

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



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

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

SAP

Client

User

Logon Language EN **1**

SAP User Selection

Client	User
020	CROIER
050	CROIER

2

STEP 2

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



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



Request for Master Data:
Initial Screen

SAP Easy Access - User Menu

ZZF_MDWF_REQUES

SAP Easy Access - User Menu

Favorites

- Workflow for Rtr Master Data

Request for Master Data

Request for Master Data

Request number

or

Category

Welcome to the Finance Data Workflow!

Check out our page for tips on how to use this application:
<https://wiki.solway.com/pages/viewpage.action?pageId=11468803>

For additional support to your Finance master data request, contact us via Freshdesk:

Finance request:
RTR-Process: Finance Master data
RTR Subprocess: Support

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

Request for Master Data

Request number 0 **2**

or

Category

3

- G/L Account in Chart of Account
- G/L Account in Company Code
- Cost Center
- Profit Center
- Miscellaneous request

20-Apr : reminder : tra
<http://tea4.es.solway.com/r%20Rtr%20services/>

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 PRS CoCode: 4100 SLV SP CHER ASIA PAC

Business Unit: CS NOVEKARE

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

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.

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

STEP 2

Open the tab

The screenshot shows a software interface with a blue header bar. On the left, there is a tab labeled 'Master Data' with a small icon of a document with a checkmark. The rest of the interface is currently blank.

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

 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 .

 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
- IECLA (for WP2 only)

[illegible]

PF2

[illegible]

WP2

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.

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.

The screenshot shows the Oracle SQL Developer interface with the 'Query Report for Master Data: Create - Edit Center' window open. The window displays a table with columns for 'Date', 'Time', 'User', 'Host', 'Session', 'Status', 'Action', 'Message', and 'Error'. The table contains multiple rows of data, including session details and error messages. The 'Error' column shows various error codes and messages, such as 'ORA-00001: unique constraint violated' and 'ORA-00002: duplicate value entered'.



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
Telephone:
Project:
Implementation phase:
Temporary change:
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			6068-8130	6068-8131
2006		6422-8250		01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-85-C5
2006		6422-8251		01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-85-C5
2006		6422-8252		01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-85-C8
2006		6422-8253		01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-85-H8
2006		6422-8254		01.10.2025	31.12.9999	6422	W	50080922			6422-0569	6422-85-C5

Display Request for Master Data: Create - Cost Center

Request number: 38932
Category: C Cost Center
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Company Code: PRS CoCode
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Status: 7 In process or partially completed
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Project:
Implementation phase:
Temporary change:
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
Telephone:
Project:
Implementation phase:
Temporary change:
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		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
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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
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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		2V81200011		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200012		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200013		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200014		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200015		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200016		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200017		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200018		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200019		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200020		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200021		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200022		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200023		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200024		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200025		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200026		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200027		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200028		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200029		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200030		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200031		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200032		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200033		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200034		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200035		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200036		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200037		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200038		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200039		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200040		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200041		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200042		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200043		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200044		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200045		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200046		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200047		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200048		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200049		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200050		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200051		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200052		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200053		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200054		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200055		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200056		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200057		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200058		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200059		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200060		01.10.2025	31.12.9999	3383	3100	W	50080922			
2006		2V81200061		01.10.2025	31.12.9999	3383	3100	W	50080922			

