



SISTEM SUMBER MANUSIA

User Guide for Back End User (SAP GUI)

Approve Personnel Cost Planning (PCP) for Departments

VERSION: 3.0

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. Approve Personnel Cost Plan
2. Rework Personnel Cost Plan
3. Reject Personnel Cost Plan

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**.

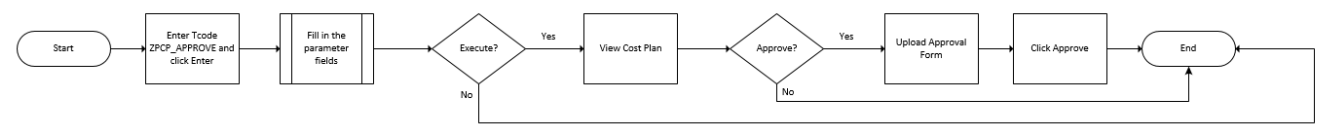
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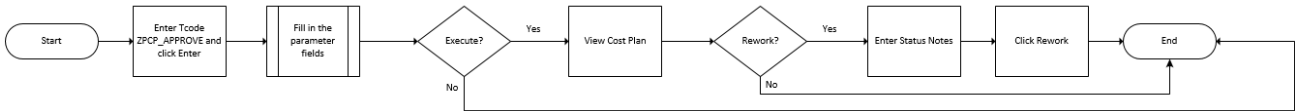


