


# S/4HANA ActiveControl User Guide: Creating Business Tasks and Managing Transports

**ActiveControl** is used to manage and control S/4HANA transports. This guide provides step-by-step instructions for executing key transport processes through the ActiveControl user interface.

For comprehensive information on the overall **transport design and process**, please refer to [DD-TEC-170 Transport Management for Release 4](#).

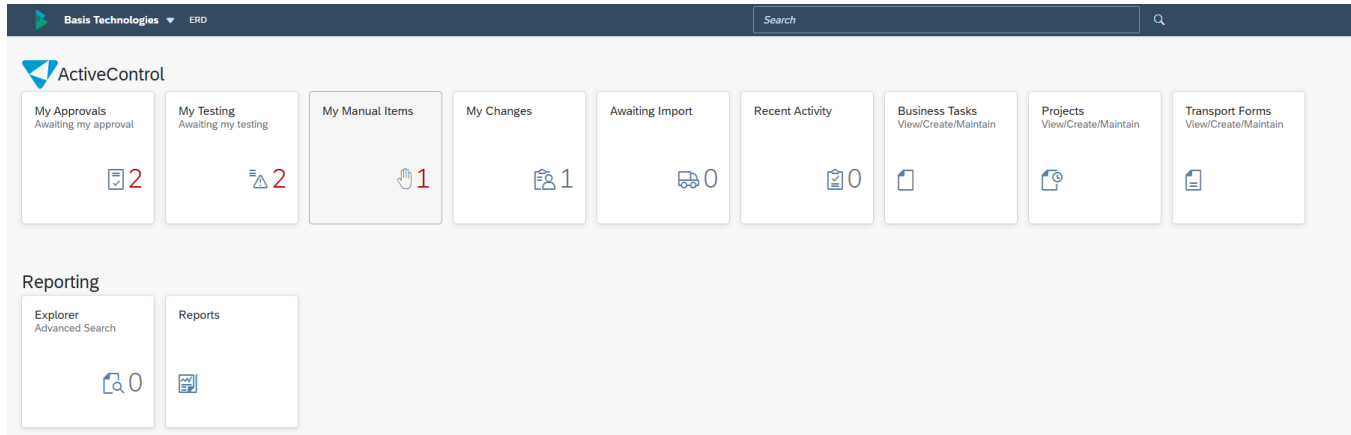
 ActiveControl UI URL: <https://syw-dep-dev-eu20.cfapps.eu20-001.hana.ondemand.com/dashboard/#/ERD>

 ActiveControl will be used to track dependent TRs and Manual configurations. **It is the TR owner's responsibility to ensure all dependencies are configured for each TR.**

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## Overview

All users will get access to the following tiles.



Tile	Description
My Approvals	Used to view/approve items within ActiveControl that the user is defined as an Approver (typically used by POD Leads).
My Testing	Used to view/approve items within ActiveControl that the user is defined as a Tester for. For SyWay, tester will be the business task owner who will release the business task to the next system by passing the test gate for the system. Use this tile to view your business tasks.
My Manual Items	Used to view and complete Manual Items (eg Manual Steps) that the user is assigned to perform.

My Changes	Used to view inflight transport forms and business tasks assigned to users, and changes pending user action (approval or testing). Use this tile to view your TRs.
Awaiting Import	Used to view Transports currently sitting in Import Queues.
Recent Activity	Used to view recent activity within ActiveControl.
Business Tasks	Used to view/create/maintain Business Tasks within ActiveControl.
Transport Forms	Used to view/create/maintain Transport Forms within ActiveControl.
Explorer	Advanced Search capability for Business Tasks. For example view business tasks by workstream or owner.
Reports	Access to the suite of 20+ ALV Reports within ActiveControl.

## Transport Request (TR) Creation and Management

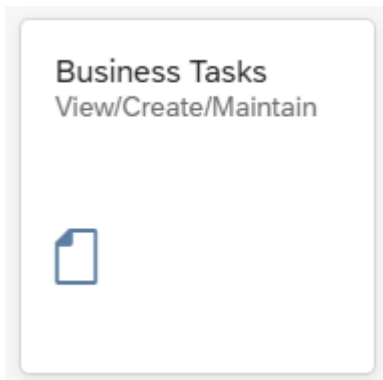
### Creating Business Tasks (BT)

Business tasks will be created to logically group related TRs.

- Workbench - One BT per [Custom Development ID](#).
- Customizing - One BT per functionality, business process or logical grouping of related functionality.

This section outlines the steps for creating a **Business Task** in ActiveControl.

1. Click on the "**Business Tasks**" tile.



3. Click the "+" button to create a new Business Task.



4. Populate the Business Task form with the following fields and click "**Save**" to create the Business Task.

- **Subject:** Enter the Business Task name.
- **Project:** R4G1 Release 4 – Group 1
- **Type:** Normal
- **Workstream:** Select the relevant POD name
- **Description:** Provide the Business Task details

- **Jira #:** For custom development, please state the development card Jira ID. This must use the pattern of ERP-#, where '#' is a number.

