I manage a finance master data request in the workflow

Domain: Finance Data & Reporting

Responsibility area: to be completed

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Scope

WW

PF2 WP2

Frequency

On demand

References

ZZF_MDWF_REQUEST - Workflow for Master Data

Attachments

Previous OP << I manage a finance master data request in the workflow >> *Next OP*

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

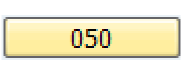
STEP 1

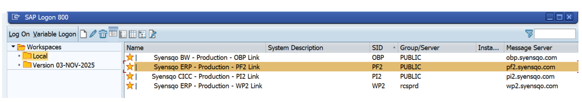
Open the SAP logon 

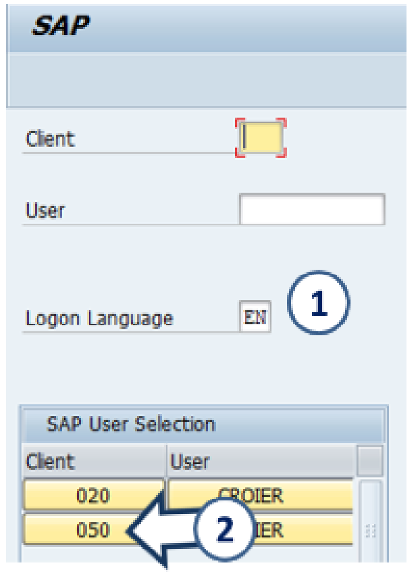
Click Syensqo ERP- Production - PF2

1. Enter Logon Language = **EN**

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

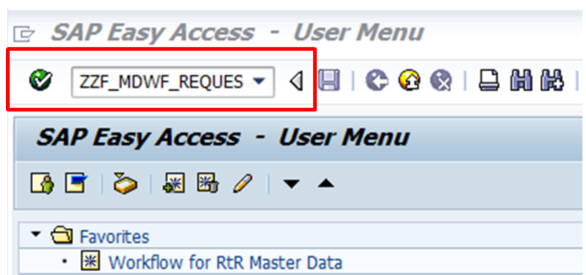
2. Click 





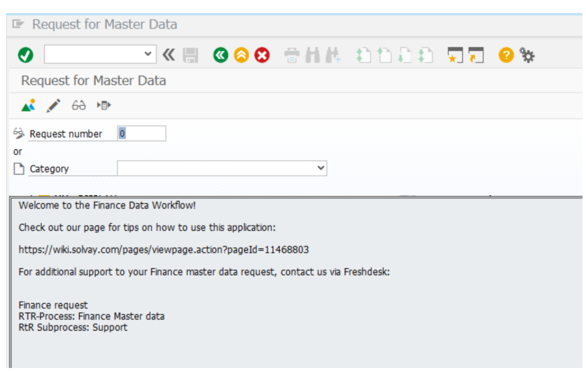
STEP 2

Enter transaction code **ZZF_MDWF_REQUEST** and Enter ↵



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

Request for Master Data: Initial Screen



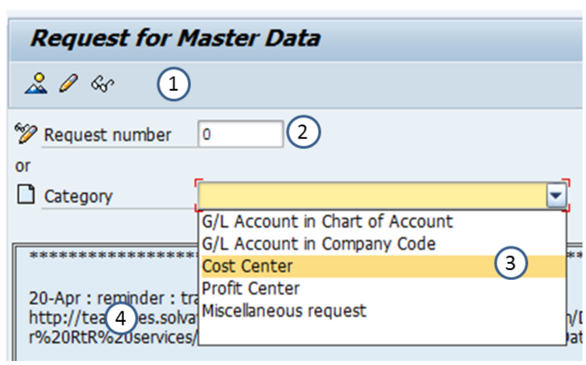
On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

1. On the initial screen :

List existing requests : « My request report »

Modify an existing request

Display an existing request



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

3. In case of <u>Creation</u>, 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

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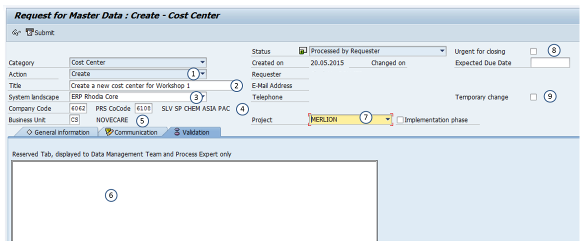
STEP 3