Process Overview

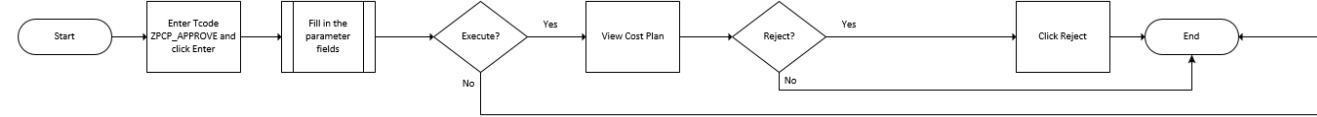
Approve Cost Plan



Rework Cost Plan



Reject Cost Plan



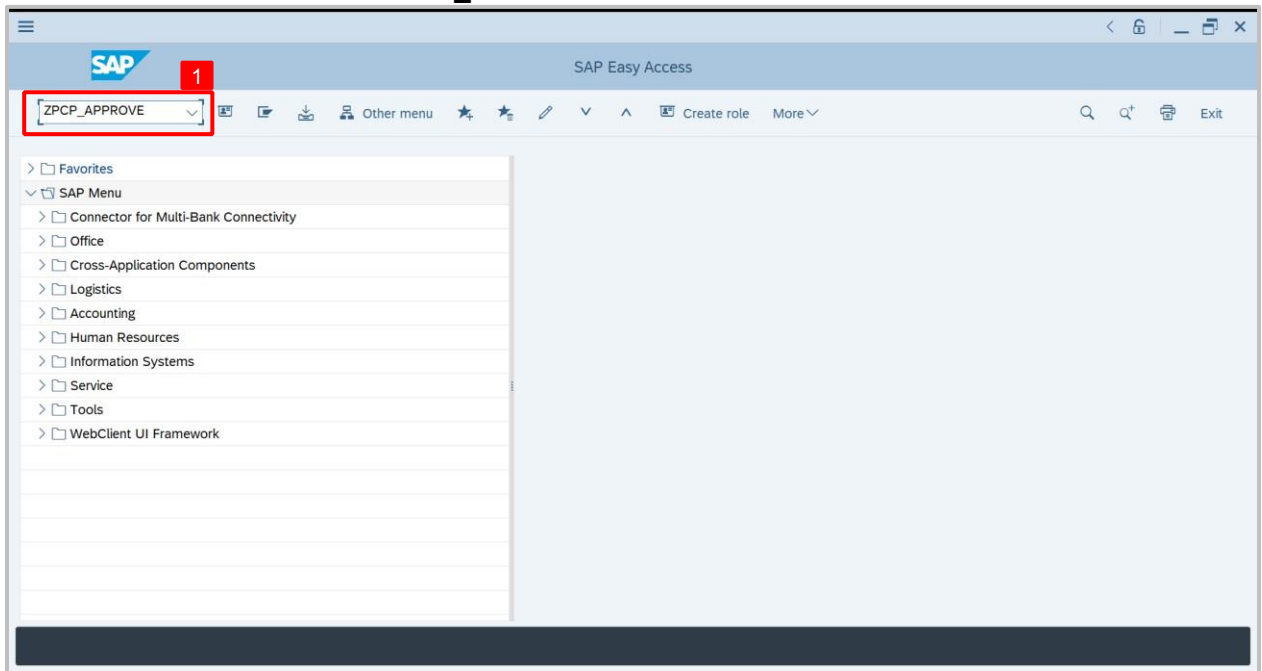
APPROVE COST PLAN

Backend User

Department Budget Officer

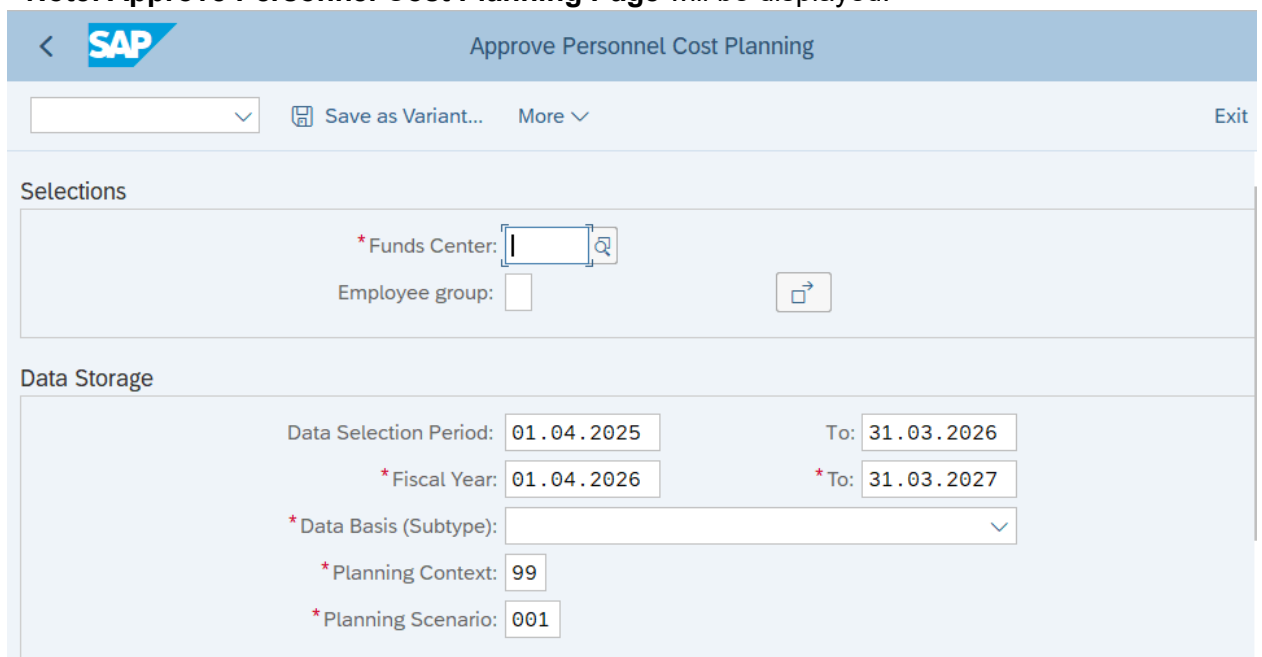
Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZPCP_APPROVE** in the search bar.



The screenshot shows the SAP Easy Access search bar. The transaction code 'ZPCP_APPROVE' is entered and highlighted by a red box with a '1' in the top right corner. The search bar is located at the top of the SAP interface, below the SAP logo and the 'SAP Easy Access' title. The search bar is a dropdown menu with a search icon on the right. The search bar is currently open, showing the entered text 'ZPCP_APPROVE'.

Note: Approve Personnel Cost Planning Page will be displayed.



The screenshot shows the 'Approve Personnel Cost Planning' page in SAP. The page has a blue header with the SAP logo and the title 'Approve Personnel Cost Planning'. Below the header is a search bar with a dropdown arrow. To the right of the search bar are buttons for 'Save as Variant...', 'More', and 'Exit'. The main content area is divided into two sections: 'Selections' and 'Data Storage'. The 'Selections' section contains fields for '* Funds Center' (with a search icon) and 'Employee group' (with a search icon). The 'Data Storage' section contains fields for 'Data Selection Period' (01.04.2025 to 31.03.2026), '* Fiscal Year' (01.04.2026 to 31.03.2027), '* Data Basis (Subtype)' (dropdown), '* Planning Context' (99), and '* Planning Scenario' (001).

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

Note: Dates for the two fields should be maintained the same

4. Data Basis (Subtype) : Default to select '**Version 0.1**'

5. 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'.

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

SAP Approve Personnel Cost Planning

Save as Variant... More ▾ Exit

Selections

* Funds Center: SA01A 2

Employee group:

Data Storage

Data Selection Period: 01.04.2026 To: 31.03.2027 3

* Fiscal Year: 01.04.2026 * To: 31.03.2027

* Data Basis (Subtype): Version 0.1 4

* Planning Context: A1 5

* Planning Scenario: 001 6

Note: Approve Personnel Cost Planning page will be displayed.

SAP Approve Personnel Cost Planning

Rework ✖ Reject ✔ Approve More ▾

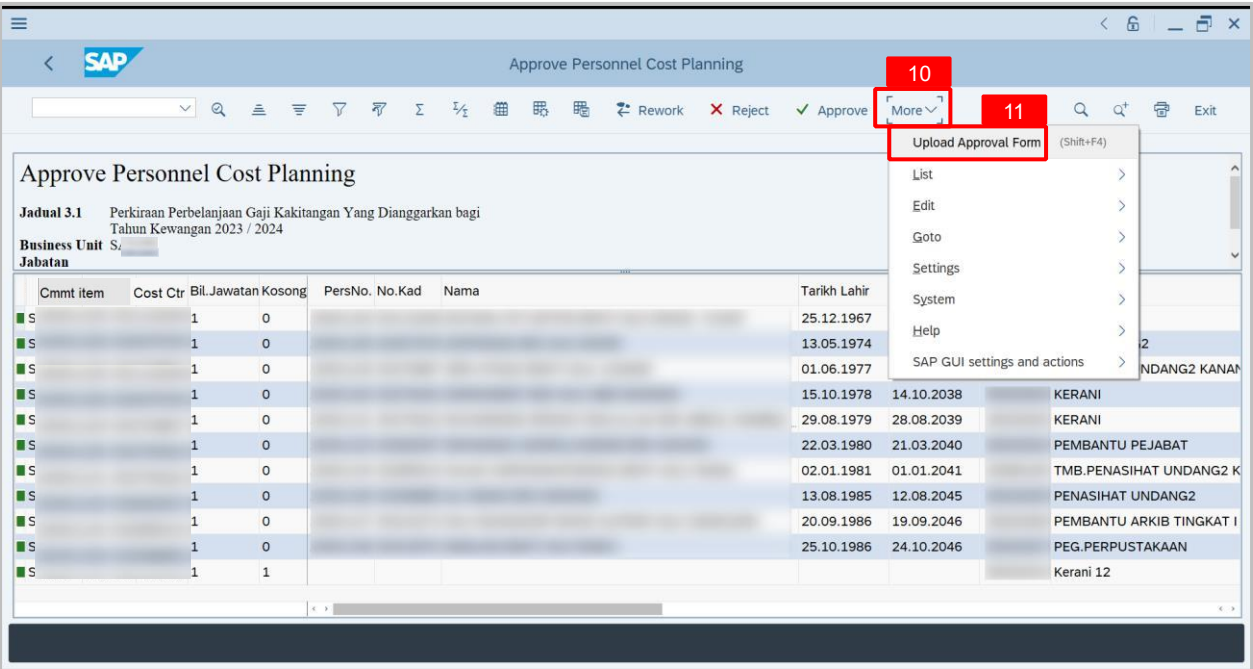
Approve Personnel Cost Planning

Jadual 3.1 Perkiraan Perbelanjaan Gaji Kakitangan Yang Dianggarkan bagi Tahun Kewangan 2023 / 2024

