

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.

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.

Create Request for Master Data: - Cost Center

Category: Cost Center
 Action:
 Title:
 System landscape:
 Status: Created on
 Created by
 Requester
 E-Mail Address
 Telephone

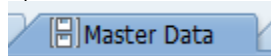
Create Request for Master Data: Create - Cost Center

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

STEP 2

Open the tab



, click

"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:

Business Unit:

Status: 13.10.2020

Created on: 13.10.2020

Created by: Ivo.CROSTINA.VILA.SG@DSO

Requested by: Ivo.CROSTINA.VILA.SG@DSO

E-Mail address: ivo.crostinavila@dsps.com

Telephone:

Project:

Urgent for clearing: ☐

Temporary change: ☐

Implementation phase: ☐

Append row

Check

St	Stk	Chk	CD Area	Cost Center	CoCode	Bz	Area/CDZC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area	(CDZC) Abbr.	Header	Name (English)	Description (English)	
1				4381.00001009	2002	W			0000002	CHND	NSP	TECHN	0013	CA	NOV	Restructuring 0013-4	Restructuring 0013-4
2				4381.0000110	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
3				4381.0000111	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
4				4381.0000112	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
5				4381.0000113	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
6				4381.0000114	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
7				4381.0000115	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
8				4381.0000116	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
9				4381.0000117	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
10				4381.0000118	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
11				4381.0000119	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
12				4381.0000120	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
13				4381.0000121	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
14				4381.0000122	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
15				4381.0000123	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
16				4381.0000124	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
17				4381.0000125	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
18				4381.0000126	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
19				4381.0000127	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
20				4381.0000128	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
21				4381.0000129	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
22				4381.0000130	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
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24				4381.0000132	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
25				4381.0000133	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
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28				4381.0000136	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
29				4381.0000137	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
30				4381.0000138	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
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35				4381.0000143	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
36				4381.0000144	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
37				4381.0000145	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
38				4381.0000146	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
39				4381.0000147	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
40				4381.0000148	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
41				4381.0000149	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
42				4381.0000150	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
43				4381.0000151	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
44				4381.0000152	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
45				4381.0000153	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
46				4381.0000154	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
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50				4381.0000158	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
51				4381.0000159	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
52				4381.0000160	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
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54				4381.0000162	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
55				4381.0000163	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
56				4381.0000164	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
57				4381.0000165	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
58				4381.0000166	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
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61				4381.0000169	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
62				4381.0000170	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
63				4381.0000171	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
64				4381.0000172	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
65				4381.0000173	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
66				4381.0000174	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
67				4381.0000175	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
68				4381.0000176	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
69				4381.0000177	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
70				4381.0000178	2002	W			0000002	CHND	NSP	TECHN	0013	CA	TS	Restructuring 0013-4	Restructuring 0013-4
71				4381.0000179	2002	W	</										

- 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)

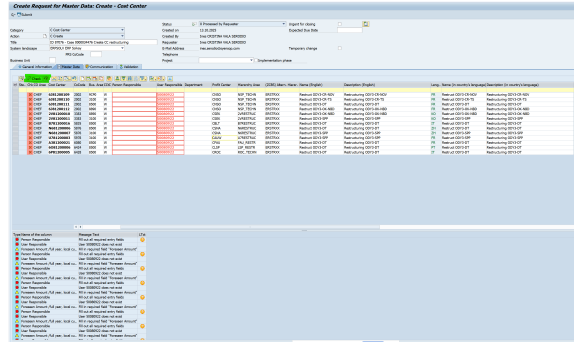
Create from reference

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.

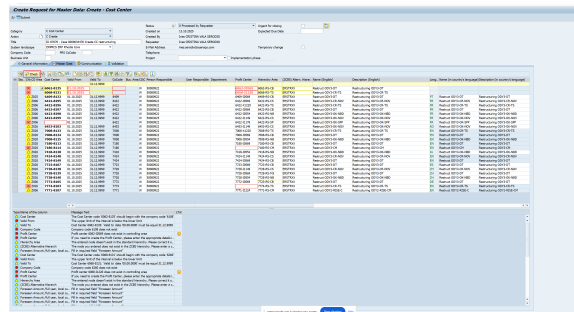
Use Excel

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.

- 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: 7 In process or 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: ERP5OLV ERP Solway 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	Valid From	Valid To	CoSCode	Bus. Area/CC	Reason
△	CHEF	2V8120001	01.10.2025	31.12.9999	3383	3100 W	50080922
△	CHEF	2V81200011	01.10.2025	31.12.9999	3383	3100 W	50080922
△	CHEF	6381200109	01.10.2025	31.12.9999	2002	9070 W	50080922
△	CHEF	6381200110	01.10.2025	31.12.9999	2002	3100 W	50080922
△	CHEF	6381200111	01.10.2025	31.12.9999	2002	8500 W	50080922
△	CHEF	6381200112	01.10.2025	31.12.9999	2002	8890 W	50080922
△	CHEF	6081200006	01.10.2025	31.12.9999	6424	8500 W	50080922
△	CHEF	6081200005	01.10.2025	31.12.9999	6428	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: 7 In process or p
 Category: C Cost Center Created on: 13.10.2025
 Action: C Create Created By: Ines CRISTINA V.
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 System landscape: ERP5OLV ERP Solway E-Mail Address: ines.serodio@syte

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Sta.	Chk/CO Area	Cost Center	Valid From	Valid To	CoSCode	Bus. Area/CC	Reason
△	CHEF	2V8120001	01.10.2025	31.12.9999	3383	3100 W	50080922
△	CHEF	2V81200011	01.10.2025	31.12.9999	3383	3100 W	50080922
△	CHEF	6381200109	01.10.2025	31.12.9999	2002	9070 W	50080922
△	CHEF	6381200110	01.10.2025	31.12.9999	2002	3100 W	50080922
△	CHEF	6381200111	01.10.2025	31.12.9999	2002	8500 W	50080922
△	CHEF	6381200112	01.10.2025	31.12.9999	2002	8890 W	50080922
△	CHEF	6081200006	01.10.2025	31.12.9999	6424	8500 W	50080922
△	CHEF	6081200005	01.10.2025	31.12.9999	6428	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