

# 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

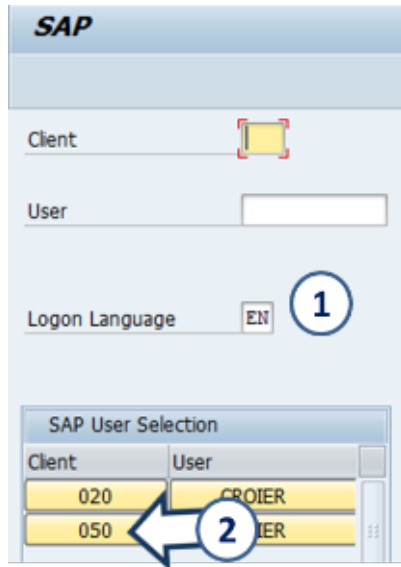
Click Syensqo ERP- Production - PF2

1. Enter Logon Language = EN

Log On	Workspaces	Name	System Description	SID	Group/Server	Insta...	Message Server
	Logon	Syensqo ERP - Production - OBP Link	OBP	PUBLIC			obp.syensqo.com
	Version 03-NOV-2023	Syensqo ERP - Production - PI2 Link	PI2	PUBLIC			pi2.syensqo.com
		Syensqo CICC - 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**

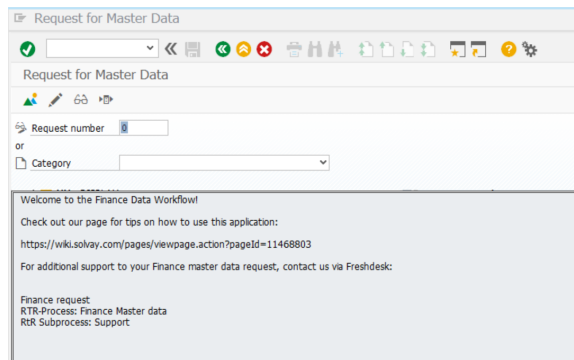
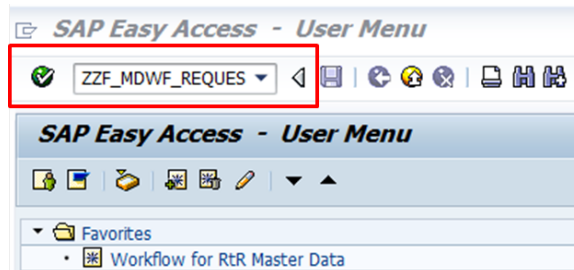


**STEP 2**

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



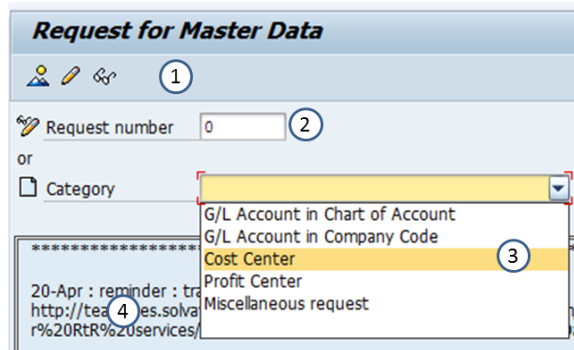
On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

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,...)

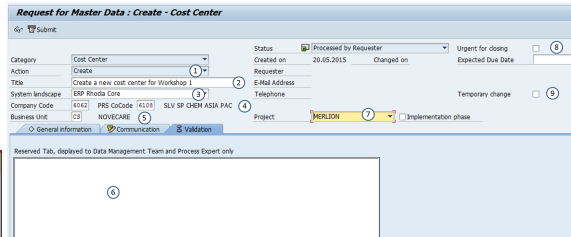
**After selecting a Data type, the application brings you to the creation screen**

**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**

## 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 12:31 pm Other contributors:	
	 CRISTINA VALA SERODIO, ines	State	changed state to <b>Published</b> at 11:36 am	v39
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:36 am	
		State	changed state to <b>Draft</b> at 11:36 am	v39