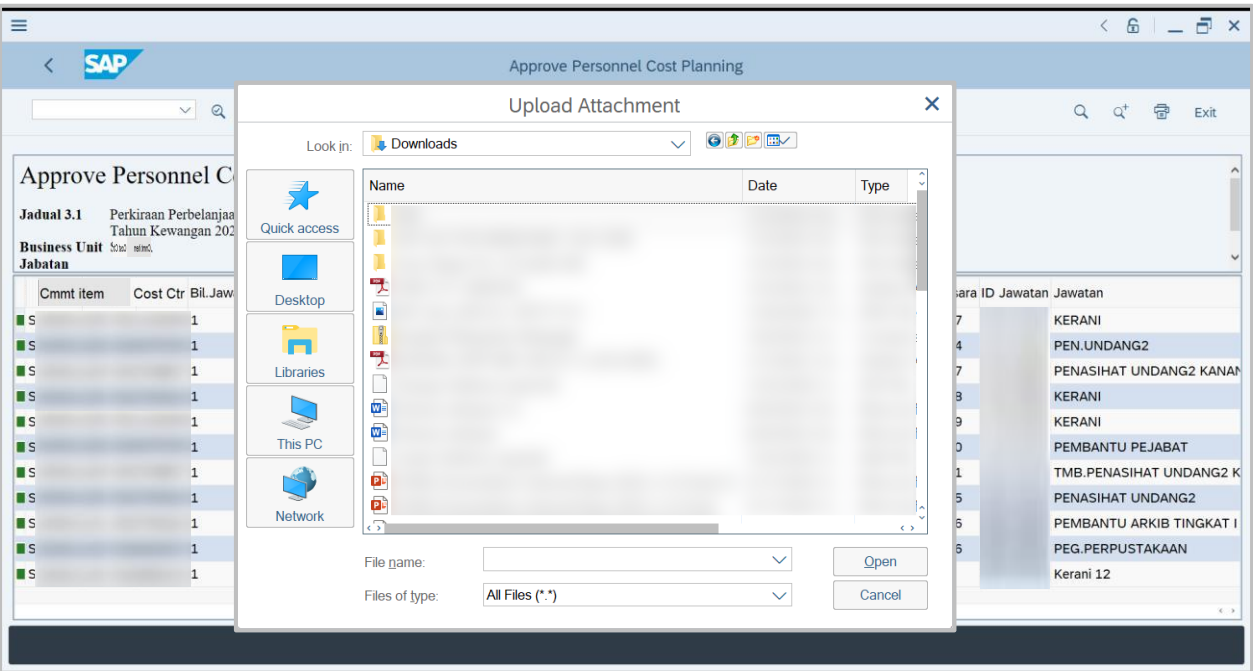
Business Unit S Jabatan

Cmmt item	Cost Ctr	Bil. Jawatan Kosong	PersNo.	No. Kad	Nama	Tarikh Lahir	Tarikh Bersara	ID Jawatan	Jawatan
S		1	0			25.12.1967	25.12.2027		KERANI
S		1	0			13.05.1974	12.05.2034		PEN.UNDANG2
S		1	0			01.06.1977	31.05.2037		PENASIHAT UNDANG2 KANAN
S		1	0			15.10.1978	14.10.2038		KERANI
S		1	0			29.08.1979	28.08.2039		KERANI
S		1	0			22.03.1980	21.03.2040		PEMBANTU PEJABAT
S		1	0			02.01.1981	01.01.2041		TMB.PENASIHAT UNDANG2 K
S		1	0			13.08.1985	12.08.2045		PENASIHAT UNDANG2
S		1	0			20.09.1986	19.09.2046		PEMBANTU ARKIB TINGKAT I
S		1	0			25.10.1986	24.10.2046		PEG.PERPUSTAKAAN
S		1	1						Kerani 12

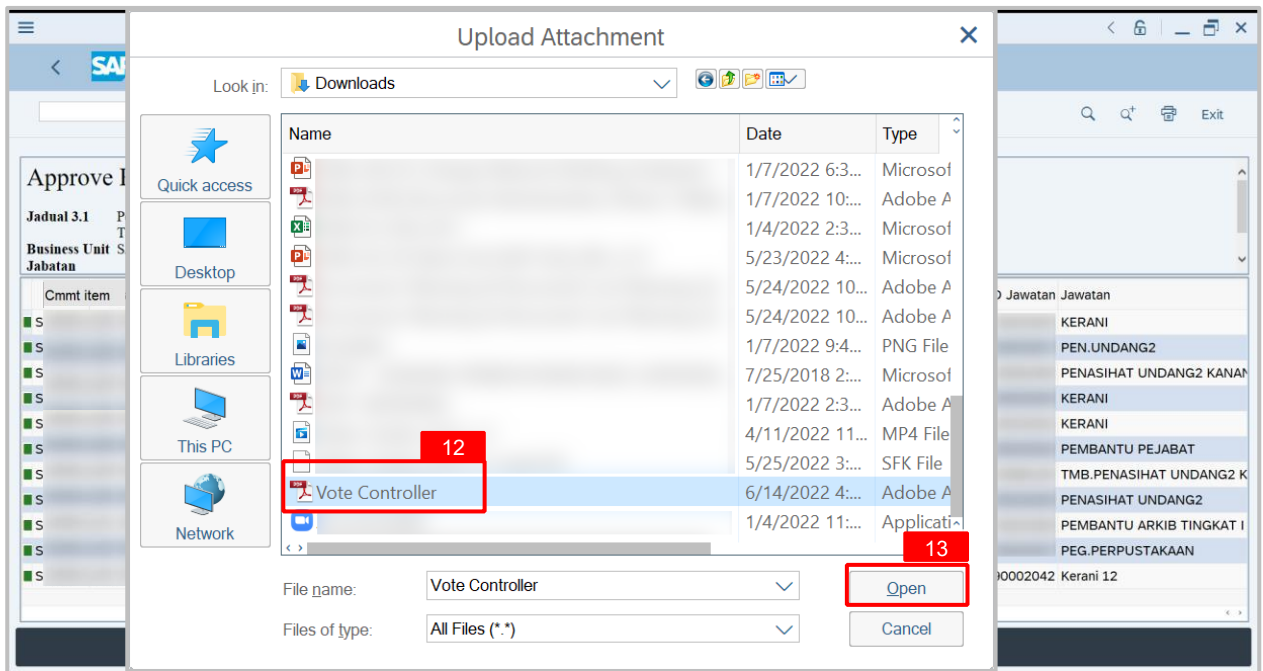
8. Click on the **More** dropdown.
9. Click on **Upload Approval Form**.



