

Cost Centers requests using the Workflow

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i 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/purpose (production, commercial, administrative);
- Cost center description;
- BFC heading/value field where the costs should be reported;
- Profit center (WP2)/Business area (PF2);
- Person responsible.

STEP 1

i 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
 PRS CoCode: []

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: []

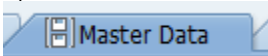
Business Unit: []

General information | Master Data | Communication | Validation

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.

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
 PRS CoCode: []

Status: []
 Created on: 13.10.2020
 Created by: Ines CRISTINA VALA SERGODES
 Requester: Ines CRISTINA VALA SERGODES
 E-Mail Address: ines.vala@erpstep.com
 Telephone: []
 Project: []
 Implementation phase: []

St	Stk	CHKD	Area	Cost Center	CoCode	BZL	Area/COCC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area	COBEG	Altern.	Name	(English)	Description (English)
				43812000109	3002			9070	WI	00000022		ONSD	NRP_TSD04		ERS1700	Request 0013-OK-NOV	Restructuring 0013-
				43812000110	3002			1200	WI	00000022		ONSD	NRP_TSD04		ERS1700	Request 0013-OK-TS	Restructuring 0013-
				43812000111	3002			1900	WI	00000022		ONSD	NRP_TSD04		ERS1700	Request 0013-DT	Restructuring 0013-
				43812000112	3002			4900	WI	00000022		ONSD	NRP_TSD04		ERS1700	Request 0013-OK-TS	Restructuring 0013-
				70432000100	3303			1900	WI	00000022		CSUK	ZVNESTRUC		ERS1700	Request 0013-OK-NBD	Restructuring 0013-
				70432000101	3303			1200	WI	00000022		CSUK	ZVNESTRUC		ERS1700	Request 0013-DT	Restructuring 0013-
				70432000102	3303			1900	WI	00000022		CSUK	ZVNESTRUC		ERS1700	Request 0013-OK-NBD	Restructuring 0013-
				70432000103	3303			1200	WI	00000022		CSUK	ZVNESTRUC		ERS1700	Request 0013-DT	Restructuring 0013-
				81401200000	3075			1900	WI	00000022		CSUK	UNNESTRUC		ERS1700	Request 0013-DT	Restructuring 0013-
				81401200001	3075			1200	WI	00000022		CSUK	UNNESTRUC		ERS1700	Request 0013-DT	Restructuring 0013-
				81401200002	3075			1200	WI	00000022		CSUK	UNNESTRUC		ERS1700	Request 0013-DT	Restructuring 0013-
				81401200003	3075			1200	WI	00000022		CSUK	UNNESTRUC		ERS1700	Request 0013-DT	Restructuring 0013-
				81401200004	3075			1200	WI	00000022		CSUK	UNNESTRUC		ERS1700	Request 0013-DT	Restructuring 0013-
				40812000012	6000			1900	WI	00000022		ENGL	PLG_RESTR		ERS1700	Request 0013-DT	Restructuring 0013-
				40812000013	6000			1900	WI	00000022		ENGL	PLG_RESTR		ERS1700	Request 0013-DT	Restructuring 0013-
				40812000014	6004			1900	WI	00000022		ENGL	PLG_RESTR		ERS1700	Request 0013-DT	Restructuring 0013-
				40812000015	6004			1900	WI	00000022		ENGL	PLG_RESTR		ERS1700	Request 0013-DT	Restructuring 0013-

i 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

- Company code
- Cost center Code
- Valid from

PF2

- 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)

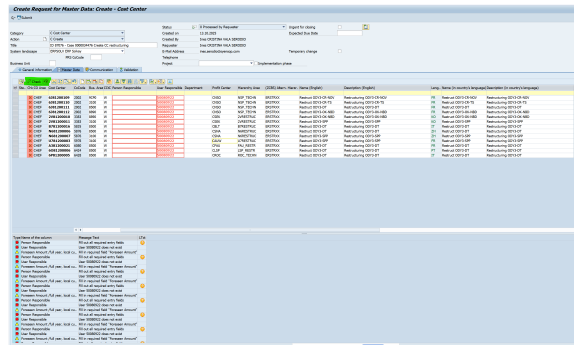
i Create from reference

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.

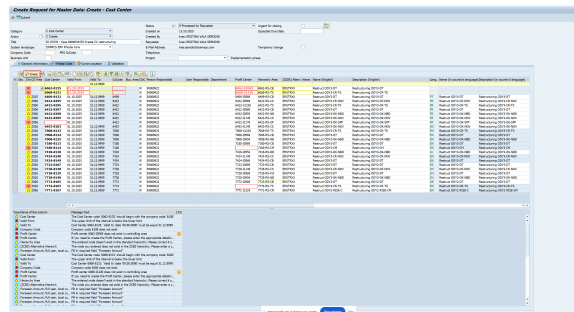
i Use Excel

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.



