Update, Block, and Unblock Profit Center

Work Stream	Enterprise Data
Version #	1.0
Last Revised Date	
Process Implementation Date	
SOP Owner	
SOP Approver	

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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	**Upstream**: NA **Downstream**: 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	• Review the Profit Center Change Request to ensure all fields are filled in accurately. • Enrich the Change Request if needed

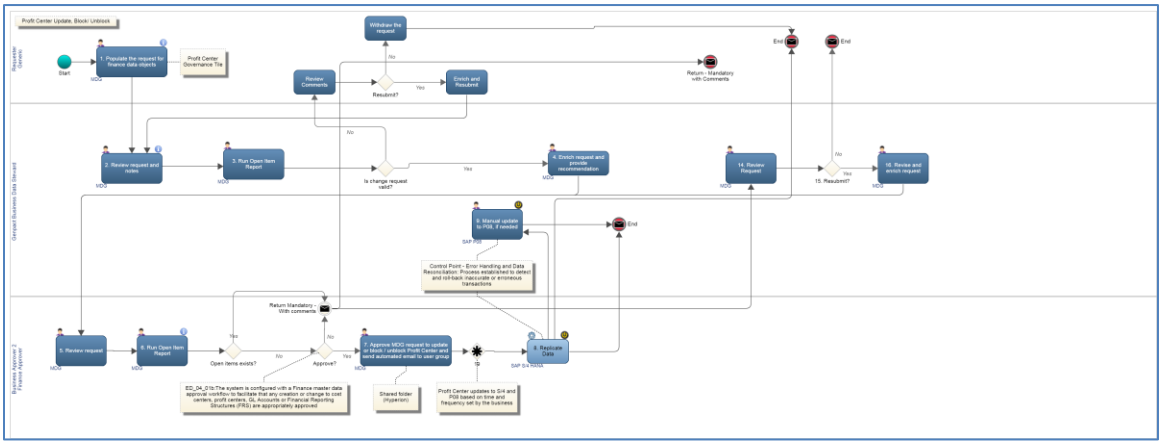
	• Return the Change Request back to the requestor when additional information is needed. • Validate that all Profit Center information is entered/updated correctly into the book of records and other appropriate systems. • Approve Profit Center requests as per reporting needs and global requirements.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

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!

- Please note that the screenshots used in this document are purely for illustration purposes only and may not be an exact representation of the actual environment.
- 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.

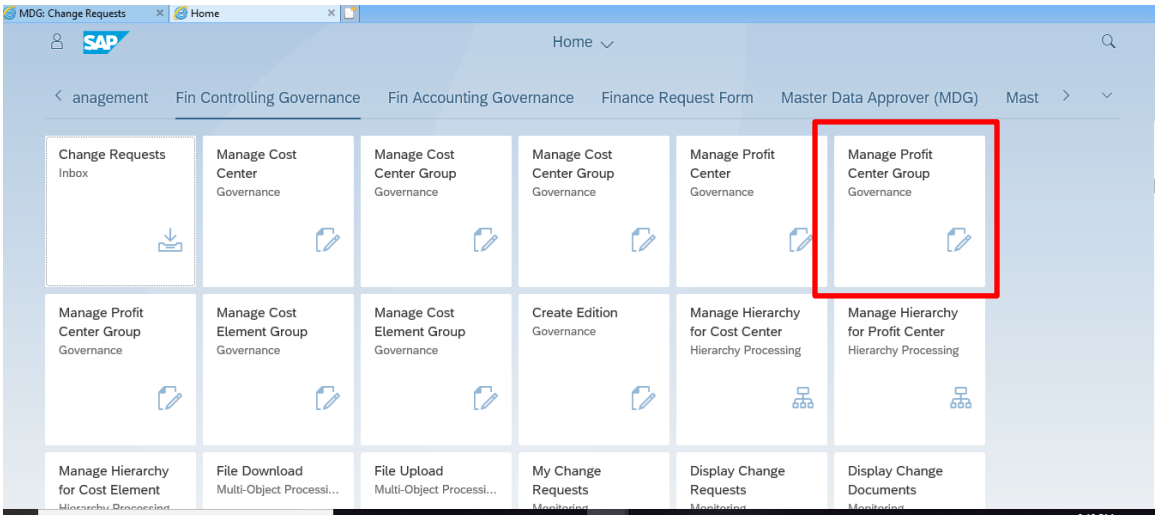
In this scenario, to block a Profit Center in Fiori, a Requestor first needs to populate the finance data objects in MDG and then send the request to the designated approvers for further processing.

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

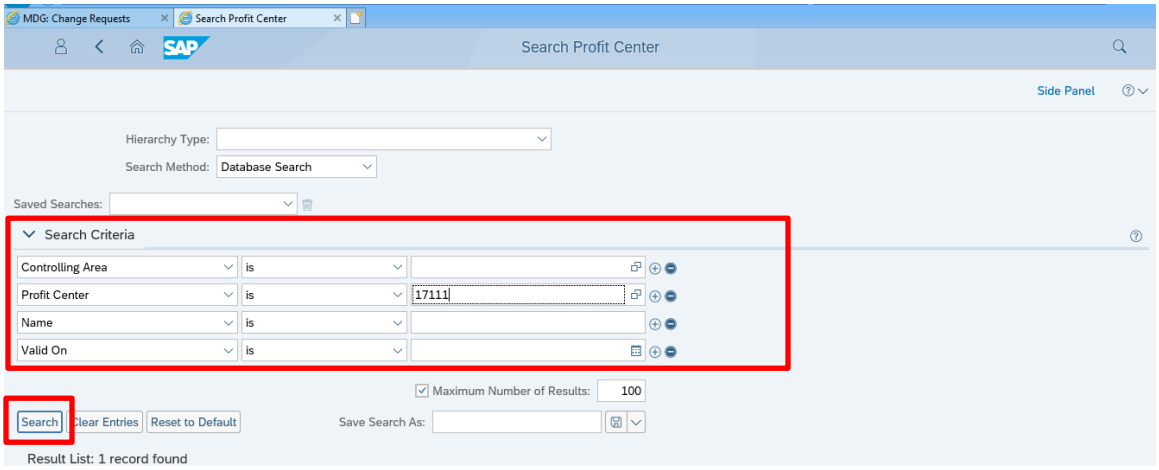
1. Login to MDG using your Requestor ID and password.

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

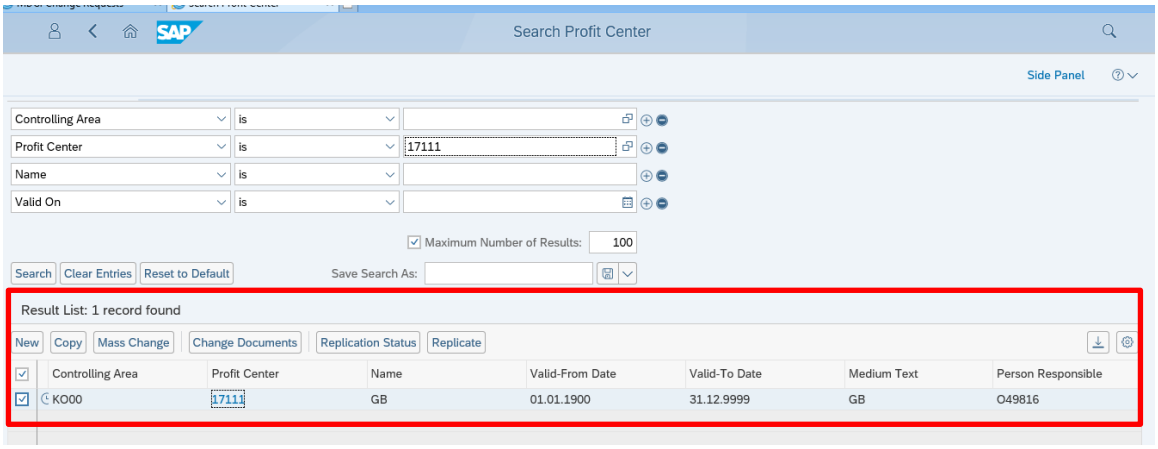
2. In **Fin Controlling Governance** tab, click the **Manage Profit Center** tile.



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.

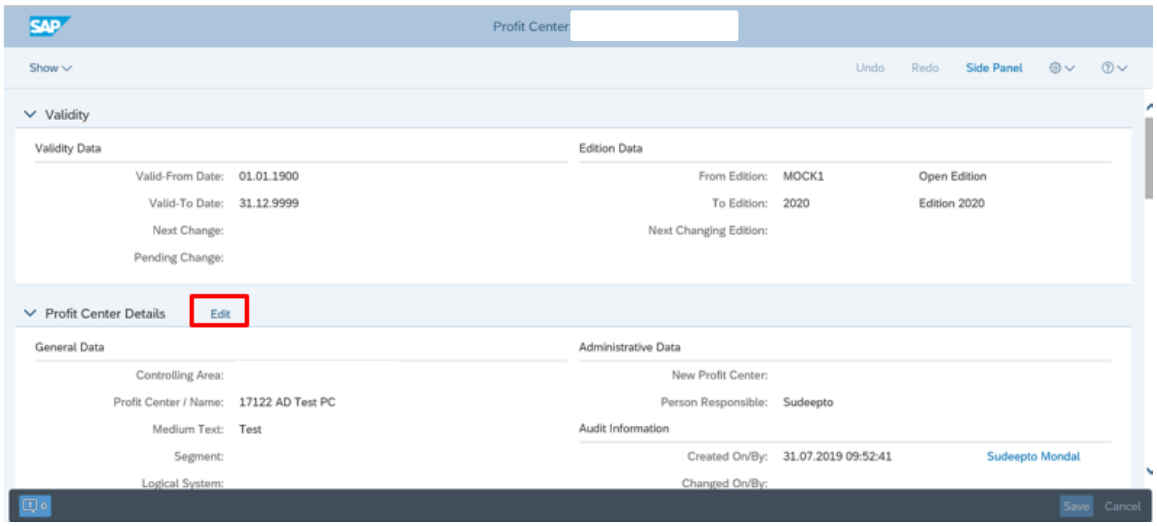


4. The searched Profit Center in the **Result List** section is displayed. Select the check box against the Profit Center number and press the **Enter** key on the keyboard.

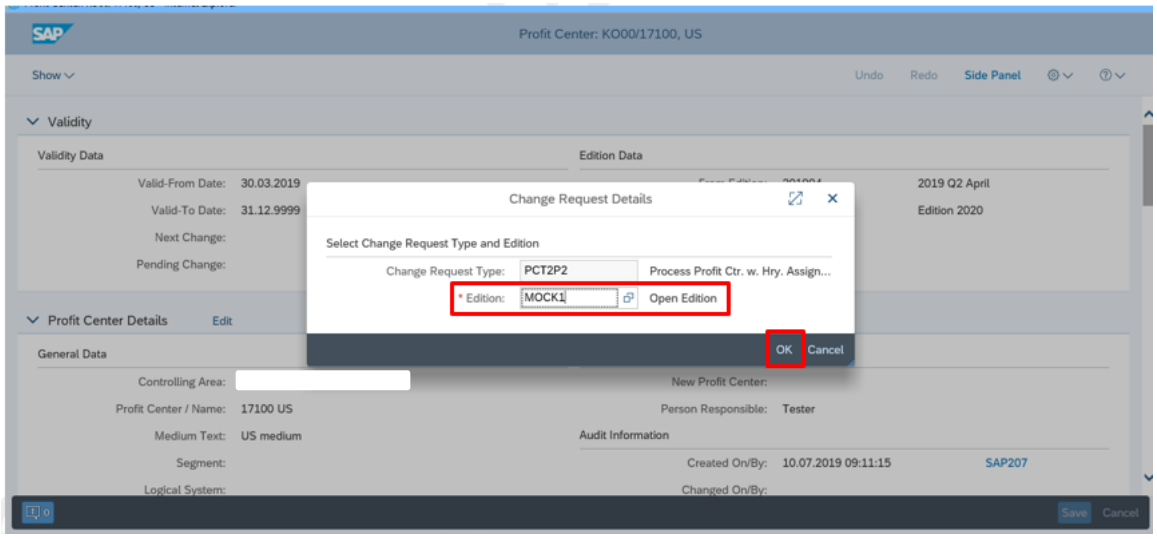


5. The Profit Center details page is displayed. Click the **Edit** hyperlink to create a new MDG request.

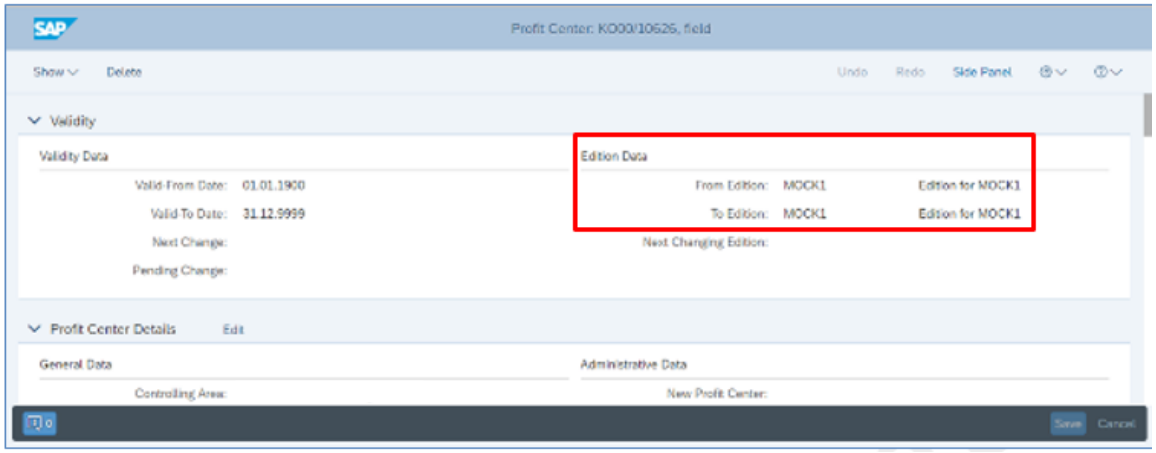
   Note: The Edit hyperlink is always available for each sections so that you can edit the section. Whenever you click the Edit hyperlink, it displays a new MDG request form.



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

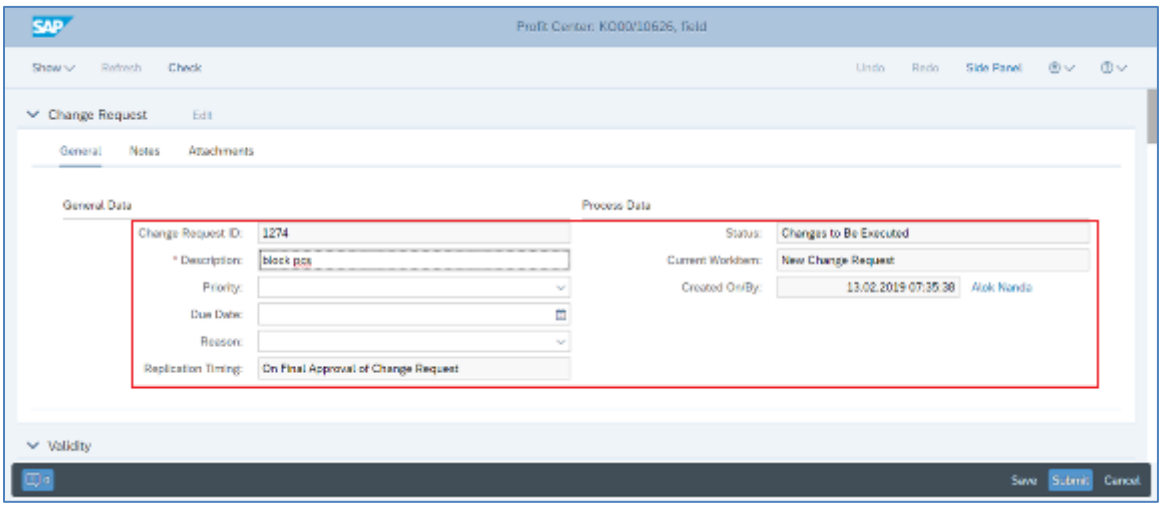


7. The selected Edition is displayed in the **Edition Data** section. Scroll down to the **Change Request** section.



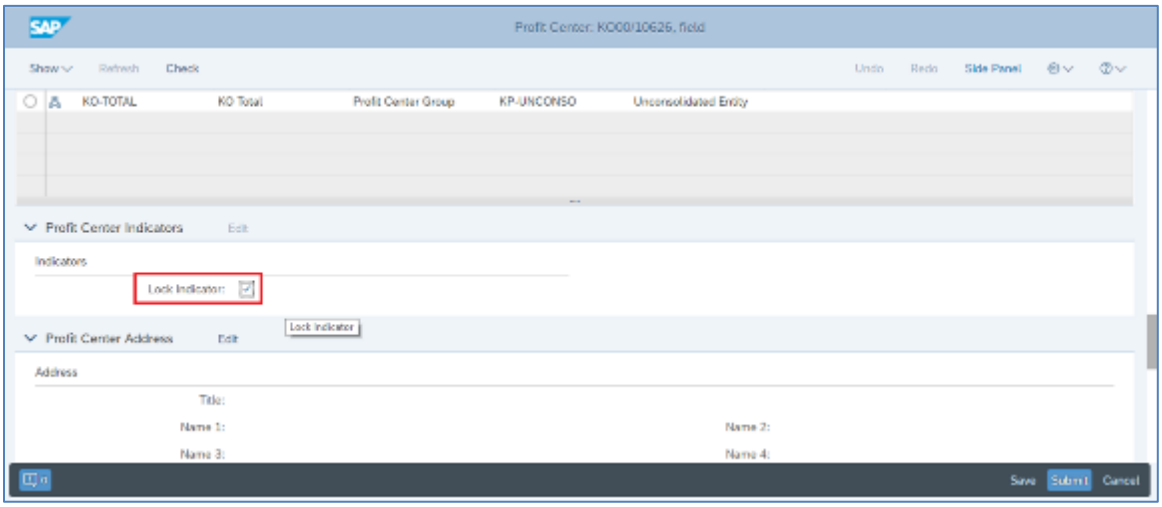
8. In the **Change Request** section, under the **General** tab, enter the following details:
   - In the **Description** field, enter a suitable description.
   - In the **Status** field, enter the status of the request.
   - In the **Current Workitem** field, enter the type of request.
   - In the **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.



