Cost Centers requests using the Workflow

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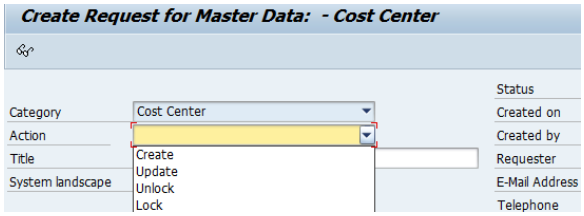
>> Back to Data & Reporting home page

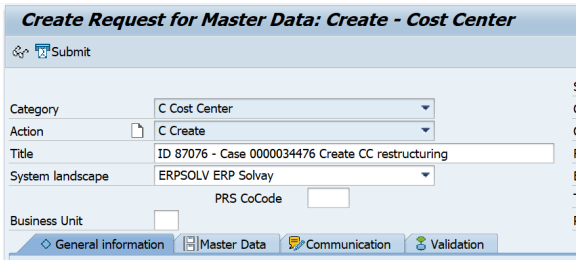
It is highly recommended that you input the parameters in the "master data" tab when you are requesting the creation / update of cost centers as it reduces the processing time. Nevertheless, if you have difficulties in putting the data in the "master data" tab, you can attach an excel file with all the 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

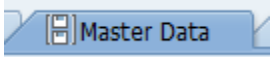
As the processes differ depending on the type of action (create, update, lock, unlock) and the ERP system involved, a separate request must be submitted for each system and each specific operation.



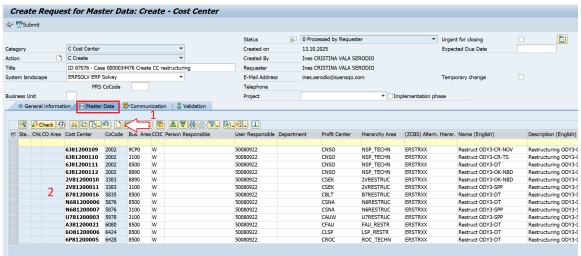


In SAP PRS 050 go to transaction ZZF_MDWF_REQUEST. Select "Cost center" in category field and "Create" in action field. Populate the title and the system landscape.

STEP 2

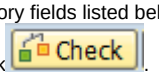
Open the tab 

, click "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 

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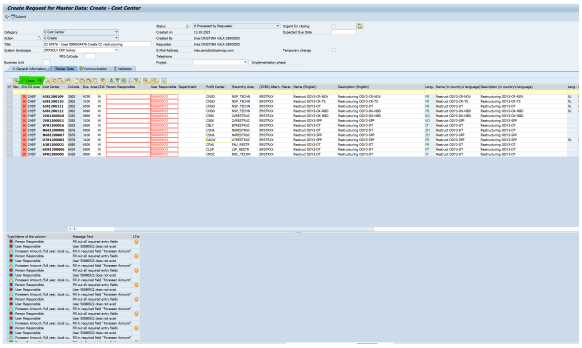
- Company code
- Cost center Code
- Valid from

PF2

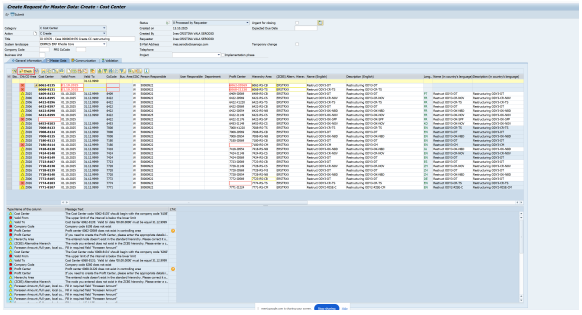
- English short name & long description
- Person responsible
- Cost Center Category
- Standard hierarchy area
- Alternative hierarchy
- Business area (in PF2 only)
- Profit center
- Foreseen amount
- IECRA (for WP2 only)



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.

WP2



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.

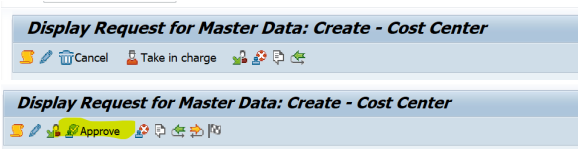
STEP 4

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]

