

OP.103

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.

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



WW

ERP



PF2



WP2



PI2

Frequency



On
Demand

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 logon

Click Syensqo ERP- Production - PF2

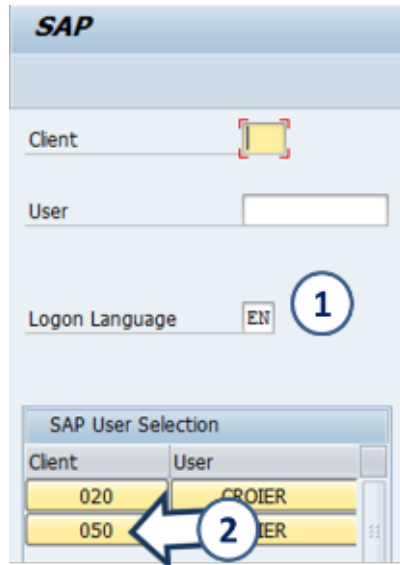
1. Enter Logon Language = EN

SAP Logon 800						
Log On: Variable Logon						
Workspaces	Name	System Description	SID	Group/Server	Insta...	Message Server
Logon	Syensqo ERP - Production - OBP Link	OBP	PUBLIC			obp.syensqo.com
Log version 03-NOV-2025	Syensqo ERP - Production - PF2 Link	PF2	PUBLIC			pf2.syensqo.com
	Syensqo ERP - Production - PI2 Link	PI2	PUBLIC			pi2.syensqo.com
	Syensqo ERP - Production - WP2 Link	WP2	PUBLIC			wp2.syensqo.com

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

2. Click

050



The SAP Logon screen shows fields for Client, User, and Logon Language. The Logon Language is set to 'EN'. Below these fields is a 'SAP User Selection' table with two rows: Client 020, User CROIER and Client 050, User IER. A red box highlights the Client field, and a red arrow points to the Client 050 row in the table.

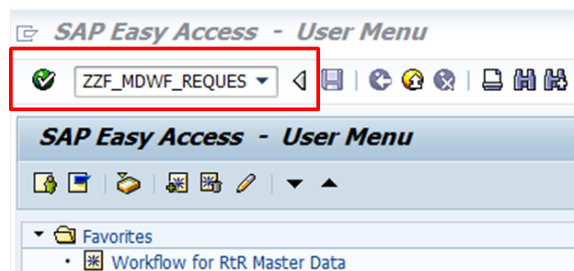
Client	User
020	CROIER
050	IER

STEP 2

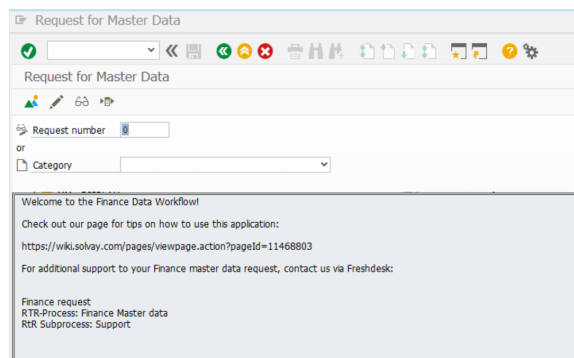
Enter transaction code **ZZF_MDWF_R**
EQUEST and **Enter**

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

i Request for Master Data: Initial Screen



The SAP Easy Access - User Menu screen shows a search bar with the transaction code 'ZZF_MDWF_REQES' entered. Below the search bar is a 'Favorites' section with a link to 'Workflow for Rtr Master Data'.



The Request for Master Data: Initial Screen shows a search bar with the transaction code 'ZZF_MDWF_REQES' entered. Below the search bar is a 'Request number' field and a 'Category' dropdown menu. The screen also displays a welcome message and a link to the Finance Data Workflow page.

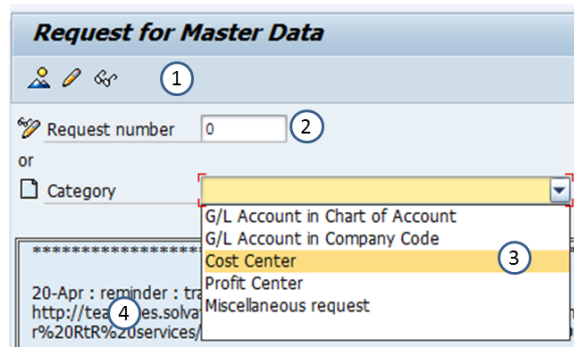
On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

1. On the initial screen :

 List existing requests :
« My request report »

 Modify an existing request

 Display an existing request



The Request for Master Data: Initial Screen shows a search bar with the transaction code 'ZZF_MDWF_REQES' entered. Below the search bar is a 'Request number' field and a 'Category' dropdown menu. The screen also displays a welcome message and a link to the Finance Data Workflow page.

