

Cost Centers requests using the Workflow

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: []

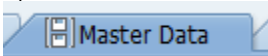
Business Unit: []

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 SERGEO
 Requester: Ines CRISTINA VALA SERGEO
 E-Mail Address: ines.vala@deloitte.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	Name (English)	Description (English)
	43812000109			3002	1900	WI			00000002	CHSD		NRP_TSDH4		ERS17XX	Request 0013-OK-H0V	Restructuring 0013-
	43812000110			3002	1900	WI			00000002	CHSD		NRP_TSDH4		ERS17XX	Request 0013-OK-T5	Restructuring 0013-
	43812000111			3002	1900	WI			00000002	CHSD		NRP_TSDH4		ERS17XX	Request 0013-DT	Restructuring 0013-
	43812000112			3002	1900	WI			00000002	CHSD		NRP_TSDH4		ERS17XX	Request 0013-OK-H0	Restructuring 0013-
	70432000010			3383	1900	WI			00000002	CHSD		ZWBSTRUC		ERS17XX	Request 0013-OK-H0B	Restructuring 0013-
	70432000011			3383	1900	WI			00000002	CHSD		ZWBSTRUC		ERS17XX	Request 0013-OK-H0B	Restructuring 0013-
	81612000010			3015	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	81612000011			3015	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	81612000012			3015	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	81612000013			3015	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	07432000010			3015	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	07432000011			3015	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	40812000010			6024	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	40812000011			6024	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	40812000012			6024	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	Request 0013-DT	Restructuring 0013-
	40812000013			6024	1900	WI			00000002	CHSD		ERS17TRUC		ERS17XX	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)

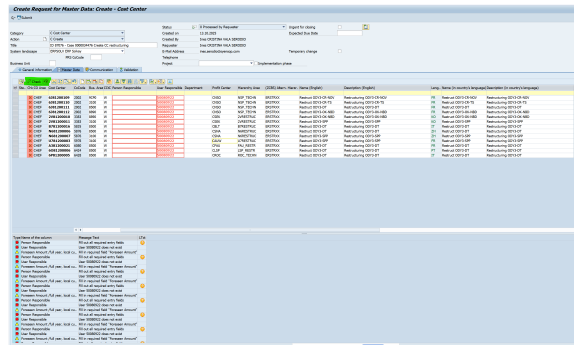
i Create from reference

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.

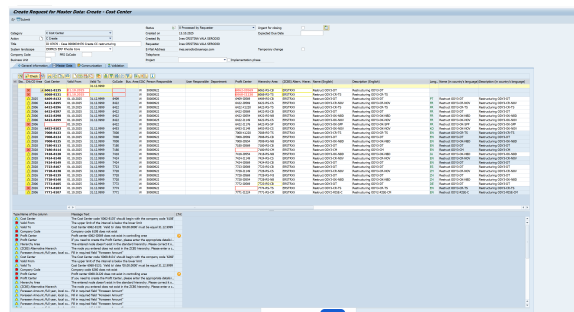
i Use Excel

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.

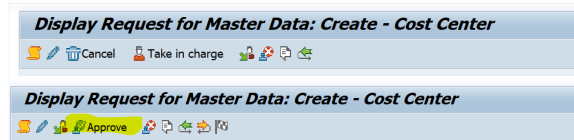
i You can only submit a request once you have corrected all errors [red border around the cell]

Request for Master Data : - Cost Center

Submit Ask

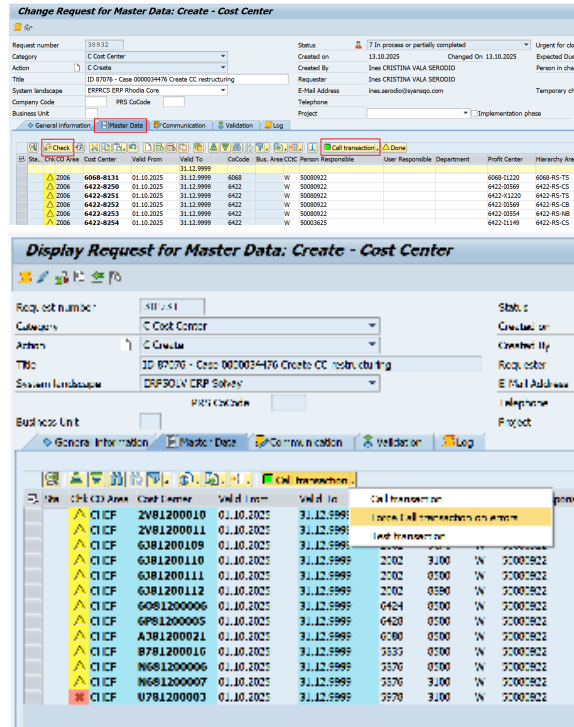
STEP 5

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.

Display Request for Master Data: Create - Cost Center

Request number: 38931 | Status: In process of p
 Category: C Cost Center | Created on: 13.10.2025
 Action: C Create | Created By: Ines CRISTINA V.
 Title: ID 87076 - Case 000034476 Create CC restructuring | Requester: Ines CRISTINA V.
 System landscape: ERPSOLV ERP Solvay | E-Mail Address: ines.serodio@syte

Business Unit: []

General information

Are you sure that you want to process a line which contravenes some rules?

Approve No Cancel

Sta.	Chk/CO Area	Cost Center	Work From	Work To	CoCode	Bus. Area	CC	Reason
△	CHEF	2V812000						
△	CHEF	2V81200011	01.10.2025	31.12.9999	3383	3100	W	50080922
△	CHEF	6J81200109	01.10.2025	31.12.9999	2002	9070	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	6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922
△	CHEF	6981200005	01.10.2025	31.12.9999	6420	8500	W	50080922
△	CHEF	A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922
△	CHEF	8781200016	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

Request number: 38931 | Status: In process of p
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 Title: ID 87076 - Case 000034476 Create CC restructuring | Requester: Ines CRISTINA V.
 System landscape: ERPSOLV ERP Solvay | E-Mail Address: ines.serodio@syte

Business Unit: []

General information

Master Data

Information

You need to now mark the request as complete, every Row was processed.

Sta.	Chk/CO Area	Cost Center	Work From	Work To	CoCode	Bus. Area	CC	Reason
△	CHEF	2V81200011	01.10.2025	31.12.9999	3383	3100	W	50080922
△	CHEF	6J81200109	01.10.2025	31.12.9999	2002	9070	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	6081200006	01.10.2025	31.12.9999	6424	8500	W	50080922
△	CHEF	6981200005	01.10.2025	31.12.9999	6420	8500	W	50080922
△	CHEF	A381200021	01.10.2025	31.12.9999	6080	8500	W	50080922
△	CHEF	8781200016	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