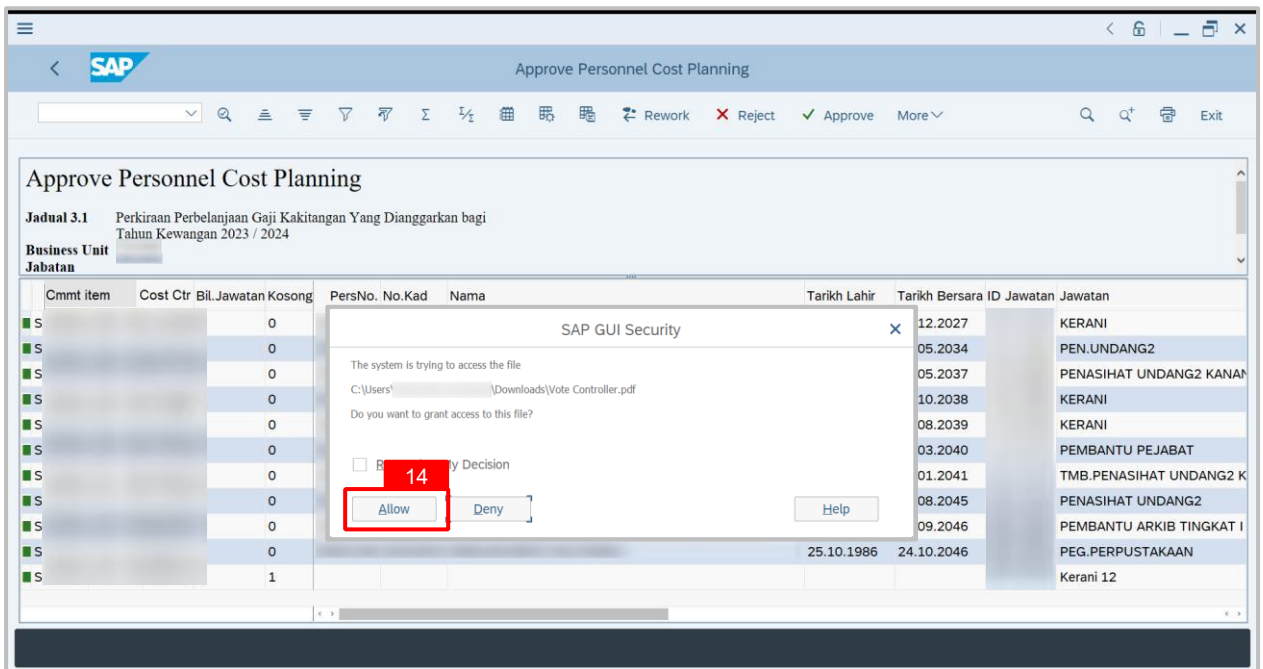
Note: Upload Attachment Window will be displayed.



- 10. Select the **Required Document** that needs to be uploaded.
- 11. Click on the **Open** button.

