SISTEM SUMBER MANUSIA

User Guide for Back End User (SAP GUI)

Approve Personnel Cost Planning (PCP) for Departments

VERSION: 3.0

SSM_UG_PCP_Back End (SAP GUI)_Department_Approve Cost Plan_v3.0

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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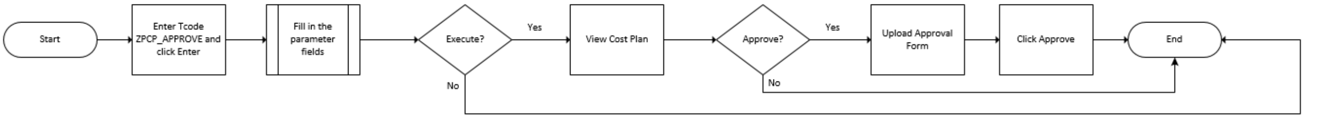
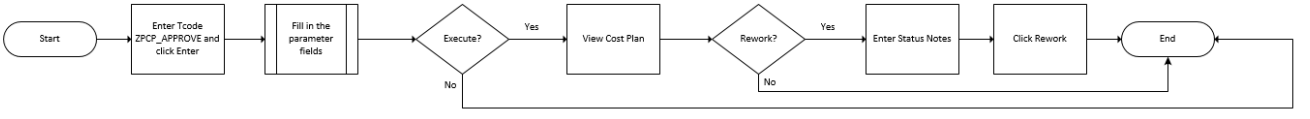
Process Overview

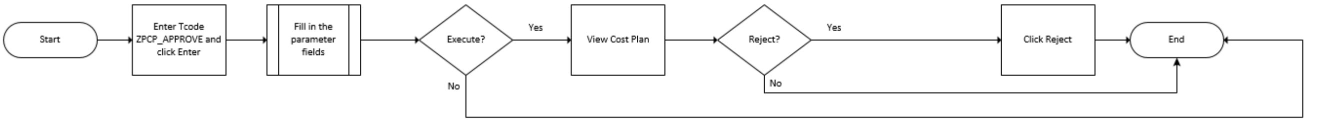
Approve Cost Plan



Rework Cost Plan



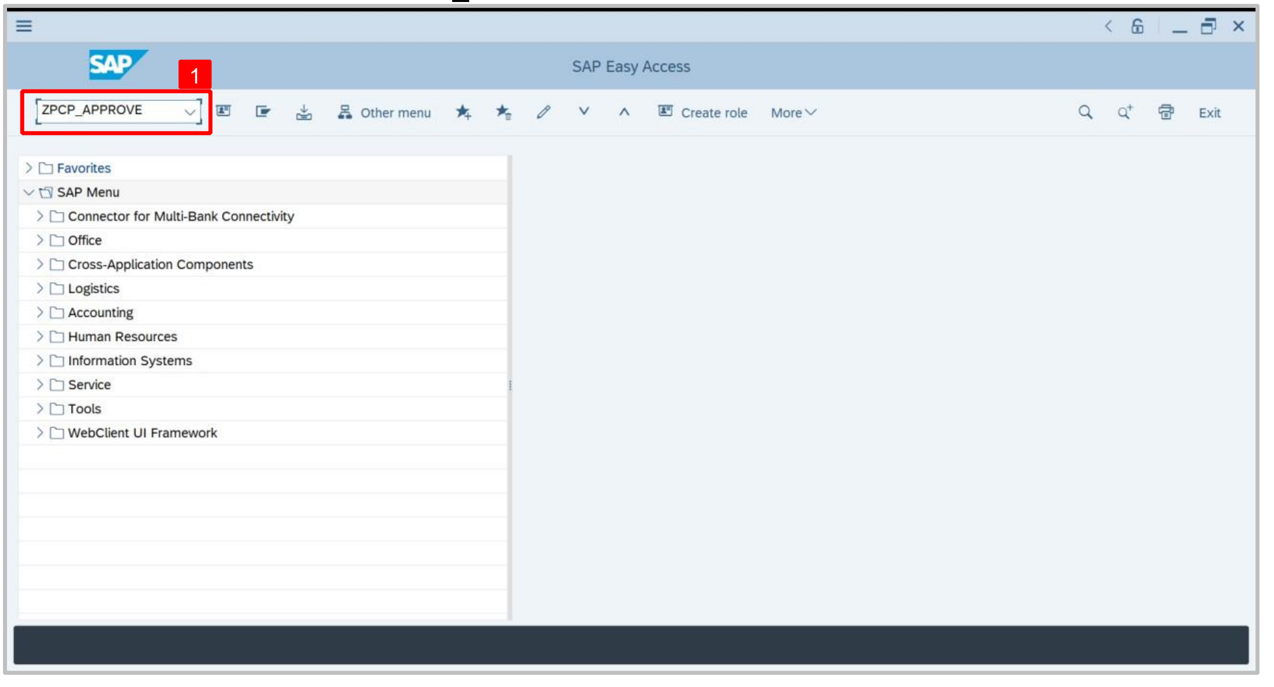
Reject Cost Plan



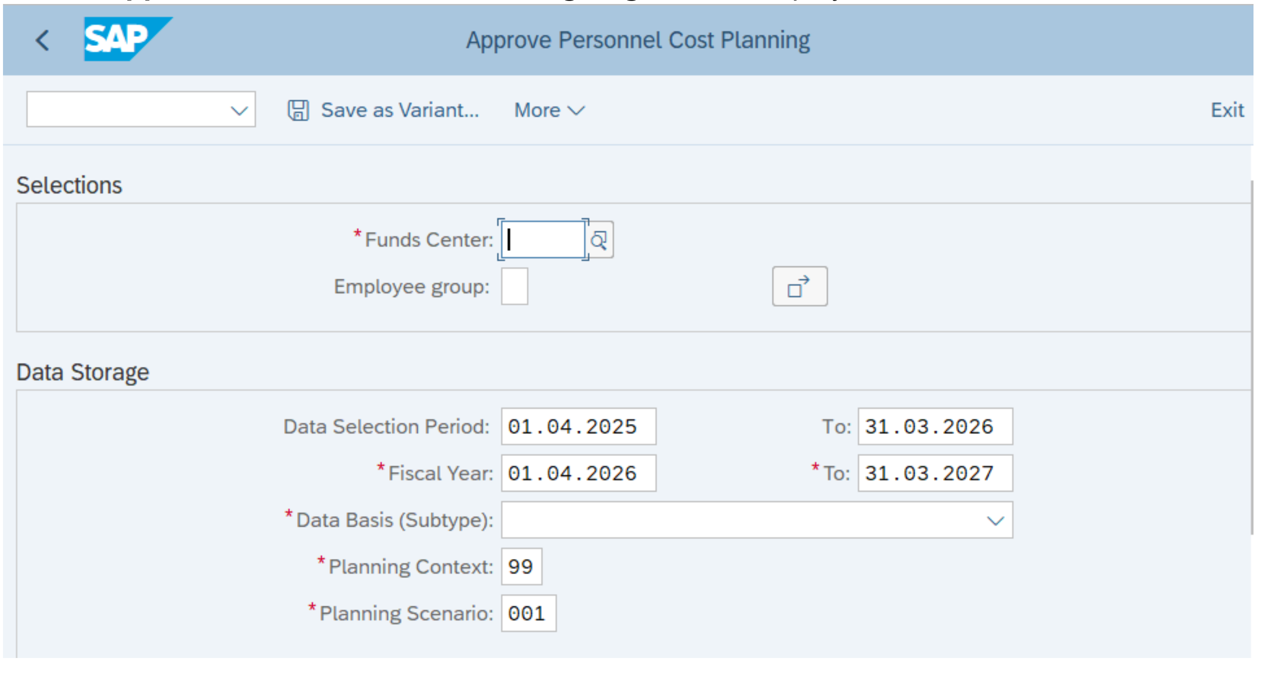
APPROVE COST PLAN	Backend User
	Department Budget Officer

