

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 logon

Click Syensqo ERP- Production - PF2

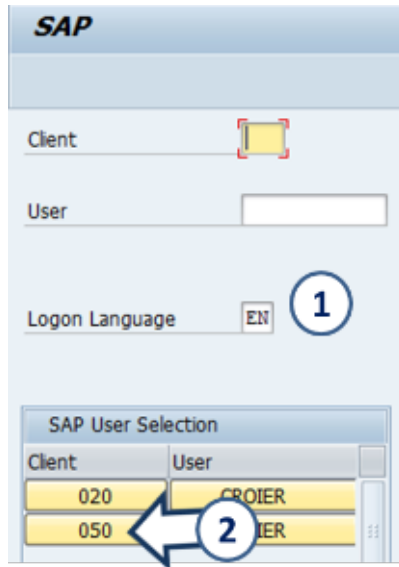
1. Enter Logon Language = **EN**



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

Log On	Workspaces	Name	System Description	SID	Group/Server	Insta...	Message Server
	Logon	Syensqo ERP - Production - OBP Link	OBP	PUBLIC			obp.syensqo.com
	Workspaces	Syensqo ERP - Production - PF2 Link	PF2	PUBLIC			pf2.syensqo.com
	Workspaces	Syensqo ERP - Production - PI2 Link	PI2	PUBLIC			pi2.syensqo.com
	Workspaces	Syensqo ERP - Production - WP2 Link	WP2	nsaprd			wp2.syensqo.com

2. Click 050

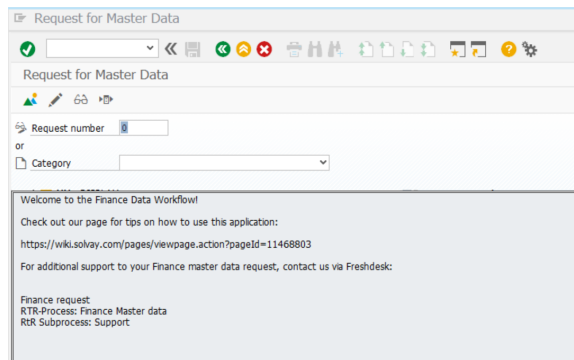
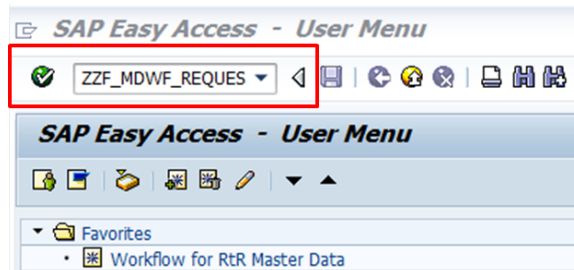


STEP 2

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



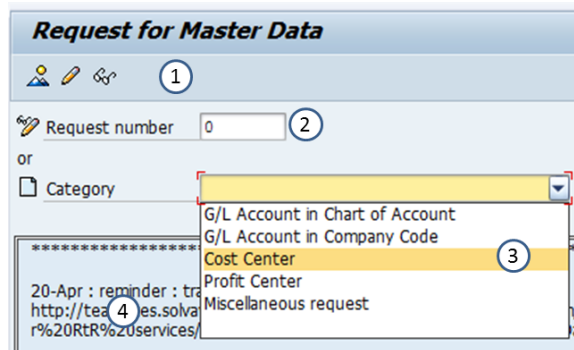
On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

1. On the initial screen :

List existing requests :
« My request report »

Modify an existing request

Display an existing request



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,...)

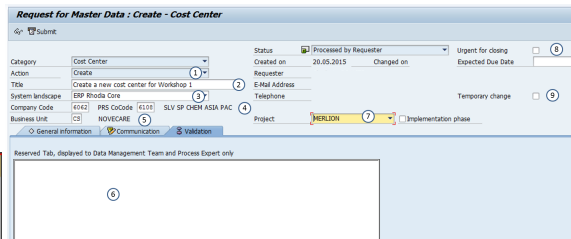
After selecting a Data type, the application brings you to the creation screen

STEP 3

Fill the request

1. Select your need :

- Create
- Update
- Unlock
- Lock
- Translate



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.

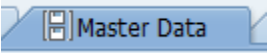
STEP 1

! As the processes differ depending on the type of action (create, update, lock, unlock) and the ERP system involved, a separate request must be submitted for each system and each specific operation.

In SAP PRS 050 go to transaction ZZF_MDWF_REQUEST. Select "Cost center" in category field and "Create" in action field. Populate the title and the system landscape.

