

Rules - Cost Center Responsible - FAQ

SRM7 - Frequently Asked Questions

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SECTION 1 - Main principles

SRM7 is the Digital & technology solution used by approx 3,500 users across the world to request their needs, to access to e-catalogue, approve the request (techn. + purch. + fin.) and to declare delivery receipt

It is part of a global Purchasing process involving GBS, Purchasing and GBU organizations

Find out more about SRM7

[SRM7 - Financial approval workflow](#)

Depending on where the order is placed, the rules are different.

There are 3 cases:

CASE 1 - the order is placed on a cost center

- The person responsible of the cost center can approve the purchase order up to his [approval limit](#).
- The position of the person responsible is maintained in the [Cost Center - Master Data](#)

CASE 2 - the order is placed on an order

- It is the person responsible of the [responsible cost center](#) of the order who can approve the purchase order up to his [approval limit](#).

CASE 3 - the order is placed on a WBS

- By default it is the person responsible of the [responsible cost center](#) of the WBS who can approve the purchase order up to his [approval limit](#).
- However it is possible to force the person responsible of a WBS using the field "[Person Respons.](#)"

SECTION 2 - Financial matrix

The financial matrix is stored in the tool SRM. It is a multi-level organisation chart. Each level of the matrix is a position (not a name).

Find out more about financial matrix

[SRM7 - Financial matrix](#)

You can extract the financial matrix using procedure [SRM7 financial matrix](#)

When creating a request to update the SRM7 structure, the best way is to provide the Financial structure file with the intended modifications.

The file contains every information needed to make the creation, modification or removal in the structure. By indicating on the file the necessary information, the SRM7 team should be able to make the changes more quickly without back and forth.

- [How to determine the approval limit ?](#)
- [How to create an approval position ?](#)
- [How to modify an approval position ?](#)
- [How to remove an approval position ?](#)
- [How to transfer the cost centers to a new approval position ?](#)
- [How to submit a request to the SRM7 team ?](#)

The update of the financial matrix is the responsibility of the controller.

You can find here the main contact for each GBU / functions: [Main contacts - financial matrix](#)

SECTION 3 - Cost centers responsables

Procedure to request the update of the approval position of a cost center: [Request the creation / update of Master Data](#)

You can extract the list of cost centers with their person responsables using:

1. the BW query : [FC - Cost centers master data](#)
2. a report SAP
 - [PF2 - SRM Validators in cost centers](#)
 - [WP2 - SRM Validators in cost centers](#)

SECTION 4 - Data extraction

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SECTION 5 - Request an update

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- [How to submit a request to the SRM7 team ?](#)

Procedure to request the update of the approval position of a cost center: [Request the creation / update of Master Data](#)

SECTION 6 - Impact of the project PO2

In the frame of Po2, the financial matrix was duplicated. There is one financial matrix for SCO and one for ECO

=> All cost objects in a company SCO should have a responsible SCO and vice et versa.

- [PO2 - financial matrix ECO](#)
- [PO2 - financial matrix SCO](#)

Find out more about SRM7 in PO2

[SRM7 - Impact of the project PO2](#)