

# Update, Block, and Unblock Profit Center

**Work Stream**

Enterprise Data

**Version #**

1.0

**Last Revised Date**

**Process Implementation  
Date**

**SOP Owner**

**SOP Approver**

# Enterprise Data: Update, Block, and Unblock Profit Center

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## Enterprise Data: Update, Block, and Unblock Profit Center

# 1. Overview

## 1.1 General Information

<b>Audience</b>	Global Process Users and Service Line Users.
<b>Frequency</b>	As and when required

## 1.2 Related Internal Policies and Processes

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

## Enterprise Data: Update, Block, and Unblock Profit Center

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	<ul style="list-style-type: none"> <li>Create request for updating, blocking or unblocking a Profit Center.</li> </ul>
Genpact Business Data Steward	<ul style="list-style-type: none"> <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>



## Enterprise Data: Update, Block, and Unblock Profit Center

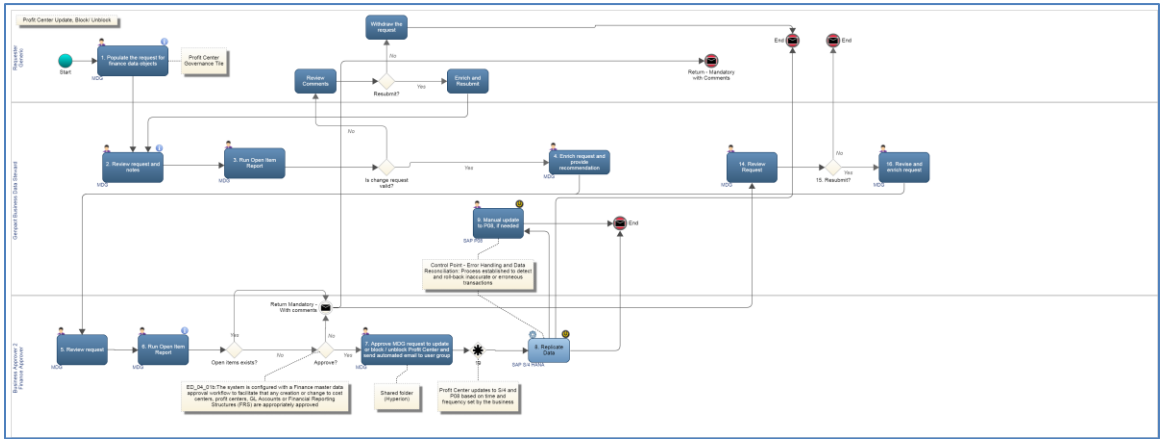
	<ul style="list-style-type: none"> <li>Return the Change Request back to the requestor when additional information is needed.</li> <li>Validate that all Profit Center information is entered/updated correctly into the book of records and other appropriate systems.</li> <li>Approve Profit Center requests as per reporting needs and global requirements.</li> </ul>
Finance Approver	<ul style="list-style-type: none"> <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:





## Enterprise Data: Update, Block, and Unblock Profit Center

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

The screenshot shows the SAP Search Profit Center interface. The Search Criteria section is highlighted with a red box. The Profit Center field contains the value 17111. The Search button is also highlighted with a red box.

Search Criteria

Controlling Area	is	
Profit Center	is	17111
Name	is	
Valid On	is	

Search

- 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.

The screenshot shows the SAP Search Profit Center interface with the Result List section highlighted. The Result List table is highlighted with a red box. The Profit Center number 17111 is selected.

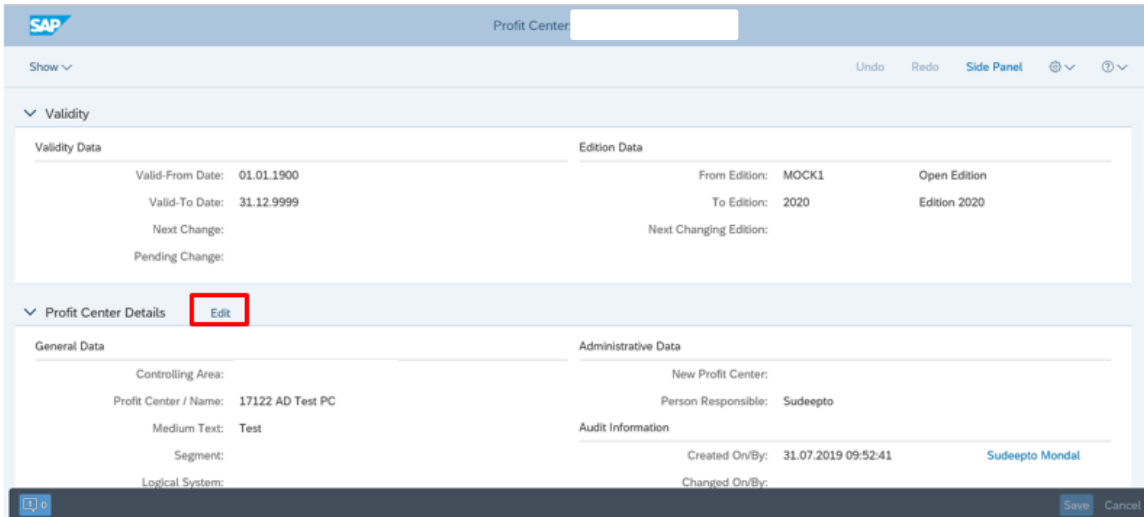
Result List: 1 record found

	Controlling Area	Profit Center	Name	Valid-From Date	Valid-To Date	Medium Text	Person Responsible
<input checked="" type="checkbox"/>	K000	17111	GB	01.01.1900	31.12.9999	GB	O49816

## Enterprise Data: Update, Block, and Unblock Profit Center

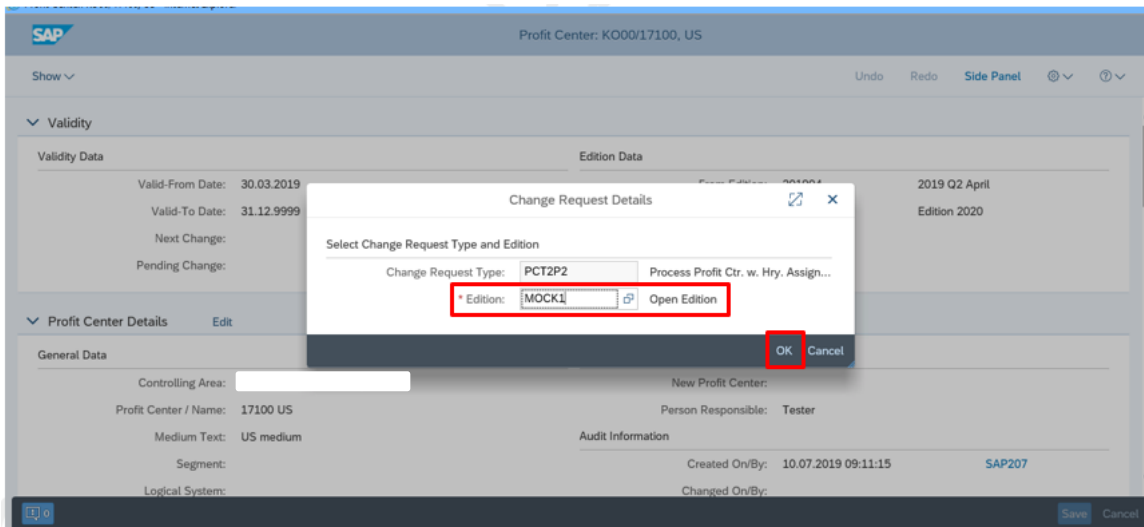
- The Profit Center details page is displayed. Click the **Edit** hyperlink to create a new MDG request.

**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.



The screenshot shows the SAP Profit Center details page. The 'Validity' section includes 'Validity Data' (Valid-From Date: 01.01.1900, Valid-To Date: 31.12.9999) and 'Edition Data' (From Edition: MOCK1, To Edition: 2020). The 'Profit Center Details' section includes 'General Data' (Controlling Area, Profit Center / Name: 17122 AD Test PC) and 'Administrative Data' (New Profit Center, Person Responsible: Sudeepto). The 'Edit' button in the 'Profit Center Details' section is highlighted with a red box.

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



The screenshot shows the SAP Profit Center details page with the 'Change Request Details' pop-up box open. The pop-up box contains the following information: 'Change Request Type: PCT2P2', 'Process Profit Ctr. w. Hry. Assign...', and '\* Edition: MOCK1'. The 'Edition' field is highlighted with a red box. The 'OK' button is also highlighted with a red box. The background page shows the same 'Validity' and 'Profit Center Details' sections as the previous screenshot.

## Enterprise Data: Update, Block, and Unblock Profit Center

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

The screenshot shows the SAP interface for Profit Center: KO00/10626, field. The 'Edition Data' section is highlighted with a red box. The data is as follows:

Edition Data	
From Edition:	MOCK1
To Edition:	MOCK1
Next Changing Edition:	

Other visible data includes:

- Validity Data: Valid From Date: 01.01.1900, Valid To Date: 31.12.9999, Next Change, Pending Change.
- Profit Center Details: General Data (Controlling Area), Administrative Data (New Profit Center).

- 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.

The screenshot shows the SAP interface for Profit Center: KO00/10626, field. The 'Change Request' section is highlighted with a red box. The data is as follows:

Change Request	
Change Request ID:	1274
* Description:	block pcc
Priority:	
Due Date:	
Reason:	
Replication Timing:	On Final Approval of Change Request
Status:	Changes to Be Executed
Current Workitem:	New Change Request
Created On/By:	13.02.2019 07:35:30 Alok Nanda

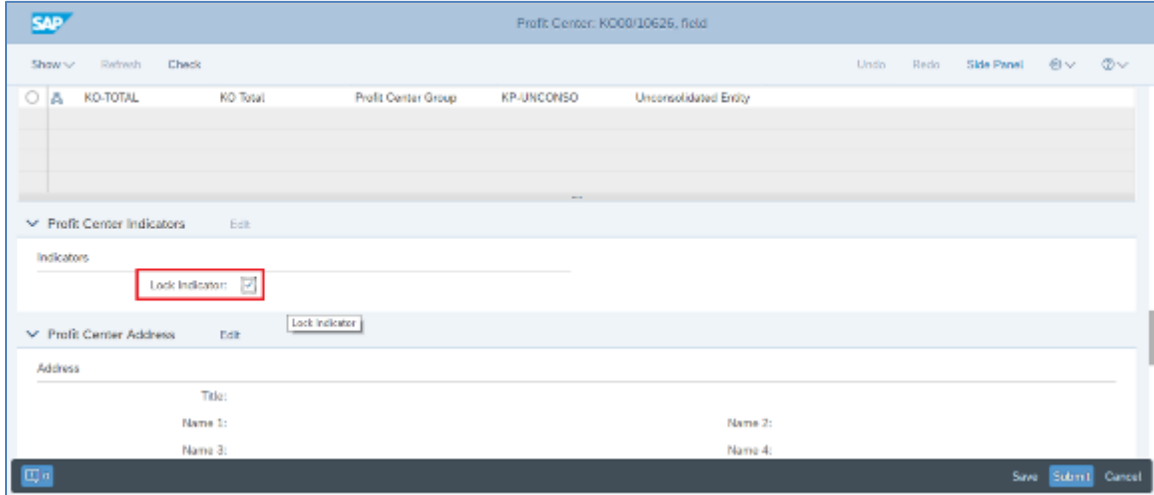
Other visible data includes:

- General Data: Change Request ID, \* Description, Priority, Due Date, Reason, Replication Timing.
- Process Data: Status, Current Workitem, Created On/By.

## Enterprise Data: Update, Block, and Unblock Profit Center

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

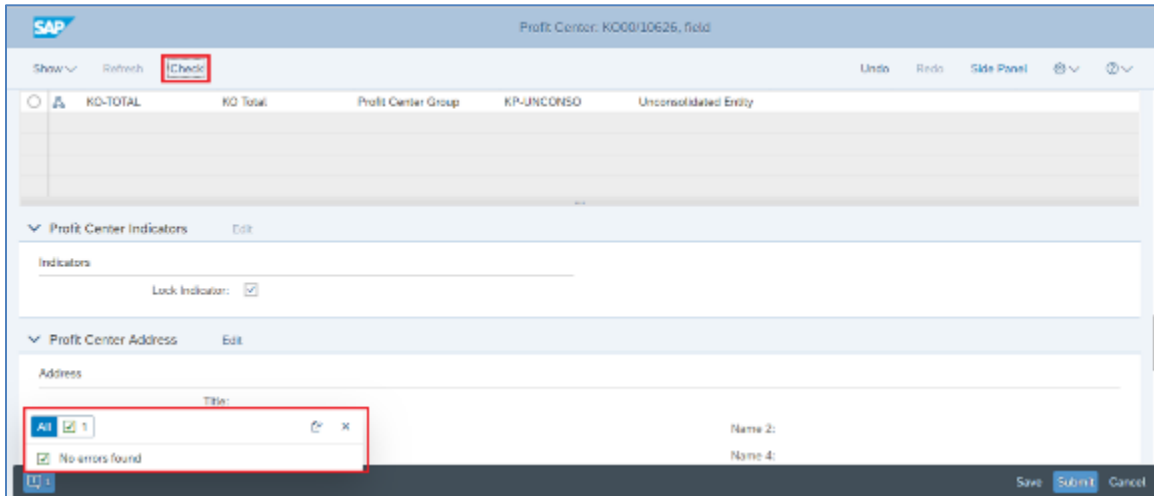
**Note:** If a Profit Center needs to be unblocked, then you need to uncheck the **Lock Indicator** check box.



The screenshot shows the SAP Profit Center Indicators form for Profit Center KO00/10626. The 'Profit Center Indicators' section is expanded, and the 'Lock Indicator' checkbox is checked. The 'Profit Center Address' section is also expanded, showing fields for Title, Name 1, Name 2, Name 3, and Name 4. The 'Check' button in the top navigation bar is highlighted with a red box.