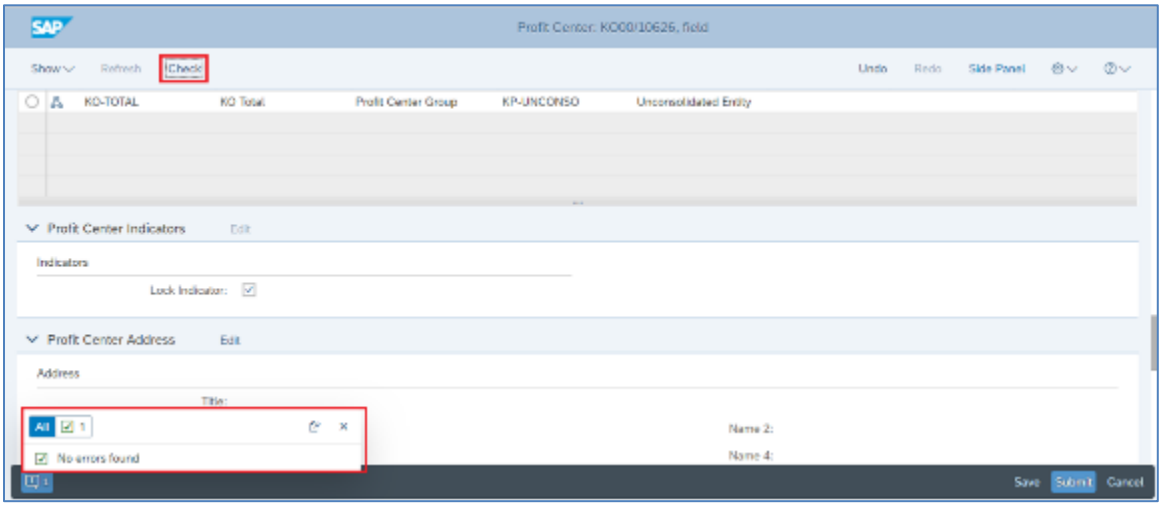
9. In the **Profit Center Indicators** section, click the **Edit** hyperlink and select the **Lock Indicator** check box.

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

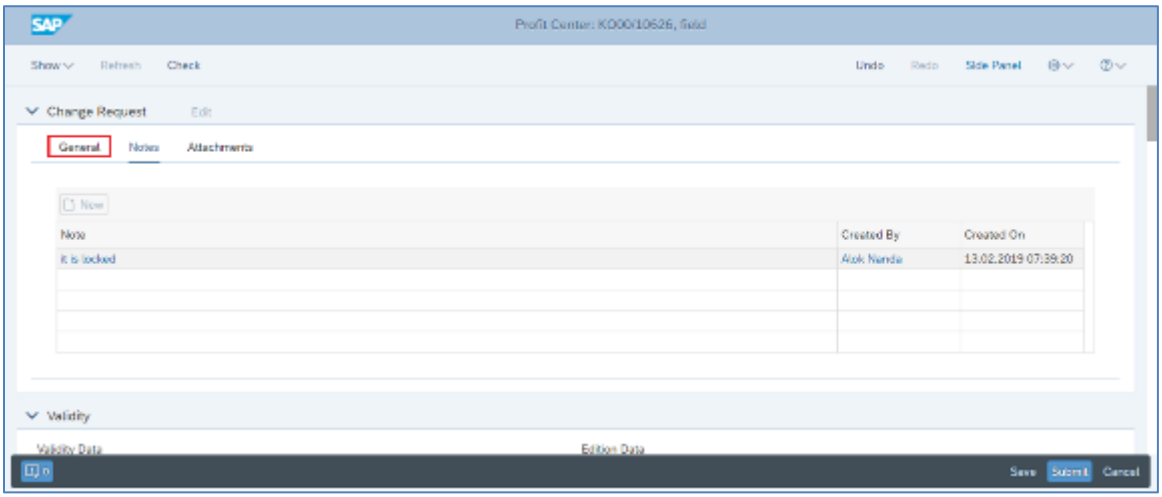


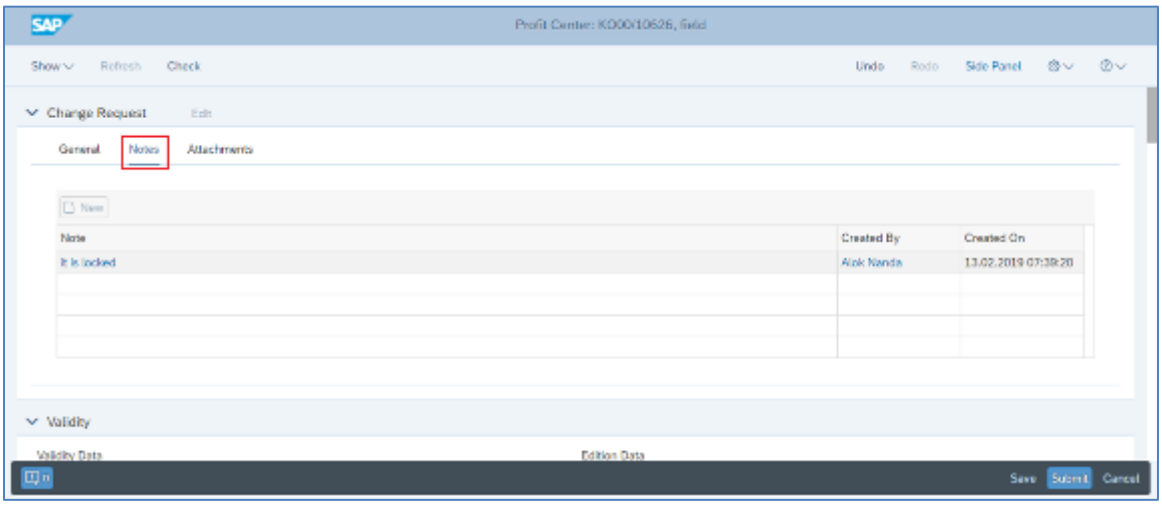
10. At the top-left side of the page, click the **Check** hyperlink to validate the form.

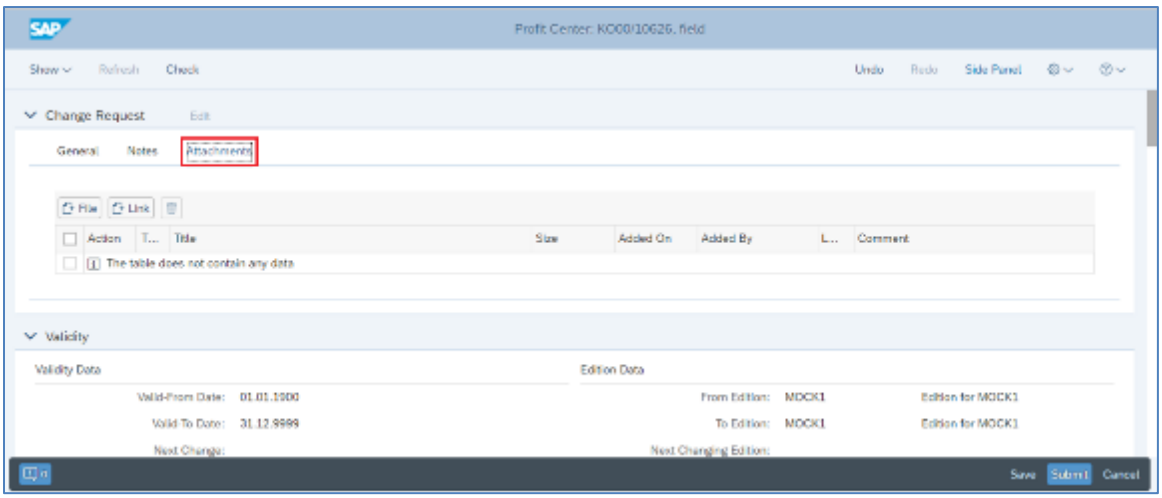
    Note: A notification at the bottom-left corner of the screen is displayed indicating that the form is validated.



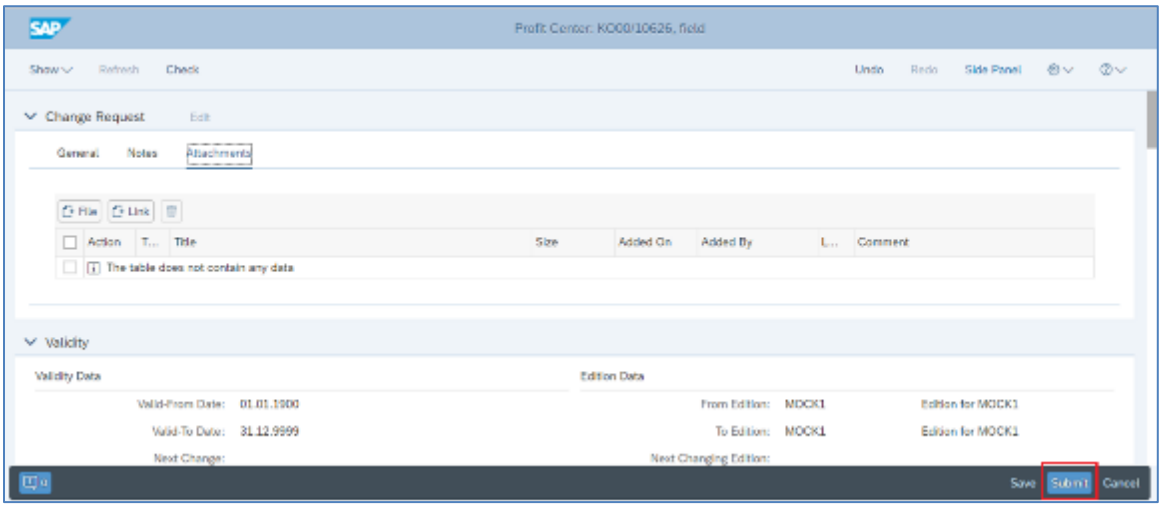
11. In the **Change Request** section, review the information in the **General**, **Notes**, and **Attachments** tabs.



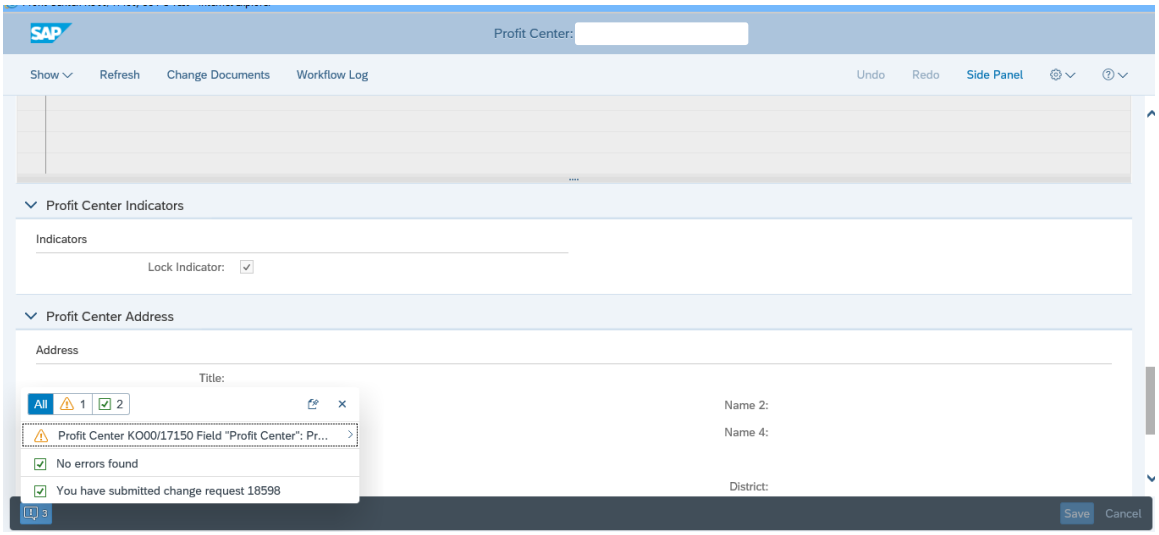




12. After reviewing the details in the General, Notes and Attachments section, click the **Submit** button.



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.



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:

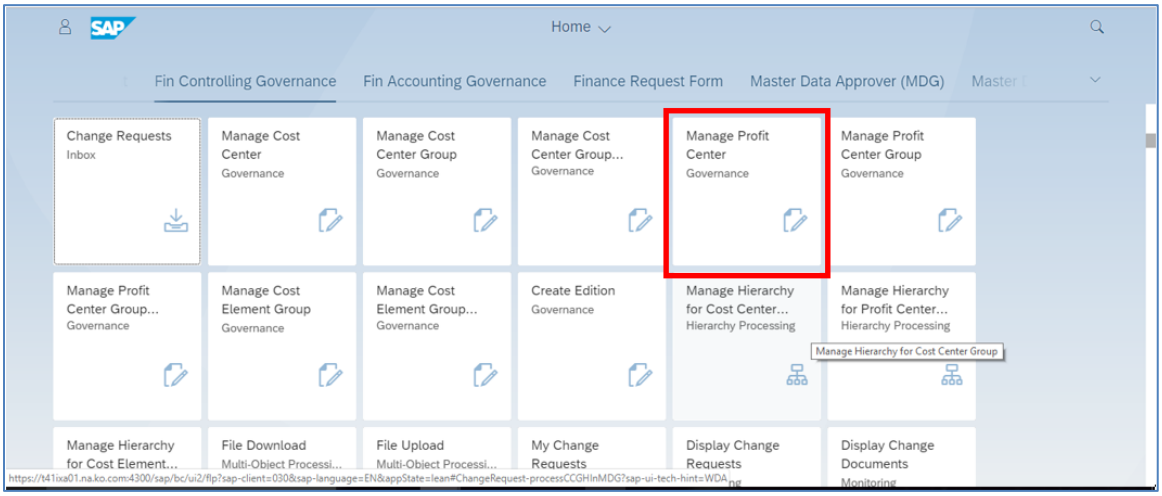
- Check for all the necessary data
- View Supporting documentation
- View the Open Items Report

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

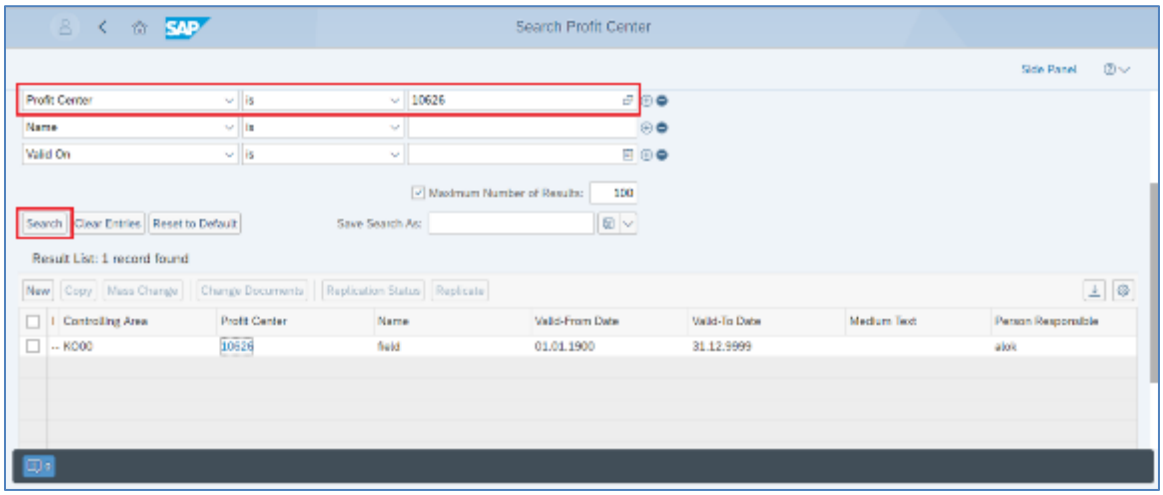
Login to P41 system or use Fiori link with your Genpact Business Data Steward ID and password.

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

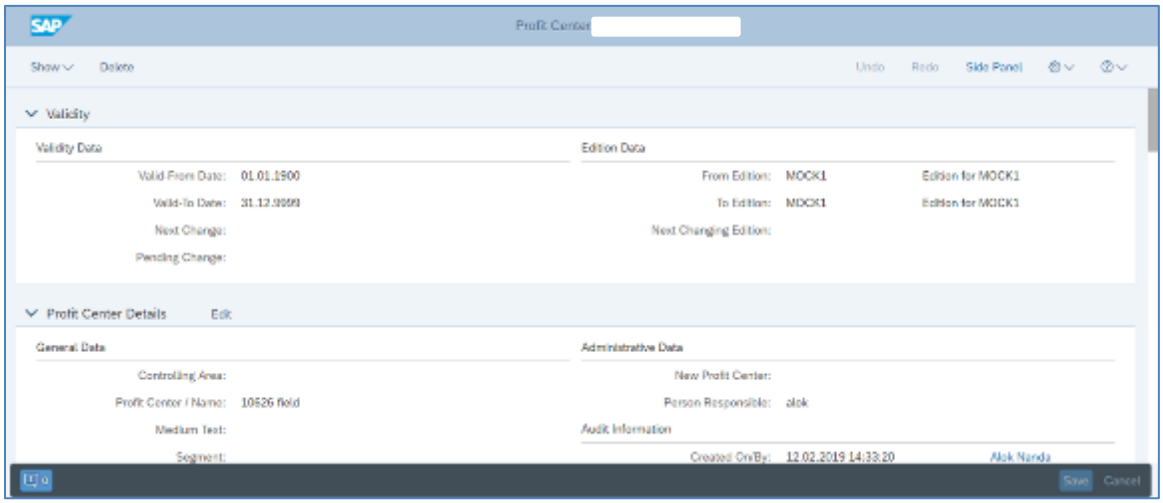
To validate the existence of the Profit Center in MDG, navigate to the Fiori home page and click the **Manage Profit Center** tile.



