

I manage a cost center master data request in the workflow - ZZF_MDWF_REQUEST

Domain: [Finance Data & Reporting](#)

Responsibility area: to be completed

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1. Objective and Scope

1.1 Objective of this Operation

The aim of this procedure is to provide clear, step-by-step instructions on how to create a cost center in mass using transaction ZZF_MDWF_REQUEST. This ensures consistency, accuracy, and compliance with Syensqo's internal processes.

1.2 Scope

The scope of this operation is worldwide for PF2 and WP2 SAP systems.

2. Definitions

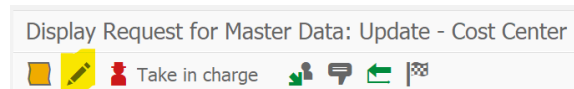
[Finance - Glossary](#)

3. Tasks description

3.1 I analyze the workflow request

Once you have taken in charge the request, you need to execute the check which warnings or errors appear in the request.

Then, you should modify the request to be able to have the possibility to check it.



Scope



Frequency

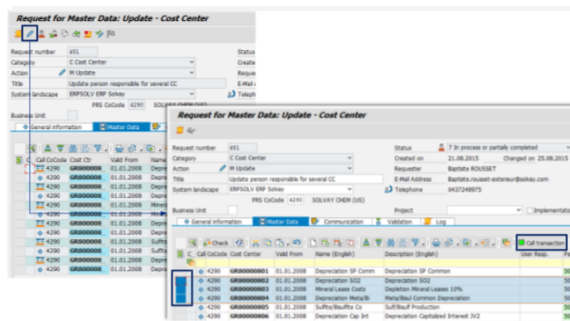
On demand

References

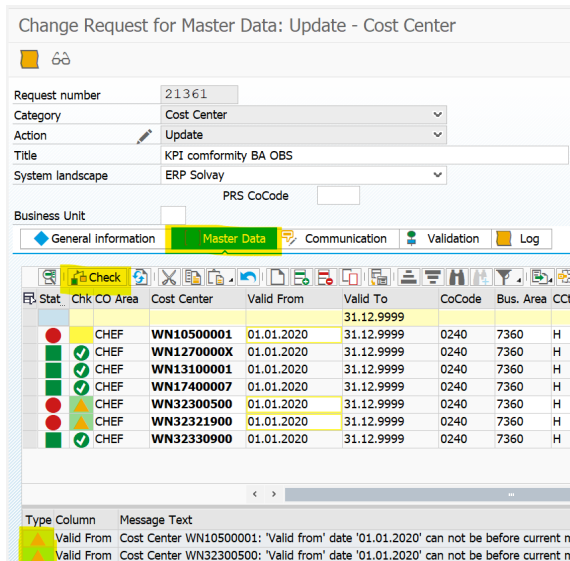
[ZZF_MDWF_REQUEST - Workflow for Master Data](#)

Attachments

Previous OP << I manage a cost center master data request in the workflow - ZZF_MDWF_REQUEST >> Next OP



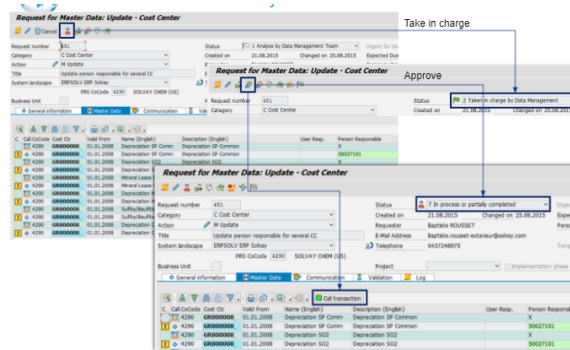
Go to the master data tab and click on the check button.

