# Update, Block, and Unblock Profit Center

**Work Stream** 

Enterprise Data

Version #

1.0

Last Revised Date

Process Implementation Date

**SOP Owner** 

**SOP** Approver

1.	Over	-view	3
	1.1	General Information	3
Tab	1.2 1.3	Related Internal Policies and Processes Contents Systems/Tools	
	1.3		
	1.3		
2	-	utive Summary	
_	2.1	Synopsis	
	2.2	Objective	6
	2.3	Process-specific Service Level Agreements (SLAs) Risks and Controls	6
	2.4	Risks and Controls	7
	2.4	.1 Global Risks and Controls	7
	2.4	.2 Market-Specific Risks and Controls	7
	2.5	Roles and Responsibilities	7
3.	Inpu	ts	8
4.	Proc	ess Map	9
5.	Proc	ess Description	10
	5.1	Submit Request for Updating/Blocking/Unblocking a Profit Center	10
	5.2 Profit	Review the Request and provide Recommendations to Update, Block/Unbloc Center	
	5.3	Provide Final Approval	28
	5.4	Verify the Replication of Data in SAP Sub-Systems	35
	5.4	.1 Validate the Replication of Data in the P40 System	35
	5.4	.2 Validate the Replication of Data in the P08 System	41
6.	Abbr	eviations/Acronyms	45
7.	Outp	puts	46
8.	Vers	ion History	47

# **1. Overview**

# **1.1 General Information**

Audience	Global Process Users and Service Line Users.
Frequency	As and when required

# **1.2 Related Internal Policies and Processes**

Upstream/Downstream processes	<b>Upstream</b> : NA <b>Downstream</b> : Initiate transaction to this Profit Center.
-------------------------------	--

# **1.3 Systems/Tools**

### 1.3.1 Global Systems/Tools

System/Tool	System ID/Name	Description
Fiori	P41	Fiori Production
MDG	P45	MDG Production
SAP S/4 HANA	P40	S4 Production
SAP ECC	P08	Legacy Production

# 1.3.2 Market-Specific/Regional Systems/Tools

System/Tool	System ID	Description
NA	NA	NA

# **2 Executive Summary**

# 2.1 Synopsis

Provides a brief summary of the process

A Profit Center is a section of a company that is treated as a separate business. Usually different Profit Centers are separated for accounting purposes. This allows the management to ascertain how much profit each center makes and compare their relative efficiency and profitability.

A Profit Center provides the foundation for management reporting as well as balance sheet and income statement accountability. A Profit Center serves the objective of migrating to a Profit Center-based reporting structure for use by all system-wide business units. The reporting structure allows an organization to leverage the data from the General Ledger in the organization's consolidation and reporting process. In most cases, this streamlines the reporting process and provides additional time for analysis, which improves the organization's financial performance.

To enable financial reporting, the Profit Centers are mapped to key operations and business units in a centrally managed process. The Profit Centers are used for consolidation entries related to the unit cases and inter-company transactions and are only for use in the consolidation system. Certain situations require modifications to be made to the existing Profit Centers. These situations may require blocking of Profit Centers, unblocking of blocked Profit Centers, or updating the Profit Centers in the system.

Although Profit Center changes can be requested anytime, they will only be processed during the maintenance week as directed by the 4-4-5 calendar. Inactivation will only occur once a year. Exceptions will come from the Controllers Group.

A Requestor submits a request to block, unblock or update a Profit Center using the Profit Center Governance tile in MDG.

Once submitted, the request is forwarded to the Genpact Business Data Steward, who will perform the following steps:

- Check for all the necessary data
- View supporting documentation
- View the Open Items Report

The Genpact Business Data Steward runs the Open Items report in MDG. He/she then validates if any open item related to the Profit Center exists in MDG.

If the request does not have the appropriate documentation, needs further clarification, or has Open Items, the Genpact Business Data Steward will return the Change Request to the Requestor by performing the following steps:

- Add the comments under the Notes Section on the Change Request.
- Click the "Send for Revision" button.

**Note**: "Send For Revision" means to return the Change Request to the Requestor.

Once the Change Request is returned to the Requestor, the Requestor will be able to do the following:

- **Resubmit**: Review comments, enrich the request, and then click the "Resubmit" button to send the change request back to the Genpact Business Data Steward for further processing.
- **Withdraw**: If the request is no longer needed, the Requestor will click the "Withdraw" button to completely terminate the Change Request.

If the Change Request is valid and not during the maintenance week, the Genpact Business Data Steward will schedule the Change Request to come back to the centralized inbox by clicking on "Resubmit" button and providing the date by when the Change Request needs to be available. During the maintenance week and for a specific date, the request will be displayed in the centralized inbox, and the Genpact Business Data Steward will provide additional information for recommendations if needed, and then click the "Approve" button in the Change Request, which in turn will trigger a workflow to the Finance Approver's inbox. The Finance Approver's is controlled by the customized workflow routing based on the segment within the Profit Center.

The Finance Approver reviews the request for the Profit Center update in MDG. If approved, an email notification is automatically triggered to the Genpact Business Data Steward and the Requestor. The updated Profit Center is syndicated to the MDG system, S/4, and the P08 system. However, there are required dual maintenance by the Genpact Business Data Steward in the P08 system.

If not approved, the Finance Approver will update the "Notes" section with the missing requirements and click the "Send for Revision" button. It will send the Change Request back to the Requestor for review, who may then decide to resubmit or withdraw the request after reviewing the comments.

# 2.2 Objective

This SOP details the process steps for submitting a request to block, unblock or update a Profit Center, review the request, and approve it.

### 2.3 Process-specific Service Level Agreements (SLAs) Risks and Controls

Note: Governance ppt link will be attached once received from Business.

# 2.4 Risks and Controls

# 2.4.1 Global Risks and Controls

Risk	Control
Duplicity of data	Naming convention for regional and global review are in place with Specialist IDs.
Unauthorized changes are made to master data.	The system is configured with a Finance master data approval workflow to facilitate that any creation or change to, Profit Centers, or G/L accounts are appropriately approved.
Access is not properly restricted, potentially resulting in inaccurate financial statements	The functional duties related to end-to-end processes (such as custody, review, approval, and recording) are properly segregated.