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

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

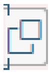


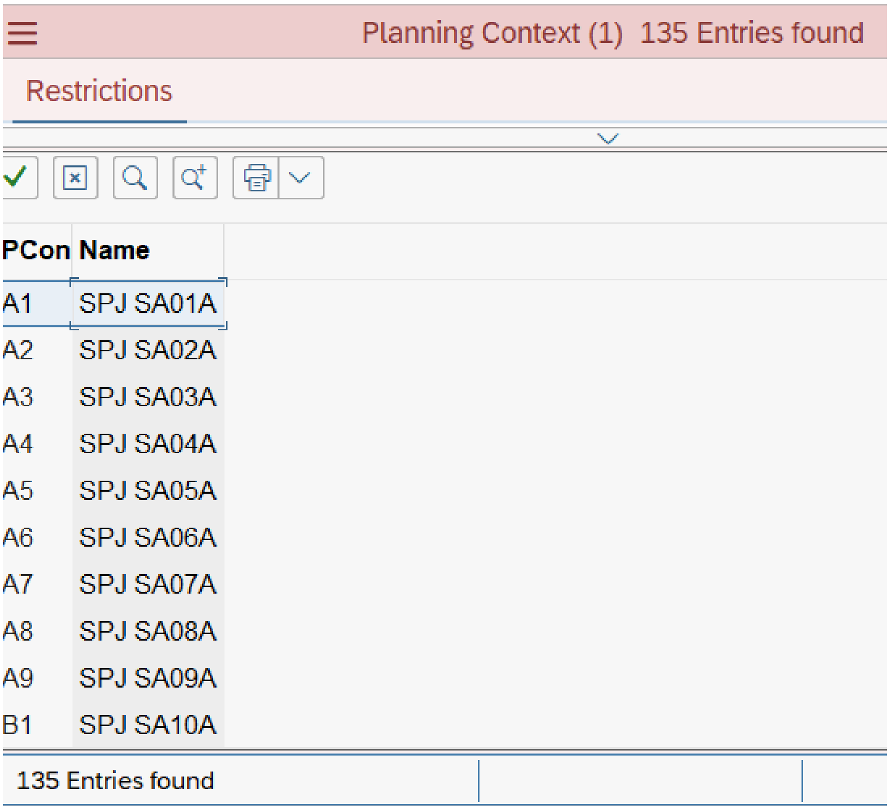
Note: Approve Personnel Cost Planning Page will be displayed.



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

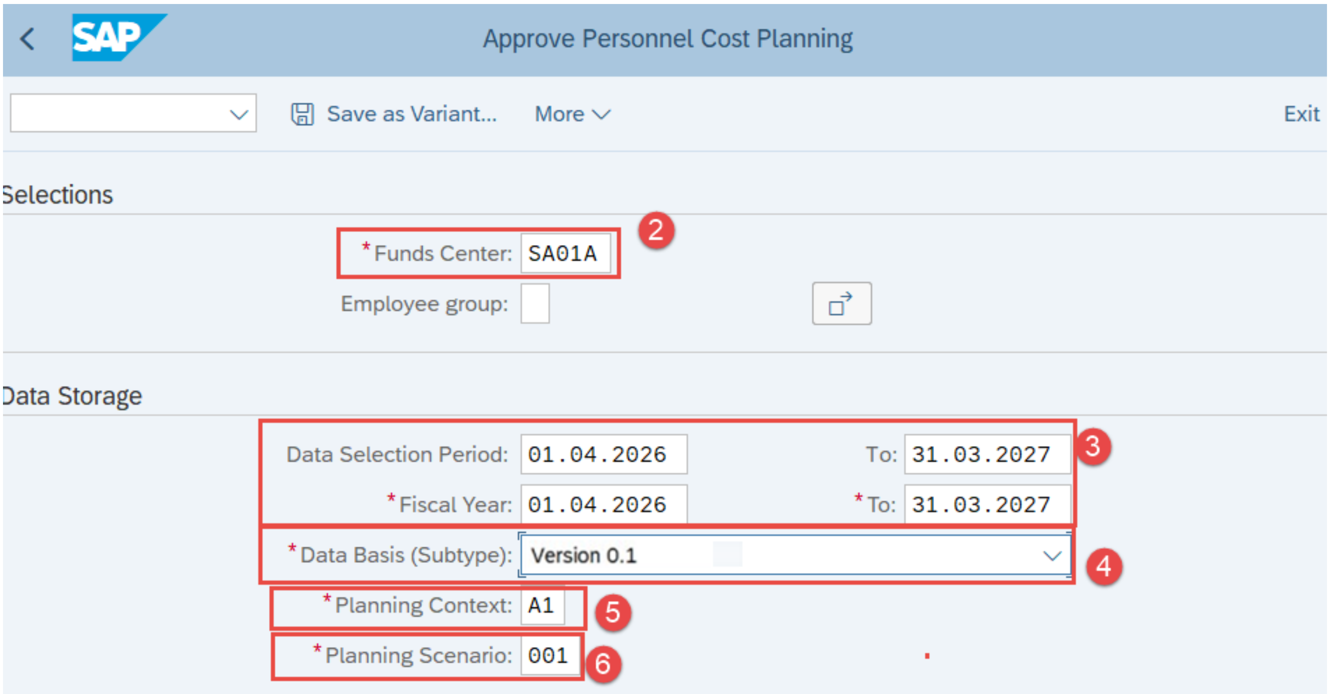
4. Data Basis (Subtype) : Default to select '**Version 0.1'**
5. **Click**  beside the Planning Context field.



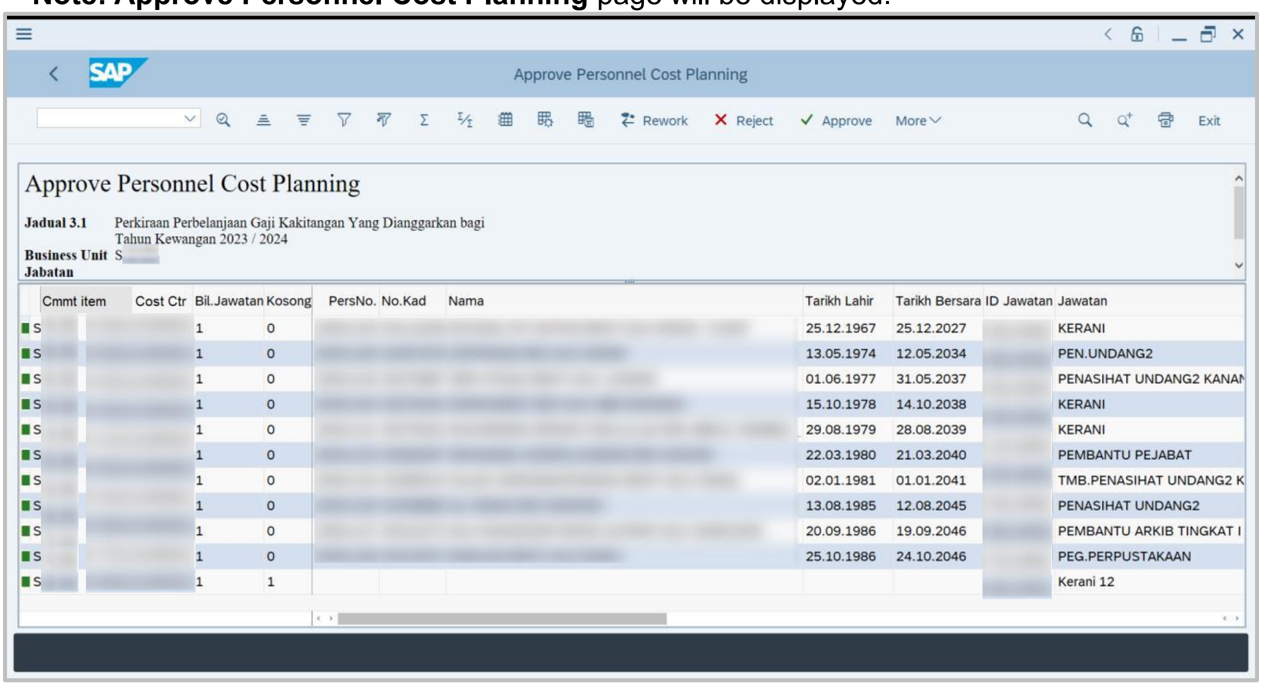
Select the Planning Context that is related to the funds center entered at Step **(2).** Eg. Funds Center: SA01A , Planning Context to select is 'A1'.

