

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

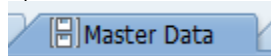
Create Request for Master Data: Create - Cost Center

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).

i Never use the yellow line to enter your request, it is a technical line used for mass changes only.

Create Request for Master Data: Create - Cost Center

Category

C Cost Center

Status

Created on 13.10.2023

Created by User-CRISTIAN VILA-SANDRO

Requested by User-CRISTIAN VILA-SANDRO

Expected Date

Action

C Create

Created by

Requested by

Title

ID 87076 - Case 0000034476 Create CC restructuring

PRD CoCode

Temporary change

System landscape

ERPSOLV ERP Solvay

PRD CoCode

Temporary change

Business Unit

General information

Master Data

Communication

Validation

St

Stk

Chk

CD Area

Cost Center

CoCode

BuZ

Area/CDZC

Person Responsible

User Responsible

Department

Profit Center

Hierarchy Area

(CDZC)

Altern.

Header

Name (English)

Description (English)

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- 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)

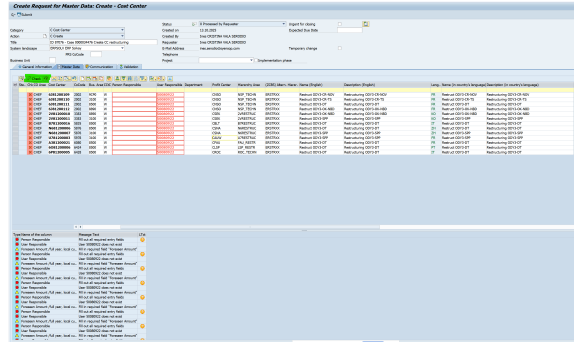
Create from reference

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.

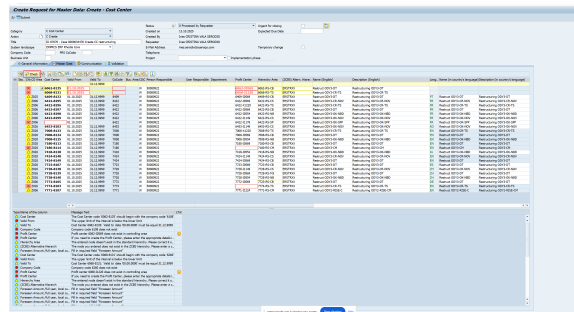
Use Excel

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

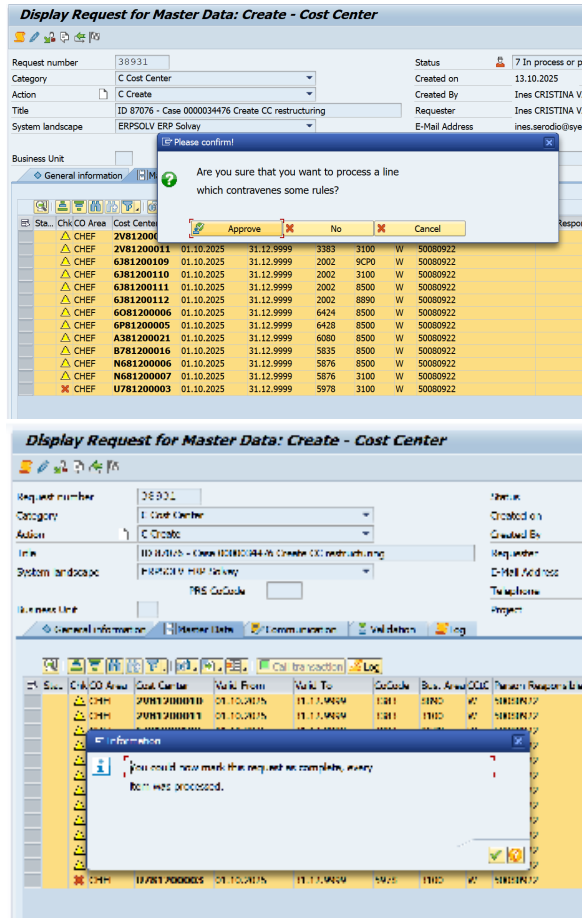
In Master Data Tab, click "Check" button followed by "Call transaction - Force call transaction on errors".

Line	Cost Center	Valid From	Valid To	CoCode	Bus. Area	CCIC	Person Responsible	User Responsible	Department	Profit Center	Hierarchy Area
2006	6066-8131	01.10.2025	31.12.9999	6066	W	00000022				6066-1120	6066-RS-TS
2006	6422-8250	01.10.2025	31.12.9999	6422	W	00000022				6422-0060	6422-RS-CS
2006	6422-8251	01.10.2025	31.12.9999	6422	W	00000022				6422-0120	6422-RS-TS
2006	6422-8252	01.10.2025	31.12.9999	6422	W	00000022				6422-0060	6422-RS-CS
2006	6422-8253	01.10.2025	31.12.9999	6422	W	00000022				6422-0060	6422-RS-CS
2006	6422-8254	01.10.2025	31.12.9999	6422	W	00000022				6422-0120	6422-RS-TS

STEP 7

Approve the creation of the cost centers by clicking "Approve" button.

This should be the expected result. The cost centers are created.



Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Oct 31, 2025	Actor	Type	Activity	Version
Published	 CRISTINA VALA SERODIO, ines	Edit	updated the page at 1:26 pm	
	 CRISTINA VALA SERODIO, ines	State	changed state to Published at 12:30 pm	v12
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 12:30 pm	
		State	changed state to Draft at 12:26 pm	v8
Oct 04, 2019				
Published	ROLLIER, Charlotte	State	changed state to Published at 1:48 pm	v7
Draft	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 1:48 pm	