

# US - Deferred Compensation



As the processes are different for the various actions and for the 2 ERP system, a distinct request must be made for each system and each type of operation : create / update / lock / unlock

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Open the tab

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1. Click

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and

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2. Create as many rows as cost centers you want to create / update



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

3. Fill mandatory fields listed below:

- Company code
- [Cost center Code](#)
- [Valid from](#)
- [English short name & long description](#)
- [Person responsible](#)
- [Cost Center Category](#)
- [Standard hierarchy area](#)
- [Alternative hierarchy](#)
- [Business area](#) (in PF1 only)
- [Profit center](#)
- Foreseen amount
- [IECRA](#) (for WP1 only)

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4. Press check

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You can only submit a request once you have corrected all errors [red border around the cell]

5. Save the request.

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6. Once the request is completed, you can submit the request by clicking in the header or ask someone to submit the request by clicking

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#### **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 completed.