



SISTEM SUMBER MANUSIA

User Guide for Back End User (SAP GUI)

Personnel Cost Planning (PCP) Data

Collection and Mass Upload 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. Collect data for Personnel Cost Planning
2. Upload data for Vacant Position

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

FURTHER ASSISTANCE

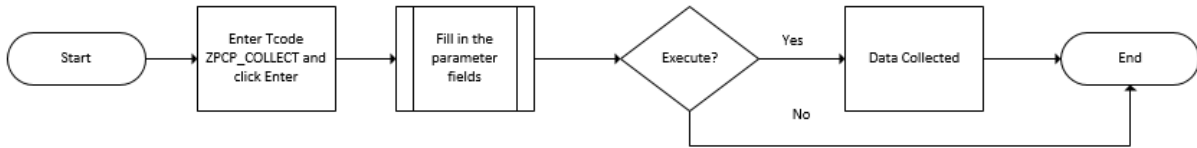
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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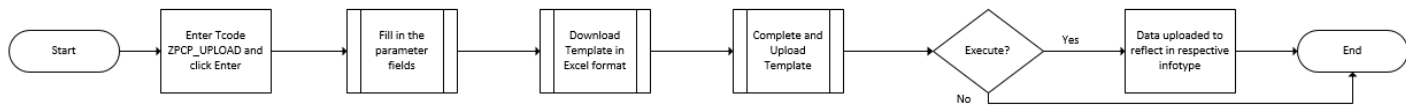
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Process Overview

Data Collection for Cost Plan



Upload data for Vacant Position



DATA COLLECTION

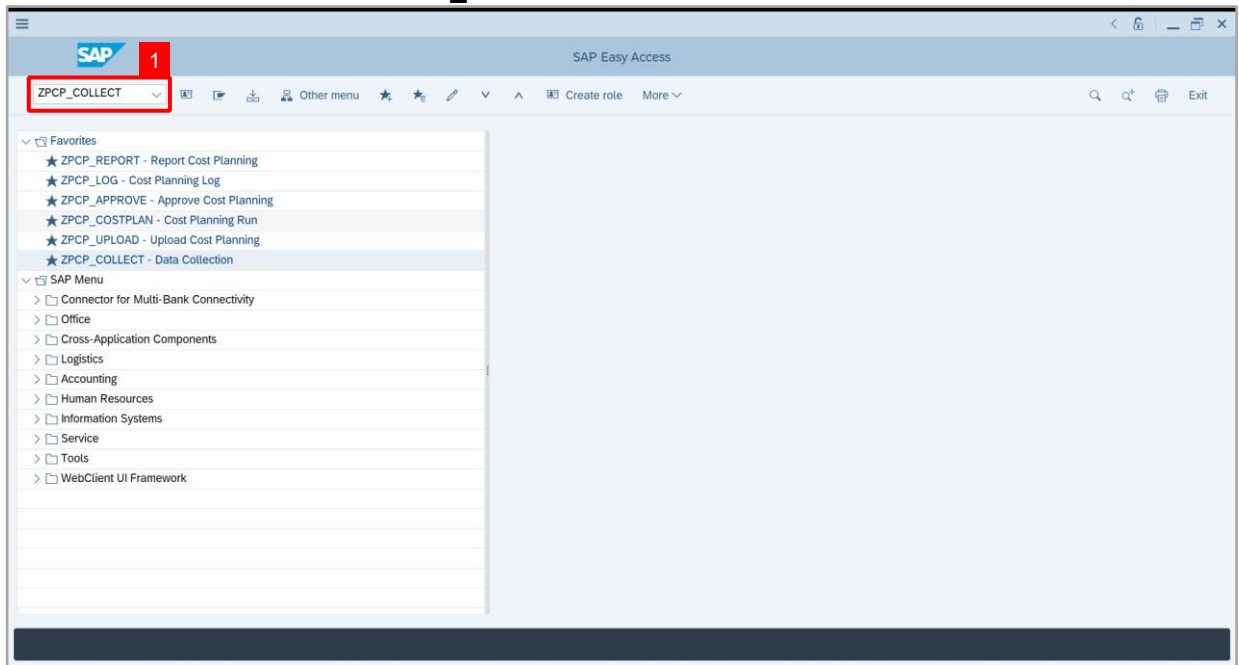
Backend User

Department Budget Clerk

This transaction is the initial step in Personnel Cost Planning, where users execute it to collect all personnel cost items within their respective subareas

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

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



Note: The **Collecting Personnel Cost Planning Data for Employees** page will be displayed.

< **SAP** Collecting Personnel Cost Planning Data for Employees

Save as Variant... More ▾ Exit

Selection

Personnel Number: 

* Personnel subarea: 

Data Storage

Data Selection Period: To:

Fiscal Year: To:

* Data Basis (Subtype): ▾

* Planning Context:

* Planning Scenario:

Log

Test Run: ☒

Data Record Log: ☐

2. Enter the **Personnel Subarea**
3. Enter the **Selection Period 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. At Log Section, Tick ' Test Run'

8. Click on the **Execute** button.

Note: Test Run allows user to check if there are any errors in data collection before proceeding with the actual run.

< **SAP**
Collecting Personnel Cost Planning Data for Employees
Exit

Selection

Personnel Number:

* Personnel subarea:

2

Data Storage

Data Selection Period:
 Fiscal Year:
 * Data Basis (Subtype):
 * Planning Context:
 * Planning Scenario:

To:
 To:

3
4
5
6

Log

Test Run: ☒
7
 Data Record Log: ☐

Note: Data Collection page will be displayed.

< **SAP**
Collecting Personnel Cost Planning Data for Employees
Exit

Collecting Personnel Cost Planning Data for Employees

Planning Context: SPJ

Planning Scenario: SPJ

Status	Subarea	fund	cntr	Cmnt	item	Cost Ctr	PersNo.	Employee Full Name	EE group	Next increase	Increment	Currency	Cost Item Name	G/L acct	Start Date	Env
■									1	01.02.2023	20.00	BND	Gaji		01.04.2023	31.
■									1	01.02.2023	20.00	BND	Gaji Dianggarkan		01.04.2023	31.
■									1	01.02.2023	20.00	BND	Elaun Kurnia Khas		01.04.2023	31.
■									1	01.02.2023	20.00	BND	Elaun Sara Hidup		01.04.2023	31.
■									1	01.02.2023	20.00	BND	Bonus		01.04.2023	31.
■									1	01.02.2023	20.00	BND	Tabungan Amanah Pekerja		01.04.2023	31.
■									1	01.02.2023	20.00	BND	Persaraan Caruman Tambahan		01.04.2023	31.
■									1	01.05.2010	0.00	BND	Gaji		01.04.2023	31.
■									1	01.05.2010	0.00	BND	Gaji Dianggarkan		01.04.2023	31.
■									1	01.05.2010	0.00	BND	Elaun Sara Hidup		01.04.2023	31.
■									1	01.05.2010	0.00	BND	Bonus		01.04.2023	31.
■									1	01.05.2010	0.00	BND	Tabungan Amanah Pekerja		01.04.2023	31.
■									1	01.05.2010	0.00	BND	Persaraan Caruman Tambahan		01.04.2023	31.
■									1	01.06.2007	0.00	BND	Gaji		01.04.2023	31.
■									1	01.06.2007	0.00	BND	Gaji Dianggarkan		01.04.2023	31.
■									1	01.06.2007	0.00	BND	Elaun Kurnia Khas		01.04.2023	31.
■									1	01.06.2007	0.00	BND	Elaun Sara Hidup		01.04.2023	31.
■									1	01.06.2007	0.00	BND	Bonus		01.04.2023	31.

