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Exercise 2: Add a New Funding Source (Split Funding)

1. Select the record for a New Funding Source

Select the Record on Carol Ames.

System Help SAP

Planning and Budget B6 - Worksheet

Sort ascending Sort descending Salary Edit Form Download PNo Billed Salaries

Funds Center selected: ALL Cost Center Selected: ALL

Include subordinate Funds Centers

Total Records: 260

Funds cent	Cost cente	G/L Accoun	P.Sub...	Pers.No.	Surname	First Name	Annual Salary 1	Annual Salary 2	Fiscal Salary	Fund FTE 1	Fund FTE 2
102949	14457	801050	2000	99000234	AMES	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00
102662	13979	801010	0100	99000177	AMES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000063	AMES	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13985	801050	2000	99000044	AMES	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000196	AMES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000082	AMES	DAN	70,000.00	70,000.00	70,000.00	80.00	80.00
101095	13987	801050	2000	99000006	AMES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13991	801050	2000	99000215	AMES	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13996	801050	2000	99000139	AMES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13996	801050	2000	99000229	BATES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
101095	13992	801050	2000	99000096	BATES	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13983	801050	2000	99000020	BATES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13990	801050	2000	99000153	BATES	HENRY	70,000.00	70,000.00	70,000.00	100.00	100.00

QNA (1) (010) db02 OVR

2. Enter Record Detail

Click on "Salary Edit Form".

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. The top toolbar includes buttons for 'Sort ascending', 'Sort descending', 'Salary Edit Form' (highlighted), 'Download', 'PNo', and 'Billed Salaries'. Below the toolbar, filters for 'Funds Center selected: ALL' and 'Cost Center Selected: ALL' are visible. A table of 260 records is displayed, with columns for various financial and personnel data. The first few rows of the table are as follows:

Funds cent	Cost center	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary 1	Annual Salary 2	Fiscal Salary	Fund FTE 1	Fund FTE 2
102949	14457	801050	2000	99000234	AMES CAROL	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00
102662	13979	801010	0100	99000177	AMES CATHY	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000063	AMES DAVID	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES GEORGE	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801015	0100	99000120	AMES MICHAEL	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101095	13992	801050	2000	99000101	AMES LUCY	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
102949	14457	801010	0100	99000120	AMES MICHAEL	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000158	AMES HELEN	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13985	801050	2000	99000044	AMES PAUL	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000196	AMES RUTH	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000082	AMES DAN	DAN	70,000.00	70,000.00	70,000.00	80.00	80.00
101095	13987	801050	2000	99000006	AMES PATRICK	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13991	801050	2000	99000215	AMES MARIA	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13996	801050	2000	99000139	AMES PATRICIA	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000134	BATES KAREN	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13996	801050	2000	99000229	BATES GEORGE	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000039	BATES HELEN	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801010	0100	99000172	BATES IRENE	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
101095	13992	801050	2000	99000096	BATES MARIA	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13983	801050	2000	99000020	BATES PATRICIA	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13990	801050	2000	99000153	BATES HENRY	HENRY	70,000.00	70,000.00	70,000.00	100.00	100.00

The bottom status bar shows 'QNA (1) (010) db02 OVR'.

3. Filter on Personnel Number

Click on the "Filter P #" to filter on the record lines belonging to this personnel number.

Personnel # 99000234 **Surname** AMES **First Name** CAROL **Start Date:UOFT** 09.09.2002 **Date of Birth** 23.03.1970 **Last Action Date** 17.02.2003 **Last Action User** RBURBANK

Personnel-Sub Area: 2000 USWA **Contract Type:** 01 CONTINUING

Rank-Code/Desc: **Pay Scale Group:** 06N

Tenure: **Pay Scale Level:** Librarians only

Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:**

Work contract: K7

CFC Center: 102949 DENT:DEAN'S OFFICE **FTE** **FTE %**

Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T 100.00

Internal Order #: **Position** 100.00

General Ledger: 001050 PAY:UNION **Funding** 100.00

Hospital Code: **Current Year** 0.00

Display only

EAF: CRC: New hire: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes: **Position changes:** initial download

