

SAP S/4HANA User and Role Administration

Project Overview

This portfolio project demonstrates the process of creating a SAP user account, assigning a business role, validating authorization status, and synchronizing user access using standard SAP security administration transactions.

The exercise was performed in a SAP S/4HANA sandbox environment to demonstrate user onboarding and authorization management activities commonly performed by SAP Basis and Security administrators.

Tools Used:

- SU01 – User Administration
- PFCG – Role Maintenance

Screenshot 1 – User Creation (SU01)

Activity Performed

A new SAP user account was created using transaction SU01.

User master data was maintained, including user type and logon credentials. The account was configured as a Dialog User and an initial password was assigned for system access.

The screenshot displays the SAP SU01 'Maintain Users' interface. The top navigation bar includes 'User', 'Edit', 'Goto', 'Information', 'Environment', 'System', and 'Help'. The main header shows 'Maintain Users' with a search bar and a 'More' dropdown. The user details section shows 'User: FIUSER1' with a 'User with Classic Address' icon. Below this, 'Changed By: KRISSWILL' and the date '02.06.2026' at '02:09:27' are displayed, along with a 'Status: Saved' indicator. The 'Logon Data' tab is selected, showing fields for 'Alias', 'User Type' (set to 'Dialog'), and 'Security Policy'. The 'Password' section includes a 'New Password Rules (Case-Sensitive)' icon, 'New Password' and 'Repeat Password' fields (both masked with dots), and a 'Password Status: Production Password' indicator. The 'User Group for Authorization Check' section has a 'User Group' field. The 'Validity Period' section is partially visible at the bottom.

Observation

The user account was successfully created and activated within the system.

Next Action

Assign the required business role to the newly created user.

Screenshot 2 – Business Role Assignment (PFCG)

Activity Performed

Transaction PFCG was used to assign the SAP business role SAP_BR_GL_ACCOUNTANT to the user account.

The role assignment was maintained through the User tab within the role definition.

The screenshot displays the SAP 'Change Roles' interface. At the top, the SAP logo and 'Change Roles' title are visible. Below the title bar, there are navigation icons and a search field. The main content area is divided into several sections:

- Role Information:** Includes fields for Role (SAP_BR_GL_ACCOUNTANT), Description (General Ledger Accountant), and Target System. There is also an 'Obsolete' checkbox and a 'No destination' indicator.
- Navigation Tabs:** Includes Description, Menu, Authorizations (selected), User, and Personalization.
- Created, Last Changed, and Last Profile Generation:** Three tables showing user and date/time information for the role's creation and updates.
- Information About Authorization Profile:** Includes Profile Name (T-MD490079), Profile Text (Profile for role SAP_BR_GL_ACCOUNTANT), and Status (Current version not generated).
- Edit Authorization Data and Generate Profiles:** Includes buttons for 'Change Authorization Data' and 'Expert Mode for Profile Generation'.

Observation

The user FIUSER1 was assigned to the SAP standard business role SAP_BR_GL_ACCOUNTANT through the User Assignment tab in PFCG..

Next Action

Validate the authorization status of the assigned role.

Screenshot 3 – Authorization Status Validation (PFCG)

Activity Performed

The Authorizations tab was reviewed to verify the authorization status of the assigned business role.

The role configuration was examined to confirm that authorization data had been maintained and that the authorization profile had been successfully generated.

SAP Change Roles

Role: SAP_BR_GL_ACCOUNTANT ☐ Obsolete

Description: General Ledger Accountant

Target System: ☒ No destination

☒ Description
 ☒ Menu
 ☒ Authorizations
 ☐ User
 ☐ Personalization

Created		Last Changed		Last Profile Generation	
User	SAP	User	KRISSWILL	User	KRISSWILL
Date	21.12.2015	Date	03.06.2026	Date	03.06.2026
Time	07:20:18	Time	05:18:44	Time	17:07:57

Information About Authorization Profile

Profile Name: T-MD490079

Profile Text: Profile for role SAP_BR_GL_ACCOUNTANT

Status: Authorization profile is current

Edit Authorization Data and Generate Profiles

Observation

Authorization data was saved successfully, and the authorization profile was shown as current.

Next Action

Execute a user comparison to synchronize the role assignment and authorization profile with the user master record.

Screenshot 4 – User Comparison Execution

Activity Performed

A User Comparison was executed to synchronize the role assignment and authorization profile with the user master record.

This process updates the user master data to reflect the permissions assigned through the business role.

Compare Role User Master Record

Attempted Profile Comparison

User	KRISSWILL
Date	03.06.2026
Time	17:54:49

Profile comparison successful

User	KRISSWILL
Date	03.06.2026
Time	17:54:49

Information for user master comparison

Status Comparison of user master record completed

MSNAVEEN	MSNAVEEN	19.01.2026	31.12.9999
MSUSER1	MSUSER1	07.01.2026	31.12.9999
MSUSER1	MSUSER1	19.01.2026	31.12.9999
MSUSER2	MSUSER2	07.01.2026	31.12.9999
MSUSER2	MSUSER2	19.01.2026	31.12.9999
MSUSER3	MSUSER3	07.01.2026	31.12.9999
MSUSER3	MSUSER3	19.01.2026	31.12.9999

