

I manage a finance master data request in the workflow

Domain: Finance Data & Reporting

Responsibility area: to be completed

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Scope



Frequency

On demand

References

[ZZF_MDWF_REQUEST - Workflow for Master Data](#)

Attachments

Previous OP << I manage a finance master data request in the workflow
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1. Objective and Scope

1.1 Objective of this Operation

The aim of the procedure is to explain how to request the creation of a new cost center

1.2 Scope

Worldwide, for PF2, WP2 & PI2

2. Definitions

[Finance - Glossary](#)

3. Tasks description

3.1 I access the application PRS_050

STEP 1



Open the SAP logon

Click Syensqo ERP- Production - PF2

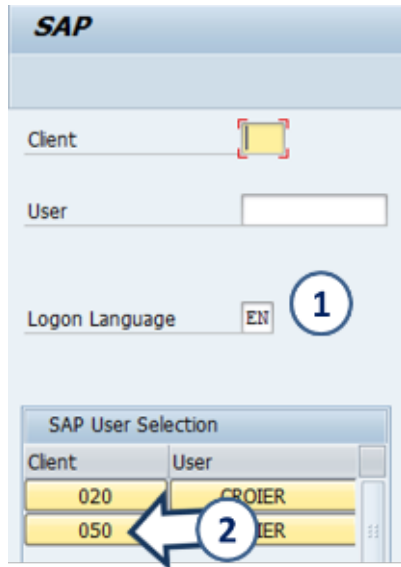
1. Enter Logon Language = **EN**

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

2. Click

050

Name	System Description	SID	Group/Server	Instru...	Message Server
LOGON					
Syensqo BW - Production - OBP Link	OBP	PUBLIC	obp.syensqo.com		
Syensqo ERP- Production - PF2 Link	PF2	PUBLIC	pf2.syensqo.com		
Syensqo ECC - Production - PI2 Link	PI2	PUBLIC	pi2.syensqo.com		
Syensqo ERP - Production - WP2 Link	WP2	rospnd	wp2.syensqo.com		

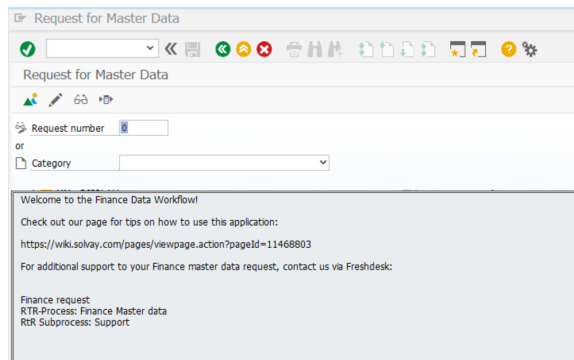
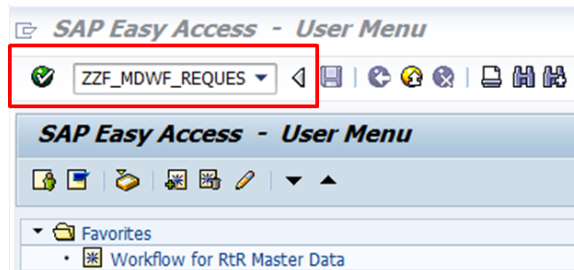


STEP 2

Enter transaction code **ZZF_MDWF_R**
EQUEST and


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


i Request for Master Data: Initial Screen




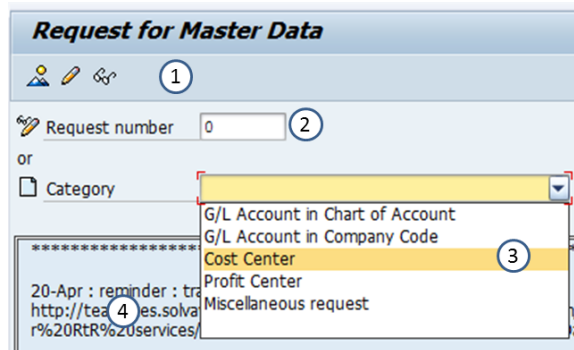
On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

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,...)