Reference\*  
BT00000065

Subject\*  
TEC - SAP System Configuration

Status  
0 Objects  
0 Keys

Project\*  
R4G1 SyWay Release 4 - Group 1

Type\*  
Normal

Workstream\*  
TEC - Technology

Description\*  
SAP System Configuration

Jira #:

## Creating Transport Requests

1. Select the newly created Business Task and click “Edit”

Reference\*  
BT00000035

Subject\*  
TEC - SAP System configuration

Status  
0 Objects  
0 Keys

Project\*  
R4G1 SyWay Release 4 - Group 1

Type\*  
Normal

Workstream\*  
TEC - Technology

Description\*  
SAP System configuration

Jira #:

2. In the **Task Details** screen, navigate to the **Transport** tab and click “**Create Transport**” to generate a new Transport Request (TR) linked to the Business Task.

Reference\*  
BT00000035

Subject\*  
TEC - SAP System configuration

Status  
0 Objects  
0 Keys

Project\*  
R4G1 SyWay Release 4 - Group 1

Type\*  
Normal

Workstream\*  
TEC - Technology

Description\*  
SAP System configuration

Jira #:

TRANSPORTS

Create Transport Add Existing Transport

Request ID	Description	Type	Group	Owner	Release Date	Location	Objects	Keys	Status	Actions
------------	-------------	------	-------	-------	--------------	----------	---------	------	--------	---------

3. In the **Create Transport** form, maintain the following details:
  - **Description:** Enter a meaningful Transport description
  - **Target:** Select ERD – S/4HANA and GTS Development
  - **Client:**
    - 100 – S/4HANA Configuration and Development for both S/4HANA & GTS
    - 500 – GTS Configuration
  - **Transport Type:** Choose either Customizing Request or Workbench Request

- **Transport Target: Select VRT**

Create Transport

The screenshot shows the 'SAP TRANSPORT PROPERTIES' dialog box. The 'SAP TASKS' tab is active. The following fields are highlighted with red boxes:

- Description: \* SAP Basis Configuration
- Transport Owner: \* Kunalan Muthusamy (MUTH5717)
- Target: \* ERD - S/4HANA and GTS Development
- Client: \* 100
- Transport Type: \* Customizing Request
- CTS Project: \*
- Transport Target: \* VRT

Below the properties, there are two buttons: 'Add SAP Task (Business Task User)' and 'Add SAP Task (Any SAP User)'. The latter is highlighted with a red box. Below the buttons is a table with columns: User Name, Task, Type, Released, and Actions. The table is currently empty, showing 'No data'.

4. Click **“Add SAP Task (Any SAP User)”** to assign the SAP development or configuration task to the relevant SAP user (Any SAP User)"

Create Transport

This screenshot is similar to the previous one, but the 'Add SAP Task (Any SAP User)' button is highlighted with a red box. The table below remains empty with 'No data'.

- Select the appropriate SAP User ID:
  - Choose your own User ID if you will be recording the changes.
  - Alternatively, select another user's ID if the changes need to be recorded under the same Transport Request.
- After assigning the SAP User ID, click **“Save”** to finalize and create the Transport Request (TR).

5. When the dialog “create a transport form?” appears, confirm the action by clicking **“Yes”**

Create new Transport Form?

Transport ERDK900230 created successfully. Would you like to create a transport form for this transport?

Yes

No

6. In the Transport Form, provide the following details:

- Type: Select **Normal**.

- Group: Choose the appropriate type of change from the drop-down list.

Request Id\* ERDK900230 Request Description SAP Basis Configuration

Type\* Normal  
Group\* Configuration - S/4HANA  
Path\* S/4HANA and GTS

Description

7. After completing the Transport Form, click "Save" to finalize and store the details. After this, you can see that your Transport Request & Task were generated.

- Please note that the TR description will follow the predefined convention: <Release>\_<POD>\_<Short description provided by the user>

ERDK900230 R4G1\_TEC\_SAP Basis Configuration

Created: Aug 21, 2025, 2:54:44 PM

TRANSPORT DETAILS

Basic Details

Assigned To: Kunalan Muthusamy (MUTH5717)	Transport Type: Customizing Request	CTS Project:
Source Client: 100	Client: Yes	OSS Note:
Released at: Not Released	Transport Target: VRT	Contains Repairs: No

Transport Content

Task	User Id	Type	Released
ERDK900231	Kunalan Muthusamy (MUTH5717)	Customizing Task	Not Released

## Maintaining Business Tasks and Transport Forms

### Adding new Transport Request to an existing Business Task

1. Search for the Business Tasks. This can be done from "My Testing", "My Changes" tiles which will list the Business Tasks related to the users or by searching for using "Business Tasks", "Explorer" tiles.
2. Click on the Business Task where the new transport needs to be added.