# 2.4.2 Market-Specific Risks and Controls

Risk	Control
NA	NA

# 2.5 Roles and Responsibilities

Risk	Control
Requestor	• Create request for updating, blocking or unblocking a Profit Center.
Genpact Business Data Steward	<ul> <li>Review the Profit Center Change Request to ensure all fields are filled in accurately.</li> <li>Enrich the Change Request if needed</li> </ul>

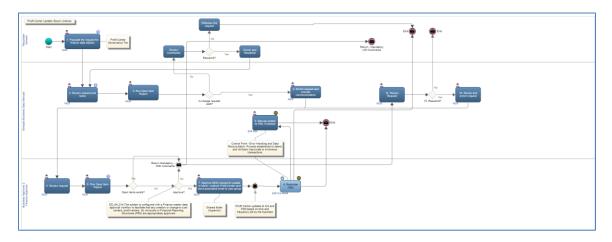
	• Return the Change Request back to the requestor when additional information is needed.
	• Validate that all Profit Center information is entered/updated correctly into the book of records and other appropriate systems.
	• Approve Profit Center requests as per reporting needs and global requirements.
Finance Approver	<ul> <li>Review and approve the Profit Center Request Form (local requirements)</li> </ul>

# **3. Inputs**

Input	File Type and Location	Frequency	Owner	Purpose/Usage
Finance Request Form	MS Excel	Ad-hoc	Requestor	Populate business data object details required for updating, blocking or unblocking Profit Center in Fiori

# 4. Process Map

Given below is the high-level process map that describes this process:



# **5. Process Description**

#### Disclaimer!

- <u>Please note that the screenshots used in this document are purely for illustration</u> <u>purposes only and may not be an exact representation of the actual environment</u>.
- The same process is followed to update, block, and unblock a Profit Center.

# 5.1 Submit Request for Updating/Blocking/Unblocking a Profit Center

A Requestor submits a request to block, unblock or update a Profit Center using the Profit Center Governance tile in MDG.

In this scenario, to block a Profit Center in Fiori, a Requestor first needs to populate the finance data objects in MDG and then send the request to the designated approvers for further processing.

To populate the finance data objects, the Requestor performs the following steps:

1. Login to MDG using your Requestor ID and password.

**Note**: To navigate directly to Fiori, click the following link: <<u><LINK></u>

2. In Fin Controlling Governance tab, click the Manage Profit Center tile.

Change Requests 🛛 🗙 🩆 H	lome 🛛 🗙 🗋					
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Change Requests Inbox	Manage Cost Center Governance	Manage Cost Center Group Governance	Manage Cost Center Group Governance	Manage Profit Center Governance	Manage Profit Center Group Governance	
2	C/	6	C/	6	C/	
Manage Profit Center Group Governance	Manage Cost Element Group Governance	Manage Cost Element Group Governance	Create Edition Governance	Manage Hierarchy for Cost Center Hierarchy Processing	Manage Hierarchy for Profit Center Hierarchy Processing	
C/	C/	C/	C/	品	品	
Manage Hierarchy for Cost Element	File Download Multi-Object Processi	File Upload Multi-Object Processi	My Change Requests	Display Change Requests	Display Change Documents	

3. The **Search Profit Center** page is displayed. Enter the appropriate **Profit Center** details in the **Search Criteria** section and then click the **Search** button.

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Search Clear Ent	rries Reset to Default	Save Search	Maximum Number of Results: 100 As:		_	

4. The searched Profit Center in the **Result List** section is displayed. Select the check box against the Profit Center number and press the **Enter** key on the keyboard.

	Side Panel ⑦
Controlling Area	
Profit Center	
Name v Is v O	
Valid On V is S	
✓ Maximum Number of Results: 100	
Search         Clear Entries         Reset to Default         Save Search As:	
Result List: 1 record found	
New         Copy         Mass Change         Change Documents         Replication Status         Replicate	<u> </u>
Controlling Area         Profit Center         Name         Valid-From Date         Valid-To Date         Medium Text         Perso           C K000         17111         GB         01.01.1900         31.12.9999         GB         0498	on Responsible
C KO00 17111 GB 01.01.1900 31.12.9999 GB 0498	16

5. The Profit Center details page is displayed. Click the **Edit** hyperlink to create a new MDG request.

**Note**: The Edit hyperlink is always available for each sections so that you can edit the section. Whenever you click the Edit hyperlink, it displays a new MDG request form.

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Logical System:			Changed On/By:				_	_`
							Save Cance	el.

6. The **Change Request Details** pop-up box is displayed. Enter the **Edition** details and click the **OK** button.

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Controlling Area:		New Profit Center:	
Profit Center / Name:	17100 US	Person Responsible: Tester	
Medium Text:	US medium	Audit Information	
Segment:		Created On/By: 10.07.2019 0	9:11:15 SAP207
Logical System:		Changed On/By:	

7. The selected Edition is displayed in the **Edition Data** section. Scroll down to the **Change Request** section.

SAP*	Profit Center: K000/10626, field
Show V Delete	Undo Redo <b>Side Panel 🐵 ·</b> 🗇 ·
✓ Velidity	
Validity Data	Edition Data
Valid-From Date: 01.01.1900	From Edition: MOCK1 Edition for MOCK1
Valid-To Date: 31.12.9999	To Edition: MOCK1 Edition for MOCK1
Next Change:	Next Changing Edition:
Pending Change:	
✓ Profit Center Details Edit	
General Data	Administrative Data
Controlling Area:	New Profit Center:
	Same Caro

- 8. In the **Change Request** section, under the **General** tab, enter the following details:
  - In the **Description** field, enter a suitable description.
  - In the **Status** field, enter the status of the request.
  - In the **Current Workitem** field, enter the type of request.
  - In the **Replication Timing** field, enter the timeline of the request.
  - In the **Created On/By** field, enter the date and time of the request.

Note: The **Description** field is mandatory.

SAP		Profit Cer	nter: K000/10626, field			
Show V Refe	sch Check			Undo Redo	Side Panel 6	e~ ⊕~
V Change Requ	iest Edit					
General	Notes Attachments					
General Dat	a		Process Data			
	Change Request ID:	1274	Status:	Changes to Be Executed		
	* Description:	block pps	Current Workbern:	New Change Request		
	Priority:	~ ~	Created On/By:	13.02.2019 07:35:38	Alok Nanda	
	Due Date:	<u> </u>				
	Reason	~				
	Replication Timing:	On Final Approval of Change Request				
	L					
Validity						
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					Same 1	Cark

9. In the **Profit Center Indicators** section, click the **Edit** hyperlink and select the **Lock Indicator** check box.