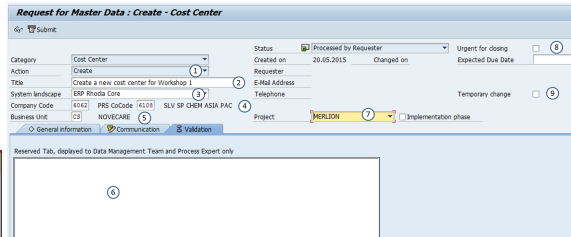
After selecting a Data type, the application brings you to the creation screen

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

Workflow history

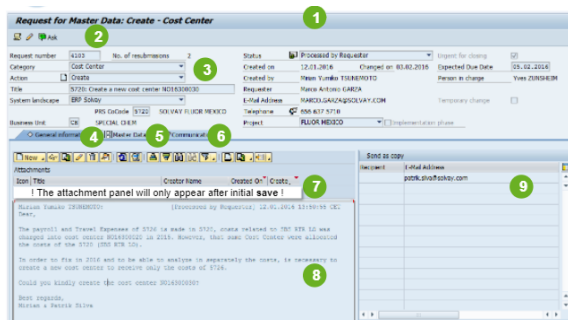
This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Nov 06, 2025	Actor	Type	Activity	Version
Published	 CRISTINA VALA SERODIO, ines	Edit	updated the page at 12:31 pm Other contributors:	
	 CRISTINA VALA SERODIO, ines	State	changed state to Published at 11:36 am	v39
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:36 am	
		State	changed state to Draft at 11:36 am	v39

Published	 CRISTINA VALA SERODIO, ines	State	changed state to Published at 11:31 am	v38
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 11:31 am	
		State	changed state to Draft at 11:31 am	v38

3.2 Overview of a request in the workflow

- 1 General info on the present module
- 2 Workflow navigation buttons : actions you can do in the present status / situation
- 3 Main request information
- 4 General info tab – contains details of the request
- 5 Masterdata tab - where the detailed data must be filled for cost centers and G/L accounts at company code level
- 6 Communication Tab – communication channel between the requester and the Data Team
- 7 Attachment(s) region, allows you to list the files attached to the request
- 8 General description: free text zone where the requester must enter his/her requirements and justification of the request
- 9 Optional list of persons that will receive a copy of the email notifying the workflow progress

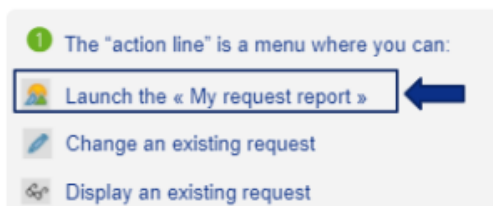
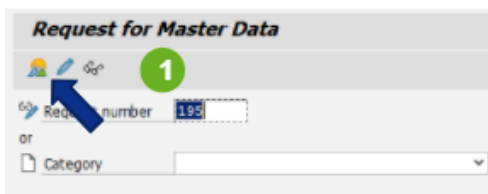
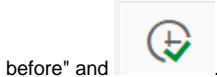


3.3 Request follow up

You can check all the finance data requests in several ways. The most common are:

1. By person in charge
2. By Category of the data
3. By Cost center

If you just want to have a full overview of the pending requests, just select the day's date in "Ignore requests closed



You will retrieve a list of the finance master data requests by status, category of the data, requester, etc.

List of Requests for Master Data: Selections

Request number 0 to 0

Request status to

Created on to

Changed On to

Expected Due Date to

Urgent for closing

Any contributor to the request to

Created By to

Requester to

Person in charge to

Process Expert to

Category of Data to

Type of action to

System landscape to

Project ID to

Project: Implementation phase to

Company Code to

Business Unit to

Document title to

Previous Req. status to

Ignore requests closed before 25.10.2011

Send as copy

Recipient of all to

E-Mail Address to

Master Data Items

Company Code to

Cost Center to

GL Account to

Read the log

More columns (time consuming)

Layout / DEFAULT-REF

Request for Master Data

Request St	PS	SR	Request status	Category of Data	
125	0	0	Taken in charge	Cost Center	
31	2	1	Taken in charge	"Expense" WBS	
99	2	1	Taken in charge	"Expense" WBS	
95	2	1	Taken in charge	Miscellaneous req	
95	3	2	Analyze by process Expert	GL Account	
113	2	2	Analyze by process Expert	Cost Center	
16	1	2	Analyze by process Expert	Cost Center	
20	3	2	Analyze by process Expert	Cost Center	
23	3	2	Analyze by process Expert	Cost Center	
51	3	2	Analyze by process Expert	Cost Center	
43	3	2	Analyze by process Expert	Cost Center	
22	3	2	Analyze by process Expert	Cost Center	
13	3	2	Analyze by process Expert	Miscellaneous req	
66	7	7	Waiting for right moment	Cost Center	
111	7	2	In process or partially completed	GL Account	C BROUSSET: global check
24	7	2	In process or partially completed	Cost Center	C TEST Creation
28	7	2	In process or partially completed	Cost Center	C Create new cost center 1 Test case 0