Task	Project	Workstream	Type	Status	Owner	Actions
In Development						
BT00000002 Test Business task	R4G1 SyWay Release 4 - Group 1	TEC - Technology	Normal	Risk	ERD_ADMIN (ERD_ADMIN)	Analyse Enter Test Results
BT00000035 TEC - SAP System configuration	R4G1 SyWay Release 4 - Group 1	TEC - Technology	Normal	Manual Step	Anit Kumar (KUMA6045)	Analyse Enter Test Results

3. Follow steps 2 to 7 from the earlier section "Creating Transport Requests".

### Adding New Transport Tasks to an existing Transport Request

1. Search for the Transport Request using the Business Task or searching for the TR in "Transport Forms" tile.

2. Click on edit, scroll to Transport details and click "Create SAP Task"

TRANSPORT DETAILS

Basic Details

Assigned To: Kunalan Muthusamy (MUTH5717)      Transport Type: Customizing Request      CTS Project: 0353 Name: No  
 Source Client: 330      Client Dependent: Yes      Contains Request: No  
 Released at: Not Released      Transport Target: VBT

Transport Control

Create SAP Task    Create TOC -

Task	User Id	Type	Released	Actions
ERDK900214	Anit Kumar (KUMA6045)	Customizing Task	Not Released	
ERDK900215	Kunalan Muthusamy (MUTH5717)	Customizing Task	Not Released	

3. Fill up the details of the tasks as mentioned in step 4 of "Creating Transport Requests"

## Reassign a Transport Request to another Business Tasks

1. Open the Transport Request form and click on edit.
2. Scroll to Business Tasks and click on "Add Existing Tasks"
3. Search and add the new BT to be assigned to.
4. Remove the old BT assignment. Please note that a TR can be assigned to one BT at a time.
5. Save the TR form.

BUSINESS TASKS

Add Existing Task

Business Task	Subject	Change Owner	AC Project	Created	Type	Workstream	Actions
BT00000035	TEC - SAP System configuration	Anit Kumar (KUMA6045)	R4G1 SyWay Release 4 - Group 1	Aug 12, 2025, 4:02:49 PM	Normal	TEC - Technology	
BT00000002	Test Business task	ERD_ADMIN (ERD_ADMIN)	R4G1 SyWay Release 4 - Group 1	Aug 1, 2025, 5:01:06 PM	Normal	TEC - Technology	

## Configuring Dependency and Manual Configurations

### Configuring dependent Business Tasks

This configuration will not allow the current BT to be imported until all the TRs in the dependent BT are imported.

1. Open the business task and go to edit mode.
2. Scroll to Dependencies and click on "Add Dependencies"
3. Search and select the dependent business tasks.
4. Save Business Task.

GENERAL    STATUS & HISTORY    TRANSPORTS    TESTING    **DEPENDENCIES**    USER ASSIGNMENTS    ATTACHMENTS    SCHEDULING    COMMENTS

DEPENDENCIES

Add Relationship

This business task is related to these tasks

Related Task	Related Task Description	Related Task Owner	Actions
No data			

Add Dependency

This business task should not be deployed until all transports in the following business tasks have been imported

Dependent Task	Dependent Task Description	Dependent Task Owner	Actions
BT00000002	Test Business task	ERD_ADMIN (ERD_ADMIN)	

### Configuring dependent Transport Request

This configuration will not allow the TR to be imported until all dependent TRs are imported.

1. Open the transport form and go to edit mode.
2. Scroll to Advance Options Dependencies.
3. Click on "Add Existing Transport"
4. Search and add the dependent TRs.

Dependencies

This transport request should not be imported until all of the transport request listed below have been imported.

[Add Existing Transport](#)

Request Id	Description	Owner	Actions
ERDK900193	R4G1_TEC_SAP Basis configuration	Anil Kumar (KUMAM6045)	

## Configuring dependent Manual Configurations

**i** This feature is for project members to keep track of their manual configurations that have dependencies on TRs. This is not a replacement for other configuration process/document or cut-over tracker.

This configuration will notify users to perform their manual configurations before or after TR import.

1. Open the transport form and go to edit mode.
2. Scroll to Manual Steps and click "Add step".
3. Under step details, update the following:
  - Title - Short description of the manual configuration
  - Description - Manual configuration steps. For complex configuration, please create a separate document and add the URL under attachments (see below).
  - Run Manual Steps - choose before or after import
  - Other fields can be left as default.

Manual Steps

STEP DETAIL SYSTEMS ATTACHMENTS

Title: \*

Description:

Run Manual Step: Before Import

Status: Incomplete

Allow Progress When Incomplete:

User Role: Default Web User Role

Est. Efforts (Mins): 0 +

4. Under Systems:
  - Choose all the systems the manual config is applicable for.
  - Choose the PIC for the manual config based on each system or use "Select Users" to mass assign user.