Information

Number of succeed to collect: 29

Number of failed to collect: 7

9. Click on the **Back** icon.



11 Collecting Personnel Cost Planning Data for Employees

Collecting Personnel Cost Planning Data for Employees

Planning Context: SPJ, Planning Scenario: SPJ

Status	Subarea	fund	cntr	Cmnt	Item	Cost Ctr	PersNo.	Employee Full Name	EE group	Next increase	Increment	Currency	Cost Item Name	G/L acct	Start Date	Enr
									1	01.02.2023	20.00	BND	Gaji		01.04.2023	31.
									1	01.02.2023	20.00	BND	Gaji Dianggarkan		01.04.2023	31.
									1	01.02.2023	20.00	BND	Elaun Kurnia Khas		01.04.2023	31.
									1	01.02.2023	20.00	BND	Elaun Sara Hidup		01.04.2023	31.
									1	01.02.2023	20.00	BND	Bonus		01.04.2023	31.
									1	01.02.2023	20.00	BND	Tabungan Amanah Pekerja		01.04.2023	31.
									1	01.02.2023	20.00	BND	Persaraan Caruman Tambahan		01.04.2023	31.
									1	01.05.2010	0.00	BND	Gaji		01.04.2023	31.
									1	01.05.2010	0.00	BND	Gaji Dianggarkan		01.04.2023	31.
									1	01.05.2010	0.00	BND	Elaun Sara Hidup		01.04.2023	31.
									1	01.05.2010	0.00	BND	Bonus		01.04.2023	31.
									1	01.05.2010	0.00	BND	Tabungan Amanah Pekerja		01.04.2023	31.
									1	01.05.2010	0.00	BND	Persaraan Caruman Tambahan		01.04.2023	31.
									1	01.06.2007	0.00	BND	Gaji		01.04.2023	31.
									1	01.06.2007	0.00	BND	Gaji Dianggarkan		01.04.2023	31.
									1	01.06.2007	0.00	BND	Elaun Kurnia Khas		01.04.2023	31.
									1	01.06.2007	0.00	BND	Elaun Sara Hidup		01.04.2023	31.
									1	01.06.2007	0.00	BND	Bonus		01.04.2023	31.

Information
Number of succeed to collect: 29
Number of failed to collect: 7

Note: The Collecting Personnel Cost Planning Data for Employees page will be displayed.

Collecting Personnel Cost Planning Data for Employees

Save as Variant... More

Selection

Personnel Number: [Field]
* Personnel subarea: S
Employee group: [Field]

Data Storage

Data Selection Period: 01.04.2022 To: 31.03.2023
Fiscal Year: 01.04.2023 To: 31.03.2024
* Data Basis (Subtype): Version 0.1
* Planning Context: A1 SPJ S
* Planning Scenario: 001 SPJ S

Log

Test Run: [checked]
Data Record Log: [checked]

Execute

10. Untick Test Run.
11. Click on the **Execute** button.



SAP

Collecting Personnel Cost Planning Data for Employees

Save as Variant...

More

Exit

Selection

Personnel Number:

* Personnel subarea:

S

Employee group:

Data Storage

Data Selection Period:

01.04.2022

To:

31.03.2023

Fiscal Year:

01.04.2023

To:

31.03.2024

* Data Basis (Subtype):

Version 0.1

* Planning Context:

A1 SPJ S

* Planning Scenario:

001 SPJ S

Log

Test Run:

☐

Data Record Log:

☒

Execute

Note:

- Data collection is successful if the status is green.
- For successful data collection, ensure that PA30 is not being maintained by HR Admin, Payroll Clerk or Payroll Officer during data collection.
- Possible error when status is red, Either PA30 is currently open or there are cost item value not filled in.

Collecting Personnel Cost Planning Data for Employees

Collecting Personnel Cost Planning Data for Employees

SPJ

SPJ

Area	fund	cntr	Cmnt	item	Cost Ctr	PersNo.	Employee Full Name	EE group	Next increase	Increment	Currency	Cost Item Name	G/L acct	Start Date	Enr
■								1	01.02.2023	20.00	BND	Gaji		01.04.2023	31.
■								1	01.02.2023	20.00	BND	Gaji Dianggarkan		01.04.2023	31.
■								1	01.02.2023	20.00	BND	Elaun Kurnia Khas		01.04.2023	31.
■								1	01.02.2023	20.00	BND	Elaun Sara Hidup		01.04.2023	31.
■								1	01.02.2023	20.00	BND	Bonus		01.04.2023	31.
■								1	01.02.2023	20.00	BND	Tabungan Amanah Pekerja		01.04.2023	31.
■								1	01.02.2023	20.00	BND	Persaraan Caruman Tambahan		01.04.2023	31.
■								1	01.05.2010	0.00	BND	Gaji		01.04.2023	31.
■								1	01.05.2010	0.00	BND	Gaji Dianggarkan		01.04.2023	31.
■								1	01.05.2010	0.00	BND	Elaun Sara Hidup		01.04.2023	31.
■								1	01.05.2010	0.00	BND	Bonus		01.04.2023	31.
■								1	01.05.2010	0.00	BND	Tabungan Amanah Pekerja		01.04.2023	31.
■								1	01.05.2010	0.00	BND	Persaraan Caruman Tambahan		01.04.2023	31.
■								1	01.06.2007	0.00	BND	Gaji		01.04.2023	31.
■								1	01.06.2007	0.00	BND	Gaji Dianggarkan		01.04.2023	31.
■								1	01.06.2007	0.00	BND	Elaun Kurnia Khas		01.04.2023	31.
■								1	01.06.2007	0.00	BND	Elaun Sara Hidup		01.04.2023	31.
■								1	01.06.2007	0.00	BND	Bonus		01.04.2023	31.

