

To-do list when changing the organization of cost centers

i When a GBU / function is changing its organization, it often comes with an update of cost centers master data impacting all processes using the cost center (Payroll, T&E, Purchase Orders etc.)

In this procedure you can find a list of things to be done to ensure the implementation of the new organisation goes well.

- 1 - Update cost centers master data (creation / lock / modification)
 - 1.1 - Request the update of the cost centers groups (ZCBS)
 - 1.2 - Request the update of the SRM7 financial matrix
 - 1.3 - Request the update or the creation of cost centers
- 2 - How to request the update of cost centers in:
 - 2.1 - Payroll
 - 2.2 - Travel & Expenses
 - 2.3 - Car rental
 - 2.4 - Purchase orders
 - 2.5 - Intercompany
 - 2.6 - Fixed assets
- 3 - Tips & Advice

1 - Update cost centers master data (creation / lock / modification)

If you don't need to create new ZCBS groups & new positions, you can go directly to the 1.3.

1.1 - Request the update of the cost centers groups (ZCBS)

The ZCBS groups are used in the BW fixed costs reports: FC - GBU Fixed Costs & CBS - Function costs.

The modification or creation of new groups in the ZCBS hierarchy can be ask by a function or GBU controller.

The update of the ZCBS hierarchy must be asked using the [workflow in PRS_50](#)

Select the category "Miscellaneous request"

In your request, attach an excel file highlighting the change you need.

You can click this link to have a model

i Related contents

[KSH3 - Display cost center hierarchy](#)

The screenshot shows the SAP 'Request for Master Data' form. The 'Category' dropdown menu is open, showing options: 'G/L Account in Chart of Account', 'G/L Account in Company Code', 'Cost Center', 'Profit Center', and 'Miscellaneous request'. The 'Miscellaneous request' option is highlighted. Below the dropdown, the form fields are filled with: Request number: 14979, Category: Miscellaneous request, Action: Update, Title: Update ZCBS hierarchy, System landscape: ERP Rhodia Core, Company Code: [empty], PRS CoCode: [empty], Business Unit: [empty]. The status is 'Created on 19.11.2018'. The 'Attachments' section shows a file named 'Structure ZCBS to be updated' with a blue arrow pointing to it. The 'Communication' section shows a message: 'Hello Please can you update the ZCBS structure as detailed in the file attached Thanks'.

1.2 - Request the update of the SRM7 financial matrix

When the organization is changing, you may need to ask for the update of the SRM7 matrix

=> You can download the last version of the matrix using the procedure : [SRM7 financial matrix](#)

Follow the guidelines in the presentation below (Make sure you [authorized access to Google Drive](#) to see the presentation)

1.3 - Request the update or the creation of cost centers

Once new ZCBS groups & SRM7 positions are created (when applicable) you can ask for the creation / update of cost centers using the [workflow in PRS_50](#).



Reminder - Year-end

In order to implement the new business structure for a new year without impacting the year-end closing, the cost centers data are no longer updated in BW from **mid-december** to **mid-january**

If a cost center is updated during the frozen period, it be reflected after mid-january. You should receive a communication with the precise dates for the current year. If you didn't receive the communication, you can look at [ISSP - news](#).

2 - How to request the update of cost centers in:

2.1 - Payroll

For last update on HR process, you can refer to the wiki HR: [Modify Details of an Existing Position in My HR Services](#)

and create a ticket in [Service One](#) for additional support

2.2 - Travel & Expenses

2 cases :

- When T&E are managed in [Concur](#) : the update of the cost center assigned to the employee comes with the update of the payroll
- When T&E are not managed in [Concur](#) (in 2019 - mainly APAC) : the employee needs to be informed and has to change his cost center

2.3 - Car rental

Contact by email the country Fleet Managers (updated in 2019)

Country	Contact
France	The content of this macro can only be viewed by users who have logged in.
Belgium	The content of this macro can only be viewed by users who have logged in.
Portugal	The content of this macro can only be viewed by users who have logged in.
Germany	The content of this macro can only be viewed by users who have logged in.
Italy	The content of this macro can only be viewed by users who have logged in.
Portugal	The content of this macro can only be viewed by users who have logged in.
Spain	The content of this macro can only be viewed by users who have logged in.
UK	The content of this macro can only be viewed by users who have logged in.

2.4 - Purchase orders

The controlling team needs to send the list of cost centers to be used to the requesters.

2.5 - Intercompany

List of contacts by Region (in 2019)

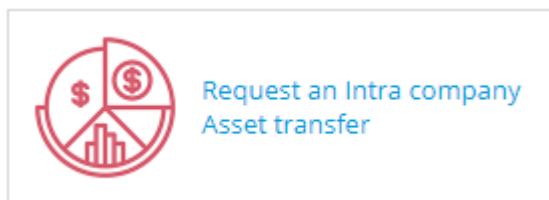
Region	Contact
EMEA	The content of this macro can only be viewed by users who have logged in.
North America	The content of this macro can only be viewed by users who have logged in.
APAC	The content of this macro can only be viewed by users who have logged in.
WW	SBS.FinanceSL-Fin_Acc_SU_Interco@solvay.com

2.6 - Fixed assets

If the cost center needs to be updated, you can create a ticket in [Service One](#)

In the catalog, browse categories " Finance Services" >> "Management Accounting" >> "Investments & divestments"

Select the process "Request an Intra company Asset transfer"



3 - Tips & Advice



Anticipate your requests

- Creation of cost centers is a priority
- At the end of the year the update of cost centers hierarchy is usually done during the [BW freeze](#)



Get the list of all your cost centers master data (for GBU)

- There is a workbook in BW you can use to get the list of the master data: [FC - Cost centers master data](#)



Support

- If something is missing or not clear in this procedure, you can comment at the bottom of this page and we will update the procedure taking into account your comment
- If you need support you can ask your contact in the service unit Management Accounting