

I request the creation of a new cost center

Domain: [Finance Data & Reporting](#)

Responsibility area: to be completed

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1. Objective and Scope

1.1 Objective of this Operation

The aim of the procedure is to explain how to request the creation of a new cost center

1.2 Scope

Worldwide, for PF2, WP2 & PI2

2. Definitions

[Finance - Glossary](#)

Scope



ERP



Frequency



References

[Cost Center - Master Data](#)

Forms

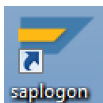
Attachments

Previous OP << I request the creation of a new cost center >> Next OP

3. Tasks description

3.1 I access the application PRS_50

STEP 1



Open the SAP login

Name	System Description	SID	Group/Server	Data...	Message Server
Syensqo ERP - Production - OBP Link	OBP	PUBLIC	obp.syensqo.com		
Syensqo ERP - Production - PI2 Link	PI2	PUBLIC	pi2.syensqo.com		
Syensqo ERP - Production - WP2 Link	WP2	PUBLIC	wp2.syensqo.com		

Click Syensqo ERP- Production - PF2

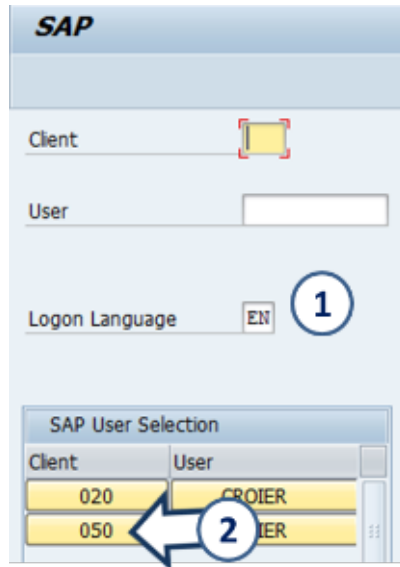
1. Enter Logon Language = EN



Only English is supported – other languages could result in unpredictable results

2. Click

050



The image shows the SAP login screen. At the top, there is a blue header with the SAP logo. Below it, there are input fields for 'Client', 'User', and 'Logon Language'. The 'Logon Language' field is set to 'EN' and is circled with a blue '1'. Below these fields is a 'SAP User Selection' table. The table has two columns: 'Client' and 'User'. The first row shows '020' and 'CROIER'. The second row shows '050' and 'IER'. A blue arrow points to the '050' entry, which is circled with a blue '2'.

STEP 2

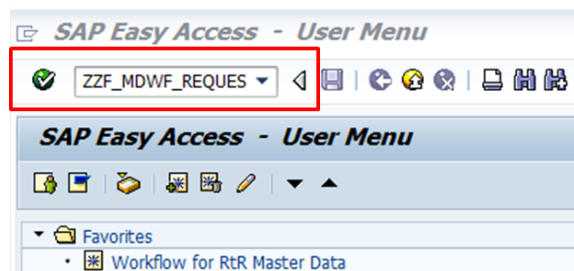
Enter transaction code **ZZF_MDWF_R**
EQUEST and



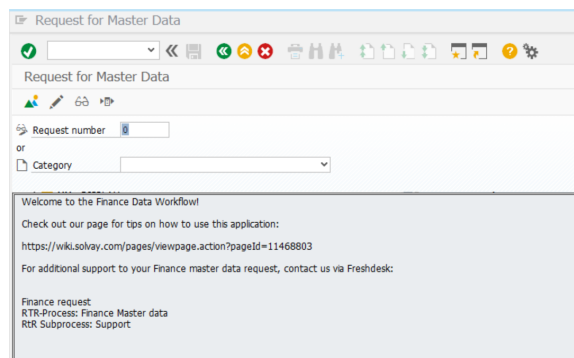
You can add it to your favorites [menu System – User Profile – Expand Favorites]



Request for Master Data:
Initial Screen



The image shows the 'SAP Easy Access - User Menu' screen. At the top, there is a search bar with the text 'ZZF_MDWF_REQES' and a dropdown arrow. Below the search bar, there is a 'Favorites' section with a list item 'Workflow for Rtr Master Data'.



The image shows the 'Request for Master Data' initial screen. It has a title bar 'Request for Master Data' and a toolbar with various icons. Below the toolbar, there are input fields for 'Request number' and 'Category'. A message box at the bottom says 'Welcome to the Finance Data Workflow!' and provides a URL: 'https://wiki.solway.com/pages/viewpage.action?pageId=11468803'. It also mentions 'For additional support to your Finance master data request, contact us via Freshdesk:'.

On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

1. On the initial screen :



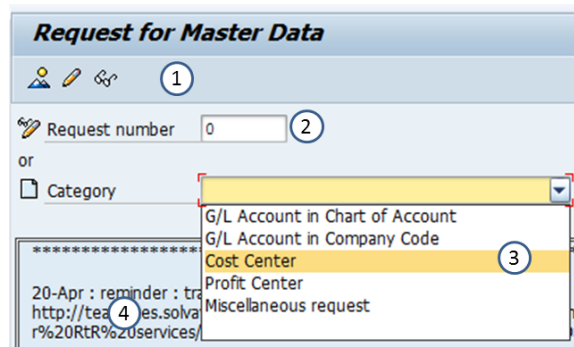
List existing requests :
« My request report »



Modify an existing
request



Display an existing
request



The image shows the 'Request for Master Data' screen. It has a title bar 'Request for Master Data' and a toolbar with various icons. Below the toolbar, there are input fields for 'Request number' and 'Category'. The 'Request number' field is set to '0' and is circled with a blue '2'. The 'Category' field is a dropdown menu with a list of options: 'G/L Account in Chart of Account', 'G/L Account in Company Code', 'Cost Center', 'Profit Center', and 'Miscellaneous request'. The 'Cost Center' option is highlighted and circled with a blue '3'. A blue arrow points to the 'Request number' field, which is circled with a blue '1'. A blue arrow points to the 'Category' dropdown menu, which is circled with a blue '4'.