6. Press Enter after selecting Planning Context and Planning Scenario field will automatically fill in the value.
7.

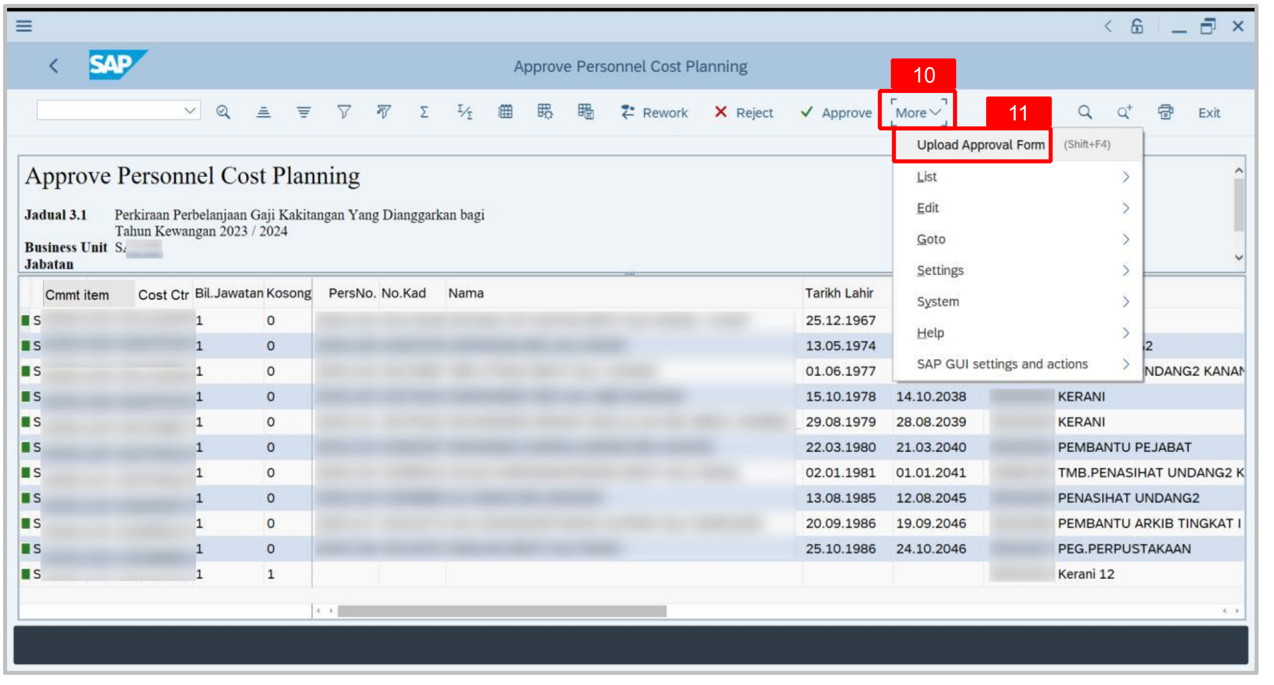
Click on the **Execute** button.



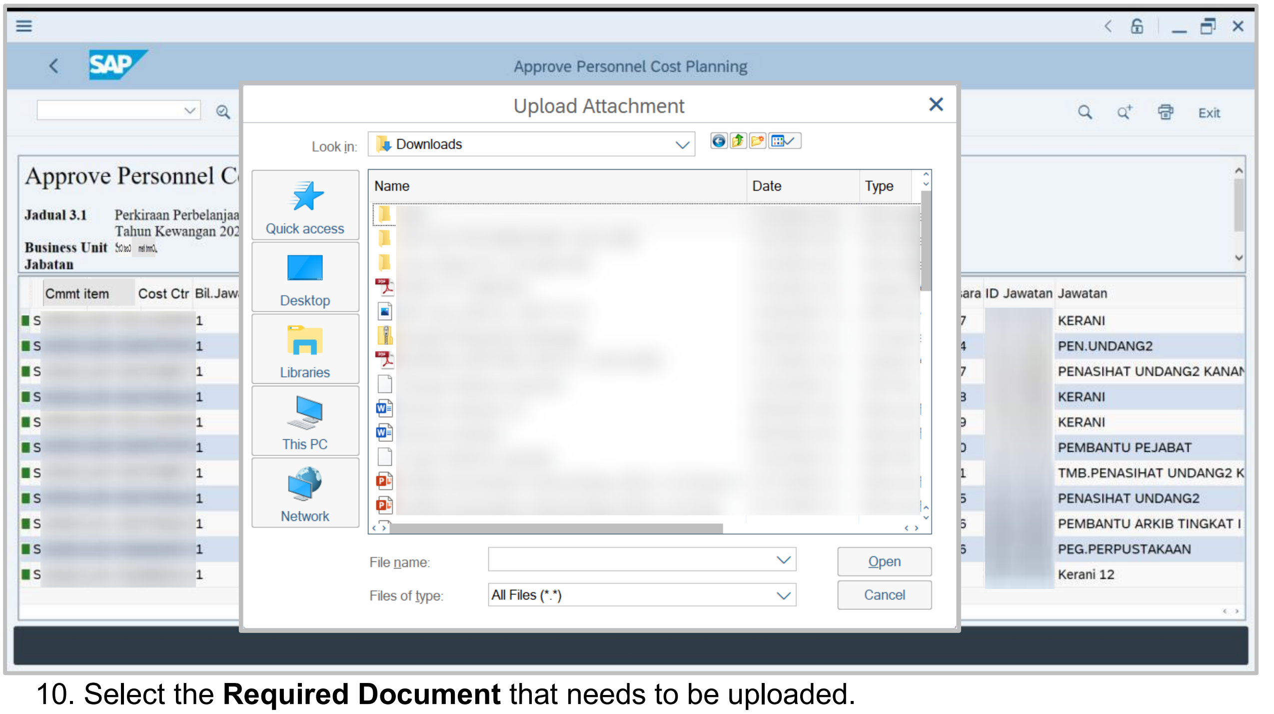
Note: Approve Personnel Cost Planning page will be displayed.



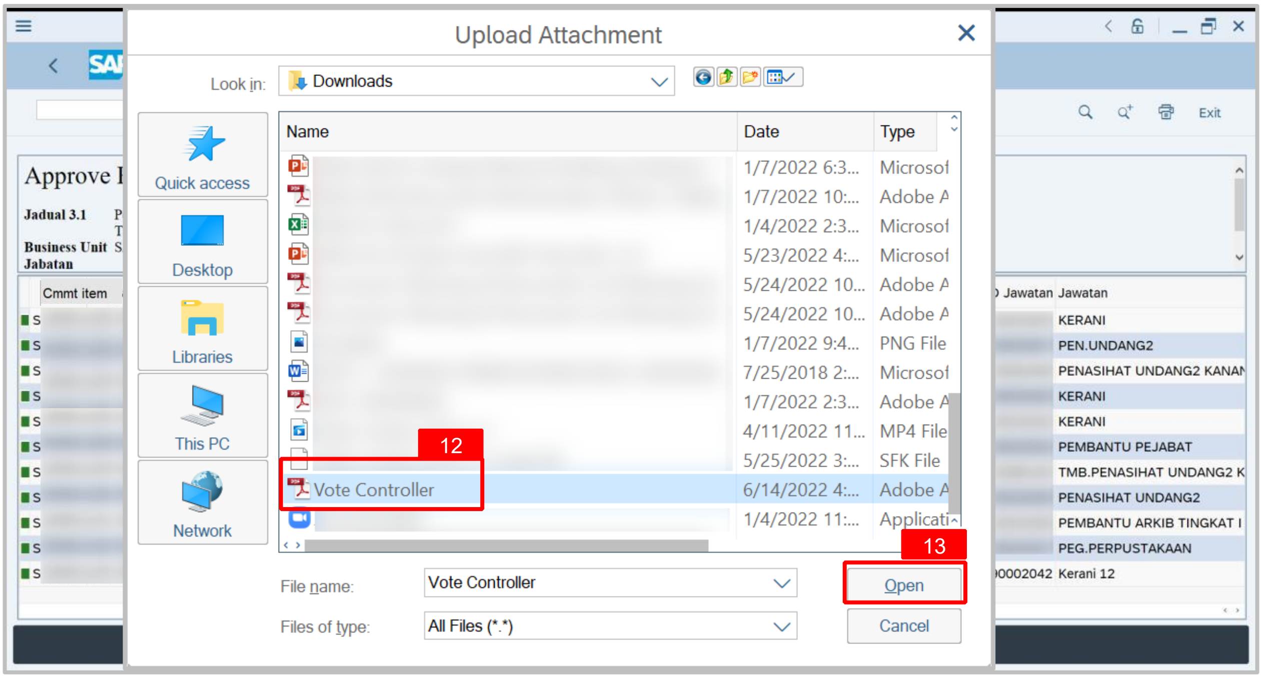
8. Click on the **More dropdown**.
9. Click on **Upload Approval Form**.



