

Request the creation / update of Master Data

How to access the workflow

>> Back to [Data & Reporting](#) home page

 To request the creation / update of finance master data:

- G/L Account in Chart of Account (mandatory)
- G/L Account in Company Code
- [Cost Centers](#)
- [Profit Centers](#)
- Miscellaneous request (mainly cost elements hierarchies)

You must use a dedicated workflow as described below.

Only authorized requester should be able to submit workflows:

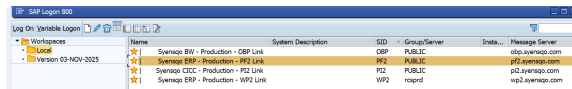
- Costing master data (Controllers)
- General ledger master data (Company accounting managers/directors)

If you are an authorized requester and you don't have the access to PF2 (050)/PRS, see [How to ask access to PRS \(PF2-050\) and to submit workflows for finance master data?](#)

STEP 1



Open the SAP logon



Item	System Description	SID	Group/Server	Insta...	Message Server
Syensqo ERP - Production - CDP Link	CDP	PUBLIC	cdp.symsqo.com		
Syensqo ERP - Production - PF2 Link	PF2	PUBLIC	pf2.symsqo.com		
Syensqo ERP - Production - PRS Link	PRS	PUBLIC	prs.symsqo.com		
Syensqo ERP - Production - WPF2 Link	WPF2	nsqrd	wp2.symsqo.com		

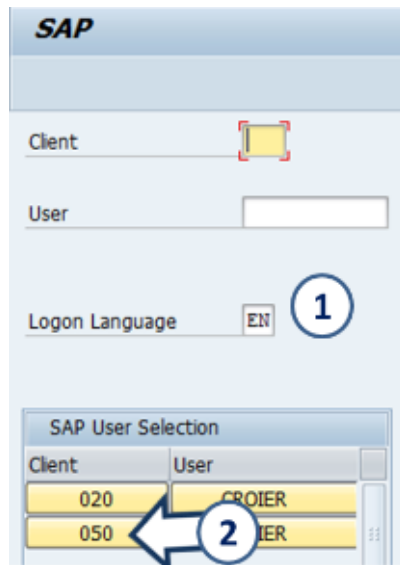
Click Syensqo ERP- Production - PF2

1. Enter Logon Language = EN

 Only English is supported – other languages could result in unpredictable results

2. Click

050



SAP

Client

User

Logon Language **1**

SAP User Selection

Client	User
020	CROIER
050	IER

2

STEP 2

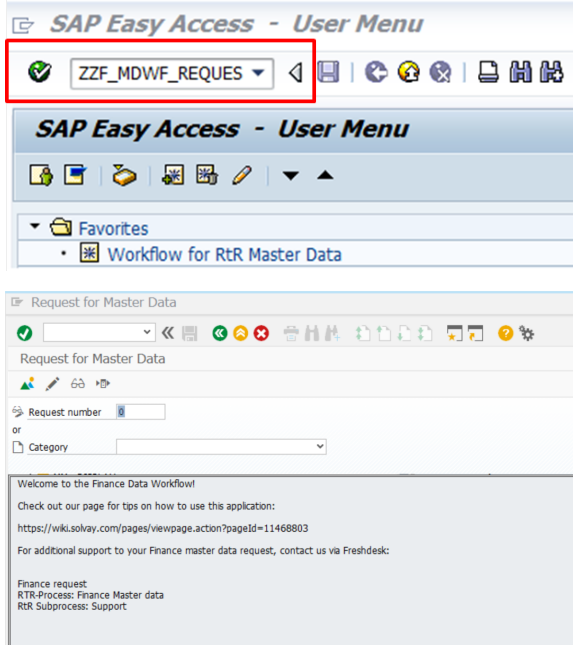
Enter transaction code **ZZF_MDWF_R**

EQUEST and

Enter ↵

 You can add it to your favorites [menu System – User Profile – Expand Favorites]

 Request for Master Data: Initial Screen



The screenshot shows the SAP Easy Access - User Menu. At the top, there is a search bar containing 'ZZF_MDWF_REQES', which is highlighted with a red rectangle. Below the search bar, there is a 'Favorites' section with a link to 'Workflow for Rtr Master Data'. The main area of the screen displays a 'Request for Master Data' form with fields for 'Request number' and 'Category'. Below the form, there is a welcome message and a link to a wiki page.