QNA (1) (010) db02 OVR

4. Note Message on Filter PNo.

Please note when Filter is on a message will appear below the B6 toolbar.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

GoLOA RetLOA ADMonL

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #: FTE FTE %
 General Ledger: 801050 PAY:UNION Total U of T 100.00
 Hospital Code: Position 100.00
 Funding 100.00 Current Year 0.00

EAF CRC New hire Recovery Self funded

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

QNA (1) (010) db02 OVR

5. View Filter PNo. in Worksheet

Use the "Green back" button from your SAP toolbar to return to the Worksheet.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

PNo Bill Sal Fund Recov Retire GoLOA RetLOA ADMonL

[Filter on Personnel number: 99000234](#)

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA **Contract Type:** 01 CONTINUING
Rank-Code/Desc: **Pay Scale Group:** 06N
Tenure: **Pay Scale Level:** Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:**
Work contract: K7
CFC Center: 102949 DENT:DEAN'S OFFICE
Cost Center: 14457 DENT:DEAN'S OFFICE
Internal Order #:
General Ledger: 801050 PAY:UNION
Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	100.00
Current Year	0.00

EAF CRC New hire: **Display only**
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

QNA (1) (010) db02 OVR

6. Filter on PNo. in Worksheet

Note the Total Records in the worksheet that are visible. Only one record line exists for Carol Ames.

The screenshot displays the SAP Planning and Budget B6 - Worksheet interface. The window title is "System Help" and the SAP logo is visible in the top right corner. The main title of the worksheet is "Planning and Budget B6 - Worksheet".

At the top, there are several menu items: "Sort ascending", "Sort descending", "Salary Edit Form", "Download", "PNo", and "Billed Salaries". Below these, there are two dropdown menus: "Funds Center selected:" set to "ALL" and "Cost Center Selected:" set to "ALL". There is also a checkbox for "Include subordinate Funds Centers" which is unchecked.

A red box highlights the filter text: "Filter on Personnel number: 99000234". To the right of this, a box shows "Total Records: 1".

The main data area is a table with the following columns: Funds cent, Cost cente, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary 1, Annual Salary 2, Fiscal Salary, Fund FTE 1, and Fund FTE 2. The first row contains the following data:

Funds cent	Cost cente	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary 1	Annual Salary 2	Fiscal Salary	Fund FTE 1	Fund FTE 2
102949	14457	801050	2000	99000234	AMES	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00

The rest of the table is empty. At the bottom right, there is a status bar showing "QNA (1) (010)", "db02", and "OVR".

7. Select the Record Line to Proceed

Select the Record Line to proceed with the Split Funding exercise.

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The window title is "SAP" and the menu bar includes "System" and "Help". The toolbar contains icons for "Sort ascending", "Sort descending", "Salary Edit Form", "Download", "PNo", and "Billed Salaries". Below the toolbar, there are filters for "Funds Center selected:" (set to ALL) and "Cost Center Selected:" (set to ALL). A checkbox for "Include subordinate Funds Centers" is present. A filter is applied: "Filter on Personnel number: 99000234". The "Total Records:" is 1. The table below has the following data:

Funds cent	Cost cent	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary 1	Annual Salary 2	Fiscal Salary	Fund FTE 1	Fund FTE 2
102949	14457	801050	2000	99000234	AMES	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00

The status bar at the bottom right shows "QNA (1) (010) db02 OVR".

8. Enter Salary Edit Form

Click on "Salary Edit Form".

The screenshot shows the SAP Planning and Budget B6 - Worksheet interface. The window title is "System Help" and the SAP logo is visible in the top right corner. The main title is "Planning and Budget B6 - Worksheet". Below the title, there are several buttons: "Sort ascending", "Sort descending", "Salary Edit Form" (highlighted with a blue box), "Download", "PNo", and "Billed Salaries".

Below the buttons, there are two dropdown menus: "Funds Center selected:" with "ALL" selected, and "Cost Center Selected:" with "ALL" selected. There is also a checkbox for "Include subordinate Funds Centers" which is unchecked. A filter is applied: "Filter on Personnel number: 99000234". The "Total Records:" is shown as "1".