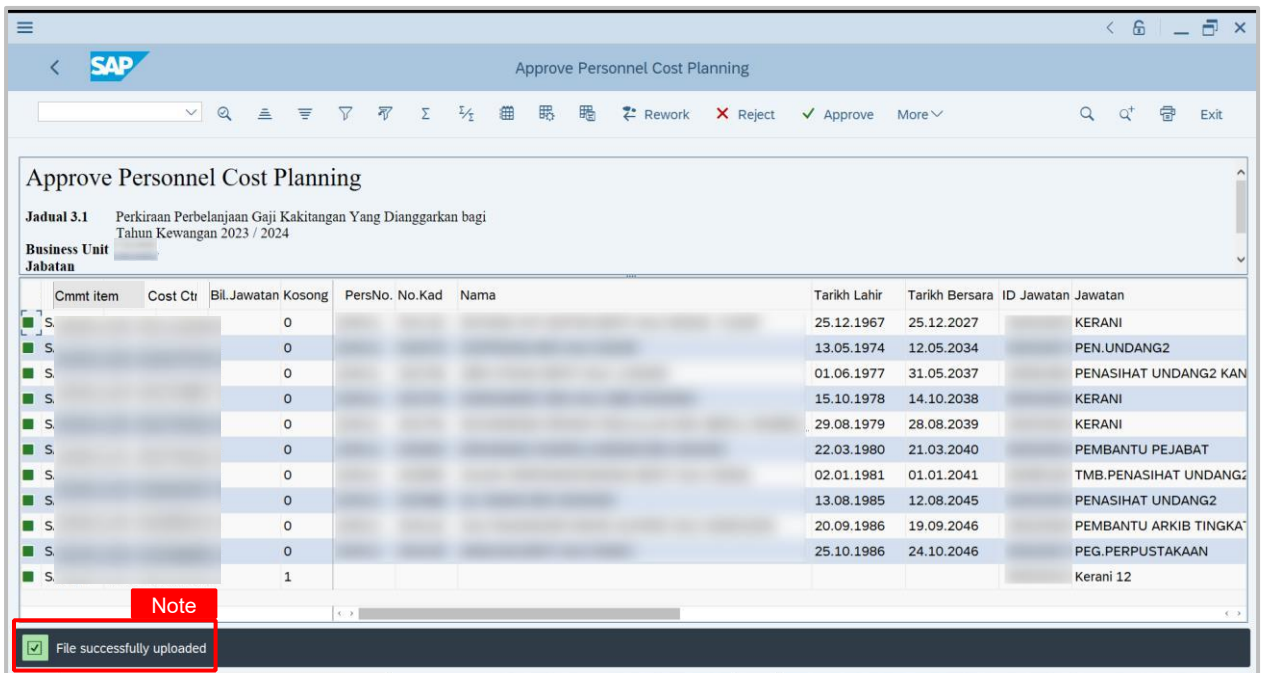


12. Click on the **Allow** button.

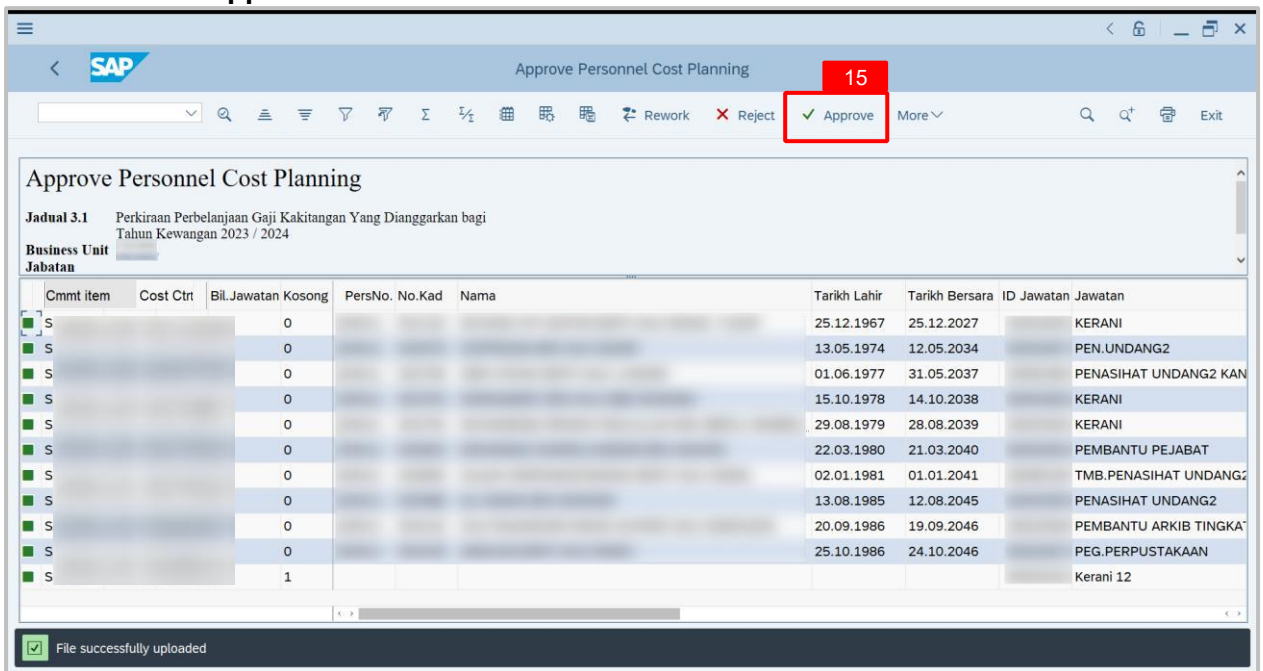


Note:

- A **message** will appear at the bottom once the file has been **uploaded successfully**.
- Cost Plan will not be approved if Approval Form is not attached.



15. Click the **Approve** button.



Outcome: Cost Plan will be **submitted** to **Budget Division**.

