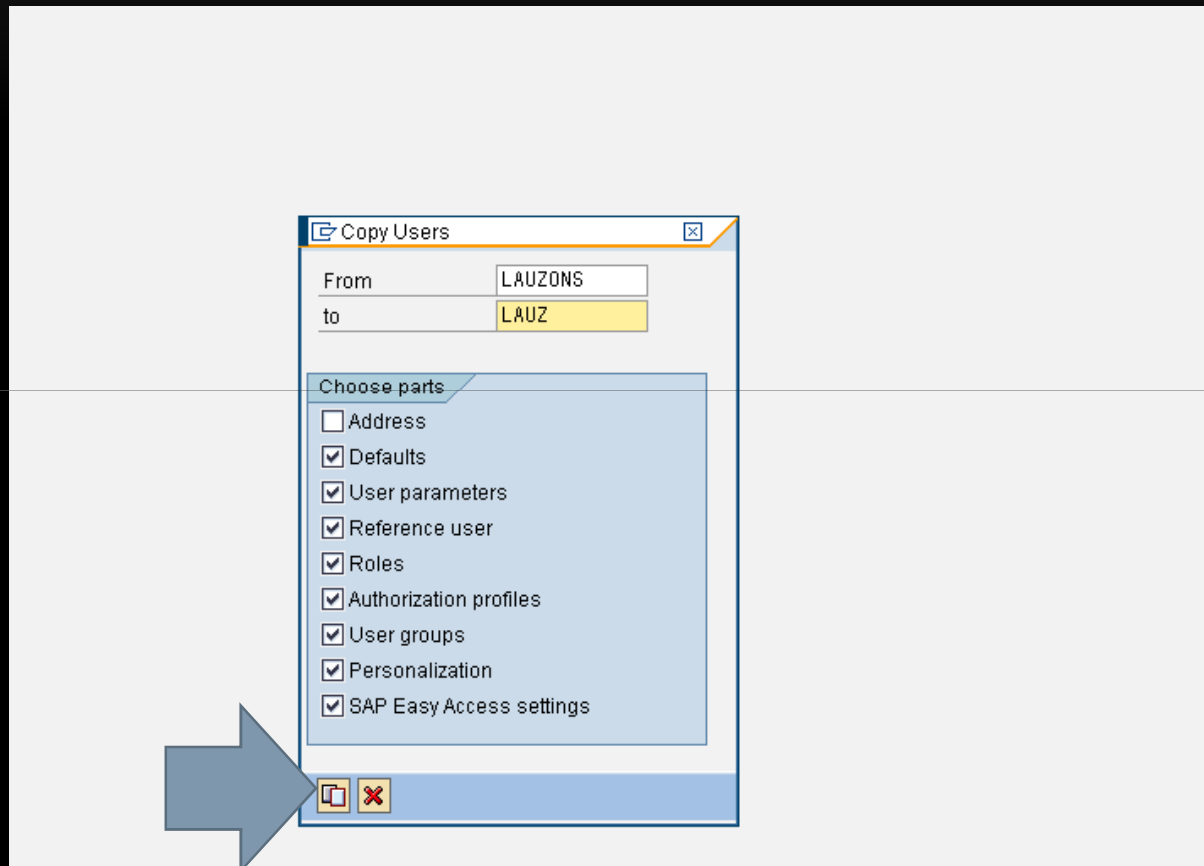
THE SYSTEM DISPLAYS THE *COPY USER* DIALOG BOX.



4. ENTER THE NAMES OF THE REFERENCE AND NEW USERS.



5. SELECT THE DESIRED VALUES AND LEAVE THE DIALOG BOX BY CHOOSING COPY ().



THE SYSTEM DISPLAYS THE *MAINTAIN USER* SCREEN.