**Note**: If a Profit Center needs to be unblocked, then you need to uncheck the **Lock Indicator** check box.

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Show - Refresh Check				Undo	Redo	Side Panel	e~	0~
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Address								
Title:								
Name 1:			Name 2:					
Name 3:			Name 4:					
<b>11</b>						Save	Submit	Cancel

10. At the top-left side of the page, click the **Check** hyperlink to validate the form.

**Note**: A notification at the bottom-left corner of the screen is displayed indicating that the form is validated.

SAP			Profit Center: KO	0/10626, field					
Show - Refresh Check					Undo	Redo	Side Panel	8v	®~
O 🗛 KO-TOTAL	KO Tatal	Profit Center Group	KP-UNCONSO	Unconsolidated Entity					
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Address									
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AI 2 1	Č* ×			Name 2:					
No errors found				Name 4:					_
<b>U</b> 1							Save	Submit	Cancel

11. In the **Change Request** section, review the information in the **General**, **Notes**, and **Attachments** tabs.

SAP .	Profit Center: KO00(10626, field					
Show V Refresh Check		Undo	Redo	Side Panel	0~	Ø
Change Request Edit						
General Notes Attachments						
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		UNDO	Rodo	Side Panel	8~	0
General Notes Attachments		Created By		Side Panel	<b>⊗</b> ∨	2
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General Novo Attachmento		Created By	,	Created On		٢
General Note		Created By	,	Created On		0
General Novo Attachmento		Created By	,	Created On		0
General Note Note R Is locked		Created By	,	Created On		0
General Note: Attachmento Note Note	Edition Data	Created By	,	Created On		0

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Valid To Date: 31.12.9999			To Edition:	MOCK1		Edition 1	or MOCK1		
Next Change:		Next Chang	ing Edition:					_	_
							Save	Submit	Cancel

12. After reviewing the details in the General, Notes and Attachments section, click the **Submit** button.

SAP*	Profit Cente	: KO00/10626, ña	яd					
Show - Refresh Check					Undo	Redo Side Pr	nei ®~	œ۷
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Valid-To Date: 31.12.9999			To Edition:	MOCK1		Edition for MOC	кі	
Next Change:		Next Ch	anging Edition:					_
Ща							Save Subm	it Cance

Pop-up messages are displayed at the bottom-left corner of the screen to notify that the Change Request has been submitted to the next workflow level.

SAP	Profit Center:		
Show $\lor$ Refresh Change Documents Workflow Le	g	Undo Redo Side Panel 🐵 🗸	?∽
			~
✓ Profit Center Indicators			
Indicators			
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Address			
Title:			
All ▲ 1 🗹 2	Nan	ne 2:	_
A Profit Center KO00/17150 Field "Profit Center": Pr >	Nan	ne 4:	- 1
✓ No errors found			
✓ You have submitted change request 18598	Dis	strict:	
			Cancel

This completes the process of submitting a Change Request to block a Profit Center. You can perform the same steps to submit a Change Request for unblocking or updating a Profit Center.

### 5.2 Review the Request and provide Recommendations to Update, Block/Unblock a Profit Center

Once the request to block, unblock or update a Profit Center is submitted, an email notification is automatically sent to the Genpact Business Data Steward to review the request. The Genpact Business Data Steward needs to log in to MDG to review and approve the request.

Once submitted, the request is forwarded to the Genpact Business Data Steward, who will perform the following steps:

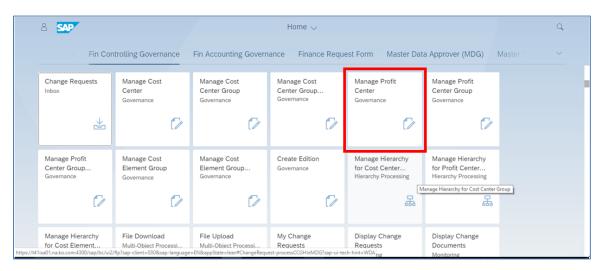
- Check for all the necessary data
- View Supporting documentation
- View the Open Items Report

In this scenario, to review the request to block a Profit Center, as a Genpact Business Data Steward, perform the following steps:

Login to P41 system or use Fiori link with your Genpact Business Data Steward ID and password.

**Note**: To navigate directly to Fiori, click the following link: <<u><LINK></u>

To validate the existence of the Profit Center in MDG, navigate to the Fiori home page and click the **Manage Profit Center** tile.



1. The **Search Profit Center** page is displayed. In the **Search Criteria** section, select the appropriate filter criteria and then click the **Search** button.

Valid On Vis	
New         Copy         Mass Change         Change Documents         Replication           1         Controlling Area         Profit Center         Name         Valid-From Date         Valid-To Date         Medium Text         Per	aon Responsible
- KC00 10628 field 01.01.1900 31.12.9999 alo	

2. If the Profit Center exists, navigate to the **Profit Center Details** page and validate the requested change.

SAP*		Profit Center						
Show V Delete				Undo	Redo	Side Panel	<u>ە</u> ~	®~
Validity								
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Valid-From Date:	01.01.1900		From Edition:	MOCKL	Editio	n for MOCK1		
Valid-To Date:	31.12.9099		To Edition:	MDCR1	Editio	n for MOCK1		
Next Change:			Next Changing Edition:					
Pending Change:								
V Profit Center Details Edit								
General Data		Admin	istrative Data					
Controlling Anua:			New Profit Center:					
Profit Center / Name:	10526 field		Person Responsible:	alok				
Medium Test:		Audit	Information					
Segment:			Created On/By:	12.02.2019 14:33:20		Alok Nank	la	
Щ0							Save	Cancel

**Note**: If the Profit Center does not exist, send the Change Request for revision and add appropriate comments.

After the Change Request is reviewed, the Genpact Business Data Steward runs the Open Items report in MDG. He/she then validates if any open item related to the Profit Center exists in MDG. If any open items related to the Profit Center exist, then add necessary comments and send for revision the request, else proceed to the next step.

- 1. Run an open item report for Profit Centers in MDG through Fiori. To run an open item report, perform the following steps:
  - a. Search for FI: PCA Common Display option.
  - b. Select the **Profit Center Open Item** app.

ttps://t41ixa01.na.ko.com	:4300/sap/bc/ui2/flp?sap~	🖉 Home	×					
8 <b>SAP</b>			Home $\checkmark$				Q	
< 100 Display FI:	PCA - Common Display	FI: PS - Common Di	isplay FI: TAX - Cor	nmon Display	HR: HR - Sensitive Display	HR:	> ~	
Cost Center Open Item	Profit Center Open Item							
FI: PS - Common Dis	play							
Project: Act. amt. line item settlmt	Project Commitment Line Items	Project Budget Line Items	Display Project Settlement Line Itms	Project Settleme Rule	ent Budget Line Items: Document Chain			
/t41ixa01.na.ko.com:4300/sap/bc/ui	2/flp?sap-client=0308sap-language	=EN&appState=lean#ZPC-display	3					

2. The **Profit Center Open Item** page is displayed. To search for a single Profit Center, in the **Controlling Area** field, enter the appropriate Controlling Area number.