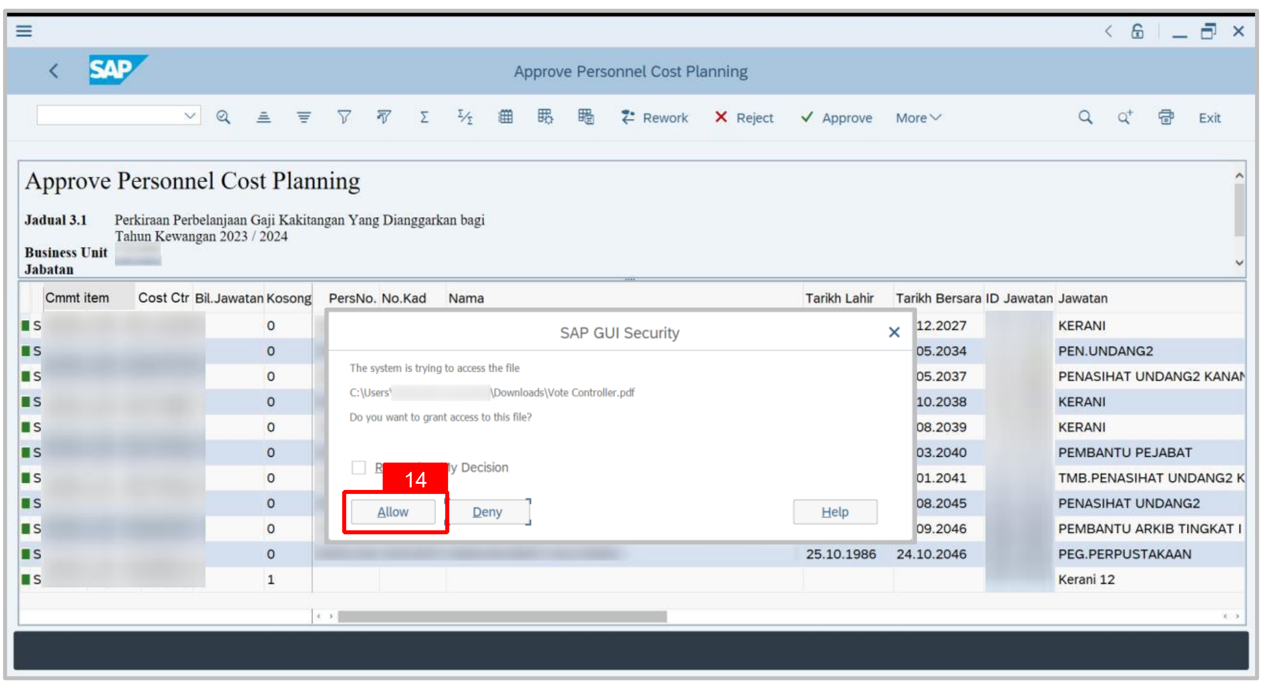
Note: Upload Attachment Window will be displayed.



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

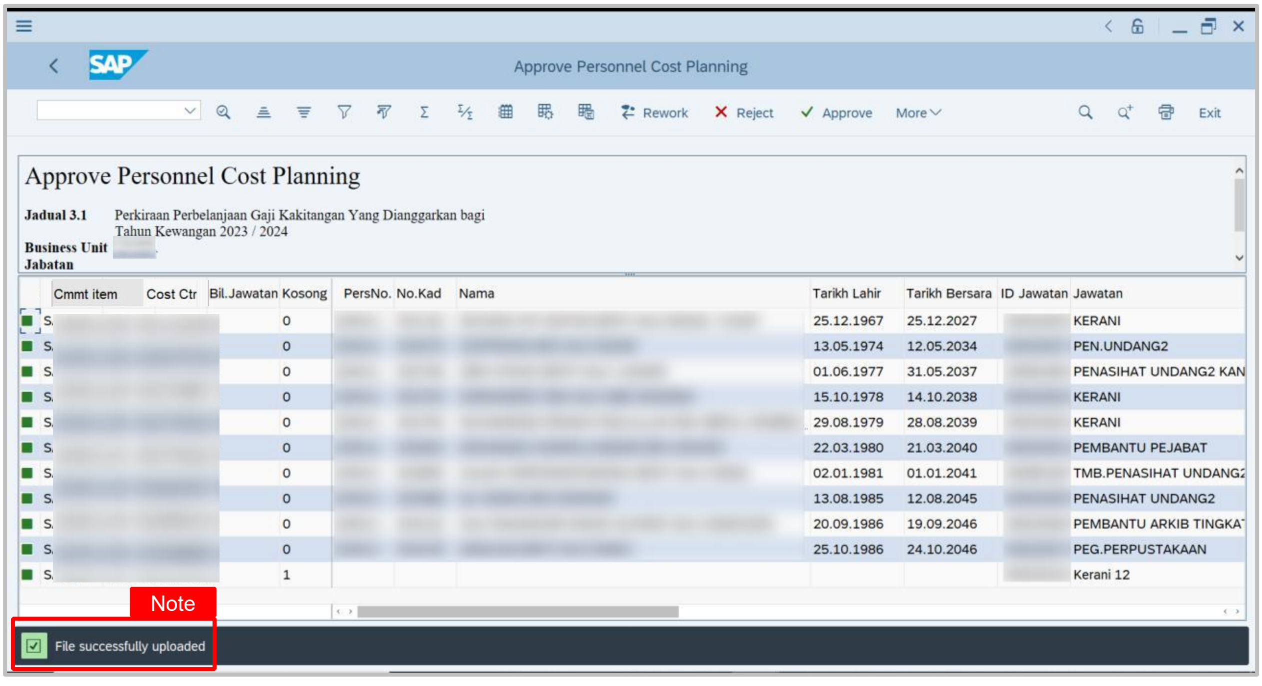


12. Click on the **Allow** button.

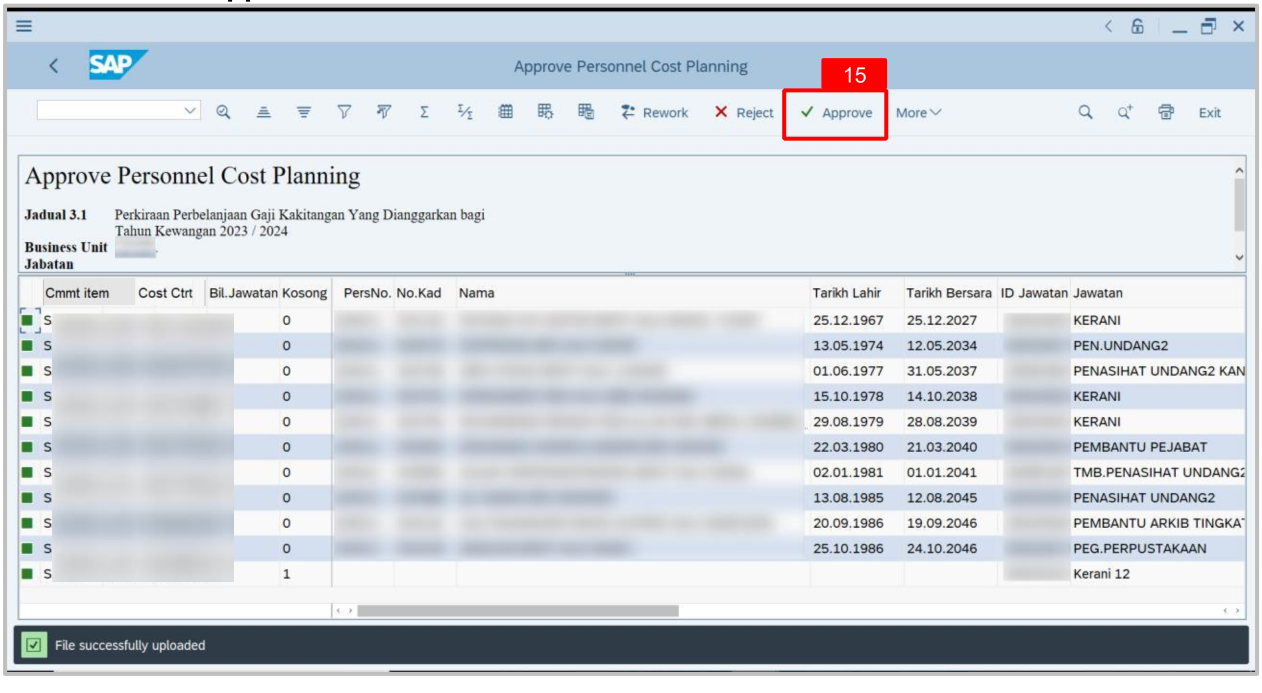


Note:

