



SISTEM SUMBER MANUSIA

User Guide for Back End User (SAP GUI)

Cost Plan Log for Departments

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for participants that have joined the **Train the Trainer (TTT)** program on how they can use the features for **Personnel Cost Planning**. In this user guide, it will show the users how to:

1. Execute Cost Plan Log

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

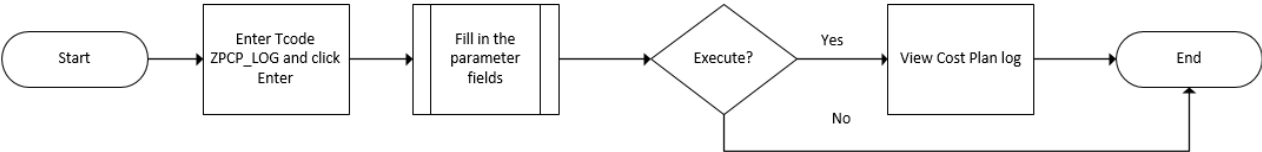
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Process Overview

Cost Plan Log



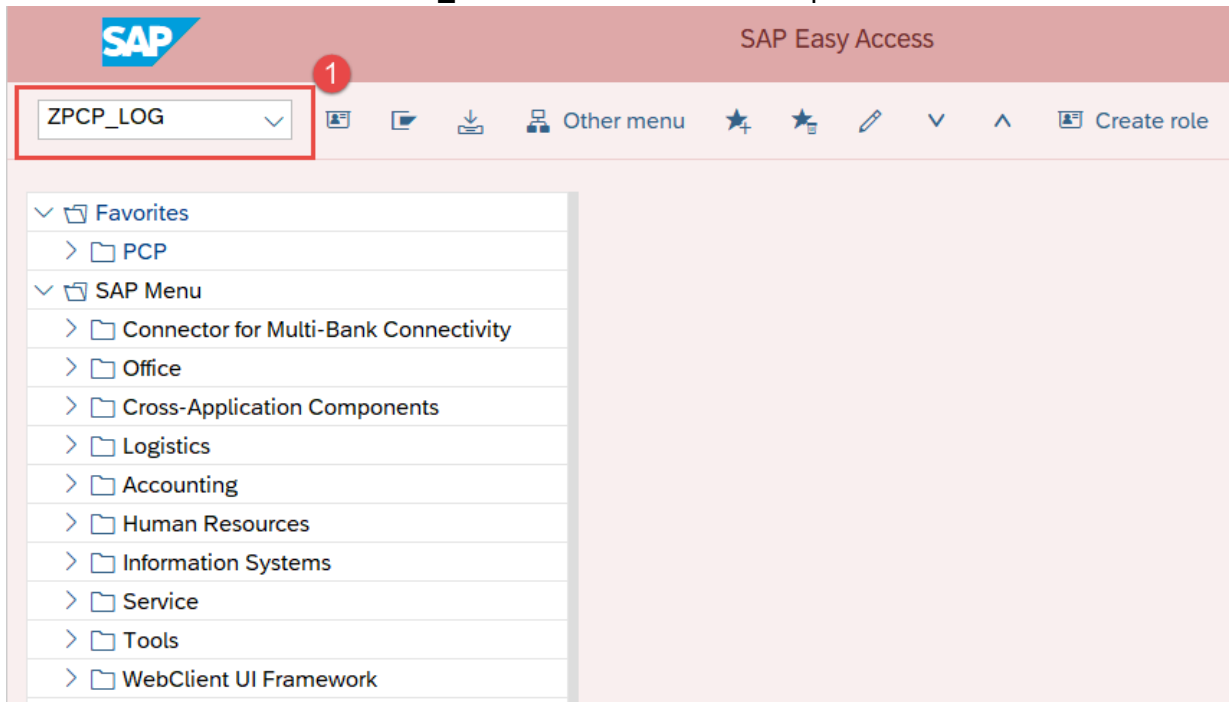
COST PLAN LOG

Backend User

Department Budget Clerk, Department Budget Officer, Budget Division

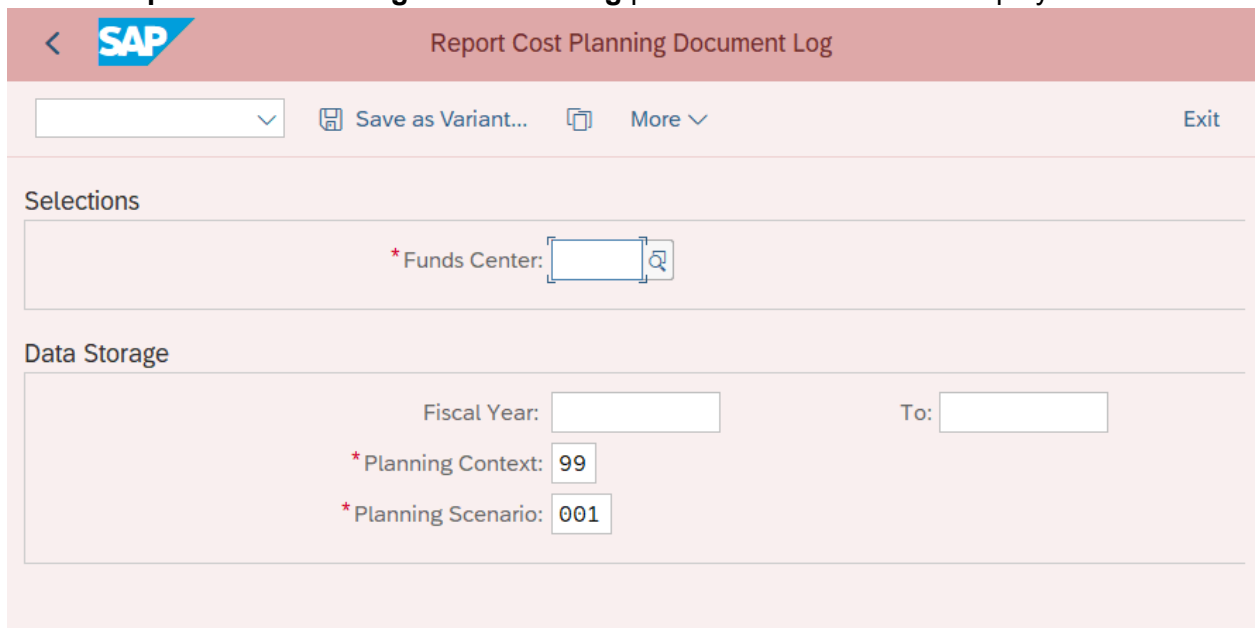
Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZPCP_LOG** in the search bar and press Enter.