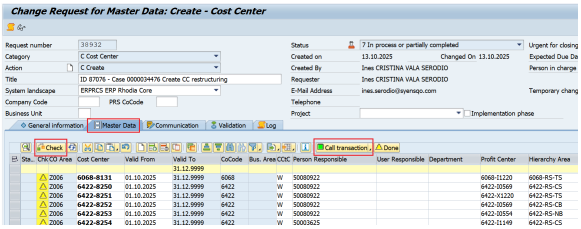
STEP 5

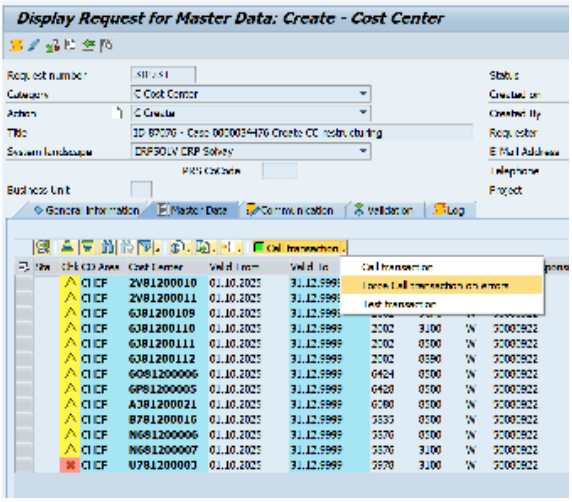
Return to the transaction ZZF_MDWF_REQUEST, insert the ticket number and press "Take in charge" followed by "Approve".



STEP 6

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

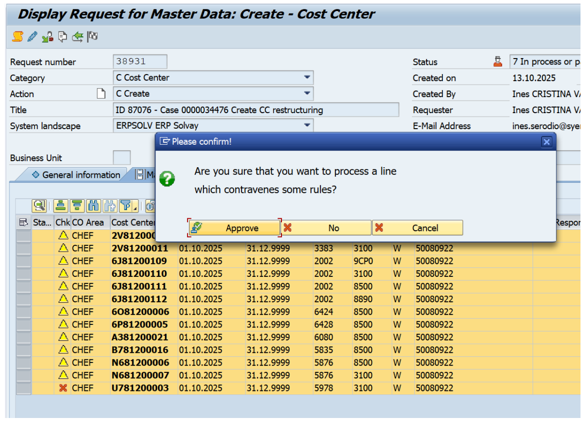


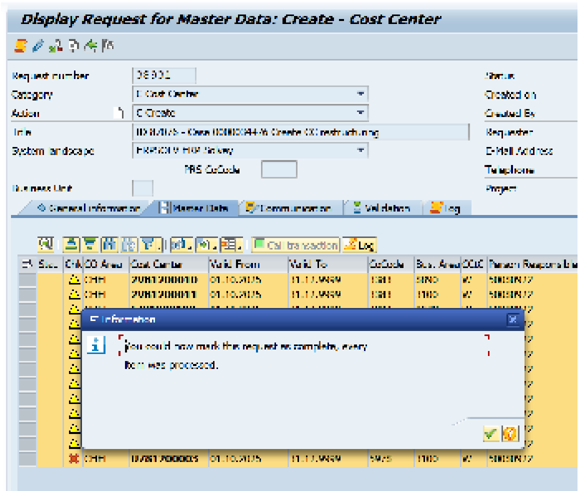


STEP 7

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

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


Display Request for Master Data: Create - Cost Center
Request number 38931
Category C Cost Center
Action C Create
Title ID 87076 - Case 0000034476 Create CC restructuring
System landscape ERPSOLV ERP Solvay
Business Unit
Status 7 In process or p
Created on 13.10.2025
Created By Ines CRISTINA V
Requester Ines CRISTINA V
E-Mail Address ines.serodio@sye
General information
Please confirm!
Are you sure that you want to process a line which contravenes some rules?
Approve
No
Cancel
Sta.. Chk CO Area Cost Cente
CHEF 2V8120001
CHEF 2V81200011 01.10.2025 31.12.9999 3383 3100 W 50080922
CHEF 6J81200109 01.10.2025 31.12.9999 2002 9CP0 W 50080922
CHEF 6J81200110 01.10.2025 31.12.9999 2002 3100 W 50080922
CHEF 6J81200111 01.10.2025 31.12.9999 2002 8500 W 50080922
CHEF 6J81200112 01.10.2025 31.12.9999 2002 8890 W 50080922
CHEF 6O81200006 01.10.2025 31.12.9999 6424 8500 W 50080922
CHEF 6P81200005 01.10.2025 31.12.9999 6428 8500 W 50080922
CHEF A381200021 01.10.2025 31.12.9999 6080 8500 W 50080922
CHEF B781200016 01.10.2025 31.12.9999 5835 8500 W 50080922
CHEF N681200006 01.10.2025 31.12.9999 5876 8500 W 50080922
CHEF N681200007 01.10.2025 31.12.9999 5876 3100 W 50080922
CHEF U781200003 01.10.2025 31.12.9999 5978 3100 W 50080922


Display Request for Master Data: Create - Cost Center
Category
Action
C Create
System landscape
Status
Created on
Created By
Requester
E-Mail Address
Telephone
General information
Master Data
Communication
Validation
Log
Information
You could now mark this request as complete, every item was processed.