Request the creation / update of Master Data

How to access the workflow

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To request the creation / update of finance master data:

- G/L Account in Chart of Account (mandatory)
- G/L Account in Company Code
- Cost Centers
- Profit Centers
- Miscellaneous request (mainly cost elements hierarchies)

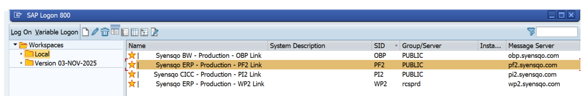
You must use a dedicated workflow as described below.

Only authorized requester should be able to submit workflows:

- Costing master data (Controllers)
- General ledger master data (Company accounting managers/directors)

If you are an authorized requester and you don't have the access to PF2 (050)/PRS, see How to ask access to PRS (PF2-050) and to submit workflows for finance master data?

STEP 1

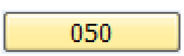


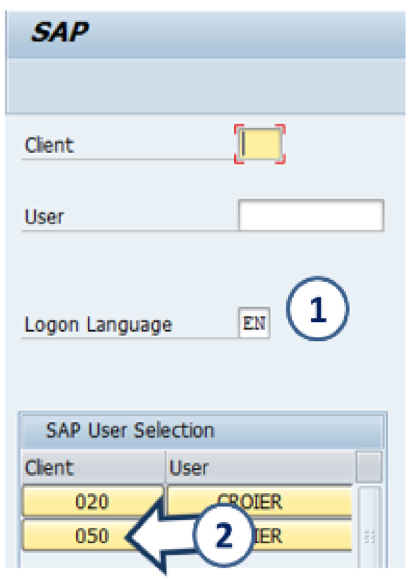
Open the SAP logon 

Click Syensqo ERP- Production - PF2

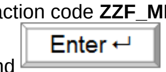
1. Enter Logon Language = **EN**

Only English is supported – other languages could result in unpredictable results

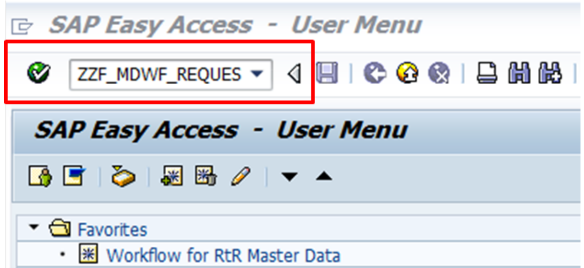
2. Click 



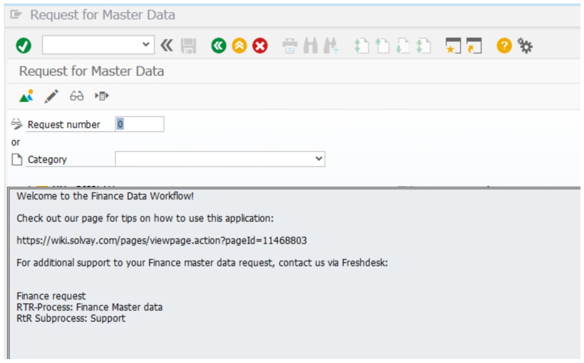
STEP 2

Enter transaction code **ZZF_MDWF_REQUEST** and 

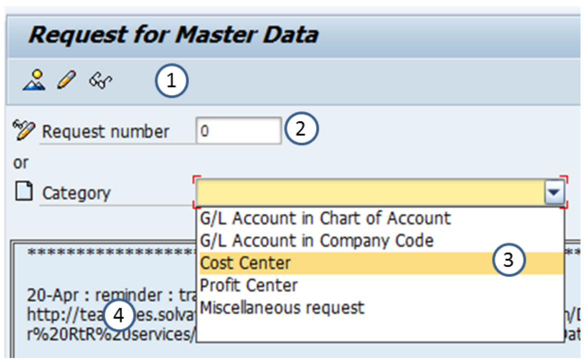
You can add it to your favorites [menu System – User Profile – Expand Favorites]



Request for Master Data: Initial Screen



On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment



1. On the initial screen :

 List existing requests : « My request report »

 Modify an existing request

 Display an existing request

2. In case of Display or Update of an existing request, enter the request number here

3. In case of Creation, select the category of data you want to create / update

4. The text box at the bottom of the screen is an "info board", giving the last information about the application (update, new functions,…)

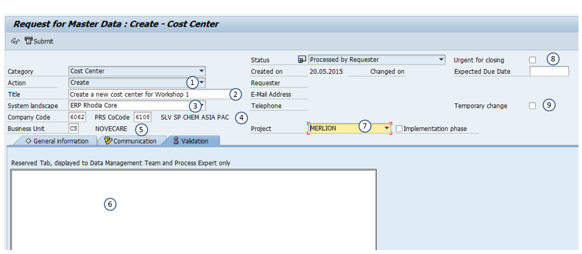
After selecting a Data type, the application brings you to the creation screen

STEP 3

Fill the request

1. Select your need :

Create
Update
Unlock
Lock
Translate



2. Enter the title of the request which will be used in all emails.

3. Select the system landscape.

- CICC = PI2
- ERP Rodia Core = WP2
- ERP Solvay = PF2

4. Enter:

- the Company code (for WP2)
- or PRS CoCode (for PF2 & PI2)

It can remain blank if request spans over several companies of the same system

5. Select the Business unit. It can remain blank if several GBU are involved

6. It comes when you choose the ERP (see next step)

7. Select the project name when applicable

8. Flag during pre-closing and closing periods, it allows the identification of urgent requests necessary for the closing.

9. Flag to identify temporary request that need to be reversed

The new request must be saved by clicking  **before going to the next step**

Next steps

Choose the procedure that best suits your needs:

- Cost Centers requests using the Workflow — 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.
- G/L Account in Company Code — It is highly recommended to use this method when you are requesting G/L Accounts in Company Code as you can process it yourself and save time.
- Other Master Data creation requests — To be used for all other type of requests