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



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

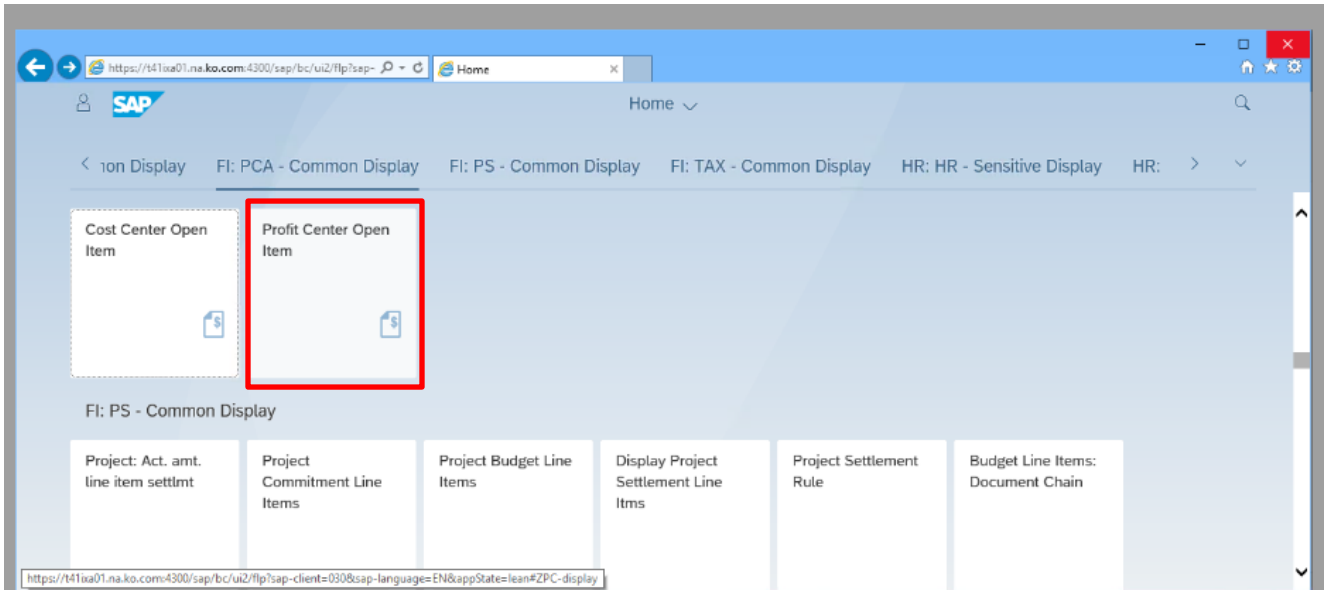


Note: If the Profit Center does not exist, send the Change Request for revision and add appropriate comments.

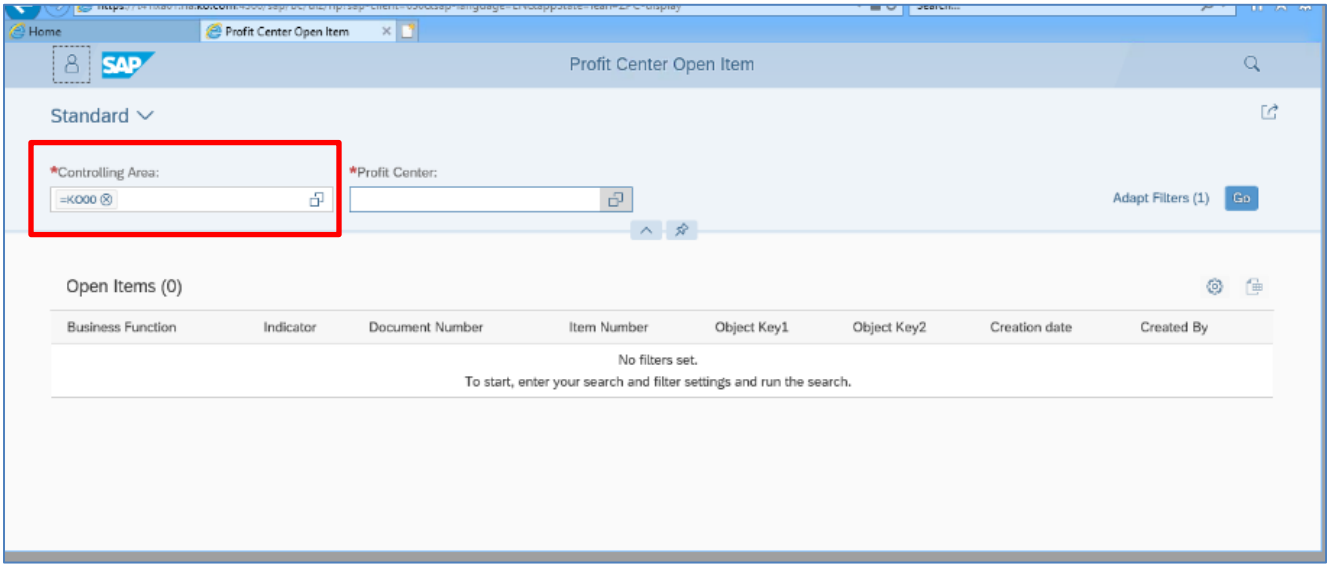
Enterprise Data: Update, Block, and Unblock Profit Center

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.

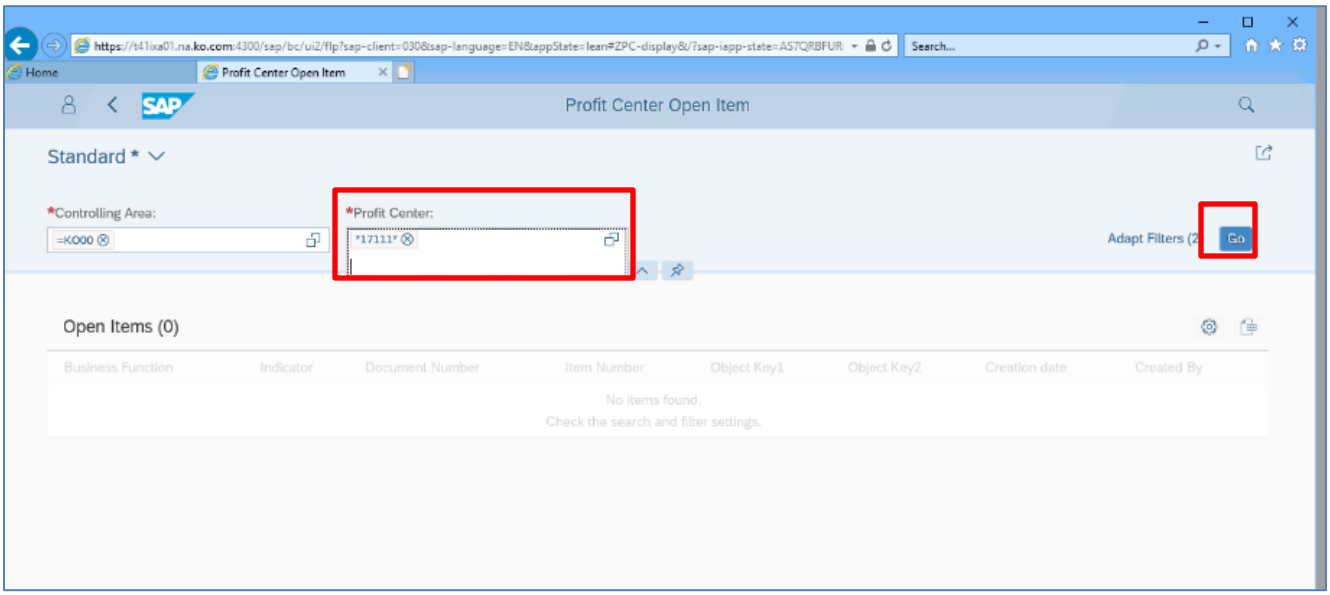
1. Run an open item report for Profit Centers in MDG through Fiori. To run an open item report, perform the following steps:
   a. Search for **FI: PCA – Common Display** option.
   b. Select the **Profit Center Open Item** app.



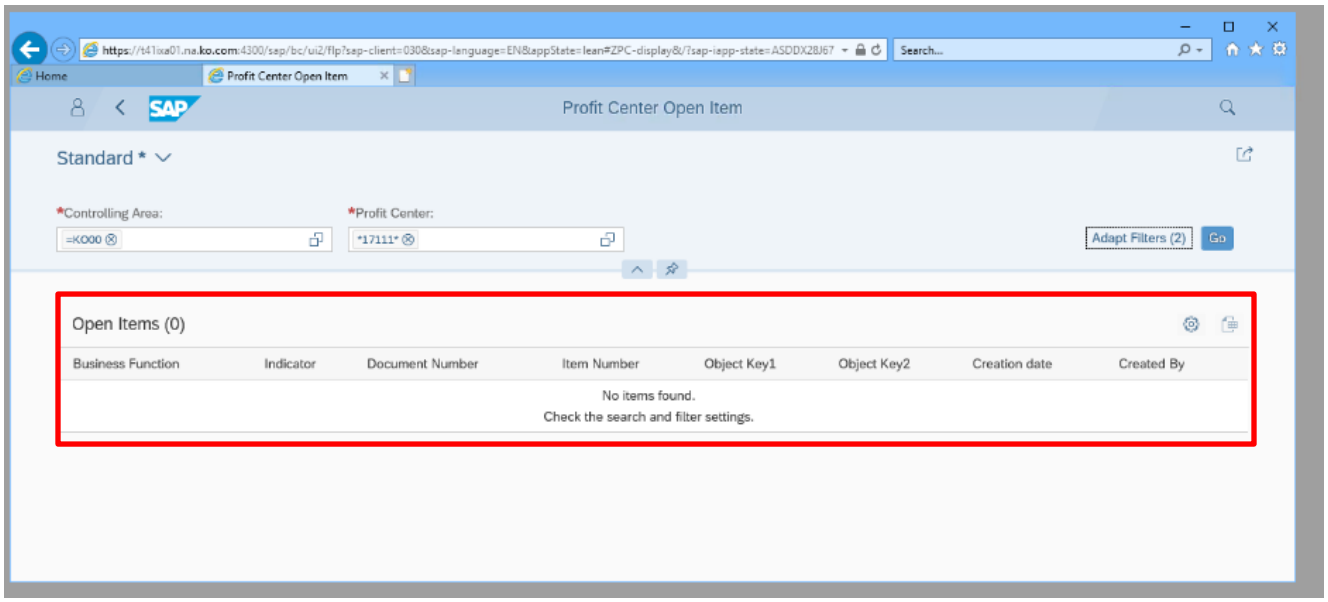
2. The **Profit Center Open Item** page is displayed. To search for a single Profit Center, in the **Controlling Area** field, enter the appropriate Controlling Area number.



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



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



Enterprise Data: Update, Block, and Unblock Profit Center

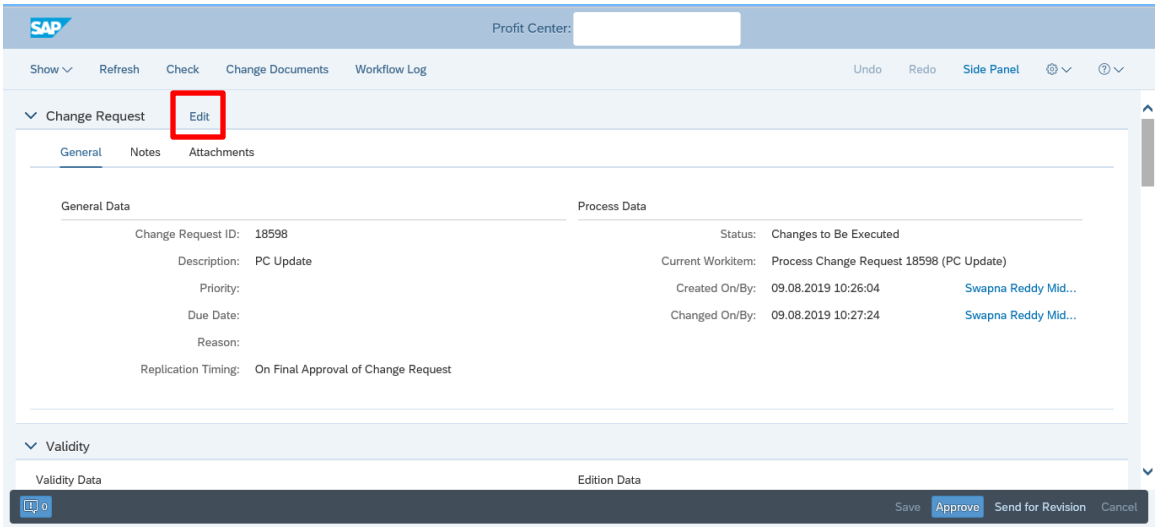
If the request does not have the appropriate documentation, needs further clarification, or has Open Items, the Genpact Business Data Steward will return the Change Request to the Requestor by performing the following steps:

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

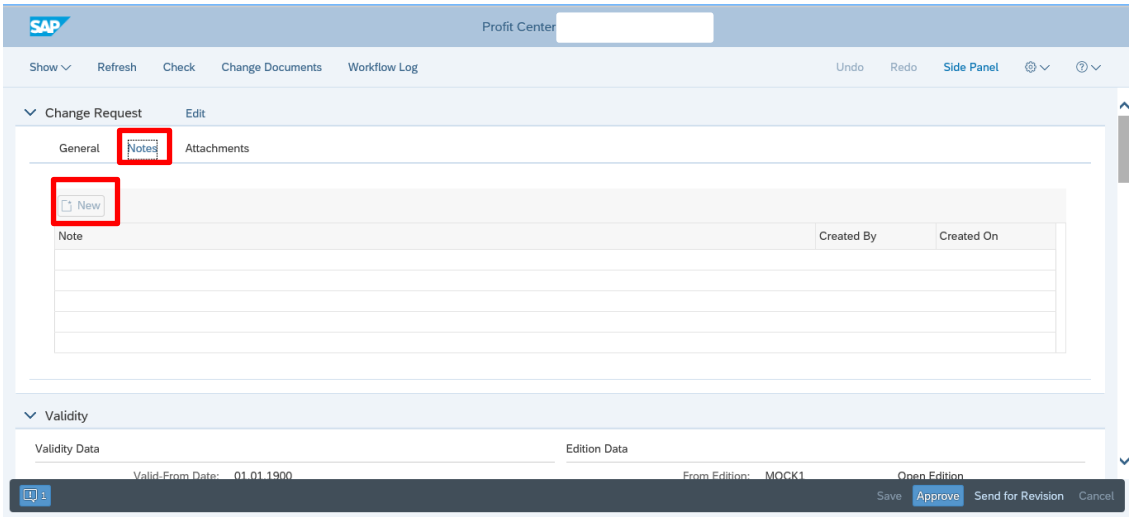
Note: Send For Revision means to return the Change Request to the Requestor.

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

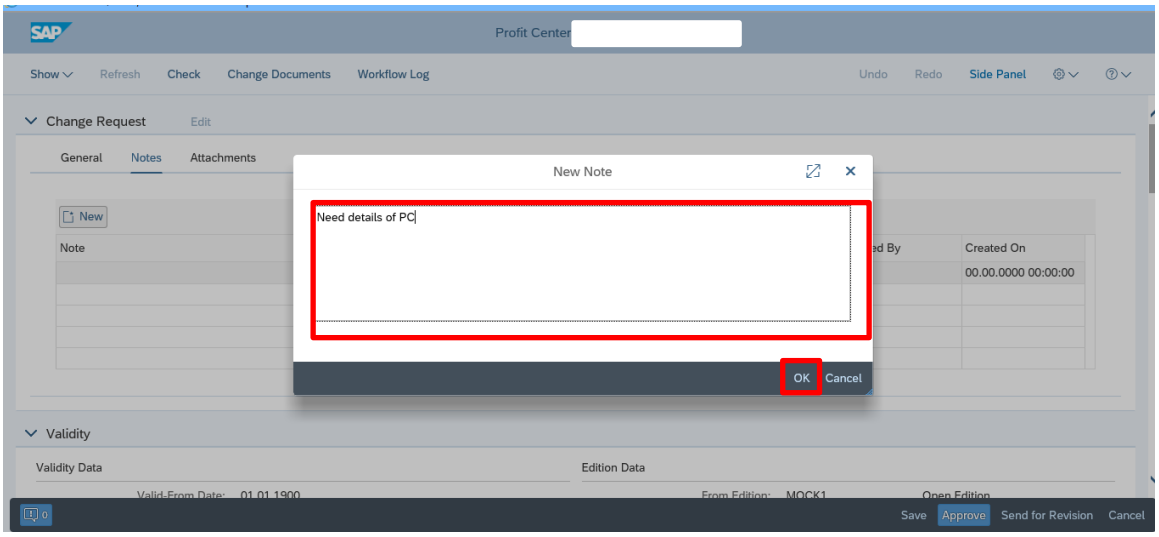
1. In the **Profit Center** details page, click the **Edit** hyperlink.