Published



CRISTINA VALA SERODIO, ines

State changed state to Published at 11:31 am

v38

Draft



CRISTINA VALA SERODIO, ines

State gave Approvers approval at 11:31 am

State changed state to Draft at 11:31 am

v38

### 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.

**Create Request for Master Data: - Cost Center**

Category: Cost Center  
 Action: Create  
 Title: ID 87076 - Case 0000034476 Create CC restructuring  
 System landscape: ERPSOLV ERP Solvay

Status: Created on  
 Created by: Requester  
 E-Mail Address: Telephone

**Create Request for Master Data: Create - Cost Center**

Submit

Category: C Cost Center  
 Action: C Create  
 Title: ID 87076 - Case 0000034476 Create CC restructuring  
 System landscape: ERPSOLV ERP Solvay

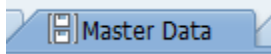
Business Unit: PRS CoCode

General information | Master Data | Communication | Validation

In SAP PRS 050 go to transaction ZZP\_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).

**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

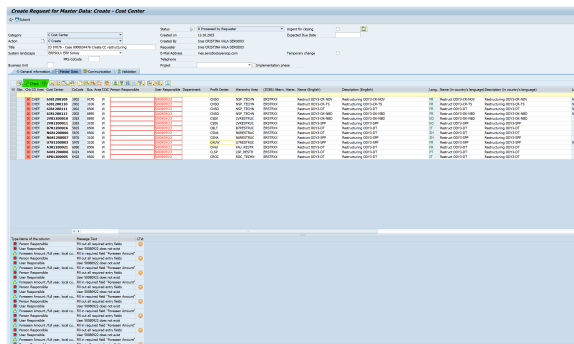
Status: Urgent for closing  
 Created on: 13.08.2020  
 Created by: Ines CRISTINA VALA SERODIO  
 Requester: Ines CRISTINA VALA SERODIO  
 E-Mail Address: ines.vala@solvay.com  
 Telephone: Project: Implementation phase

ID	SH	CH	CO	Area	Cost Center	CO	GL	Area/CO	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area	(Z)BS	Altern. Name	(English)	Description	(English)
4381200109	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NOV	Restauring OD13-
4381200110	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-15	Restauring OD13-
4381200111	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OT	Restauring OD13-
4381200112	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200113	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200114	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200115	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200116	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200117	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200118	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200119	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200120	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200121	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200122	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200123	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200124	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200125	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200126	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200127	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200128	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200129	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200130	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200131	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200132	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200133	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200134	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200135	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200136	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200137	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200138	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200139	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200140	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200141	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200142	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200143	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200144	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200145	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200146	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200147	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200148	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200149	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200150	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200151	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200152	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200153	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200154	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200155	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200156	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200157	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200158	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200159	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200160	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200161	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200162	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200163	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200164	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200165	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200166	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200167	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200168	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200169	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200170	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200171	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200172	2002	1030	WI						0000002		CRSD	NSP	TRCH	ENSTXX			Restauri OD13-OR-NEB	Restauring OD13-
4381200173	2002	103																

- 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.

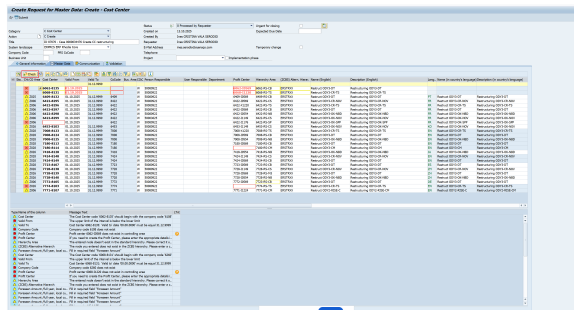


**WP2**

**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 complete d.



**STEP 4**

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

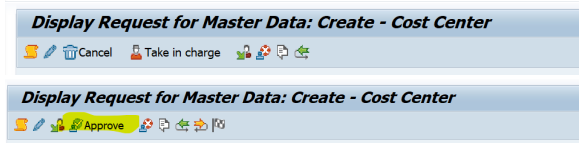
**i** You can only submit a request once you have corrected all errors [red border around the cell]