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

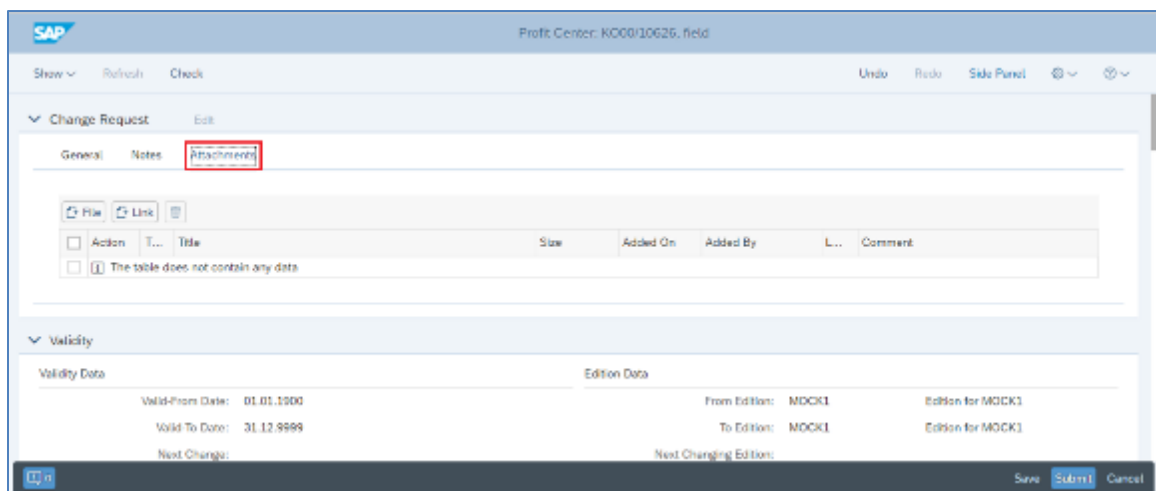
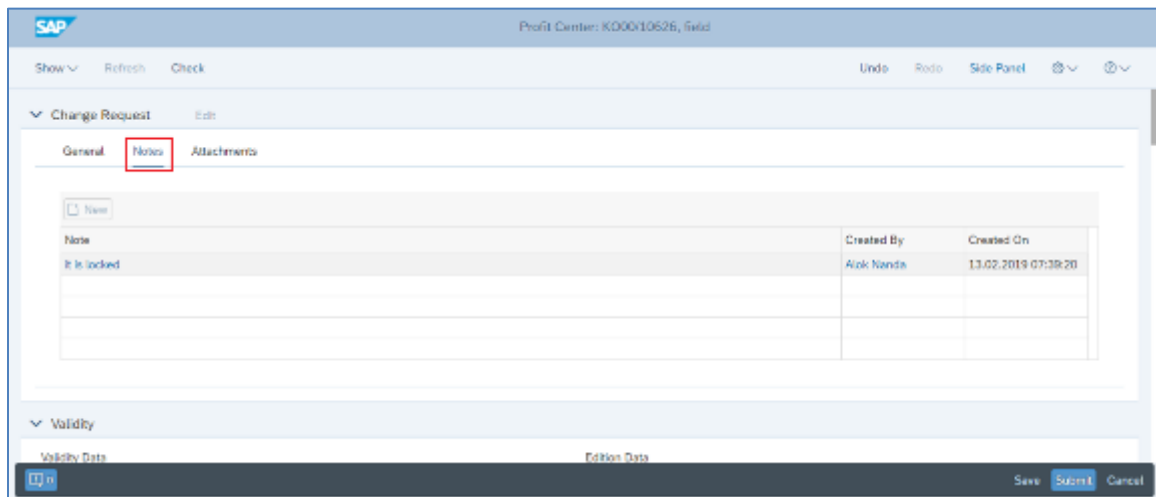
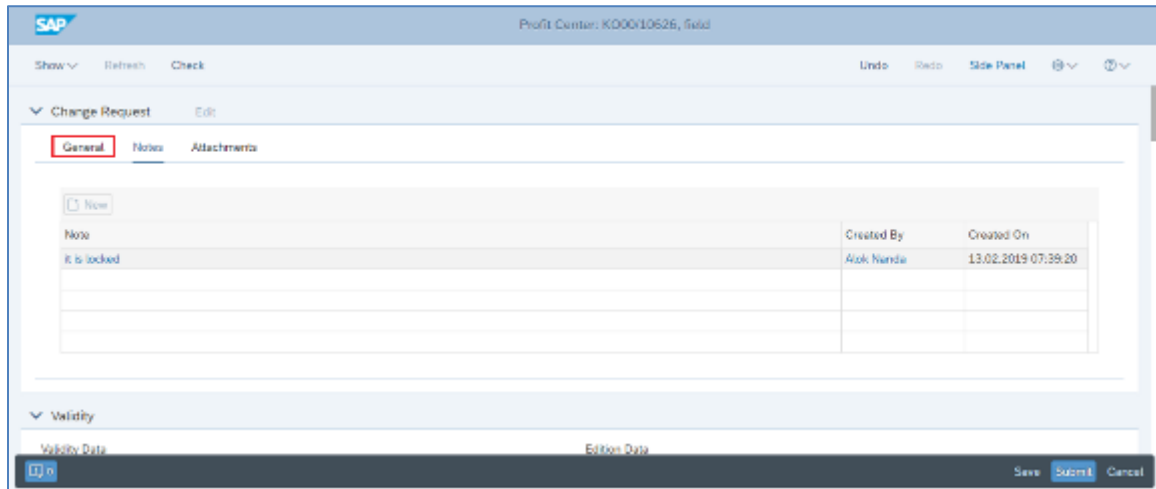
**Note:** A notification at the bottom-left corner of the screen is displayed indicating that the form is validated.



The screenshot shows the same SAP Profit Center Indicators form, but now the 'Check' button in the top navigation bar is highlighted with a red box. A notification box is displayed at the bottom-left corner, indicating 'No errors found'. The 'Lock Indicator' checkbox remains checked.

# Enterprise Data: Update, Block, and Unblock Profit Center

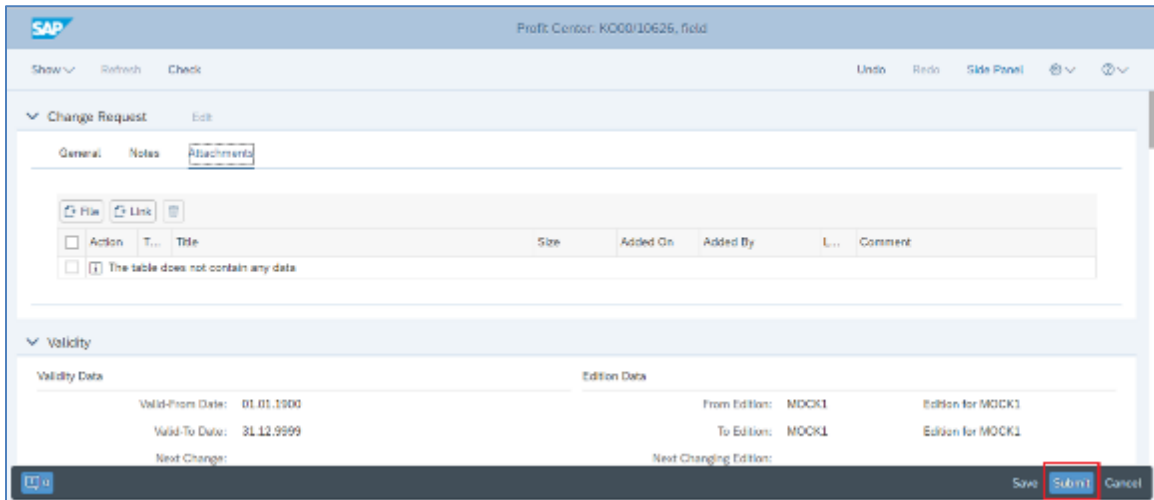
11. In the **Change Request** section, review the information in the **General**, **Notes**, and **Attachments** tabs.



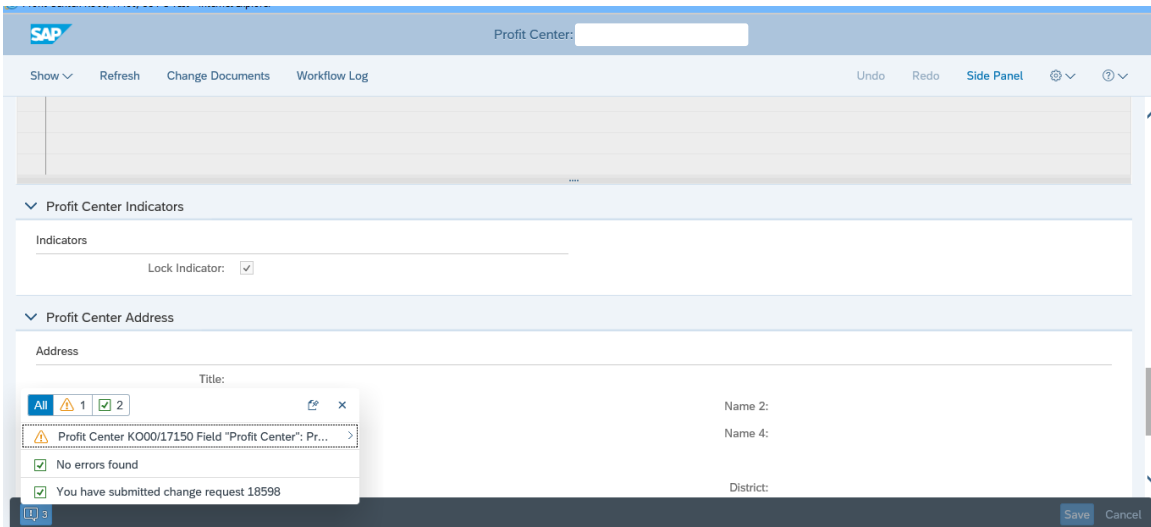


## Enterprise Data: Update, Block, and Unblock Profit Center

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

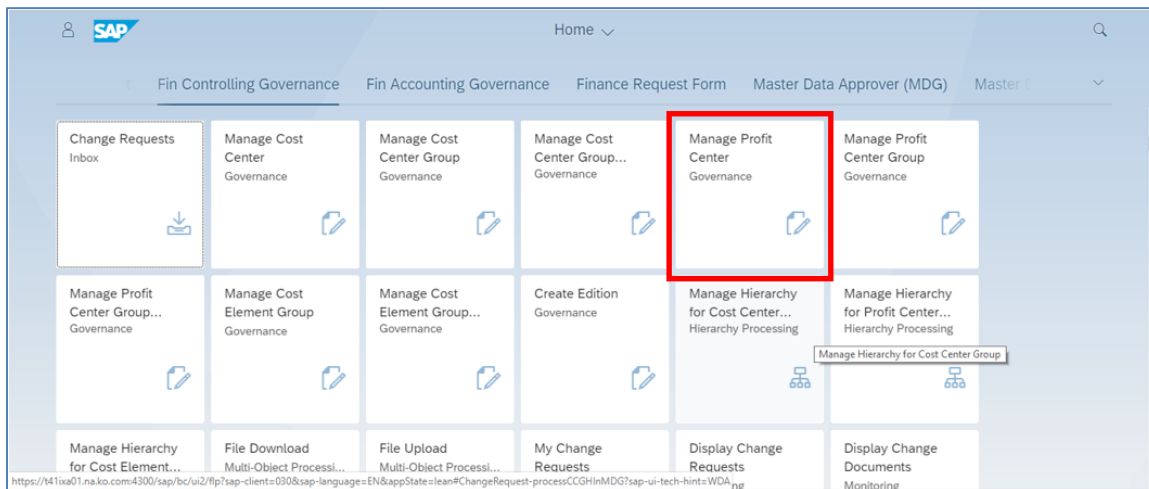
In this scenario, to review the request to block a Profit Center, as a Genpact Business Data Steward, perform the following steps:

Log in 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:

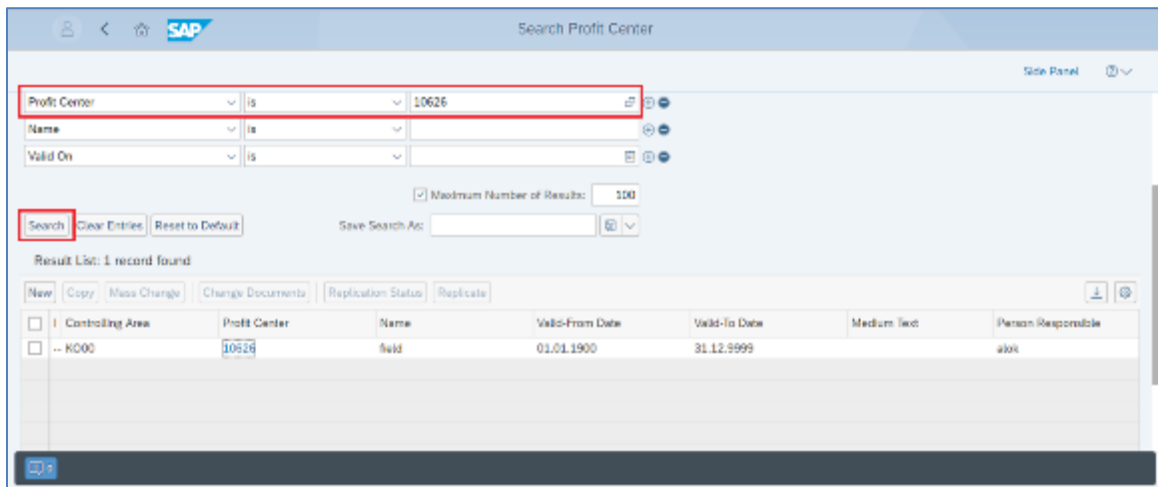
[<LINK>](#)

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



## Enterprise Data: Update, Block, and Unblock Profit Center

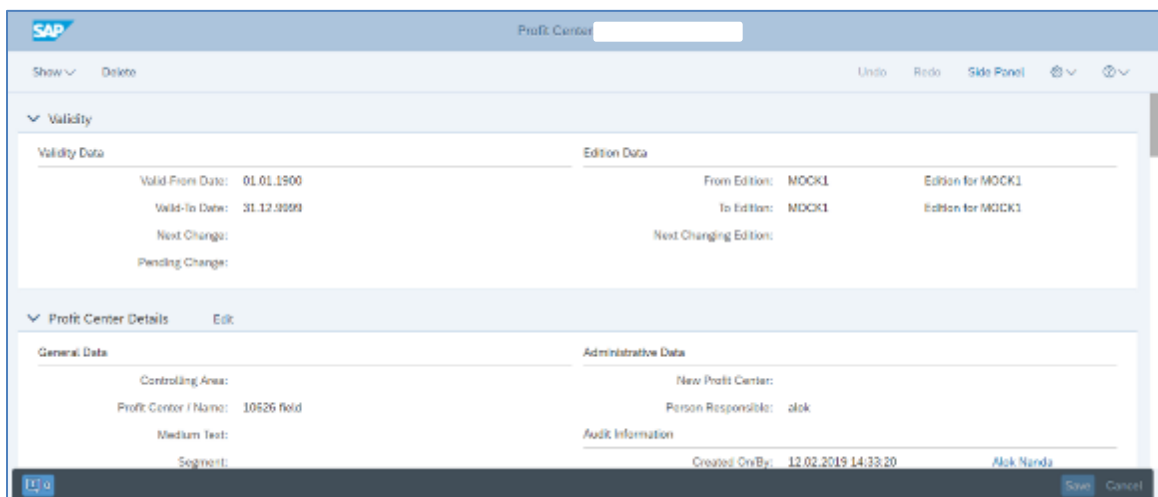
1. The **Search Profit Center** page is displayed. In the **Search Criteria** section, select the appropriate filter criteria and then click the **Search** button.



The screenshot shows the SAP Search Profit Center interface. The search criteria section includes fields for Profit Center, Name, and Valid On, all set to 'is'. The search button is highlighted with a red box. Below the search criteria, there are buttons for 'Search', 'Clear Entries', and 'Reset to Default'. The search results table shows one record found for Profit Center 10626.

Controlling Area	Profit Center	Name	Valid-From Date	Valid-To Date	Medium Text	Person Responsible
-- K000	10626	field	01.01.1900	31.12.9999		alok

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



The screenshot shows the SAP Profit Center Details page. The page displays the validity data and profit center details for the selected Profit Center. The validity data section shows 'Valid From Date: 01.01.1900' and 'Valid To Date: 31.12.9999'. The profit center details section shows 'Controlling Area: 10626 field' and 'Person Responsible: alok'.

