

I create a cost center

Domain: Finance Data & Reporting

Responsibility area: Maintain Costing Master Data

Table of contents

- [Table of contents](#)
- [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
- [2. Definitions](#)
- [3. Tasks description](#)
 - [3.1. I receive the request to create a cost center](#)
 - [3.2. I confirm that the request is made by an authorized requester](#)
 - [3.3. I analyze and validate the information provided in the request](#)
- [Production cost centers](#)
- [Other cost centers](#)
- [Cost center hierarchy in PF2](#)
- [Cost center hierarchy in WP2](#)
- [Profit center to be used in PF2](#)
- [Profit center to be used in WP2](#)
 - [3.4. I create the new cost center - KS01](#)
 - [3.5. I check if it is necessary to perform the next actions \(depending of the type of cost center created\)](#)
 - [3.6. I communicate that a new cost center has been created](#)

Scope



WW

ERP



PF2



WP2

Frequency



**On
Demand**

References

[KS01 - Create a Cost Center](#)

Forms

[Data Management Training](#)

Attachments

[Cost Center - Master Data](#)

I create a cost center >> [I update
/block a cost center](#)

1. Objective and Scope

1.1. Objective of this Operation

The aim of this procedure is to provide clear, step-by-step instructions on how to create a cost center. This ensures consistency, accuracy, and compliance with Syensqo's internal processes.

1.2. Scope

The scope of this operation is worldwide and includes all tables associated with company codes in the PF2 and WP2 SAP systems.

2. Definitions

See [Finance - Glossary](#)

3. Tasks description

3.1. I receive the request to create a cost center

Requests must be submitted to the Data Management Finance Operations entry point through the Finance Master Data Workflow in PRS (PF2_050) using – [transaction ZZF_MDWF_REQUEST](#) or via [SyRA](#).

3.2. I confirm that the request is made by an authorized requester

Confirm that the requester is listed as an “authorized requester” in the document . This list is maintained by the Process Expert Costing

In addition to those on the list, the following individuals may request Reporting (not at “PIF level”) and certain “auxiliary” cost centers:

- FSL (Finance Service Leader)
- Country Manager
- CAM (Customer Account Manager)

This exception also applies to small companies that do not have a Controller.

3.3. I analyze and validate the information provided in the request

3.3.1. I validate the need of a new cost center

Before proceeding, ensure that creating a new cost center is necessary and justified. Follow these validation steps:

a) Confirm the Need for a Cost Center

- Assess Alternatives:
 - Ensure the request cannot be fulfilled with another cost object, such as a project (WBS) or an internal order.
 - Verify that an existing cost center cannot be used to meet the need.

b) Cost Center Uniqueness

- Each cost center in SAP must be unique in terms of:
 - Codification
 - Short and long description
 - Object within a plant

c) Special Cases

- **Asset Involvement:**
If the cost object is to be linked to an asset, only a cost center can be used.
- **Payroll Accounting:**
Payroll must be assigned to a cost center; no other cost object is permitted.

3.3.2 I analyze the Request

Before proceeding, analyze the request and question:

- What is the purpose of the requested cost center?
- Is the cost object required for asset or payroll purposes?
 - If yes, this validates the need for a cost center.
- Is the cost object only for reporting costs linked to a project?
 - If yes, suggest using a WBS (project) instead.
- Is the yearly foreseen amount above the threshold defined by PE Costing?
 - A significant amount increases urgency and priority for processing.
 - For non-significant amounts, challenge the need for a new cost center and consider suggesting an internal order.

3.3.3. I validate that all mandatory fields are informed

a) Check for Existing Cost Centers

- Search SAP to ensure that no suitable cost center already exists within the same plant.
 - Use [KS13 - Cost center: Master data report](#) to review similar cost centers.

b) Validate required fields

Before creating a new cost center, make sure all mandatory fields are completed:

- company code
- valid from
- Cost center category
- person responsible
- profit centre
- Hierarchy area
- Alternative hierarchy (ZCBS)
- name (short text)
- description (long text)

3.3.4. I perform the controls



Cost center master are displayed with **KS03 - Display cost center**



The codification of cost centers is different in WP2 & PF2. Depending on the type of request, you must follow the corresponding rules.

An useful reference to the codification of the cost centers is the Assessment cycle rules file for [WP2](#) or for [PF2](#). This file is particularly helpful in identifying the codification for technical cost centers.

Production cost centers

Standard codification

The codification of an organizational cost center used for production is the combination of :

- Establishment code
- Cost section
- Code Prix de Revient (=CPR) that can be found with [PF2 - Table ZZRT179V - Product hierarchies](#)

Note: Finance workflow is checking if the "Cost section" code is valid, reading table "ZZK_SECTION" in PF1_050; it should be maintained when required.

X	X	Establishment code	
X	X	Cost section	
32 = Production Cost Center for bulk products			
19 = Packaging Cost Center			
X	X	X	X
CPR Code price code			
0	0		

Example

Codification of a cost center used for the workshop F2 in the plant OSF Onsan

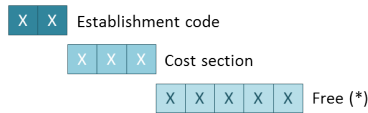
O	1	Establishment code = O1 ONSAN ULSAN	
3	2	Cost section = 32 Production Cost Center for bulk products	
6	9	8	2
CPR = 6982 Pure Fluorine (F2)			
0	0		

Other cost centers

Standard codification

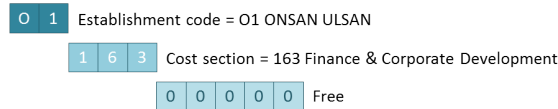
The codification of an organizational cost center not used for production is the combination of :

- Establishment code
- Cost section
- Free (for utilities it depends on the utility type listed [here](#))



Example

Codification of a cost center used for Finance & Corporate Development in the plant OSF Onsan

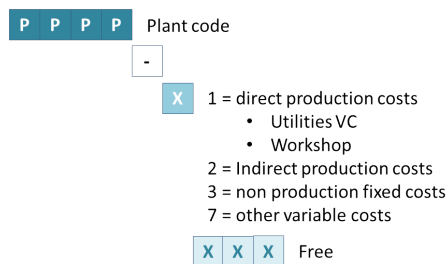


Production cost centers

Standard codification

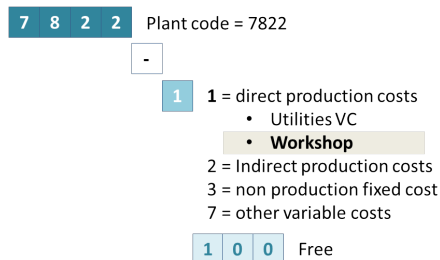
The codification of a cost center used for production is the combination of :

- The plant code (4 digit)
- "-"
- 4 digits, the first digit depends on the use of the cost center



Example

Codification of a cost center used for the workshop "Compounding" in the plant 7822 Belle-Etoile

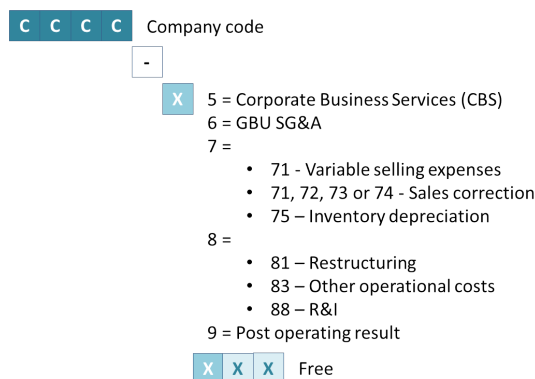


Other cost centers

Standard codification

The codification of a cost center not used for production is the combination of :

- Company code
- "-"
- 4 digits, the first digit (or the first 2 digits) depend on the use of the cost center



Cost centers starting with 8* are technical cost centers. If the codification range for 83* is completed, 85* codification should follow. An helpful resource is the file [Assessment cycles rules for WP2](#).