Imme Profit Center Open Item		weenswood sals, net eret ui	proop-energe-opoorsop-songrage-e	recapporate-rearrest c-uspiay		Search		~	
Profit Center Open Item     Standard ~     *Controlling Area:   *Profit Center:   *Profit Center: *Profi		🧉 Profit Center Open Ite	m × 📑						
*Controlling Area: =KOOD © *Profit Center: =KOOD © Adapt Filters (1) © Adapt Filters (1) © Adapt Filters (1) © Copen Items (0) Business Function Indicator Document Number Item Number Object Key1 Object Key2 Creation date Created By No filters set.	8 <b>SAP</b>			Profit Center O	pen Item				Q
Image: Second	Standard $\checkmark$								(
Open Items (0) Business Function Indicator Document Number Item Number Object Key1 Object Key2 Creation date Created By No filters set.	*Controlling Area:		*Profit Center:						
Open Items (0)       Idicator       Document Number       Item Number       Object Key1       Object Key2       Creation date       Created By         No filters set.	=K000 (8)	9		-D				Adapt Filters (1)	Go
Business Function Indicator Document Number Item Number Object Key1 Object Key2 Creation date Created By No filters set.				^ ×	>				
No filters set.	Open Items (0)							¢	) @
	Business Function	Indicator	Document Number	Item Number	Object Key1	Object Key2	Creation date	Created By	
To start, enter your search and filter settings and run the search.				No filters s	et.				
			To start,	enter your search and filter	settings and run the se	arch.			

3. In the **Profit Center** field, enter the appropriate Profit Center number and click the **Go** button.

*Controlling Area: ►KOOD ⑧ □ ↓ Profit Center: ↓ 171111 ⑧ □ Adapt Filters (2 Go	8 < 🐅		Profit Center O	pen Item			Q
Open Items (0)       Image: Comment Number       Object Key1       Object Key2       Creation date       Created By         Business Function       Indicator       Document Number       Item Number       Object Key1       Object Key2       Creation date       Created By         No items found.       No items found.       Item Number       It	*Controlling Area:					ſ	
	=K000 (8)	-11111*⊗		>		Adapt Filters (2	Go
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The **Open Items** search results displays that there are no Open Items for the Profit Center.

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ome	🚝 Profit Center Open Item	× 🖸						
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			No items fo Check the search and					

If the request does not have the appropriate documentation, needs further clarification, or has Open Items, the Genpact Business Data Steward will return the Change Request to the Requestor by performing the following steps:

- 1. Add the comments under the **Notes** section on the Change Request.
- 2. Click the "Send for Revision" button.

Note: Send For Revision means to return the Change Request to the Requestor.

To send the Change Request to the Requestor for revision, perform the following steps:

1. In the **Profit Center** details page, click the **Edit** hyperlink.

Process Data		
Status:	Changes to Be Executed	
Current Workitem:	Process Change Request 18598	3 (PC Update)
Created On/By:	09.08.2019 10:26:04	Swapna Reddy Mid
Changed On/By:	09.08.2019 10:27:24	Swapna Reddy Mid
	Status: Current Workitem: Created On/By:	

2. In the **Change Request** section, click **Notes > New**.

SAP (	Profit Center							
ihow V Refresh Check Change Documents	Workflow Log			Undo	Redo	Side Panel	©~	⊘∨
Change Request Edit								
General Notes Attachments								
T1 New								
Note				Created By		Created On		
' Validity Validity Data		Edition Data						
Valid-From Date: 01.01.1900			Edition: MOCK1		Open E	dition		-
					Save App	prove Send fo	or Revision	

3. In the **New Notes** pop-up box, enter relevant notes and click the **OK** button.

Change Request Edit						
General Notes Attachments		New Note	2 ×			
[* New	Need details of PC					
Note			þe	Ву	Created On 00.00.0000 00:00:00	
					00.00.0000 00.00.00	
			OK Cancel			
Validity						

4. Click the **Send for Revision** button.

SAP	Profit Center:			
Show V Refresh Check Change Documents Workflow	og	Undo Redo	Side Panel 🐵 🗸 🕐	)~
✓ Change Request Edit				
General Notes Attachments				
L. New				
Note		Created By	Created On	
Need details of PC		Swapna Reddy Mid	09.08.2019 10:38:37	
✓ Validity				
Validity Data	Edition Data			
Valid-From Date: 01.01.1900			Approve Send for Revision Ca	ancel

Pop-up messages are displayed at the bottom-left corner of the screen to notify that the change request has been forwarded for revision.

SA	<b>P</b>	Profit Center:		
Show	w ∨ Refresh Change Documents Workflow Lo	3	Undo Redo	Side Panel 🐵 🗸 🕐 🗸
<b>∨</b> c	Change Request			^
	General Notes Attachments			
	L' New			
	Note		,	Created On
	Need details of PC		Swapna Reddy Mid	09.08.2019 10:38:37
All	✓ 2 E ×			
1	You have forwarded change request 18598 for re	Edition Data		
	No errors found	From Ec	dition: MOCK1 Open E	
Q 2				Save Cancel

Once the Change Request is returned to the Requestor, the Requestor will be able to do following:

- **Resubmit**: Review comments and enrich the request and then click the "**Resubmit**" button to send the Change Request to the Genpact Business Data Steward for further processing.
- **Withdraw**: If the request is no longer required, the Requestor will click the "**Withdraw**" button to completely terminate the Change Request.
- 5. Log in to Fiori and from the **Fin Controlling Governance** tab, click the **Change Requests** tile.

8 <b>SAP</b>			Home 🗸		
<a href="https://www.enablinewice.com"></a>	Controlling Governance	Fin Accounting Go	vernance Finance R	equest Form Master	Data Approver (MDG
Change Requests Inbox	Manage Cost Center Governance	Manage Cost Center Group Governance	Manage Cost Center Group Governance	Manage Profit Center Governance	Manage Profit Center Group Governance
Manage Profit Center Group Governance	Manage Cost Element Group Governance	Manage Cost Element Group Governance	Create Edition Governance	Manage Hierarchy for Cost Center Hierarchy Processing	Manage Hierarchy for Profit Center Hierarchy Processing
C/r	[//	[//		品	