1 You will get a report listing the requests

2 «Double click» on a request to open it

You can also use the standard SAP functions on the list:

- Filters, Sort, Layout
- Extraction to Excel

i Make regular follow up of pending requests:

1. unassigned requests
2. Own requests
3. Give priority for "urgent for closing" and near "expected completion date" requests.

STATUS:

Status	Action owner	Comment	Next status available
0 – Processed by requester	Requester	The request is « in the hands » of the requester	1, X
1 – Analyze by Data management team	DM Team	The request has been submitted to DM, who need to assign a team member to process it	2, 0
2 – Taken in charge	DM Team	A specific person of the DM team has taken the request in charge to process it	3, 5, 7, T, Y
3 – Analyze by process expert	Process Expert	The request has been submitted to a Process Expert for further validation	2
5 – To be reversed	Requester	In case of changes to be reversed, change has been executed → waiting for the « go to reverse » from the requester	2
7 – In progress or partially completed	DM Team	A significant part of the request has been executed by the DM Team but it is not completed yet	T, 0
X – Request cancelled	-	The request has been cancelled by the requester → final status – no change allowed	-
Y – Request rejected	-	The request has been rejected by DM → final status – no change allowed	-
T – Request completely processed	-	The request has been completely processed → final status – no change allowed	-

3.4 Actions on a request - Finance data mgt user



The action menu is located at the top of request screen.

i If the request is in a “final” status (cancelled, rejected, completed), only “display” buttons are available.

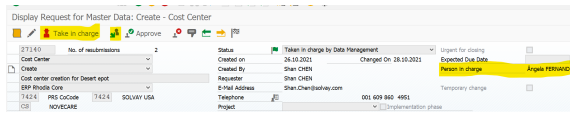
For you to access most actions, the requests must be in status “2 – taken in charge”.

Action	Description	Next status
Change the request	You can update the request data and/or add comments – generally speaking, comments should be added in communication tab – If it is a correction to the request, can be clearer to do it in general text	No change
Cancel	As he also owns the « requester » role, the DMR can cancel a request. CAUTION this action should only be used on own request ! Never use it on a request made by someone else – in that case, use the REJECT action	X – Request aborted
Take in charge	This action assigns the request to the present user so (s)he can identify the requests (s)he needs to process – it is the first action to undertake in the processing of a request	2 – Taken in charge
Assign to somebody	This function enables us to assign a request to another team member, either as initial assignment, or because we are going to be absent and need to reassign all requests or because its subject / complexity makes it necessary to re-assign it	2 – Taken in charge
List the changes	This button opens the « list the changes report » where all the changes are logged during the request lifecycle	No change
Action	Description	Next status
Return to requester	Return the request to the requester for further information, when the analysis detects elements to be clarified / corrected	0 – Processed by requester
Reject the request	If DMR need to reject the request. Can be used for example if the person is not authorised to make such requests	X – Request aborted
Ask for PE validation	Send the request to the selected process expert	3 – Analyze by PE
Request partially completed	This status can be set when a significant part of the request has been processed. A specific status enables then to identify the request that need to be further processed	7 – Partially completed
Request complete	Set this status when the request has fully been processed	T – Request completed 8 – Waiting for reversal if flag “to be reserved” set
Send	Activates the change of status and sending of the e-mail for all above operations	Next logical status

3.4.1 Action: take in charge or assign to somebody

When a new request is submitted using the workflow, this request has to be taken in charge by someone inside of the Finance data mgt Team:

1) The user who opened the request can click on “take in charge” to set him /herself as the person in charge



Take in charge

2) The user can assign the request to another member of the team. In this case, a new field is available to select the required SAP user ID.

i If the request is already taken in charge by someone else then you will get the following message:

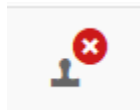
Confirm that you take in charge

Please confirm that you replace **Ângela FERNANDES!**



3.4.2 Action: reject a request

The rejection of a request is a “final” action.



Afterwards, it is “frozen”: no further action is possible. That’s why it should only be used in specific situations (the user is not an authorized requester). In most cases, we should use the option to return it and ask the requester to cancel it.