Funds cent	Cost cent	GL Account	P.Sub...	Pers.No.	Surname	First Name	Annual Salary 1	Annual Salary 2	Fiscal Salary	Fund FTE 1	Fund FTE 2
102949	14457	801050	2000	99000234	AMES	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00

At the bottom right of the interface, there is a status bar showing "QNA (1) (010) db02 OVR".

9. Click on "Next Record Arrow".

You can use the "Next Record Arrow" to see if there is more than one line for this personnel number.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE: FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T 100.00
 Internal Order #: Position 100.00
 General Ledger: 801050 PAY:UNION Funding 100.00
 Hospital Code: Current Year 0.00

EAF CRC New hire: Recovery Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes: initial download

Next record (Shift+F9) QNA (1) (010) db02 OVR

10. Information Message

A message will inform you if there are no more records. Select the "Green Checkmark" to get rid of the message.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE: FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T: 100.00
 Internal Order #: Position: 100.00
 Funding: 100.00

General Led Information

Hospital Co: There are no more records

EAF: Funded:

Funding Percent	Effective Date	End Date	Salary	Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes: initial download

QNA (1) (010) db02 OVR

11. Previous Record Arrow

Also confirm that no other record lines exist by selecting the "Previous Record Arrow" for your B6 toolbar.

System Help | SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE: Total U of T: 100.00
 Cost Center: 14457 DENT:DEAN'S OFFICE Position: 100.00
 Internal Order #: Funding: 100.00
 General Ledger: 001050 PAY:UNION Current Year: 0.00
 Hospital Code:

EAF: CRC: New hire: Display only: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes: Position changes: initial download

QNA (1) (010) db02 OVR

12. Previous Record Arrow

The same information message will appear if no previous record lines exist. Select the "Green Checkmark" to return to the record details.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

PNo Bill Sal Fund Recov Retire GoLOA RetLOA ADMonL

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE: FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T: 100.00
 Internal Order #: Position: 100.00
 Funding: 100.00

General Led Information

Hospital Co: There are no more records

EAF: Funded:

Percent	Effective Date	End Date	Salary	Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

QNA (1) (010) db02 OVR

13. Display Change Mode

Remember to validate the record before you begin to make changes. Click on the "Display/Change" icon to edit this record.

System Help | SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE: FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T 100.00
 Internal Order #: Position 100.00
 General Ledger: 801050 PAY:UNION Funding 100.00
 Hospital Code: Current Year 0.00

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes: Position changes: initial download

QNA (1) (010) db02 OVR

14. Validate Records before performing function changes

For Personnel-Sub Area USWA, the USWA Grid Step is required.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Update

Prev Record Next Record

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA

Contract Type: 01 CONTINUING

Pay Scale Group: 06N

Pay Scale Level: Librarians only

USWA Grid Step:

Rank-Code/Desc:

Tenure:

Wage Type: 0110 T4 APPT STAFF-SAL PD

Work contract: K7

CFC Center: 102949 DENT:DEAN'S OFFICE

Cost Center: 14457 DENT:DEAN'S OFFICE

Internal Order #:

General Ledger: 801050 PAY:UNION

Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	100.00
Current Year	0.00

EAF: CRC: New hire:

Display only
Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes: initial download

QNA (1) (010) db02 OVR

15. USWA Grid Step List

Select the "drop down box" to view a list of grid steps for this pay scale group.

System Help | SAP

Planning and Budget B6 - Phase 1 Salary Edit - Update

Prev Record | Next Record

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: [dropdown]
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #: FTE Total U of T 100.00
 Position 100.00
 Funding 100.00
 Current Year 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes: [text area] Position changes: initial download

Grid Step is required for USWA | QNA (1) (010) | db02 | OVR

16. Select Grid Step

Double click on the Grid Step line item appropriate for this record.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Update

◀ Prev Record ▶ Next Record

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING
Rank-Code/Desc:			Pay Scale Group:	06N	
Tenure:			Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K7				
CFC Center:	102949	DENT:DEAN'S OFFICE			
Cost Center:	14457	DENT:DEAN'S OFFICE			
Internal Order #:					
General Ledger:	801050	PAY:UNION			
Hospital Code:					