Request number	Category
0	G/L Account in Chart of Account
	G/L Account in Company Code
	Cost Center
	Profit Center
	Miscellaneous request

2. In case of **Display** or **Update** of an existing request, enter the request number here

3. In case of **Creation**, select the category of data you want to create / update

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

After selecting a Data type, the application brings you to the creation screen

STEP 3

Fill the request
1. Select your need :

Create

Update

Unlock

Lock

Translate

Request for Master Data : Create - Cost Center

Submit

Category: Cost Center

Status: Processed by Requester

Created on: 20.05.2015

Changed on:

Urgent for closing: ☐

Expected Due Date:

Action: Create

Title: Create a new cost center for Workshop 1

System landscape: ERP Rodia Core

Company Code: 1042

Business Unit: CS

Requester:

E-Mail Address:

Telephone:

Temporary change: ☐

Project: MERLON

Implementation phase:

General information

Communication

Validation

Reserved Tab, displayed to Data Management Team and Process Expert only

2. Enter the title of the request which will be used in all emails.

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

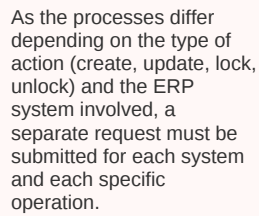
3.2 I submit a request for a cost center creation or modification



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

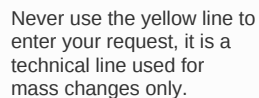
System landscape: ERPSOLV ERP Solvay

PRS CoCode

Business Unit

General information | Master Data | Communication | Validation

, click

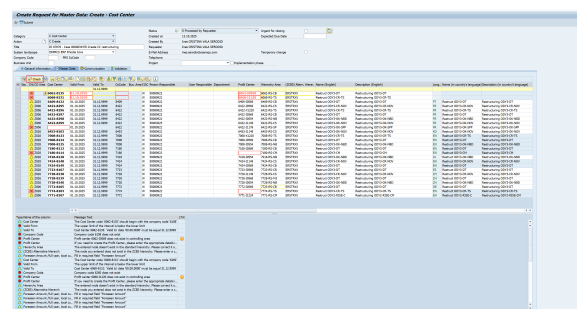


press check

- 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".

Change Request for Master Data: Create - Cost Center

Request number: 38932
 Category: C Cost Center
 Action: C Create
 Title: ID 87076 - Case 000034476 Create CC restructuring
 System landscape: ERPCC ERP Rhoda Core
 Company Code: PRS CoCode
 Business Unit:
 Status: 7 In process or partially completed
 Created on: 13.10.2025
 Created By: Ines CRISTINA VALA SERODIO
 Requester: Ines CRISTINA VALA SERODIO
 E-Mail Address: ines.serodio@yareps.com
 Temporary change:
 Project:
 Implementation phase:
 Log

ID	Sta...	Chk/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COCC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006			6068-8131	01.10.2025	31.12.9999	6068	W	50080922			6068-81220	6068-81-75
2006			6422-8250	01.10.2025	31.12.9999	6422	W	50080922			6422-00569	6422-85-05
2006			6422-8251	01.10.2025	31.12.9999	6422	W	50080922			6422-01220	6422-85-75
2006			6422-8252	01.10.2025	31.12.9999	6422	W	50080922			6422-00569	6422-85-08
2006			6422-8253	01.10.2025	31.12.9999	6422	W	50080922			6422-00569	6422-85-18
2006			6422-8254	01.10.2025	31.12.9999	6422	W	50080922			6422-01248	6422-85-05

Display Request for Master Data: Create - Cost Center

Request number: 38931
 Category: C Cost Center
 Action: C Create
 Title: ID 87076 - Case 000034476 Create CC restructuring
 System landscape: ERPCC ERP Rhoda Core
 Company Code: PRS CoCode
 Business Unit:
 Status: 7 In process or partially completed
 Created on: 13.10.2025
 Created By: Ines CRISTINA VALA SERODIO
 Requester: Ines CRISTINA VALA SERODIO
 E-Mail Address: ines.serodio@yareps.com
 Temporary change:
 Project:
 Implementation phase:
 Log