Example

Codification of a cost center used for Strategic Marketing in the company ZFR3 Rhodia Operations

Z F R 3 Company code = ZFR3

-

6 5 = Corporate Business Services (CBS)

6 = GBU SG&A

7 =

- 71 - Variable selling expenses
- 71, 72, 73 or 74 - Sales correction
- 75 - Inventory depreciation

8 =

- 81 - Restructuring
- 83 - Other operational costs
- 88 - R&I

9 = Post operating result

2 1 9 Free

Valid from

Normally, the "valid from" date of a cost center must follow the following criteria :

- be the first of a month
- be the current month until D-5 [to allow the closing test being performed D-3]
- be any month in the future
- for implementation project : date to be determined with the project – and validated by DMR

Reminder : cost centers creation requests for the current month are not processed during the closing period (from D-5 to D+3), except for urgent cases to be specifically validated by PE Leader Costing, via the workflow function "Ask the Process Expert for Validation".

Action to undertake : during closing period, if **date « valid from... »** is in the month being closed, inform the requester that the creation will be processed next month. If the requester insists to get an urgent creation, validation from PE Leader Costing is needed, before proceeding.

Valid to

by default it is valid to "31.12.9999".

If it is different from 31.12.9999, it must be justified



Usually the name & description of a cost center is free but in some cases there can be special needs listed below



Regarding the name and description is important that, whenever the language of the country where we are creating the cost center is different from English, we add a description in the local language. There are several users that are using SAP in their local languages and not English.

Note: The countries that have a non EN language are properly customized when using the PRS workflow for the cost center creation/update. If there's any specific situation where it has been identified that the PRS workflow can not be used, the non EN languages have to be manually entered by entering in SAP in the required non EN language and update the name and description though [KS02 - Update a Cost Center](#) accordingly.



The person responsible of a cost center is accountable for the elements allocated in the cost center

The companies using SRM7 for purchasing should have a SRM7 user ID (=BIP user ID) entered in this field, starting with 5, such as 50000000

When creating a new cost center, you need to select the correct code using the following matrix ★.

- [List of codes to be used](#) in SYENSQO

=> You can filter by GBU/Function, name or position to find the code to be used.



Find out more about SRM7

[Rules - Cost Center Responsible - FAQ](#)

★ if the link is not working you can also use the file (same data source)



The category is a letter, it depends on the type of cost center.

Category	WP2	PF2
F	Direct production cost centers - all cost centers related to workshops - codification : PPPP-1xxx	Plant cost sections related to direct production costs
H	Other cost centers started with the plant code but not direct production	Plant cost sections related to indirect production costs, such as: • Other fixed costs not included in inventory value (e.g.: warehousing, commercial shipping, engineering,...) • Variable costs not included in inventory value (e.g.: tolling on raw materials).
W	All cost centers starting with the company code	All other cases
E	Exceptional category used in the USA for tax purpose "Vertex" (thus limited to companies in the USA and duly justified by the controller)	



Other categories are historically present in SAP. They can no longer be used

[[Cost center hierarchy in PF2](#)] [[Cost center hierarchy in WP2](#)]

Cost center hierarchy in PF2

The code of the standard hierarchy in PF2 is KCHEF_HIER and it is structured in 2 main sub-groups:

- CC_ORGANIS
- CC_CHEOPS



The group CC_CHEOPS was used for [reporting cost centers](#). These cost centers are not used anymore.

In other words the group CC_CHEOPS should not be used anymore and all active cost centers should now be included in the group CC_ORGANIS.

KCHEF_HIER Standard Hierarchy ERP

CC_ORGANIS CC ORGANISATION

~~CC_CHEOPS CC REPORTING~~

The group CC_ORGANIS is only harmonized until the plant level, afterwards it is free for every site.

CC_ORGANIS

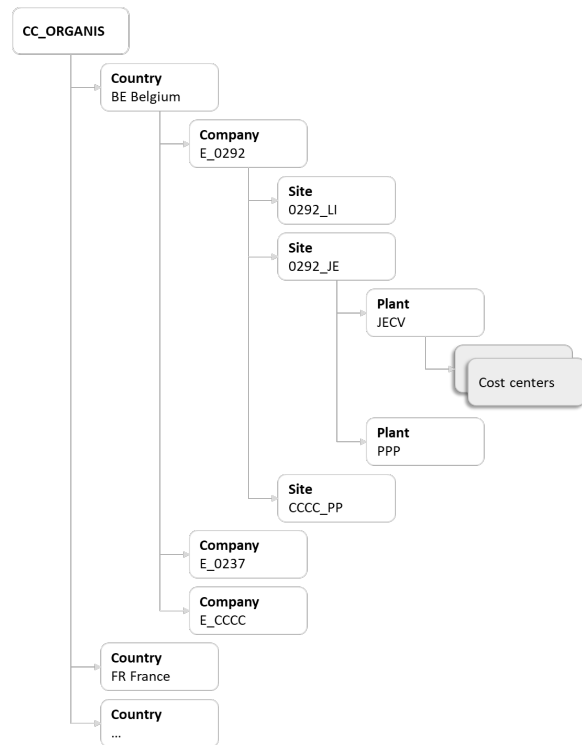
- XX - Country
 - E_CCCC - Company
 - CCCC_PP - Site
 - PPP - Plant
 - Cost center 1
 - Cost center 2

XX = Country code

CCCC = Company code

PPP = plant code

PP = First 2 digits of the plant code



Cost center hierarchy in WP2

In WP2, there is one standard hierarchy per [Controlling Area](#)

The structure must follow the standard rule:

Zxxx = [Controlling Area](#)

PPPP = [Plant](#) code

CCCC = Company code

GB = [GBU](#) code

- CB - Corporate Business Services
- CM - Composite Materials
- CS - Novacare
- OG - Oil & Gas
- PA - Aroma Performance
- SP - Specialty Polymers
- TS - Technology Solutions