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

3.2 Overview of a request in the workflow

1 General info on the present module

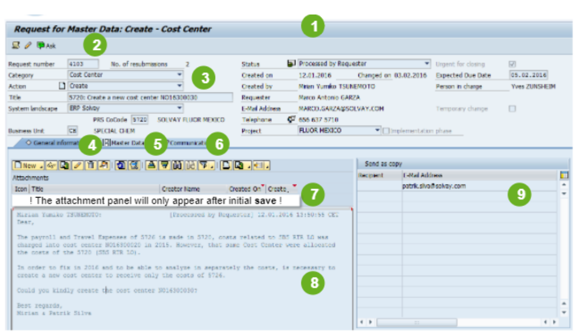
2 Workflow navigation buttons : actions you can do in the present status / situation

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

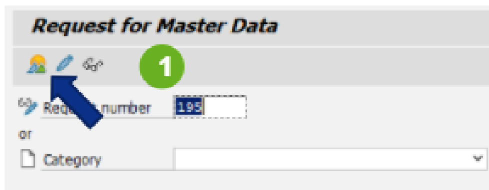
8 General description: free text zone where the requester must enter his/her requirements and justification of the request

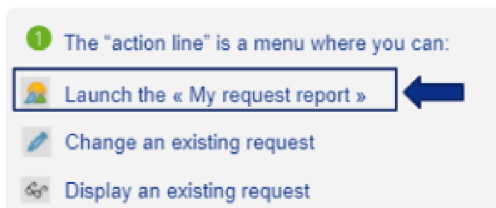
9 Optional list of persons that will receive a copy of the email notifying the workflow progress

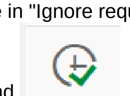
3.3 Request follow up

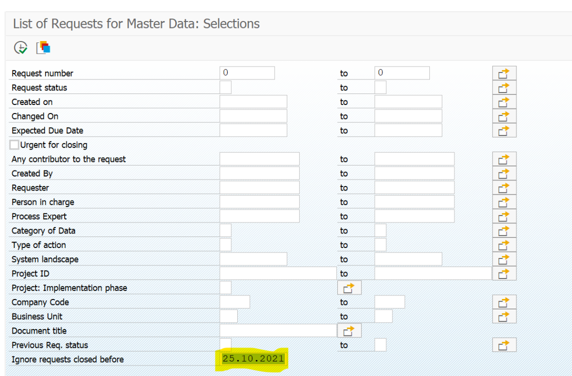
You can check all the finance data requests in several ways. The most common are:

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

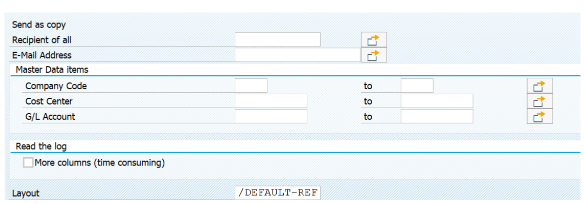


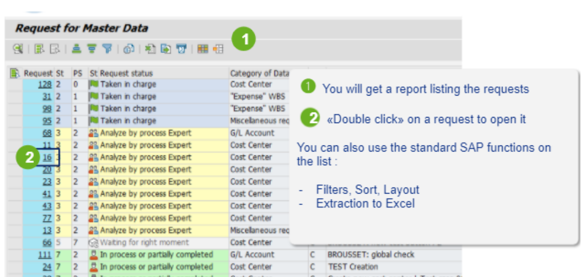


If you just want to have a full overview of the pending requests, just select the day's date in "Ignore requests closed before" and .



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





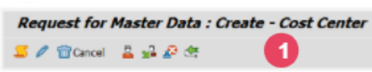
Make regular follow up of pending requests:

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.

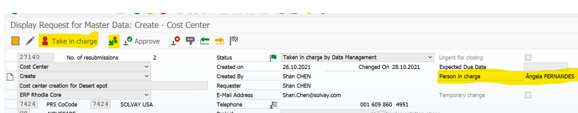
Action	Description	Next status
Change the request	You can update the request data and/or add comments – generally speaking, comments should be added in communication tab - If it is a correction to the request, can be clearer to do it in general text	No change
Cancel	As he also owns the « requester » 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 5 – 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

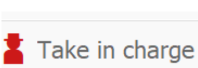
> If the request is in a "final" status (cancelled, rejected, completed), only "display" buttons are available.
>
> For you to access most actions, the requests must be in status "2 – taken in charge".