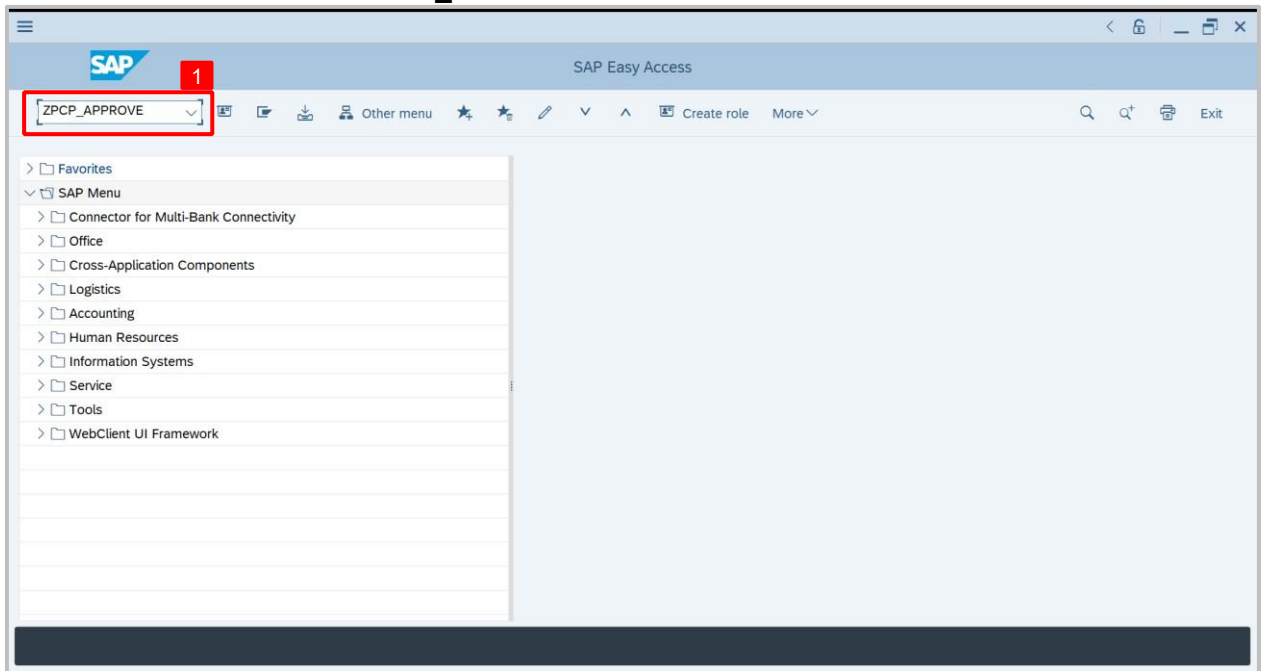
REWORK COST PLAN

Backend User

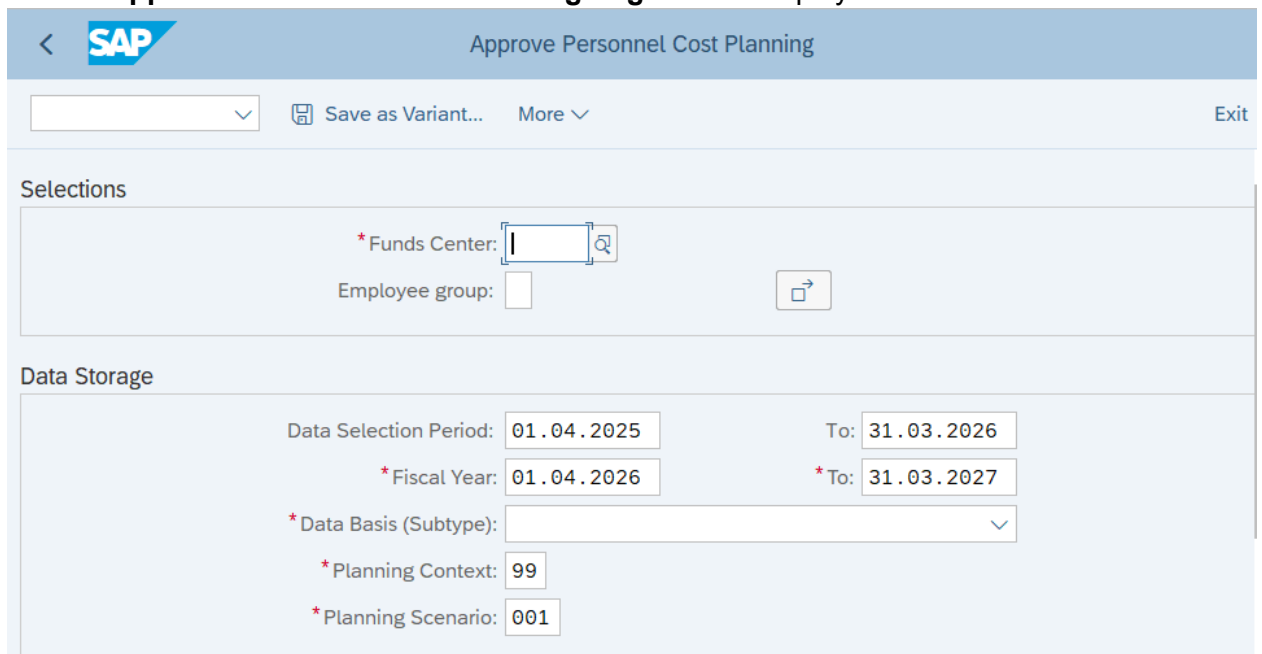
Department Budget Officer

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

1. Enter transaction code **ZPCP_APPROVE** in the search bar.



Note: Approve Personnel Cost Planning Page will be displayed.

A screenshot of the 'Approve Personnel Cost Planning' page in SAP. The page has a blue header with the SAP logo and the title 'Approve Personnel Cost Planning'. Below the header, there is a search bar and buttons for 'Save as Variant...' and 'More'. The main area is divided into two sections: 'Selections' and 'Data Storage'. In the 'Selections' section, there are input fields for '* Funds Center' (with a magnifying glass icon) and 'Employee group'. In the 'Data Storage' section, there are input fields for 'Data Selection Period' (01.04.2025 to 31.03.2026), '* Fiscal Year' (01.04.2026 to 31.03.2027), '* Data Basis (Subtype)' (a dropdown menu), '* Planning Context' (99), and '* Planning Scenario' (001).

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

Note: Dates for the two fields should be maintained the same

4. Data Basis (Subtype) : Default to select '**Version 0.1**'

5. 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'.

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

SAP Approve Personnel Cost Planning

Save as Variant... More ▾ Exit

Selections

* Funds Center: SA01A 2

Employee group:

Data Storage

Data Selection Period: 01.04.2026 To: 31.03.2027 3

* Fiscal Year: 01.04.2026 * To: 31.03.2027

* Data Basis (Subtype): Version 0.1 4

* Planning Context: A1 5

* Planning Scenario: 001 6

Note: Approve Personnel Cost Planning page will be displayed.