- 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.**

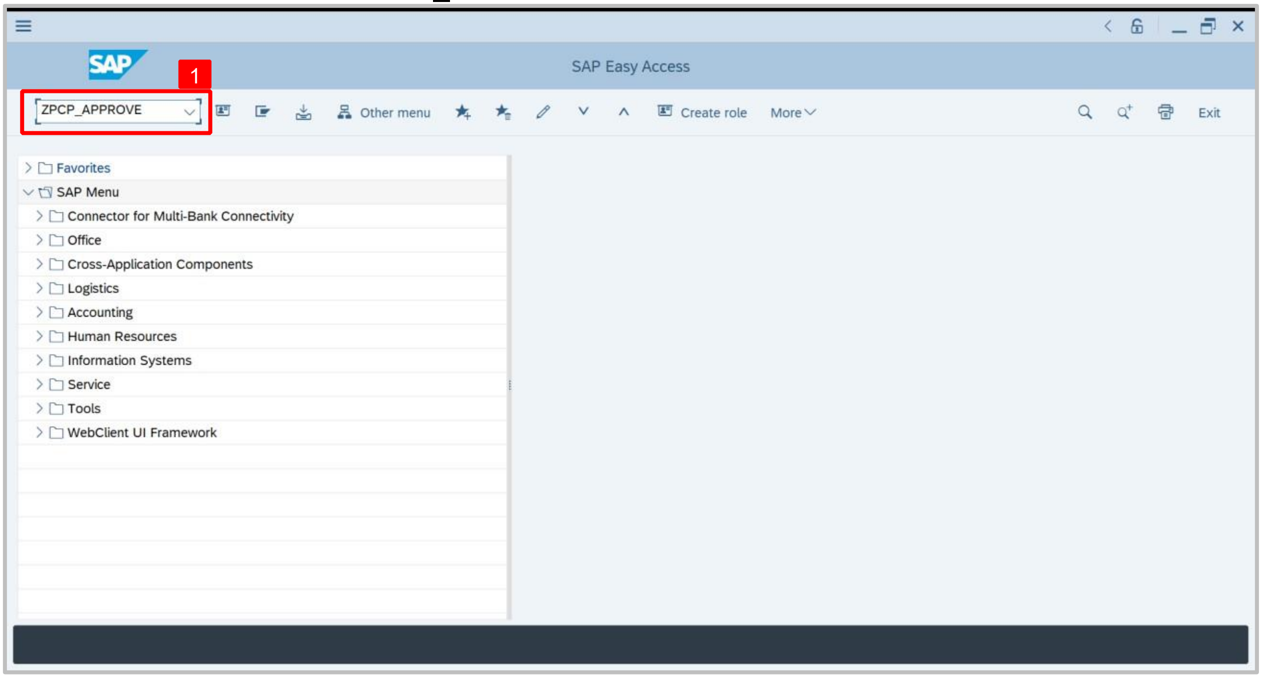


Outcome: Cost Plan will be **submitted** to **Budget Division.**

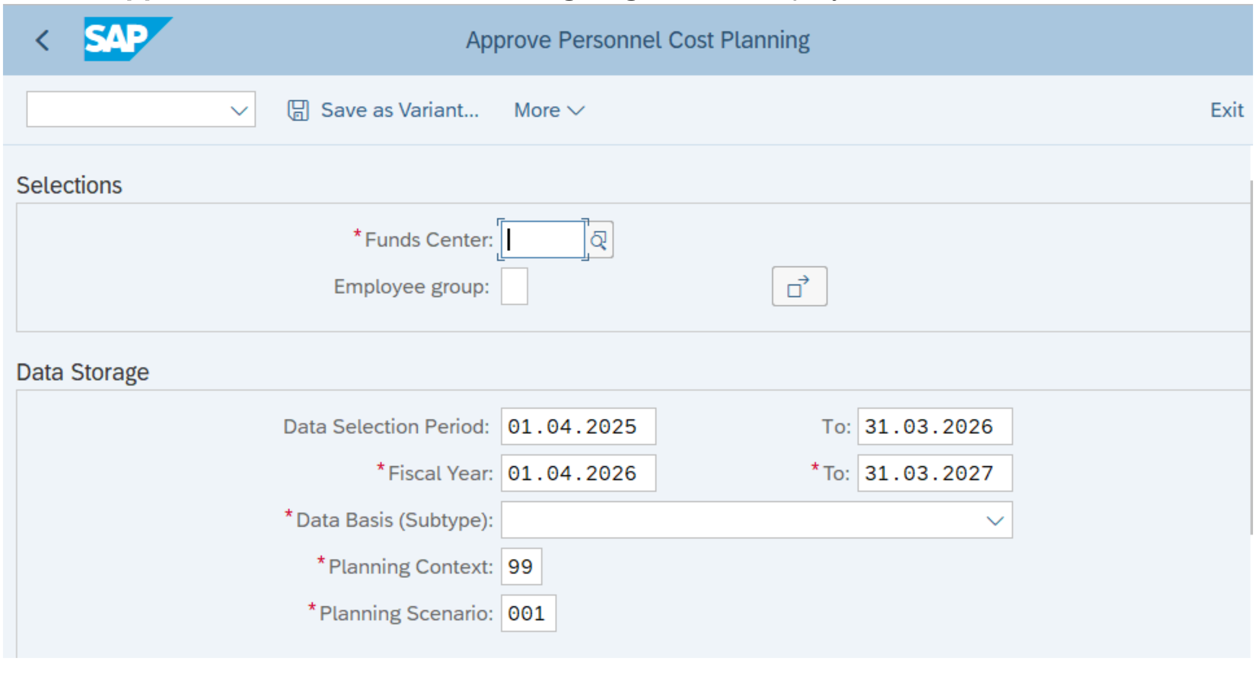
REWORK COST PLAN	**Backend User**
	Department Budget Officer

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

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



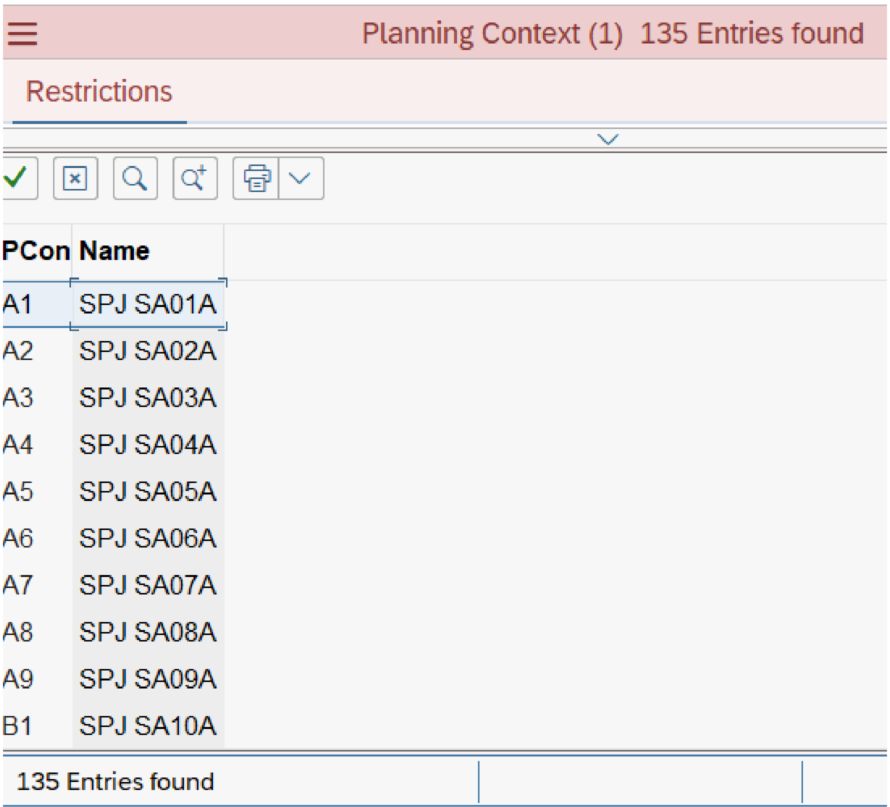
Note: Approve Personnel Cost Planning Page will be displayed.



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

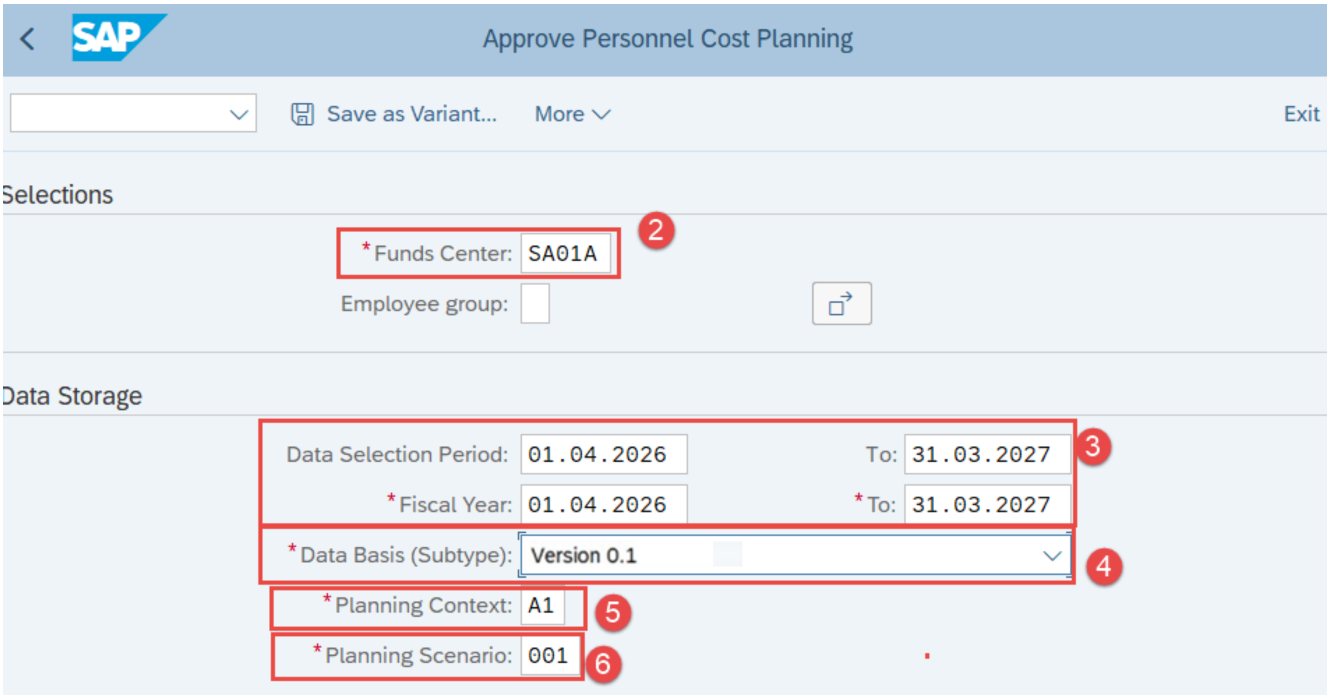
4. Data Basis (Subtype) : Default to select '**Version 0.1'**
5. **Click** beside the Planning Context field.



