

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



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

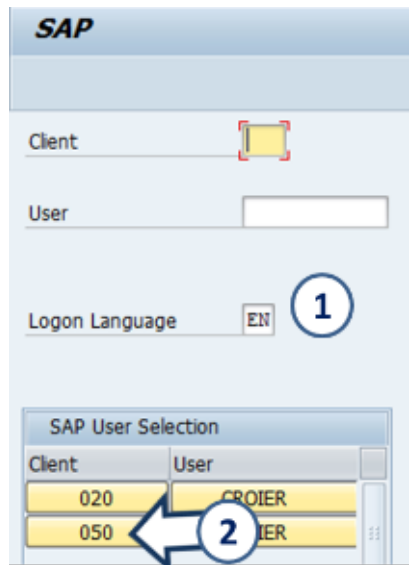
Click Syensqo ERP- Production - PF2

1. Enter Logon Language = EN

Log On	Workable Logon	Name	System Description	SID	Group/Server	Insta...	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 - PI2 Link	PI2	PUBLIC			pi2.syensqo.com
		Syensqo ERP - Production - WP2 Link	WP2	nsaprd			wp2.syensqo.com

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

2. Click **050**

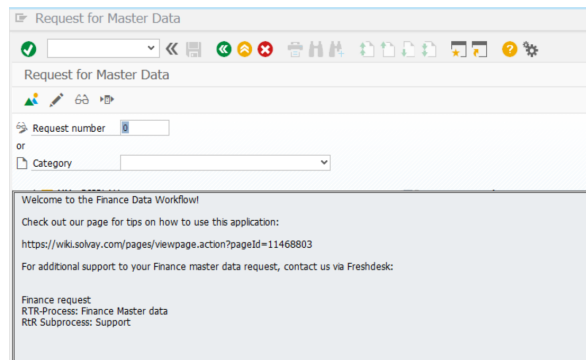
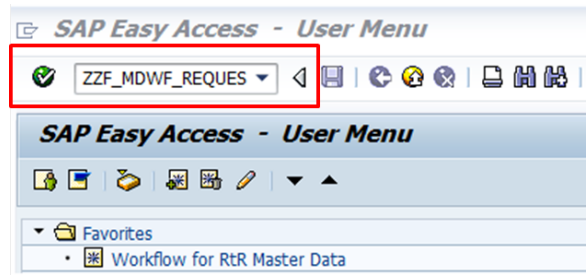


STEP 2

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




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

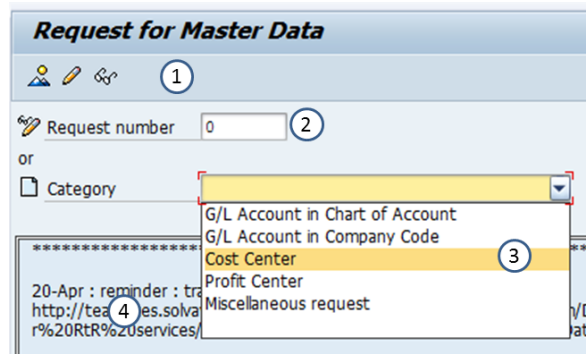
i Request for Master Data: Initial Screen



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,...)

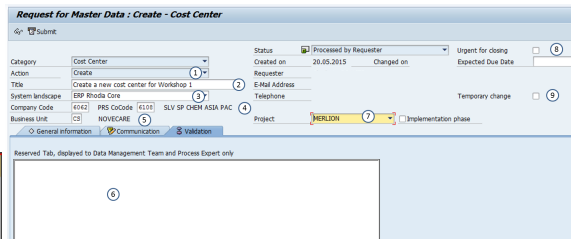
After selecting a Data type, the application brings you to the creation screen

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.

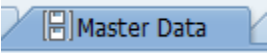
STEP 1

! 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



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

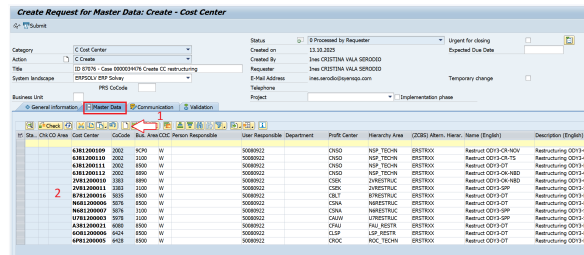
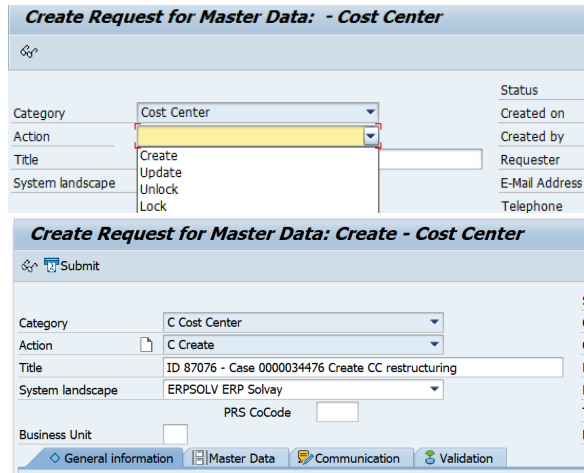
i Never use the yellow line to enter your request, it is a technical line used for mass changes only.

