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Exam : C_S4CPB

Title : SAP Certified -
Implementation Consultant -
SAP S/4HANA Cloud Public
Edition (C_S4CPB_2602)

Version : DEMO

1.Note: In this practical certification exam, you will only be given high-level instructions. The step descriptions are complete and tested to work. They are not detailed, as this is a test of your knowledge of navigating the system on your own.

Caution: Please make sure you are always using your assigned group number. The last 6 digits are denoted as ##### in the following tasks. Your results will not be recorded if you are not using your own group number. To find your group number: Select your user in the top right corner. You will see your user name with a series of numbers. Use the last 6 digits as your group number

Caution: To keep the system running smoothly and avoid unnecessary costs, please follow the assigned exercises carefully when using the SAP Landscape. Avoid going beyond the exercise scope and only use your group number to help maintain a stable and efficient environment for everyone.

A. See Explanation below for all solution.

Answer: A

Explanation:

Purpose: Identify your own six-digit suffix and use it consistently in every task.

Example used in this guide: 000013

2.Business Scenario

You are working on an implementation project and need to assign yourself the Administrator business role to complete your job tasks. Follow the instructions below to assign the Administrator business role to your user.

Prerequisites Note:

In the task below, always replace ##### with the last 6 digits of your group number.

Your Task 1.

Assign the Administrator (BR_ADMINISTRATOR) business role to your user and save.

A. See Explanation below for all solution.

Answer: A

Explanation:

Task 1: Assign the Administrator Business Role to Your User Objective

The purpose of this task is to assign the standard SAP business role Administrator to your own business user so you can perform the required configuration and administration activities in SAP S/4HANA Cloud.

The required business role is:

For your exercise, you must always replace ##### with the last 6 digits of your group number. In your case, this was done with your own group suffix during execution.

The screenshot shows the 'Maintain Business Roles' interface in SAP S/4HANA Cloud. The title bar includes the SAP logo, 'S/4HANA Cloud', and 'Maintain Business Roles'. The main header displays 'Administrator' with a 'BR_ADMINISTRATOR' identifier. Action buttons include 'Manage Changes After Upgrade', 'Maintain Restrictions', and 'Display Changes'. Below the header, access levels are listed: 'Write Access: Unrestricted', 'Read Access: Unrestricted', and 'Value Help Access: Unrestricted'. Metadata shows 'Draft Last Changed By: A000013 SAP_Learning' and 'Draft Last Changed On: 30.03.2026, 19:24:28'. A navigation bar shows 'General Role Details' as the active tab, with counts for 'Business Catalogs (68)', 'IAM Apps (123)', 'Launchpad Spaces (5)', and 'Business Users (112)'. The 'General Data' section contains fields for 'Business Role ID' (BR_ADMINISTRATOR), 'Business Role Description' (Administrator), 'Business Role Long Text', and 'Business Role Group'. The 'Access Categories' section has dropdowns for 'Write, Read, Value Help', 'Read, Value Help', and 'Value Help', all set to 'Unrestricted'. The 'Others' section includes 'Price Category: Advanced', 'Business Role Template ID: SAP_BR_ADMINISTRATOR', 'Leading Business Role ID: -', and 'Is Leading Business Role: []'.

Why this task is required

In SAP S/4HANA Cloud, access to apps and functions is controlled through business roles.

Without the Administrator role, your user may not be able to:

So this task is the first access-enablement step.

Detailed Step-by-Step Procedure

Step 1: Open the app “Maintain Business Users”

From the SAP S/4HANA Cloud launchpad:

This app is used to maintain business users and assign or remove business roles.

Step 2: Search for your own user

Inside Maintain Business Users:

For example, in your exercise you used your own SAP Learning user.

You must open your own business user because the Administrator role needs to be assigned to your personal user record.

Step 3: Open your user record

After the search results appear:

This takes you to the detailed maintenance page where business roles can be reviewed and assigned.

Step 4: Switch to Edit mode

In the business user detail screen:

Without entering edit mode, the role assignment list is display-only and cannot be changed.