The group PPPP-FUNCT is only used by the GBU Novacare

Zxxx	Controlling Area Name
CCCC	Company name
PPPP	Plant name - Plant
PPPP-MGT	Plant name - Management
PPPP-CP	Plant name - Variable Costs
PPPP-CPO	Plant name - Other Variable Costs
PPPP-CNP	Plant name - Production Fixed Costs
PPPP-1	Plant name - Direct Production
PPPP-2	Plant name - Indirect Production
PPPP-FUNCT	Plant name - Function
PPPP-CNPO	Plant name - CNP others
-CCCC	Company name
CCCC-MGT	Company name - Management
CCCC-VSE	Company name - VSE
CCCC-VS-GB	GB VSE - GBU name
...	
CCCC-SALE	Company name - Sales Others
CCCC-SA-GB	GB Sales Others - GBU name
...	
CCCC-CNP	Company name - CNP Others
CCCC-CN-GB	GB CNPO Others - GBU name
...	
CCCC-FAC	STOT - R330 SG&A
CCCC-FUNCT	R33400 - Shared services
CCCC-CO	Function - Communication
CCCC-FA	Function - Facilities
CCCC-FI	Function - Finance
CCCC-FXX	Function - Not allocated
CCCC-GM	Function - General Management
CCCC-HR	Function - Human Ressources
CCCC-ICO	Function - Interco
CCCC-IND	Function - Industrial
CCCC-JUR	Function - Legal
CCCC-PIV	Function - Pivot
CCCC-PUR	Function - Purchasing
CCCC-SBS	Function - Solvay Business Services
CCCC-FACA	R33310 - Administrative costs
CCCC-FA-XC	ALL Management fees - All GBUs
CCCC-FA-GB	GB Administrative costs - GBU name
...	
CCCC-FACC	R33320 - Commercial costs
CCCC-FC-GB	GB Commercial costs - GBU name
...	
CCCC-RD	STOT - R360 R&D
CCCC-RD-GB	GB R&D - GBU name
...	
CCCC-RSTR	Company name- Restructuring
CCCC-RS-GB	GB Restructuring - GBU name
...	
CCCC-ACAR	STOT - R480 APCO
CCCC-AC-GB	GB Other costs ante ROP - GBU name
...	
CCCC-PSRO	Company name - Post ROP
CCCC-NA	Company name - Non actives
CCCC-UNL	Company name - Non allocated



It's not possible to change the business area field during a fiscal year once there are already postings or planned postings in that fiscal year.



The Business area is used in **PF2** only and is used to identify the business involved in each transaction.

The codification of the Business area is:

- 1st digit : Rules - PF2 - Sector code
- the 2 middle characters : Rules - PF2 - Activity 1
- last digit is always "0", except for German companies





SAP t-code

PF2 - Table TGSB (view
ZZRTGSBV) - Business
area

[[Profit center to be used in PF2](#)] [[Profit center to be used in WP2](#)]

Profit center to be used in PF2



The profit center to be used in the master data of a cost center is the organizational profit center of the plant.

Standard codification

The codification of an
organizational profit center

- Letter C
- Plant code



Profit center to be used in WP2



The profit center to be used in the master data of a cost center in WP2 must be chosen carefully as it is used for several purposes :

- Fixed costs dashboard
- Industrial dashboard
- Working Capital

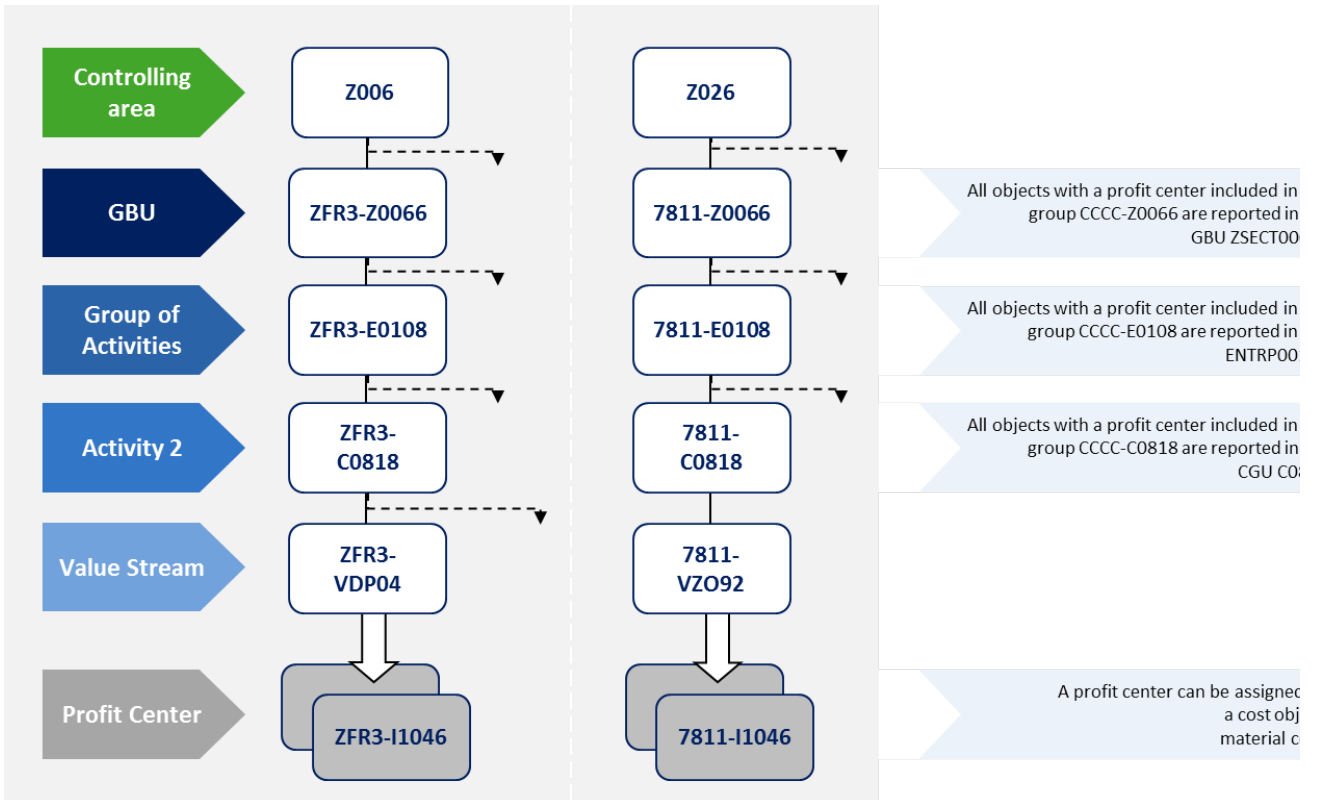
Two controls must be performed when assigning a profit center to a cost center :

1. The GBU & the value stream

The profit center that is assigned to a cost center is used to identify to which GBU & value stream the cost center belongs. The profit center used must be included in the right value stream & GBU.



All profit centers must be attached to a node in the standard hierarchy
In WP2, there is one standard hierarchy per Controlling Area. Its structure must follow the standard rule



i The profit center hierarchy can be displayed in SAP with:

- [KCH3 - Display profit center hierarchy](#)
- [WP2 - ZWFAT052 - Display profit centers](#)
- table ZWFAT186

i Value stream

The value stream (VS) is the lower level of the profit center hierarchy in WP1 system, where the profit centers are assigned through the "Profit Ctr Group".

Historically, the value stream nodes in the profit center hierarchy were used for some Industrial reporting on specific production lines but currently this reporting level is no longer used, unless there's a justified request for it. Nevertheless, we need to maintain the value stream node at a standard level.

