

# Overall Process for PF1 and SF1 System

This article outlines the process which needs to be followed when managing access in the PF1 and SF1 system.

## PF1 and SF1 Systems

PF1 is the Production Environment and the SF1 is the Pre Production Environment.


## Tickets :

The tickets for the management of users in the PF1 and SF1 systems can be of different types. These can be :

- User Creations - With a Reference User / Without a Reference User
- User Modifications - Addition / Removal of roles
- Transaction Access
- User Unlock / Validity Extension / Password Reset
- Missing Access, etc.

Below are a few examples of how the tickets may look like.



 **Isabella.marchi** added a private note 4 days ago (Fri, 17 Nov at 4:21 PM)

Dear Team,

Please provide SAP PF1 access for user Oksana Zakrzewski (US16215)

Please use Crystal Lee as reference User ID.

The requester is the user's manager.

Thank you.



## SAP PF1 transaction MB21

**Simone.zapp** reported 8 months ago (Thu, 23 Mar at 2:16 PM) via Portal Meta

I need authorisation for transaction MB21 in SAP PF1.  
Thanks

## Important

If a user asks to add the role (or in case of a User Creation) in the PF1 system then the same roles has to added in the SF1 system too. But the vice-versa should not be done, i.e. if the user needs access in the SF1 system then the same has to provided only in the SF1 system.

## Approvals :

Before proceeding with these kind of tickets, we need to always check the approvals. The approvals for the PF1 and SF1 system are managed by the L0 Teams depending on the region. If there are approvals missing in the ticket then the ticket has to be transferred to the respective L0 Team asking them to get the approvals. Also, the things which need to be checked are the Reference User if the user needing access is a new user and SU53 text file if the user has an access issue which is not necessarily a missing Transaction Code.

The approvals are checked if an agent from the L0 Team mentions that the request has been approved. An example can be seen below :



 **Rui.rocha** added a private note 2 hours ago (Tue, 21 Nov at 3:08 PM)

Request approved. Reference user is BE02963

## Providing the Access :

### User Creations and Modifications

When we receive User Creations, after we check the approvals, we always need either the Reference User or the list of all the roles which have to be added to the user. In this case of the new user creation, if the user only mentions the transactions which the user needs, then it is always a good idea to ask for the Reference User as otherwise the role added or the solution provided might not be too accurate.

Once we have the required information, the user group has to be set in the *Logon Data* tab and the roles have to be added to the user account using the IDM (Identity Management) through the *Permissions* tab.

### Change User - I2 - CGI

Display Name Beryl MASON First Name Beryl Last Name MASON Personnel Number 08000375 User ID GB00375

**Role Assignment** | **Logon data** | **Permissions** | **HCM data**

#### Person

User ID:

Title:

Last Name: \*

First Name:

Function:

Department:

#### Communication

Language:

Language Key:

Once this is done and saved in the IDM, we need to mirror the values in the PF1 and SF1 system tabs of the Reference User to the user who needs the access. This includes the information in the tabs *Logon Data*, *Defaults* and *Parameters*. This is followed by the password reset and the same is informed to the user and the ticket is Resolved.

**Display Users**

User: GB00375

Changed By: INTR1076    21.11.2017 13:44:15    Status: Saved

Documentation   Address   Logon Data   SNC   Defaults   Parameters   Roles   Profiles   Groups   Personalization   Lic. Data

**Person**

Title:

Last name: MASON

First name: Beryl

Academic Title:





Complete name: Beryl MASON

Language: English


### Transaction Access

In case of a Transaction Access, the corresponding role to the transaction has to be found out through the transaction SUIM (User Information System Roles Roles by Complex Selection Criteria) based on the users Existing roles, Country, GBU, Function, etc.


### Roles by Complex Selection Criteria




 Update Applications

#### Standard selection

Role  

#### Role Short Text


Description  

 Language Key

Show Role Long Text  
 Single Roles  
 Composite Roles  
 Only Obsolete Roles

#### Selection according to user assignments

All Roles Regardless of User Assignment  
 Without User Assignment  
 With Valid Assignment Of

User(s)  

 Display List of User/Role Assignments

#### Selection by Assigned Applications in Menu

 Type of Application

Once the role is found out, the same is assigned to the user in the IDM and ticket is Resolved.

### Missing Access

Missing Access is handled similar to the Transaction access. The only difference would be that the Object and the Object value will be different. The Object and the Object values are obtain by the SU53 screenshots or the text files which is sent by the user.

Once the role is found out, the same is assigned to the user in the IDM and ticket is Resolved.

### User Unlock / Validity Extension / Password Reset

The user unlock and the validity extensions are supposed to be done through the IDM through the *Logon Data* tab and the same is reflected in the system. The password resets are all done directly in the system and have to be done always while performing a new user creation.

The type of requests have been covered in detail in the other articles in this folder.

### Related articles

- [Overall Process for PF1 and SF1 System](#)
- [PF1 / SF1](#)