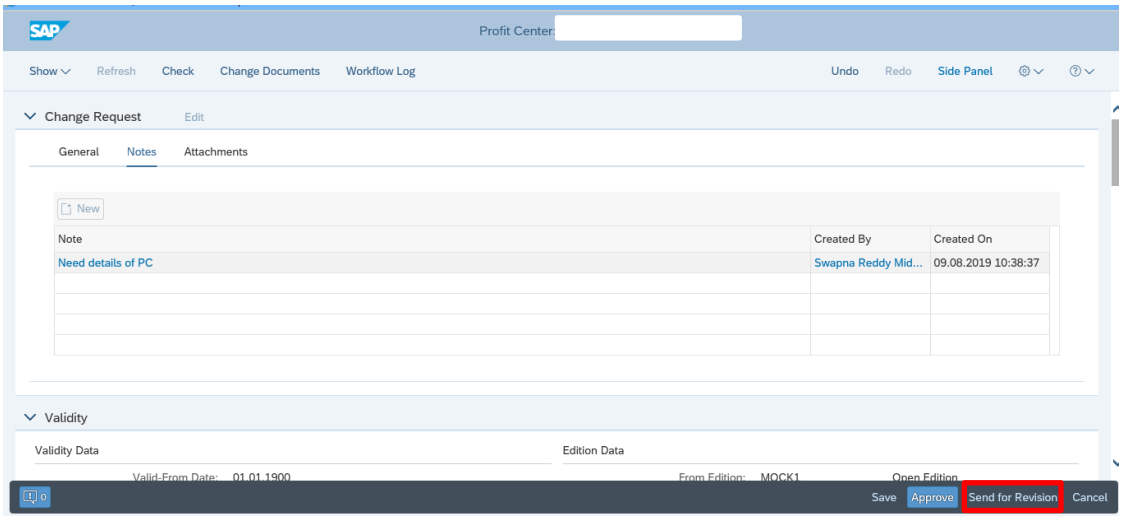
2. In the **Change Request** section, click **Notes > New**.



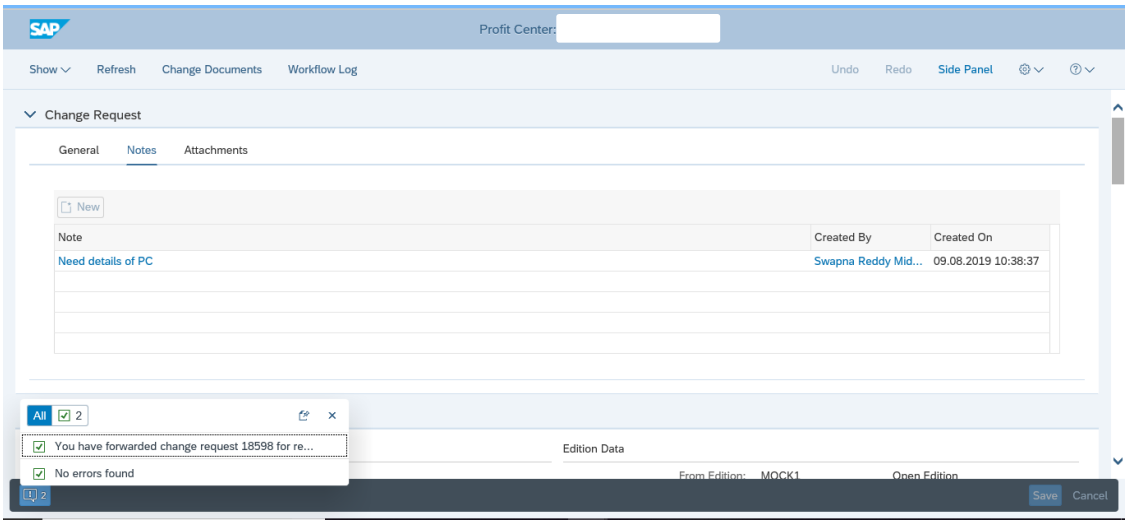
3. In the **New Notes** pop-up box, enter relevant notes and click the **OK** button.



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



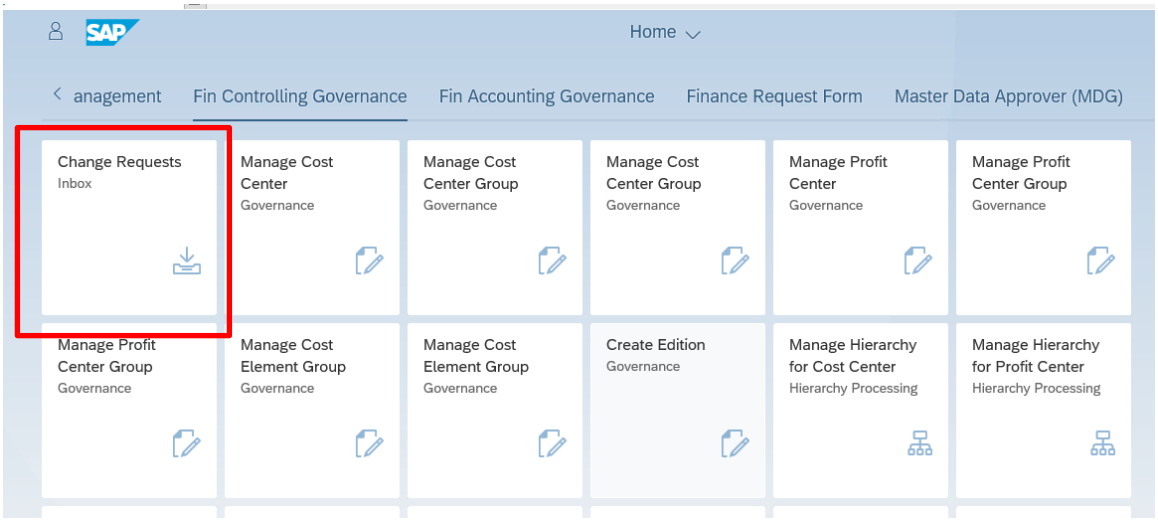
Pop-up messages are displayed at the bottom-left corner of the screen to notify that the change request has been forwarded for revision.



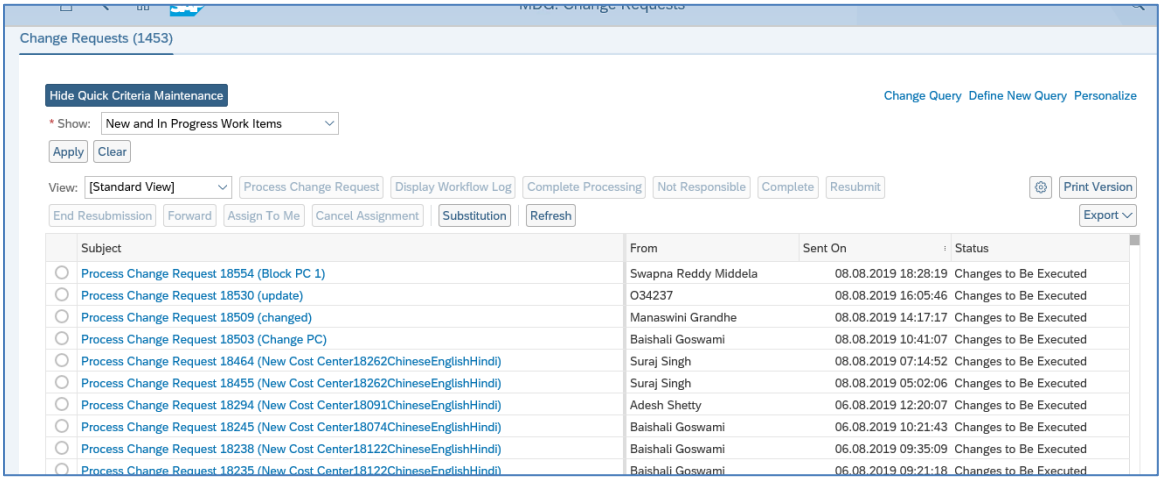
Once the Change Request is returned to the Requestor, the Requestor will be able to do following:

- **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.

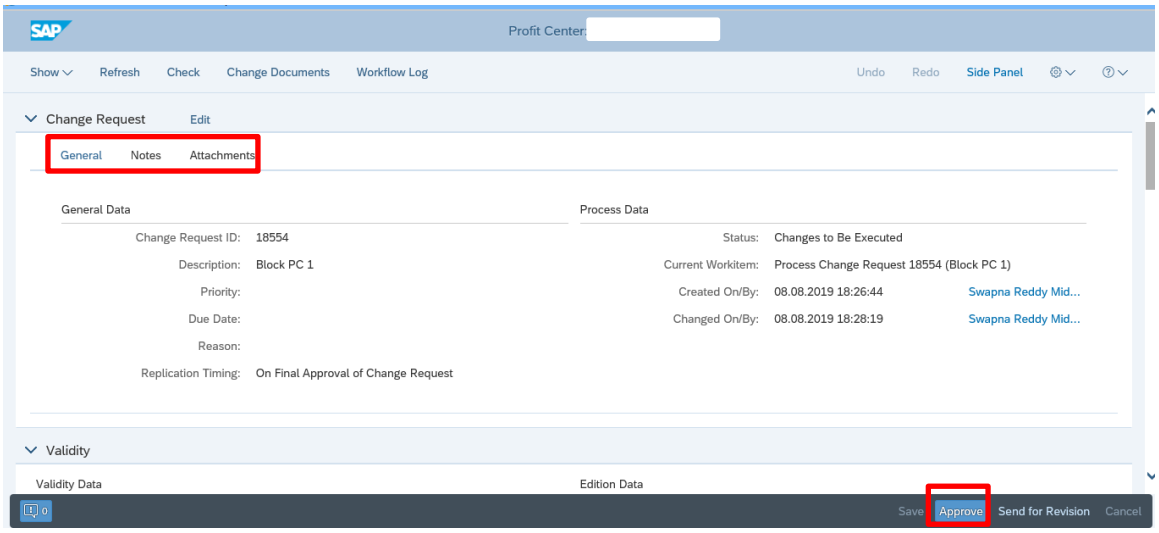
5. Log in to Fiori and from the **Fin Controlling Governance** tab, click the **Change Requests** tile.



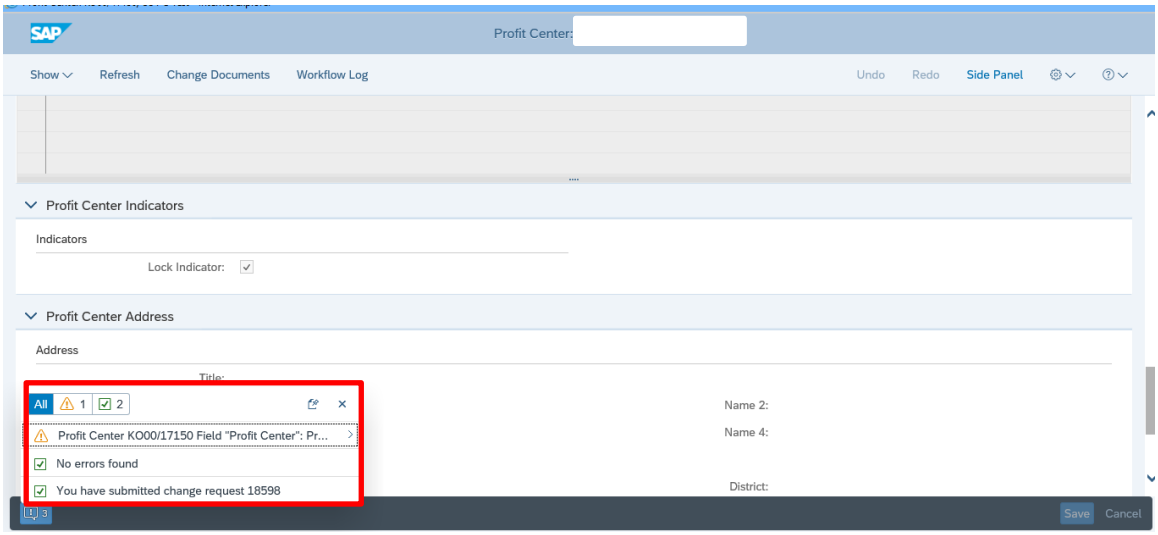
6. In the **MDG: Change Request** screen, select the appropriate change request number.



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.



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

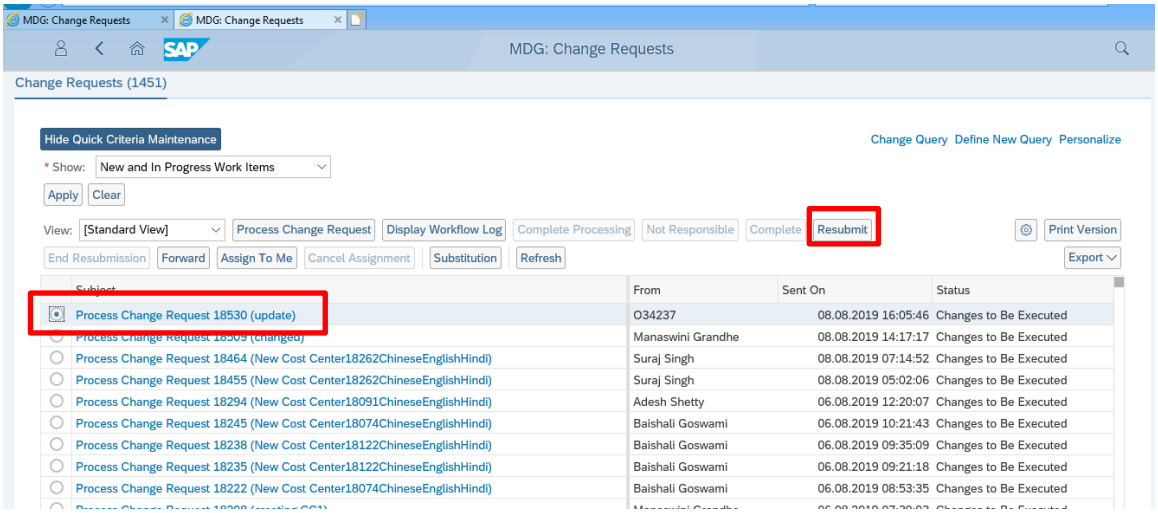


If the Change Request is valid and not during the maintenance week, the Genpact Business Data Steward will schedule the Change Request to come back to the centralized inbox by clicking the "**Resubmit**" button and providing the date by when the Change Request needs to be available.

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.

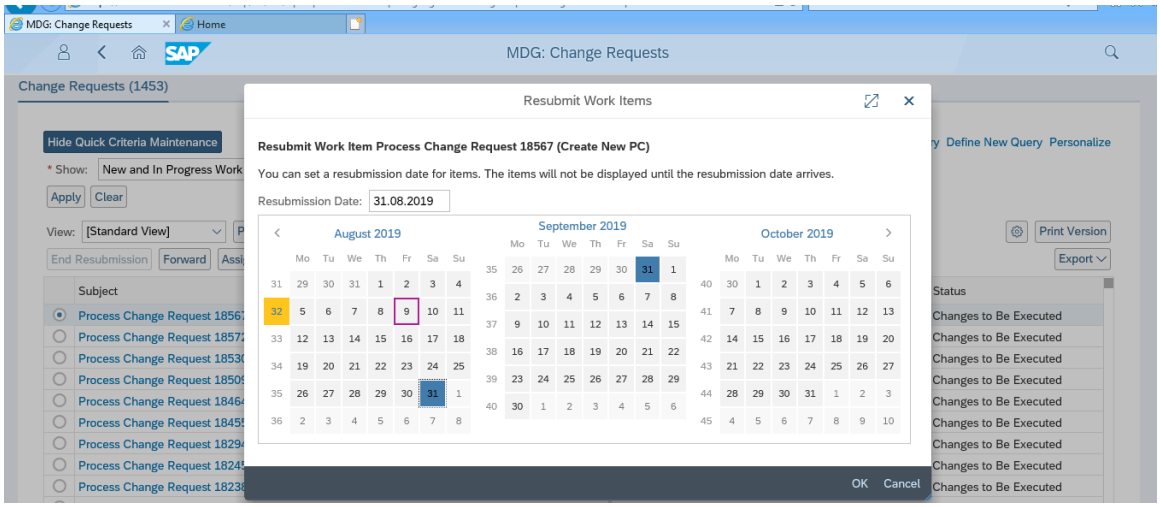
To schedule the Change Request, perform the following steps:

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

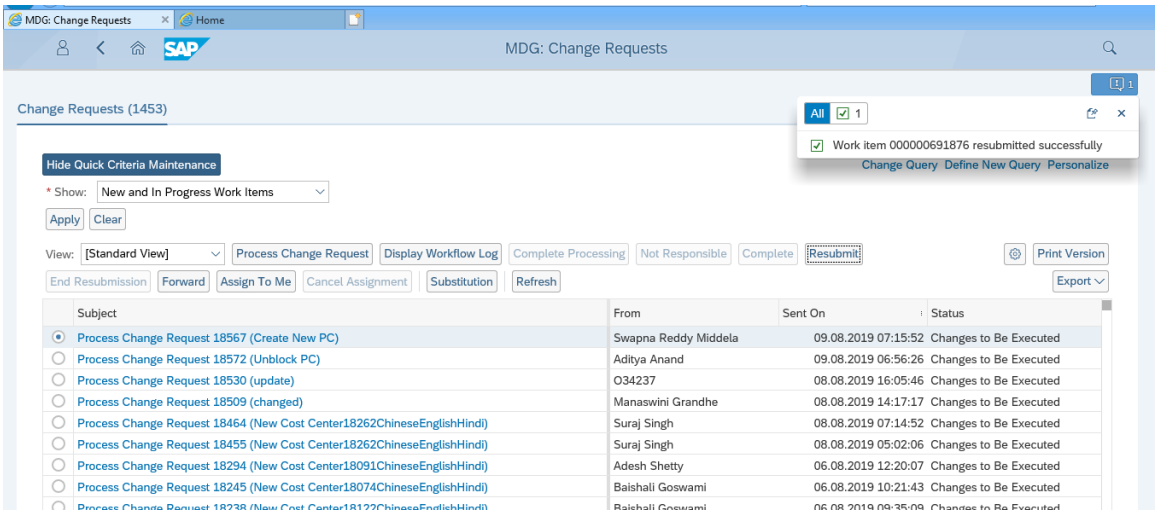


2. The **Resubmit Work Items** pop-up box is displayed. Select the appropriate dates in the calendar to schedule the resubmission date.