SAP Approve Personnel Cost Planning

Rework ✖ Reject ✔ Approve More ▾

Approve Personnel Cost Planning

Jadual 3.1 Perkiraan Perbelanjaan Gaji Kakitangan Yang Dianggarkan bagi Tahun Kewangan 2023 / 2024

Business Unit S

Jabatan

Cmnt item	Cost Ctr	Bil. Jawatan Kosong	PersNo.	No. Kad	Nama	Tarikh Lahir	Tarikh Bersara	ID Jawatan	Jawatan
S		1 0				25.12.1967	25.12.2027		KERANI
S		1 0				13.05.1974	12.05.2034		PEN.UNDANG2
S		1 0				01.06.1977	31.05.2037		PENASIHAT UNDANG2 KANAN
S		1 0				15.10.1978	14.10.2038		KERANI
S		1 0				29.08.1979	28.08.2039		KERANI
S		1 0				22.03.1980	21.03.2040		PEMBANTU PEJABAT
S		1 0				02.01.1981	01.01.2041		TMB.PENASIHAT UNDANG2 K
S		1 0				13.08.1985	12.08.2045		PENASIHAT UNDANG2
S		1 0				20.09.1986	19.09.2046		PEMBANTU ARKIB TINGKAT I
S		1 0				25.10.1986	24.10.2046		PEG.PERPUSTAKAAN
S		1 1							Kerani 12

8. Fill in the **Status Notes**.

Note: Department Budget Officer will not be able to rework cost plan if Status Notes are not filled in.

Approve Personnel Cost Planning

Jadual 3.1 Perkiraan Perbelanjaan Gaji Kakitangan Yang Dianggarkan bagi Tahun Kewangan 2023 / 2024

Business Unit
Jabatan

Cmmt item	Cost Ctr	Bil.Jawatan Kosong	Akaun E. Boy/Tk. Masak/Ama	Akaun	TAP	PCT	SPK Jumlah Keseluruhan	Crcy Lain-lain H	Status	Status Notes	Message Text
S		1	0			0.00	0.00	BN	Submitt	Inc	Cost plan created
S		1	0			0.00	0.00	BN	Submitt	Salary/Gaji i	Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	1			0.00	0.00	BN	Submitt		Cost plan created

9. Click on the **Rework** button.

Approve Personnel Cost Planning

Jadual 3.1 Perkiraan Perbelanjaan Gaji Kakitangan Yang Dianggarkan bagi Tahun Kewangan 2023 / 2024

Business Unit
Jabatan

Cmmt item	Cost Ctr	Bil.Jawatan Kosong	Akaun E. Boy/Tk. Masak/Ama	Akaun	TAP	PCT	SPK Jumlah Keseluruhan	Crcy Lain-lain H	Status	Status Notes	Message Text
S		1	0			0.00	0.00	BN	Submitt	Incorrect TA	Cost plan created
S		1	0			0.00	0.00	BN	Submitt	Salary/Gaji i	Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	0			0.00	0.00	BN	Submitt		Cost plan created
S		1	1			0.00	0.00	BN	Submitt		Cost plan created

Outcome: Cost Plan will be sent back to **Department Budget Clerk** for **Rework**.