Validity Data	Edition Data
Valid From Date: 01.01.1900	From Edition: MOCK1
Valid To Date: 31.12.9999	To Edition: MOCK1
Next Change:	Next Changing Edition:
Pending Change:	

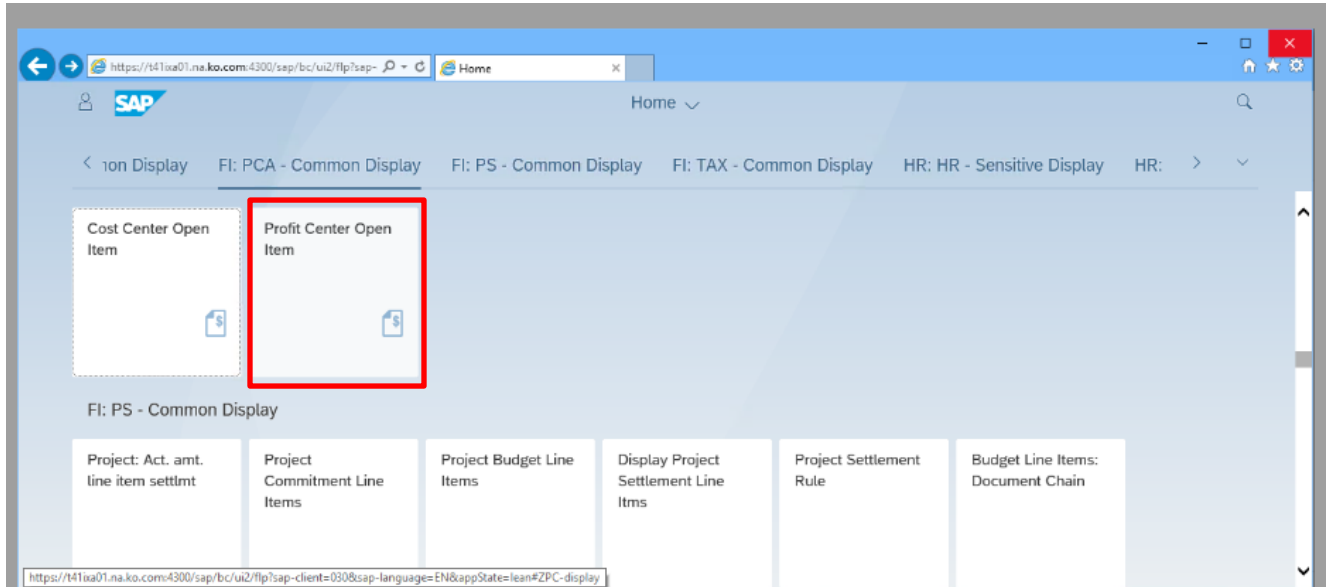
General Data	Administrative Data
Controlling Area:	New Profit Center:
Profit Center / Name: 10626 field	Person Responsible: alok
Medium Text:	Audit Information
Segment:	Created On/By: 12.02.2019 14:33:20

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

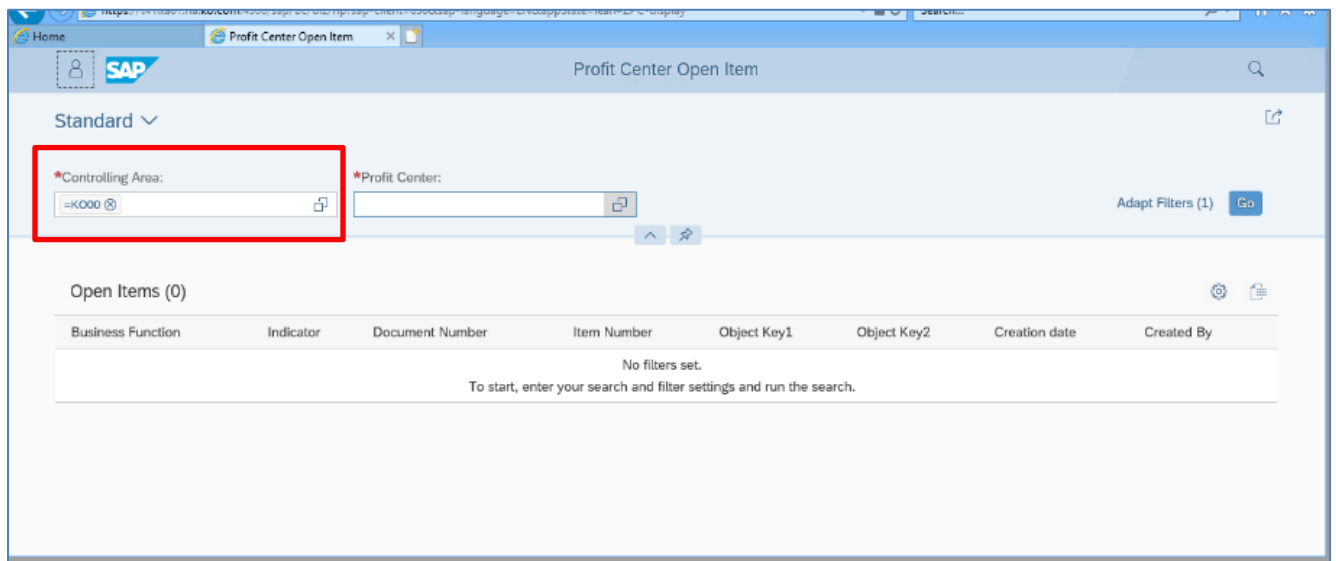
## Enterprise Data: Update, Block, and Unblock Profit Center

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.

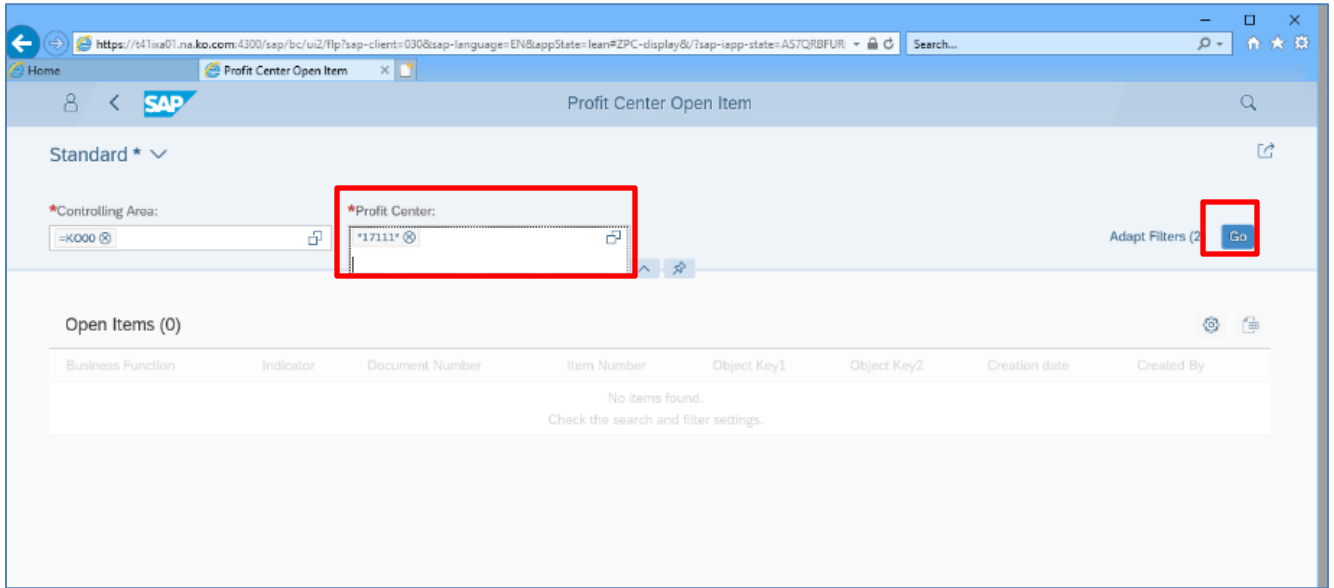


2. The **Profit Center Open Item** page is displayed. To search for a single Profit Center, in the **Controlling Area** field, enter the appropriate Controlling Area number.

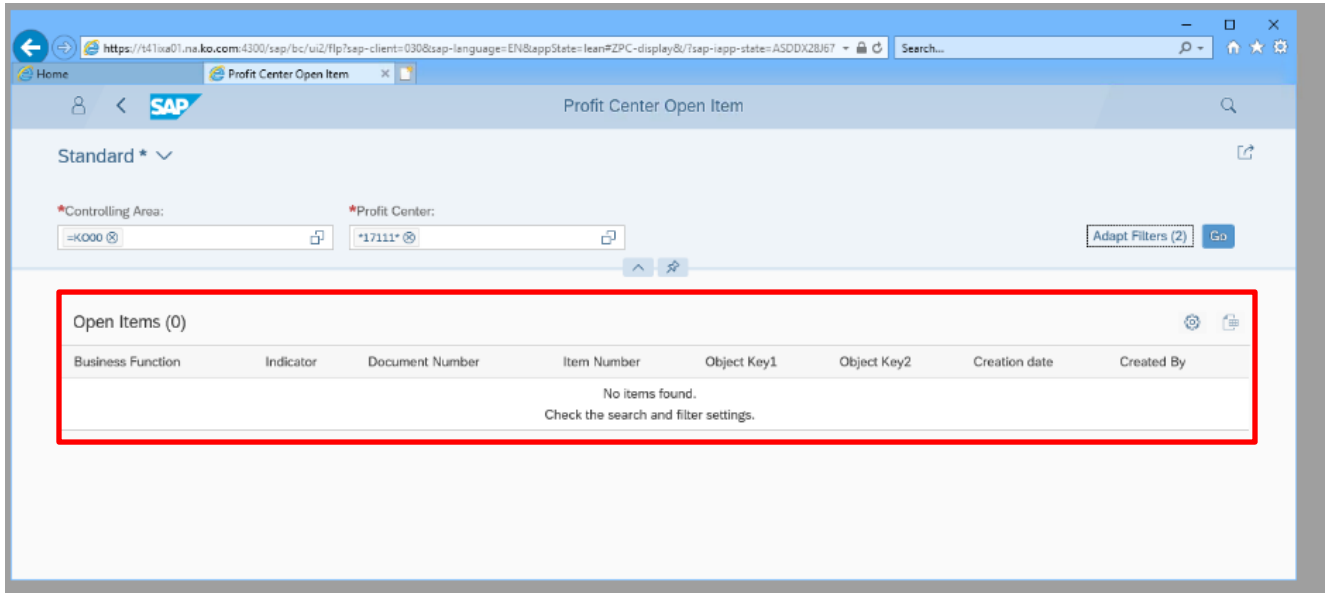


## Enterprise Data: Update, Block, and Unblock Profit Center

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

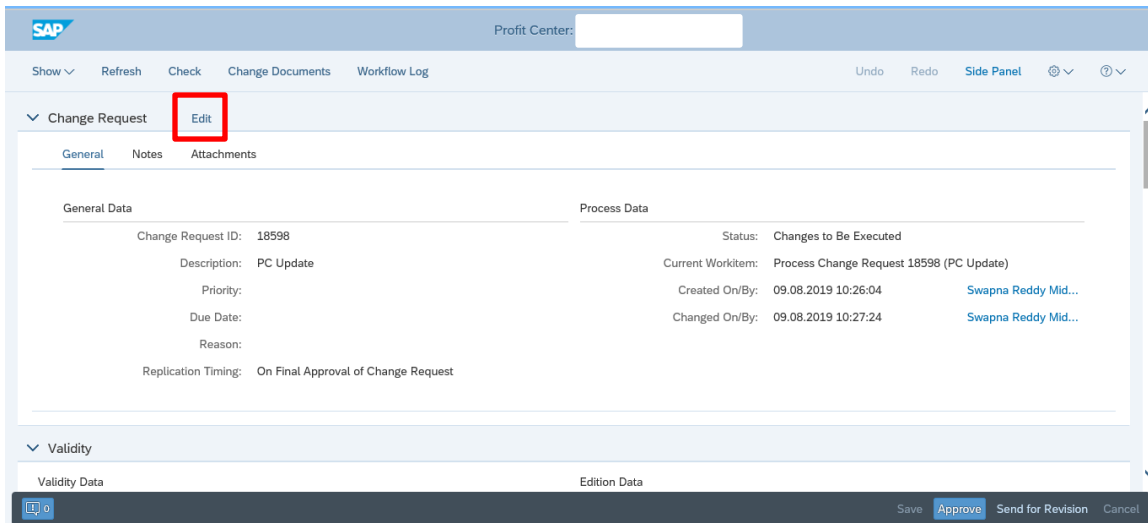
If the request does not have the appropriate documentation, needs further clarification, or has Open Items, the Genpact Business Data Steward will return the Change Request to the Requestor by performing the following steps:

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

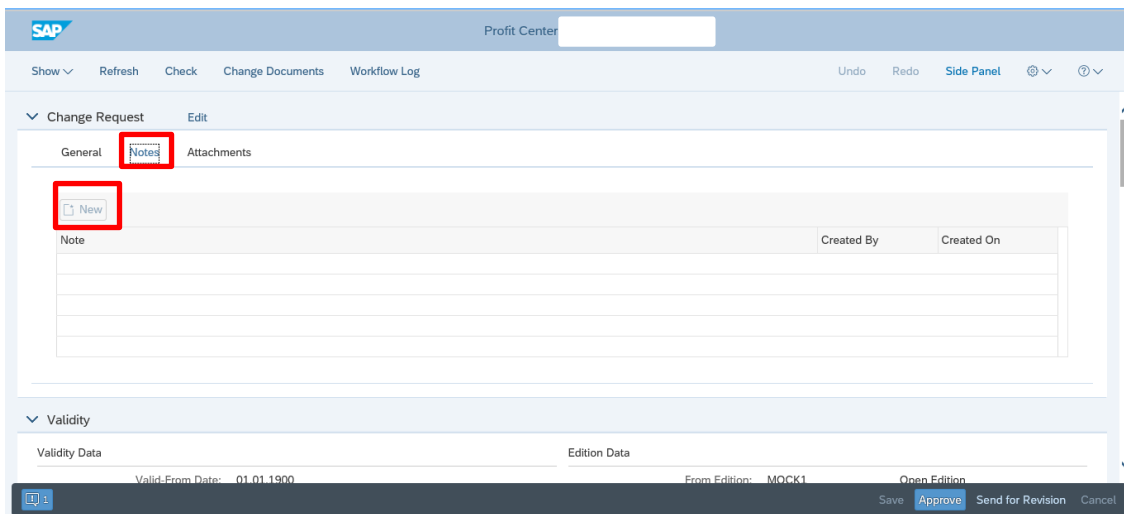
**Note:** Send For Revision means to return the Change Request to the Requestor.

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.