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



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.



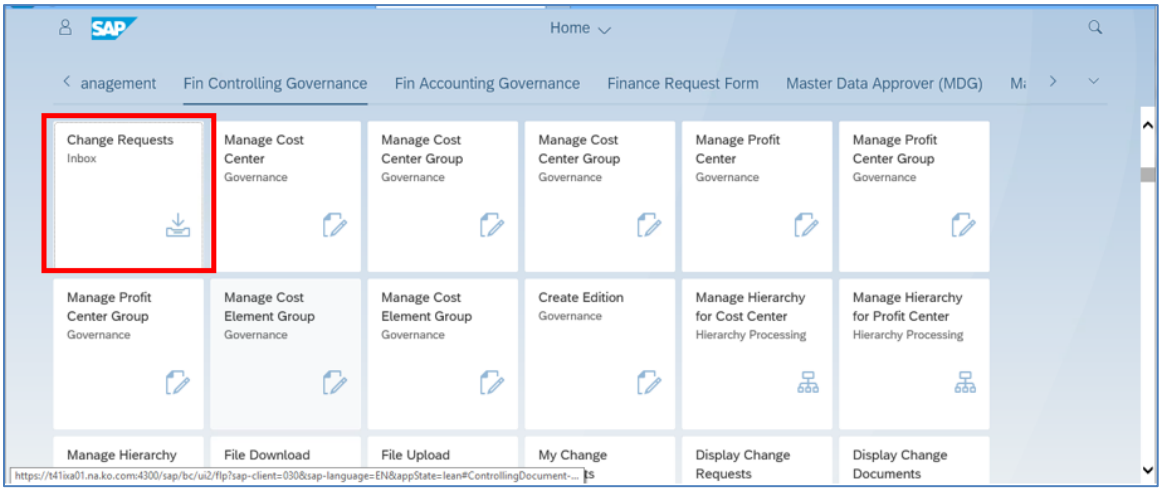
5.3 Provide Final Approval

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.

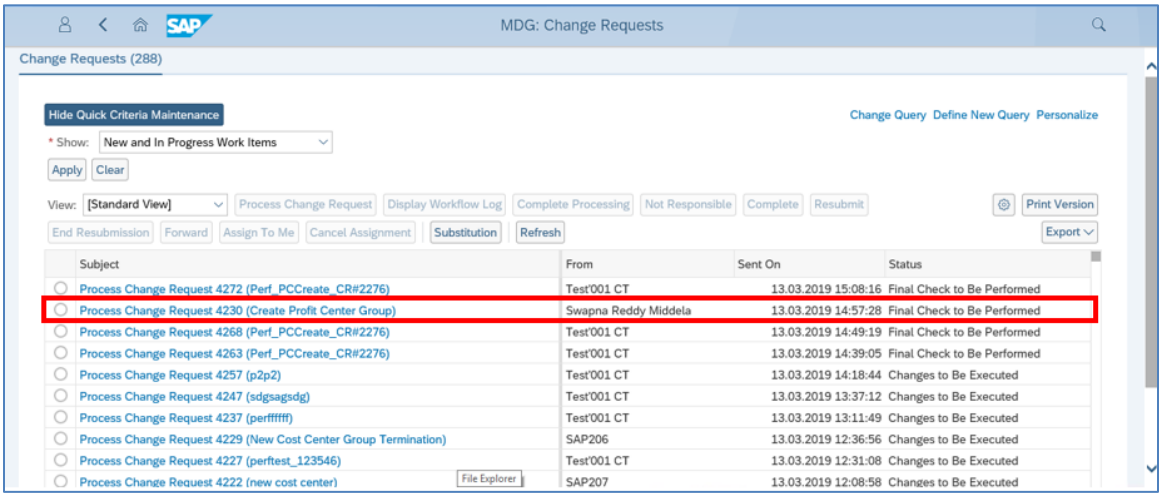
In this scenario, to approve the request to Update, Block, Unblock a Profit Center, the Finance Approver reviews the request in MDG. To review the request in MDG, the Finance Approver performs the following steps:

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

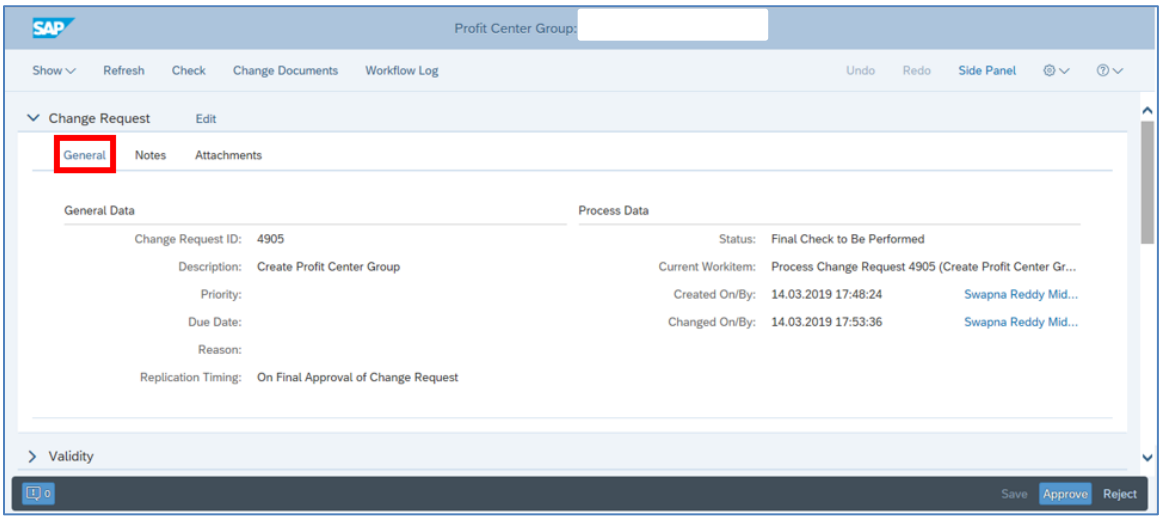
   Note: To navigate directly to Fiori, click the following link:
   <LINK>
2. From the **Fin Controlling Governance** tab, click the **Change Requests** tile

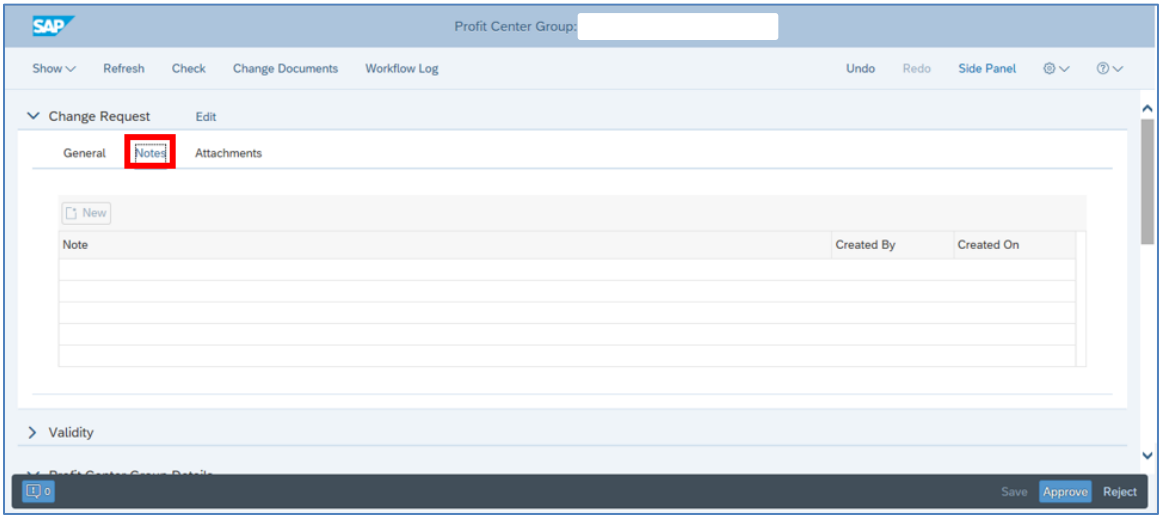


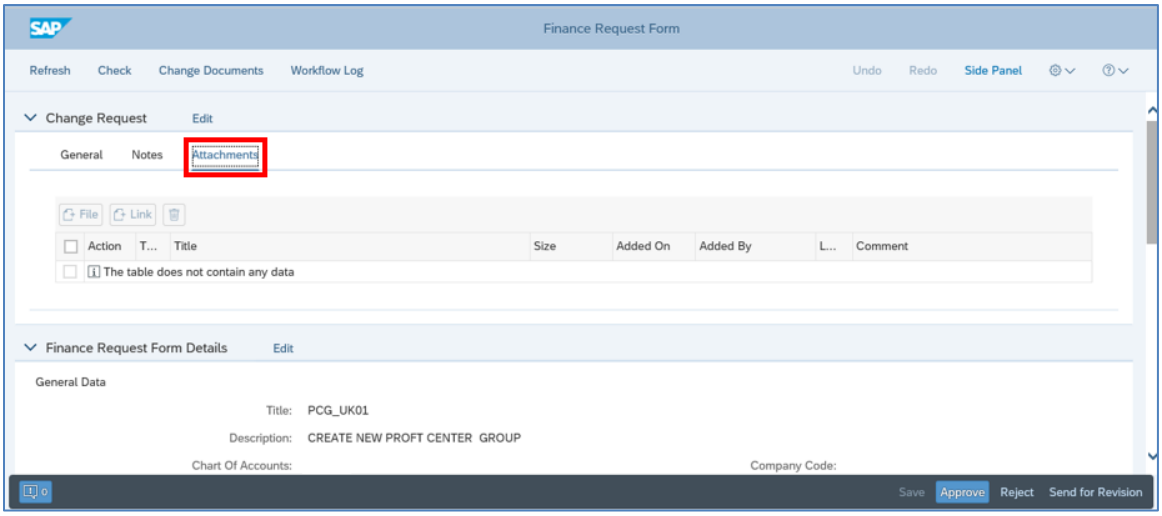
3. In the **MDG: Change Requests** screen, select the appropriate change request number.



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

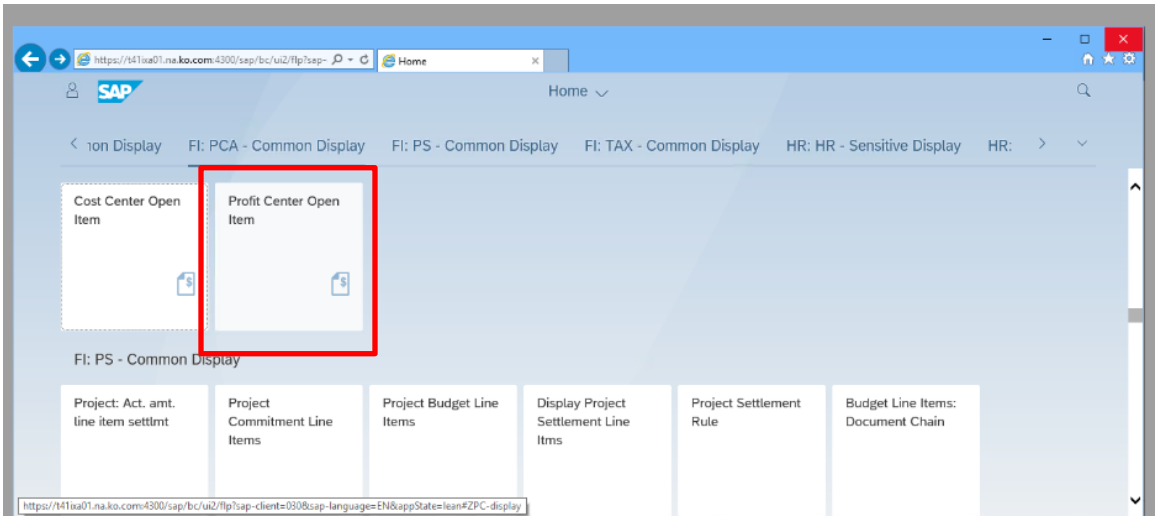




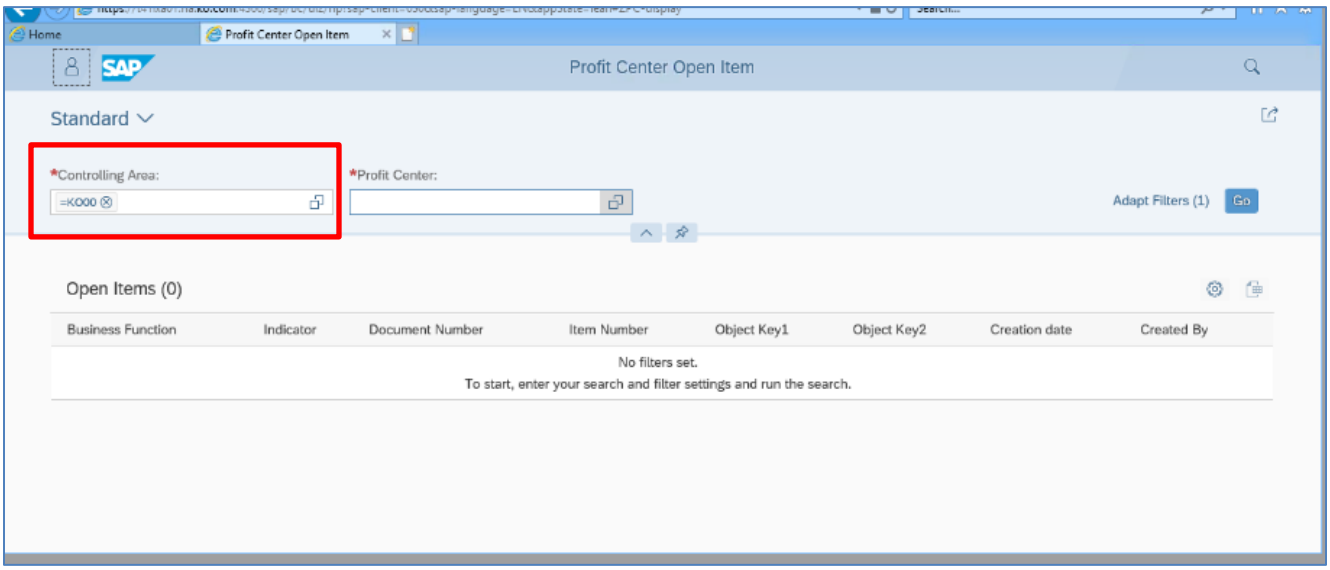


After the Change Request is reviewed, the Finance approver runs the Open Items report in MDG. He/she then validates if any open item related to the Profit Center exists in MDG.
If any open items related to the Profit Center exist, then add necessary comments and send for revision, else proceed to the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

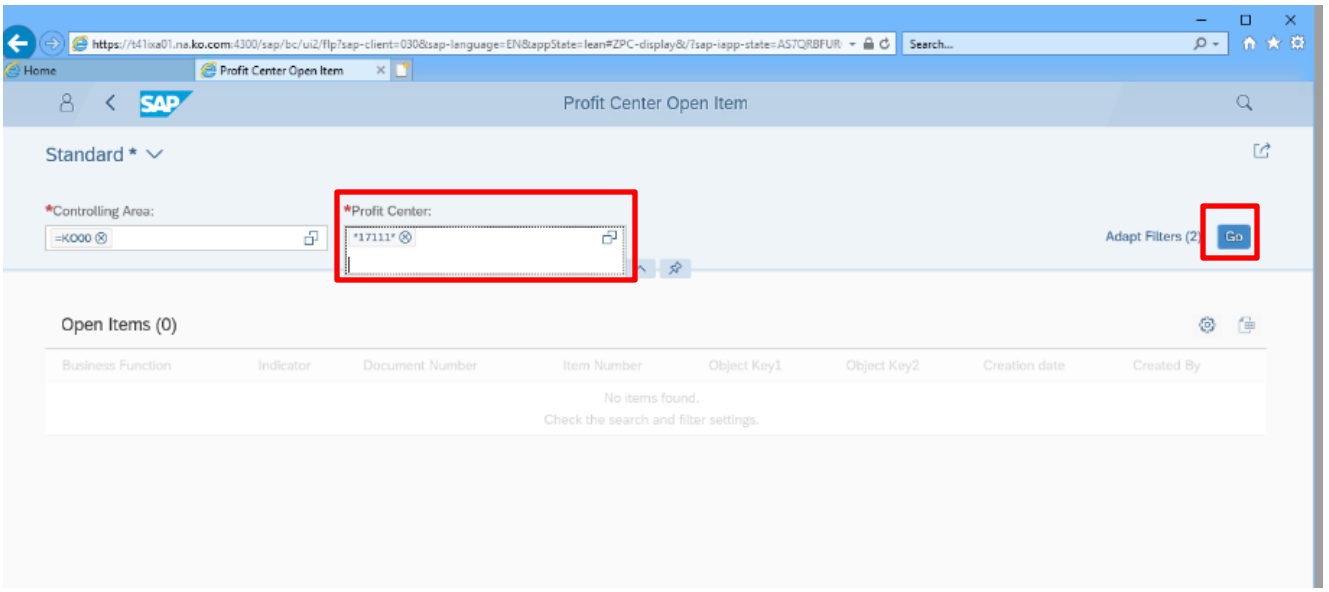
1. Run an open item report for Profit Centers in MDG through Fiori. To run an open item report, perform the following steps:
   a. Search for **FI: PCA – Common Display** option.
   b. Select the **Profit Center Open Item** tile.