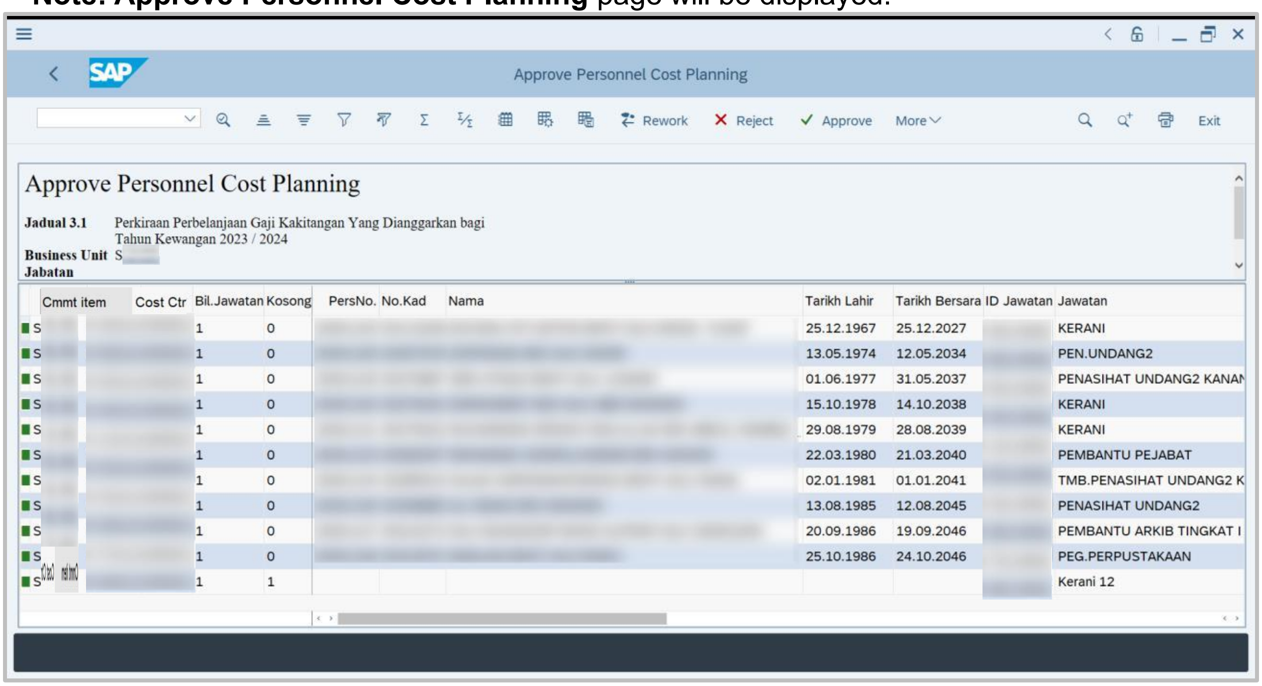
Select the Planning Context that is related to the funds center entered at Step **(2).** Eg. Funds Center: SA01A , Planning Context to select is 'A1'.

6. Press Enter after selecting Planning Context and Planning Scenario field will automatically fill in the value.
7.

Click on the **Execute** button.

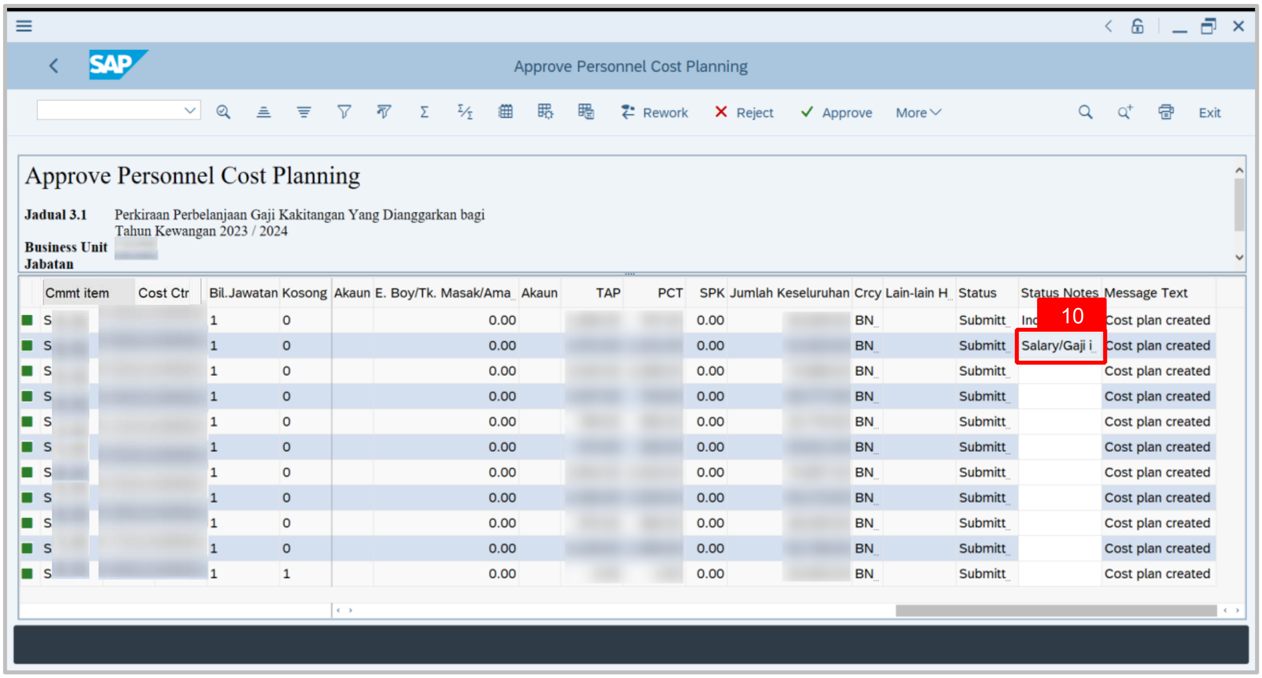


Note: Approve Personnel Cost Planning page will be displayed.