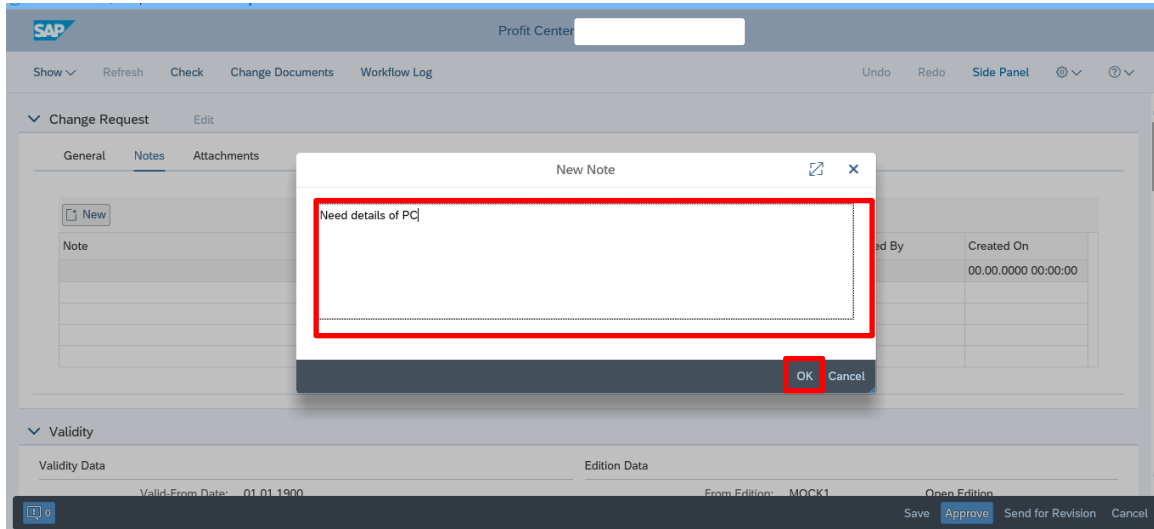


2. In the **Change Request** section, click **Notes > New**.

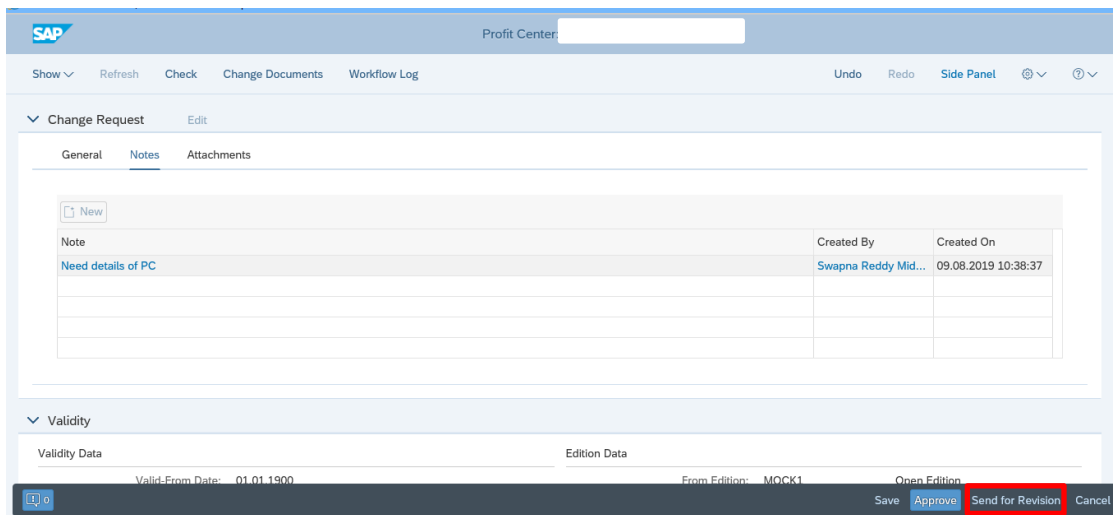


## Enterprise Data: Update, Block, and Unblock Profit Center

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

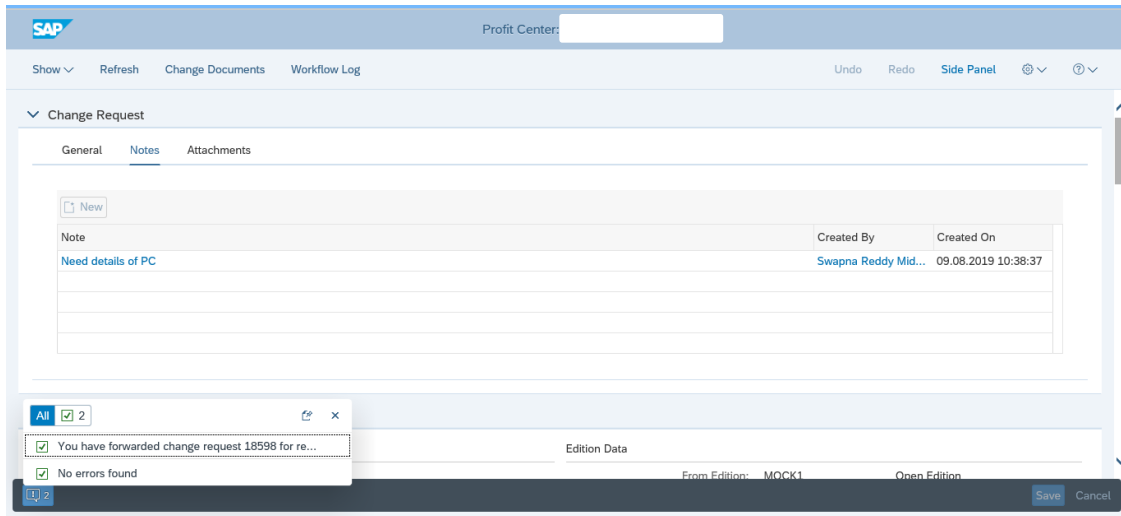


4. Click the **Send for Revision** button.



## Enterprise Data: Update, Block, and Unblock Profit Center

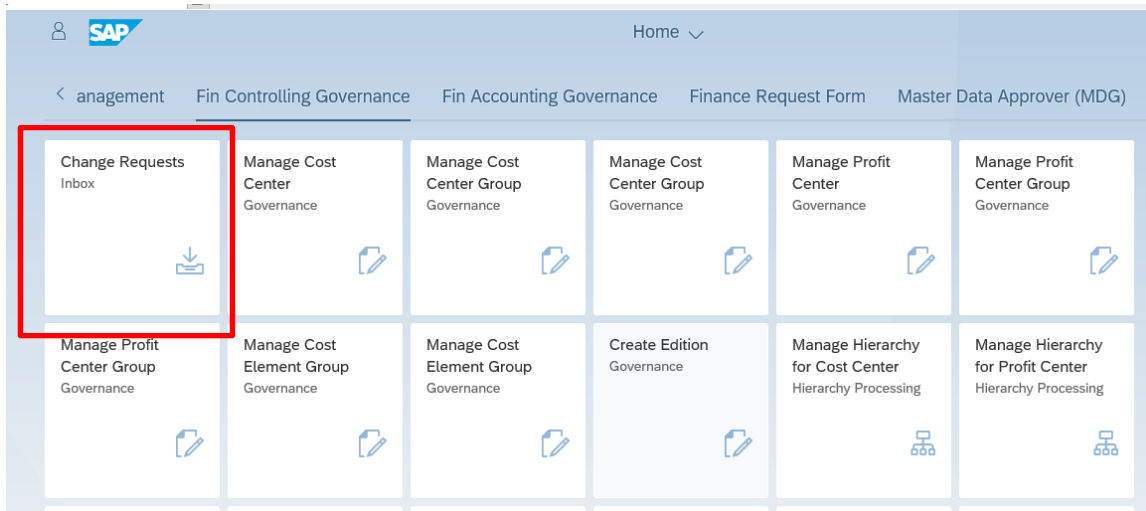
Pop-up messages are displayed at the bottom-left corner of the screen to notify that the change request has been forwarded for revision.



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.

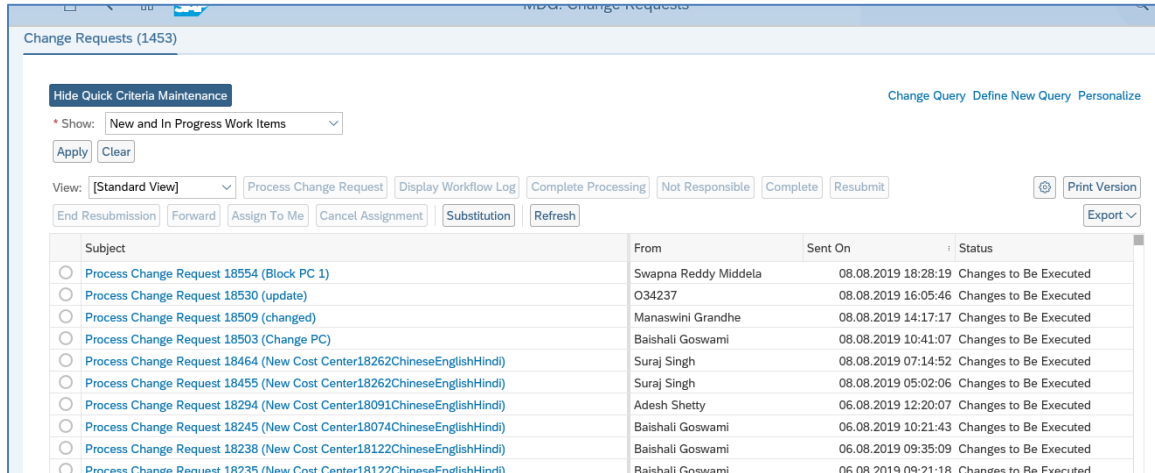
5. Log in to Fiori and from the **Fin Controlling Governance** tab, click the **Change Requests** tile.





## Enterprise Data: Update, Block, and Unblock Profit Center

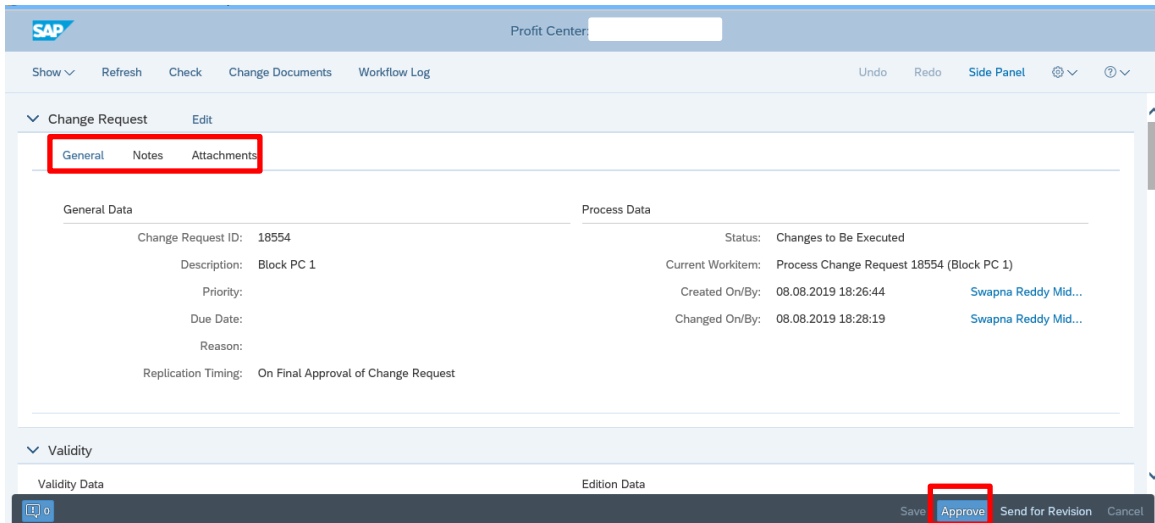
- In the **MDG: Change Request** screen, select the appropriate change request number.



The screenshot shows the 'Change Requests (1453)' screen in SAP. It features a search bar with 'New and In Progress Work Items' selected, and various filters and actions like 'Process Change Request', 'Display Workflow Log', 'Complete Processing', etc. Below the filters is a table of change requests.

Subject	From	Sent On	Status
<input type="radio"/> Process Change Request 18554 (Block PC 1)	Swapna Reddy Middela	08.08.2019 18:28:19	Changes to Be Executed
<input type="radio"/> Process Change Request 18530 (update)	O34237	08.08.2019 16:05:46	Changes to Be Executed
<input type="radio"/> Process Change Request 18509 (changed)	Manaswini Grandhe	08.08.2019 14:17:17	Changes to Be Executed
<input type="radio"/> Process Change Request 18503 (Change PC)	Baishali Goswami	08.08.2019 10:41:07	Changes to Be Executed
<input type="radio"/> Process Change Request 18464 (New Cost Center18262ChineseEnglishHindi)	Suraj Singh	08.08.2019 07:14:52	Changes to Be Executed
<input type="radio"/> Process Change Request 18455 (New Cost Center18262ChineseEnglishHindi)	Suraj Singh	08.08.2019 05:02:06	Changes to Be Executed
<input type="radio"/> Process Change Request 18294 (New Cost Center18091ChineseEnglishHindi)	Adesh Shetty	06.08.2019 12:20:07	Changes to Be Executed
<input type="radio"/> Process Change Request 18245 (New Cost Center18074ChineseEnglishHindi)	Baishali Goswami	06.08.2019 10:21:43	Changes to Be Executed
<input type="radio"/> Process Change Request 18238 (New Cost Center18122ChineseEnglishHindi)	Baishali Goswami	06.08.2019 09:35:09	Changes to Be Executed
<input type="radio"/> Process Change Request 18235 (New Cost Center18122ChineseEnglishHindi)	Baishali Goswami	06.08.2019 09:21:18	Changes to Be Executed

- 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.



The screenshot shows the 'Profit Center' details page in SAP. The 'Change Request' section is expanded, showing the 'General' tab selected. The 'General Data' and 'Process Data' sections are visible. The 'Approve' button is highlighted in a red box at the bottom right of the page.

**General Data**

Change Request ID:	18554	Status:	Changes to Be Executed
Description:	Block PC 1	Current Workitem:	Process Change Request 18554 (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		

**Process Data**

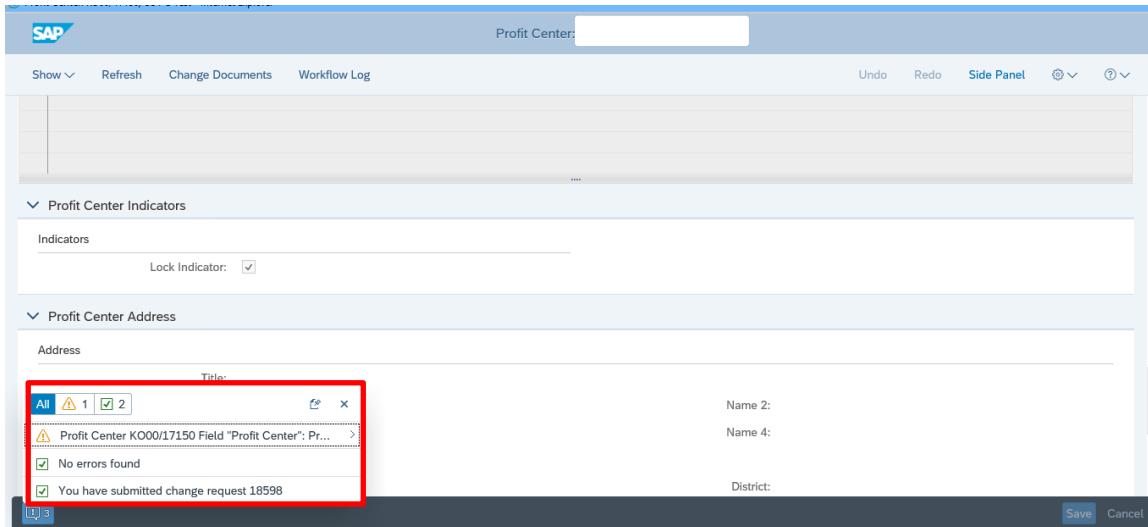
Validity Data: [ ] 0

Edition Data

Save **Approve** Send for Revision Cancel

## Enterprise Data: Update, Block, and Unblock Profit Center

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

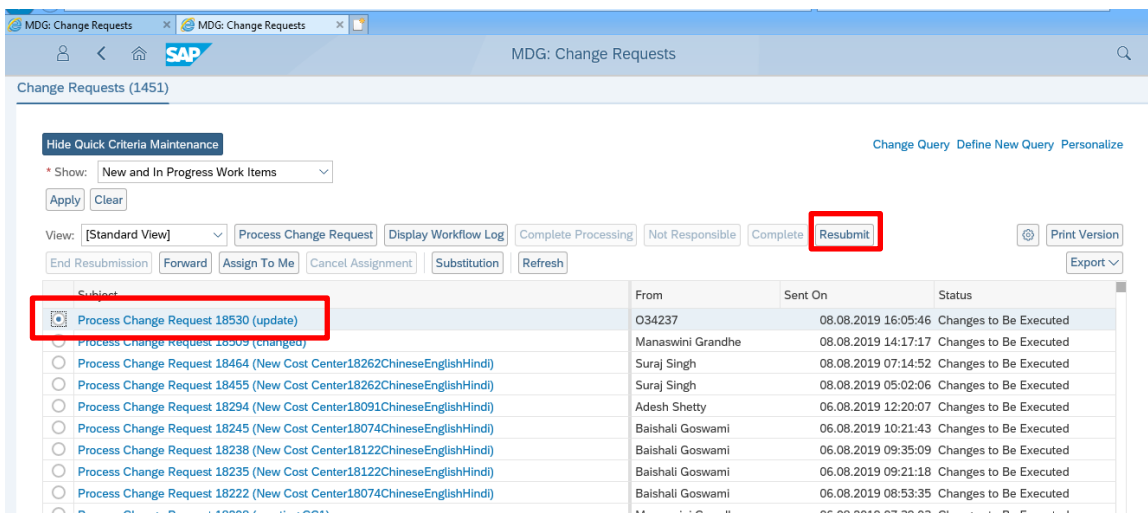


If the Change Request is valid and not during the maintenance week, the Genpact Business Data Steward will schedule the Change Request to come back to the centralized inbox by clicking the **“Resubmit”** button and providing the date by when the Change Request needs to be available.