6. In the **MDG: Change Request** screen, select the appropriate change request number.

	nange rrequests		
nge Requests (1453)			
Hide Quick Criteria Maintenance		Change Qu	ery Define New Query Persona
* Show: New and In Progress Work Items			
Apply Clear			
reprise Coccar			
View: [Standard View] V Process Change Request Display Workflow Log Complete	Processing Not Responsible Com	plete Resubmit	Print Versi
End Resubmission Forward Assign To Me Cancel Assignment Substitution Refresh			Export
Subject	From	Sent On	Status
Process Change Request 18554 (Block PC 1)	Swapna Reddy Middela	08.08.2019 18:28:19	Ochanges to Be Executed
O Process Change Request 18530 (update)	034237	08.08.2019 16:05:46	6 Changes to Be Executed
O Process Change Request 18509 (changed)	Manaswini Grandhe	08.08.2019 14:17:17	7 Changes to Be Executed
O Process Change Request 18503 (Change PC)	Baishali Goswami	08.08.2019 10:41:07	7 Changes to Be Executed
O Process Change Request 18464 (New Cost Center18262ChineseEnglishHindi)	Suraj Singh	08.08.2019 07:14:52	2 Changes to Be Executed
O Process Change Request 18455 (New Cost Center18262ChineseEnglishHindi)	Suraj Singh	08.08.2019 05:02:06	6 Changes to Be Executed
O Process Change Request 18294 (New Cost Center18091ChineseEnglishHindi)	Adesh Shetty	06.08.2019 12:20:07	7 Changes to Be Executed
O Process Change Request 18245 (New Cost Center18074ChineseEnglishHindi)	Baishali Goswami	06.08.2019 10:21:43	3 Changes to Be Executed
Process Change Request 16245 (New Cost Center16074ChineseEnglishmindi)			-
Process Change Request 18245 (New Cost Center18074ChineseEnglishHindi)     Process Change Request 18238 (New Cost Center18122ChineseEnglishHindi)	Baishali Goswami	06.08.2019 09:35:09	Ochanges to Be Executed

7. The Profit Center details page is displayed in a new window. Review the information in the **General**, **Notes**, and **Attachments** tabs and click the **Approve** button.

SAP	Profit Center:			
show $\vee$ Refresh Check Change Documents Workflow Log		Undo Red	o Side Panel 💿 🗸	⊘∨
Change Request Edit				
General Notes Attachments				
General Data	Process Data			
Change Request ID: 18554	Status:	Changes to Be Executed		
Description: Block PC 1	Current Workitem:	Process Change Request 1855	64 (Block PC 1)	
Priority:	Created On/By:	08.08.2019 18:26:44	Swapna Reddy Mid	
Due Date:	Changed On/By:	08.08.2019 18:28:19	Swapna Reddy Mid	
Reason:				
Replication Timing: On Final Approval of Change Request				
Validity				
alidity Data	Edition Data			
0		Save	Approve Send for Revision	n Cance

8. Pop-up messages are displayed at the bottom-left corner of the screen to notify that the Change Request has been submitted.

SAP	Profit Center:						
Show V Refresh Change Documents Workflow Log			Undo	Redo	Side Panel	© ~	?∨
✓ Profit Center Indicators							
Indicators							
Lock Indicator:							
✓ Profit Center Address							
Address							
Title							
All 🚹 1 🔽 2	Nam	ne 2:					
A Profit Center KO00/17150 Field "Profit Center": Pr	Nam	ne 4:					
✓ No errors found							
✓ You have submitted change request 18598	Dis	trict:					

If the Change Request is valid and not during the maintenance week, the Genpact Business Data Steward will schedule the Change Request to come back to the centralized inbox by clicking the "**Resubmit**" button and providing the date by when the Change Request needs to be available.

During the maintenance week and for a specific date, the request will be displayed in the centralized inbox, and the Genpact Business Data Steward will provide additional information for recommendations if needed, and then click the "**Approve**" button in the Change Request. This will trigger a workflow to the Finance Approver's inbox, which is controlled by a customized workflow routing based on the segment within the Profit Center.

To schedule the Change Request, perform the following steps:

1. From the **MDG: Change Requests** page, select the appropriate change request number and click the **Resubmit** button.

	MDC: Change [	loquests		
	MDG: Change F	Requests		
nge Requests (1451)				
Hide Quick Criteria Maintenance			Change	Query Define New Query Personal
* Show: New and In Progress Work Items				
Apply Clear				
Appry				
View: [Standard View] View: Process Change Request Display Wo	orkflow Log Complete Process	ing Not Responsible Co	mplete Resubmit	Print Versi
End Resubmission Forward Assign To Me Cancel Assignment	ubstitution			Export
				Export
End Resubmission] Forward Assign To Me Cancel Assignment Subject		From	Sent On	
			Sent On	Export
Subject		From	Sent On 08.08.2019 16:05:	Export
Subject Process Change Request 18530 (update)	ubstitution	From 034237	Sent On 08.08.2019 16:05: 08.08.2019 14:17:	Export Status 46 Changes to Be Executed
Subject Process Change Request 18530 (update) Process Change Request 18530 (update)	ubstitution Refresh	From O34237 Manaswini Grandhe	Sent On 08.08.2019 16:05: 08.08.2019 14:17: 08.08.2019 07:14:	Export Status 46 Changes to Be Executed 17 Changes to Be Executed
Subject           Process Change Request 18530 (update)           Process Change Request 18500 (changed)           Process Change Request 18464 (New Cost Center18262ChineseEngl)	ubstitution Refresh (IshHindi) (IshHindi)	From O34237 Manaswini Grandhe Suraj Singh	Sent On 08.08.2019 16:05: 08.08.2019 14:17: 08.08.2019 07:14: 08.08.2019 05:02:	Export Status 46 Changes to Be Executed 17 Changes to Be Executed 52 Changes to Be Executed
Subject Process Change Request 18530 (update) Process Change Request 18500 (changed) Process Change Request 18464 (New Cost Center18262ChineseEngl Process Change Request 18455 (New Cost Center18262ChineseEngl	ubstitution Refresh (IshHindi) (IshHindi) (IshHindi)	From O34237 Manaswini Grandhe Suraj Singh Suraj Singh	Sent On 08.08.2019 16:05: 08.08.2019 14:17: 08.08.2019 07:14: 08.08.2019 05:02: 06.08.2019 12:20:	Export Status 46 Changes to Be Executed 17 Changes to Be Executed 25 Changes to Be Executed 06 Changes to Be Executed
	ubstitution Refresh (IshHindi) (IshHindi) (IshHindi) (IshHindi)	From O34237 Manaswini Grandhe Suraj Singh Suraj Singh Adesh Shetty	Sent On 08.08.2019 16:05: 08.08.2019 14:17: 08.08.2019 07:14: 06.08.2019 05:02: 06.08.2019 12:20: 06.08.2019 10:21:	Export Status 46 Changes to Be Executed 17 Changes to Be Executed 25 Changes to Be Executed 06 Changes to Be Executed 07 Changes to Be Executed
Subject  Process Change Request 18530 (update)  Process Change Request 18464 (New Cost Center18262ChineseEngl Process Change Request 18455 (New Cost Center18262ChineseEngl Process Change Request 18294 (New Cost Center18091ChineseEngl Process Change Request 18245 (New Cost Center18074ChineseEngl Process Chang	ubstitution Refresh (IshHindi) (IshHindi) (IshHindi) (IshHindi) (IshHindi)	From O34237 Manaswini Grandhe Suraj Singh Suraj Singh Adesh Shetty Baishali Goswami	Sent On 08.08.2019 16:05: 08.08.2019 14:17: 08.08.2019 07:14: 08.08.2019 05:02: 06.08.2019 12:20: 06.08.2019 10:21: 06.08.2019 09:35:	Export Status 46 Changes to Be Executed 17 Changes to Be Executed 22 Changes to Be Executed 06 Changes to Be Executed 07 Changes to Be Executed 43 Changes to Be Executed

2. The **Resubmit Work Items** pop-up box is displayed. Select the appropriate dates in the calendar to schedule the resubmission date.