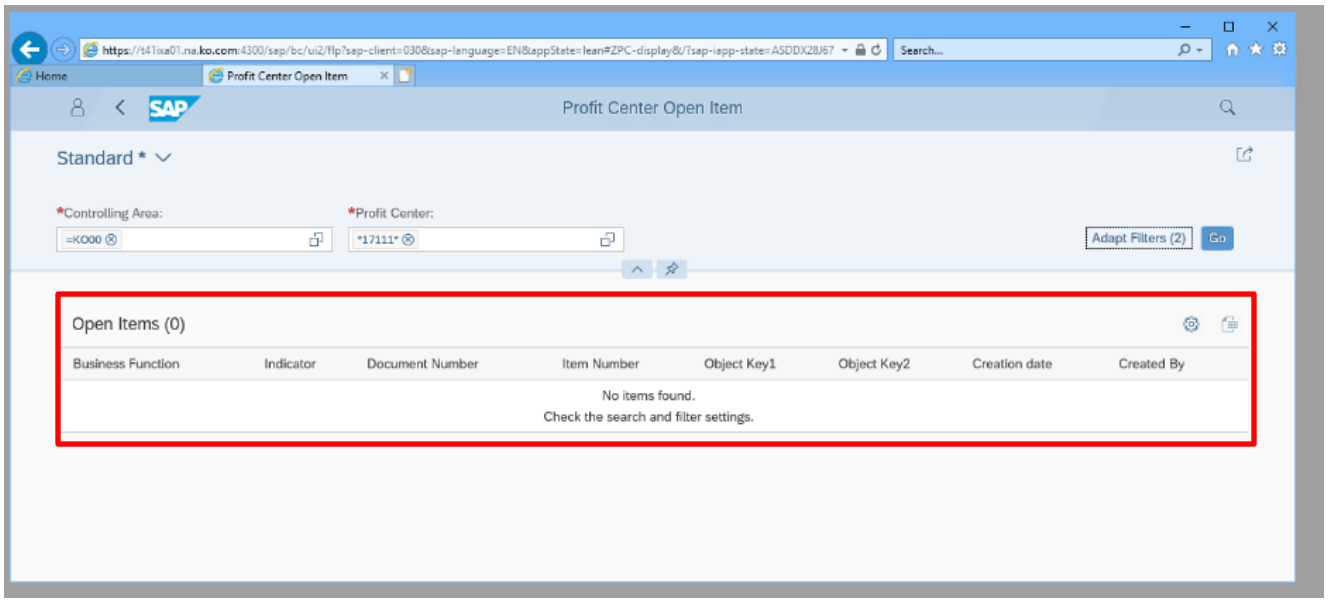
2. The **Profit Center Open Item** page is displayed. To search for a single Profit Center, in the **Controlling Area** field, enter the appropriate Controlling Area number.



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



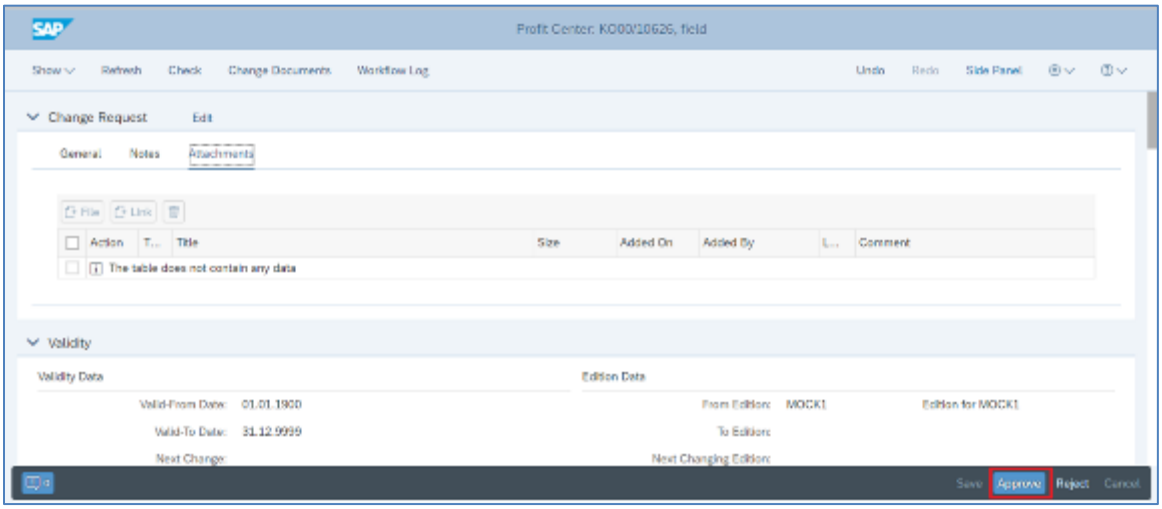
The **Open Items** search results displays that there are no Open Items for the Profit Center.



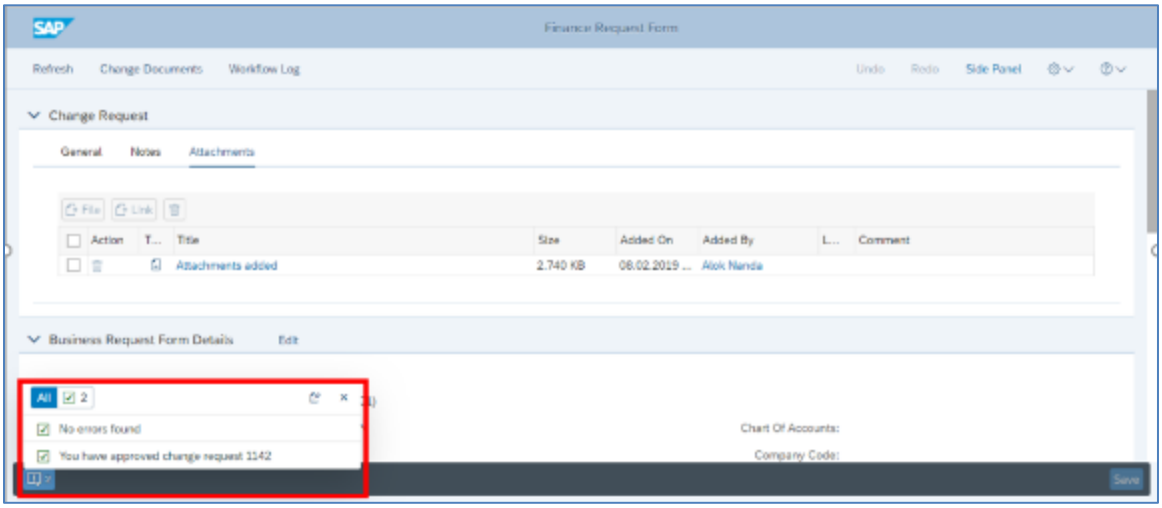
Decide whether to approve the request or send the request for revision based on pre-defined criteria.

Case – 1: Approve the request

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



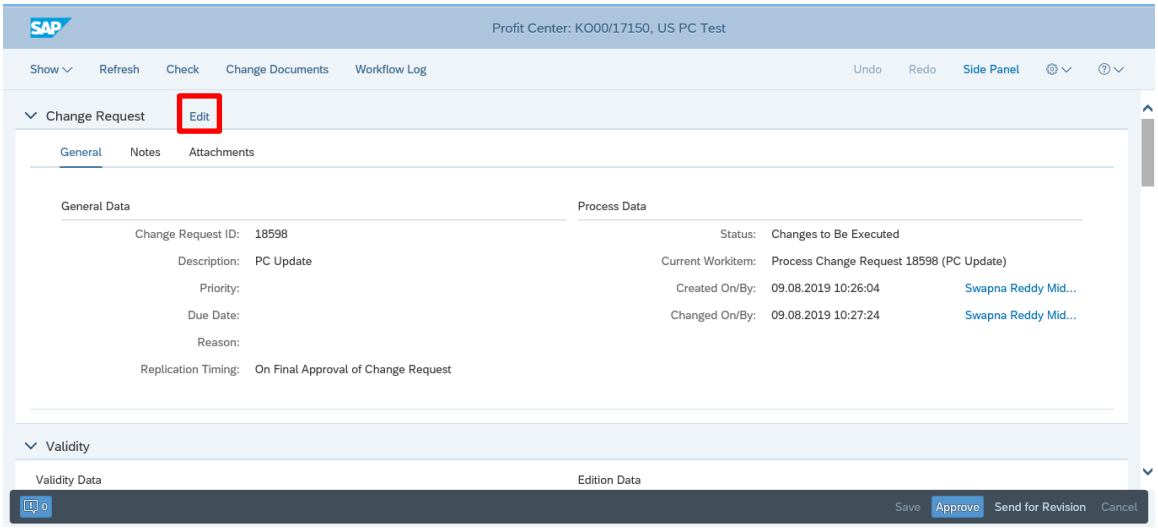
At the bottom-left side of the screen, a confirmation message is displayed stating that the request is approved.



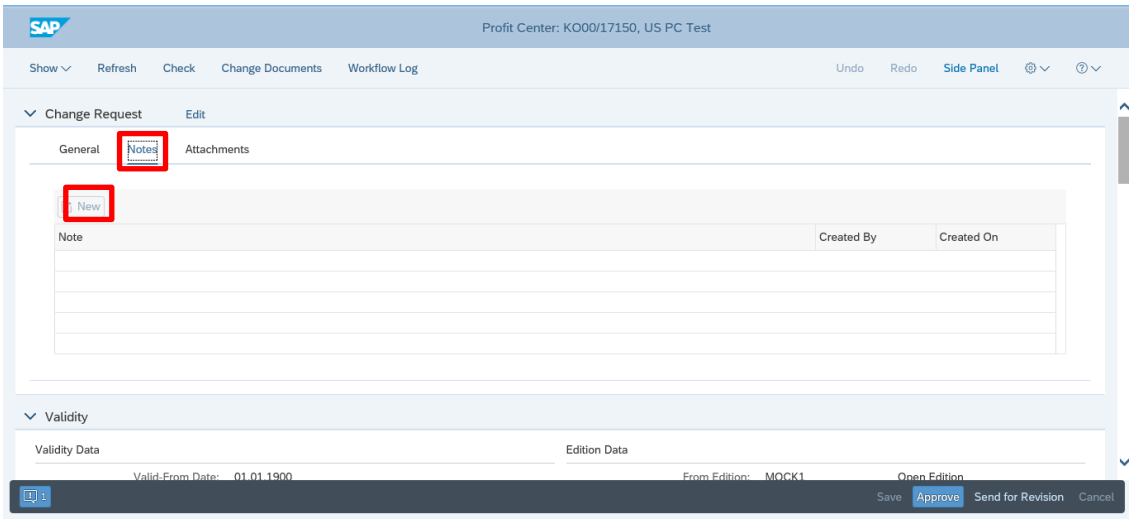
Case 2 – Send for Revision

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.

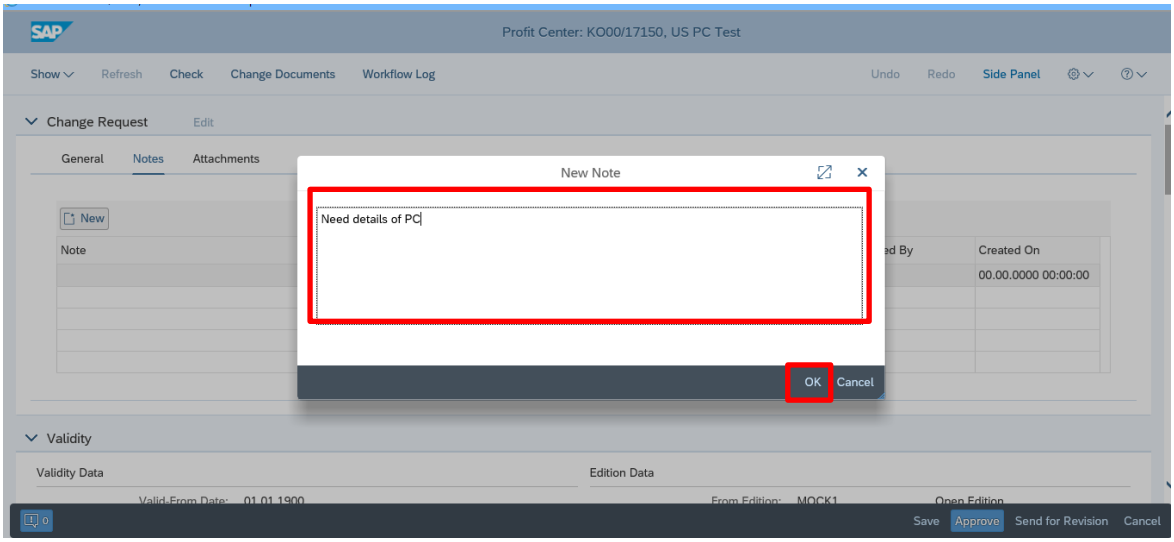
5. On the **Profit Center** detail page, click the **Edit** hyperlink.



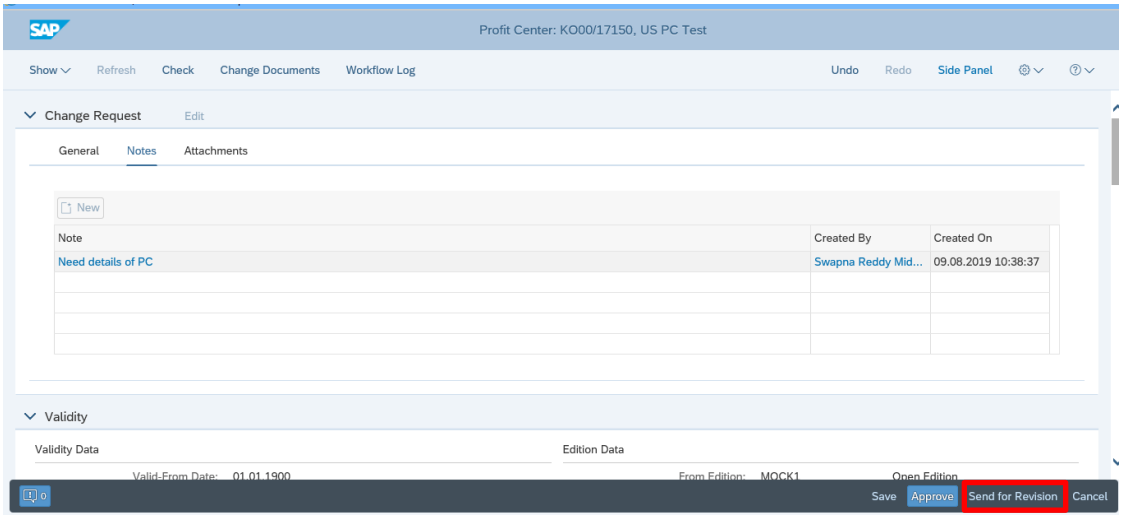
6. In the **Change Request** section, click **Notes > New**.



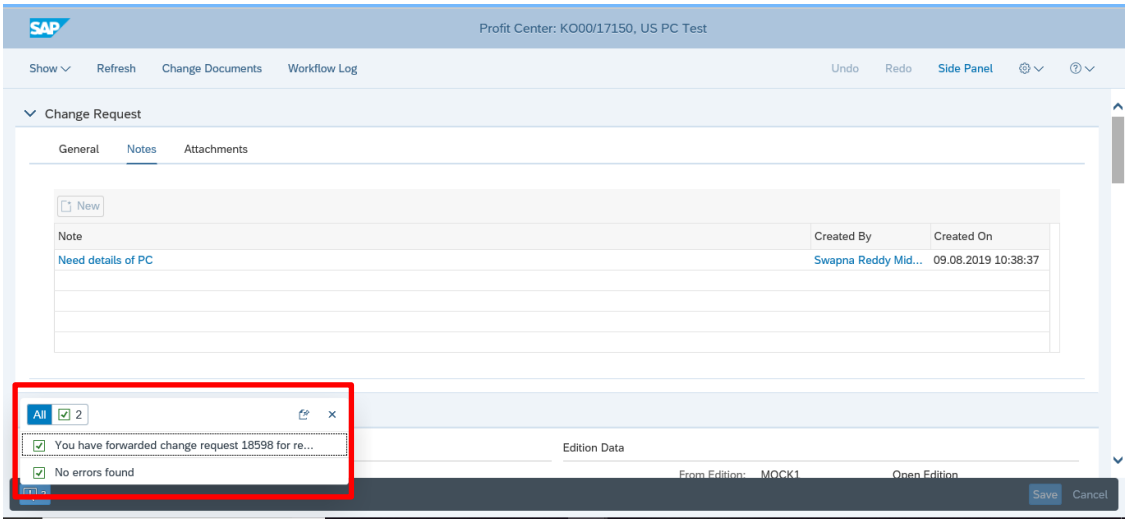
7. In the **New Notes** pop-up box, enter relevant notes and click the **OK** button.