EX1 - Parallel Testing - US	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Complete	
EX2 - Training - US	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Complete	
ECP - Production - China	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Complete	
ERP - Production - ROW	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Complete	
EXP - Production - US	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Complete	

Users for all systems: Kunalan Muthusamy (MUTH5717) [Select Users](#)

5. Under Attachments, use "Add URL" to provide the link to documents detailing the steps of the manual config.

ATTACHMENTS

[Add File](#) [Add URL](#)

Description	Type	Size	Category	Title	Who	When	Actions
No Attachments							

## Collaborating on the same Business Tasks

There may be scenarios where multiple users will be working on the same functionality or custom development. To allow other users to work on a business tasks, they need to be assigned as a tester.

1. Create a new TR and assign it to the users. All TR owners are in a business tasks will be treated as testers.

- In the business tasks, scroll Testing section and add users under all system testers. Do not use "Specific Role Testers" or "Specific Target Tester".

TESTING

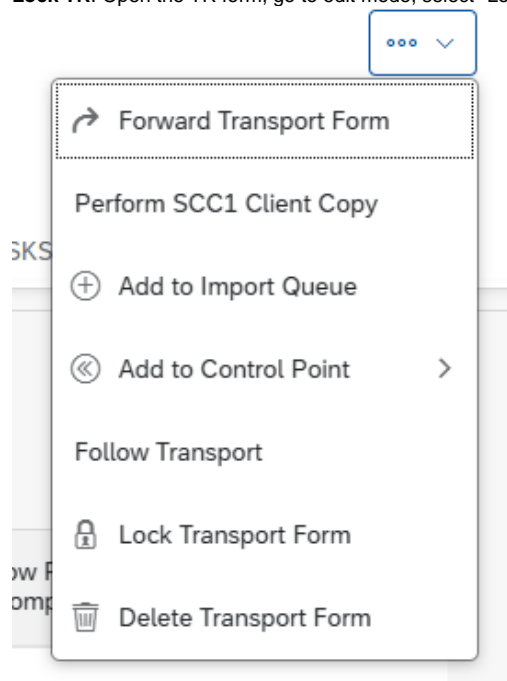
Testing History			
		Opened	Closed
All System Testers			
Tester Role	Assigned User	User ID	Default Tester
All System Testers	Anil Kumar	KUMAR045	AK
Specific Role Tester			
Tester Role	Assigned User	User ID	
No role testers			
Specific Target Tester			
Tester Role	Assigned User	User ID	
No target testers			

## Locking Transport Requests

Users must lock the TR forms when the TR is not required and should not be transported. In ActiveControl, a BT cannot progress to the next system if it contains a locked TR. Thus if a transport must not move to a subsequent system, it must **both** be locked **and** moved from its existing Business Task to a BT which is 'quarantined' and does not progress to subsequent systems.

Following are the steps to lock TR and BT.

- Lock TR:** Open the TR form, go to edit mode, select "Lock Transport Form" in the drop down menu in the top right and save.



- Reassign TR to a 'quarantined' BT:** Please see [Reassign a Transport Request to another Business Tasks](#) for details

## Sending TRs from ERD to ERS

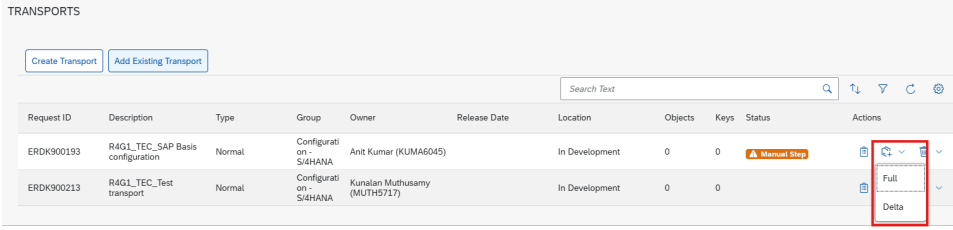
The following steps describes how consultants can transport their TRs from ERD to ERS using transport of copies (ToC). This is a 3 step process:

- TR owner will need to create a transport of copies using AC UI.
- After ToC is create, it will be placed in ERS approval queue and an email will be sent to the POD lead for approval. The team lead is selected based on the workstream in the Business Tasks.
- POD lead will need to approve the ToC for import.

