

Other Master Data creation requests

Other Master Data creation requests

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



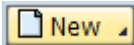
The procedure can be used for all type of requests however if you want your request to be processed quickly, it is recommended to use the following process when it is possible:

- [G/L Account in Company Code](#)
- [Cost Centers requests using the Workflow](#)

STEP 1

If you have prepared a file with you request, you can attach it to the request in the tab

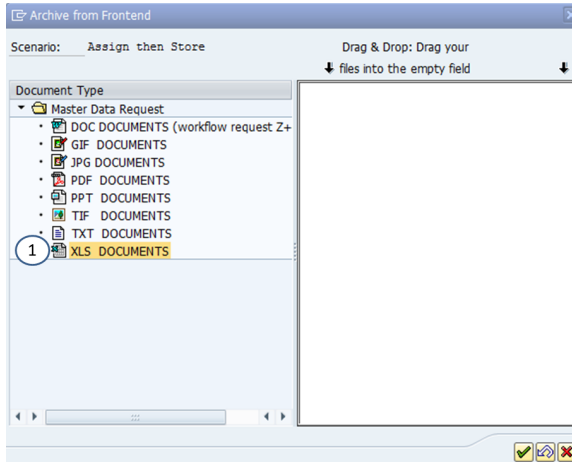
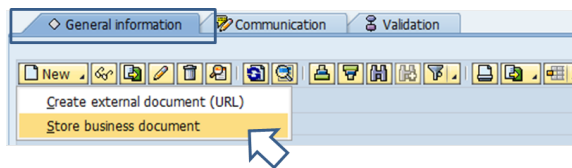
General information



Click **New** and

Store business document

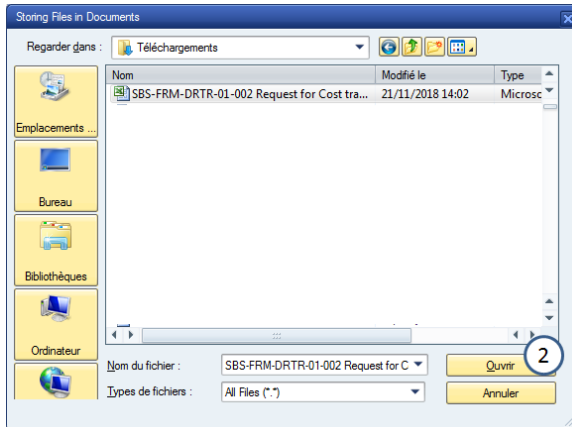
1. Click the type of file you want to upload



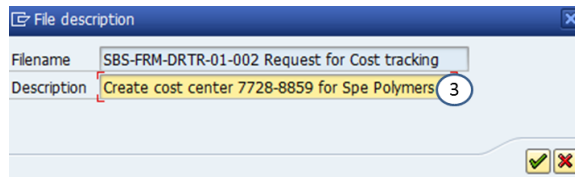
2. Select the file you want to

upload and

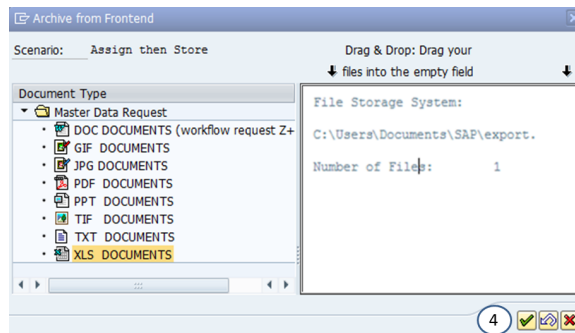
Open



3. Enter a description that will be displayed in the application and 

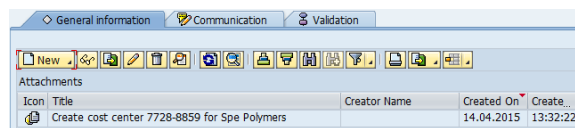


4. Click again 



Once completed, you will see your document listed in the « attachment tab »

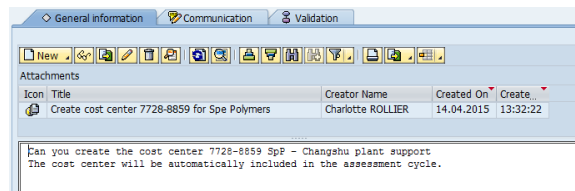
- You can see how many attachments are stored with the request, directly in the main screen.
- To open an existing attachment, just double click on it !



STEP 2

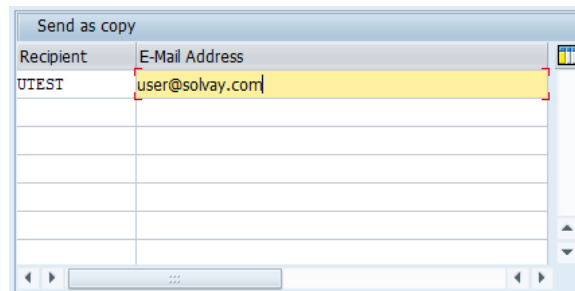
Add a comment

You can add an additional comment



Send a copy

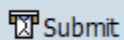
You can add a list of persons that will receive a copy of the email notifying the workflow progress



STEP 3

Submit the request

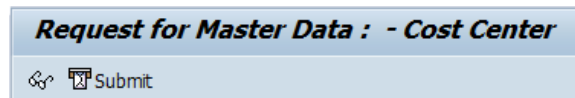
Once the request is completed, you can submit the request by clicking



in the header

When saving the request, it is not automatically submitted

You might not want to submit the request yourself. In this case, you have to ask to an authorized user to submit the request. To make the « ask to submit » button appear you need first to SAVE and click 



Enter the person in charge of the submission, add your own message and send the request to the person in charge of the validation who will be will be informed by email