On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

1. On the initial screen :

 List existing requests :
« My request report »

 Modify an existing request

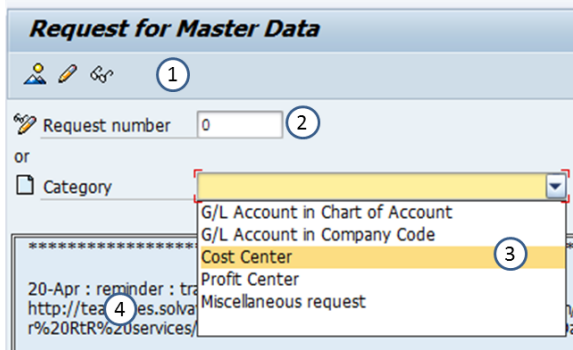
 Display an existing request

2. In case of Display or Update of an existing request, enter the request number here

3. In case of Creation, select the category of data you want to create / update

4. The text box at the bottom of the screen is an "info board", giving the last information about the application (update, new functions,...)

After selecting a Data type, the application brings you to the creation screen



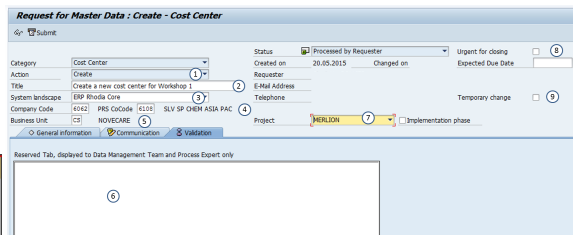
The screenshot shows the 'Request for Master Data' form. The 'Request number' field is highlighted with a blue circle (1). The 'Category' dropdown menu is open, showing a list of categories: 'G/L Account in Chart of Account', 'G/L Account in Company Code', 'Cost Center', 'Profit Center', and 'Miscellaneous request'. The 'Cost Center' category is highlighted with a blue circle (3). The 'Request number' field is also highlighted with a blue circle (2). The 'Category' dropdown menu is highlighted with a blue circle (4).

STEP 3

Fill the request

1. Select your need :

Create
Update
Unlock
Lock
Translate



The screenshot shows the 'Request for Master Data - Create - Cost Center' form. The form contains various fields for creating a new cost center, including 'Category', 'Action', 'Title', 'System landscape', 'Company code', 'Business unit', 'Project', and 'Implementation phase'. The 'Category' field is set to 'Cost Center'. The 'Action' field is set to 'Create'. The 'Title' field is set to 'Create a new cost center for Workshop 1'. The 'System landscape' field is set to 'ERP Rhodia Core'. The 'Company code' field is set to 'P80 DUCIDE'. The 'Business unit' field is set to 'NOVEKARE'. The 'Project' field is set to 'MERLON'. The 'Implementation phase' field is set to 'Implementation phase'. The form also includes a 'Status' section with 'Created on' and 'Changed on' dates, and a 'Urgent for closing' checkbox.

2. Enter the title of the request which will be used in all emails.

3. Select the system landscape.

- CICC = PI2
- ERP Rodia Core = WP2
- ERP Solvay = PF2

4. Enter:

- the Company code (for WP2)
- or PRS CoCode (for PF2 & PI2)

It can remain blank if request spans over several companies of the same system

5. Select the Business unit. It can remain blank if several GBU are involved

6. It comes when you choose the ERP (see next step)

7. Select the project name when applicable

8. Flag during pre-closing and closing periods, it allows the identification of urgent requests necessary for the closing.

9. Flag to identify temporary request that need to be reversed

The new request must be saved by clicking  before going to the next step

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 12:31 pm Other contributors:	
	 CRISTINA VALA SERODIO, ines	State	changed state to Published at 11:36 am	v39
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:36 am	
		State	changed state to Draft at 11:36 am	v39
Published	 CRISTINA VALA SERODIO, ines	State	changed state to Published at 11:31 am	v38
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:31 am	
		State	changed state to Draft at 11:31 am	v38



Next steps

Choose the procedure that best suits your needs:

- [Cost Centers requests using the Workflow](#) — 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.
- [G/L Account in Company Code](#) — It is highly recommended to use this method when you are requesting G/L Accounts in Company Code as you can process it yourself and save time.
- [Other Master Data creation requests](#) — To be used for all other type of requests