ID	Sta...	Chk/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COCC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006			2V81200010	01.10.2025	31.12.9999	3383	3100	W	50080922			
2006			2V81200011	01.10.2025	31.12.9999	2002	9CPO	W	50080922			
2006			6381200109	01.10.2025	31.12.9999	2002	3100	W	50080922			
2006			6381200110	01.10.2025	31.12.9999	2002	0100	W	50080922			
2006			6381200111	01.10.2025	31.12.9999	2002	0100	W	50080922			
2006			6381200112	01.10.2025	31.12.9999	2002	0180	W	50080922			
2006			6081200006	01.10.2025	31.12.9999	6424	0100	W	50080922			
2006			6081200005	01.10.2025	31.12.9999	6420	0100	W	50080922			
2006			A381200021	01.10.2025	31.12.9999	6080	0100	W	50080922			
2006			B781200016	01.10.2025	31.12.9999	5835	0100	W	50080922			
2006			N681200006	01.10.2025	31.12.9999	5876	0100	W	50080922			
2006			N681200007	01.10.2025	31.12.9999	5876	3100	W	50080922			
2006			U781200003	01.10.2025	31.12.9999	5978	3100	W	50080922			

STEP 7

Approve the creation of the cost centers by clicking "Approve" button.

This should be the expected result. The cost centers are created.

Display Request for Master Data: Create - Cost Center

Request number: 38931
 Category: C Cost Center
 Action: C Create
 Title: ID 87076 - Case 000034476 Create CC restructuring
 System landscape: ERPCC ERP Rhoda Core
 Company Code: PRS CoCode
 Business Unit:
 Status: 7 In process or partially completed
 Created on: 13.10.2025
 Created By: Ines CRISTINA VALA SERODIO
 Requester: Ines CRISTINA VALA SERODIO
 E-Mail Address: ines.serodio@yareps.com
 Temporary change:
 Project:
 Implementation phase:
 Log

Are you sure that you want to process a line which contravenes some rules?

Approve No Cancel

ID	Sta...	Chk/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COCC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006			2V81200011	01.10.2025	31.12.9999	3383	3100	W	50080922			
2006			6381200109	01.10.2025	31.12.9999	2002	9CPO	W	50080922			
2006			6381200110	01.10.2025	31.12.9999	2002	3100	W	50080922			
2006			6381200111	01.10.2025	31.12.9999	2002	0100	W	50080922			
2006			6381200112	01.10.2025	31.12.9999	2002	0180	W	50080922			
2006			6081200006	01.10.2025	31.12.9999	6424	0100	W	50080922			
2006			6081200005	01.10.2025	31.12.9999	6420	0100	W	50080922			
2006			A381200021	01.10.2025	31.12.9999	6080	0100	W	50080922			
2006			B781200016	01.10.2025	31.12.9999	5835	0100	W	50080922			
2006			N681200006	01.10.2025	31.12.9999	5876	0100	W	50080922			
2006			N681200007	01.10.2025	31.12.9999	5876	3100	W	50080922			
2006			U781200003	01.10.2025	31.12.9999	5978	3100	W	50080922			

Display Request for Master Data: Create - Cost Center

Request number: 38931
 Category: C Cost Center
 Action: C Create
 Title: ID 87076 - Case 000034476 Create CC restructuring
 System landscape: ERPCC ERP Rhoda Core
 Company Code: PRS CoCode
 Business Unit:
 Status: 7 In process or partially completed
 Created on: 13.10.2025
 Created By: Ines CRISTINA VALA SERODIO
 Requester: Ines CRISTINA VALA SERODIO
 E-Mail Address: ines.serodio@yareps.com
 Temporary change:
 Project:
 Implementation phase:
 Log

ID	Sta...	Chk/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COCC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006			2V81200010	01.10.2025	31.12.9999	3383	3100	W	50080922			
2006			2V81200011	01.10.2025	31.12.9999	2002	9CPO	W	50080922			
2006			6381200109	01.10.2025	31.12.9999	2002	3100	W	50080922			
2006			6381200110	01.10.2025	31.12.9999	2002	0100	W	50080922			
2006			6381200111	01.10.2025	31.12.9999	2002	0180	W	50080922			
2006			6081200006	01.10.2025	31.12.9999	6424	0100	W	50080922			
2006			6081200005	01.10.2025	31.12.9999	6420	0100	W	50080922			
2006			A381200021	01.10.2025	31.12.9999	6080	0100	W	50080922			
2006			B781200016	01.10.2025	31.12.9999	5835	0100	W	50080922			
2006			N681200006	01.10.2025	31.12.9999	5876	0100	W	50080922			
2006			N681200007	01.10.2025	31.12.9999	5876	3100	W	50080922			
2006			U781200003	01.10.2025	31.12.9999	5978	3100	W	50080922			

Information: You must now mark this request as complete, every item was processed.