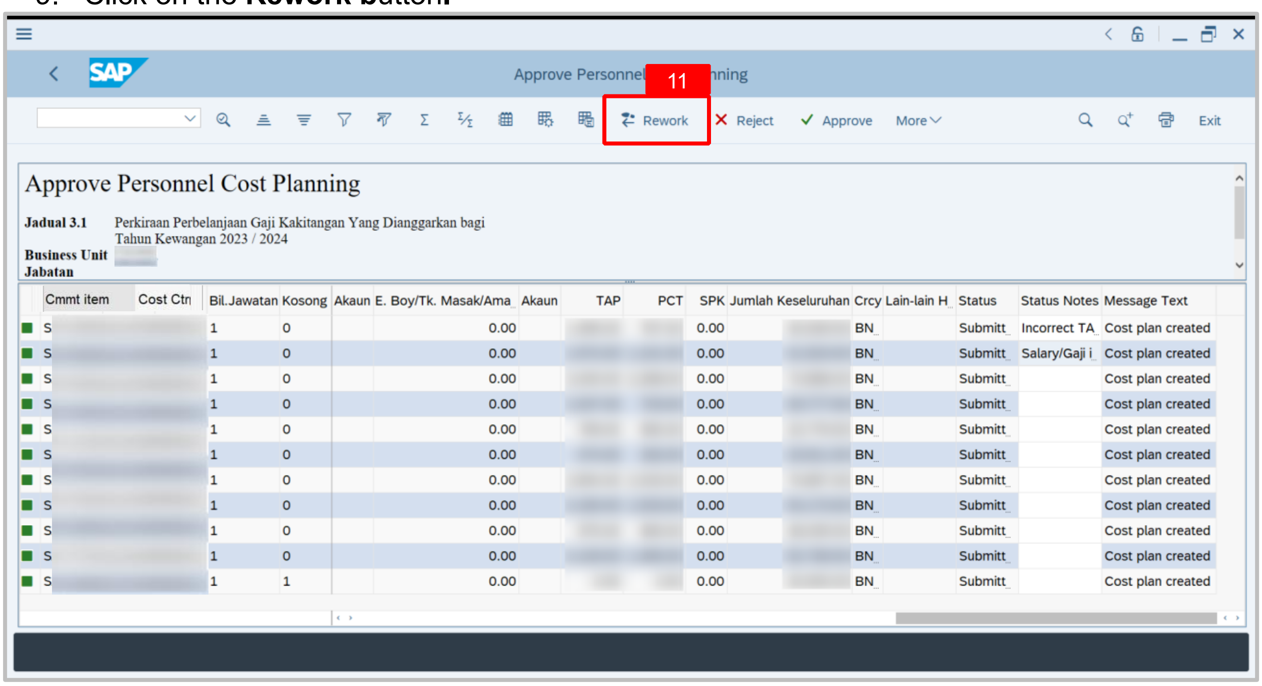


8. Fill in the **Status Notes.**

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



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

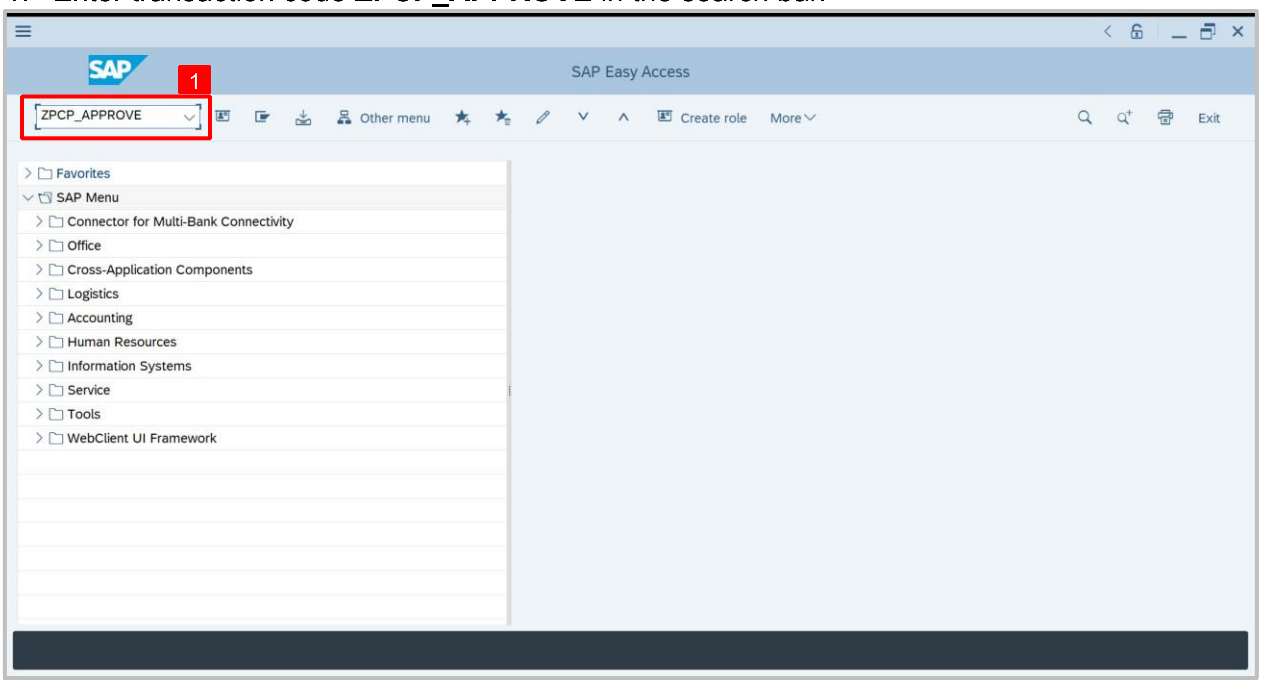


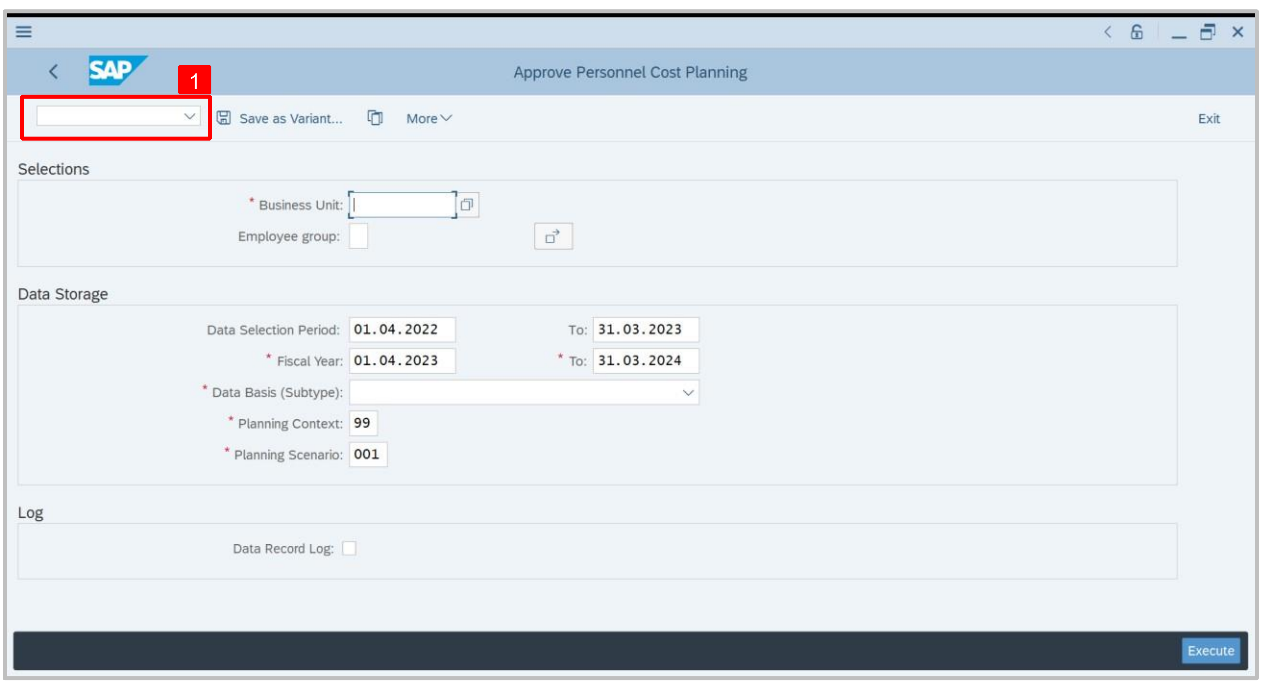
Outcome: Cost Plan will be **sent** back to **Department Budget Clerk** for **Rework**.

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.



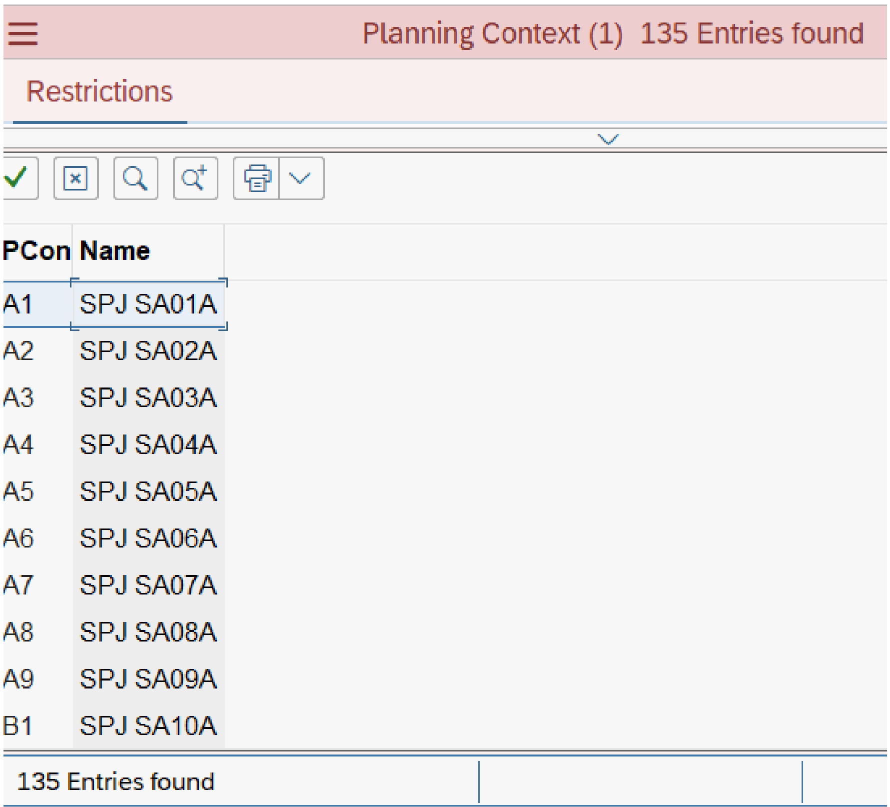


Note: Approve Personnel Cost Planning Page will be displayed.

