

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

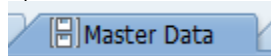
Create Request for Master Data: Create - Cost Center

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:

General information | Master Data | Communication | Validation

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			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
2				4381.00001100	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
3				4381.00001111	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
4				4381.00001122	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
5				4381.00001133	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
6				4381.00001144	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
7				4381.00001155	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
8				4381.00001166	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
9				4381.00001177	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
10				4381.00001188	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
11				4381.00001199	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
12				4381.00001210	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
13				4381.00001221	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
14				4381.00001232	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
15				4381.00001243	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
16				4381.00001254	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
17				4381.00001265	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
18				4381.00001276	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
19				4381.00001287	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
20				4381.00001298	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
21				4381.00001309	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
22				4381.00001320	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
23				4381.00001331	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
24				4381.00001342	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
25				4381.00001353	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
26				4381.00001364	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
27				4381.00001375	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
28				4381.00001386	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
29				4381.00001397	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
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31				4381.00001419	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
32				4381.00001430	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
33				4381.00001441	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
34				4381.00001452	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
35				4381.00001463	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
36				4381.00001474	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
37				4381.00001485	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
38				4381.00001496	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
39				4381.00001507	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
40				4381.00001518	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
41				4381.00001529	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
42				4381.00001540	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
43				4381.00001551	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
44				4381.00001562	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
45				4381.00001573	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
46				4381.00001584	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
47				4381.00001595	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
48				4381.00001606	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
49				4381.00001617	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
50				4381.00001628	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
51				4381.00001639	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
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53				4381.00001661	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
54				4381.00001672	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
55				4381.00001683	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
56				4381.00001694	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
57				4381.00001705	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
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62				4381.00001760	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
63				4381.00001771	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
64				4381.00001782	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
65				4381.00001793	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
66				4381.00001804	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
67				4381.00001815	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
68				4381.00001826	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restructuring 0013-4
69				4381.00001837	2002	W			00000002	CHND		NSP	TECHN	RESTRUCT	Restructuring 0013-4	Restruct

- 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)

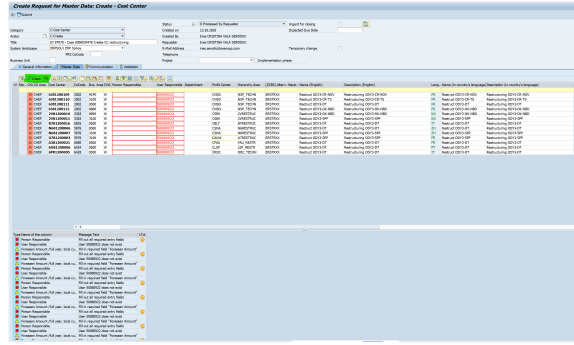
Create from reference

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.

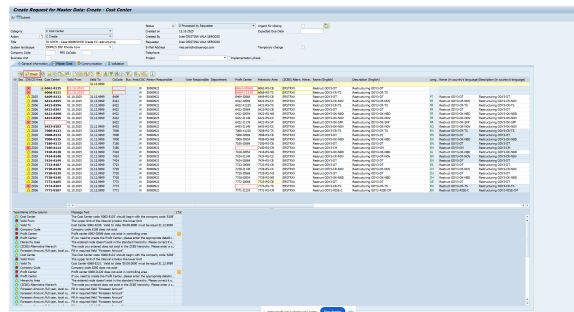
Use Excel

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".

Line	CH/CO Area	Cost Center	Valid From	Valid To	CoCode	Bus. Area/COCC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
1	2006	6068-8131	01.10.2025	31.12.9999	6068	W	00000022			6068-1120	6068-RS-TS
2	2006	6422-8250	01.10.2025	31.12.9999	6422	W	00000022			6422-0869	6422-RS-CS
3	2006	6422-8251	01.10.2025	31.12.9999	6422	W	00000022			6422-0120	6422-RS-TS
4	2006	6422-8252	01.10.2025	31.12.9999	6422	W	00000022			6422-0869	6422-RS-CS
5	2006	6422-8253	01.10.2025	31.12.9999	6422	W	00000022			6422-0869	6422-RS-CS
6	2006	6422-8254	01.10.2025	31.12.9999	6422	W	00000022			6422-1149	6422-RS-CS

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	2V812000					
△	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

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△	CHEF	2V812000					
△	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