

# Other Master Data creation requests

## Other Master Data creation requests

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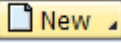
**i** The procedure can be used for all type of requests however if you want your request to be processed quickly, it is recommended to use the following process when it is possible:

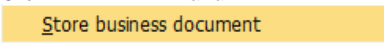
- [G/L Account in Company Code](#)
- [Cost Centers requests using the Workflow](#)

### STEP 1

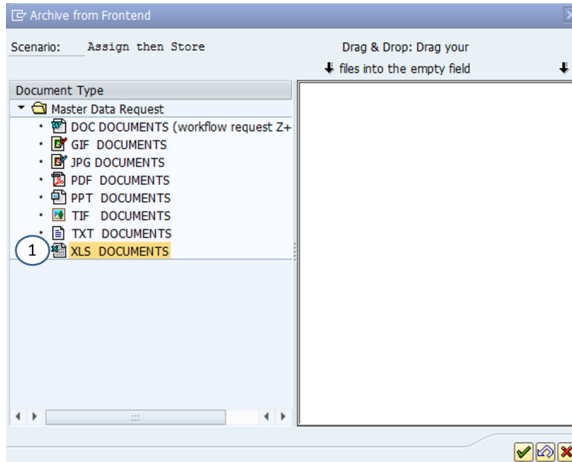
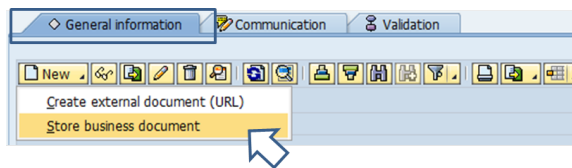
If you have prepared a file with your request, you can attach it to the request in the tab

General information

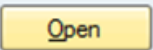
Click  and

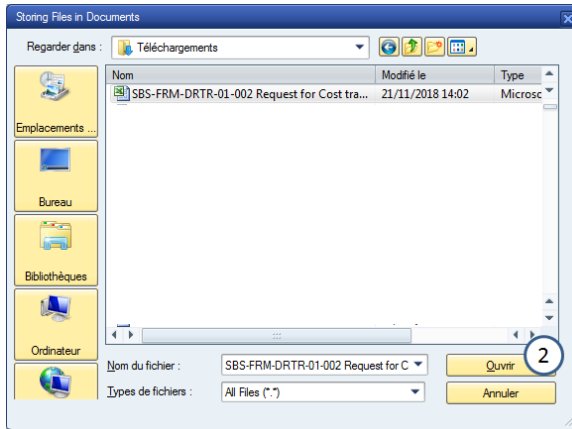


1. Click the type of file you want to upload



2. Select the file you want to

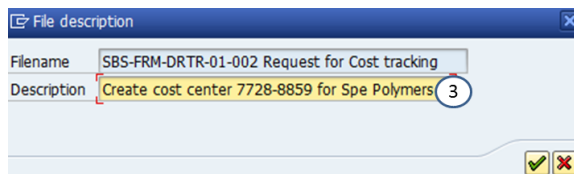
upload and 



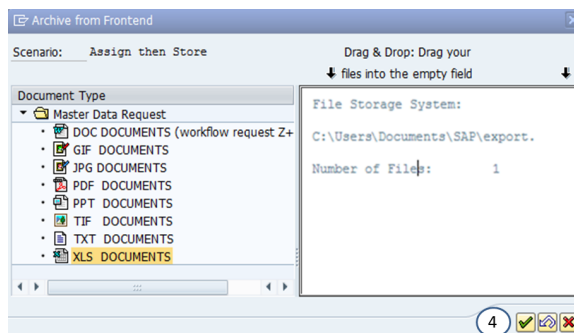
3. Enter a description that will be displayed in the application



and

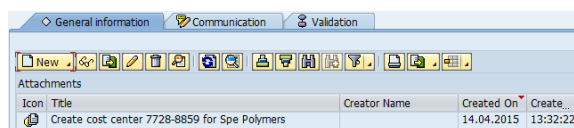


4. Click again



Once completed, you will see your document listed in the « attachment tab »

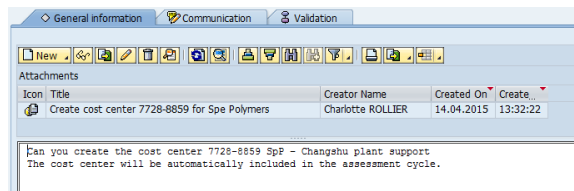
- You can see how many attachments are stored with the request, directly in the main screen.
- To open an existing attachment, just double click on it !



## STEP 2

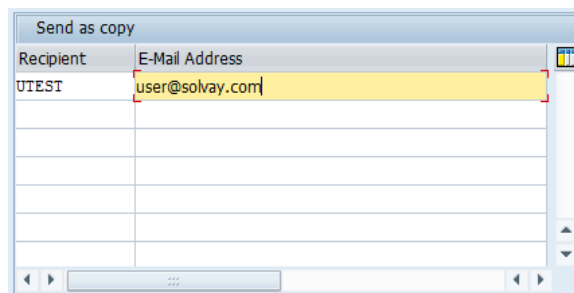
### Add a comment

You can add an additional comment



### Send a copy

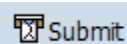
You can add a list of persons that will receive a copy of the email notifying the workflow progress



## STEP 3

### Submit the request

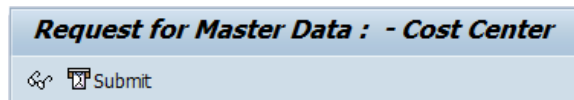
Once the request is completed, you can submit the request by clicking



in the header

When saving the request, it is not automatically submitted

You might not want to submit the request yourself. In this case, you have to ask to an authorized user to submit the request. To make the « ask to submit » button appear you need first to SAVE and click



Enter the person in charge of the submission, add your own message and send the request to the person in charge of the validation who will be will be informed by email

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Oct 04, 2019	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	State	changed state to <b>Published</b> at 1:49 pm	v19
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 1:49 pm	
Aug 27, 2019				
	ROLLIER, Charlotte	Edit	updated the page at 6:09 pm	
		State	changed state to <b>Draft</b> at 4:09 pm	v19
Nov 26, 2018				
Published	ROLLIER, Charlotte	Edit	updated the page at 7:27 pm	
		State	changed state to <b>Published</b> at 6:28 pm	v18
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 6:28 pm	
		State	changed state to <b>Draft</b> at 6:27 pm	v18