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



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



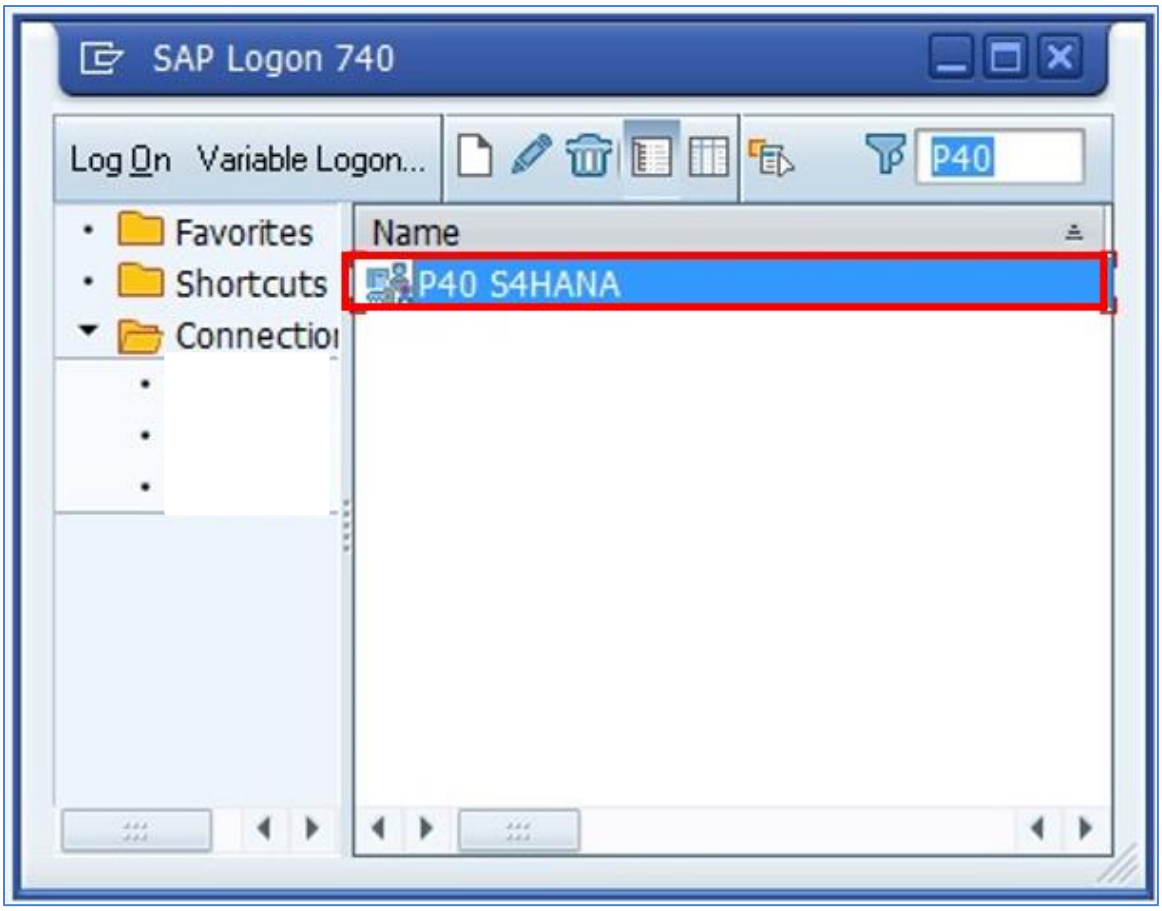
5.4 Verify the Replication of Data in SAP Sub-Systems

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:

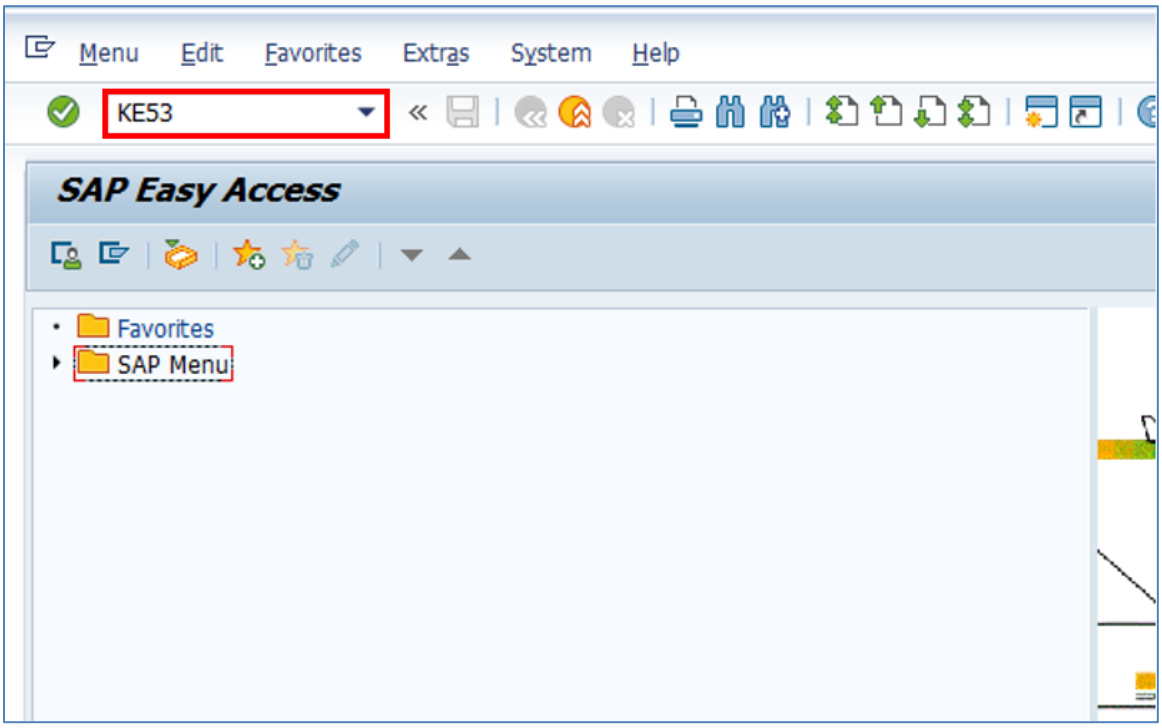
1. In the **SAP Logon 740** window, double-click the **S4 HANA** server.



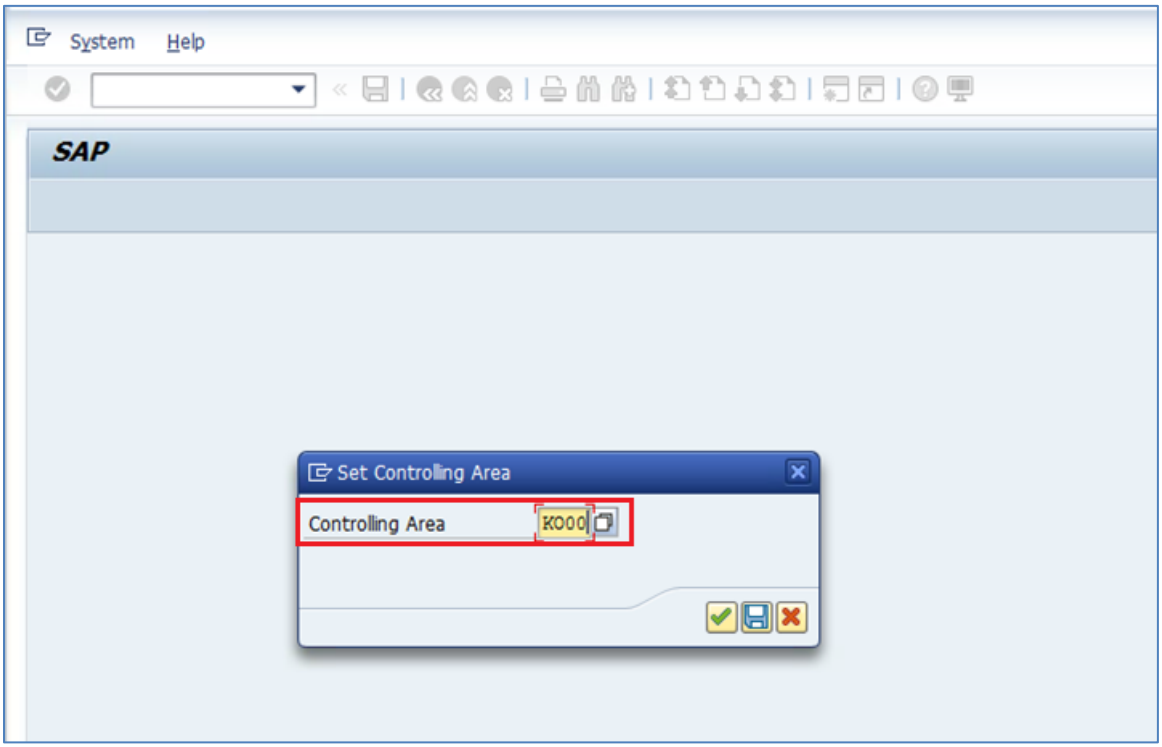
2. In the **SAP Secure Login Client** – **Login** pop-up, enter the **KO** ID, password and click the **OK** button.

3. The SAP S/4 HANA screen is displayed. From the **SAP User Selection** panel, select an appropriate instance.

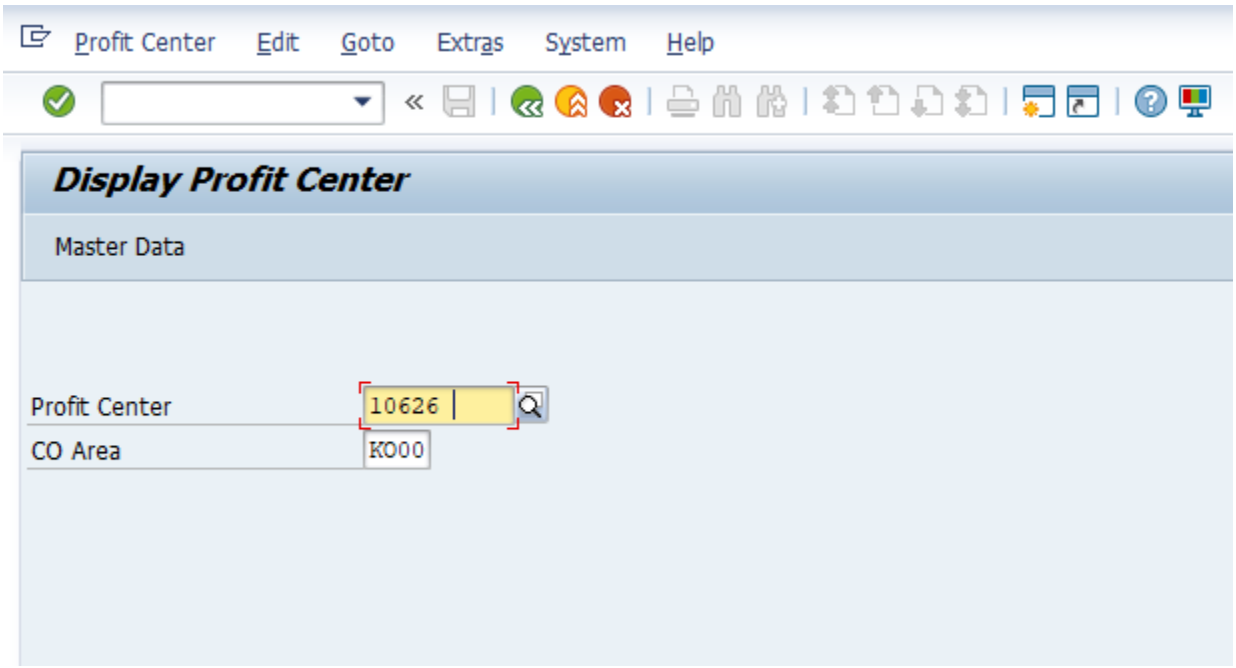
4. The **SAP Easy Access** screen is displayed. In the **Command** field, enter the T-code **KE53** and press the **Enter** key.



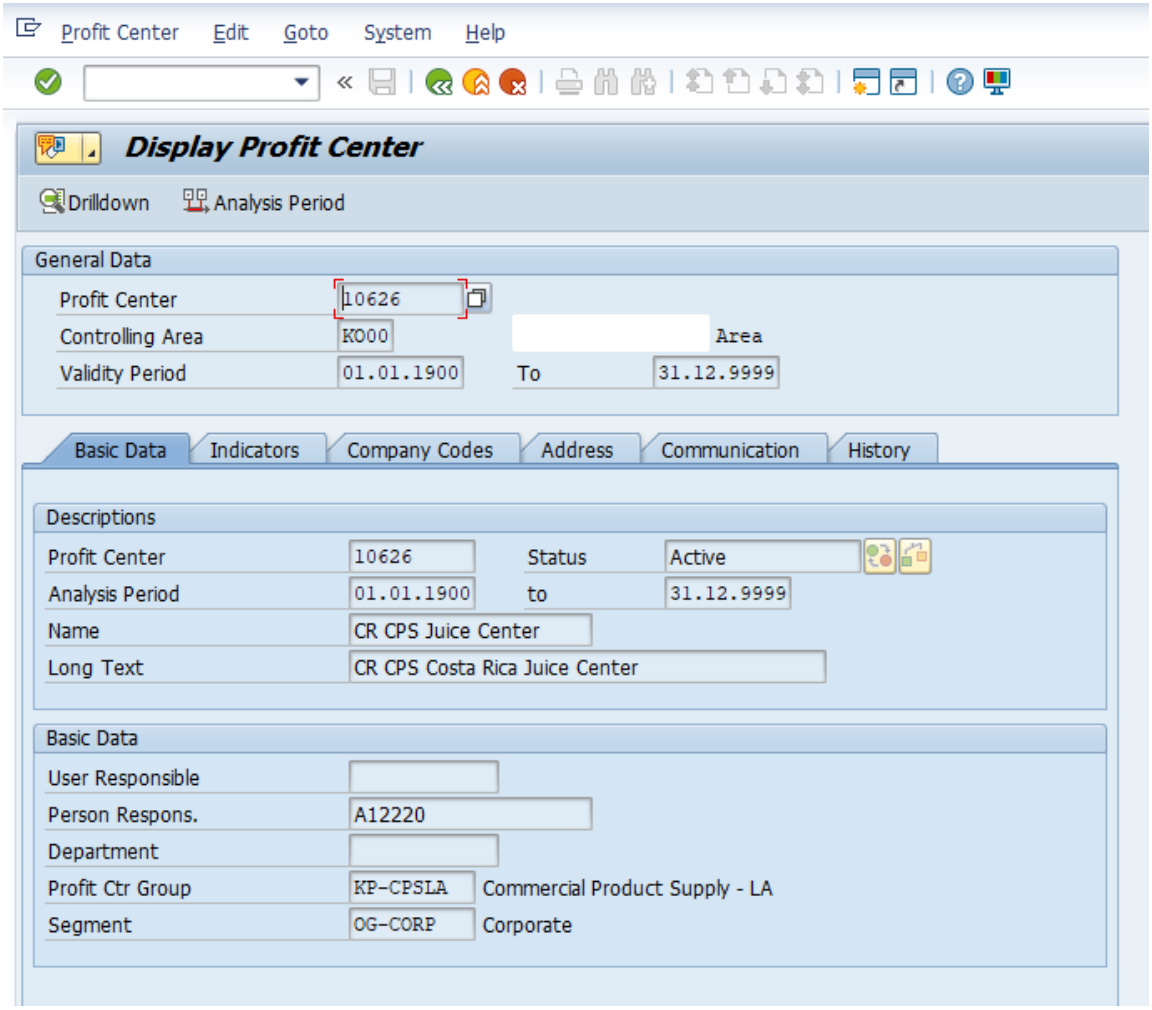
5. The **Set Controlling Area** pop-up box is displayed. In the **Controlling Area** field, enter the appropriate controlling area code and press the **Enter** key.