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:

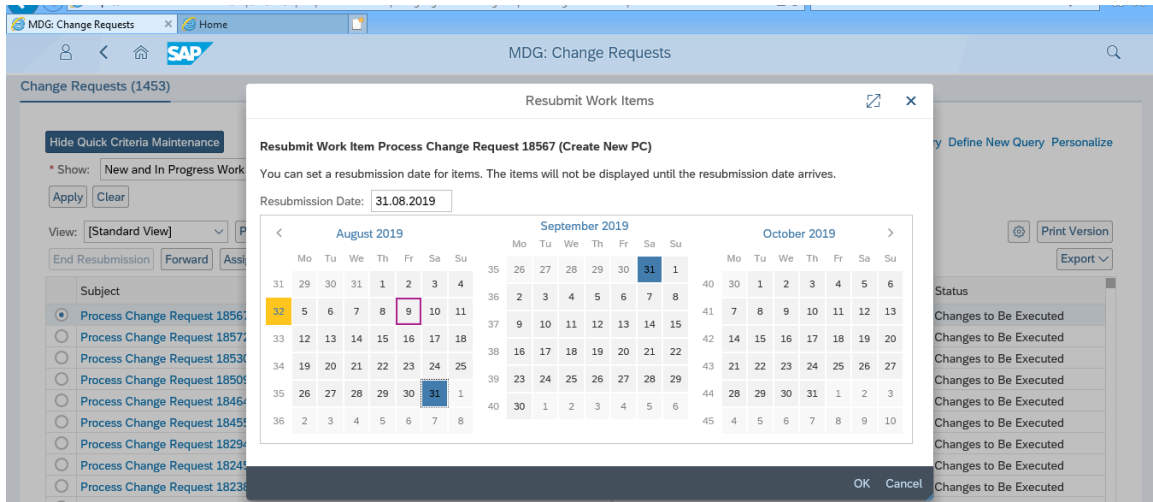
1. From the **MDG: Change Requests** page, select the appropriate change request number and click the **Resubmit** button.



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

# Enterprise Data: Update, Block, and Unblock Profit Center

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



## Enterprise Data: Update, Block, and Unblock Profit Center

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.

The screenshot displays the SAP MDG Change Requests interface. At the top, a notification pop-up states: "Work Item 00000691876 resubmitted successfully". Below this, the main interface shows a list of change requests with columns for Subject, From, Sent On, and Status. The first item in the list is "Process Change Request 18567 (Create New PC)" by Swapna Reddy Middela, sent on 09.08.2019 07:15:52, with a status of "Changes to Be Executed".

Subject	From	Sent On	Status
Process Change Request 18567 (Create New PC)	Swapna Reddy Middela	09.08.2019 07:15:52	Changes to Be Executed
Process Change Request 18572 (Unblock PC)	Aditya Anand	09.08.2019 06:56:26	Changes to Be Executed
Process Change Request 18530 (update)	O34237	08.08.2019 16:05:46	Changes to Be Executed
Process Change Request 18509 (changed)	Manaswini Grandhe	08.08.2019 14:17:17	Changes to Be Executed
Process Change Request 18464 (New Cost Center18262ChineseEnglishHindi)	Suraj Singh	08.08.2019 07:14:52	Changes to Be Executed
Process Change Request 18455 (New Cost Center18262ChineseEnglishHindi)	Suraj Singh	08.08.2019 05:02:06	Changes to Be Executed
Process Change Request 18294 (New Cost Center18091ChineseEnglishHindi)	Adesh Shetty	06.08.2019 12:20:07	Changes to Be Executed
Process Change Request 18245 (New Cost Center18074ChineseEnglishHindi)	Baishali Goswami	06.08.2019 10:21:43	Changes to Be Executed
Process Change Request 18238 (New Cost Center18122ChineseEnglishHindi)	Baishali Goswami	06.08.2019 09:35:09	Changes to Be Executed

## 5.3 Provide Final Approval

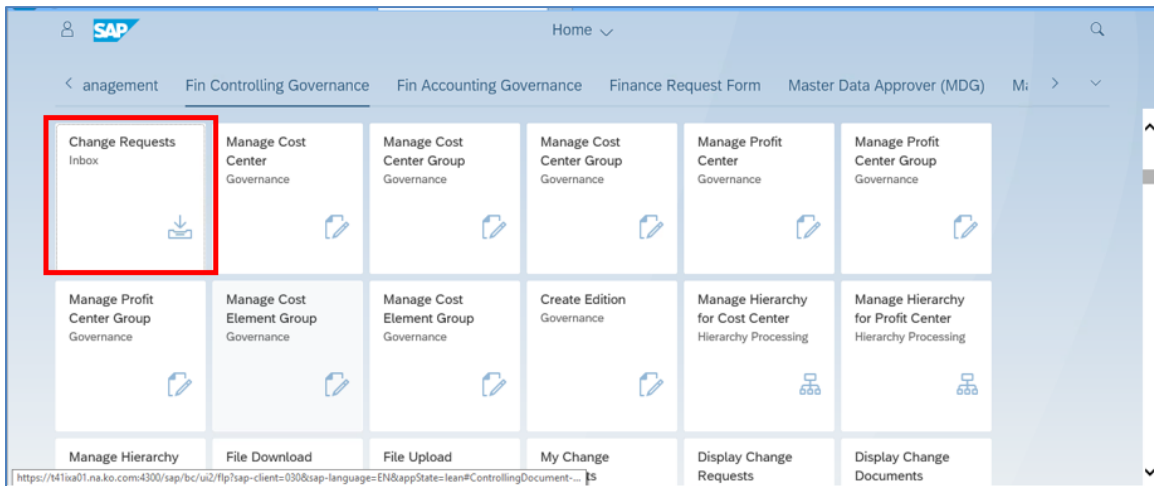
The Finance Approver reviews the request for the Profit Center update, block/unblock in MDG. If approved, an email notification is automatically triggered to the Genpact Business Data Steward and the Requestor. The updated Profit Center is syndicated to the MDG system, S/4, and the P08 system. However,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

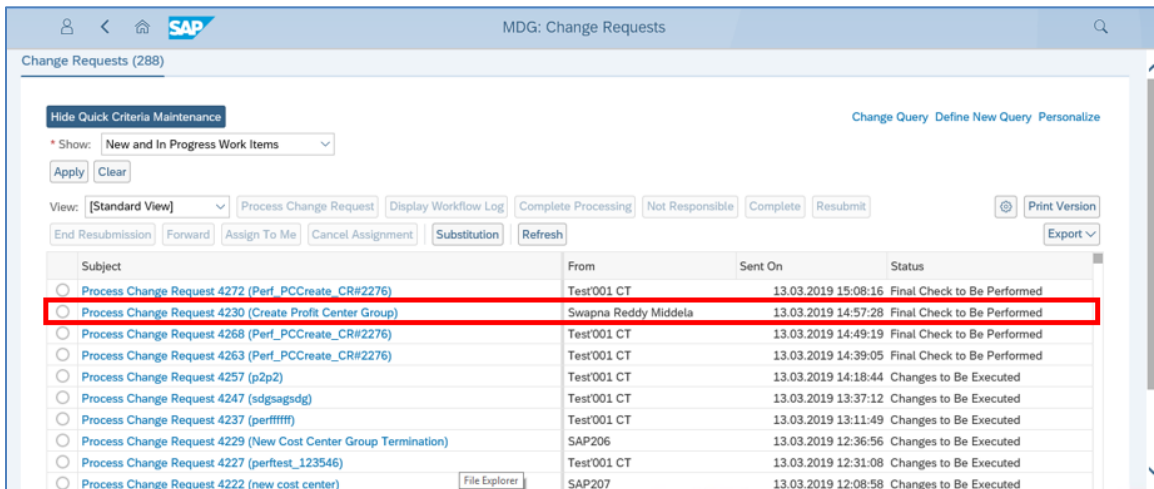
1. Log in to Fiori using your Finance Approver credentials.

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

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

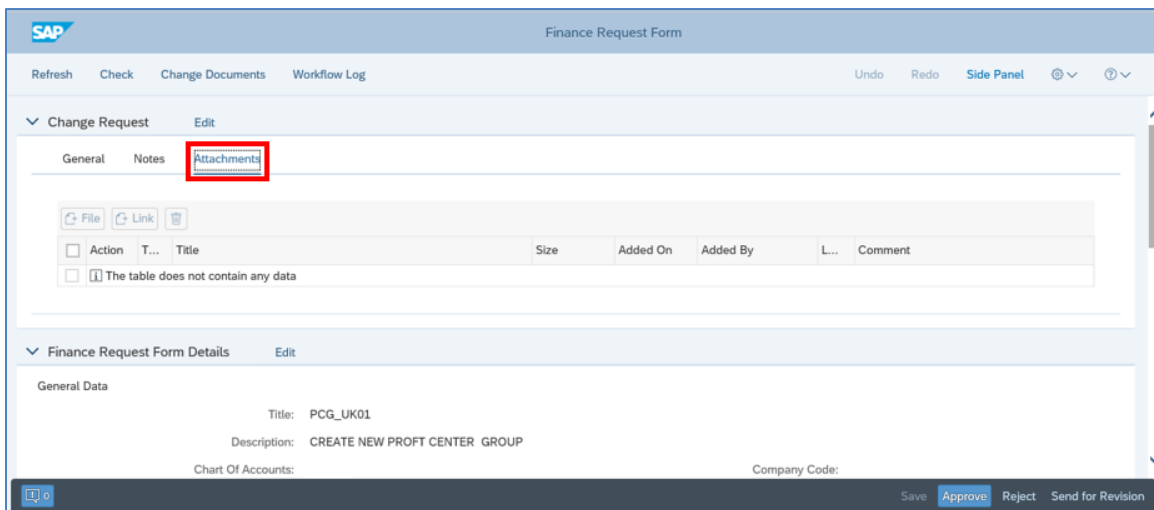
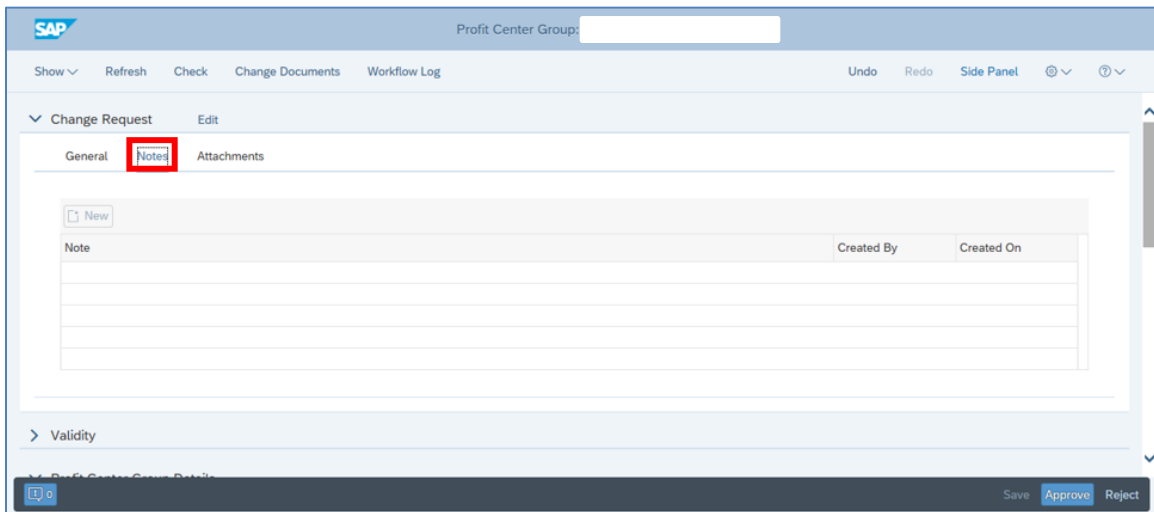
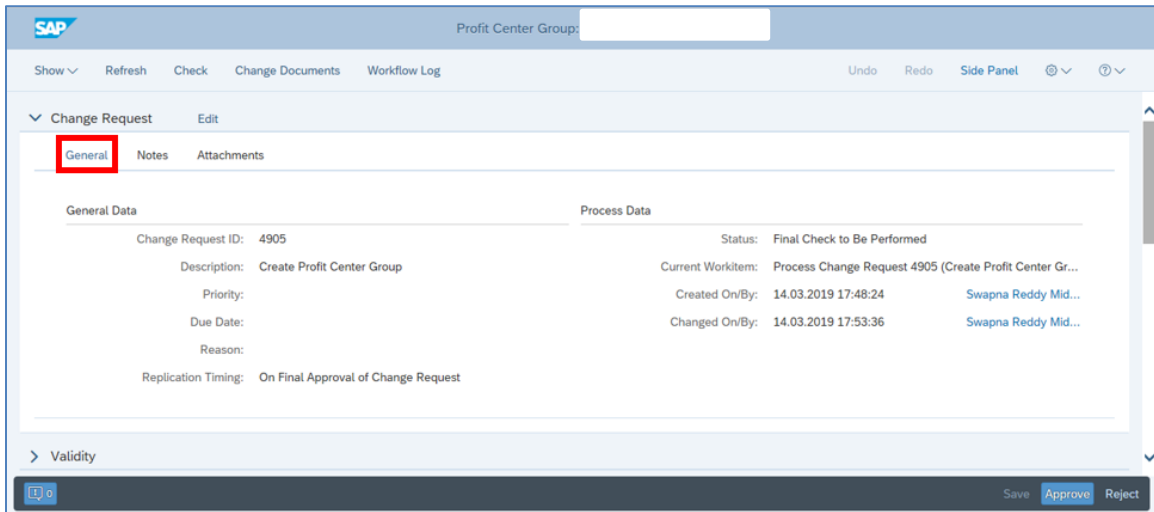


3. In the **MDG: Change Requests** screen, select the appropriate change request number.



# Enterprise Data: Update, Block, and Unblock Profit Center

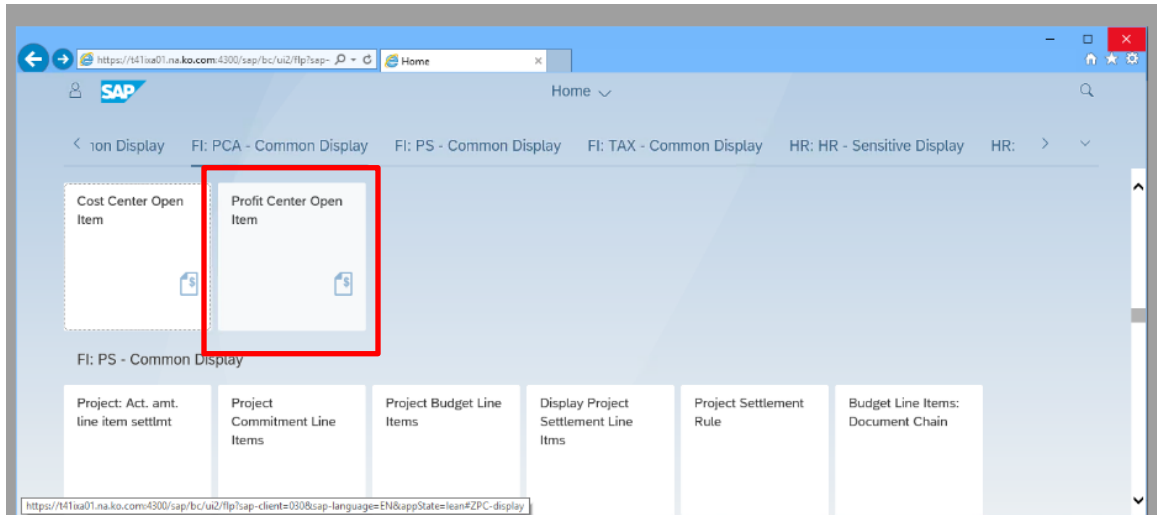
- The **Finance Request Form** is displayed in a new window. Review the information in the **General**, **Notes**, and **Attachments** tabs.