Information

Number of succeed to collect 29

Number of failed to collect 7

MASS UPLOAD COST ITEM FOR EMPLOYEE

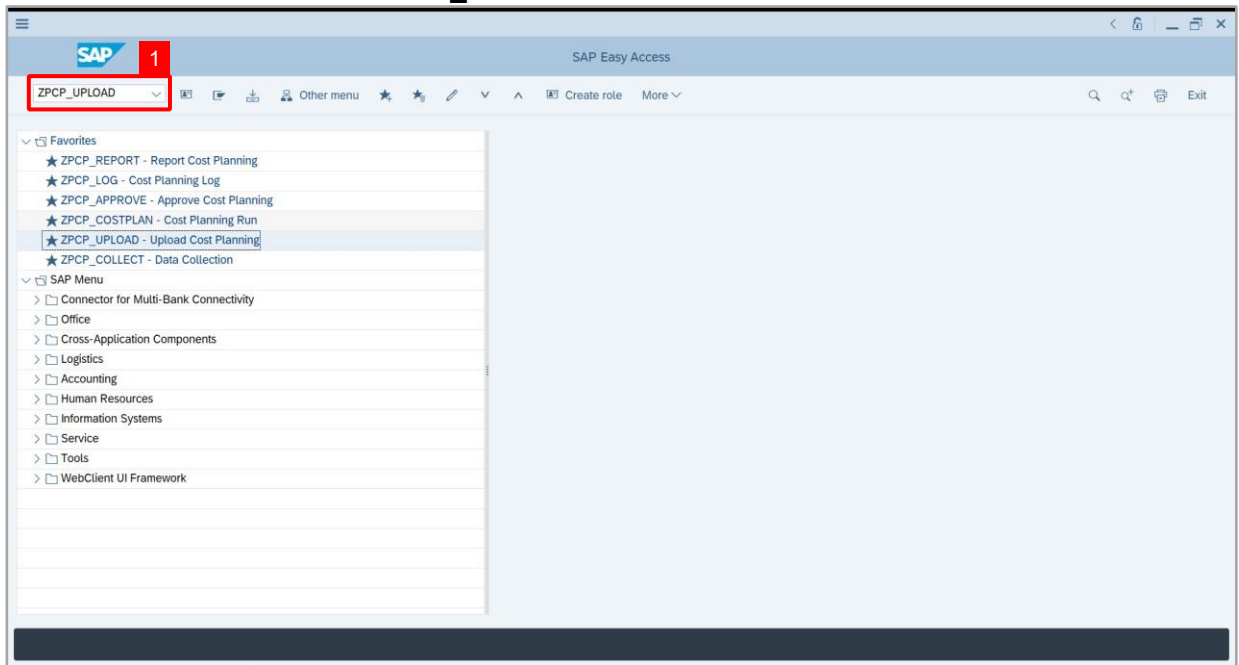
Backend User

Department Budget Clerk

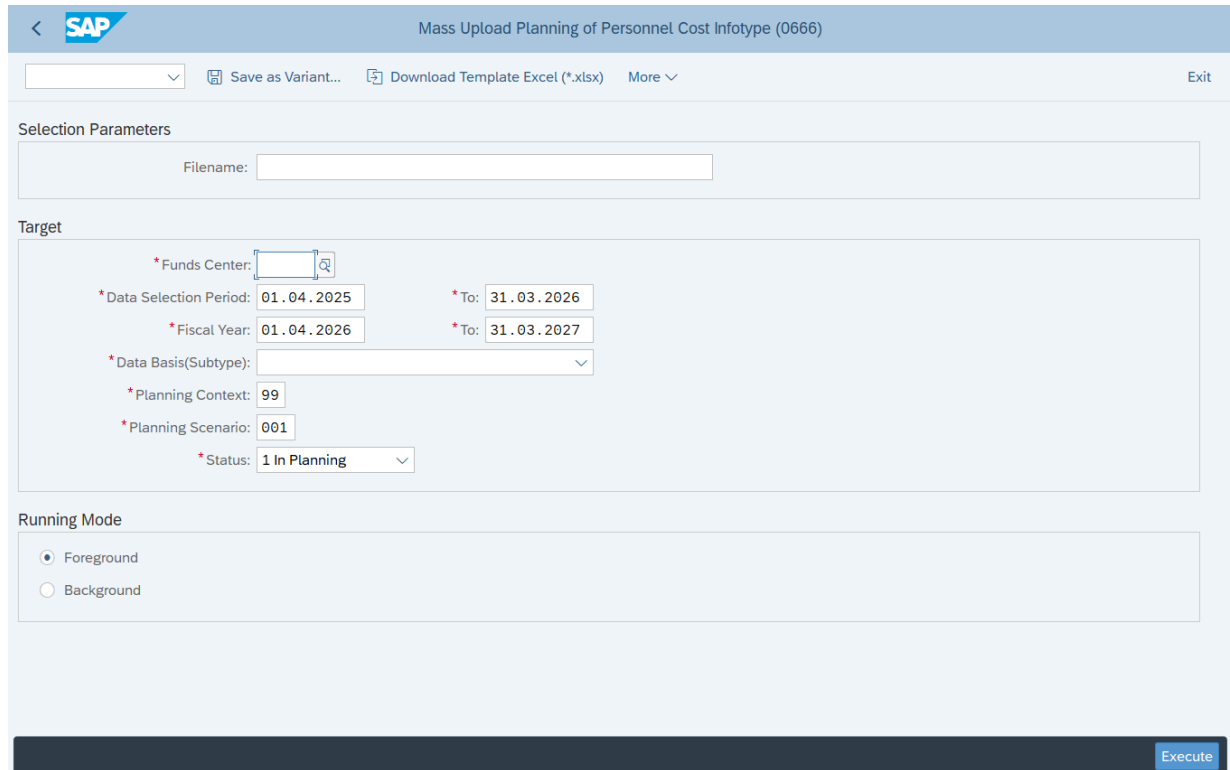
This transaction serves as an optional tool that allows users to perform mass updates on a large volume of personnel cost items

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

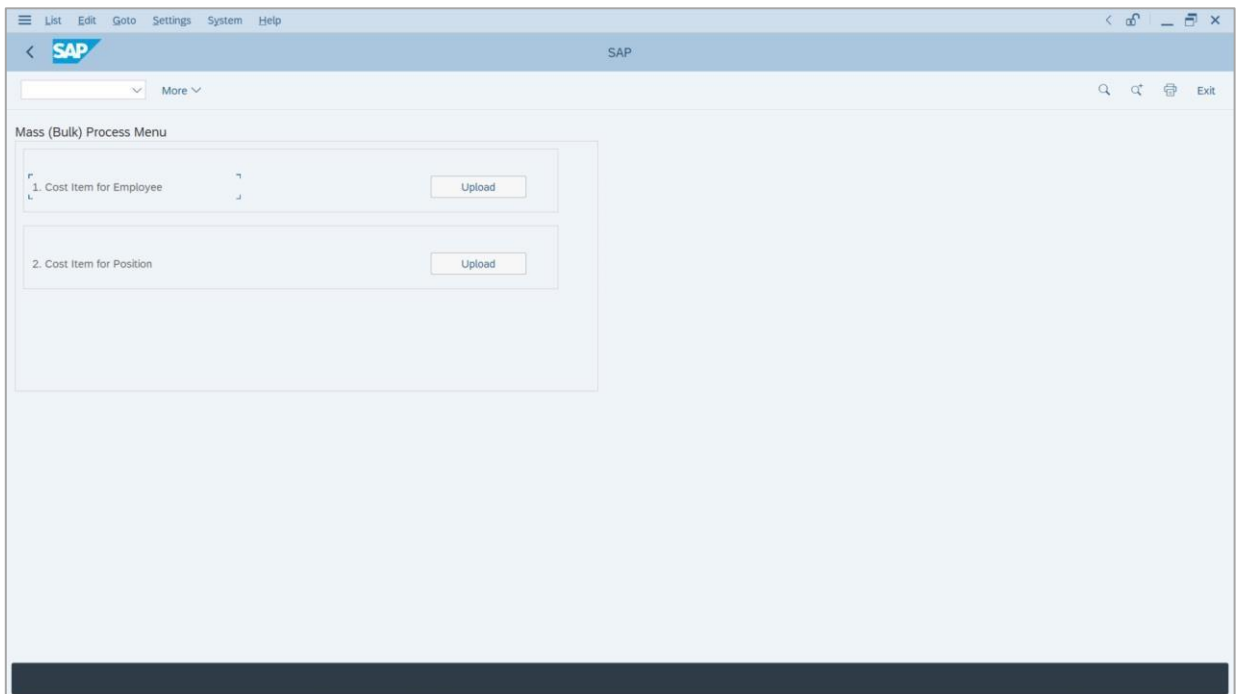
1. Enter transaction code **ZPCP_UPLOAD** in the search bar.



Note: The **Mass Upload Planning of Personnel Cost Infotype** page will be displayed.

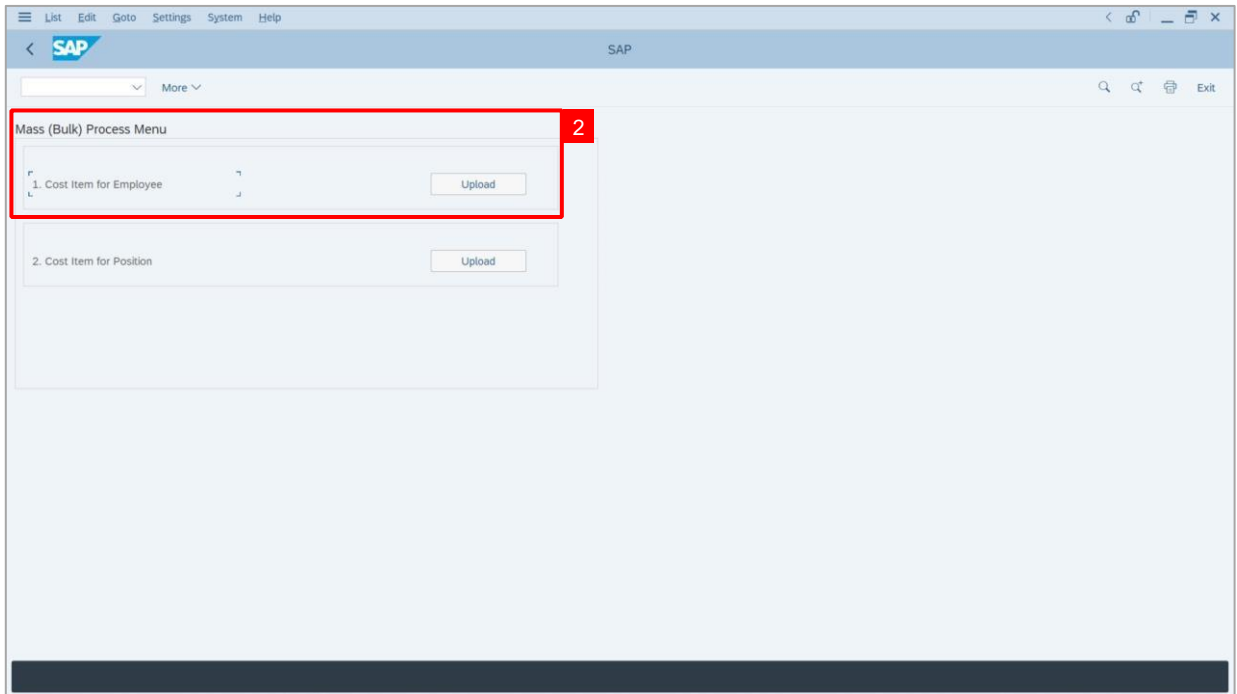


The screenshot shows the SAP interface for 'Mass Upload Planning of Personnel Cost Infotype (0666)'. The top bar includes the SAP logo and navigation options like 'Save as Variant...', 'Download Template Excel (*.xlsx)', and 'More'. Below this is a 'Selection Parameters' section with a 'Filename:' input field. The 'Target' section contains several fields: '* Funds Center:' with a search icon, '* Data Selection Period:' with '01.04.2025' and '* To:' with '31.03.2026', '* Fiscal Year:' with '01.04.2026' and '* To:' with '31.03.2027', '* Data Basis(Subtype):' with a dropdown arrow, '* Planning Context:' with '99', '* Planning Scenario:' with '001', and '* Status:' with '1 In Planning' and a dropdown arrow. The 'Running Mode' section has two radio buttons: 'Foreground' (selected) and 'Background'. At the bottom right, there is an 'Execute' button.