Most of the value stream codes are already defined for a certain GBU and geographical zone and just need to be extended to a particular company code. It has to be always checked before creating a new code.

VALUE STREAM CODIFICATION in the profit center hierarchy:

X	X	X	X	-	V	Z	Y	M	N
---	---	---	---	---	---	---	---	---	---

XXXX - Stands for the company code

V - Standard for all the VS codes

ZY - Is used to define a specific GBU code as follows (the currently active GBU's are the ones highlighted):

•ZA for a VS under GBU ACETOW
•ZB for a VS under GBU PEROXIDES
•ZC for a VS under GBU COATIS
•ZD for a VS under GBU SODA ASH
•ZE for a VS under GBU ECO SERVICES
•ZF for a VS under GBU FIBRAS
•ZG for a VS under GBU ENG PLASTICS
•ZH for a VS under GBU SPECIAL CHEM
•ZI for a VS under GBU EMERGING BIOCHEMICALS
•ZJ for a VS under GBU TECHNOLOGY SOLUTIONS
•ZK for a VS under GBU COMPOSITES MATERIALS
•ZL for a VS under GBU SOLD ACTIVITIES (2003-2010)
•ZM for a VS under GBU SPECIALTY POLYMERS
•ZN for a VS under GBU NOVECARE
•ZO for a VS under GBU AROMA PERFORMANCE
•ZP for a VS under GBU POLYAMIDE & INTERMEDIATES
•ZQ for a VS under GBU Oil & Gas
•ZR for a VS under GBU CBS (former NON REPARTI RHODIA)
•ZS for a VS under GBU SILICA
•ZT for a VS under GBU RARE EARTH SYSTEMS
•ZY for a VS under GBU ENERGY

M - stands for the geographical zones, as follows:

EU: 0, 1, 2
NA: 3, 4
LA: 5, 6
AP: 7, 8
WW: 9

N - it's a serial number

Note: The value stream codes have to be included in table [ZWFAT187](#) to be able to define the related descriptions in several standard languages.

For this, the codification has to be converted to an 8 digit code as follows (some of the digits are already defined when establishing the VS node in the profit center hierarchy):

C	G	U	Z	Y	0	M	N
---	---	---	---	---	---	---	---

CGU - Standard for all the standard VS codes

ZY - Is used to define a specific GBU code, as per list above

0 - Always zero

M - stands for the geographical zones, as per list above

N - it's a serial number

Link to the old [WP2 Codification Value Streams Master \(OBSOLETE\)](#).



Usually a specific value stream is used for production cost centers (PPPP-1xxx & PPPP-2xxx) and a non allocated value stream is used for other cost centers.

2. The department of the profit center



- A profit center with a department = plant code is assigned to production cost centers (PPPP-1xxx & PPPP-2xxx)
- A profit center with a department = GBU plant is assigned to other cost centers especially for SG&A, R&I...



The field "Department" of the profit center is a critical field that is used in BW to assign a cost center to a plant and then to a [site](#).

ex:

- The cost center 7512-1022 is assigned to the profit center 7512-I0449
- The department of the profit center 7512-I0449 is 7512

=> The cost center is assigned to the plant 7512

Depending on the type of profit center the department code can be:

- a plant code = a code maintained in table T001W in WP1 or PF1 (1)
- a generic plant code (only in WP1) created by GBU (2). This code doesn't exist in the table T001W.

Rule by ERP + type of profit center

ERP	Type of profit center	Department	Example
PF1	Reporting profit center	= "blank"	General Data Profit Center F3FQRAAX91 Controlling Area CHEF Validity Period 01.01.2016 To 31.12.9999 ERP SOLVAY Basic Data Indicators Company Codes Address Communication History Descriptions Profit Center F3FQRAAX91 Status Active Analysis Period 01.01.2016 to 31.12.9999 Name 73F QRAA 9997E Long Text NA2S FLAKES - THIRD PARTIES - PACKED Basic Data User Responsible Person Respons. X Department Profit Ctr Group D73F0 CH3F - Blanc Fixe

Organizational
profit center

= plant code

By default the department code = profit center code without the letter C

However the rule is to have one department code by site even if for historical reasons there can be several profit centers in the same site.

ex: in Tavaux, all profit centers are assigned to the department TAU:

Profit center	Department
CTAH Slvr-Fr /Tavaux (Spc)	TAU Tavaux
CTAU Slvr-Fr /Tavaux (Pvdc)	

There is one exception when there are several management units / GBU in the site (only in GBU Soda Ash).

In the GBU Soda Ash, there should be one dedicated department for Soda Ash another one for Bicar.

ex: in Torrelavega

Profit center	Department
CTOS Slvq-Es /Torrelavega (Su)	TOSA (management unit Soda Ash)
CTOSA Slvq-Es /Torrelavega (Sod)	
CTOSB Slvq-Es /Torrelavega (Bir)	TOSB (management unit Bicar)

General Data

Profit Center	CRBAA		
Controlling Area	CHEF	ERP SOLVAY	
Validity Period	01.01.1997	To	31.12.9999

Basic DataIndicatorsCompany CodesAddressCommunicationHistory

Descriptions

Profit Center	CRBAA	Status	Active		
Analysis Period	01.01.1997	to	31.12.9999		
Name	4056 SSD-DE/RB (SODA)				
Long Text	SSD-DE /RHEINBERG (SODA)				

Basic Data

User Responsible	
Person Respons	CONTABILIDAD
Department	RBAA
Profit Ctr Group	CHEF_CNTRL Non Cheops Profit centers

WP1

Profit center used in the master data of production cost centers (the codification of the cost center starts with the plant code ★)

Profit center used in the master data of SG&A / CBS / Financial cost centers (the codification of the cost center starts with the company code ★)

= plant code

= first digits of the profit center code ★

ex: department of profit center 7512 -I0449 = 7512

= generic GBU code

= BFC GBU code + 00

ex: Novecare = CS00

Last update: 13 Oct 2021

Generic code	
CB00	CB Corporate Business Services
CH00	CH Special Chem
CM00	CM Composite Materials
CS00	CS Novecare
CT00	CT Coatis
GY00	GY Energy Services
NB00	NB New Business Development
OG00	OG Oil & Gas
PA00	PA Aroma
PE00	PE Peroxides
SD00	SD Soda Ash
SI00	SI Silica
SP00	SP Specialty Polymers
TS00	TS Technology Solution

General Data

Profit Center	7512-I0449		
Controlling Area	2006	Solvay Europe	
Validity Period	01.01.2006	To	31.12.9999

Basic Data

Indicators

Company Codes

Address

Communication

History

Descriptions

Profit Center	7512-I0449	Status	Active	
Analysis Period	01.01.2006	to	31.12.9999	
Name	7512 divers Nov Euro			
Long Text	7512 divers Nov Europe - VZN01			

Basic Data

User Responsible	
Person Respons.	A. Freyrenon
Department	7512
Profit Ctr Group	ZFR3-VZN01 CGUZN001 MISC NOV EUROPE CGU

General Data

Profit Center	ZFR3-I1149		
Controlling Area	2006	Solvay Europe	
Validity Period	01.01.2006	To	31.12.9999

Basic Data

Indicators

Company Codes

Address

Communication

History

Descriptions

Profit Center	ZFR3-I1149	Status	Active	
Analysis Period	01.01.2006	to	31.12.9999	
Name	CS00 Nov Functions			
Long Text	CS00 Novecare Functions			

Basic Data

User Responsible	
Person Respons.	F.Guittot
Department	CS00
Profit Ctr Group	ZFR3-VZN92 CGUZN092 Nov Non Allo function CGU



These profit centers are used in cost center that could be shared between several plants/sites.