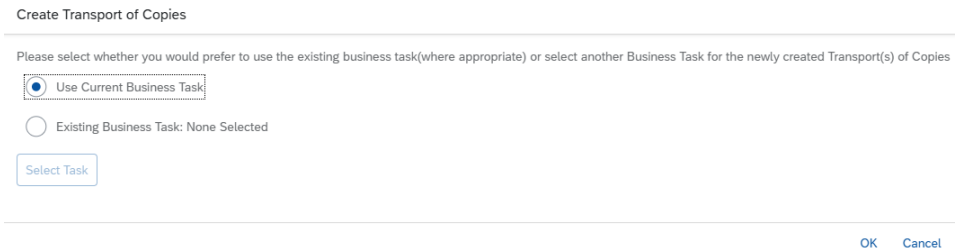
## Creating ToC (TR Owner)

- Open the Business Task and go to edit mode.
- Scroll to Transports, click on the TOC icon, and choose Full or delta to create a Transport of Copies.
  - Full - Copies all the TR content to the ToC (recommended option).

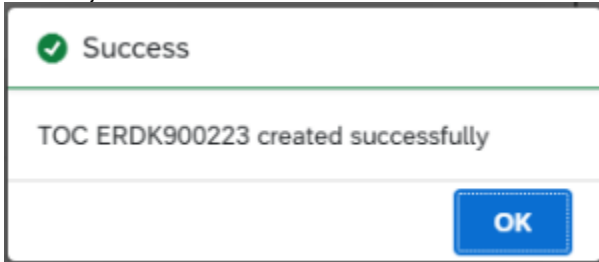
b. Delta - Copies the delta changes to the ToC.



3. Now, click OK without changing the default selection.



4. Wait until the confirmation window appears. This process may take some time, especially for larger Transport Requests. If an error occurs, verify that all objects have been activated.



5. Once complete, click Save. The generated TOC will then appear in the Business Task under the Transports tab.

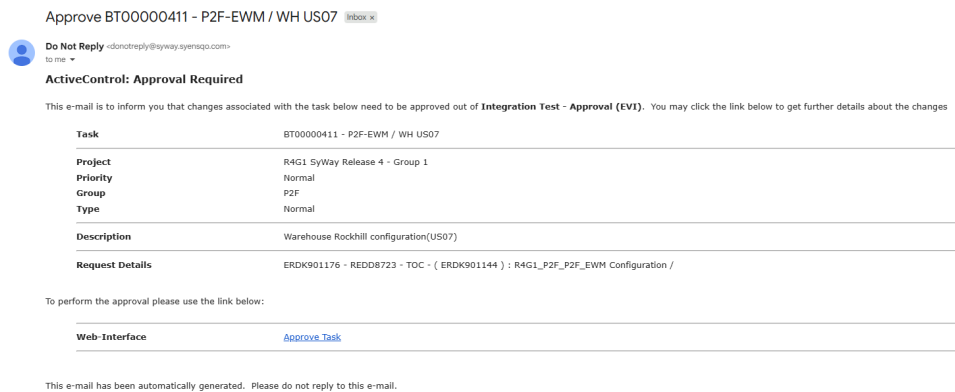
GENERAL	STATUS & HISTORY	TRANSPORTS	TESTING	DEPENDENCIES	USER ASSIGNMENTS	ATTACHMENTS	SCHEDULING	COMMENTS
ERDK900190	R4G1_TEC_ActiveControl TEST 2	TOC	Configuration - S4HANA	ERD_ADMIN (ERD_ADMIN)	Code Review	0	0	
ERDK900191	R4G1_TEC_ActiveControl TEST 2	TOC	Configuration - S4HANA	ERD_ADMIN (ERD_ADMIN)	Code Review	0	0	
ERDK900192	R4G1_TEC_ActiveControl TEST 2	TOC	Configuration - S4HANA	ERD_ADMIN (ERD_ADMIN)	Code Review	0	0	

6. Under Status & History, there will be a new row mentioning "Waiting to be approved into Sandbox (ERS)" and the approver will be mentioned under responsible. If your team lead's name is not mentioned, please contact the basis team. A system generated email will be sent to all the approvers.

STATUS & HISTORY		
Current Status		
Location	Responsible	Since
Waiting to be approved into Sandbox (ERS)	Gabriele Cabellow Martin (CABE799), Richard Holzer (HOLM388), Anil Kumar (KUMAR6045), Kunalan Muthusamy (MUTH5717)	Mar 25, 2026, 7:12:27 PM
Waiting to be tested in S4HANA and QTS Development (ERD)	Srinan Kaur (KAUR698), Ravindra Marthi (MART3513)	Jan 9, 2026, 6:20:01 PM

## Approve ToC for import (POD Lead)

1. POD lead will receive an email notification as shown below.



2. Click on Approve Tasks and user will be redirected to the "My Approval" tile in ActiveControl UI.

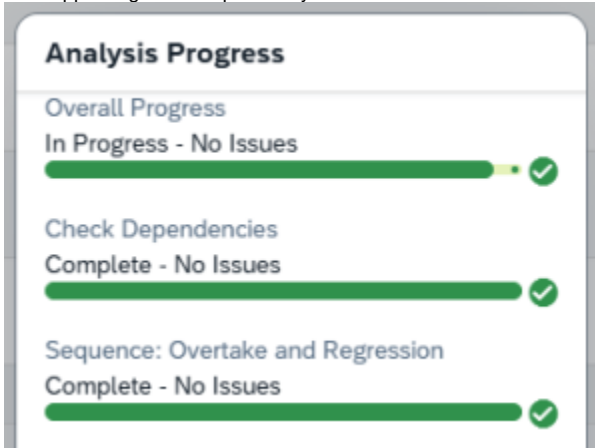
3. In ActiveControl Approval screen, search for the BT mentioned in the email and click on the green button.