STEP 3

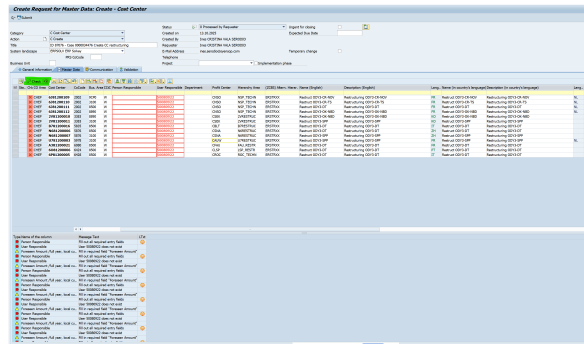
Fill mandatory fields listed below and press check

- 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)

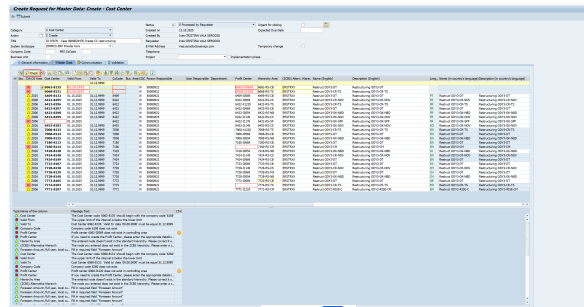
i **Create from reference**
You can use an existing cost center to pre fill the information and replace the existing cost center codes by the ones to be created and adapt the information to your requirement.



PF2



WP2



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@sysp.com

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

Business Unit: | Master Data: | Communication: | Validation: | Log

ID	Sta.	CHK/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	6068-8131
2006			6422-8250	01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-8250
2006			6422-8251	01.10.2025	31.12.9999	6422	W	50080922			6422-0570	6422-8251
2006			6422-8252	01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-8252
2006			6422-8253	01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-8253
2006			6422-8254	01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-8254

Display Request for Master Data: Create - Cost Center

Req. est. number: 38931 | Status: | Created on: | Created by: | Requester: | E-Mail Address: | Telephone: | Project:

Category: C Cost Center

Action: C Create

Title: ID 87076 - Case 000024476 Create CC restructuring

System landscape: ERPSOLV ERP Solway

Business Unit: | Master Data: | Communication: | Validation: | Log

ID	Sta.	CHK/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 p | Created on: 13.10.2025 | Created By: Ines CRISTINA VALA SERODIO | Requester: Ines CRISTINA VALA SERODIO | E-Mail Address: ines.serodio@sysp.com

Category: C Cost Center

Action: C Create

Title: ID 87076 - Case 000024476 Create CC restructuring

System landscape: ERPSOLV ERP Solway

Business Unit: | Master Data: | Communication: | Validation: | Log

IF Please confirm!

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/COIC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006			CHEF 2V81200010	01.10.2025	31.12.9999	3383	3100	W	50080922			
2006			CHEF 6381200109	01.10.2025	31.12.9999	2002	9CPO	W	50080922			
2006			CHEF 6381200110	01.10.2025	31.12.9999	2002	3100	W	50080922			
2006			CHEF 6381200111	01.10.2025	31.12.9999	2002	8500	W	50080922			
2006			CHEF 6381200112	01.10.2025	31.12.9999	2002	8990	W	50080922			
2006			CHEF 6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922			
2006			CHEF 6P81200005	01.10.2025	31.12.9999	6428	8500	W	50080922			
2006			CHEF A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922			
2006			CHEF B781200016	01.10.2025	31.12.9999	5835	8500	W	50080922			
2006			CHEF N681200006	01.10.2025	31.12.9999	5876	8500	W	50080922			
2006			CHEF N681200007	01.10.2025	31.12.9999	5876	3100	W	50080922			
2006			CHEF U781200003	01.10.2025	31.12.9999	5978	3100	W	50080922			

Display Request for Master Data: Create - Cost Center

Request number: 38931 | Status: | Created on: | Created by: | Requester: | E-Mail Address: | Telephone: | Project:

Category: C Cost Center

Action: C Create

Title: ID 87076 - Case 000024476 Create CC restructuring

System landscape: ERPSOLV ERP Solway

Business Unit: | Master Data: | Communication: | Validation: | Log

IF Please confirm!

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

ID	Sta.	CHK/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COIC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006			CHEF 2V81200010	01.10.2025	31.12.9999	3383	3100	W	50080922			
2006			CHEF 6381200109	01.10.2025	31.12.9999	2002	9CPO	W	50080922			
2006			CHEF 6381200110	01.10.2025	31.12.9999	2002	3100	W	50080922			
2006			CHEF 6381200111	01.10.2025	31.12.9999	2002	8500	W	50080922			
2006			CHEF 6381200112	01.10.2025	31.12.9999	2002	8990	W	50080922			
2006			CHEF 6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922			
2006			CHEF 6P81200005	01.10.2025	31.12.9999	6428	8500	W	50080922			
2006			CHEF A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922			
2006			CHEF B781200016	01.10.2025	31.12.9999	5835	8500	W	50080922			
2006			CHEF N681200006	01.10.2025	31.12.9999	5876	8500	W	50080922			
2006			CHEF N681200007	01.10.2025	31.12.9999	5876	3100	W	50080922			
2006			CHEF U781200003	01.10.2025	31.12.9999	5978	3100	W	50080922			