STEP 2

Open the tab



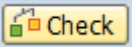
, click



"append row" button (1) and create as many rows as cost centers you want to create / update (2).

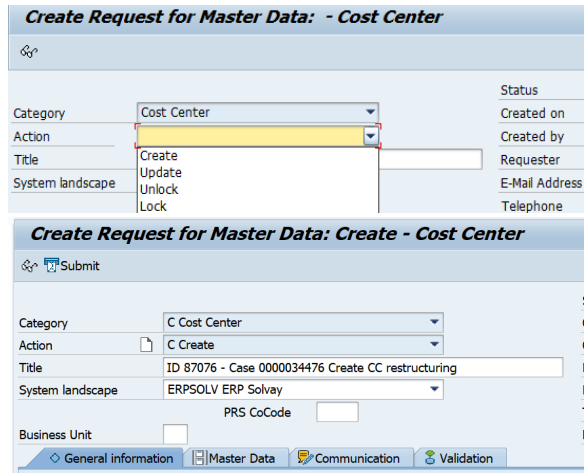
i Never use the yellow line to enter your request, it is a technical line used for mass changes only.

STEP 3

Fill mandatory fields listed below and 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)

i **Create from reference**
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.



ID	Sh.	CHCO Area	Cost Center	COCode	Bus. Area/OC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area	(Z)ORG	Altern. Hancr.	Name (English)	Description (English)
4381200109	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-CA-NOV	Restauring 0013-
4381200110	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-CA-TE	Restauring 0013-
4381200111	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200112	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-CA-NBD	Restauring 0013-
4381200113	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-CA-NBD	Restauring 0013-
4381200114	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200115	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200116	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200117	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200118	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200119	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200120	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200121	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200122	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200123	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200124	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200125	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200126	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200127	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200128	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200129	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200130	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200131	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200132	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200133	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200134	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200135	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200136	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200137	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200138	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200139	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200140	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200141	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200142	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200143	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200144	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200145	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200146	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200147	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200148	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200149	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200150	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200151	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200152	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200153	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200154	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200155	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200156	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200157	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200158	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200159	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200160	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200161	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200162	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200163	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200164	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200165	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200166	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200167	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200168	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200169	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200170	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200171	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200172	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200173	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200174	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200175	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200176	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200177	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200178	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200179	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200180	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200181	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200182	3002		1030	WI			0000002	COAD	NSP	TECHN		ENR17000	Restaur 0013-OT	Restauring 0013-
4381200183	3002		1030	WI										

i 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

Display Request for Master Data: Create - Cost Center

Approve

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 | Status: 7 In process or partially completed | Urgent for doing

Category: C Cost Center | Created on: 13.10.2025 | Created By: Ines CRISTINA VALA SERODIO | Expected Due Date: Person in charge

Action: C Create | Requester: Ines CRISTINA VALA SERODIO

Title: ID 87076 - Case 000024476 Create CC restructuring

System landscape: ERPSOLV ERP Solway | E-Mail Address: ines.serodio@syse.com

Company Code: PHS CoCode | Telephone: | Project: | Implementation phase:

Business Unit: PHS CoCode

St...	CH/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COIC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006	6068-8131	01.10.2025	31.12.9999	6068	W	50080922		6068-1120	6068-RS-TS		
2006	6422-8250	01.10.2025	31.12.9999	6422	W	50080922		6422-0569	6422-RS-CS		
2006	6422-8251	01.10.2025	31.12.9999	6422	W	50080922		6422-0120	6422-RS-TS		
2006	6422-8252	01.10.2025	31.12.9999	6422	W	50080922		6422-0569	6422-RS-CS		
2006	6422-8253	01.10.2025	31.12.9999	6422	W	50080922		6422-0569	6422-RS-CS		
2006	6422-8254	01.10.2025	31.12.9999	6422	W	50080922		6422-0569	6422-RS-CS		

Display Request for Master Data: Create - Cost Center

Req. est. number: 38931 | Status: 7 In process or partially completed

Category: C Cost Center | Created on: 13.10.2025 | Created By: Ines CRISTINA VALA SERODIO