**Note**: Based on the resubmission date you select, the Change Request will not be displayed until the resubmission date arrives.

IDG: Change Requests 🛛 🗙 🧭 Home				Ľ																					
8 < 6 SAP										MD	G: 0	Char	ige	Req	ues	ts									C
ange Requests (1453)										R	lesul	omit	Wor	k Ite	ms								23	×	<
Hide Quick Criteria Maintenance	Resu	bmit	Wor	k Iter	n Pro	cess	s Cha	inge F	leque	st 18	3567	(Cre	ate N	lew F	PC)										ry Define New Query Personalize
* Show: New and In Progress Work								r items	. The	item	s will	not	be di	splay	ed u	ntil th	e resi	ubmis	sion	date a	arrive	s.			
Apply Clear	Resu	bmis	sion [	Date:	31.0	)8.20	)19																		
View: [Standard View] V	<		ļ	Augus	st 201	9				Мо		vtemi We	Der 2		Sa	Su			0	ctobe	r 201	9		>	Print Version
End Resubmission Forward Assi		Mo	Tu	We	Th	Fr	Sa	Su	35	26		28	29	30	31			Mo	Tu	We	Th	Fr	Sa	Su	Export ~
Subject	31	29	30	31	1	2	3	4	36	2	3	4	5	6	7	- 8	40	30	1	2	3	4	5	6	Status
Process Change Request 1856	32	5	6	7	8	9	10	11	37	9	10	11	12	12	14	15	41	7	8	9	10	11	12	13	Changes to Be Executed
O Process Change Request 18572	33	12	13	14	15	16	17	18	01		10	**	12	10			42	14	15	16	17	18	19	20	Changes to Be Executed
O Process Change Request 18530	34	19	20	21	22	23	24	25	38	16	17	18	19	20	21	22	43	21	22	23	24	25	26	27	Changes to Be Executed
O Process Change Request 18509	35	26	27	28	20	30	31	-	39	23	24	25	26	27	28	29	44	28	29	30	21		2	2	Changes to Be Executed
O Process Change Request 18464		26	27	28	29	30	31	1	40	30	1	2	3	4	5	6	44	28	29	30	21	+	2	3	Changes to Be Executed
O Process Change Request 1845		2	3	4	5	6	7	8									45	4	5	6	7	8	9	10	Changes to Be Executed
O Process Change Request 18294																									Changes to Be Executed
O Process Change Request 1824																							01/	0	Changes to Be Executed
O Process Change Request 18238																								Cance	Changes to Be Executed

A pop-up message is displayed at the top-right corner of the page to notify that the Change Request work item is successfully resubmitted.

G: Cha	nge Requests	× 🙆 Home	<u>.</u>				
8	く 命	SAP		MDG: Change	Requests		C
inge F	Requests (145	53)				All 🗹 1	C
		_				Work item 0000	00691876 resubmitted successfully
Hide	Quick Criteria I	Maintenance				-	uery Define New Query Personalize
* Sho	w: New and	In Progress Work Ite	ms 🗸				
App	ly Clear	0					
whh	Clear						
View	: [Standard Vi	iew] ~ Proc	cess Change Request Display Workflow Log	Complete Process	ing Not Responsible Com	plete Resubmit	Print Version
End	Resubmission	Forward Assign	To Me Cancel Assignment Substitution	Refresh			Export ~
	Subject				From	Sent On	Status
۲	Process Chan	ge Request 18567 (C	Create New PC)		Swapna Reddy Middela	09.08.2019 07:15:5	2 Changes to Be Executed
0	Process Chan	ge Request 18572 (U	Jnblock PC)		Aditya Anand	09.08.2019 06:56:2	6 Changes to Be Executed
0	Process Chan	ge Request 18530 (u	update)		034237	08.08.2019 16:05:4	6 Changes to Be Executed
0	Process Chan	ge Request 18509 (c	hanged)		Manaswini Grandhe	08.08.2019 14:17:1	7 Changes to Be Executed
0	Process Chan	ge Request 18464 (N	New Cost Center18262ChineseEnglishHindi)		Suraj Singh	08.08.2019 07:14:5	2 Changes to Be Executed
0	Process Chan	ge Request 18455 (N	New Cost Center18262ChineseEnglishHindi)		Suraj Singh	08.08.2019 05:02:0	6 Changes to Be Executed
0	Process Chan	ge Request 18294 (N	New Cost Center18091ChineseEnglishHindi)		Adesh Shetty	06.08.2019 12:20:0	7 Changes to Be Executed
0	Process Chan	ge Request 18245 (N	New Cost Center18074ChineseEnglishHindi)		Baishali Goswami	06.08.2019 10:21:4	3 Changes to Be Executed
0	Process Chan	de Request 18238 (N	low Cost Contor18122ChineseEndlishHindi)		Baishali Goswami	06.08.2019.09.35.0	9 Changes to Be Executed

### 5.3 Provide Final Approval

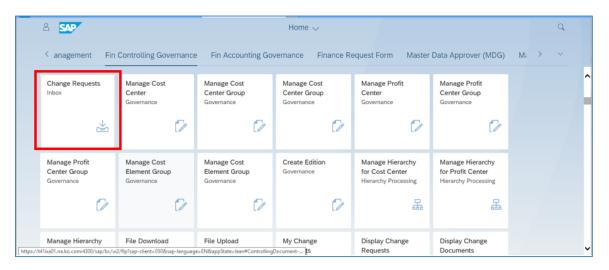
The Finance Approver reviews the request for the Profit Center update, block/unblock in MDG. If approved, an email notification is automatically triggered to the Genpact Business Data Steward and the Requestor. The updated Profit Center is syndicated to the MDG system, S/4, and the P08 system. However, there are required dual maintenance that needs to be performed by the Genpact Business Data Steward in the P08 system.