EAF:	<input type="checkbox"/>	CRC:	<input type="checkbox"/>	New hire:	<input type="checkbox"/>
Display only:	<input type="checkbox"/>				
Recovery:	<input type="checkbox"/>				

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33

Notes:

Grid Steps

PS group	USWA Grid	Grid Step	Start date	End date	
06N	HR		31,593.00	01.07.2002	30.06.2003
06N	01		32,997.00	01.07.2002	30.06.2003
06N	02		34,404.00	01.07.2002	30.06.2003
06N	03		35,807.00	01.07.2002	30.06.2003
06N	04		36,861.00	01.07.2002	30.06.2003
06N	05		37,912.00	01.07.2002	30.06.2003
06N	06		38,966.00	01.07.2002	30.06.2003
06N	07		39,317.00	01.07.2002	30.06.2003
06N	08		39,668.00	01.07.2002	30.06.2003
06N	09		40,018.00	01.07.2002	30.06.2003
06N	10		40,370.00	01.07.2002	30.06.2003

QNA (1) (010) db02 OVR

17. Save

Click on the "Save" icon from the SAP toolbar to save your changes.

System Help | SAP

Planning and Budget B6 - Phase 1 Salary Edit - Update

Prev Record | Next Record

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	17.02.2003	RBURBANK

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #: General Ledger: 801050 PAY:UNION
 Hospital Code:

FTE	FTE %
Total U of T	100.00
Position	100.00
Funding	100.00
Current Year	0.00

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes: Position changes: initial download

QNA (1) (010) | db02 | OVR

18. Split Funding "Icon"

You are now ready to add a New Funding source. Click on "Split Fund" icon from your B6 toolbar.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	21.02.2003	B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #: FTE: Total U of T: 100.00
 Position: 100.00
 Funding: 100.00
 Current Year: 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

EAF CRC New hire: Recovery Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
100.00	01.05.2003	30.06.2003	70,000.00	5,833.33	
100.00	01.07.2003	30.04.2004	70,000.00	5,833.33	70,000.00

Notes:

Position changes:

Split Funding (Ctrl+F1) QNA (1) (010) db02 OVR

19. Split Funding Copy

The B6 application makes a copy of the current record with some fields left blank. Select the New CFC Center by clicking on the "drop down box" for a list of valid CFCs.

System Help

Planning and Budget B6 - Split Funding Copy

Split Funding Origin

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: DENT:DEAN'S OFFICE
 Cost Center: DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: 801050 PAY:UNION
 Hospital Code:

FTE FTE %
 Total U of T 0.00
 Position 0.00
 Funding 0.00
 Current Year 0.00

EAF: CRC: New hire: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004		0.00	0.00

Notes:

Position changes:

QNA (1) (010) db02 OVR

20. Double click on the new CFC

Double click on the new funding source CFC 101571.

Authorized Funds Center

Fds ctr.	Name
100412	DENTISTRY
100413	DENT:DEAN - OTHER
100414	DENTISTRY-CONT. EDUC.
100415	DENTISTRY-DENTAL KIT
100906	OAC:BIOMATERIALS, CTR
101095	DENTISTRY:CLINICS
101432	DENT:LIBRARY ACQUISI
101571	DENT: BONE & MINERAL
102115	DENT:RES SUPPORT CDE
102205	SGS:DENT-06SST
102249	DENT:QUALIFYING PROG
102368	DENT:PAIN CENTRE
102510	DENT:DR. P. SANTERRE
102525	DENT:DENT.RES. INST.
102565	DENT:IBBME
102814	RA:ZWINGENBERGER: DEN
102815	RA:CHAPMAN CH:DENT
102861	CRC:SESSLE:DENT
102862	CRC:CVITKOVITCH:DENT
102799	DENT:DRI:SMRSTDPGM
102900	DENT:06S AWARDS
102905	DENT:PAIN EDUCATION
102948	DENT:OPERATING
102949	DENT:DEAN'S OFFICE
102950	DENT:RESEARCH

Personnel number: 99000234

Personnel # 99000234 Surname AMES

Date of Birth 23.03.1970

UOFT 002

Continuing 01

06N

Librarians only

10

FTE %

0.00

0.00

0.00

0.00

Self funded:

Monthly Salary: 0.00

Fiscal Salary: 0.00

0.00

0.00

0.00

Position changes:

QNA (1) (010) db02 OVR

21. Move to Cost Center Field

Tab to the Cost Center.