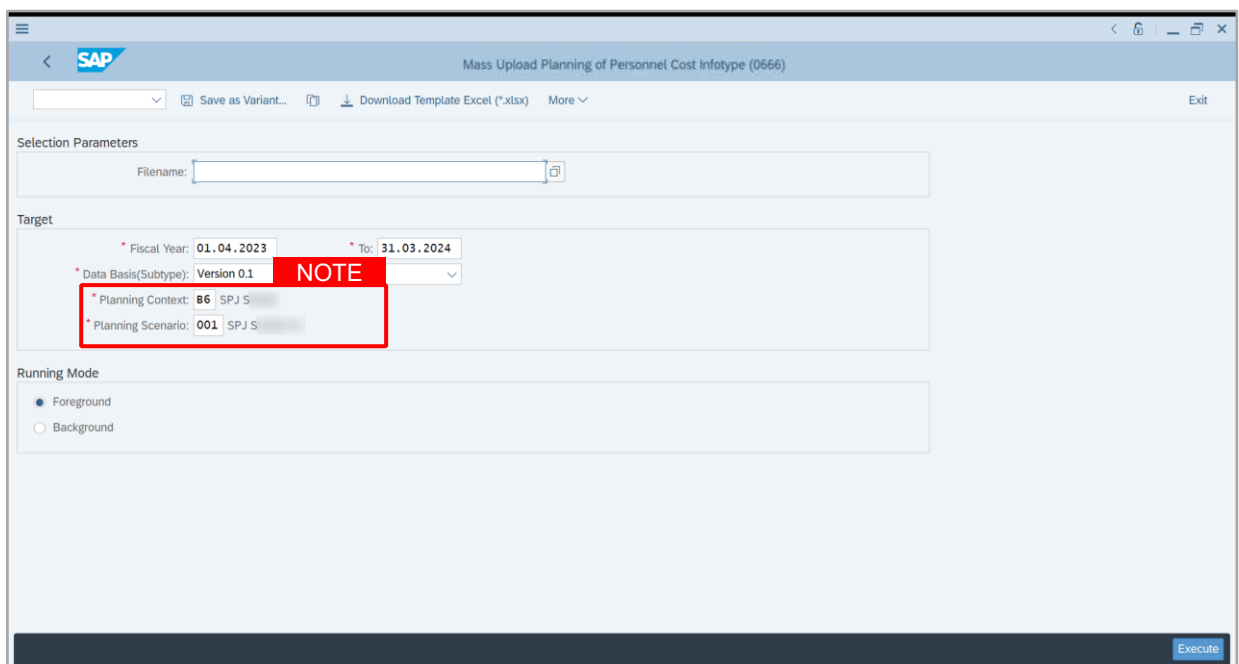
The screenshot shows the 'Mass (Bulk) Process Menu' in the SAP interface. It features a list of two items: '1. Cost Item for Employee' and '2. Cost Item for Position'. Each item has an 'Upload' button next to it. The interface includes a top bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help' menus, and a bottom bar with a search icon, a refresh icon, and an 'Exit' button.

2. Select **Cost Item For Employee** and click on **Upload** button.



The screenshot shows the SAP 'Mass (Bulk) Process Menu' interface. A red box highlights the first option, '1. Cost Item for Employee', which has an 'Upload' button next to it. A red circle with the number '2' is placed next to this option. Below it, the second option '2. Cost Item for Position' is also visible with an 'Upload' button.

Note: The Mass Upload Planning of Personnel Cost Infotype (0666) page will be displayed.



The screenshot shows the 'Mass Upload Planning of Personnel Cost Infotype (0666)' page in SAP. The 'Selection Parameters' section includes a 'Filename' field. The 'Target' section shows 'Fiscal Year' from 01.04.2023 to 31.03.2024, 'Data Basis(Subtype)' as Version 0.1, and 'Planning Context' as 86 SPJ S. A red box highlights the 'Planning Context' and 'Planning Scenario' fields, with a red 'NOTE' label. The 'Running Mode' section has 'Foreground' selected. An 'Execute' button is at the bottom right.

3. Click on the **Download Template Excel (*.xlsx)** button.



SAP

Mass Upload Planning of Perso

Save as Variant...

Download Template Excel (*.xlsx)

More

Selection Parameters

Filename:

Target

* Fiscal Year: 01.04.2023

* To: 31.03.2024

* Data Basis(Subtype): Version 0.1

* Planning Context: B6 SPJ S

* Planning Scenario: 001 SPJ S

4. Select Save as type: **Microsoft Excel Files**.

5. Click on the **Save** button.

Save As

Desktop

File name: S

Save as type: Microsoft Excel Files (*.XLS;*.XLSX;*.XLSM)

Save

Personnel Cost Infotype (0656)

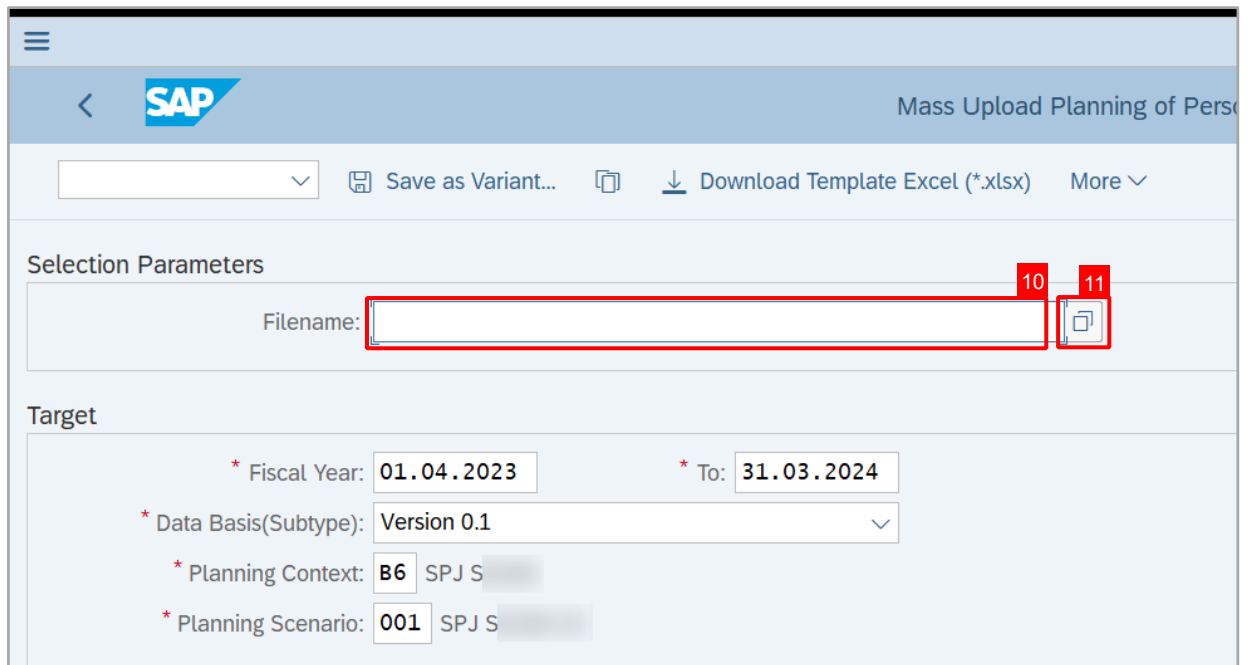
Note: Template Legend:

Column	Position	Start date	End date	Cost item	Amount	Currency	Data collection method	Time Unit	Status of Process	Business Unit	Program	Activity	GL Account
Description	Position ID	Previous Fiscal Year		S001 : Gaji S002 : Gaji Dianggarkan	Amount of Gaji & Gaji Dianggarkan	Amount Currency	PAYR : Payroll Data (this indicates that cost item is obtained from latest payroll data)	6 : 'Annually' (this indicates that the cost plan is created annually)	1 : In Planning (this indicates that uploaded cost item is in the status 'in planning' to create the cost plan)	Business Unit	Program	Activity	GL Account for Gaji and Gaji Dianggarkan
Sample	90002087	01.04.2022	31.03.2023	S001	1000	BND	PAYR	6	1	SH06A	001000	001001	G01100
	90002087	01.04.2022	31.03.2023	S002	20000	BND	PAYR	6	1	SH06A	001000	001001	G01100