Ex: in Rhodia Operation, there can be people working in the same team located in Paris or Lyon. Then the cost center is allocated neither to the Paris site nor to the Lyon site but to a generic site.

By default this rule applies to all cost centers that are not used on production plants.

The only exception is the facilities cost centers in CBS.

Exception: Facilities cost centers included in the group ZCBS-FFAC of the ZCBS hierarchy	= plant code	General Data	
	= first digits of the profit center code ★ ex: department of profit center 7925 -10569 = 7925		
		Profit Center	7925-I0569
		Controlling Area	2006 Solvay Europe
		Validity Period	01.01.2021 To 31.12.9999
		Basic Data Indicators Company Codes Address Communication History	
		Descriptions	
		Profit Center	7925-I0569 Status Active
		Analysis Period	01.01.2021 to 31.12.9999
		Name	7925 Corp Busin Serv
		Long Text	7925 Corporate Business Services - VZR91
		Basic Data	
		User Responsible	
		Person Respons.	CBS
		Department	7925
		Profit Ctr Group	ZFR3-VZR91 CGUZR091 MISC RHODIA NA CGU

★ For historical reasons, there may be exceptions to the codification

ZCBS is the code of the alternative cost centers hierarchy that is mainly used for reporting purposes (ex: [Co\\$ta - Reports](#) , [Fixed costs](#)).

You can display the ZCBS hierarchy:

- in SAP using the transaction [KSH3 - Display cost center hierarchy](#)

You can also use the report [FC - Cost centers master data](#) to display all cost centers with their assignment in the hierarchy ZCBS.



All active must be assigned to the lowest level in the hierarchy so that the full ZCBS levels are properly shown for the related cost center.

A cost center is included in ZCBS according to the following principles:

- 1. There is a direct link between the first level of the ZCBS hierarchy and the Activity 1
- 2. There is a direct link between the first (or second) level of the ZCBS hierarchy and the P&L
- 3. There is a direct link between the lowest level of the ZCBS hierarchy and a BSA

1. There is a direct link between the first level of the ZCBS hierarchy and the Activity 1

CBS cost centers

- All cost centers included in the groups **SCBS-CORPO** Corporate Function & **SCBS-FUNCT** FUNCTION SERVICES are assigned to the [Activity 1](#) CBSS in WP2 (=IECRA00569) and PF2 (=DIV 50 or =BA 8500).
- Cost centers included in the group **SCBS-ICO** INTERCOMPANIES are assigned to the [Activity 1](#) CBSS in WP2 (=IECRA01148) and PF2.

ZCBS 2004 - CBS STRUCTURE	
SCBS-CORPO	Corporate Function (Soo)
SCBS-COCT	Climate Impulse (Soo)
SCBS-COEL	Diversity, Equity & Inclusion (Soo)
SCBS-COPI	Finance (Soo)
SCBS-COHR	Human Resources Corporate (Soo)
SCBS-COIM	General Management (Soo)
SCBS-COSE	Sustainability & Energy (Soo)
SCBS-COSC	Supply Chain Corporate (Soo)
SCBS-COIA	Internal Audit (Soo)
SCBS-COIND	Industrial Corporate (Soo)
SCBS-COLG	General Counsel Corporate (Soo)
SCBS-COPOC	Procurement corpo (Soo)
SCBS-COCT	Strategy (Soo)
SCBS-COCD	Communication (Soo)
SCBS-COHA	Government Affairs (Soo)
SCBS-COHC	CC Corporate (Soo)
SCBS-FUNCT	Function Services (Soo)
SCBS-FSAL	Synargo.AI (Soo)
SCBS-FSTP	Information Technology Projects - Build
SCBS-FSM	GBS - Management
SCBS-FSFI	GBS - SL FIN
SCBS-FSCM	GBS - SL CM
SCBS-FSPRO	GBS - SL PROC
SCBS-FSHR	GBS - SL HR
SCBS-FSHR	Human Resources Shared (Soo)
SCBS-FSD	Communication (Soo)
SCBS-FSIT	Information Technology
SCBS-FSC	CC Shared (Soo)
SCBS-FSAC	Facilities & group security (Soo)
SCBS-FFI	Finance (Soo)
SCBS-FSC	Supply Chain Shared (Soo)
SCBS-FIND	Industrial Shared (Soo)
SCBS-FGC	General Counsel (Soo)
SCBS-FSP	Strategic Channel Partner (Soo)
SCBS-FPOC	Procurement shared (Soo)
SCBS-FSIA	TIA & Reliability (Soo)
SCBS-FREB	Rebuild ERP (Soo)
SCBS-FSIC	Information Technology Projects - Build
SCBS-ICO	INTERCOMPANIES (Soo)
SCBS-ICOK	INTERCOMPANIES

Activity 1

CBSS
Division 50

Non allocated cost centers

- All cost centers included in the group **SCBS-OTH** CBS NON FUNCTION COSTS are assigned to the **Activity 1 CBNR** in WP2 (=IECRA00450) and PF2 (=DIV 59 or =BA 8590).

ZCBS 2006 - CBS STRUCTURE	
SCBS-CORPO	Corporate Function (Sco)
SCBS-FUNCT	Function Services (Sco)
SCBS-ICO	INTERCOMPANIES (Sco)
SCBS-FROJ	Services project (Sco)
SCBS-OTH	CBS NON FUNCTION COSTS (Sco)
SCBS-OTRSP	CBS NON FUNCTION - Separation P
SCBS-OTRPO	Day 3 Program
SCBS-OTRDR	GBS Double run - Management
SCBS-SFDR	GBS Double run - SL FIN
SCBS-SCDR	GBS double run - SL CM
SCBS-SFRDR	GBS double run - SL PROC
SCBS-SHRDR	GBS double run - SL HR
SCBS-OTRDT	Double Run IT
SCBS-OTRBB	Rebuild ERP
SCBS-OTRFC	Facilities Double run - GBS
SCBS-OTRNE	NEW ERP PROJECT
SCBS-OTRS	CBS NON FUNCTION COSTS - Scope 1
SCBS-OTRX	CBS NON FUNCTION COSTS

Activity 1

CBNR
Division 59

GBU cost centers

- All cost centers included in the group **ENTRP** ENTERPRIS E are assigned to a GBU.



There can not be cost centers allocated to CBS included in the group **ENTRP**.