4. The text box at the bottom of the screen is an “info board”, giving the last information about the application (update, new functions,...)

STEP 3

Fill the request

1. Select your need :

Create

Update

Unlock

Lock

Translate

3. Select the system landscape.

- CICC = PI2
- ERP Rodia Core = WP2
- ERP Solvay = PF2

4. Enter:

- the Company code (for WP2)
- or PRS CoCode (for PF2 & PI2)

It can remain blank if request spans over several companies of the same system

5. Select the Business unit. It can remain blank if several GBU are involved

6. It comes when you choose the ERP (see next step)

7. Select the project name when applicable

8. Flag during pre-closing and closing periods, it allows the identification of urgent requests necessary for the closing.

9. Flag to identify temporary request that need to be reversed

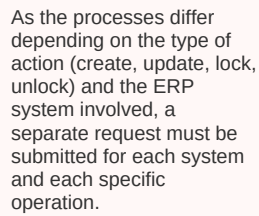
The new request must be saved by clicking  before going to the next step

3.2 I submit a request for a cost center creation or modification

 It is highly recommended that you input the parameters in the "master data" tab when you are requesting the creation / update of cost centers as it reduces the processing time. Nevertheless, if you have difficulties in putting the data in the "master data" tab, you can attach an excel file with all the mandatory parameters:

- Type of cost center (production, commercial, administrative);
- BFC heading/value field where the costs should be reported;
- Profit center (WP1)/Business area (PF1);
- Person responsible.

STEP 1



Create Request for Master Data: - Cost Center

Category: Cost Center

Action: Create

Title: Update

System landscape: Unlock

Lock

Status: Created on

Created by

Requester

E-Mail Address

Telephone

Create Request for Master Data: Create - Cost Center

Category: C Cost Center

Action: C Create

Title: ID 87076 - Case 0000034476 Create CC restructuring

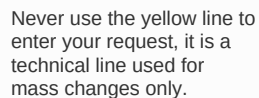
System landscape: ERPSOLV ERP Solvay

PRS CoCode

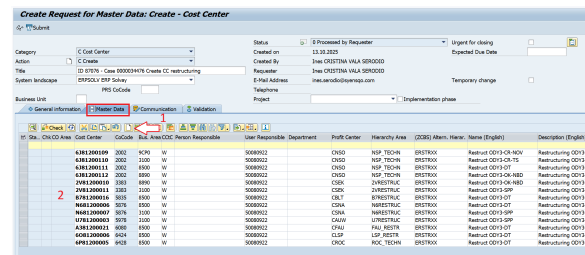
Business Unit

General information | Master Data | Communication | Validation

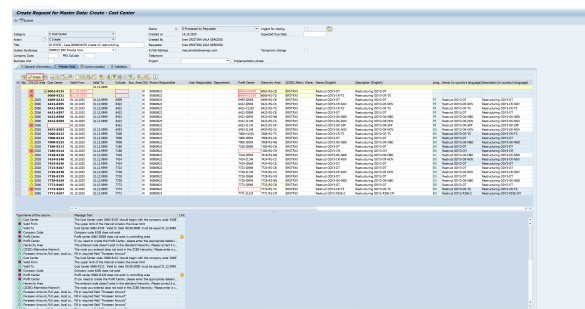
, click



- Company code
- Cost center Code
- Valid from
- English short name & long description
- Person responsible
- Cost Center Category
- Standard hierarchy area
- Alternative hierarchy
- Business area (in PF2 only)
- Profit center
- Foreseen amount
- IECRA (for WP2 only)

[illegible]

You can use an existing cost center to pre fill the information and replace the existing cost center codes by the ones to be created and adapt the information to your requirement.





Use Excel

When you are dealing with a larger number of entries it might be more efficient to use Excel:

- Prepare an Excel document with the list of cost centers you want to process.
- Copy and Paste it into the request.
- Press the <check> button. As a result the data are loaded.
- <Submit> the request when it is completed.

STEP 4

Correct any errors identified by the system, save and submit the request. SAP will generate a ticket number.



You can only submit a request once you have corrected all errors [red border around the cell]

Request for Master Data : - Cost Center

Submit Ask

STEP 5

Return to the transaction ZZF_MDWF_REQUEST, insert the ticket number and press "Take in charge" followed by "Approve".

Display Request for Master Data: Create - Cost Center

Cancel Take in charge Approve Check Print

Display Request for Master Data: Create - Cost Center

Cancel Take in charge Approve Check Print

STEP 6

In Master Data Tab, click "Check" button followed by "Call transaction - Force call transaction on errors".