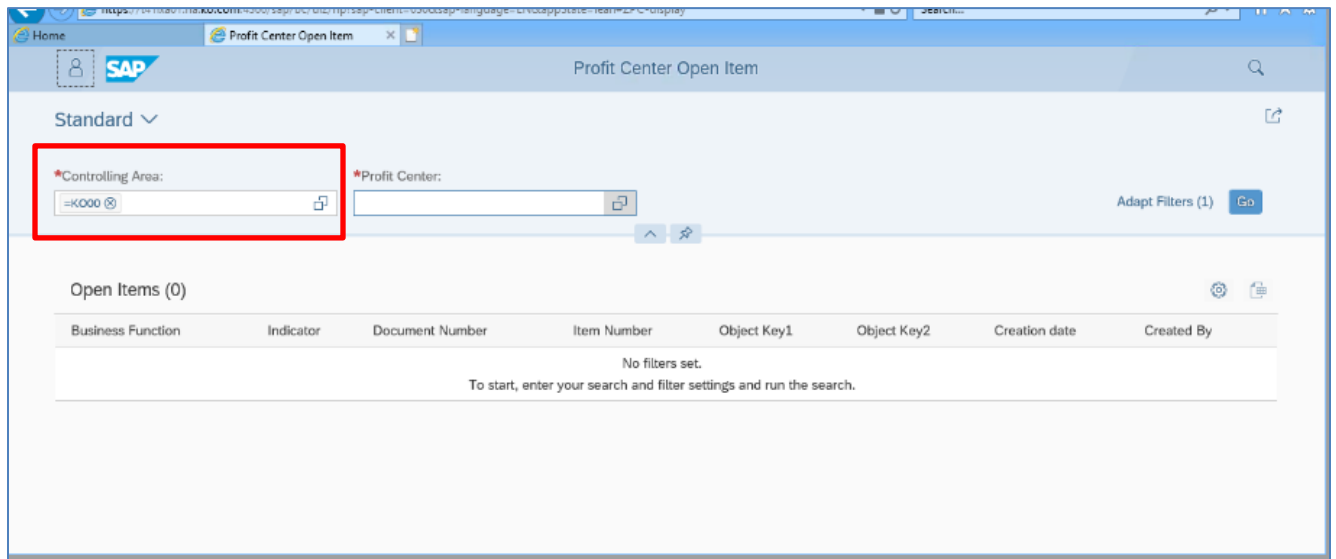
## Enterprise Data: Update, Block, and Unblock Profit Center

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.

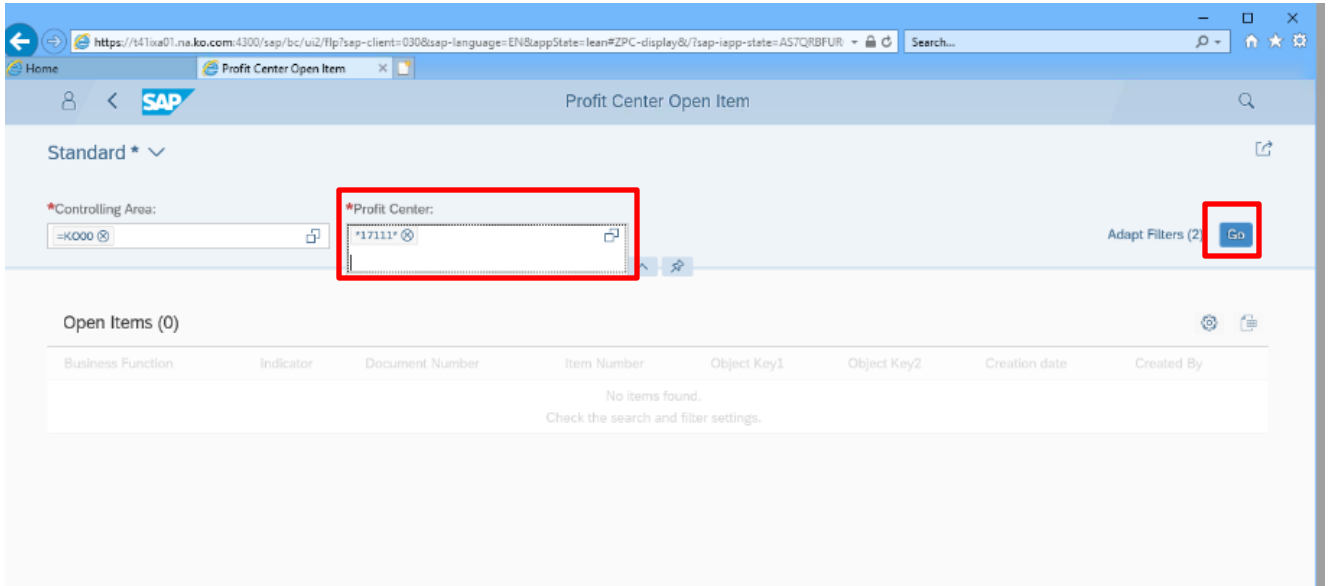


2. The **Profit Center Open Item** page is displayed. To search for a single Profit Center, in the **Controlling Area** field, enter the appropriate Controlling Area number.

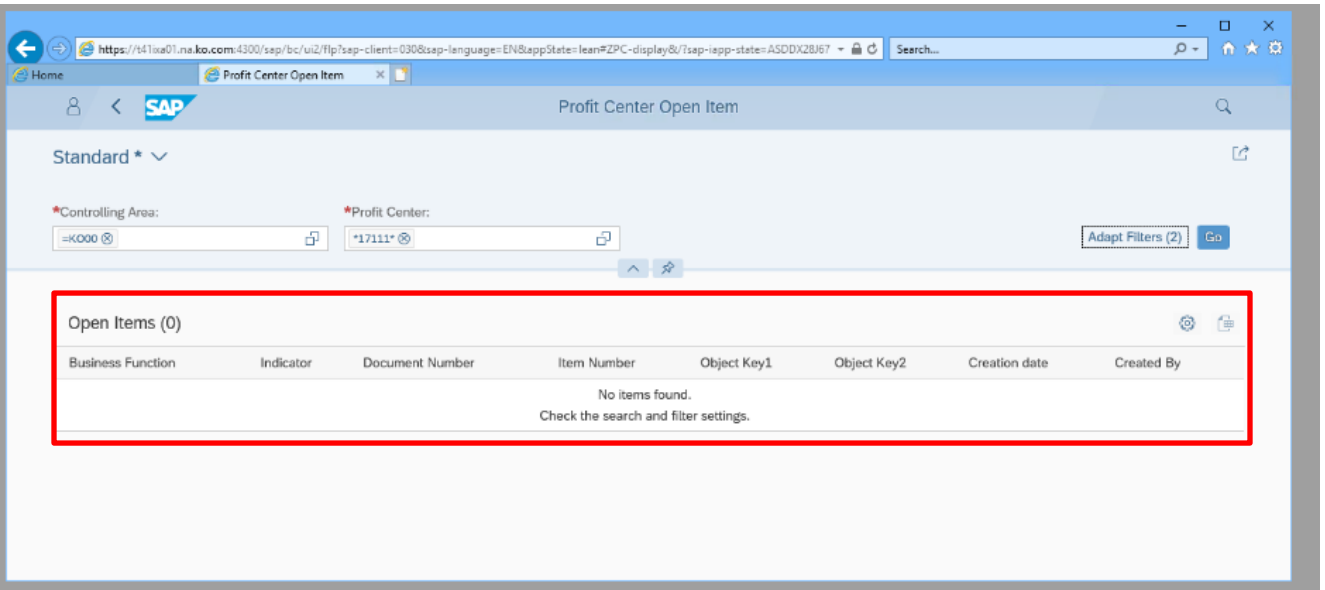


## Enterprise Data: Update, Block, and Unblock Profit Center

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.



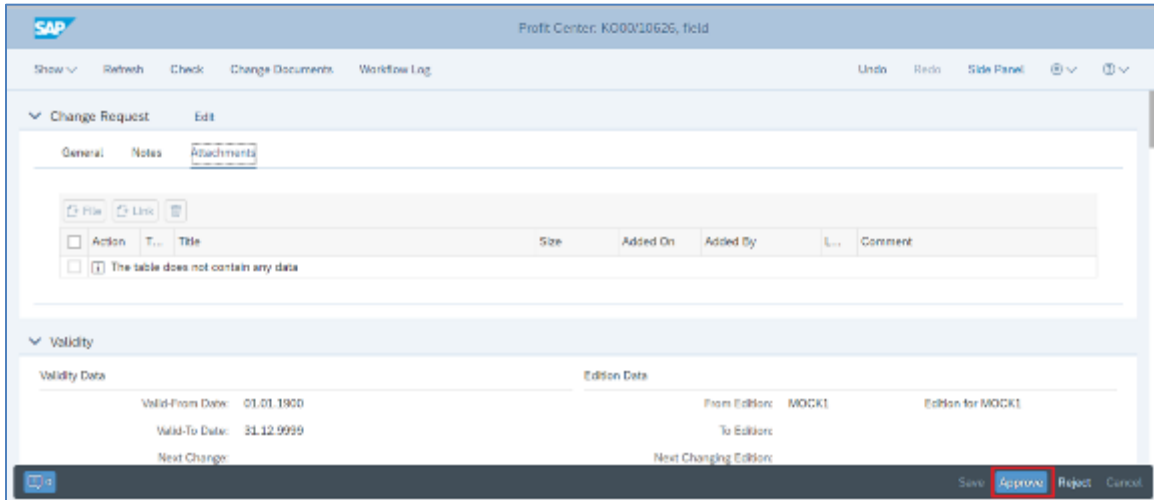


## Enterprise Data: Update, Block, and Unblock Profit Center

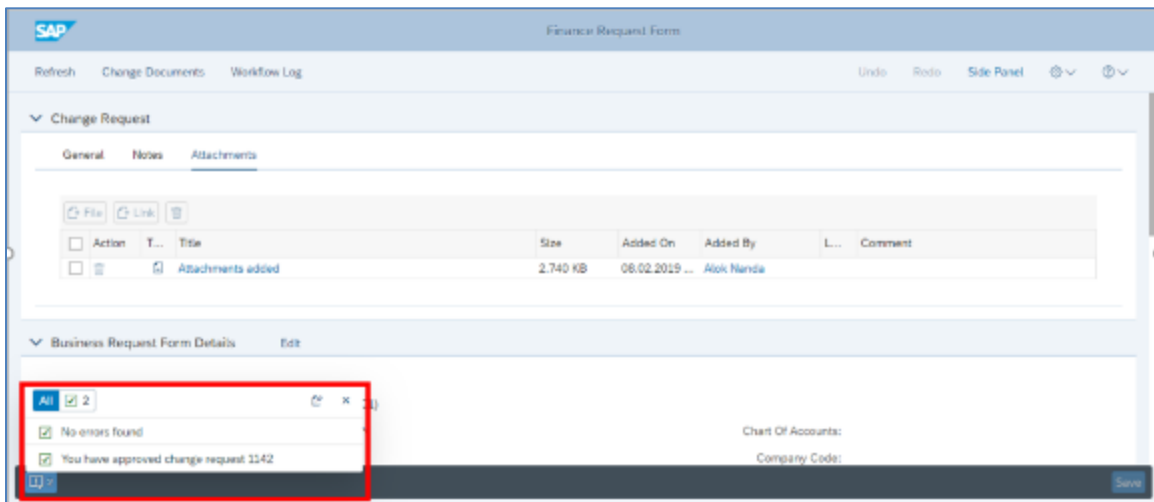
Decide whether to approve the request or send the request for revision based on pre-defined criteria.

### **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.

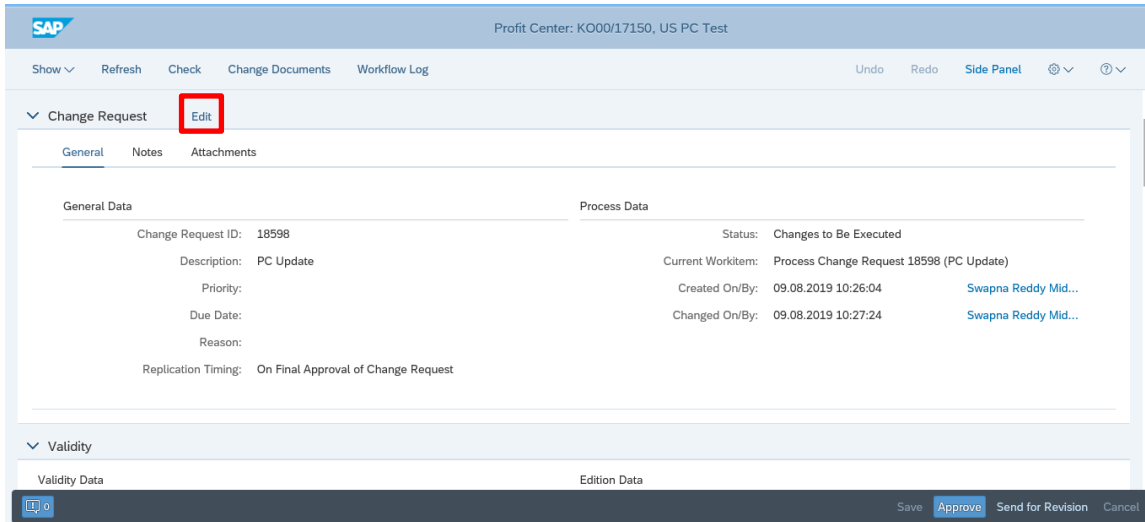


# Enterprise Data: Update, Block, and Unblock Profit Center

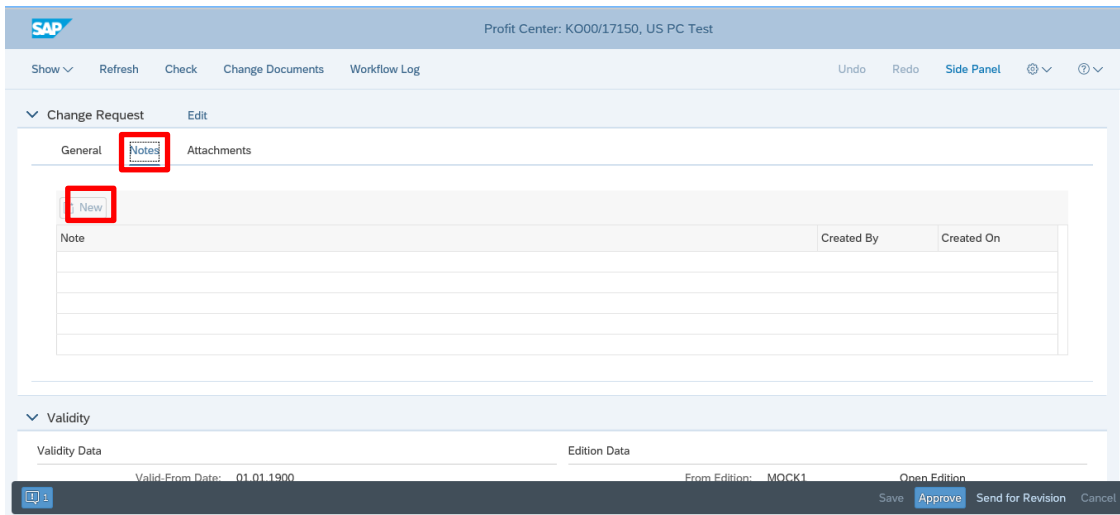
## Case 2 – Send for Revision

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.