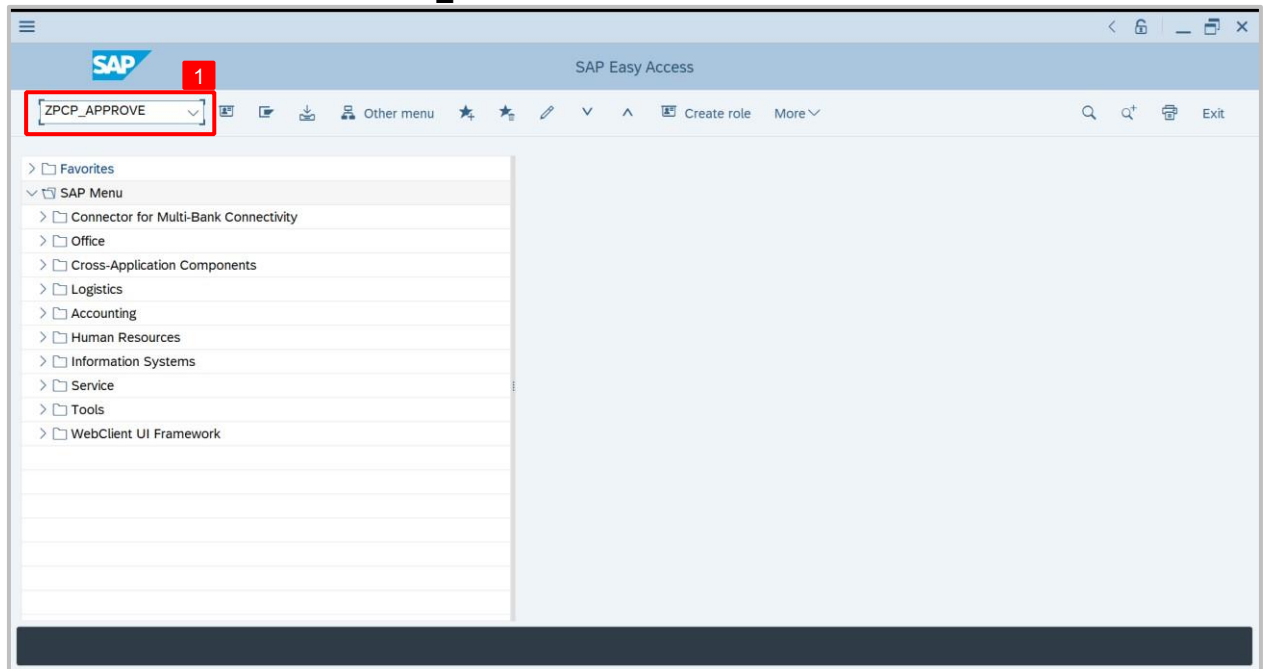
REJECT COST PLAN

Backend User

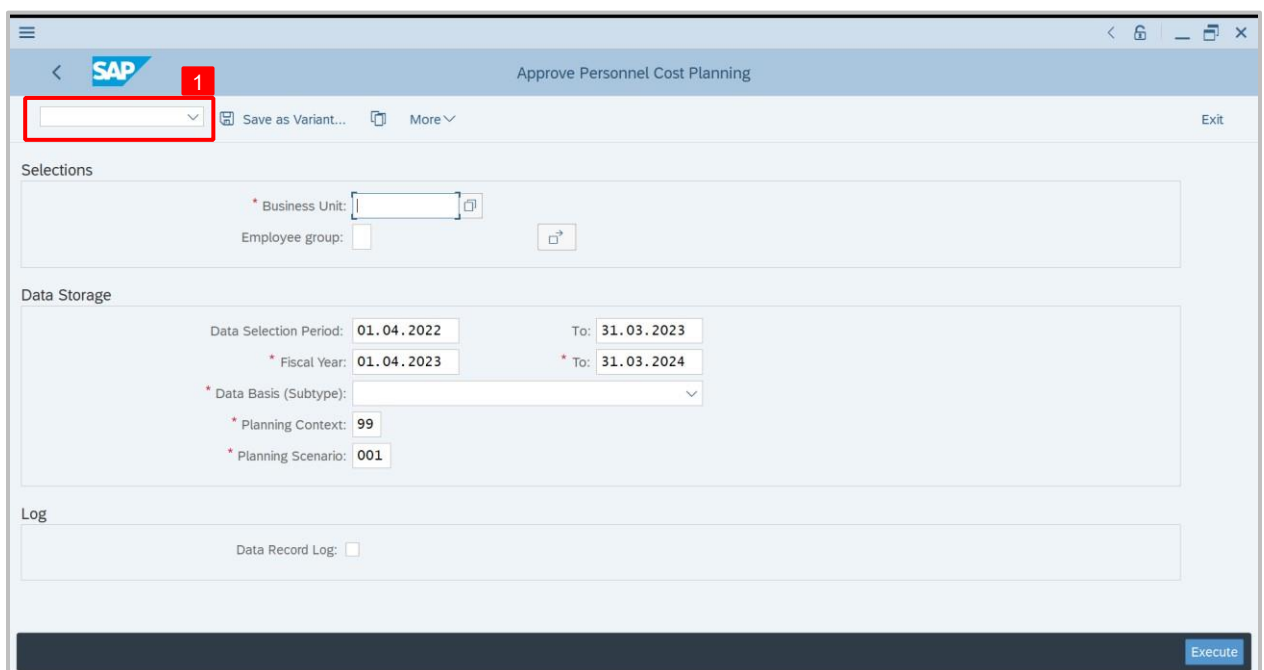
Department Budget Officer

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

1. Enter transaction code **ZPCP_APPROVE** in the search bar.



The screenshot shows the SAP Easy Access interface. A red box highlights the search bar, and a red '1' is placed next to it, indicating where to enter the transaction code ZPCP_APPROVE. The search bar contains the text 'ZPCP_APPROVE'. The left sidebar shows a list of SAP Menu items, including Favorites, SAP Menu, Connector for Multi-Bank Connectivity, Office, Cross-Application Components, Logistics, Accounting, Human Resources, Information Systems, Service, Tools, and WebClient UI Framework.



The screenshot shows the SAP 'Approve Personnel Cost Planning' screen. A red box highlights the search bar, and a red '1' is placed next to it, indicating where to enter the transaction code ZPCP_APPROVE. The screen displays various selection criteria for approving personnel cost planning, including Business Unit, Employee group, Data Selection Period, Fiscal Year, Data Basis (Subtype), Planning Context, and Planning Scenario. The 'Data Selection Period' is set from 01.04.2022 to 31.03.2023. The 'Fiscal Year' is set from 01.04.2023 to 31.03.2024. The 'Data Basis (Subtype)' is set to 99. The 'Planning Context' is set to 99. The 'Planning Scenario' is set to 001. The 'Data Record Log' checkbox is unchecked. The 'Execute' button is visible at the bottom right.

Note: Approve Personnel Cost Planning Page will be displayed.

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

Note: Dates for the two fields should be maintained the same

4. Data Basis (Subtype) : Default to select '**Version 0.1**'

5. 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'.

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

SAP Approve Personnel Cost Planning

Save as Variant... More ▾ Exit

Selections

* Funds Center: SA01A 2

Employee group:

Data Storage

Data Selection Period: 01.04.2026 To: 31.03.2027 3

* Fiscal Year: 01.04.2026 * To: 31.03.2027

* Data Basis (Subtype): Version 0.1 4

* Planning Context: A1 5

* Planning Scenario: 001 6

Note: Approve Personnel Cost Planning Page will be displayed.

SAP Approve Personnel Cost Planning

Rework ✖ Reject ✔ Approve More ▾

Approve Personnel Cost Planning

Jadual 3.1 Perkiraan Perbelanjaan Gaji Kakitangan Yang Dianggarkan bagi Tahun Kewangan 2023 / 2024

Business Unit S

Jabatan

Bus. Unit Program Activity	Bil. Jawatan Kosong	PersNo. No.Kad	Nama	Tarikh Lahir	Tarikh Bersara	ID Jawatan	Jawatan
S	1 0			25.12.1967	25.12.2027		KERANI
S	1 0			13.05.1974	12.05.2034		PEN.UNDANG2
S	1 0			01.06.1977	31.05.2037		PENASIHAT UNDANG2 KANAN
S	1 0			15.10.1978	14.10.2038		KERANI
S	1 0			29.08.1979	28.08.2039		KERANI
S	1 0			22.03.1980	21.03.2040		PEMBANTU PEJABAT
S	1 0			02.01.1981	01.01.2041		TMB.PENASIHAT UNDANG2 K
S	1 0			13.08.1985	12.08.2045		PENASIHAT UNDANG2
S	1 0			20.09.1986	19.09.2046		PEMBANTU ARKIB TINGKAT I
S	1 0			25.10.1986	24.10.2046		PEG.PERPUSTAKAAN
S	1 1						Kerani 12

8. Click on the **Reject** button.

Note: Department Budget Clerk needs to execute data collection again if Cost Plan is rejected by Department Budget Officer.

Outcome: Cost Plan will be **rejected**.