

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

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

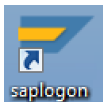
2. Definitions

[Finance - Glossary](#)

3. Tasks description

3.1 I access the application PRS_050

STEP 1



Open the SAP logon

Name	System Description	SID	Group/Server	Insta...	Message Server
Syensqo ERP - Production - OBP Link	OBP	PUBLIC	obp.syensqo.com		
Syensqo ERP - Production - PF2 Link	PF2	PUBLIC	pf2.syensqo.com		
Syensqo ERP - Production - PI2 Link	PI2	PUBLIC	pi2.syensqo.com		
Syensqo ERP - Production - WP2 Link	WP2	ncprod	wp2.syensqo.com		

Click Syensqo ERP- Production - PF2

1. Enter Logon Language = EN



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

2. Click

050

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

SAP

Client

User

Logon Language **1**

SAP User Selection

Client	User
020	CROIER
050	IER

2

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

SAP Easy Access - User Menu

1

SAP Easy Access - User Menu

Favorites

- Workflow for Rtr Master Data

Request for Master Data

Request for Master Data

Request number

or

Category

Welcome to the Finance Data Workflow!

Check out our page for tips on how to use this application:
<https://wiki.solway.com/pages/viewpage.action?pageId=11468803>

For additional support to your Finance master data request, contact us via Freshdesk:

Finance request:
RTR-Process: Finance Master data
RTR Subprocess: Support

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

Request for Master Data

1

Request number **2**

or

Category

3

G/L Account in Chart of Account
G/L Account in Company Code
Cost Center
Profit Center
Miscellaneous request

20-Apr : reminder : tra
http://tea 4 es.solwa
r%20Rtr%20services/

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

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"

before" and



Request for Master Data

1

Request number

or

Category

1 The "action line" is a menu where you can:

Launch the « My request report »

Change an existing request

Display an existing request

List of Requests for Master Data: Selections

Request number to

Request status to

Created on to

Changed On to

Expected Due Date to

☐ Urgent for closing

Any contributor to the request

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

Send as copy

Recipient of all

E-Mail Address

Master Data Items

Company Code to

Cost Center to

G/L Account to

Read the log

☐ More columns (time consuming)

Layout: / DEFAULT-REF

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

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.

Request for Master Data

1

Request	SI	PS	SI	Request status	Category of Data	Cost Center
128	2	0	0	Taken in charge	"Expense" WBS	
31	2	1	1	Taken in charge	"Expense" WBS	
98	2	1	1	Taken in charge	"Expense" WBS	
95	2	1	1	Taken in charge	Miscellaneous req	
98	3	2	2	Analyze by process Expert	G/L Account	
11	2	2	2	Analyze by process Expert	Cost Center	
20	2	2	2	Analyze by process Expert	Cost Center	
22	3	2	2	Analyze by process Expert	Cost Center	
41	3	2	2	Analyze by process Expert	Cost Center	
43	3	2	2	Analyze by process Expert	Cost Center	
22	3	2	2	Analyze by process Expert	Cost Center	
12	3	2	2	Analyze by process Expert	Miscellaneous req	
96	7	2	2	Waiting for right moment	Cost Center	
111	7	2	2	In process or partially completed	G/L Account	C BROUSSET: global check
25	7	2	2	In process or partially completed	Cost Center	C TEST Creation
76	7	2	2	In process or partially completed	Cost Center	C Create new cost center: Test case B

2

1 You will get a report listing the requests

2 «Double click» on a request to open it

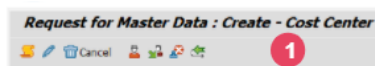
You can also use the standard SAP functions on the list :

- Filters, Sort, Layout
- Extraction to Excel

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.

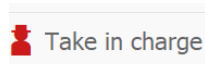
For you to access most actions, the requests must be in status “2 – taken in charge”.

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 RE/ECT 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 reversed” 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

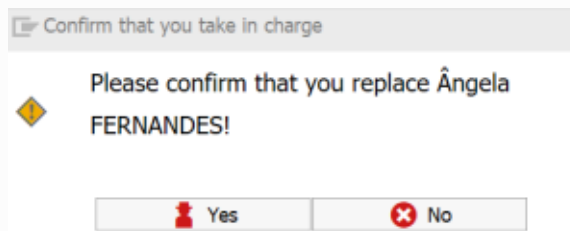


2) The user can assign the request to another member of the team. In this case, a new field is available to select the required SAP user ID.



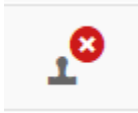
Display Request for Master Data: Create - Cost Center	2	Status	2 - Taken in charge by Data Management	Expected Due Date	28.10.2023
Cost Center	27143	Created on	28.10.2023	Created by	Shai CHEN
Cost center reason for Default spot		Requester	Shai CHEN	E-Mail Address	Shai.Chen@day.com
SAP Module Code	7424	Telephone	001 409 882 4851	Project	
REQ CODE	NOVOCAM				

i 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)

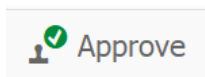
You can save "temporarily" your update

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.

Display Request for Master Data: Lock - Cost Center

Change Documents for Object Class Z15_DWF_REQUEST

User	First Name	Last Name	Department	Date	Time	Table Name	Table Key	Field	Long Req Label Old val	New Value/Change	Test No. (CONTRAST Key)	InclLang
52987008	Eliane	HUBAT	585 SL FINANCE	20.04.2019	16:18:59	Z15_DWF_REQUEST	000000194	REQUEST ID		APR ACC	U	11.8
52987008	Eliane	HUBAT	585 SL FINANCE	20.04.2019	16:18:59	Z15_DWF_REQUEST	000000194	REQUEST ID		APR ACC	U	11.8
52987008	Eliane	HUBAT	585 SL FINANCE	20.04.2019	16:18:59	Z15_DWF_REQUEST	000000194	REQUEST ID		APR ACC	U	11.8
52987008	Eliane	HUBAT	585 SL FINANCE	20.04.2019	16:18:59	Z15_DWF_REQUEST	000000194	REQUEST ID		APR ACC	U	11.8
52987008	Eliane	HUBAT	585 SL FINANCE	20.04.2019	16:18:59	Z15_DWF_REQUEST	000000194	REQUEST ID		APR ACC	U	11.8

General Information

Master Data Communication Validation Lock

Date	Time	Status	Change	Action	Requester	Action	In charge	Action	Process Expert
20.04.19	16:15:00	2	Taken in charge by Data Management				Eliane HUBAT		
20.04.19	16:15:15	1	Analyze by Data Management Team				Eliane HUBAT		
20.04.19	16:15:15	1	Analyze by Data Management Team				Eliane HUBAT		
20.04.19	00:00:00	0	Processed by Requester				Eliane HUBAT		