System Help SAP

Planning and Budget B6 - Split Funding Copy

Split Funding Origin

Filter on Personnel number: 99000234


Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER...
 Cost Center: DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: 801050 PAY:UNION
 Hospital Code:

FTE	FTE %
Total U of T	0.00
Position	0.00
Funding	0.00
Current Year	0.00

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004		0.00	0.00

Notes: 

Position changes:

QNA (1) (010) db02 OVR

22. Cost Center List

Click on the "drop down box" to provide you with your valid Cost Centers.

System Help SAP

Planning and Budget B6 - Split Funding Copy

Split Funding Origin

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER...
 Cost Center: DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: 801050 PAY:UNION
 Hospital Code:

FTE	FTE %
Total U of T	0.00
Position	0.00
Funding	0.00
Current Year	0.00

EAF: CRC: New hire: Display only: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004		0.00	0.00

Notes:

Position changes:

QNA (1) (010) db02 OVR

23. Double click cc 12330

Double click on the new Cost Center 12330.

System Help

Planning and Budget B6 - Split Funding Copy

Split Funding Origin

Authorized Cost Center

Personnel # Surname

Personnel #	Surname
99000234	AMES

Personnel-Sub Area: 2

Rank-Code/Desc:

Tenure:

Wage Type: €

Work contract: K

CFC Center: 1

Cost Center: 12330

Internal Order #:

General Ledger: €

Hospital Code:

EAF: CI

Funding Percent	Payment Effective Date
	01.05.2003
	01.07.2003

Notes:

Cost ctr	Short text
11125	DENT:DEAN'S OTHER
11126	DENT:CONTINUING EDUC
11127	DENT:STUDENT KITS
11218	DENT:RESEARCH
11553	DENT:CLINICS
11885	OAC:BIOMATERIALS CTR
11915	OAC:BIOMATERIALS RES
12080	DENT:TRUST FUND EXPE
12081	DENT:SCHOLARSHIP EXP
12330	DENT:BONE & MINERAL
13369	DENT:QUALIFYING PROG
13550	DENT:PAIN CENTRE
13780	DENT:BIOMATERIAL LAB
13792	DENT:PC:CL.SCI.AWARD
13799	DENT:DRI:RESEARCH
13800	DENT:DRI:HISTOLOGY
13801	DENT:DRI:SEM
13802	DENT:DRI:MAT.TESTING
13859	DENT:IBBME
13946	RA:ZWINGENBERGER:DEN
13947	RA:CHAPMAN CH:DENT
13978	CRC:SESSLE:DENTISTRY
13979	CRC:CVITKOVITCH:DENT
13983	DENT:LAB 4
13984	DENT:PHARMACY
13985	DENT:TECH SERV. LABS
13986	DENT:ANAESTHESIA
13987	DENT:CLINIC 1
13988	DENT:CLINIC 2
13989	DENT:GRAD ENDO
13990	DENT:GRAD ORTHO
13991	DENT:GRAD PERIO
13992	DENT:GRAD PROSTHO

Personnel number: 99000234

Date:UOFT	Date of Birth	Last Action Date	Last Action User
09.2002	23.03.1970		

Type: 01 CONTINUING

Group: 06N

Level: Librarians only

Step: 10

FTE %

ofT	Year
0.00	0.00
0.00	0.00
0.00	0.00

Monthly Salary: 0.00

Fiscal Salary: 0.00

Position changes:

QNA (1) (010) db02 OVR

24. GL verify

Verify the General Ledger account.