Task	Project	Workstream	Type	Status	Owner	Actions
BT0000020 TEC - SAP System configuration	R4G1 SyWay Release 4 - Group 1	TEC - Technology	Normal	Approved	Anil Kumar (A-MA4041)	Approve
BT0000042 R2P-SAP Main Task configurations including Best Practices	R4G1 SyWay Release 4 - Group 1	R2P	Normal	Approved	Emiliana Marinho (MAVF2375)	Approve
BT0000271 Tax Reform OSS Notes (Brazil)	R4G1 SyWay Release 4 - Group 1	TEC - Technology	Normal	Approved	Isakkimuttu Nadar (INDA4408)	Approve
BT0000411 PDF FORM Item U207	R4G1 SyWay Release 4 - Group 1	PDF	Normal	Approved	Karla Chandra Shekar Prady (PRD00723)	Approve

4. The pop-up will show which ToC you are approving. Click Approve.

Request ID	Description	Owner	Group	Type	Release Date	Objects	Keys	Status
BT0000271 - Tax Reform OSS Notes (Brazil)								
<input checked="" type="checkbox"/>	ERDK901190	TOC - (ERDK900840) : R4G1_TEC_Tax Reform Snotes	Isakkimuttu Nadar	SAP Notes	TOC	3291	352	

5. After approving the transport analysis will run to check if there is any issues to import this ToC.



6. If there are errors, the analysis window will pop-up. Please analyse the error and ask the transport owner to take the appropriate actions.

- If there is difficulty understanding the error, please contact the basis team.
- If the error can be ignored, click on "Approve Anyway" and provide a short reason for ignoring the error.

7. Once approved, ToC will be added to ERS TR queue and will be automatically imported (import job runs every 5mins).

## Check Import Status

Import status can be checked by one of these methods

- ActiveControl - Go to "Awaiting Import" tile.
  - If the import is not completed, ToC will be visible under ERS.
  - If import is complete, click on "Import History" to check the status.
- ActiveControl - Go to the corresponding Business tasks or transport form and check the status under "Status & History".
- SAPGUI - Check the status using SAP STMS t-codes. E.g., SE01.

## Additional Information

### Managing Configuration Transport Requests

Following describes the high-level process on how Configuration TRs will be managed. Detailed steps will be share before INT system build/prep.

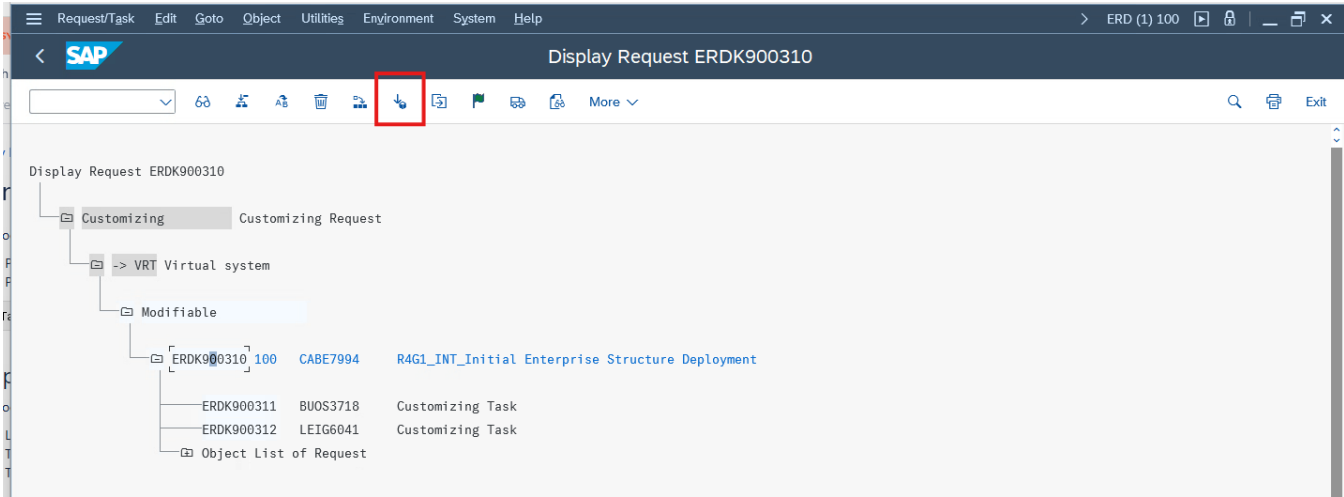
1. SyWay consultants will create their own Business Tasks and create config TRs under them.
2. As part of INT system build/prep, Basis team will create a consolidate config BT and consultants will need to move their config TRs to this BT.
3. Basis team will merge all config TRs to one TR.
4. Original TRs will be released and "Delete from Control Point" will be used to remove the TR from the ActiveControl path.
5. The merged config TR will be transported to subsequent systems.
6. Original TRs will not be transported and will be kept for reference.