**Request for Master Data : - Cost Center**



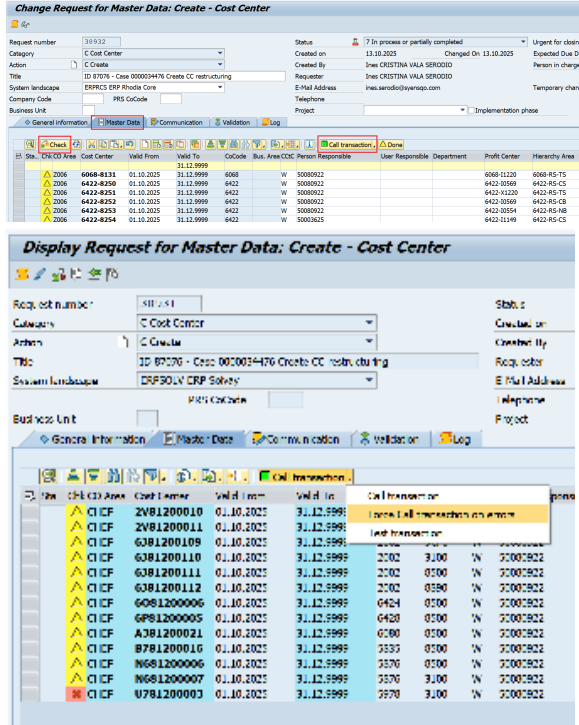
**STEP 5**

Return to the transaction ZZF\_MDWF\_REQUEST, insert the ticket number and press "Take in charge" followed by "Approve".



**STEP 6**

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



**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: In process of p  
 Category: C Cost Center | Created on: 13.10.2025  
 Action: C Create | Created By: Ines CRISTINA V.  
 Title: ID 87076 - Case 000034476 Create CC restructuring | Requester: Ines CRISTINA V.  
 System landscape: ERPSOLV ERP Solvay | E-Mail Address: ines.serodio@syte

Business Unit: [ ]

General information

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

Approve No Cancel

Sta.	Chk/CO Area	Cost Center	Work From	Work To	CoCode	Bus. Area	CC	Reason
△	CHEF	2V812000						
△	CHEF	2V81200011	01.10.2025	31.12.9999	3383	3100	W	50080922
△	CHEF	6J81200109	01.10.2025	31.12.9999	2002	9070	W	50080922
△	CHEF	6J81200110	01.10.2025	31.12.9999	2002	3100	W	50080922
△	CHEF	6J81200111	01.10.2025	31.12.9999	2002	8500	W	50080922
△	CHEF	6J81200112	01.10.2025	31.12.9999	2002	8890	W	50080922
△	CHEF	6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922
△	CHEF	6981200005	01.10.2025	31.12.9999	6420	8500	W	50080922
△	CHEF	A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922
△	CHEF	8781200016	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: In process of p  
 Category: C Cost Center | Created on: 13.10.2025  
 Action: C Create | Created By: Ines CRISTINA V.  
 Title: ID 87076 - Case 000034476 Create CC restructuring | Requester: Ines CRISTINA V.  
 System landscape: ERPSOLV ERP Solvay | E-Mail Address: ines.serodio@syte

Business Unit: [ ]

General information

Master Data

Information

You need to now mark the request as complete, every item was processed.

Sta.	Chk/CO Area	Cost Center	Work From	Work To	CoCode	Bus. Area	CC	Reason
△	CHEF	2V81200011	01.10.2025	31.12.9999	3383	3100	W	50080922
△	CHEF	6J81200109	01.10.2025	31.12.9999	2002	9070	W	50080922
△	CHEF	6J81200110	01.10.2025	31.12.9999	2002	3100	W	50080922
△	CHEF	6J81200111	01.10.2025	31.12.9999	2002	8500	W	50080922
△	CHEF	6J81200112	01.10.2025	31.12.9999	2002	8890	W	50080922
△	CHEF	6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922
△	CHEF	6981200005	01.10.2025	31.12.9999	6420	8500	W	50080922
△	CHEF	A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922
△	CHEF	8781200016	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