ZCBS 2006 - CBS STRUCTURE	
SCBS-CORPO	Corporate Function (Sco)
SCBS-FUNCT	Function Services (Sco)
SCBS-ICO	INTERCOMPANIES (Sco)
SCBS-FROJ	Services project (Sco)
SCBS-OTH	CBS NON FUNCTION COSTS (Sco)
ENTRP	ENTERPRISE FIXED COSTS FOLLOW UP
EADM	ADMINISTRATION
EMSV	MARKETING & SALES
EPRO	PRODUCTION
EMISC	MISCELLANEOUS PRODUCTION
EICO	GBU INTERCOMPANY
ESERV	OTHER REVENUES
ERSTR	RESTRUCTURING
EACAR	OTHER OPERATIONAL COSTS
EMROL	NON RECURRING GAINS & LOSSES
EFERO	POST OPERATING RESULT
ECP	VARIABLE COSTS
ECPVSE	VARIABLE SELLING EXPENSES
ESTILO	Storage and Loading
ELOCO	Logistic Cost NP (off-production)
EMOIN	WRITE-DOWNS ON INVENTORIES
EMOIR	IMPAIRMENT ON TRADE RECEIVABLES
ERIRO	R&I ROYALTIES
RDD	R&D
ROPL	R&D - Platforms

Activity 1

GBU

Other groups

- The group **RHXXX** TECHNICAL COST CENTERS is used for technical cost centers (not reported in fixed costs report)
- The group **DISC** DISCONTINUED is used for cost centers that are blocked
- The group **ZNS-FUNCT** NON SOLVAY - FUNCTION SERVICES can be used for entities sold when they want to keep working with a fixed costs report with their own groups

ZCBS 2006 - CBS STRUCTURE	
SCBS-CORPO	Corporate Function (Sco)
SCBS-FUNCT	Function Services (Sco)
SCBS-ICO	INTERCOMPANIES (Sco)
SCBS-FROJ	Services project (Sco)
SCBS-OTH	CBS NON FUNCTION COSTS (Sco)
ENTRP	ENTERPRISE FIXED COSTS FOLLOW UP
RHXXX	RHODIA TECHNICAL COST CENTERS
DISC	DISCONTINUED
ZNS-FUNCT	NON SOLVAY - FUNCTION SERVICES

Activity 1

Not allocated



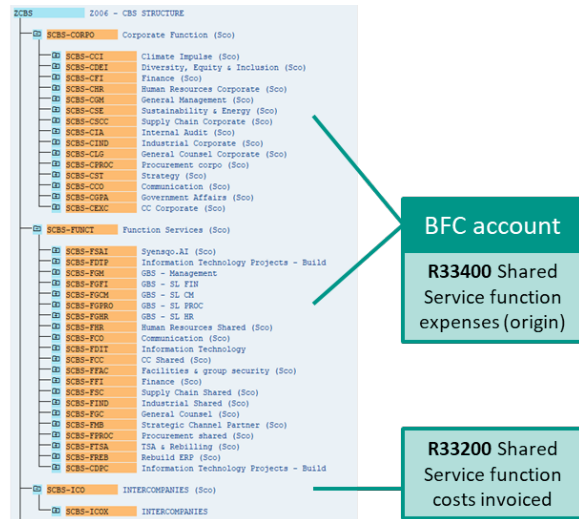
Group ZNS-FUNCT

Currently, the group ZNS-FUNCT does not exist in WP2 or PF2 because it doesn't need to be maintained.

2. There is a direct link between the first (or second) level of the ZCBS hierarchy and the P&L

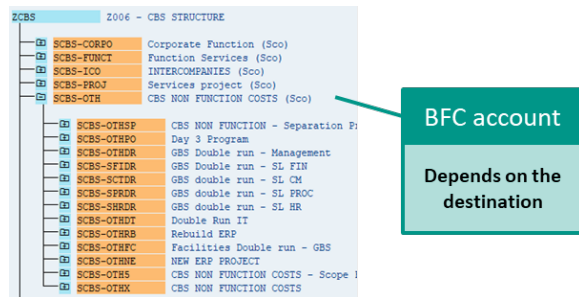
CBS cost centers

- All cost centers included in the group **SCBS-CORPO** Corporate Function & **SCBS-FUNCT** FUNCTION SERVICES are allocated to **R33400 Shared service function expenses (origin)**
- All cost centers included in the group **SCBS-ICO** INTERCOMPANIES are allocated to **R33200 Shared services function costs invoiced**



Non allocated cost centers

- Cost centers included in the group **SCBS-OTH CBS NON FUNCTION COSTS** : they will be allocated to corresponding BFC headings depending on its destination (ie: Administrative or Commercial expenses, Other recurring operating income/expenses, etc)



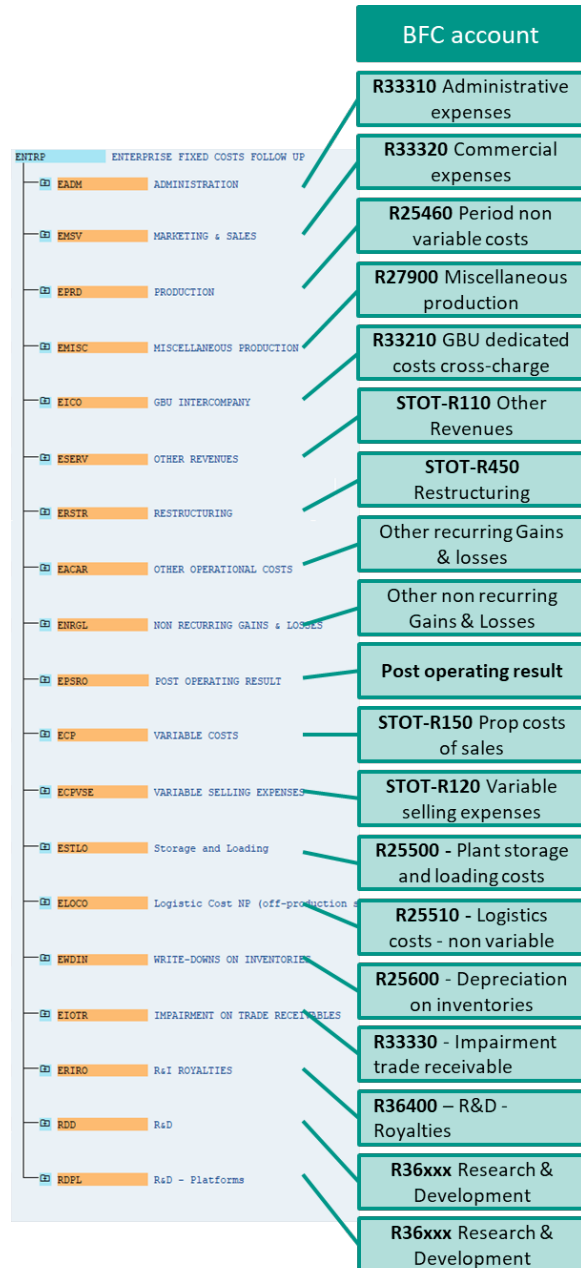
GBU cost centers

- The allocation of cost centers included in the group **ENTRP ENTERPRISE** depends on the type of costs:

ZCBS group	Definition
EPRD	All production cost centers should be included in the group EPRD: - Indirect production cost centers (PPPP-2 in WP2) should be included in a group EPRD1=>EPRD6. - Utilities cost centers should be included in the group EPRD4Y in PF2 only. In WP2 they are included in the group ECP) - Direct production cost centers (PPPP-1 in WP2, EE32xxxxxx in PF2) should be included in the EPRD0: - EPRD0X when the production cost center is not mixed (all cost centers in WP2 and some cost centers in PF2) - EPRD0Y when the production cost center is mixed (only in PF2) - EPRD0Z can be used to manage underactivity (only in very specific cases) => Definition of Period non-proportional costs of production (R25460)
EADM	This group is used for cost centers allocated to the BFC account Administrative expenses (R33310) A GBU can request the creation of sub-groups to detail its own organization.