WP2



STEP 4

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

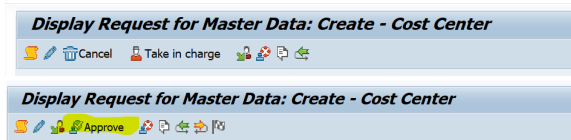
i You can only submit a request once you have corrected all errors [red border around the cell]

Request for Master Data : - Cost Center

Submit Ask

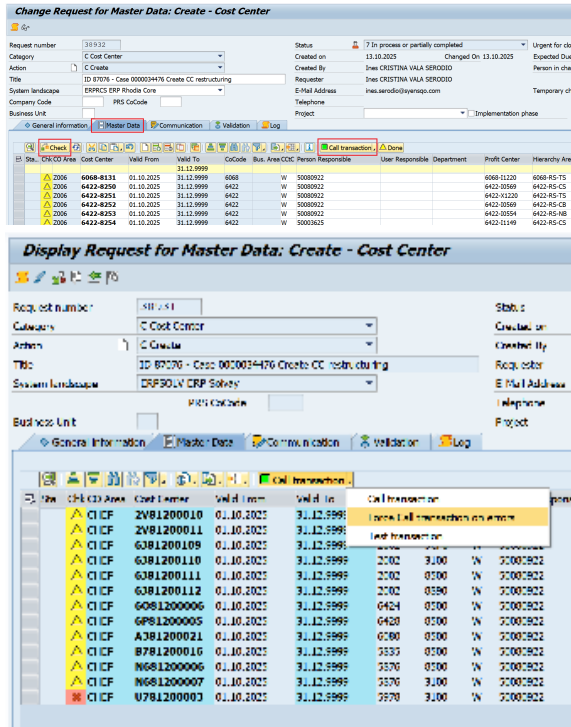
STEP 5

Return to the transaction ZZF_MDWF_REQUEST, insert the ticket number and press "Take in charge" followed by "Approve".



STEP 6

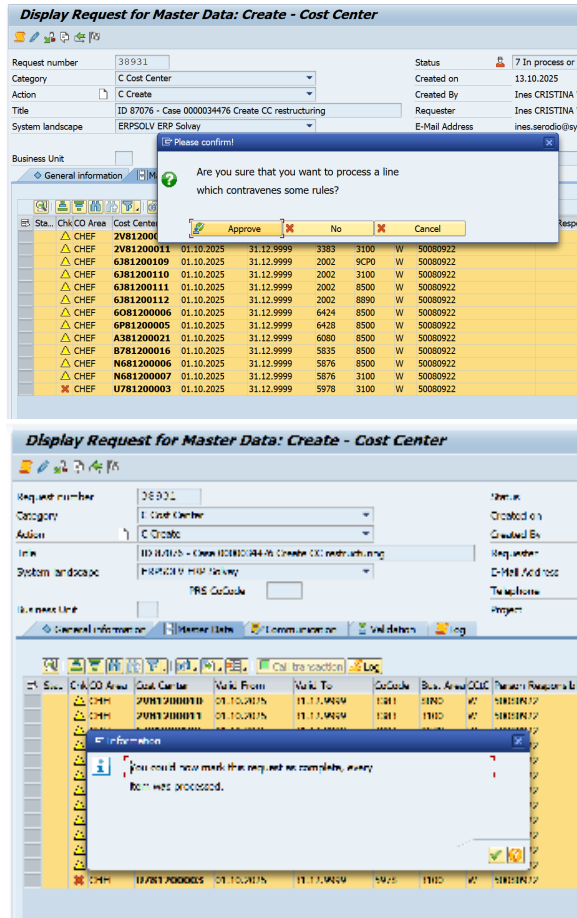
In Master Data Tab, click "Check" button followed by "Call transaction - Force call transaction on errors".



STEP 7

Approve the creation of the cost centers by clicking "Approve" button.

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



Workflow history

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

Oct 31, 2025	Actor	Type	Activity	Version
Published	CRISTINA VALA SERODIO, ines	Edit	updated the page at 1:26 pm	
	CRISTINA VALA SERODIO, ines	State	changed state to Published at 12:30 pm	v12
Draft	CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 12:30 pm	
	CRISTINA VALA SERODIO, ines	State	changed state to Draft at 12:26 pm	v8
Oct 04, 2019				
Published	ROLLIER, Charlotte	State	changed state to Published at 1:48 pm	v7
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 1:48 pm	