User names Edit Goto Information Environment System Help

Maintain User

Measurement data References

User LAUZ
Last changed by 00:00:00 Status Not saved

Address Logon data Defaults Parameters Roles Profiles Groups

Alias

Password
Initial password *****
Repeat password *****

User group for authorization check
VOA_SALES

Validity period
Valid from
Valid to 31.12.9999

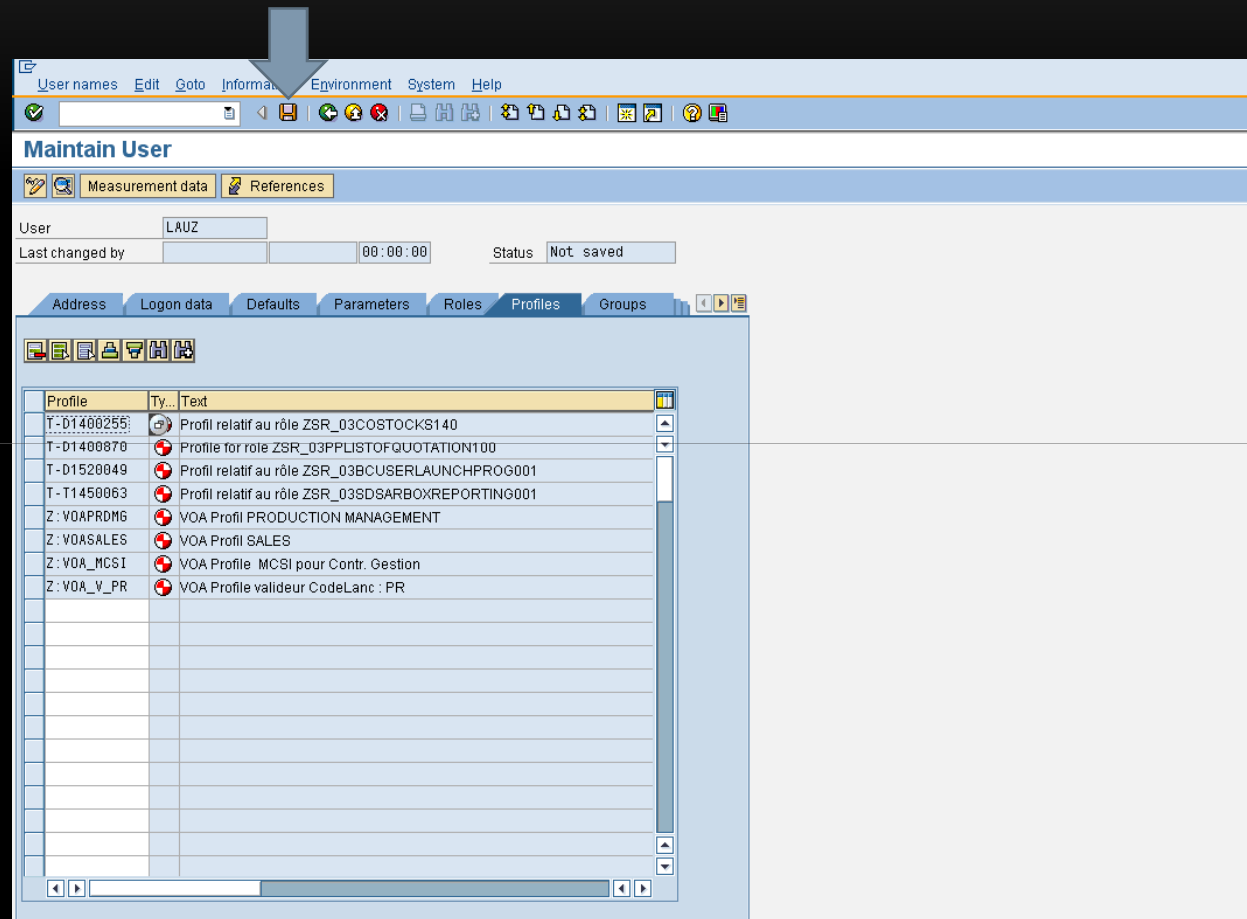
Other data
Accounting number
Cost center

User type
☒ Dialog
☐ Communication
☐ System
☐ Service
☐ Reference

YOU CAN EDIT THE USER MORE HERE.