In this scenario, to approve the request to Update, Block, Unblock a Profit Center, the Finance Approver reviews the request in MDG. To review the request in MDG, the Finance Approver performs the following steps:

1. Log in to Fiori using your Finance Approver credentials.

**Note**: To navigate directly to Fiori, click the following link: <LINK>

2. From the Fin Controlling Governance tab, click the Change Requests tile



3. In the **MDG: Change Requests** screen, select the appropriate change request number.

8	< 6	SAP		M	DG: Cha	ange Requests						Q
nge R	Requests (2	38)										
Hide (		Maintenance							Chang	e Query Define N	ew Quer	y Personalize
	y Clear											
View:	[Standard	/iew] 、	Process Change Request Dis	play Workflow Log	Complete	Processing Not Respo	onsible	Complete	Resubmit		0	Print Version
End F	Resubmissio	Forward	Assign To Me Cancel Assignmen	nt Substitution	Refresh							Export ~
	Subject				ſ	From	S	ent On		Status		
0	Process Cha	nge Request 4	4272 (Perf_PCCreate_CR#2276)			Tesť001 CT		13.03.2	019 15:08:16	Final Check to Be	Perform	ned
0	Process Cha	nge Request 4	4230 (Create Profit Center Group)		(	Swapna Reddy Middela		13.03.2	019 14:57:28	Final Check to Be	Perform	ned
0	Process Cha	nge Request 4	4268 (Perf_PCCreate_CR#2276)			Tesť001 CT		13.03.2	019 14:49:19	Final Check to Be	Perform	ned
0	Process Cha	nge Request 4	4263 (Perf_PCCreate_CR#2276)			Tesť001 CT		13.03.2	019 14:39:05	Final Check to Be	Perform	ned
0	Process Cha	nge Request 4	1257 (p2p2)			Tesť001 CT		13.03.2	019 14:18:44	Changes to Be Ex	ecuted	
0	Process Cha	nge Request 4	4247 (sdgsagsdg)			Tesť001 CT		13.03.2	019 13:37:12	Changes to Be Ex	ecuted	
0	Process Cha	nge Request 4	4237 (perffffff)			Tesť001 CT		13.03.2	019 13:11:49	Changes to Be Ex	ecuted	
0	Process Cha	nge Request 4	4229 (New Cost Center Group Term	nination)		SAP206		13.03.2	019 12:36:56	Changes to Be Ex	ecuted	
0	Process Cha	nge Request 4	4227 (perftest_123546)			Tesť001 CT		13.03.2	019 12:31:08	Changes to Be Ex	ecuted	

4. The **Finance Request Form** is displayed in a new window. Review the information in the **General**, **Notes**, and **Attachments** tabs.

SAP	Profit Center Grou	p:			
Show ~ Refresh Check Ch	nange Documents Workflow Log		Undo Redo	Side Panel $\otimes$ $\sim$	⊘∨
✓ Change Request Edit					^
General Notes Attachme	ints				
General Data		Process Data			- 1
Change Request ID:	4905	Status:	Final Check to Be Performed		- 14
Description:	Create Profit Center Group	Current Workitem:	Process Change Request 4905 (	Create Profit Center Gr	
Priority:		Created On/By:	14.03.2019 17:48:24	Swapna Reddy Mid	
Due Date:		Changed On/By:	14.03.2019 17:53:36	Swapna Reddy Mid	
Reason:					
Replication Timing:	On Final Approval of Change Request				
> Validity					
				Save Approve	Reject
SAP	Profit Center Grou	p:			
					-

Sho	ow∨ Refre	sh Check	Change Documents	Workflow Log	Undo	Redo	Side Panel	0~	⊚~	
$\sim$	Change Requ	iest Edit								^
	General	Notes	chments							I
	[] New									l
	Note				Created B	у	Created On			l
	entate -									
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SAP		Finance Re	equest Form								
Refresh Check Change Documents W	lorkflow Log					Undo	Redo	Side Panel	©~	?∨	
✓ Change Request Edit											^
General Notes Attachments											
🔁 File 📴 Link											
Action T Title		Size	Added On	Added By	L	Comme	nt				
i The table does not contain any data											
Finance Request Form Details     Edit     General Data											
Title:	PCG_UK01										
Description:	CREATE NEW PROFT CENTER GROUP										
Chart Of Accounts:				Company C	ode:					_	Ĭ
<b>□</b> •							Save Ap	prove Reject	Send for	Revision	

After the Change Request is reviewed, the Finance approver runs the Open Items report in MDG. He/she then validates if any open item related to the Profit Center exists in MDG. If any open items related to the Profit Center exist, then add necessary comments and send for revision, else proceed to the next step.

- 1. Run an open item report for Profit Centers in MDG through Fiori. To run an open item report, perform the following steps:
  - a. Search for **FI: PCA Common Display** option.
  - b. Select the **Profit Center Open Item** tile.

8 SAP		A Home	×				n 🛧 S
		-	Home 🗸				Q
< 10n Display FI:	PCA - Common Display	FI: PS - Common Di	isplay FI: TAX - Corr	imon Display HR: H	IR - Sensitive Display	HR: >	×
Cost Center Open Item	Profit Center Open Item						
FI: PS - Common Dr Project: Act. amt.	Project	Project Budget Line	Display Project	Project Settlement	Budget Line Items:		
line item settlmt	Commitment Line Items	Items	Settlement Line Itms	Rule	Document Chain		

2. The **Profit Center Open Item** page is displayed. To search for a single Profit Center, in the **Controlling Area** field, enter the appropriate Controlling Area number.

	arroncourreador) saby ney arey rub;	sap-client=opodsap-langdage=civ	orabborate+teatieze courbias		· · · · · · · · · · · · · · · · · · ·		P	
C Home	🥖 Profit Center Open Iten	n × 📑						
8 <b>SAP</b>			Profit Center O	pen Item				Q
Standard $\checkmark$								ß
*Controlling Area:		*Profit Center:						
=K000 (8)	ß		6				Adapt Filters (1)	Go
			^ Å					
Open Items (0)							6	) (#
Business Function	Indicator	Document Number	Item Number	Object Key1	Object Key2	Creation date	Created By	
			No filters se					
		To start, e	nter your search and filter :	ettings and run the s	earch.			

3. In the **Profit Center** field, enter the appropriate Profit Center number and click the **Go** button.

8 < <u>SAP</u>		Profit Center Open Item	Q
Standard * V Controlling Area:	*Profit Center:	2	Adapt Filters (2)
Onen Items (0)			<b>a c</b>
Open Items (0) Business Function	Indicator Document Number	Item Number Object Key1	🎯 🗎 Created By

The **Open Items** search results displays that there are no Open Items for the Profit Center.

ne	🖉 Profit Center Open Item	termine and the second s	8tappState=lean#ZPC-display					o - ∩
8 < SAP			Profit Center (	Open Item				Q
Standard * 🗸								0
Controlling Area:		*Profit Center:						
=K000 🛞	ප	*17111* 🛞	6				Adapt Filters (2	) Go
			^ ;	N				
Open Items (0)								0 🕒
/								
Business Function	Indicator	Document Number	Item Number	Object Key1	Object Key2	Creation date	Created B	/
,	Indicator	Document Number	No items fo	und.	Object Key2	Creation date	Created B	/
,	Indicator	Document Number		und.	Object Key2	Creation date	Created B	1
,	Indicator	Document Number	No items fo	und.	Object Key2	Creation date	Created B	,
,	Indicator	Document Number	No items fo	und.	Object Key2	Creation date	Created B	1

Decide whether to approve the request or send the request for revision based on predefined criteria.