3.4.1 Action: take in charge or assign to somebody

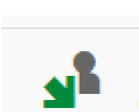
When a new request is submitted using the workflow, this request has to be taken in charge by someone inside of the Finance data mgt Team:



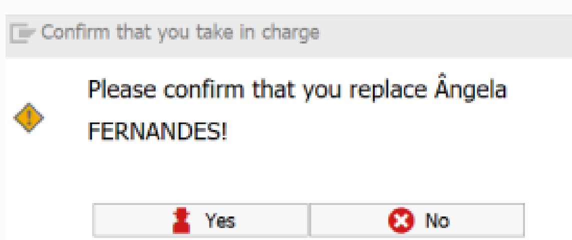
1) The user who opened the request can click on "take in charge" to set him /herself as the person in charge



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.

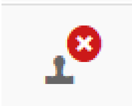


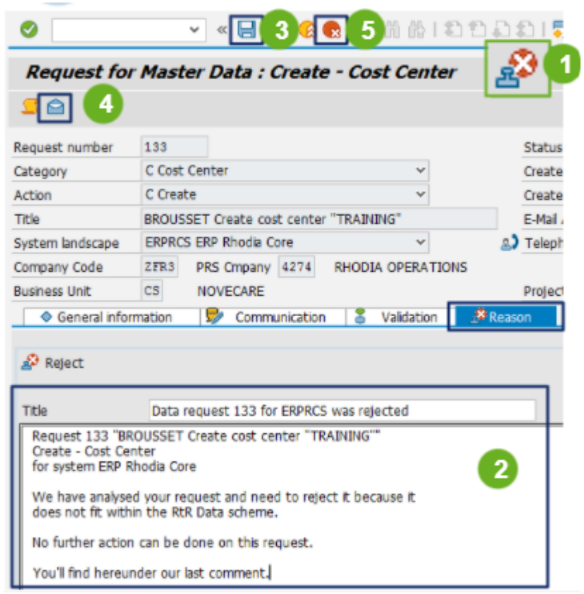
> **If the request is already taken in charge by someone else then you will get the following message:**



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 send to the requester + person in copy.

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]

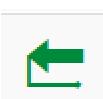
You can save "temporarily" your update

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.



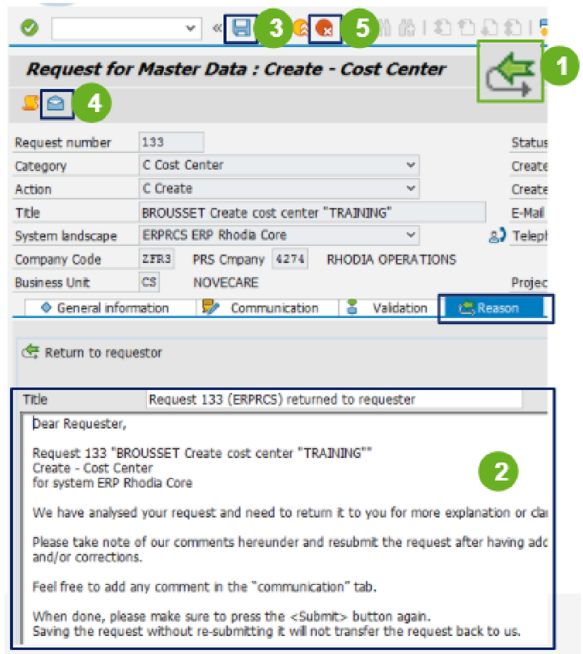
After clicking on the return button, you will get a new "Reason tab". This tab, will automatically contain the default text that will be send to the requester + person in copy.