[illegible]

6. TO ACTUALLY CREATE THE USER, SAVE YOUR ENTRIES.



WHEN YOU ARE COPYING A USER, THE REFERENCE USER OF THE COPY SOURCE IS ALWAYS COPIED TOO, AS LONG AS YOU HAVE SUFFICIENT AUTHORIZATIONS TO ASSIGN THE ROLES OR PROFILES OF THE REFERENCE USER.

Users Edit Goto Information Environment System Help

Display User

User: C-QUESNOTM
Last Changed On: C-QUESNOTM 04.07.2012 09:44:22 Status: Saved

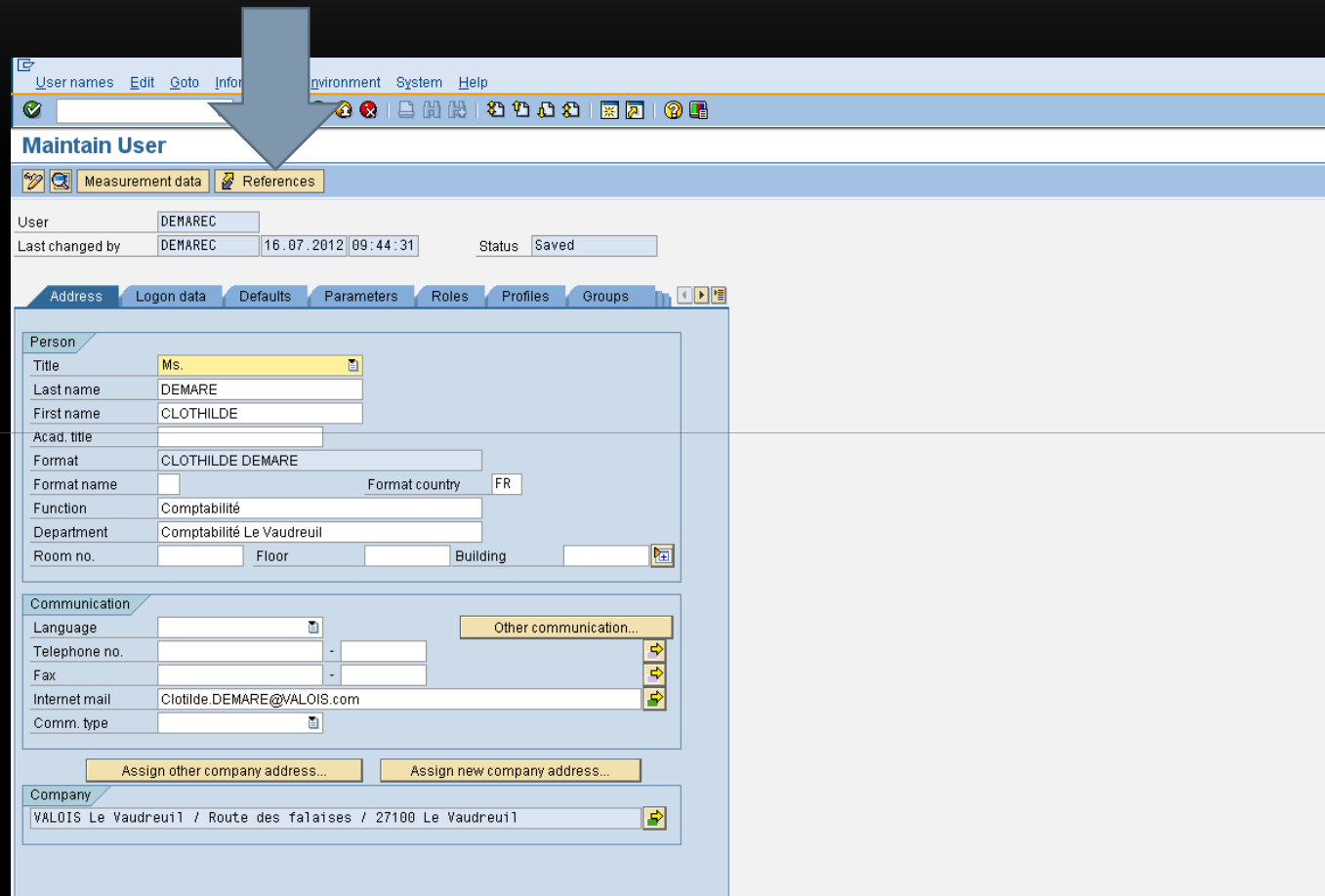
Address Logon data SNC Defaults Parameters Roles Profiles