After clicking on the reject button, you will get a new “Reason” tab. This tab will automatically contain the default text that will be sent to the requester + person in copy.

Request for Master Data : Create - Cost Center

Request number: 133
 Category: C Cost Center
 Action: C Create
 Title: BROUSSET Create cost center "TRAINING"
 System landscape: ERPRCS ERP Rhodia Core
 Company Code: ZFR3 PRS Company 4274 RHODIA OPERATIONS
 Business Unit: CS NOVECARE

Reject

Title: Data request 133 for ERPRCS was rejected

Request 133 "BROUSSET Create cost center "TRAINING" Create - Cost Center for system ERP Rhodia Core

We have analysed your request and need to reject it because it does not fit within the Rtr Data scheme.

No further action can be done on this request.

You'll find hereunder our last comment.]

You can update this email (Title + Body) in 2 ways : only add text at bottom [normal case], or set the whole text in "modify fixed text" mode and access the whole text [only exceptionally – in that case, the whole text is stored in the request]

You can save "temporarily" your update

Once completed, you can reject the request, via the "send" button

You can also cancel the action and go back to the previous status

3.4.3 Action: return to requestor for modification

When we need to challenge the request [because it is unclear, incomplete...], we need to "return" it to the requester, with our comments / questions.



After clicking on the return button, you will get a new "Reason tab". This tab, will automatically contain the default text that will be send to the requester + person in copy.

You can update this email (Title + Body)

You can save "temporarily" your update

Once completed, you can finalize the return with the "send" button

You can also cancel the action and go back to the previous status

Request number	133	Status	Create
Category	C Cost Center	Create	Create
Action	C Create	E-Mail	Teleph
Title	BROUSSET Create cost center "TRAINING"		
System landscape	ERPRCS ERP Rhodia Core		
Company Code	22R3	PRS Company	4274
Business Unit	CS	RHODIA OPERATIONS	Projec

Return to requestor

Title: Request 133 (ERPRCS) returned to requestor

Dear Requester,
Request 133 "BROUSSET Create cost center "TRAINING"
Create - Cost Center
for system ERP Rhodia Core

We have analysed your request and need to return it to you for more explanation or clarification.
Please take note of our comments hereunder and resubmit the request after having added and/or corrections.
Feel free to add any comment in the "communication" tab.
When done, please make sure to press the <Submit> button again.
Saving the request without re-submitting it will not transfer the request back to us.

3.4.4 Action: ask for Process Expert validation

In case the request needs to be validated by a Process Expert, we can use the function "ask PE validation".



After clicking on the "Ask for PE validation" button, you will get a new "Reason tab". This tab, will automatically contain the default text that will be send to the Process expert

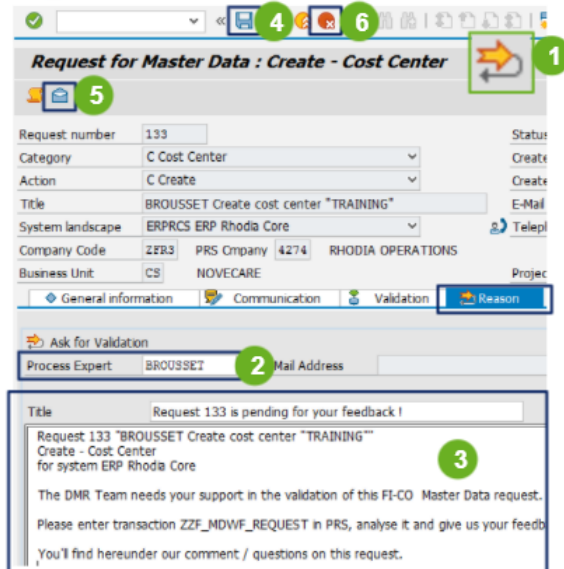
You **need to** enter the Process Expert SAP user ID

You can update this email (Title + Body)

You can save “temporarily” your update

Once completed, you can “send” the request to the PE

You can also cancel the action and back to the previous status



3.4.5 Action: partially completed

You can also choose to inform the requester that a part of the request has been completed and update the request with the status “7 – Partially completed”