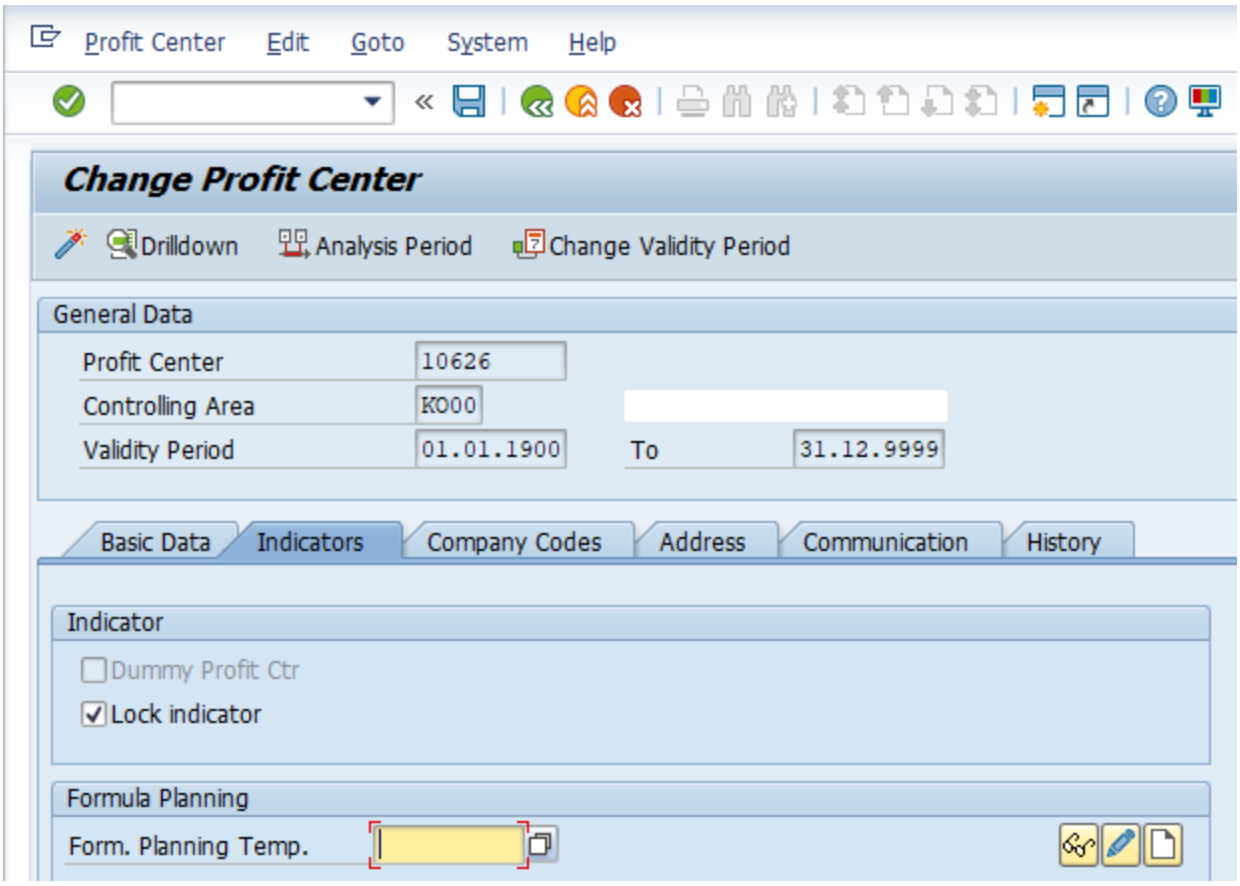
6. The **Display Profit Center** screen is displayed. In the **Profit Center** field, enter the Profit Center code and press the **Enter** key.



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



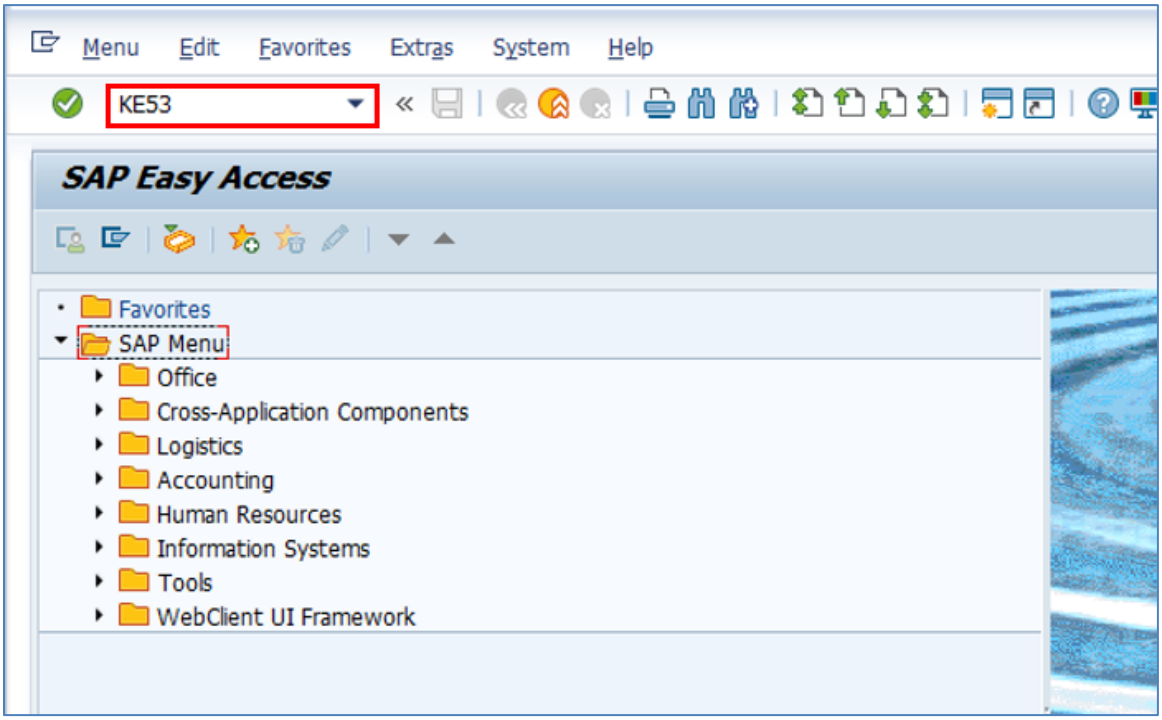
Enterprise Data: Update, Block, and Unblock Profit Center



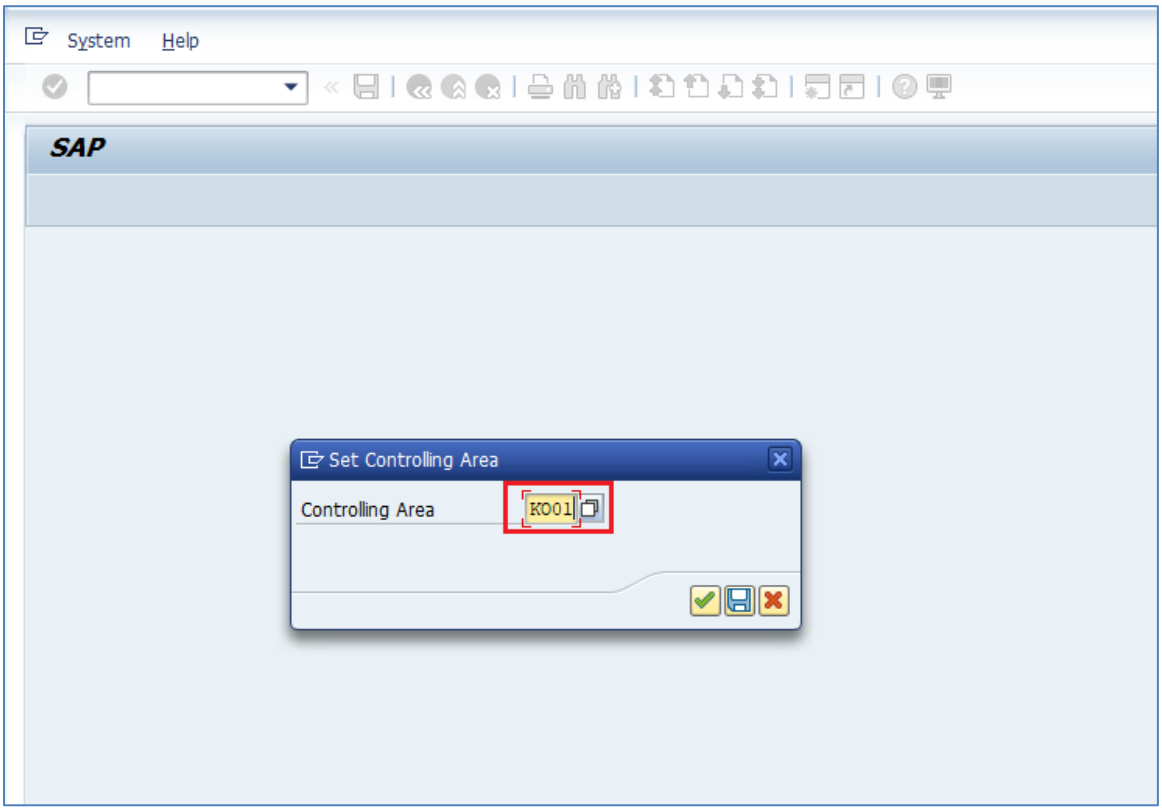
5.4.2 Validate the Replication of Data in the P08 System

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

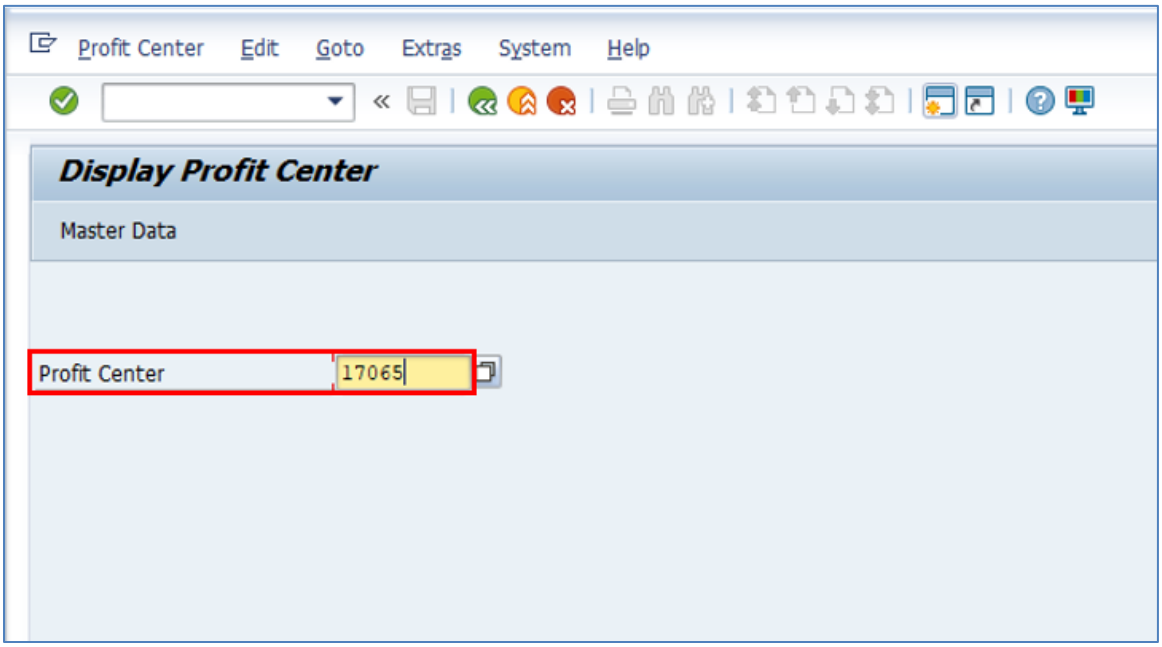
1. In the **SAP Logon 740** window, double-click the **P08** server.
2. In the **SAP Secure Login Client** – **Login** pop-up, enter the **KO** ID, password and click the **OK** button.
3. The **P08** screen is displayed. From the **SAP User Selection** panel, select an appropriate instance.
4. The **SAP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



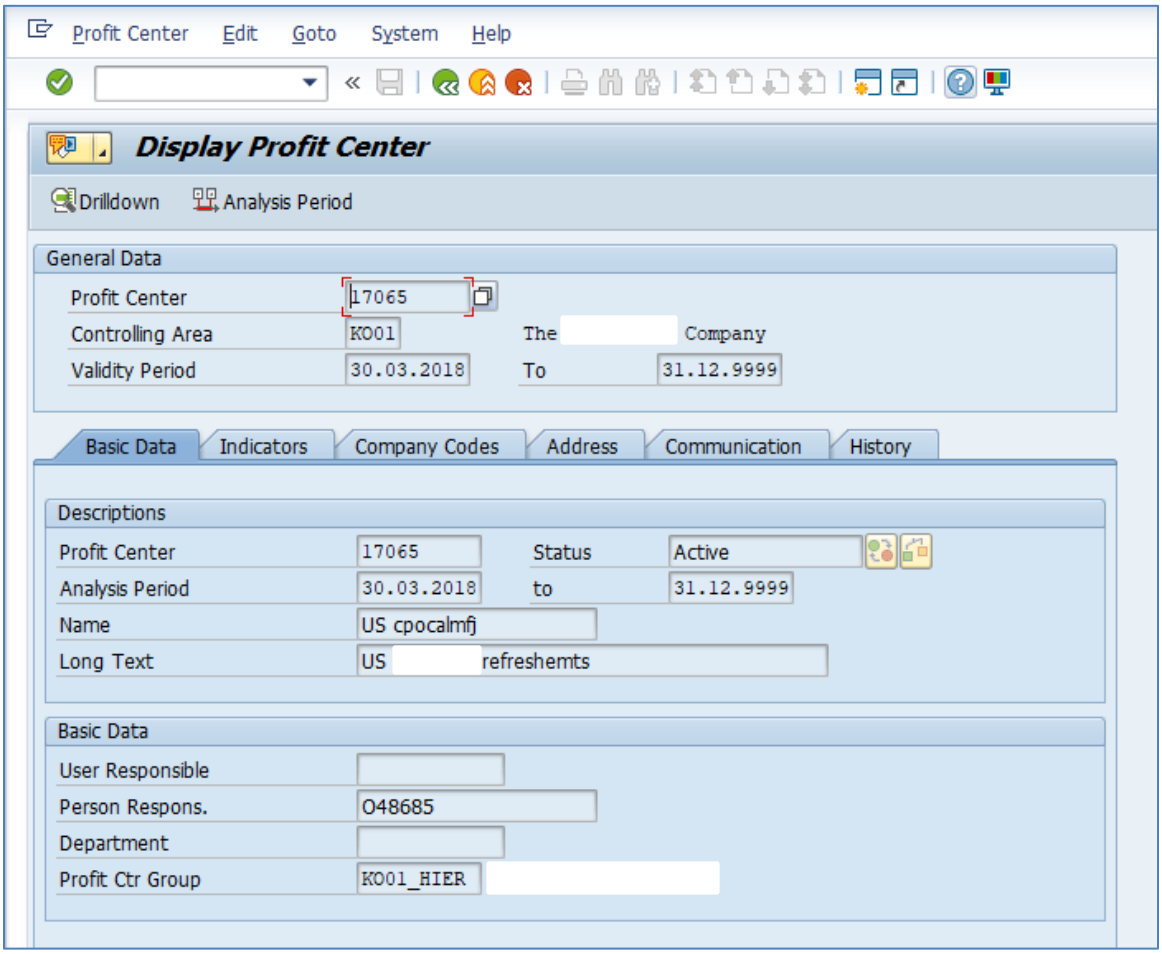
5. The **Set Controlling Area** pop-up box is displayed. In the **Controlling Area** field, enter the appropriate controlling area code and press the **Enter** key.



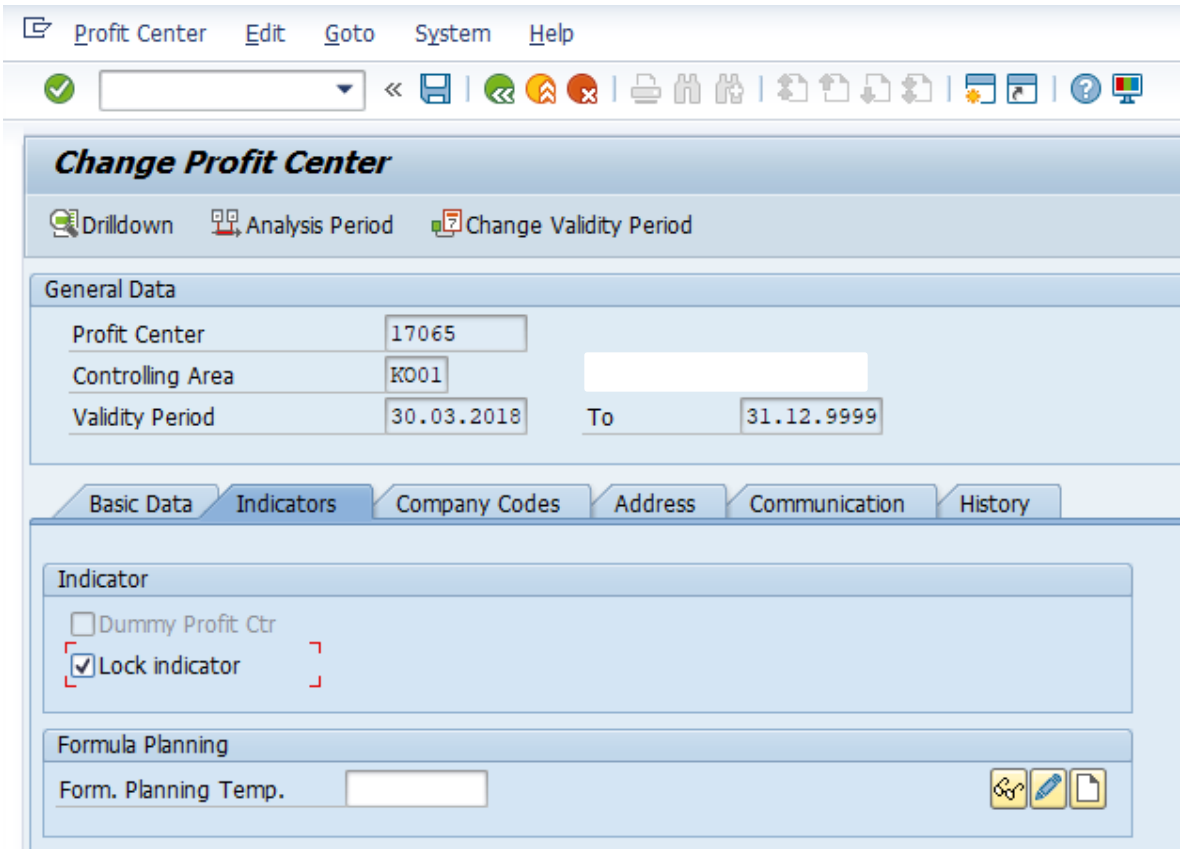
6. The **Display Profit Center** screen is displayed. In the **Profit Center** field, enter the Profit Center code and press the **Enter** key.



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



Enterprise Data: Update, Block, and Unblock Profit Center



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	NA	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