Column	Description	Sample
Position	Position ID	90002087
Start Date	Previous Fiscal Year	02.04.2022
End Date	Previous Fiscal Year	32.03.2023
Cost Item	S001: Gaji S002: Gaji Dianggarkan	S001
Amount	Amount of Gaji & Gaji Dianggarkan	1000
Currency	Amount Currency	BND
Data collection method	PAYR: Payroll Data (This indicates that cost item is obtained from latest payroll data)	PAYR
Time Unit	6: 'Annually' (This indicates that the cost plan is created annually)	6
Status of Process	1: In Planning (This indicates that uploaded cost item is in the status 'in planning' to create the cost plan)	1
Business Unit	Business Unit	Currently revised to be Commitment Item
Program	Program	
Activity	Activity	
GL Account	GL Account for Gaji and Gaji Dianggarkan	G01100

6. Click on the **textbox** to reveal the **search term** icon.

7. Click on the **search term** icon.



Mass Upload Planning of Personnel

Selection Parameters

Filename:  

Target

* Fiscal Year: * To:

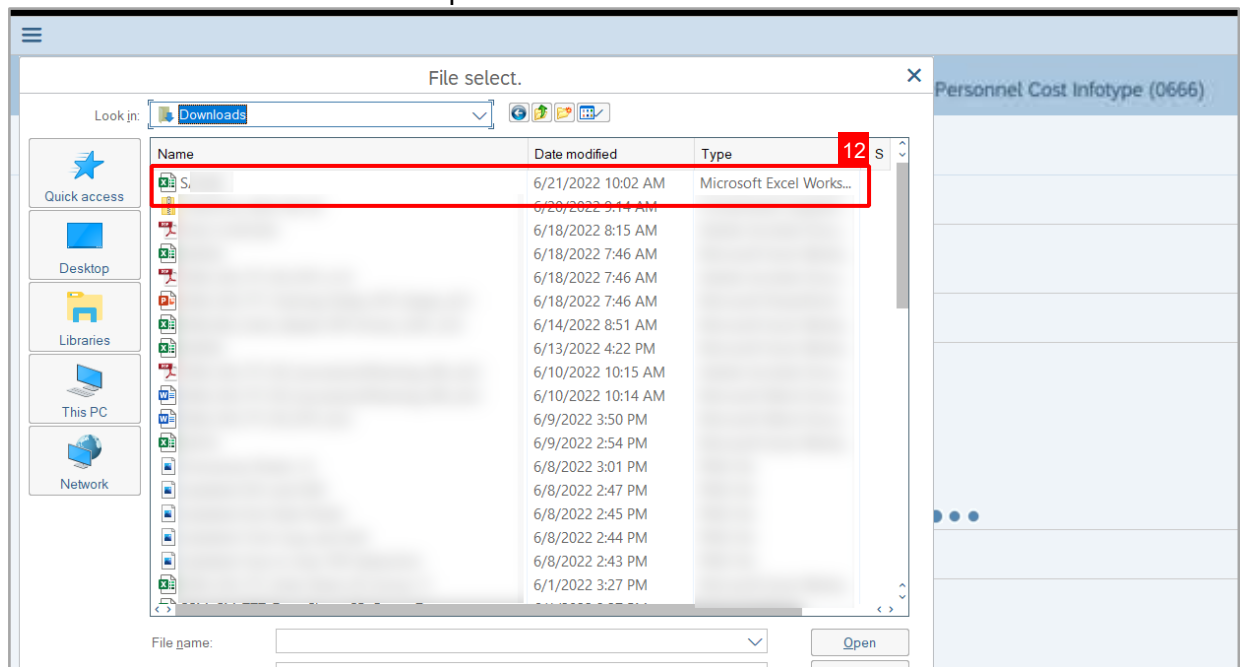
* Data Basis(Subtype):

* Planning Context: SPJ S

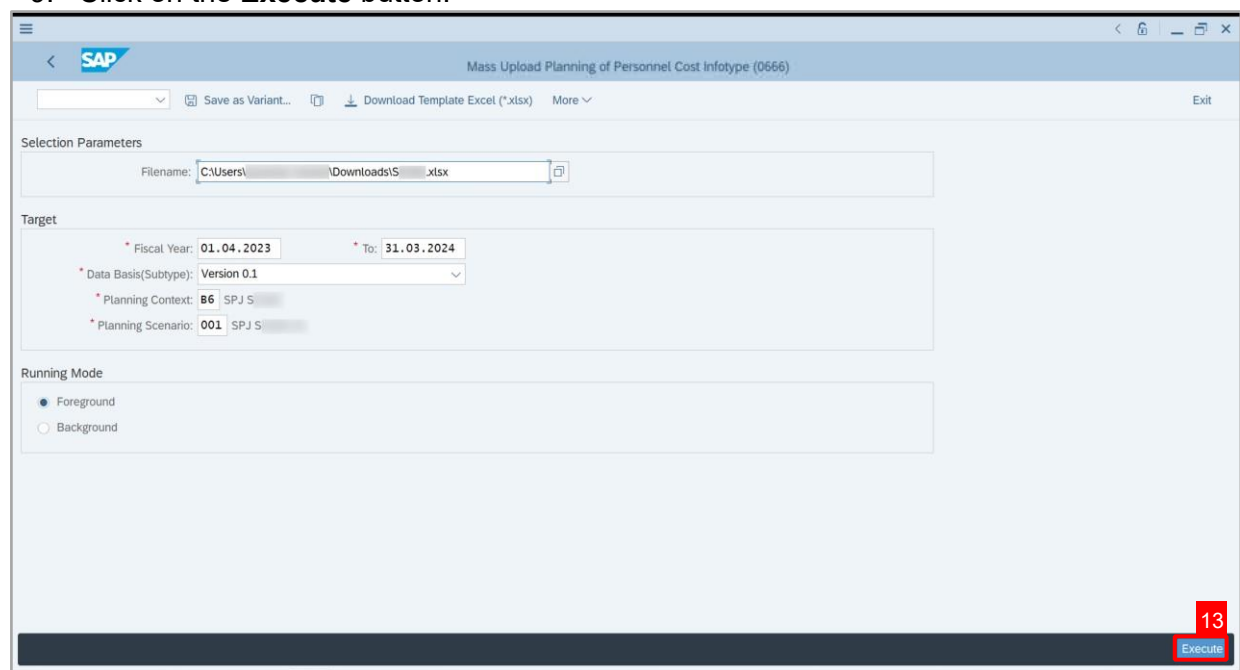
* Planning Scenario: SPJ S



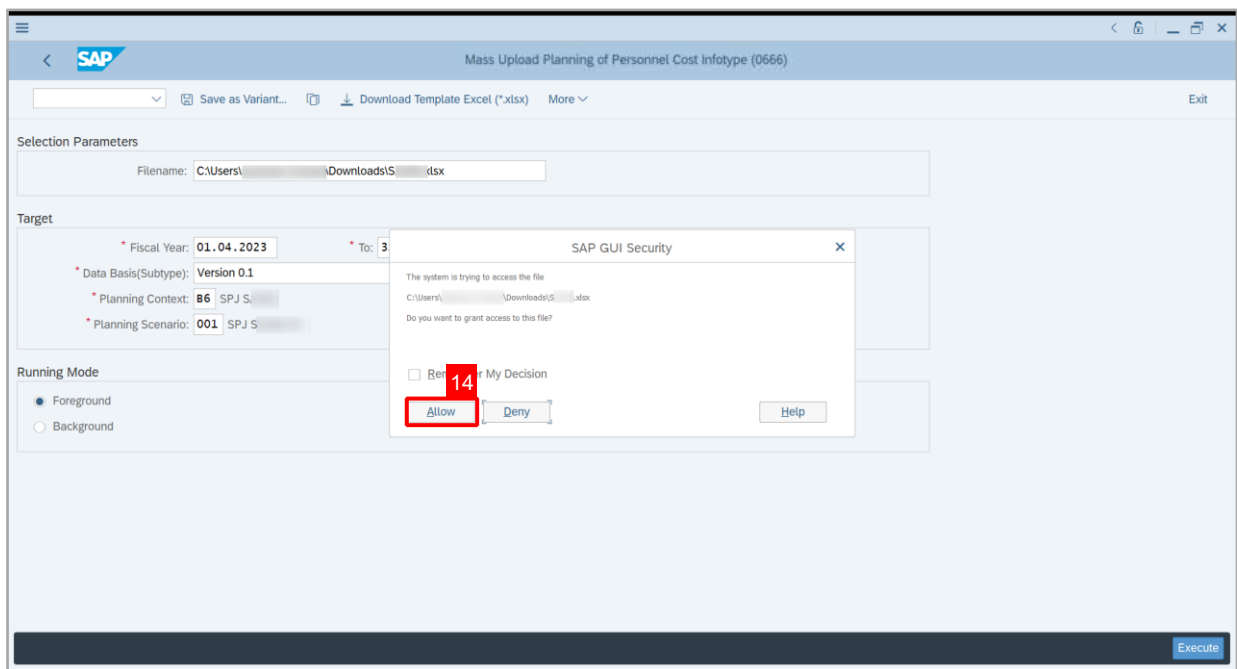
8. Double click the file to be uploaded.



