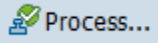


ZZF_MDWF_REQUEST - Fast track for G/L company views

If you can see the icon



you are allowed to use the fast track.

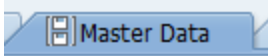


What can you do if you do not see the icon "Process" ?

Look at the procedure:

- [How to ask access to PRS \(PF2-050\) and to submit workflows for finance master data?](#)

Open the tab



1. Click and

2. Create as many rows as G/L Account you want to create / update



Never use the yellow line to enter your request, it is a technical line used for mass changes only.

3. Fill mandatory fields:

- G/L Account number
- Target company code

4. Press check to load the details and activate the checks

S	C	CoCd	G/L Account	G/L Acct Long Text	Alt. Acct	Proposal	W/	Comment
		5835	2200001600	S Factoring-third party Bank				
		5835	2200240000	S Trade receivables-Initial Data				


i All fields will be copied from the reference company, except :

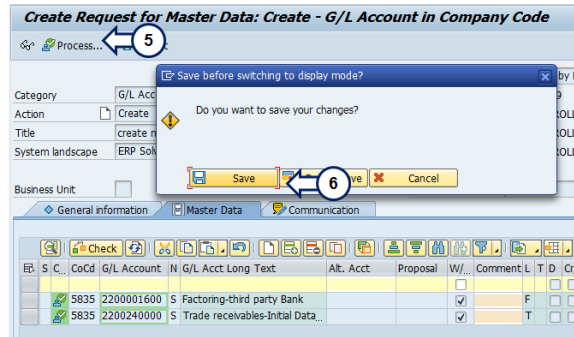
- Alternative account for the few countries where this functionality is mandatory.
- Comment,


5. Click  Process...

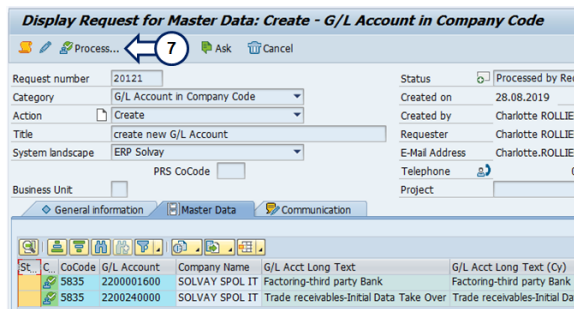
6. Click  Save

The request is created :


 Request 20121 successfully created.

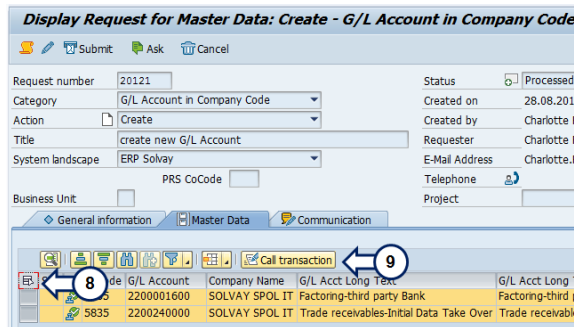


7. Click  Process... again



8. Click  to select all the line (or line by line)


9. Click  Call transaction

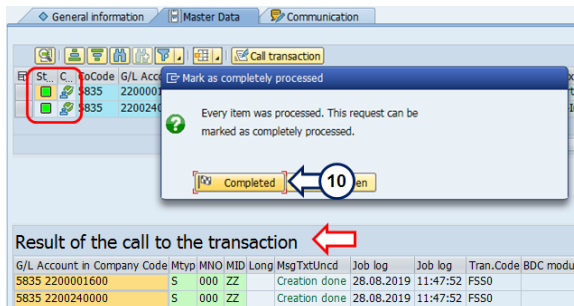


so have been processed click on completed

all is green and we can see the result of the transaction with the 2 newly created G/L account.

So you can:

10. Click  Completed



Result of the call to the transaction





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 couples G/L Accounts / Company codes you want to process.
- Copy and Paste it into the request.
- Press the <check> button. As a result the data are loaded.
- Press the <Process> button
- Application invites you to <Save> and then <Process> again.
- Select the lines to process and Press <Call transaction>

Workflow history

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

Nov 06, 2025	Actor	Type	Activity	Version
Published	 CRISTINA VALA SERODIO, ines	Edit	updated the page at 12:28 pm Other contributors:	
		State	changed state to Published at 11:29 am	v5
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:29 am	
Mar 05, 2025				
	ROLLIER, Charlotte	Edit	updated the page at 5:38 pm	
		State	changed state to Draft at 4:38 pm	v4
Oct 04, 2019				
Published	ROLLIER, Charlotte	Edit	updated the page at 3:48 pm	
		State	changed state to Published at 1:48 pm	v3
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 1:48 pm	