The screenshot shows the SAP Easy Access interface. At the top, there is a search bar with the text "ZPCP_LOG" entered. A red box highlights the search bar, and a red circle with the number "1" is placed above it. To the right of the search bar, there are several icons and a button labeled "Other menu". Below the search bar, there is a list of menu items under the heading "Favorites" and "SAP Menu". The list includes "PCP", "Connector for Multi-Bank Connectivity", "Office", "Cross-Application Components", "Logistics", "Accounting", "Human Resources", "Information Systems", "Service", "Tools", and "WebClient UI Framework".

Note: Report Cost Planning Document Log parameter screen will be displayed.



The screenshot shows the "Report Cost Planning Document Log" parameter screen. At the top, there is a header bar with the SAP logo and the title "Report Cost Planning Document Log". Below the header, there is a search bar with a dropdown arrow. To the right of the search bar, there are buttons for "Save as Variant...", "More", and "Exit". The main area of the screen is divided into two sections: "Selections" and "Data Storage". In the "Selections" section, there is a field for "* Funds Center:" with a search icon. In the "Data Storage" section, there are fields for "Fiscal Year:", "To:", "* Planning Context:", and "* Planning Scenario:". The "Fiscal Year:" field is empty, the "To:" field is empty, the "* Planning Context:" field contains the value "99", and the "* Planning Scenario:" field contains the value "001".

2. Enter the **Funds Center** . Eg (SA01A)
3. Enter the **Fiscal Year**. Eg. (01.04.2026 – 31.03.2027)

4. Click  beside the Planning Context field.

Planning Context (1) 135 Entries found	
Restrictions	
	
PCon	Name
A1	SPJ SA01A
A2	SPJ SA02A
A3	SPJ SA03A
A4	SPJ SA04A
A5	SPJ SA05A
A6	SPJ SA06A
A7	SPJ SA07A
A8	SPJ SA08A
A9	SPJ SA09A
B1	SPJ SA10A
135 Entries found	

Select the Planning Context that is related to the funds center entered at Step **(2)**. Eg. Funds Center: SA01A , Planning Context to select is 'A1'.

5. Press Enter after selecting Planning Context and Planning Scenario field will automatically fill in the value.
6. Click **Execute**

<
Report Cost Planning Document Log

Save as Variant...
 More ▾

Exit

Selections

* Funds Center:
2

Data Storage

Fiscal Year:
To:

* Planning Context:
3

* Planning Scenario:
4

< >< >

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Execute

Outcome: Report Cost Planning Document Log main page will be displayed.

≡ List Edit Goto Settings System Help
> ghr01qasapp01

<
Report Cost Planning Document Log

Cost Planning Status Log

Tahun Kewangan 2025 / 2026
Business Unit SA01A

Total No. of Records: 4

End Center	PCon	PlContextT	Scen	PlScenText	Start Date	End Date	STy	Subty.text	Status	Status Text	RNo	Created by	Created on	Time	Changed by	Changed On	Changed at
SA01A	A1	SPJ SA01A	001	SPJ SA01A-01	01.04.2025	31.03.2026	0002	Version 0.2 5	Approved		4	DYNAMIK37	27.05.2025	21:39:30	DYNAMIK37	28.05.2025	06:21:26
SA01A	A1	SPJ SA01A	001	SPJ SA01A-01	01.04.2025	31.03.2026	0001	Version 0.1 3	Verified		3	DYNAMIK37	27.05.2025	21:39:30	DYNAMIK37	27.05.2025	21:41:28
SA01A	A1	SPJ SA01A	001	SPJ SA01A-01	01.04.2025	31.03.2026	0001	Version 0.1 2	Submitted		2	DYNAMIK37	27.05.2025	21:39:30	DYNAMIK37	27.05.2025	21:40:45
SA01A	A1	SPJ SA01A	001	SPJ SA01A-01	01.04.2025	31.03.2026	0001	Version 0.1 1	In Planning		1	DYNAMIK37	27.05.2025	21:39:30	DYNAMIK37	27.05.2025	21:39:30

Note

- All statuses of the cost plan will be displayed on this page.
- This transaction displays the user who executed it along with the timestamp details.
- The Subtype and Subtype Text column indicates the level at which the transaction has been executed:
 - **Version 0.1** – Cost plan at Department level
 - **Version 0.2** – Cost plan at Budget Division level

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SSM_UG_PCP_Back End (SAP GUI)_ Cost Plan Log_v1.0