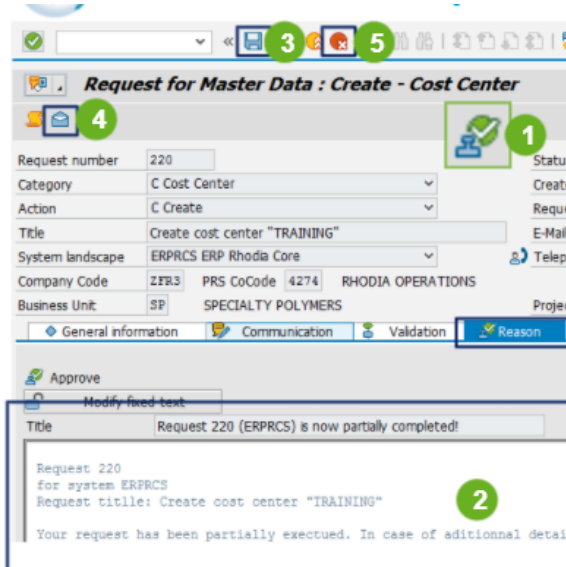
After clicking on the “Approval” button, you will get a new “Reason tab”. This tab, will automatically contain the default text that will be send to the Requester + CC

You can update this email (Title + Body)

You can save “temporarily” your update

If completed, you can set the request as “partially completed” and inform the requester

You can also cancel the action and back to the previous status



3.4.6 Action: process/complete a request

Once the request is completed, you have to update the request to inform the requester and set the completion status (T).



After clicking on the “force to completion” button, you will get a new “Reason tab”. This tab, will automatically contain the default text that will be send to the user

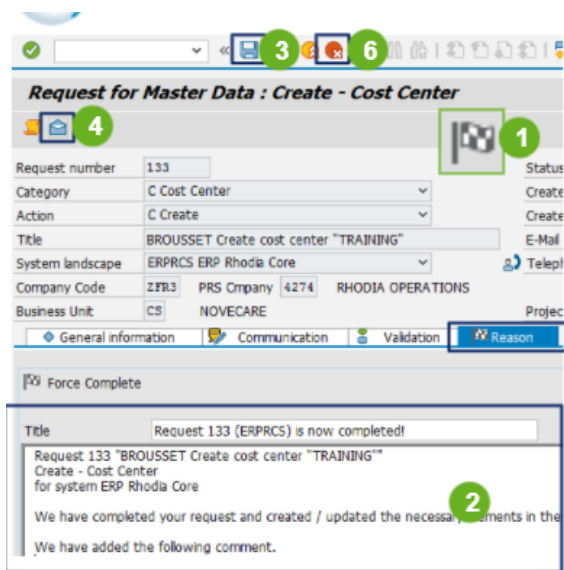
You can update this email (Title + Body) – in this case, we can leave the default unless you need to send a specific message to the requester.

If the request is for a cost center, you first need to add the Operational team mailboxes in the “copy to list” for the assessment cycles

You can save “temporarily” your update

When completed, you can “send” the mail and thus set the request as completed

You can also cancel the action and back to the previous status



3.5 History of changes on a request: LOG

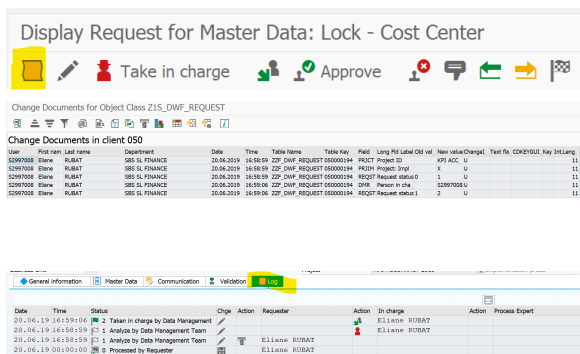
You can display the history of the changes that occurred in a given request



After clicking on the “History of changes” button, you will get a report showing:

- Which field has been changed
- When
- Who has made the change
- What was the value before / after ?

You can also check the log of the request in the related tab.



Workflow history

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

Nov 06, 2025	Actor	Type	Activity	Version
Published	CRISTINA VALA SERODIO, ines	Edit	updated the page at 3:28 pm	
		State	changed state to Published at 2:28 pm	v23
Draft	CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 2:28 pm	
		State	changed state to Draft at 2:28 pm	v23
Nov 02, 2021				

Published	ROLIER, Charlotte	State	changed state to Published at 9:27 am	v22
Draft	ROLIER, Charlotte	State	gave <i>Approvers</i> approval at 9:27 am	
From Oct 25, 2021 to Oct 28, 2021				
	Faria, Tania	Edit	updated the page at 4:10 pm	