#### Case – 1: Approve the request

4. On the **Profit Center** detail page, click the **Approve** button to approve the request.

54 <b>7</b>	Profit Center: K	000/10626, fie	ld						
Show $\sim$ Refresh Check Change Documents. Workflow Log					Undo	Redo S	ilde Panel 🛛 🖲	)~ @~	
✓ Change Request Edit									
General Notes Attachments									ľ
O File O Link E									
Action T., Thie	Size	Added On	Added By	L	Comment	1			
The table does not contain any data									
Validity									
Validity Data	Edito	on Data							
Valid-From Date: 01.01.1900			From Edition:	MOCK1		Edition to	r MOCK1		
Valid-To Date: 31.12.9999			To Edition:						
Next Change:		Next Ch	anging Edition:						
<b>2</b>							ve Approve I	Reject Carr	

At the bottom-left side of the screen, a confirmation message is displayed stating that the request is approved.

S	<b>9</b>	Financa Re	quaed Form							
Re	resh Change Documents Workflow Log					Undo	Redo	Side Panel	٥~	®۷
~	Change Request									
	General Notes Attachments									- 1
	C Fie C Link (B)									
	Action T Title	Size	Added On	Added By	L	Сотпе	nt			
ſ	E Attachments added	2.740 KB	08.02.2019	Alok Nende						
~	Business Request Form Details Edb									
	2 C × 2) No enors found			Chart Of Acco	unta:					
	You have approved charge request 1142			Company C	ode:					_
ц.										Save

#### Case 2 – Send for Revision

If the request is not approved, the Finance Approver will update the "Notes" section with the missing requirements and click the "**Send for Revision**" button. This will send the Change Request to the Requestor for review. The reviewer may then decide to resubmit or withdraw the request after reviewing the comments.

5. On the **Profit Center** detail page, click the **Edit** hyperlink.

SAP Profit Ce	enter: KO00/17150, US PC Test			
ihow $\vee$ Refresh Check Change Documents Workflow Log		Undo F	Redo Side Panel 🐵 🗸	⊘∨
Change Request Edit				
General Notes Attachments				
General Data	Process Data			
Change Request ID: 18598	Status:	Changes to Be Executed		
Description: PC Update	Current Workitem:	Process Change Request 1	8598 (PC Update)	
Priority:	Created On/By:	09.08.2019 10:26:04	Swapna Reddy Mid	
Due Date:	Changed On/By:	09.08.2019 10:27:24	Swapna Reddy Mid	
Reason:				
Replication Timing: On Final Approval of Change Request				
Validity				
/alidity Data	Edition Data			
•		Sav	ve Approve Send for Revisio	n Canc

6. In the **Change Request** section, click **Notes > New**.

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7. In the **New Notes** pop-up box, enter relevant notes and click the **OK** button.

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8. Click the **Send for Revision** button.

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Pop-up message is displayed at the bottom-left corner of the screen to notify that the Change Request has been forwarded.

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# 5.4 Verify the Replication of Data in SAP Sub-Systems

The final task is to verify that the update, Block and Unblock Profit Center is successfully replicated into SAP sub-systems. To verify that the request has been replicated into SAP sub-systems successfully, the Finance Approver performs the following steps:

#### 5.4.1 Validate the Replication of Data in the P40 System

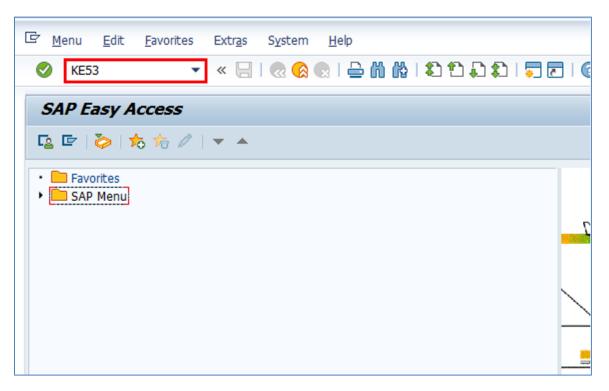
To validate replication in the P40 system, the Finance Approver performs the following steps:

1. In the **SAP Logon 740** window, double-click the **S4 HANA** server.

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- 2. In the **SAP Secure Login Client Login** pop-up, enter the **KO** ID, password and click the **OK** button.
- 3. The SAP S/4 HANA screen is displayed. From the **SAP User Selection** panel, select an appropriate instance.

4. The **SAP Easy Access** screen is displayed. In the **Command** field, enter the T-code **KE53** and press the **Enter** key.



5. The **Set Controlling Area** pop-up box is displayed. In the **Controlling Area** field, enter the appropriate controlling area code and press the **Enter** key.



6. The **Display Profit Center** screen is displayed. In the **Profit Center** field, enter the Profit Center code and press the **Enter** key.

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### 5.4.2 Validate the Replication of Data in the P08 System

To validate the replication of data in the P08 system, the Finance Approver performs the following steps:

- 1. In the SAP Logon 740 window, double-click the P08 server.
- 2. In the **SAP Secure Login Client Login** pop-up, enter the **KO** ID, password and click the **OK** button.
- 3. The **P08** screen is displayed. From the **SAP User Selection** panel, select an appropriate instance.
- 4. The **SAP Easy Access** screen is displayed. In the **Command** field, enter the T-code **KE53** and press the **Enter** key.

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5. The **Set Controlling Area** pop-up box is displayed. In the **Controlling Area** field, enter the appropriate controlling area code and press the **Enter** key.

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6. The **Display Profit Center** screen is displayed. In the **Profit Center** field, enter the Profit Center code and press the **Enter** key.

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The details of the structure of the Profit Center are displayed on screen.

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Controlling Area K001
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The updated Profit Center is syndicated to the MDG system, S/4, and the P08 system. However, there are required dual maintenance by the Genpact Business Data Steward in the P08 system.

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# **6.** Abbreviations/Acronyms

Short Form	Full Form
FRF	Finance Request Form
MDG	Master Data Governance

# 7. Outputs

Output Name	Output Type	Output Location
NA	ΝΑ	NA

# 8. Version History

Version	Date	Change Owner	Change Request No.	Change Details
1.0	Month in words/Date/Year	Name of the change owner	Change request ID	Change description