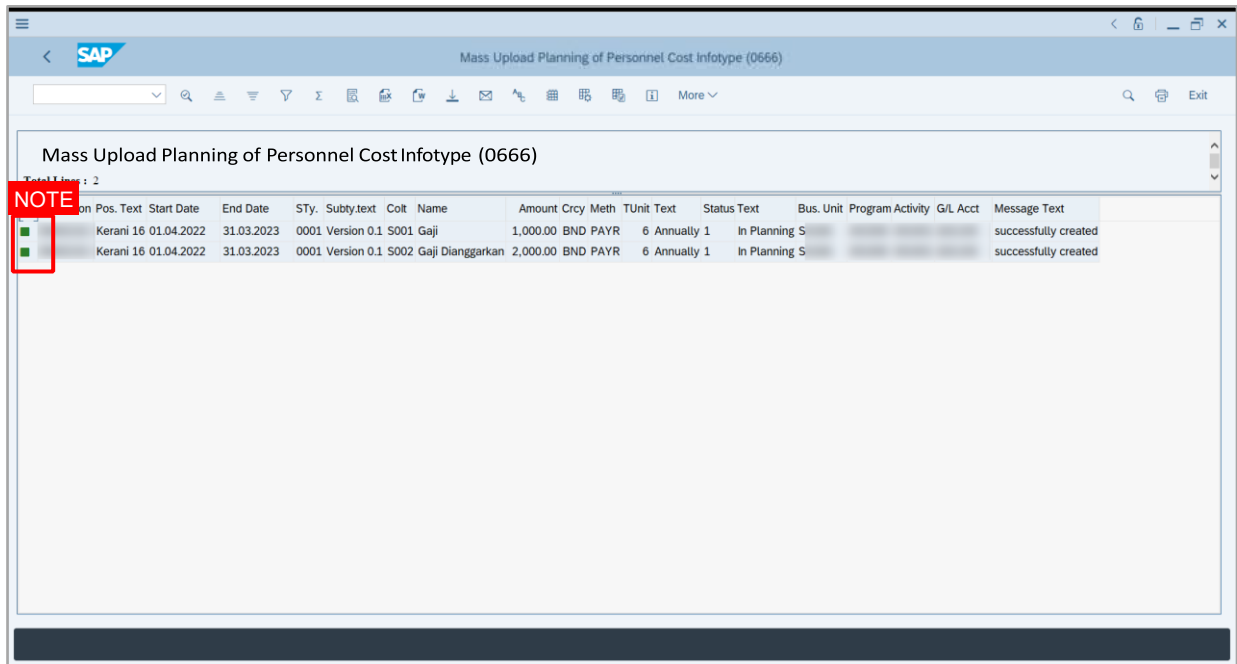
9. Click on the **Execute** button.



10. Click on the **Allow** button.



Note: Upload is successful if the status is green.



MASS UPLOAD COST ITEM FOR POSITION

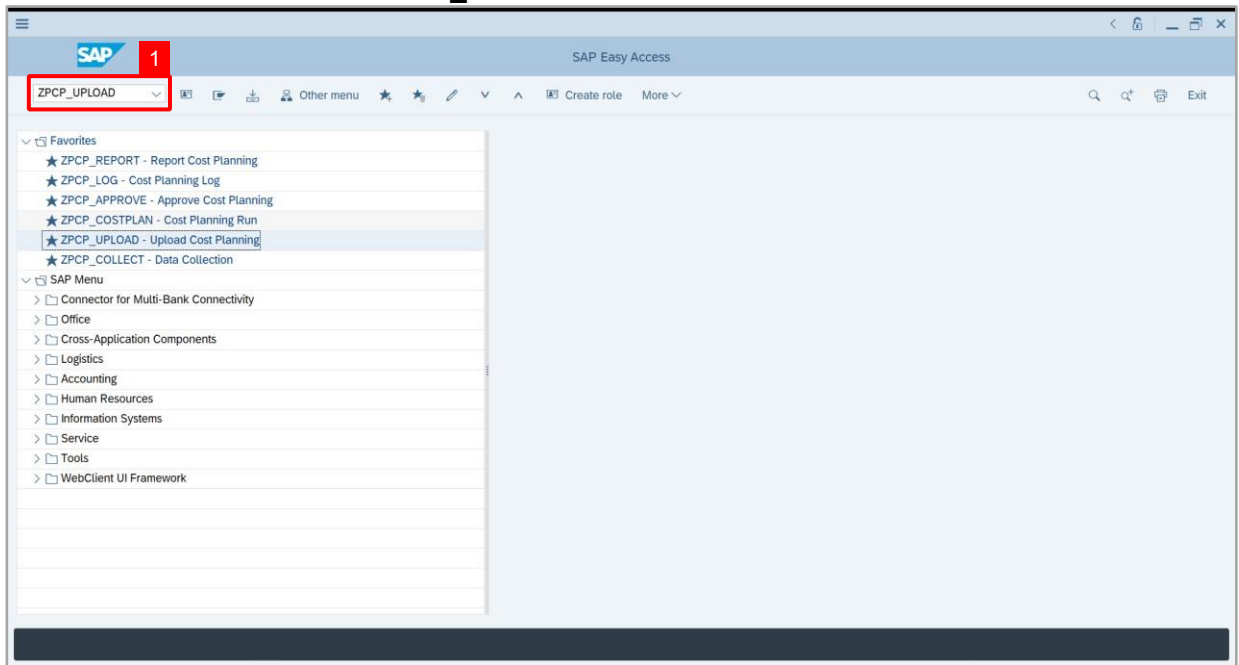
Backend User

Department Budget Clerk

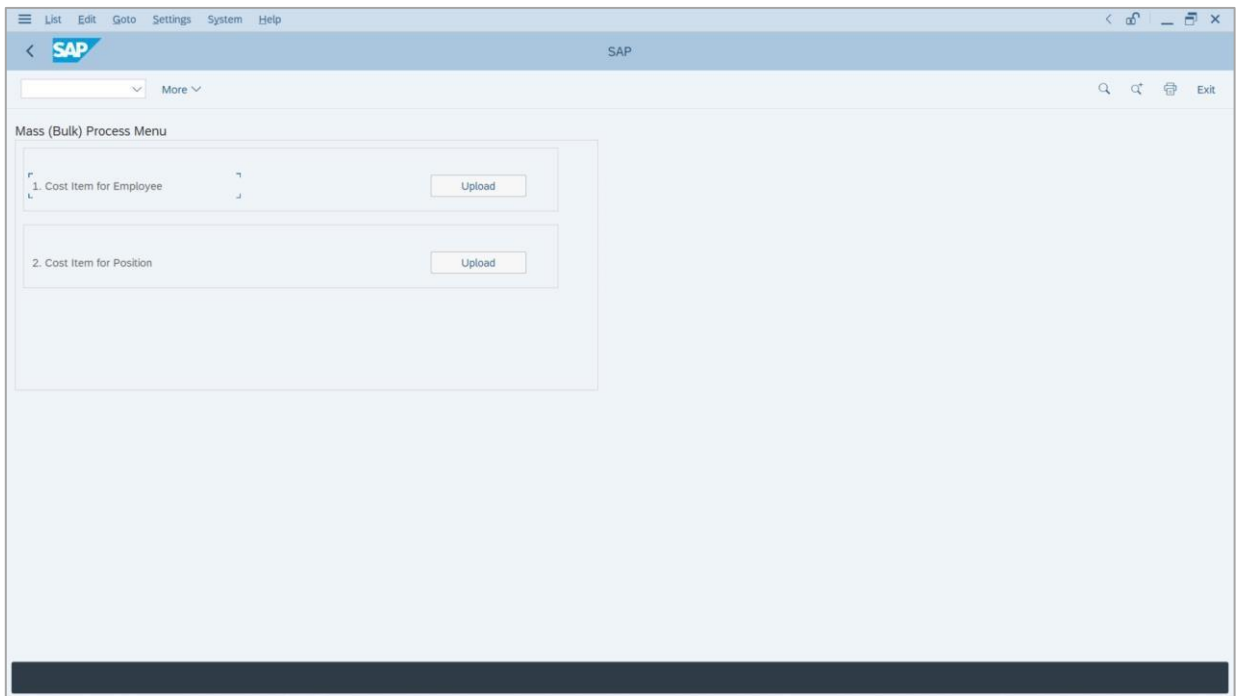
This transaction serves as an optional tool that allows users to perform mass updates on a large volume of vacant position cost items.