Action: C Create | Requester: Ines CRISTINA VALA SERODIO

Title: ID 87076 - Case 000024476 Create CC restructuring

System landscape: ERPSOLV ERP Solway | E-Mail Address: ines.serodio@syse.com

Business Unit: PHS CoCode

St...	CH/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COIC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006	2V81200010	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	8500	W	50080922				
2006	6381200112	01.10.2025	31.12.9999	2002	8990	W	50080922				
2006	6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922				
2006	6P81200005	01.10.2025	31.12.9999	6428	8500	W	50080922				
2006	A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922				
2006	B781200016	01.10.2025	31.12.9999	5835	8500	W	50080922				
2006	N681200006	01.10.2025	31.12.9999	5876	8500	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 | Status: 7 In process or partially completed

Category: C Cost Center | Created on: 13.10.2025 | Created By: Ines CRISTINA VALA SERODIO

Action: C Create | Requester: Ines CRISTINA VALA SERODIO

Title: ID 87076 - Case 000024476 Create CC restructuring

System landscape: ERPSOLV ERP Solway | E-Mail Address: ines.serodio@syse.com

Business Unit: PHS CoCode

IF Please confirm!

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

Approve | No | Cancel

St...	CH/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COIC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
CHEF	2V81200010	01.10.2025	31.12.9999	3383	3100	W	50080922				
CHEF	6381200109	01.10.2025	31.12.9999	2002	9CPO	W	50080922				
CHEF	6381200110	01.10.2025	31.12.9999	2002	3100	W	50080922				
CHEF	6381200111	01.10.2025	31.12.9999	2002	8500	W	50080922				
CHEF	6381200112	01.10.2025	31.12.9999	2002	8990	W	50080922				
CHEF	6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922				
CHEF	6P81200005	01.10.2025	31.12.9999	6428	8500	W	50080922				
CHEF	A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922				
CHEF	B781200016	01.10.2025	31.12.9999	5835	8500	W	50080922				
CHEF	N681200006	01.10.2025	31.12.9999	5876	8500	W	50080922				
CHEF	N681200007	01.10.2025	31.12.9999	5876	3100	W	50080922				
CHEF	U781200003	01.10.2025	31.12.9999	5978	3100	W	50080922				

Display Request for Master Data: Create - Cost Center

Request number: 38931 | Status: 7 In process or partially completed

Category: C Cost Center | Created on: 13.10.2025 | Created By: Ines CRISTINA VALA SERODIO

Action: C Create | Requester: Ines CRISTINA VALA SERODIO

Title: ID 87076 - Case 000024476 Create CC restructuring

System landscape: ERPSOLV ERP Solway | E-Mail Address: ines.serodio@syse.com

Business Unit: PHS CoCode




IF Please confirm!

You could now mark this request as complete, every row was processed.

St...	CH/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COIC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
CHEF	2V81200010	01.10.2025	31.12.9999	3383	3100	W	50080922				
CHEF	6381200109	01.10.2025	31.12.9999	2002	9CPO	W	50080922				
CHEF	6381200110	01.10.2025	31.12.9999	2002	3100	W	50080922				
CHEF	6381200111	01.10.2025	31.12.9999	2002	8500	W	50080922				
CHEF	6381200112	01.10.2025	31.12.9999	2002	8990	W	50080922				
CHEF	6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922				
CHEF	6P81200005	01.10.2025	31.12.9999	6428	8500	W	50080922				
CHEF	A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922				
CHEF	B781200016	01.10.2025	31.12.9999	5835	8500	W	50080922				
CHEF	N681200006	01.10.2025	31.12.9999	5876	8500	W	50080922				
CHEF	N681200007	01.10.2025	31.12.9999	5876	3100	W	50080922				
CHEF	U781200003	01.10.2025	31.12.9999	5978	3100	W	50080922				



Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Oct 31, 2025	Actor	Type	Activity	Version
Published	 CRISTINA VALA SERODIO, ines	Edit	updated the page at 1:26 pm	
	 CRISTINA VALA SERODIO, ines	State	changed state to Published at 12:30 pm	v12
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 12:30 pm	
		State	changed state to Draft at 12:26 pm	v8
Oct 04, 2019				
Published	ROLLIER, Charlotte	State	changed state to Published at 1:48 pm	v7
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 1:48 pm	

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Nov 06, 2025	Actor	Type	Activity	Version
Published	 CRISTINA VALA SERODIO, ines	Edit	updated the page at 3:30 pm	
		State	changed state to Published at 2:30 pm	v62
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 2:30 pm	
		State	changed state to Draft at 2:30 pm	v62
Dec 03, 2021				
Published	ROLLIER, Charlotte	Edit	updated the page at 5:52 pm	
	ROLLIER, Charlotte	State	changed state to Published at 4:58 pm	v61
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 4:58 pm	
		State	changed state to Draft at 4:52 pm	v60