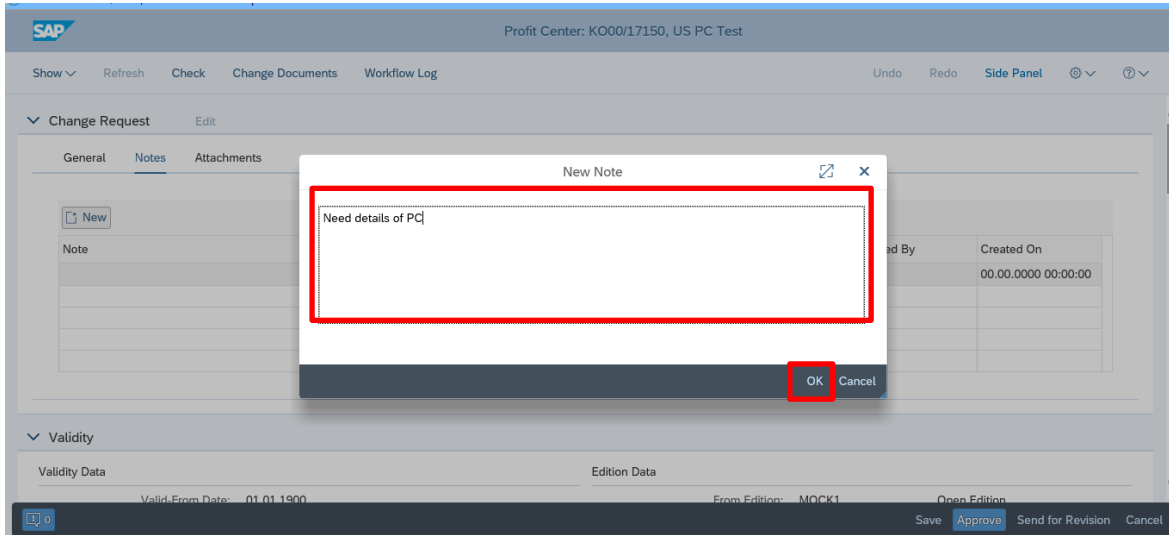


6. In the **Change Request** section, click **Notes > New**.

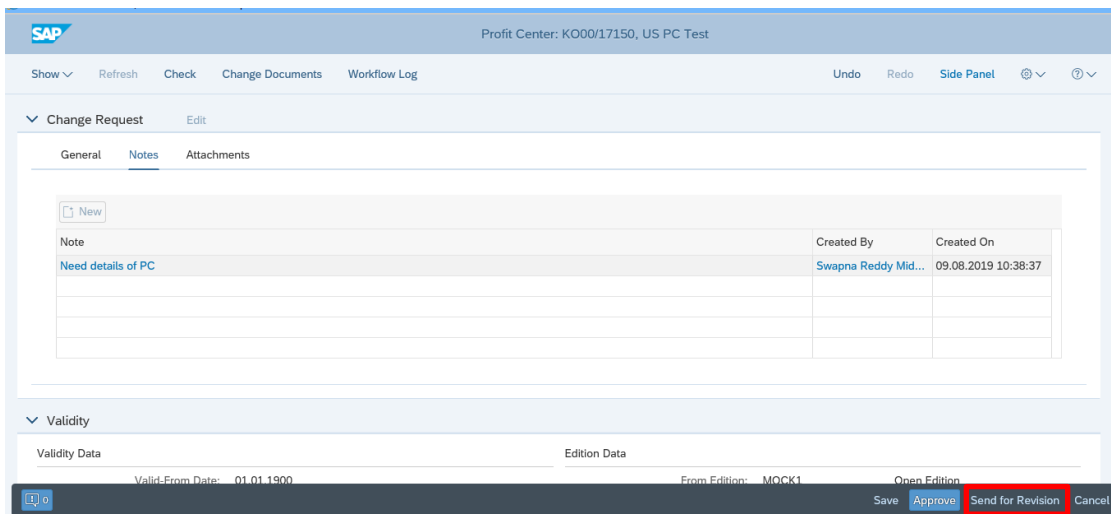


## Enterprise Data: Update, Block, and Unblock Profit Center

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

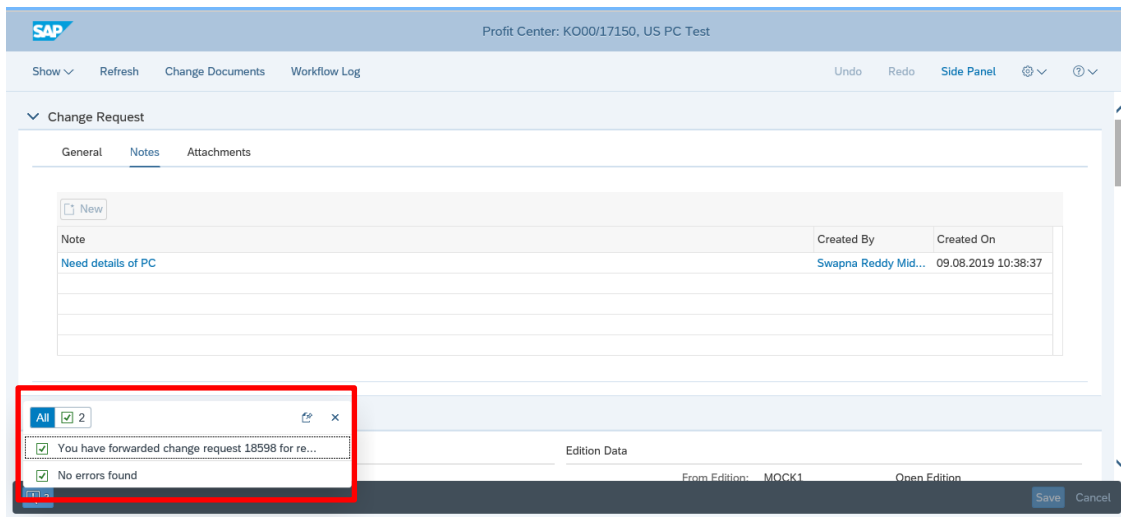


8. Click the **Send for Revision** button.



## Enterprise Data: Update, Block, and Unblock Profit Center

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



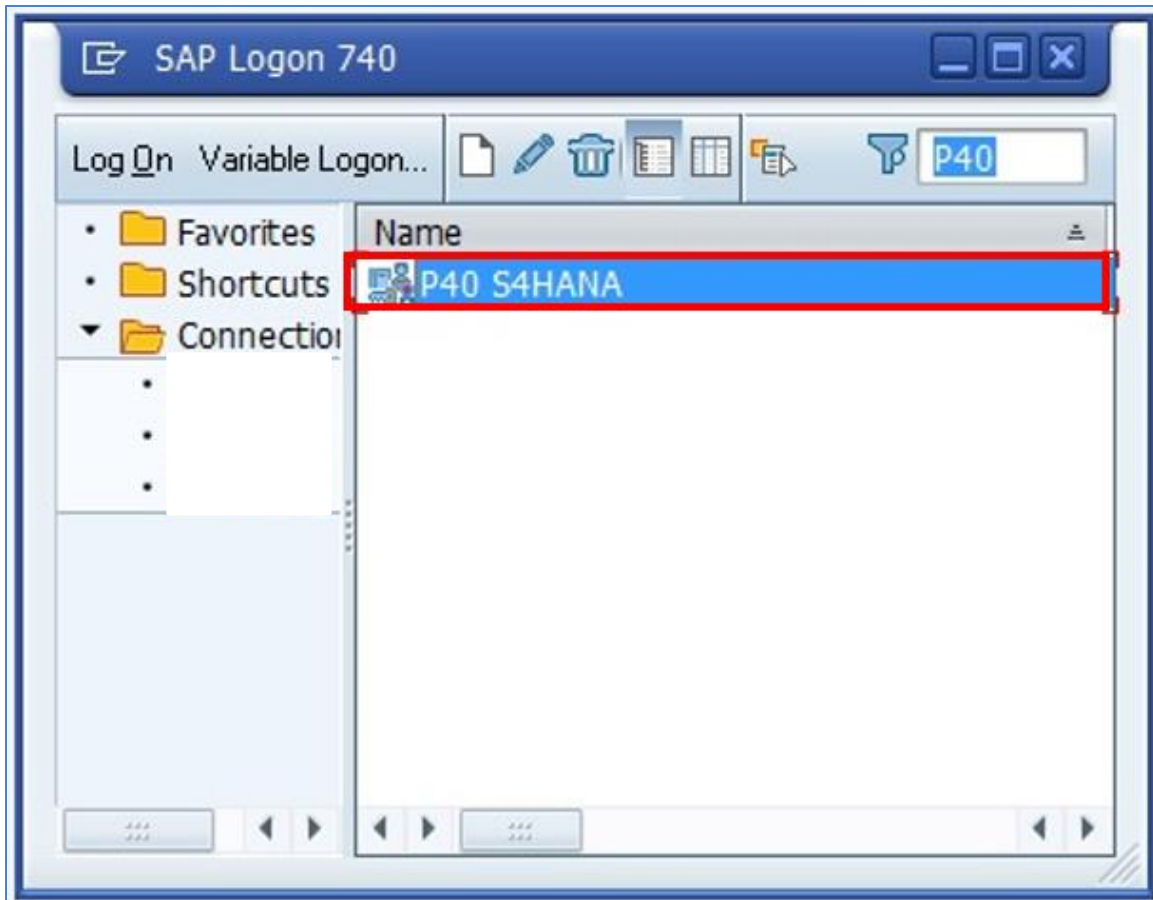
### 5.4 Verify the Replication of Data in SAP Sub-Systems

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:

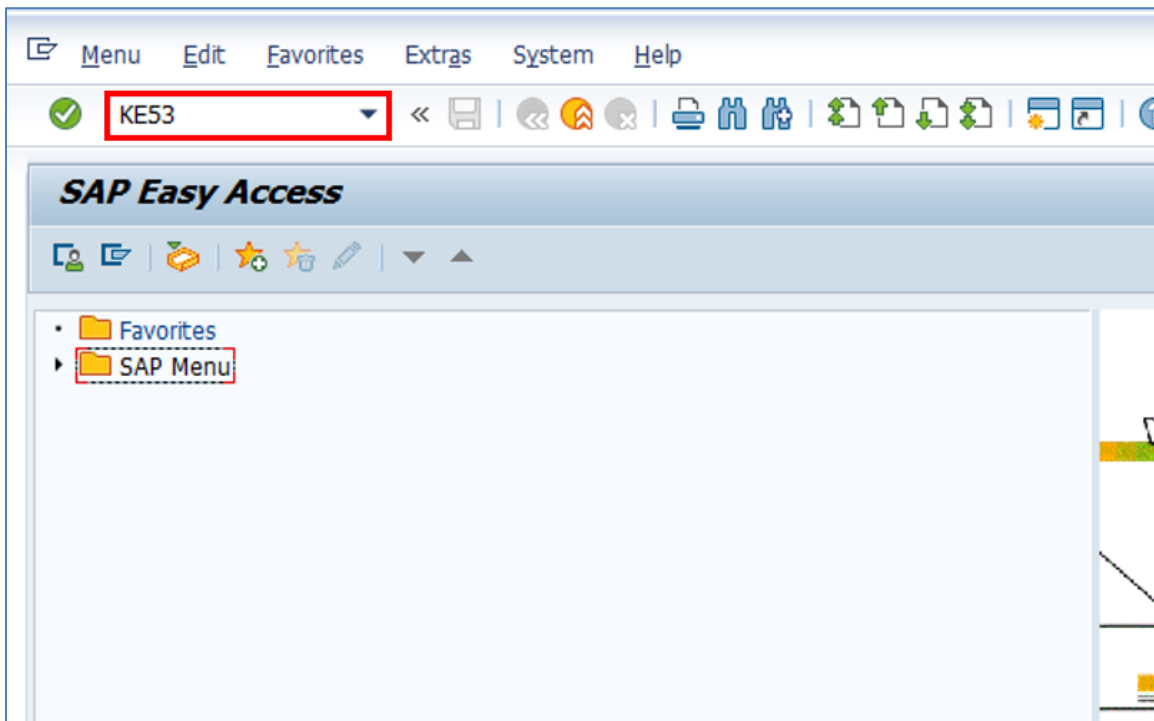
1. In the **SAP Logon 740** window, double-click the **S4 HANA** server.



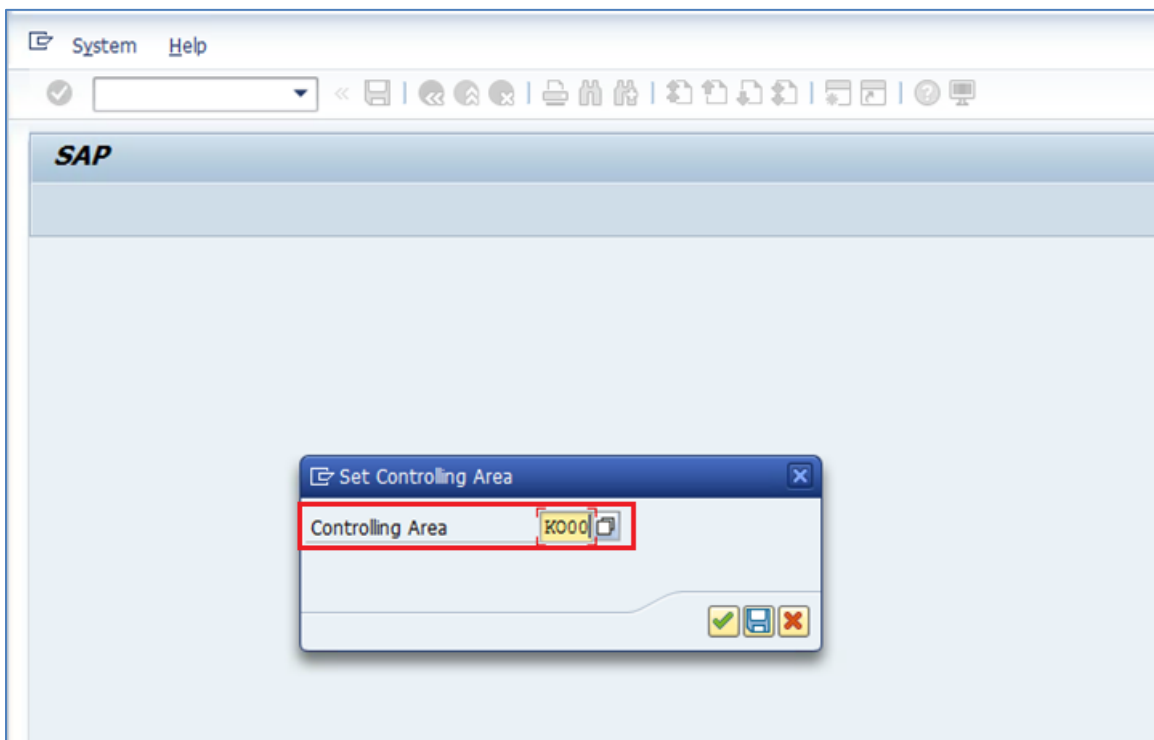
2. In the **SAP Secure Login Client – Login** pop-up, enter the **KO** ID, password and click the **OK** button.
3. The SAP S/4 HANA screen is displayed. From the **SAP User Selection** panel, select an appropriate instance.

## Enterprise Data: Update, Block, and Unblock Profit Center

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

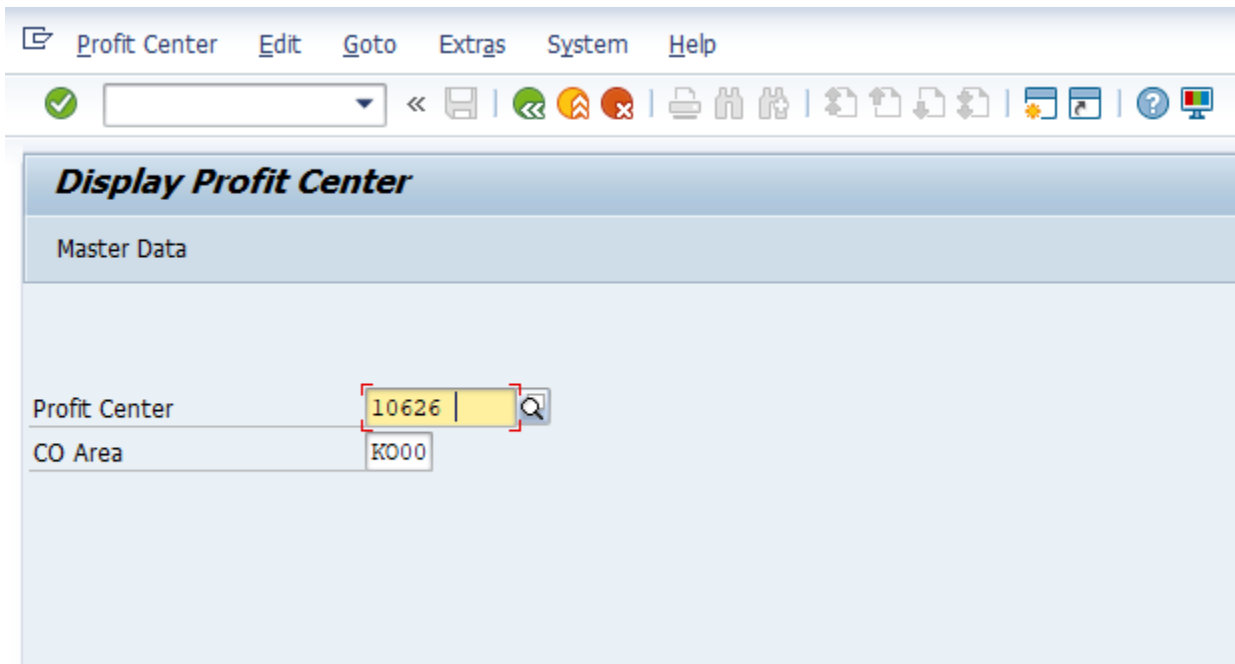


- The **Set Controlling Area** pop-up box is displayed. In the **Controlling Area** field, enter the appropriate controlling area code and press the **Enter** key.