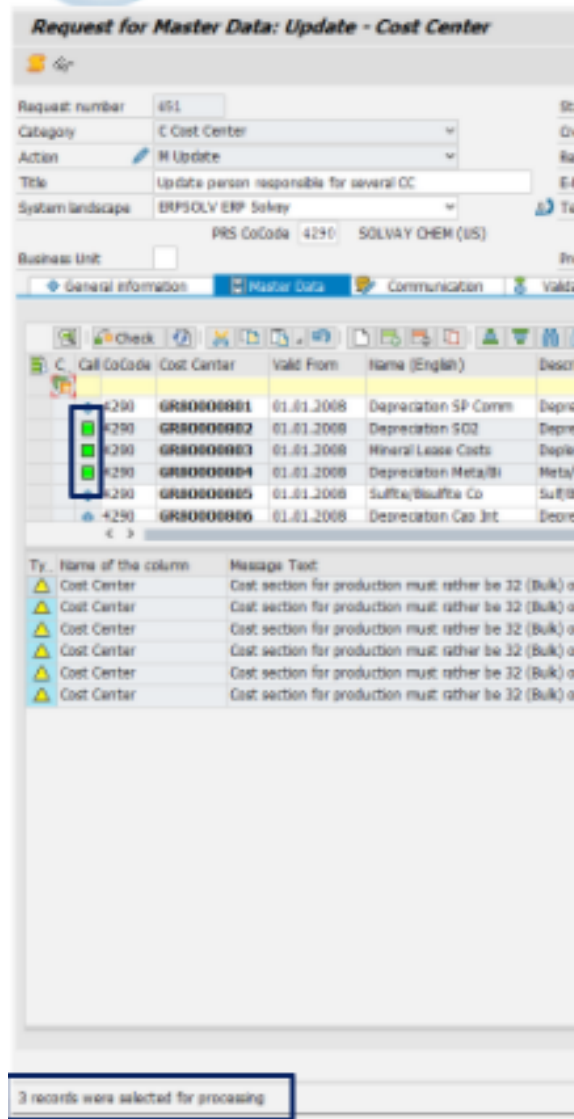


Type Column Message Text
 Valid From Cost Center WN10500001: 'Valid from' date '01.01.2020' can not be before current mo
 Valid From Cost Center WN32300500: 'Valid from' date '01.01.2020' can not be before current mo

Once the request is approved, you will see the "call transaction" button. This button will execute the changes requested in the remote system. But before pressing "call transaction", you need to select the lines you want to process (you might not want to process the whole request !).

Even if you have approved the request you can only execute it partially by selecting the appropriated lines.





3.2 I handle the workflow errors and log execution

If the execution is blocked by some errors, you will get an error flag on the line.

In addition, the application will provide a new log ("technical log") below the "business rule log".

When double clicking on the red flag, you will display the technical log. The technical log provide the details of the issues as the system does by using manually the transaction.

Some specific errors are already known:

Mtyp MHO MID Long Message text decoded
 E 181 KS Cost center V65599996 has already been selected for creation

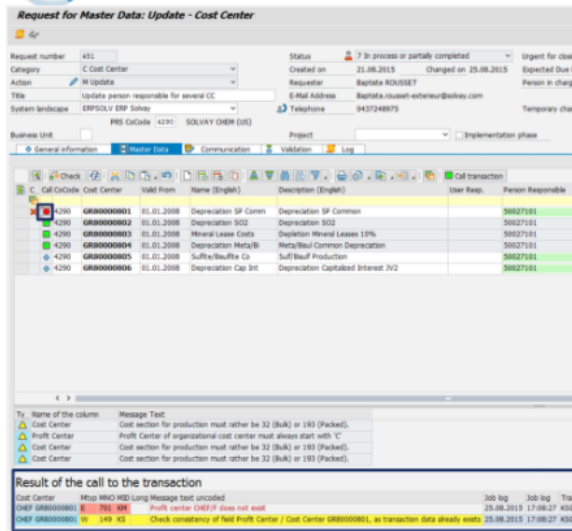
- This case happens when you try to process again (call

transaction) a line that has already returned an error in the same session.

- To correct this issue you have to log off and log in again

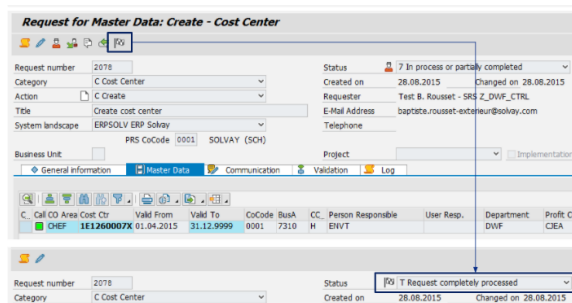
Mtyp MNO MID Long Message text uncoded
E 120 KS Hierarchy is at present blocked against changes

- This case happens when a user is already in change mode in the standard hierarchy (i.e. KSH2 or OKEOEN).
- To correct this issue you need to ask the user to go out from that transaction.



3.3 I complete the workflow request

Once the processing complete, you need to set manually the “complete” status.



3.4 I validate the workflow request

Even though the workflow request shows no errors, you have to ensure that the information contained in it is in line with the standard Finance costing master data:

- 1) Cost Center - Master Data rules and standards
- 2) Check if the user is an authorized requester (GBU controller and for the GBU to which the data refers to);
- 3) Check consistency between the codification and the target P&L heading for PF2 or WP2.

- Open the request and analyze it
- Check and correct the following elements :
 - update the project to be able to list all requests linked to a project
 - if the request is linked to a single company code / BU, update these fields if empty
- Analyze the request, including the justification entered by the user
- If OK, execute in SAP, change status to “completed”, inserting a possible comment on tab “reason”
- If the request needs to be challenged, use the function “return” to challenge it, with the necessary comment / challenge text
- For both actions, you can save a preliminary version – the actual mail and change of status is done when using the «send» button

NOTE: Some actions and change of status are only accessible in «display» mode and not in «change» mode.

Workflow history

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

Nov 04, 2025	Actor	Type	Activity	Version
Published	 CRISTINA VALA SERODIO, ines	Edit	updated the page at 9:26 am Other contributors:	
	 CRISTINA VALA SERODIO, ines	State	changed state to Published at 8:29 am	v7
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 8:29 am	
		State	changed state to Draft at 8:29 am	v7
Published	 CRISTINA VALA SERODIO, ines	State	changed state to Published at 8:26 am	v6
Draft	 CRISTINA VALA SERODIO, ines	State	gave <i>Approvers</i> approval at 8:26 am	
		State	changed state to Draft at 8:26 am	v6