

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

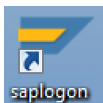
Attachments

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 login

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 - PI2 Link	PI2	PUBLIC	pi2.syensqo.com		
Syensqo ERP - Production - WP2 Link	WP2	ncaprd	wp2.syensqo.com		

Click Syensqo ERP- Production - PF2

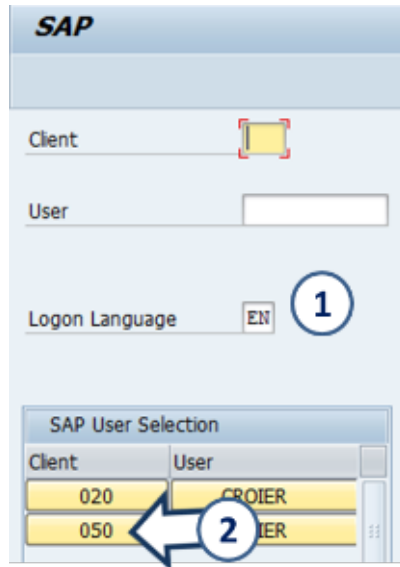
1. Enter Logon Language = EN



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

2. Click

050



The image shows the SAP login screen. At the top is the SAP logo. Below it are fields for Client, User, and Logon Language (set to EN). A blue circle with the number 1 is around the Logon Language field. Below these fields is a 'SAP User Selection' table with columns 'Client' and 'User'. The table has two rows: one with Client 020 and User CROIER, and another with Client 050 and User IER. A blue circle with the number 2 is around the second row, with an arrow pointing to it.

Client	User
020	CROIER
050	IER

STEP 2

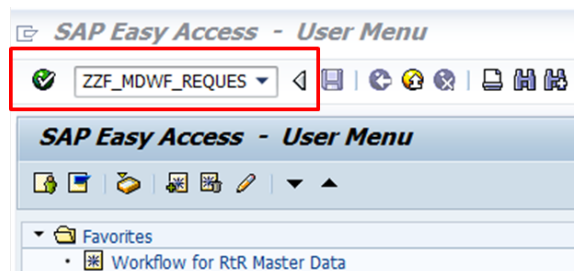
Enter transaction code **ZZF_MDWF_R**
EQUEST and



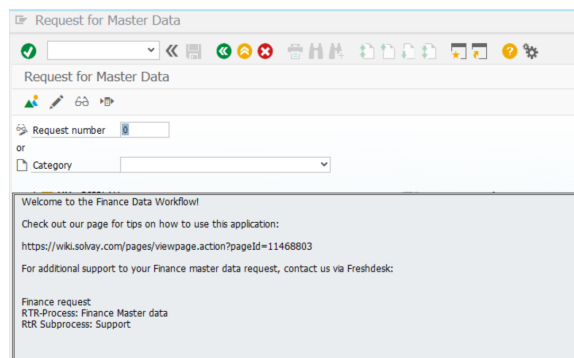
You can add it to your favorites [menu System – User Profile – Expand Favorites]



Request for Master Data:
Initial Screen



The image shows the 'SAP Easy Access - User Menu' screen. At the top is a search bar with the text 'ZZF_MDWF_REQUES' and a dropdown arrow. Below the search bar is a 'Favorites' section with a list item 'Workflow for Rtr Master Data'.



The image shows the 'Request for Master Data' initial screen. It has a title bar 'Request for Master Data' and a toolbar with various icons. Below the toolbar are fields for 'Request number' and 'Category'. A large text area contains a welcome message and a link to a wiki page: <https://wiki.solway.com/pages/viewpage.action?pageId=11468803>. At the bottom, it says 'Finance request: RTR-Process: Finance Master data' and '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 :



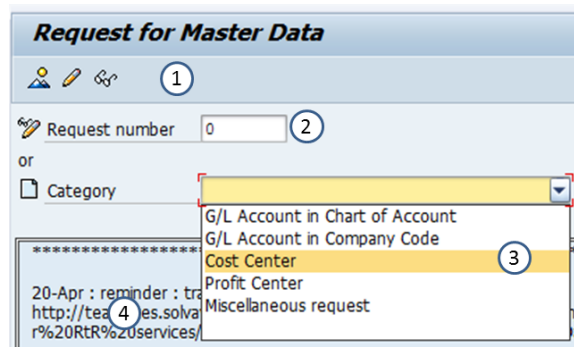
List existing requests :
« My request report »



Modify an existing
request



Display an existing
request



The image shows the 'Request for Master Data' transaction screen. It has a title bar 'Request for Master Data' and a toolbar with icons for user, edit, and display. Below the toolbar are fields for 'Request number' (with a blue circle 2) and 'Category'. A dropdown menu is open for the 'Category' field, showing a list of options: 'G/L Account in Chart of Account', 'G/L Account in Company Code', 'Cost Center' (highlighted with a blue circle 3), 'Profit Center', and 'Miscellaneous request'. A blue circle 1 is around the toolbar icons. A blue circle 4 is around the 'Request number' field.

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

Requester

System landscape ERP Rodia Core

E-Mail Address

Telephone

Temporary change

Company Code 1042

PRS CoCode 4100

SLV SP CHER ASIA PAC

Business Unit 05

NOVEKARE

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

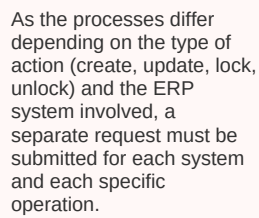
3.2 I submit a request for a cost center creation or modification



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

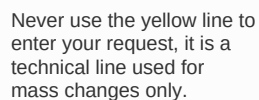
System landscape: ERPSOLV ERP Solvay

PRS CoCode

Business Unit

General information | Master Data | Communication | Validation

, click

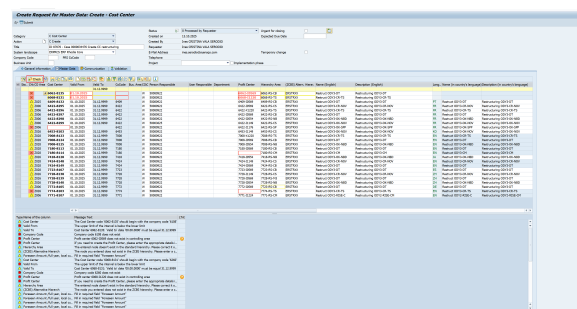


press check

- 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
- IECLA (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

Display Request for Master Data: Create - Cost Center

Approve Check Cancel Take in charge Submit

STEP 6

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

Display Request for Master Data: Create - Cost Center

Request number: 26931
 Category: C Cost Center
 Action: C Create
 Title: ID 87076 - Case 0000034476 Create CC restructuring
 System landscape: ERSOLV ERP Solvay

Status: 17 In process of
 Created on: 13.10.2025
 Created By: Ines CRISTINA V
 Requester: Ines CRISTINA V
 E-Mail Address: ines.seredo@lloyds

Business Unit:
 General information

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

Approve No Cancel

Chk/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/CCMG	Item	Reason for Rejection
0000	2081200000	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200001	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200002	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200003	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200004	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200005	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200006	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200007	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200008	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200009	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200010	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200011	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200012	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200013	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200014	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200015	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200016	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200017	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200018	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200019	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200020	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200021	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200022	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200023	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200024	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200025	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200026	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200027	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200028	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200029	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200030	01.10.2025	31.12.9999	1818	1818	1818	1818
0000	2081200031	01.10.2025	31.12.9999	1818	1818		

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