## Enterprise Data: Update, Block, and Unblock Profit Center

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



## Enterprise Data: Update, Block, and Unblock Profit Center

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

The screenshot shows the SAP 'Display Profit Center' interface. At the top, there is a navigation bar with 'Profit Center', 'Edit', 'Goto', 'System', and 'Help' menus. Below this is a toolbar with various icons for navigation and actions. The main title is 'Display Profit Center'. Underneath, there are buttons for 'Drilldown' and 'Analysis Period'. The 'General Data' section contains the following information:

Profit Center	10626		
Controlling Area	K000		Area
Validity Period	01.01.1900	To	31.12.9999

Below the general data, there are tabs for 'Basic Data', 'Indicators', 'Company Codes', 'Address', 'Communication', and 'History'. The 'Descriptions' section shows:

Profit Center	10626	Status	Active
Analysis Period	01.01.1900	to	31.12.9999
Name	CR CPS Juice Center		
Long Text	CR CPS Costa Rica Juice Center		

The 'Basic Data' section shows:

User Responsible		
Person Respons.	A12220	
Department		
Profit Ctr Group	KP-CPSLA	Commercial Product Supply - LA
Segment	OG-CORP	Corporate



# Enterprise Data: Update, Block, and Unblock Profit Center

Profit Center Edit Goto System Help

Change Profit Center

Drilldown Analysis Period Change Validity Period

General Data

Profit Center	10626		
Controlling Area	K000		
Validity Period	01.01.1900	To	31.12.9999

Basic Data Indicators Company Codes Address Communication History

Indicator

Dummy Profit Ctr

Lock indicator

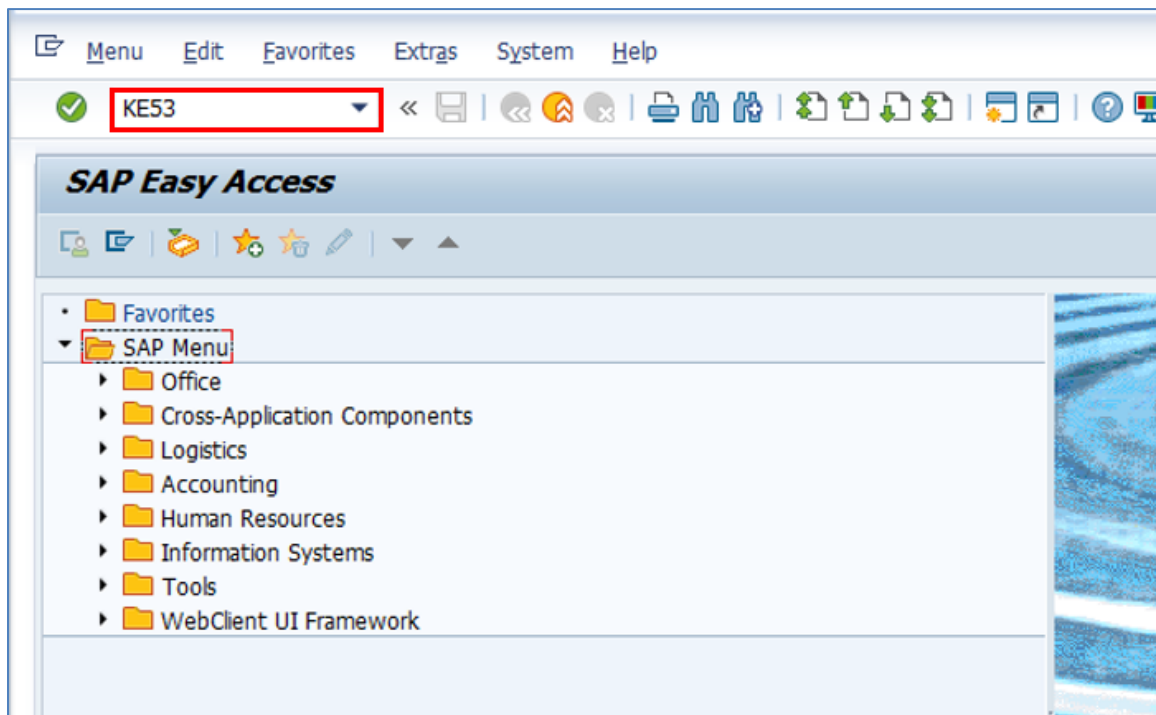
Formula Planning

Form. Planning Temp. [ ]

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

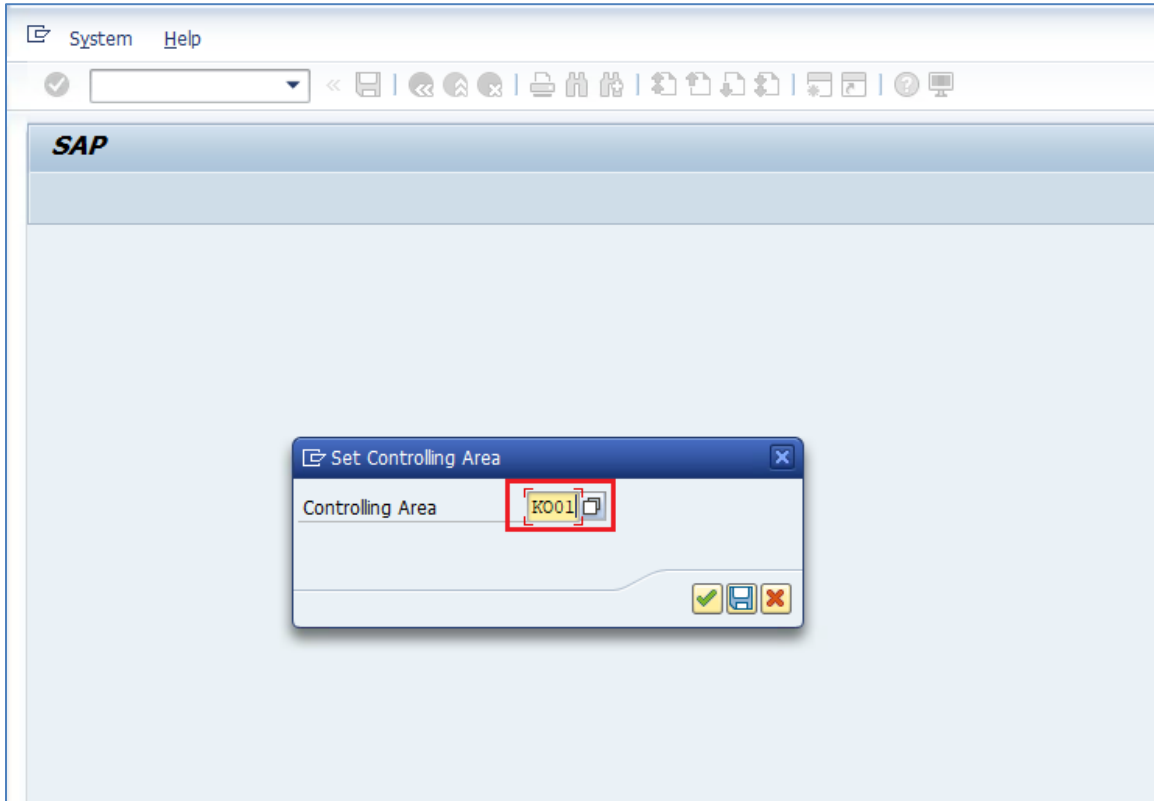
To validate the replication of data in the P08 system, the Finance Approver performs the following steps:

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.

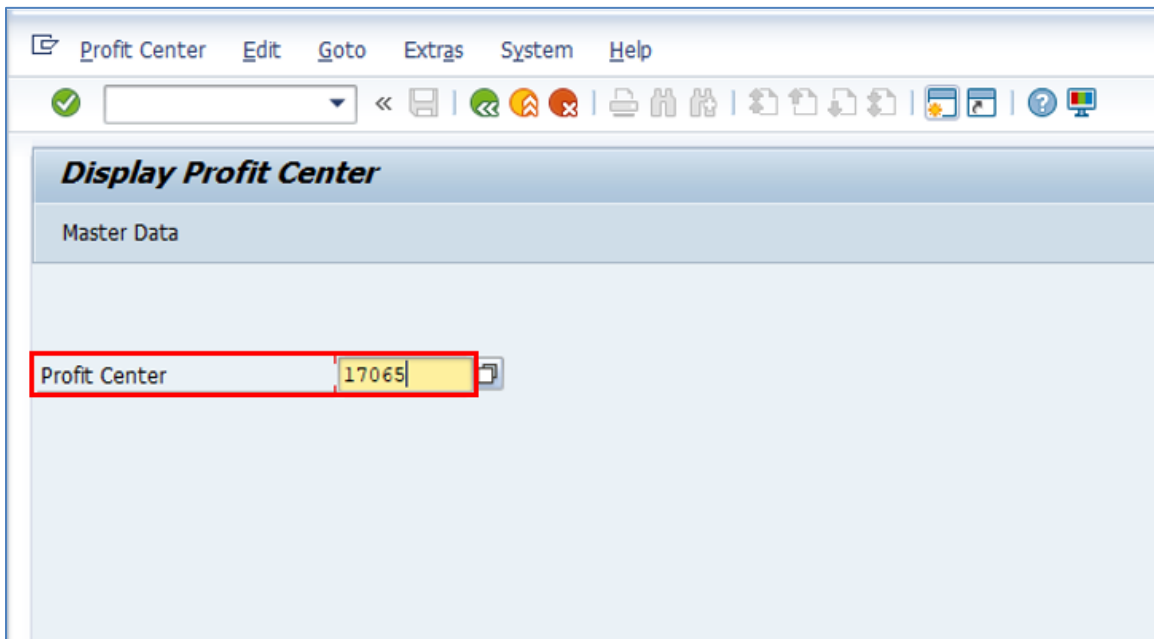


## Enterprise Data: Update, Block, and Unblock Profit Center

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.

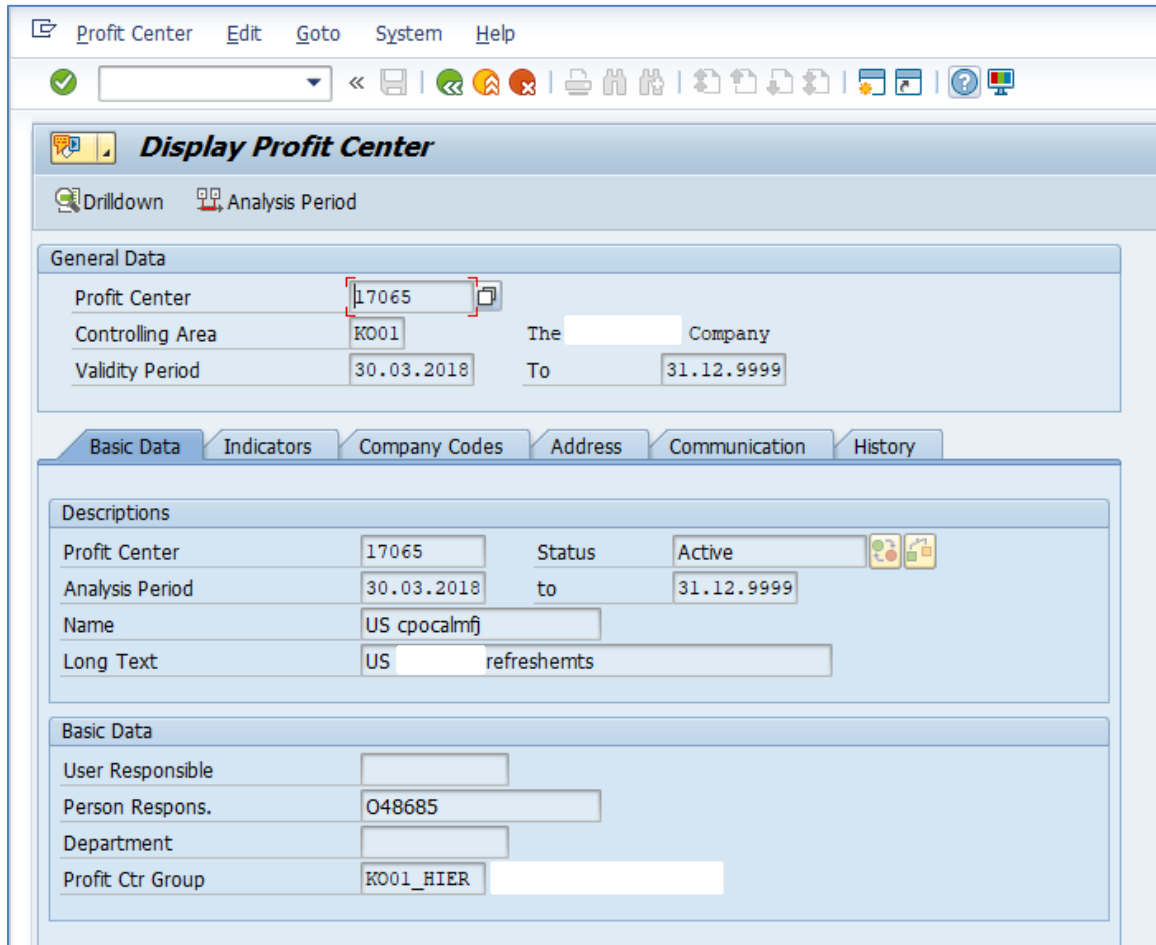


6. The **Display Profit Center** screen is displayed. In the **Profit Center** field, enter the Profit Center code and press the **Enter** key.



# Enterprise Data: Update, Block, and Unblock Profit Center

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



The screenshot shows the SAP 'Display Profit Center' interface. At the top, there is a menu bar with 'Profit Center', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons for navigation and actions. The main title is 'Display Profit Center'. Underneath, there are buttons for 'Drilldown' and 'Analysis Period'. The 'General Data' section contains the following fields:

Profit Center	17065		
Controlling Area	K001	The	Company
Validity Period	30.03.2018	To	31.12.9999

Below this is a tabbed interface with tabs for 'Basic Data', 'Indicators', 'Company Codes', 'Address', 'Communication', and 'History'. The 'Basic Data' tab is selected, showing the following fields:

Profit Center	17065	Status	Active
Analysis Period	30.03.2018	to	31.12.9999
Name	US cpocalmfj		
Long Text	US refreshemts		

Below the 'Basic Data' section is another 'Basic Data' section with the following fields:

User Responsible	
Person Respons.	048685
Department	
Profit Ctr Group	K001_HIER

## Enterprise Data: Update, Block, and Unblock Profit Center

The screenshot shows the SAP 'Change Profit Center' dialog box. At the top, there is a menu bar with 'Profit Center', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Change Profit Center' and contains several sections:

- General Data:** A table with the following data:

Profit Center	17065		
Controlling Area	K001		
Validity Period	30.03.2018	To	31.12.9999
- Indicator:** A section with two checkboxes: 'Dummy Profit Ctr' (unchecked) and 'Lock indicator' (checked).
- Formula Planning:** A section with a text field 'Form. Planning Temp.' and three icons (a magnifying glass, a pencil, and a document).

At the bottom, there are tabs for 'Basic Data', 'Indicators', 'Company Codes', 'Address', 'Communication', and 'History'. The 'Indicators' tab is currently selected.

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.

## 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