### How to copy objects between Transport Requests in S/4HANA

In case it is required to include Objects from one transport request to another we must follow the [Classic SAP GUI approach](#) without Active Control. AC User Interface do not provide.

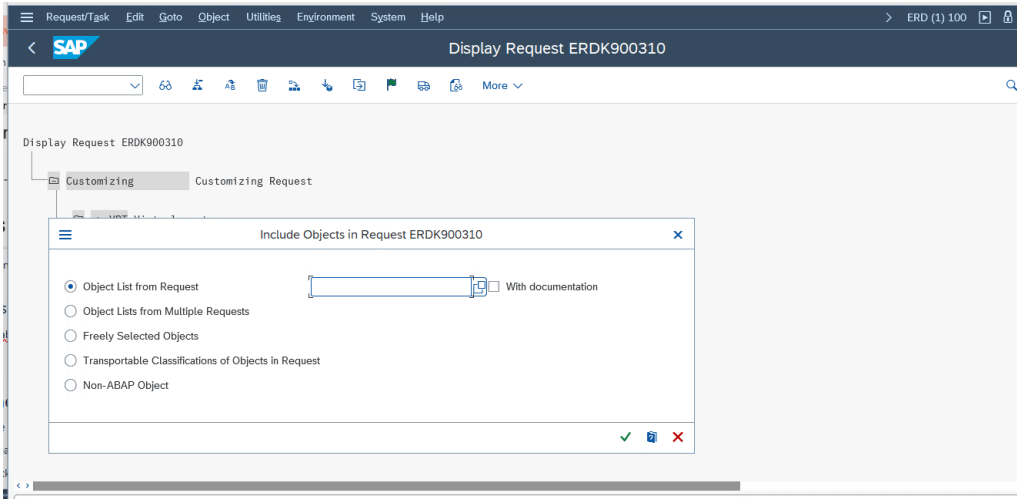
1.- Create or access to a Transport Request that will be the target of the Objects to be copied. For example from tcodes SE09, SE10 or SE80

2.- Click or select the option "Include Objects"

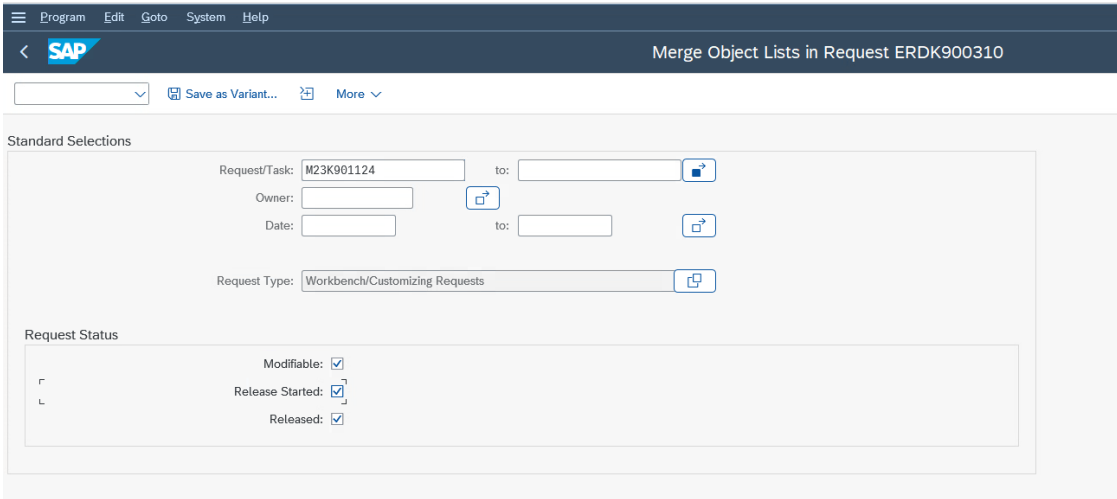


3.- A New pop up will open where you can select the TR or Task that will be the source of the Objects you want to copy. Usual options to choose are:

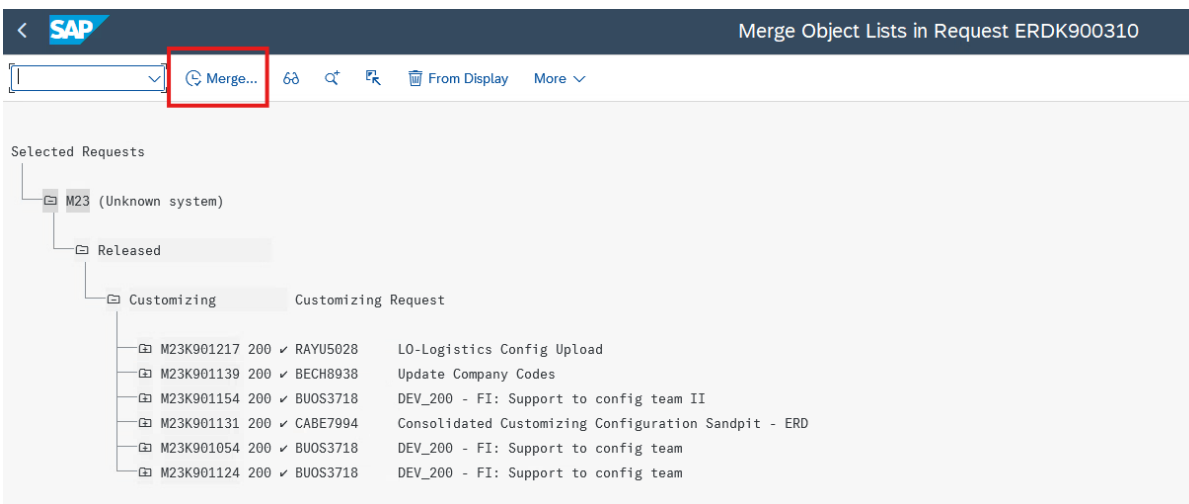
- Object list from Request - To select a Individual TR as source
- Object list from Multiple Requests



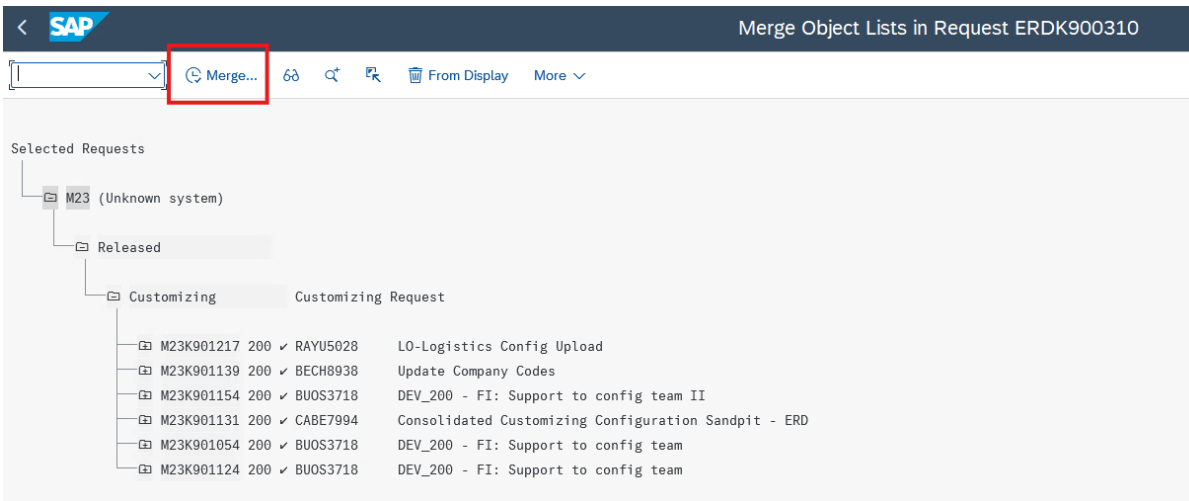
4.- Use the selection screen to indicate required TRs:



5.- Click on Merge button



6.- Validate that objects were included into the target TR



Other Controls

Prevent direct transport creation

ActiveControl pop-up appears when users try to create new TRs from any transaction code except for SE01, SE09 and SE10 where the normal TR creation pop-up will appear.

To prevent this, TR creation authorization object has been removed from project roles in ERD.

## Creation of Z\* Objects

SyWay is using /SYQ namespace for custom objects and ActiveControl is configured to not allow users to save Z\* or Y\* objects to TRs.

However there are some instances custom objects needs to be created with Z\* or Y\* (e.g., custom roles) and to bypass this restriction, users must be assigned y\_teriskgr auth object.

## See Also

- [ActiveControl Product User Guide](#)
- [DD-TEC-170 Transport Management for Release 4.](#)
- [ActiveControl Transport Sequencing](#)