Reference user for additional rights

Role Assignments

St	Role	Type	Valid From	Valid to	Name
	0000BC00_M1_EVERY_USER_BASIC		10.02.2012	31.12.9999	General authorizations for
	0000FIAA_D2_REPORTING		10.02.2012	31.12.9999	FI AA Reporting - No Org. L
	0000FICM_D3_REPORTING		10.02.2012	31.12.9999	FI Credit Manager - Report
	0000MD00_D1_ECM_DISPL		10.02.2012	31.12.9999	Change Management - Dis
	9999COML_D2_REPORTING		10.02.2012	31.12.9999	CO Material Ledger Report
	9999COOM_D2_CCA_REPORTING		10.02.2012	31.12.9999	CO Cost Center Reporting
	9999COOM_D3_OPA_REPORTING		10.02.2012	31.12.9999	CO Internal Order Reporting
	9999COPC_D2_PROD_ORD_REPORT		10.02.2012	31.12.9999	CO Production Order Repc
	9999COPC_D2_REPORTING		10.02.2012	31.12.9999	CO Product Cost Reporting
	9999COSD_D2_SAL_ORD_REPORT		10.02.2012	31.12.9999	CO Sales Order Reporting
	9999FIAA_D2_AUDIT		10.02.2012	31.12.9999	FI AA Audit
	9999FIAA_D2_REPORTING_GEN		10.02.2012	31.12.9999	FI AA Reporting General
	9999FIAP_D4_AUDIT_MD		10.02.2012	31.12.9999	FI AP Audit Master Data
	9999FIAP_D4_AUDIT_PAYABLES		10.02.2012	31.12.9999	FI AP Audit Payables
	9999FIAR_D2_REPORTING		10.02.2012	31.12.9999	FI AR Reporting
	9999FIAR_D4_AUDIT_MD		10.02.2012	31.12.9999	FI AR Audit Master Data
	9999FIAR_D4_AUDIT_RECEIVE		10.02.2012	31.12.9999	FI AR Audit Receivables
	9999FIGL_D2_REPORTING		10.02.2012	31.12.9999	FI GL Reporting
	9999FIGL_D4_AUDIT		10.02.2012	31.12.9999	FI GL Audit

IF YOU DO NOT WANT THE REFERENCE USER TO BE ASSIGNED TO THE NEW USER, YOU MUST MANUALLY DELETE IT FROM THE USER MASTER RECORD AFTER THE COPY PROCESS.



The screenshot shows the SAP 'Maintain User' (SU01) interface. A large blue arrow points to the 'References' tab in the top navigation bar. The 'References' tab is active, showing a list of references for the user 'DEMAREC'. The user's details are visible in the 'Person' section, including title 'Ms.', last name 'DEMARE', first name 'CLOTHILDE', and function 'Comptabilité'. The 'Communication' section shows the user's email address 'Clotilde.DEMARE@VALOIS.com'. The 'Company' section shows the company name 'VALOIS Le Vaudreuil / Route des falaises / 27100 Le Vaudreuil'.

Reference	Reference type	Reference name	Reference address	Reference phone	Reference fax	Reference email	Reference type
1	1	DEMAREC					1

ERRORS THAT OCCUR DURING THE AUTHORIZATION CHECKS ARE COLLECTED AND DISPLAYED IN A LOG.

- IF AN ERROR OCCURRED DURING THE AUTHORIZATION CHECK, THIS IS DISPLAYED IN A LOG.
- FOR INFORMATION ABOUT AUTHORIZATION CHECKS FOR THE ASSIGNMENT OF REFERENCE USERS, SEE SAP NOTE 513694.