User master record for all roles adjusted

Change Roles

Role

Role SAP_BR_GL_ACCOUNTANT

Description General Ledger Accountant

Target System No destination

Description Menu Authorizations User Personalization

User Assignments

User ID	User Name	From	to	L.
☐ DEMO11	DEMO11	07.01.2026	31.12.9999	
☒ FIUSER1	MO FIUSER1	03.06.2026	31.12.9999	
☐ KRISSWILL	KRISSWILL	07.01.2026	31.12.9999	
☐ MSNAVEEN	MSNAVEEN	07.01.2026	31.12.9999	
☐ MSNAVEEN	MSNAVEEN	19.01.2026	31.12.9999	
☐ MSUSER1	MSUSER1	07.01.2026	31.12.9999	
☐ MSUSER1	MSUSER1	19.01.2026	31.12.9999	
☐ MSUSER2	MSUSER2	07.01.2026	31.12.9999	
☐ MSUSER2	MSUSER2	19.01.2026	31.12.9999	

Observation

The user comparison completed successfully and the authorization data was synchronized without errors.

Next Action

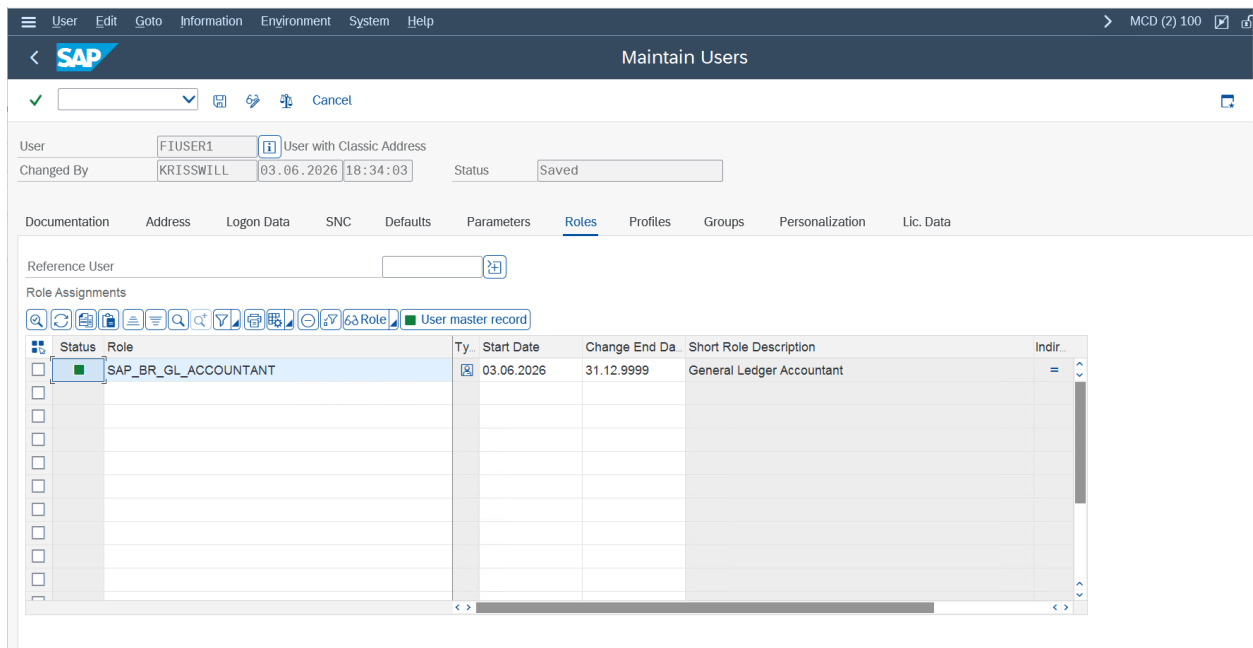
Verify that the assigned business role is visible within the user master record.

Screenshot 5 – User Verification (SU01)

Activity Performed

The user master record was reviewed in transaction SU01 to verify that the assigned business role had been successfully applied to the user account.

Role assignment details were validated through the Roles tab.



The screenshot displays the SAP SU01 'Maintain Users' transaction. The 'Roles' tab is selected, showing the role assignment for user FIUSER1. The user's status is 'Saved'. The role assignment table lists the role 'SAP_BR_GL_ACCOUNTANT' with a start date of 03.06.2026 and an end date of 31.12.9999. The role description is 'General Ledger Accountant'.

Status	Role	Ty.	Start Date	Change	End Da.	Short Role Description	Indir.
☒	SAP_BR_GL_ACCOUNTANT		03.06.2026		31.12.9999	General Ledger Accountant	=

Observation

The assigned business role was visible within the user master record and was available for authorization processing.

Project Outcome

This exercise demonstrated the end-to-end process of SAP user provisioning and role assignment using standard SAP administration transactions.

The workflow included user creation, business role assignment, authorization profile review, user comparison, and verification of assigned access within the user master record.

The exercise highlighted the relationship between user master records, business roles, authorization profiles, and user comparison processing within SAP S/4HANA.

Skills Demonstrated

- SAP User Administration (SU01)
- SAP Role Administration (PFCG)
- Business Role Assignment
- Authorization Profile Review
- User Comparison Processing
- User Master Data Maintenance
- SAP GUI Administration
- Access Control Fundamentals
- Technical Documentation