EMSV	This group is used for cost centers allocated to the BFC account Commercial expenses (R33320) A GBU can request the creation of sub-groups to detail its own organization.
RDD	This group is used for cost centers allocated to the BFC account Research and Development (R360) A GBU can request the creation of sub-groups to detail its own organization.

For other groups you can look at the file by ERP in [Assessment cycles Rules](#)



Technical cost centers are not allocated to BFC

3. There is a direct link between the lowest level of the ZCBS hierarchy and a [BSA](#)

The ZCBS hierarchy is used for the allocation of cost centers to a [BSA](#) using.

The assignment of cost centers to a BSA is done with the cost center hierarchy = [ZCBS_BSA](#) which is built using the last level of the ZCBS hierarchy

a) All the production cost centers (cost center category F) must have the "Record Quantity" field flagged:

Cost Center	4S17420000	Industrial site cost
Controlling Area	CHEF	ERP SOLVAY
Valid From	01.01.2016	to 31.12.9999

Basic data
 Control
 Templates
 Address
 Communication
 History

☒ Record Quantity

Lock

☐ Actual primary costs
 ☐ Act. secondary costs
 ☒ Actual revenues

☐ Plan primary costs
 ☐ Plan secondary costs
 ☒ Plan revenues

☒ Commitment update

b) Cost centers Cost of goods sold - Statistics (codification CCCC-9200 in **WP1**) must have the "Actual revenues" and "Plan revenues" fields not flagged and

the "Record Quantity" field flagged:

Cost Center	ZFR3-9200	cost of goods sold
Controlling Area	Z006	Solvay Europe
Valid From	01.01.2014	to 31.12.9999

Basic data
 Control
 Templates
 Address
 Communication
 History

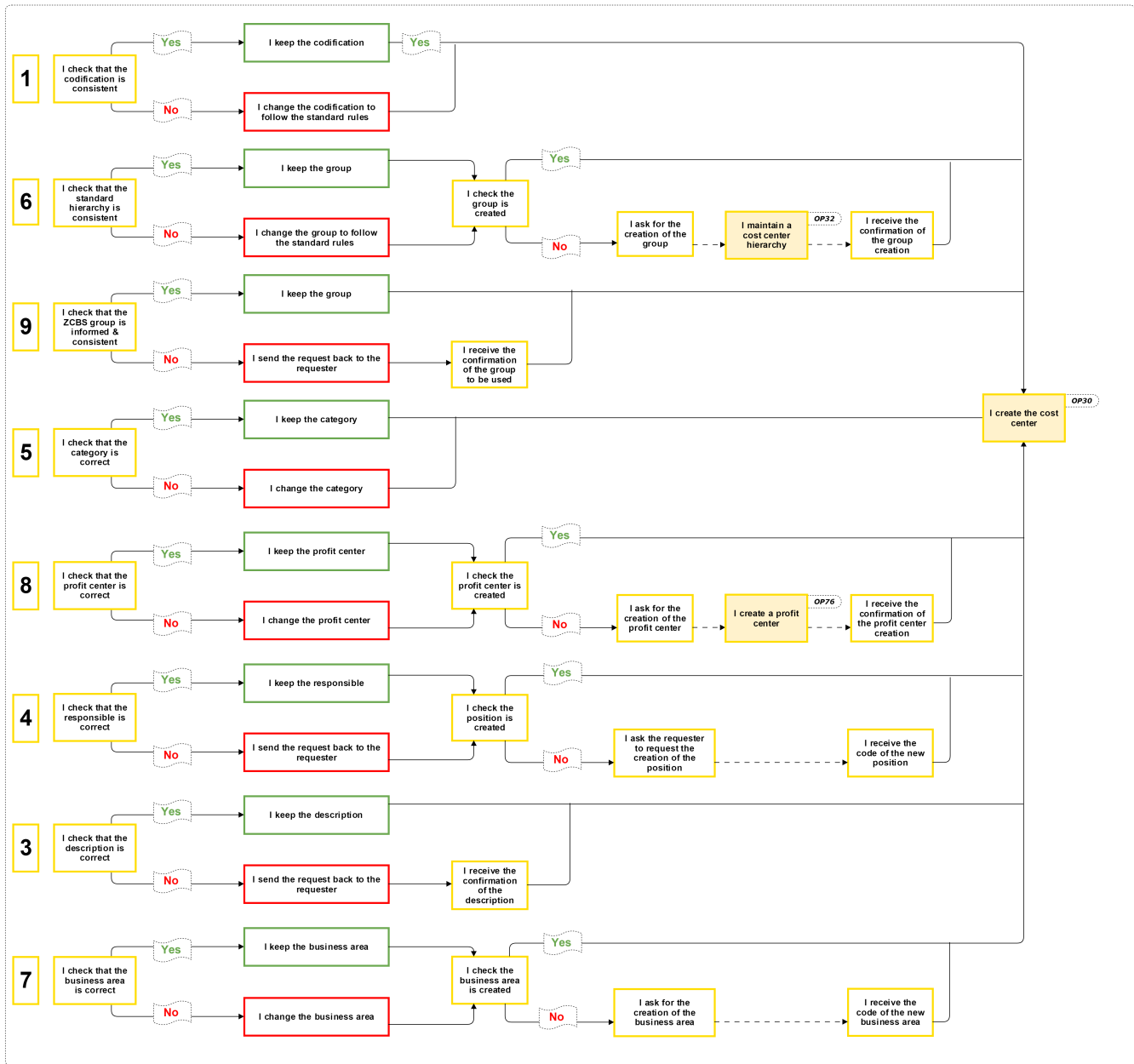
☒ Record Quantity

Lock

☐ Actual primary costs
 ☐ Act. secondary costs
 ☐ Actual revenues

☐ Plan primary costs
 ☐ Plan secondary costs
 ☐ Plan revenues

☒ Commitment update



3.3.5. I challenge the creation of the cost center

“Return” the workflow request with your comment:

- suggesting another cost object,
- suggesting an existing cost center,
- informing that his/her need does not seem a cost center
- asking for further information.

If mandatory information is missing, or inconsistency is found: ask for further information.

3.4. I create the new cost center - KS01

STEP 1

Log is in English to start with the creation of the cost center in English.