Step 5: Go to Assigned Business Roles

Inside your business user:

This tab shows all business roles already assigned to your user and is the correct place to add new ones.

Step 6: Click Add

In the Assigned Business Roles section:

This opens the dialog:

The Add dialog is used to search and select standard SAP-delivered business roles.

Step 7: Search for the Administrator role

In the Add Business Roles popup:

This is the standard Administrator role required by the task.

You must select the exact standard role, not a custom role.

Step 8: Add the role

After selecting BR_ADMINISTRATOR:

At this point the role is added to your draft changes, but not yet finally saved.

Step 9: Save the user

Back in the business user detail screen:

This is the final and mandatory step.

If you do not save, the Administrator role remains only in draft and is not actually assigned.

Step 10: Verify the assignment

After saving:

Expected Result:

Your user now has the Administrator business role assigned successfully.

What to verify after completion

You should verify the following:

The screenshot shows the 'Maintain Business Roles' interface in SAP S/4HANA Cloud. The title bar indicates 'SAP S/4HANA Cloud' and 'Maintain Business Roles'. The main heading is 'Administrator' with the role ID 'BR_ADMINISTRATOR'. There are three buttons: 'Manage Changes After Upgrade', 'Maintain Restrictions', and 'Display Changes'. Below the heading, it shows 'Write Access: Unrestricted', 'Read Access: Unrestricted', and 'Value Help Access: Unrestricted'. It also displays 'Draft Last Changed By: A000013 SAP_Learning' and 'Draft Last Changed On: 30.03.2026, 19:24:28'. The 'Editing Status' is 'Draft'. A navigation bar shows 'General Role Details', 'Business Catalogs (68)', 'IAM Apps (123)', 'Launchpad Spaces (5)', and 'Business Users (112)'. The 'General Data' section includes 'Business Role ID: *' (BR_ADMINISTRATOR), 'Business Role Description: Administrator', 'Business Role Long Text' (empty), and 'Business Role Group' (empty). The 'Access Categories' section shows 'Write, Read, Value Help' (Unrestricted), 'Read, Value Help' (Unrestricted), and 'Value Help' (Unrestricted). The 'Others' section shows 'Price Category: Advanced', 'Business Role Template ID: SAP_BR_ADMINISTRATOR', 'Leading Business Role ID: -', and 'Is Leading Business Role: []'.

3. Create a Business User and Assign a Business Role

Business Scenario

You are working on an implementation project and need to create a test user in the system for demonstrating the professional services business processes to project managers during your upcoming Fit-to-Standard workshop. Follow the instructions below to create a new test user with a basic import of worker and work agreement data.

Note: In the task below, always replace ##### with the last 6 digits of your group number.

Note: Make sure to use the EXACT names/values/spaces as they are listed in the task.

Even forgetting a space or a number will cause the validation of the task to fail and be marked as

incorrect.

Task: Assign the HR Administrator (BR_ADMINISTRATOR_HRINFO) business role to your user.

A. See Explanation below for all solution.

Answer: A

Explanation:

Task 3: Assign the HR Administrator Business Role to Your User Objective

The purpose of this task is to assign the HR Administrator business role to your own business user so you can continue the worker, work agreement, and business user setup activities required for the professional services scenario.

The required business role is:

Task 3: Assign the HR Administrator Business Role to Your User Objective

The purpose of this task is to assign the HR Administrator business role to your own business user so you can continue the worker, work agreement, and business user setup activities required for the professional services scenario.

The required business role is:

Step 1: Open the app "Maintain Business Users" From the SAP S/4HANA Cloud launchpad:

Explanation

This app is used to maintain user master data and assign business roles.

All business role assignments for your own user are done here.

Step 2: Search for your own user

In Maintain Business Users:

Explanation

You need to open your own user because the HR Administrator role must be assigned to your own account before continuing the simulation.

Step 3: Open your user record

After the search results appear:

Explanation

This opens the business user detail screen where all assigned roles can be reviewed and maintained.