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

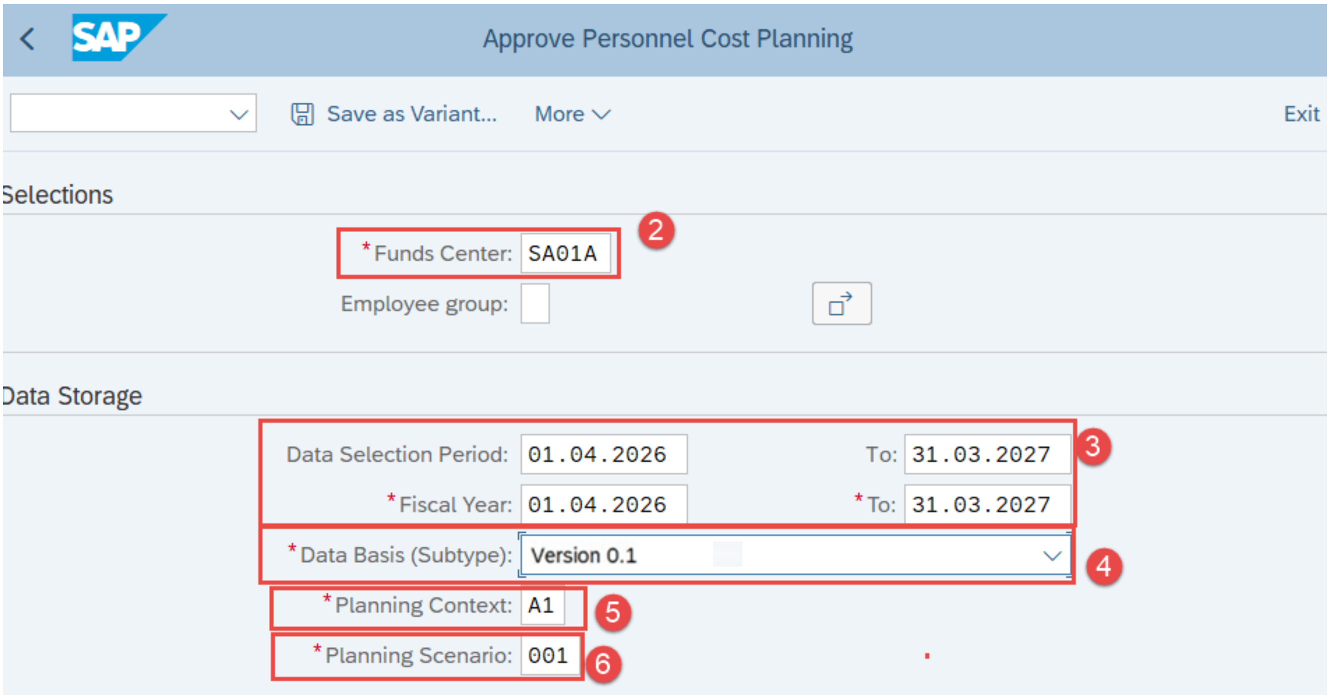
Note: Dates for the two fields should be maintained the same

4. Data Basis (Subtype) : Default to select '**Version 0.1'**
5. **Click** beside the Planning Context field.

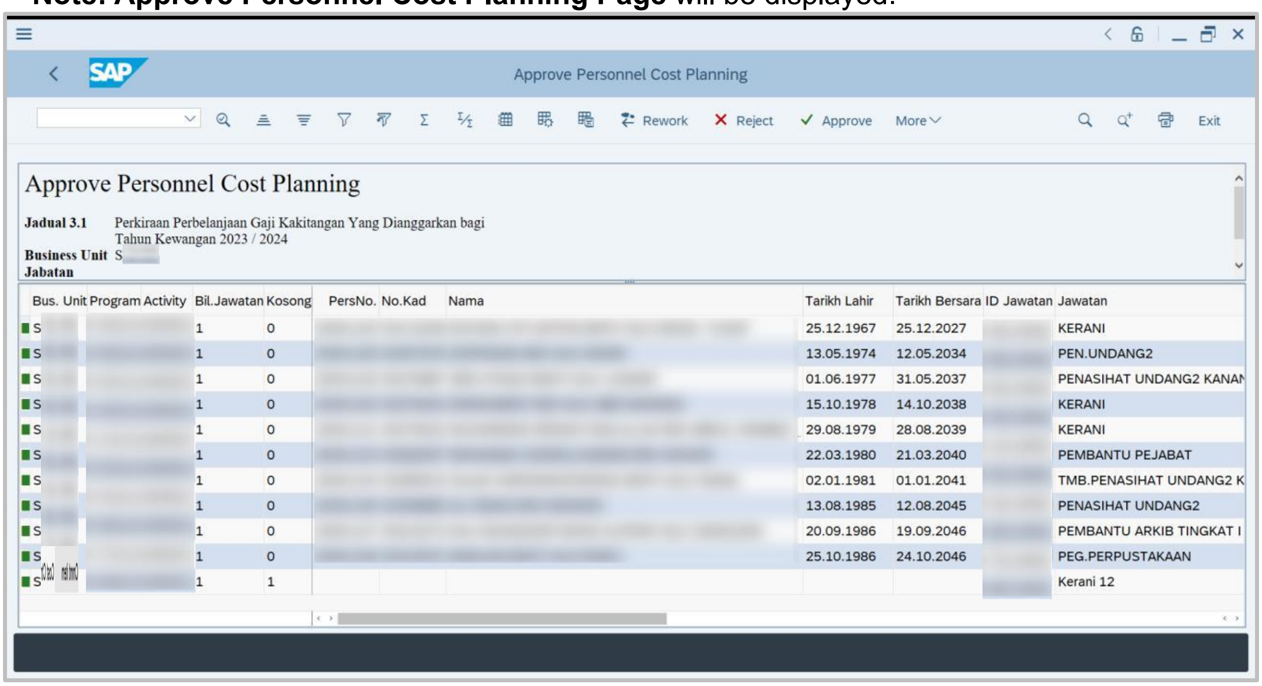


Select the Planning Context that is related to the funds center entered at Step **(2).** Eg. Funds Center: SA01A , Planning Context to select is 'A1'.

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

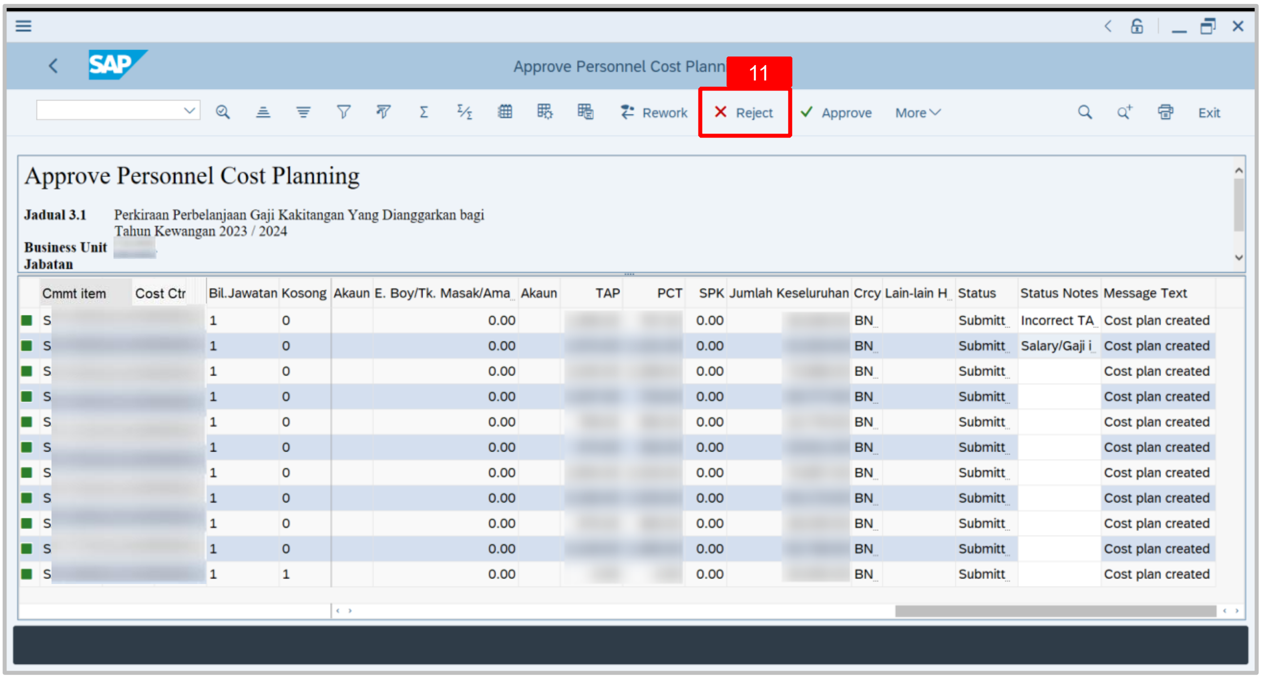


Note: Approve Personnel Cost Planning Page will be displayed.



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.**