✓

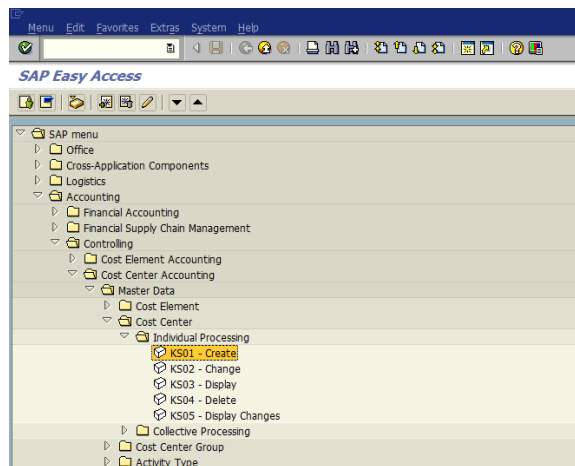
Mandant

Utilisateur

Langue de travail

Start the transaction using the menu path or transaction code

 **KS01 - Create**



 Create cost center: Initial Screen

 Make sure that you are in the right controlling area

STEP 2

Start the creation of the new cost center

1. Enter the code of the new cost center
2. Enter the date of the beginning of the validity of the Cost Center (usually first day of the current month)
3. Use these fields only if I want to use an existing Cost Center as a model.

STEP 3

Enter information gathered previously

1. Short & long description of the Cost Center
2. Person responsible = SRM7 position
3. Category
4. Hierarchy area = standard hierarchy
5. Company code
6. Business area (only in PF1)
7. Profit center

Create Cost Center: Basic Screen

Cost Center: 7499-6581 Mgt Fee & xcharge SP
Controlling Area: 2026 Rhodia Asia Pacific
Valid From: 01.04.2015 to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

Names
Name: 1 Mgt Fee & xcharge SP
Description: Mgt Fee & xcharge SP

Basic data
User Responsible: [blank]
Person Responsible: 50017821 2
Department: [blank]
Cost Center Category: 3 H Service cost center
Hierarchy area: 7499-FA-SP 4 SP Administrative costs - Specialty Pol
Company Code: 5 7499 Rhodia Hong-Kong
Business Area: [blank] 6
Currency: HKD
Profit Center: 7 7499-1117d SP00 Non Allocat SpP

STEP 4

Go to the next tab “control” to lock or unlock the cost center

Tab “Templates” “Address” & “Communication” are not used in WP1 & PF1

The History tab is generated by the system to facilitate the identification of the user and the respective changes made by him in the master data of the Cost Center.

Create Cost Center: Indicators

Cost Center: 7499-6581 Mgt Fee & xcharge SP
Controlling Area: 2026 Rhodia Asia Pacific
Valid From: 01.04.2015 to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

☐ Record Quantity

Lock
☐ Actual primary costs ☐ Act. secondary costs ☒ Actual revenues
☐ Plan primary costs ☐ Plan secondary costs ☒ Plan revenues
☒ Commitment update

STEP 5

Save the cost center by clicking



STEP 6

If you want to update the description in another language, you must log in the language requested

SAP

New password

Client: 400
User: user1
Password: *****
Language: FR

STEP 7

Next Actions

Everytime a new CC is created, some other actions have to be taken in order to guarantee that it will be correctly balanced in the closure.

Details [here](#) (3 sheets depending on the type of CC).

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: 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

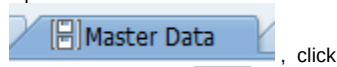
Category: C Cost Center
 Action: C Create
 Title: ID 87076 - Case 0000034476 Create CC restructuring
 System landscape: ERPSOLV ERP Solvay

Business Unit: PRS CoCode

General information | Master Data | Communication | Validation

STEP 2

Open the tab



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

Business Unit: PRS CoCode

General information | Master Data | Communication | Validation

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



- 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)

PF2

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

Business Unit: PRS CoCode

General information | Master Data | Communication | Validation

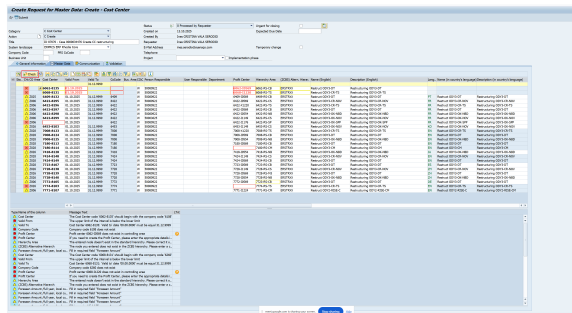
Append row button (1) and create as many rows as cost centers you want to create / update (2).

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.



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.



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 closing

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

Action: C Create Requester: Ines CRISTINA VALA SERODIO

Title: ID 87076 - Case 0000034476 Create CC restructuring E-Mail Address: ines.serodio@syneqa.com Temporary change

System landscape: ERPCCS ERP Rhodia Core E-Mail Address: ines.serodio@syneqa.com

Company Code: PMS CoCode Telephone: Project: Implementation phase

Business Unit: PMS CoCode

General Information Master Data Communication Validation Log

St.	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				6068-1120	6068-RS-TS
2006	6422-8250	01.10.2025	31.12.9999	6422	W	50080922				6422-0559	6422-RS-C5
2006	6422-8251	01.10.2025	31.12.9999	6422	W	50080922				6422-1020	6422-RS-T5
2006	6422-8252	01.10.2025	31.12.9999	6422	W	50080922				6422-0559	6422-RS-C5
2006	6422-8253	01.10.2025	31.12.9999	6422	W	50080922				6422-1020	6422-RS-T5
2006	6422-8254	01.10.2025	31.12.9999	6422	W	50080922				6422-1149	6422-RS-C5

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 0000034476 Create CC restructuring E-Mail Address: ines.serodio@syneqa.com

System landscape: ERPCCS ERP Rhodia Core E-Mail Address: ines.serodio@syneqa.com

Company Code: PMS CoCode Telephone: Project: Implementation phase

Business Unit: PMS CoCode

General Information Master Data Communication Validation Log

St.	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	3383	3100	W	50080922				
2006	6381200109	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200110	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200111	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200112	01.10.2025	31.12.9999	2002	8500	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	8781200016	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 0000034476 Create CC restructuring E-Mail Address: ines.serodio@syneqa.com

System landscape: ERPCCS ERP Rhodia Core E-Mail Address: ines.serodio@syneqa.com

Company Code: PMS CoCode Telephone: Project: Implementation phase

Business Unit: PMS CoCode

General Information Master Data Communication Validation Log

St.	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	3383	3100	W	50080922				
2006	6381200109	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200110	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200111	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200112	01.10.2025	31.12.9999	2002	8500	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	8781200016	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				

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 0000034476 Create CC restructuring E-Mail Address: ines.serodio@syneqa.com

System landscape: ERPCCS ERP Rhodia Core E-Mail Address: ines.serodio@syneqa.com

Company Code: PMS CoCode Telephone: Project: Implementation phase

Business Unit: PMS CoCode

General Information Master Data Communication Validation Log

St.	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	3383	3100	W	50080922				
2006	6381200109	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200110	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200111	01.10.2025	31.12.9999	2002	8500	W	50080922				
2006	6381200112	01.10.2025	31.12.9999	2002	8500	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	8781200016	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				

3.5. I check if it is necessary to perform the next actions (depending of the type of cost center created)

3.6. I communicate that a new cost center has been created

I notify the Assessment Cycle Owner maintenance

I notify the requester