Step 4: Switch to Edit mode

On the user detail page:

Explanation

Edit mode is required before you can add or remove business roles.

Without edit mode, the Assigned Business Roles tab is display-only.

General Assigned Business Roles (2) Application Jobs (0)

General

First Name: A000457 Building: -- User Name: A000457 Global User ID History: -- Valid To: 31.12.9999 Decimal Format: 1,234,567.89

Last Name: -- Floor: -- User ID: CB9980001019 Locked: -- Business User Group: -- Date Format: DD.MM.YYYY (Gregorian Date)

SAP_Learning Worker ID: A00457 Room: -- Global User ID: -- Valid From: 19.10.2020 Price Category: Advanced Time Zone: Central Europe

Business Partner (Person ID): 9980001019 E-Mail: learner+A000457@education.cloud.sap Language: English United States

Phone: --

Assigned Business Roles (2)

(2)

Business Role	Business Role ID	Price Category
☐ Administrator	BR_ADMINISTRATOR	Advanced
☐ S4C Generic Role	Z_S4C_GENERIC_ROLE	Advanced

Step 5: Open the “Assigned Business Roles” tab

Inside your user record:

Explanation

This tab lists all current roles assigned to your user and is the correct place to add BR_ADMINISTRATOR_HRINFO.

A000457 SAP_Learning Check Dependencies Display Changes Edit Delete Summarize

General Assigned Business Roles (2) Application Jobs (0)

Assigned Business Roles (2)

(2)

Business Role	Business Role ID	Price Category
☐ Administrator	BR_ADMINISTRATOR	Advanced
☐ S4C Generic Role	Z_S4C_GENERIC_ROLE	Advanced

Application Jobs (0)

Search

There are no entries yet
When there are, you'll see them here.

Step 6: Click “Add”

In the Assigned Business Roles section:

This opens the dialog:

Explanation

This popup allows you to search for standard SAP business roles by ID or description.

Step 7: Search for the HR Administrator role

In the Add Business Roles popup:

Explanation

This is the exact role required by the task.

It gives you the workforce /HR information administration permissions needed for the later simulation steps.

Step 8: Add the role to the user

After selecting the role:

The role should now appear in your assigned roles list.

Explanation

At this stage, the role is added to the user in draft mode, but it is not yet permanently stored until you save.

General Assigned Business Roles (2) Application Jobs (0)

General

First Name: A000457	Building: -	User Name: A000457	Global User ID History: -	Valid To: 31.12.9999	Decimal Format: 1,234,567.89
Last Name: SAP_Learning	Floor: -	User ID: CB9980001019	Locked: ☐	Business User Group: 	Date Format: DD.MM.YYYY (Gregorian Date)
Worker ID: A00457	Room: -	Global User ID: 	Valid From: 19.10.2020	Price Category: Advanced	Time Zone: Central Europe
Business Partner (Person ID): 9980001019					Time Format: 24 Hour Format (Example: 12:05:...
E-Mail: learner+A000457@education.cloud.sap					Language: English United States
Phone: -					

Assigned Business Roles (2)

(3)

☐ Business Role	Business Role ID	Price Category
☐ Administrator	BR_ADMINISTRATOR	Advanced
☐ Administrator - HR Info	BR_ADMINISTRATOR_HRINFO	Advanced
☐ S4C Generic Role	Z_S4C_GENERIC_ROLE	Advanced

Step 9: Save the business user

Back on the business user detail page:

Explanation

Saving is mandatory.

If you do not save, the role assignment remains incomplete and later tasks may fail because your user will not actually have the HR Administrator authorization.

Step 10: Verify the role assignment

After saving, verify that the role appears in the assigned roles list:

Explanation

This is your proof that the task is complete.

You should see the HR role together with your other assigned roles.

Expected Result

After completing this task successfully:

Why this role matters

The role BR_ADMINISTRATOR_HRINFO is required because the scenario involves:

In SAP S/4HANA Cloud, access is always role-based, so assigning this role is an authorization prerequisite for later tasks.