You can update this email (Title + Body)

You can save "temporarily" your update

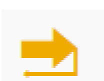
Once completed, you can finalize the return with the "send" button

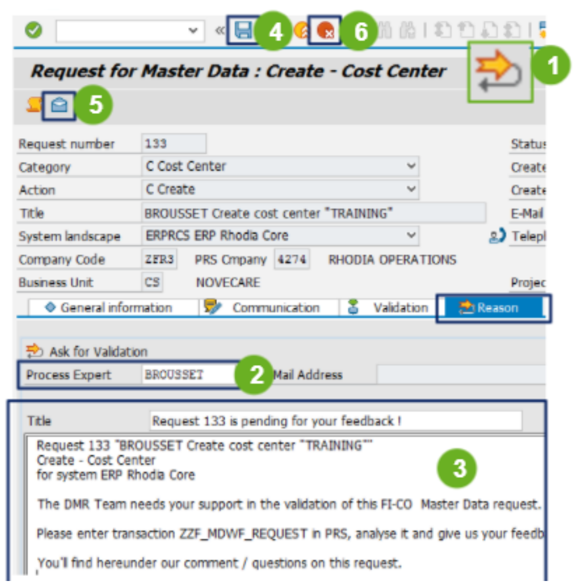
You can also cancel the action and go back to the previous status



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)

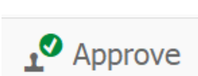
You can save "temporarily" your update

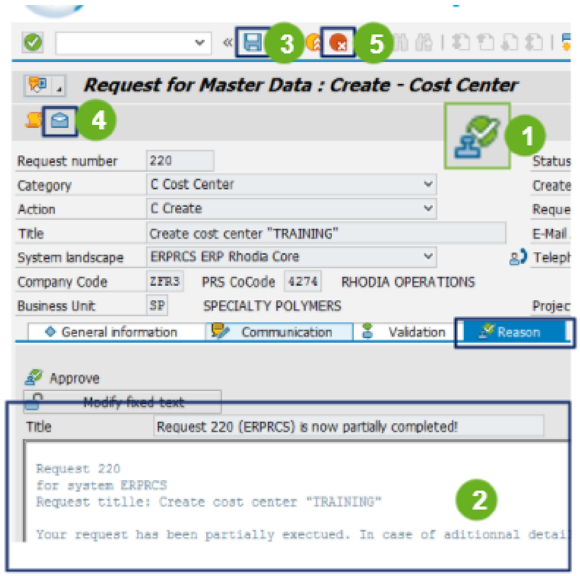
Once completed, you can "send" the request to the PE

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

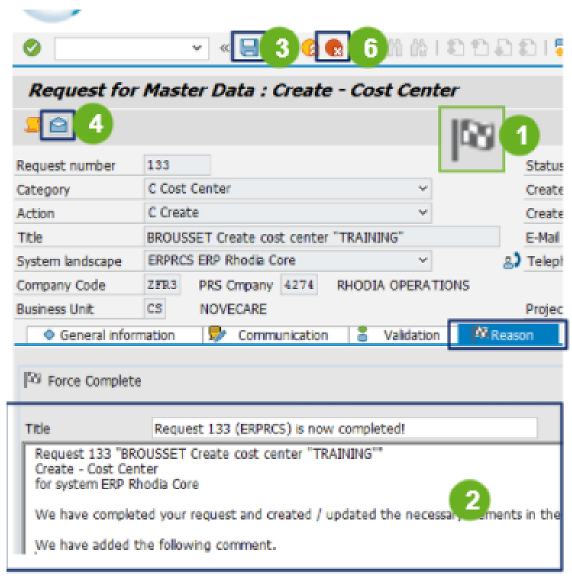
You can update this email (Title + Body)

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

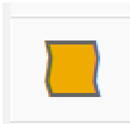
You can save “temporarily” your update

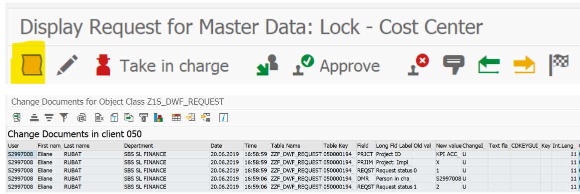
When completed, you can “send” the mail and thus set the request as completed

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

3.5 History of changes on a request: LOG

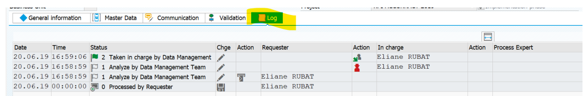
You can display the history of the changes that occurred in a given request





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.