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

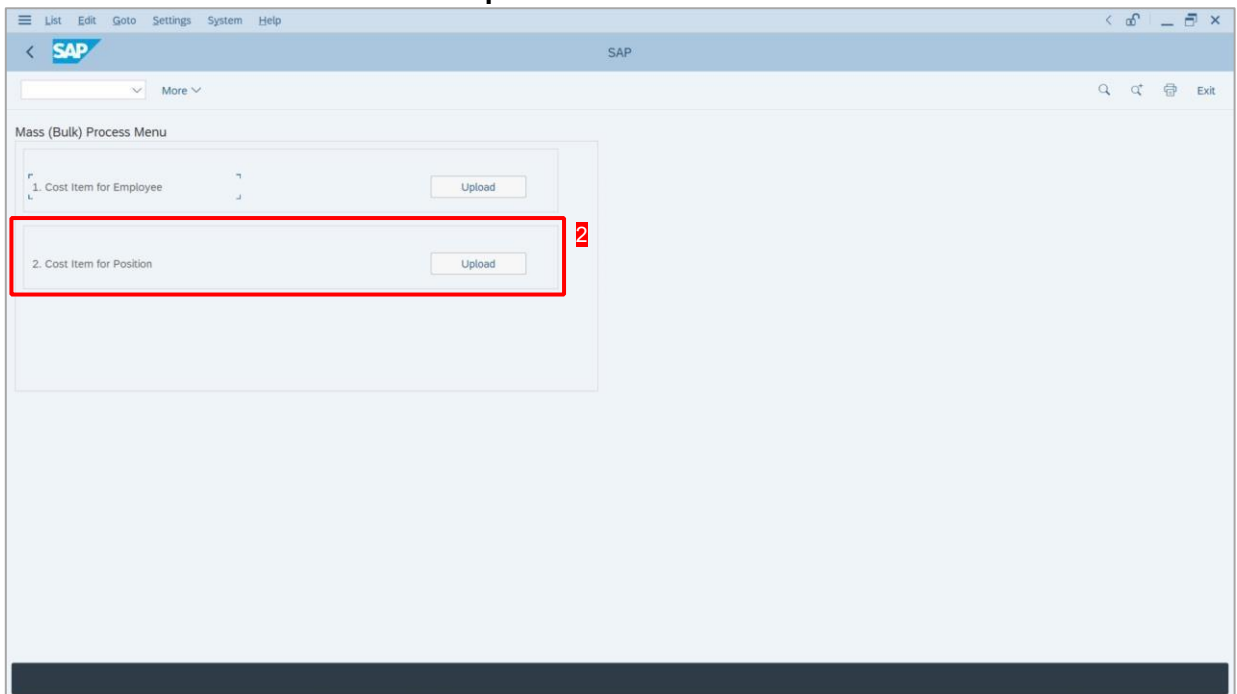
1. Enter transaction code **ZPCP_UPLOAD** in the search bar.



Note: The **Mass Upload Planning of Personnel Cost Infotype** page will be displayed.



2. Select **Cost Item** and click on **Upload** button.



Note: The Mass Upload Planning of Personnel Cost Infotype (5010) page will be displayed.

< **SAP** Mass Upload Planning of Personnel Cost Infotype (5010)

Save as Variant... Download Template Excel (*.xlsx) More ▾ Exit

Selection Parameters

Filename:

Target

* Funds Center:

* Data Selection Period: 01.04.2025 * To: 31.03.2026

* Fiscal Year: 01.04.2026 * To: 31.03.2027

* Data Basis(Subtype):

* Planning Context: 99

* Planning Scenario: 001

* Status: 1 In Planning ▾

Running Mode

☒ Foreground

☐ Background

Execute

3. Click on the **Download Template Excel (*.xlsx)** button.

≡ < **SAP** Mass Upload Planning of Personnel Cost

Save as Variant... **Download Template Excel (*.xlsx)** More ▾

Selection Parameters

Filename:

Target

* Fiscal Year: 01.04.2023 * To: 31.03.2024

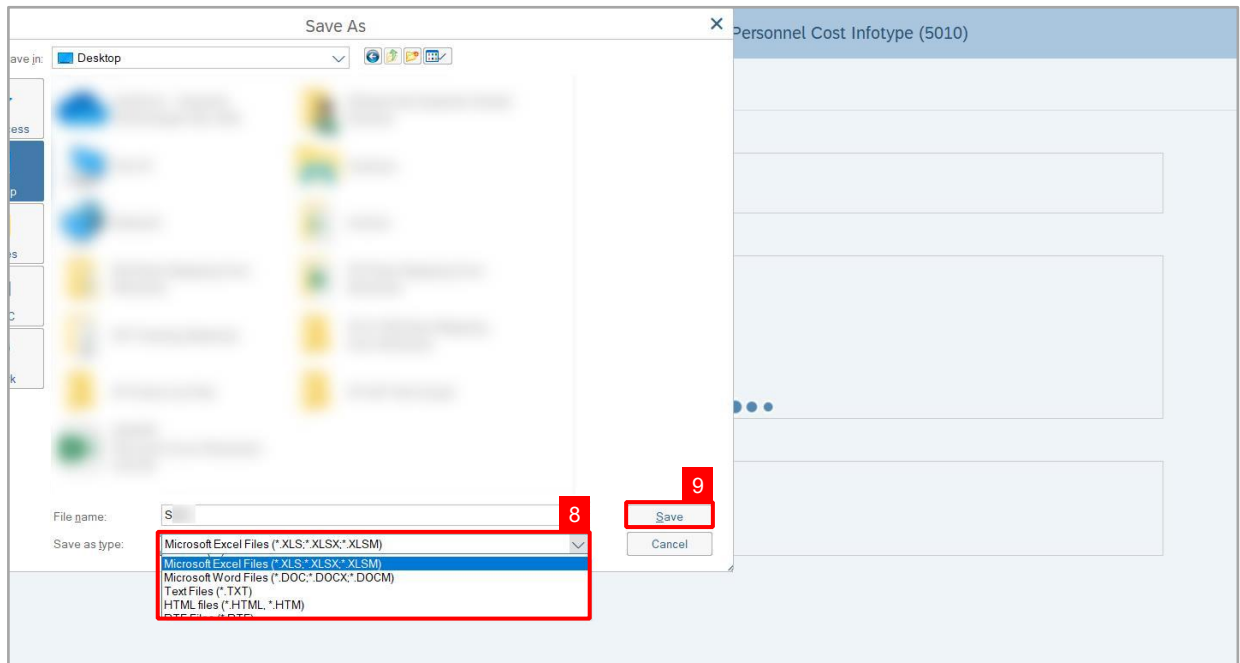
* Data Basis(Subtype): Version 0.1 ▾

* Planning Context: B6 SPJ S

* Planning Scenario: 001 SPJ S

4. Select Save as type: **Microsoft Excel Files.**

5. Click on the **Save** button.



Note: Template Legend:

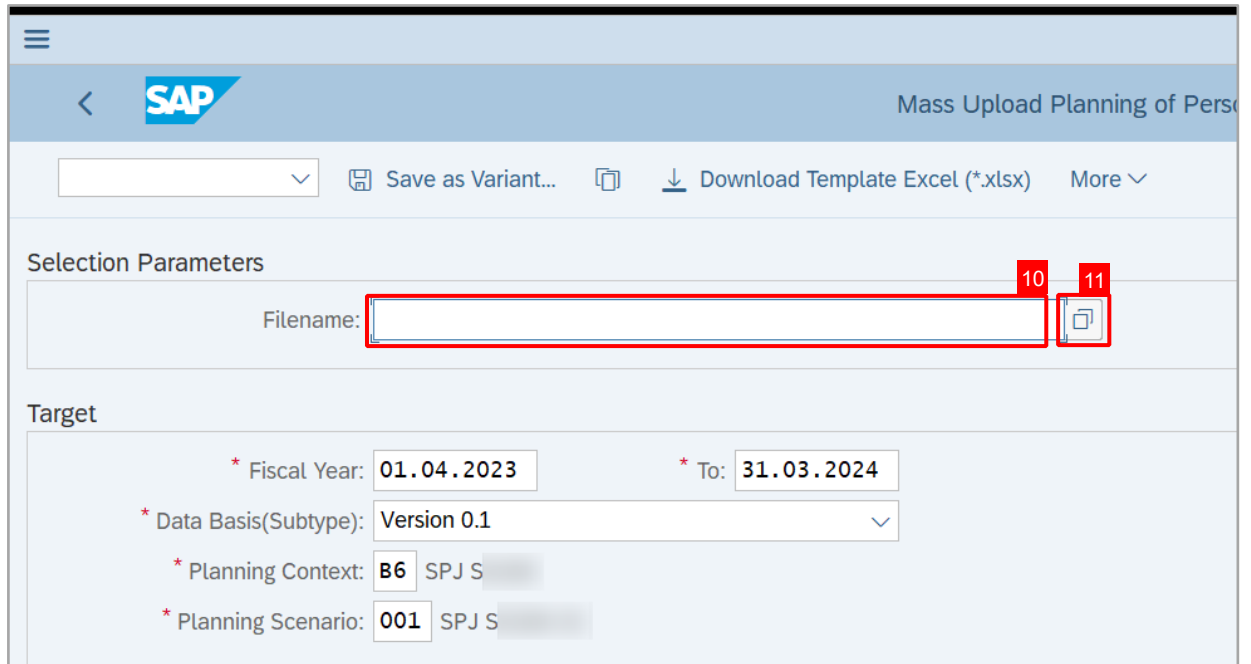
Column	Position	Start date	End date	Cost item	Amount	Currency	Data collection method	Time Unit	Status of Process	Business Unit	Program	Activity	GL Account
Description	Position ID	Previous Fiscal Year		S001 : Gaji S002 : Gaji Dianggarkan	Amount of Gaji & Gaji Dianggarkan	Amount Currency	PAYR : Payroll Data (this indicates that cost item is obtained from latest payroll data)	6 : 'Annually' (this indicates that the cost plan is created annually)	1 : In Planning (this indicates that uploaded cost item is in the status 'in planning' to create the cost plan)	Business Unit	Program	Activity	GL Account for Gaji and Gaji Dianggarkan
	Editable	Editable	Editable	Must be only S001/S002	Editable	Constant	Constant	Constant	Constant	Editable	Editable	Editable	Editable
Sample	90002087	01.04.2022	31.03.2023	S001	1000	BND	PAYR	6	1	SH06A	001000	001001	G01100
	90002087	01.04.2022	31.03.2023	S002	20000	BND	PAYR	6	1	SH06A	001000	001001	G01100

Column	Description	Sample
Position	Position ID	90002087
Start Date	Previous Fiscal Year	02.04.2022
End Date	Previous Fiscal Year	32.03.2023
Cost Item	S001: Gaji S002: Gaji Dianggarkan	S001
Amount	Amount of Gaji & Gaji Dianggarkan	1000
Currency	Amount Currency	BND
Data collection method	PAYR: Payroll Data (This indicates that cost item is obtained from latest payroll data)	PAYR
Time Unit	6: 'Annually' (This indicates that the cost plan is created annually)	6

Status of Process	1: In Planning (This indicates that uploaded cost item is in the status 'in planning' to create the cost plan)	1
Business Unit	Business Unit	Currently revised to be Commitment Item
Program	Program	
Activity	Activity	
GL Account	GL Account for Gaji and Gaji Dianggarkan	G01100

6. Click on the **textbox** to reveal the **search term** icon.

7. Click on the **search term** icon.



Selection Parameters

Filename:

Target

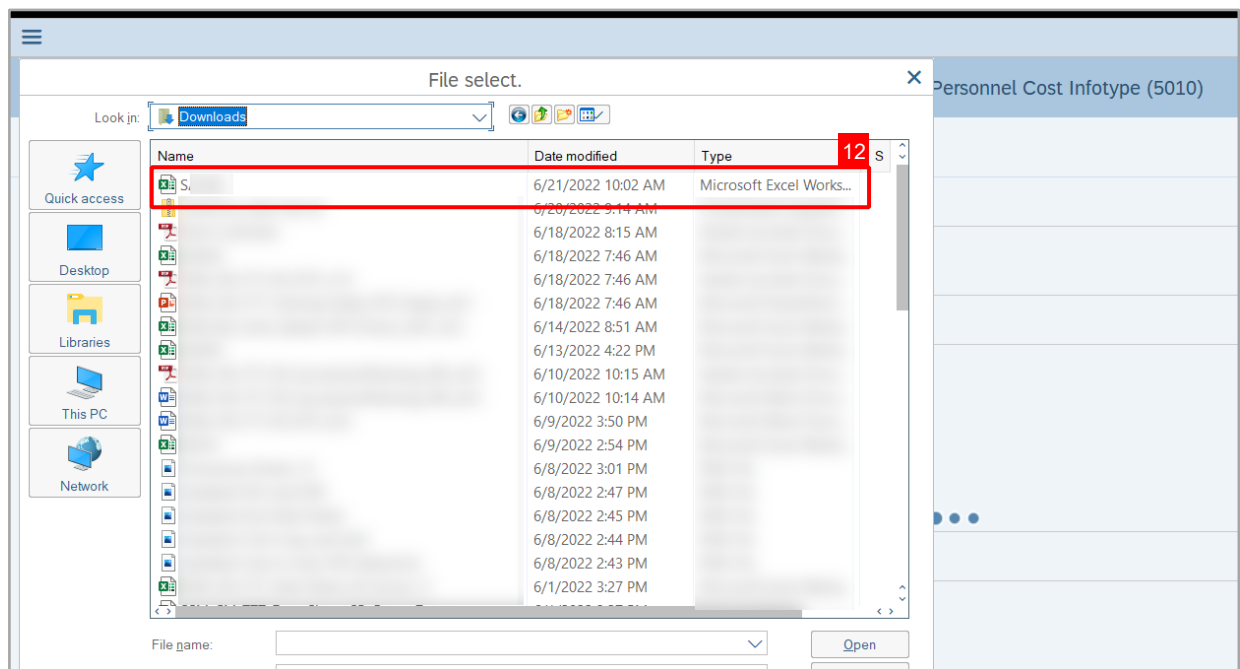
* Fiscal Year: * To:

* Data Basis(Subtype):

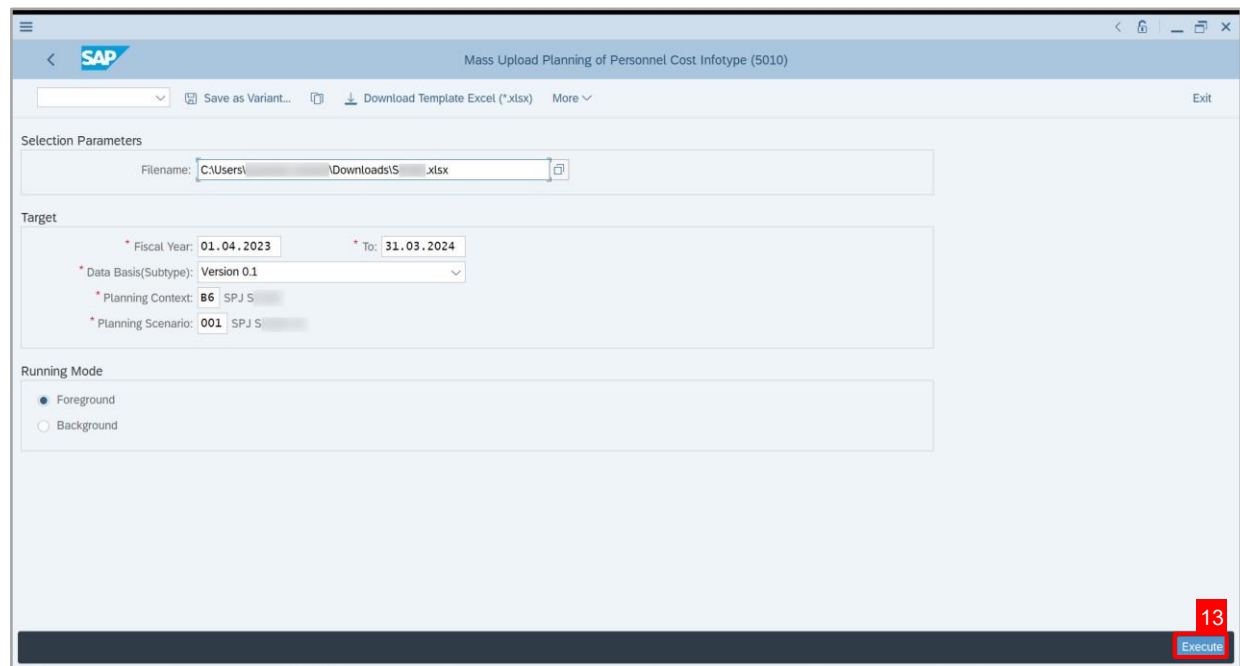
* Planning Context: SPJ S

* Planning Scenario: SPJ S

8. **Double click** the **file** to be uploaded.



9. Click on the **Execute** button.



10. Click on the **Allow** button.

Note: Upload is successful if the status is green.

NOTE