

# To-do list when changing the organization of cost centers



When a GBU / function is changing its organization, it often comes with an update of cost centers master data impacting all processes using the cost center (Payroll, T&E, Purchase Orders etc.)

In this procedure you can find a list of things to be done to ensure the implementation of the new organisation goes well.

- 1 - Update cost centers master data (creation / lock / modification)
  - 1.1 - Request the update of the cost centers groups (ZCBS)
  - 1.2 - Request the update of the SRM7 financial matrix
  - 1.3 - Request the update or the creation of cost centers
- 2 - How to request the update of cost centers in:
  - 2.1 - Payroll
  - 2.2 - Travel & Expenses
  - 2.3 - Car rental
  - 2.4 - Purchase orders
  - 2.5 - Intercompany
  - 2.6 - Fixed assets
- 3 - Tips & Advice

## 1 - Update cost centers master data (creation / lock / modification)

If you don't need to create new ZCBS groups & new positions, you can go directly to the [1.3](#).

### 1.1 - Request the update of the cost centers groups (ZCBS)

The **ZCBS groups** are used in the BW fixed costs reports: **FC - GBU Fixed Costs** & **CBS - Function costs**.

The modification or creation of new groups in the ZCBS hierarchy can be ask by a function or GBU controller.

The update of the ZCBS hierarchy must be asked using the [workflow in PRS\\_50](#)

Select the category "Miscellaneous request"

**Request for Master Data**

Request number: 14979  
or  
Category: **Miscellaneous request**

Welcome to the Financial Management  
A training document is available at:  
<https://aodocs.altinad...>

Request number: 14979  
Category: Miscellaneous request  
Action: Update  
Title: Update ZCBS hierarchy  
System landscape: ERP Rhodia Core  
Company Code: PRS CoCode  
Business Unit: ☐

Status: Created on: 19.11.2018 19:51:54  
Created by: Requester  
Requester: E-Mail Address: Telephone: Project:

Attachments:

| Icon | Title                        | Creator Name | Created On | Created  |
|------|------------------------------|--------------|------------|----------|
|      | Structure ZCBS to be updated |              | 19.11.2018 | 19:51:54 |

[Processed by Requester] 19.11.2018

Hello  
Please can you update the ZCBS structure as detailed in the file attached  
Thanks

### 1.2 - Request the update of the SRM7 financial matrix

When the organization is changing, you may need to ask for the update of the SRM7 matrix

=> You can download the last version of the matrix using the procedure : [SRM7 financial matrix](#)

Follow the guidelines in the presentation below (Make sure you [authorized access to Google Drive](#) to see the presentation)

## 1.3 - Request the update or the creation of cost centers

Once new ZCBS groups & SRM7 positions are created (when applicable) you can ask for the creation / update of cost centers using the [workflow in PRS\\_50](#).



### Reminder - Year-end

In order to implement the new business structure for a new year without impacting the year-end closing, the cost centers data are no longer updated in BW from **mid-december** to **mid-january**

If a cost center is updated during the frozen period, it be reflected after mid-january. You should receive a communication with the precise dates for the current year. If you didn't receive the communication, you can look at [ISSP - news](#).

## 2 - How to request the update of cost centers in:

### 2.1 - Payroll

For last update on HR process, you can refer to the wiki HR: [Modify Details of an Existing Position in My HR Services](#)

and create a ticket in [Service One](#) for additional support

### 2.2 - Travel & Expenses

2 cases :

- When T&E are managed in [Concur](#) : the update of the cost center assigned to the employee comes with the update of the payroll
- When T&E are not managed in [Concur](#) (in 2019 - mainly APAC) : the employee needs to be informed and has to change his cost center

### 2.3 - Car rental

Contact by email the country Fleet Managers (updated in 2019)

| Country  | Contact                                                                   |
|----------|---------------------------------------------------------------------------|
| France   | The content of this macro can only be viewed by users who have logged in. |
| Belgium  | The content of this macro can only be viewed by users who have logged in. |
| Portugal | The content of this macro can only be viewed by users who have logged in. |
| Germany  | The content of this macro can only be viewed by users who have logged in. |
| Italy    | The content of this macro can only be viewed by users who have logged in. |
| Portugal | The content of this macro can only be viewed by users who have logged in. |
| Spain    | The content of this macro can only be viewed by users who have logged in. |
| UK       | The content of this macro can only be viewed by users who have logged in. |

### 2.4 - Purchase orders

The controlling team needs to send the list of cost centers to be used to the requesters.

### 2.5 - Intercompany

List of contacts by Region (in 2019)

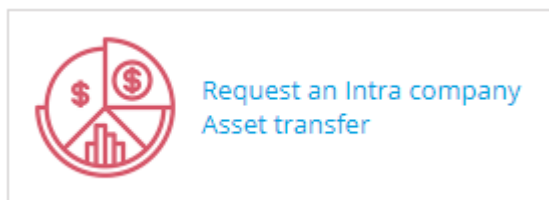
| Region        | Contact                                                                                                      |
|---------------|--------------------------------------------------------------------------------------------------------------|
| EMEA          | The content of this macro can only be viewed by users who have logged in.                                    |
| North America | The content of this macro can only be viewed by users who have logged in.                                    |
| APAC          | The content of this macro can only be viewed by users who have logged in.                                    |
| WW            | <a href="mailto:SBS.FinanceSL-Fin_Acc_SU_Interco@solvay.com">SBS.FinanceSL-Fin_Acc_SU_Interco@solvay.com</a> |

## 2.6 - Fixed assets

If the cost center needs to be updated, you can create a ticket in [Service One](#)

In the catalog, browse categories " Finance Services" >> "Management Accounting" >> "Investments & divestments"

Select the process "Request an Intra company Asset transfer"



## 3 - Tips & Advice



### Anticipate your requests

- Creation of cost centers is a priority
- At the end of the year the update of cost centers hierarchy is usually done during the [BW freeze](#)



### Get the list of all your cost centers master data (for GBU)

- There is a workbook in BW you can use to get the list of the master data: [FC - Cost centers master data](#)



### Support

- If something is missing or not clear in this procedure, you can comment at the bottom of this page and we will update the procedure taking into account your comment
- If you need support you can ask your contact in the service unit Management Accounting