System Help SAP

Planning and Budget B6 - Split Funding Copy

Split Funding Origin

Filter on Personnel number: 99000234


Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER...
 Cost Center: 12330 DENT:BONE & MINER...
 Internal Order #:
 General Ledger: 801050 PAY:UNION
 Hospital Code:

FTE	FTE %
Total U of T	0.00
Position	0.00
Funding	0.00
Current Year	0.00

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004		0.00	0.00

Notes: 

Position changes:

QNA (1) (010) db02 OVR

25. New Funding Percentage

Click in the "Funding Percent" field for the appropriate salary line based on the effective date of the split funding.

System Help SAP

Planning and Budget B6 - Split Funding Copy

Split Funding Origin

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER... FTE FTE %
 Cost Center: 12330 DENT:BONE & MINER... Total U of T 0.00
 Internal Order #: Position 0.00
 Funding 0.00
 Current Year 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004		0.00	0.00

Notes: Position changes:

QNA (1) (010) db02 OVR

26. Enter: [50.00] via the keyboard.

Enter the change to the correct Funding Percentage. Type: [50.00] via the keyboard.

System Help SAP

Planning and Budget B6 - Split Funding Copy

Split Funding Origin


Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER...
 Cost Center: 12330 DENT:BONE & MINER...
 Internal Order #: FTE Total U of T: 0.00
 Position: 0.00
 Funding: 0.00
 Current Year: 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004		0.00	0.00

Notes: 

Position changes:

QNA (1) (010) db02 OVR

27. Validate entry

Validate your entry by hitting the enter key on your keyboard.

System Help SAP

Planning and Budget B6 - Split Funding Copy

Split Funding Origin


Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER...
 Cost Center: 12330 DENT:BONE & MINER...
 Internal Order #: FTE Total U of T 0.00
 Position 0.00
 Funding 0.00
 Current Year 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
50	01.05.2003	30.06.2003		0.00	
	01.07.2003	30.04.2004		0.00	0.00

Notes: 

Position changes:

QNA (1) (010) db02 OVR

28. Enter: [50.00] via the keyboard

Also enter the correct "Funding Percent" on Salary Line 2 if the change will effect budget from July 1 to April 30. Enter: [50.00] via the keyboard.

System Help SAP

Planning and Budget B6 - Split Funding Copy

Split Funding Origin

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER... FTE FTE %
 Cost Center: 12330 DENT:BONE & MINER... Total U of T 0.00
 Internal Order #: Position 0.00
 Funding 0.00
 Current Year 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
50.00	01.05.2003	30.06.2003	35,000.00	2,916.67	
	01.07.2003	30.04.2004		0.00	5,833.00

Notes: Position changes:

QNA (1) (010) db02 OVR

29. To view Original Data

Validate your entry. The system calculates the Annual Salary Amount automatically from the original. To view the Original record, click on the "Split Funding Origin" button.

The screenshot shows the SAP 'Split Funding Origin' screen for personnel number 99000234. The interface includes a header bar with 'System Help' and the SAP logo. Below the title 'Planning and Budget B6 - Split Funding Copy', there is a search bar containing 'Split Funding Origin' and a filter for 'Personnel number: 99000234'. A table lists personnel details for Carol Ames, including her start date (09.09.2002) and date of birth (23.03.1979). The screen is divided into several sections: a left-hand panel with various organizational fields like 'Personnel-Sub Area' (2000 USWA), 'Wage Type' (0110 T4 APPT STAFF-SAL PD), and 'General Ledger' (801050 PAY:UNION); a central panel with contract and pay scale information (Contract Type: 01 CONTINUING, Pay Scale Group: 06N); a right-hand panel with FTE and salary data (Total U of T: 0.00, Position: 0.00, Funding: 50.00, Current Year: 0.00); and a bottom section with a table of funding payments and a notes area. The funding table shows two payment periods: one from 01.05.2003 to 30.06.2003 with an annual salary of 35,000.00 and a monthly salary of 2,916.67, and another from 01.07.2003 to 30.04.2004 with the same annual salary and a fiscal salary of 35,000.00. The bottom right corner of the window shows the user 'QNA (1) (010)' and 'db02 OVR'.

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1979		

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
50.00	01.05.2003	30.06.2003	35,000.00	2,916.67	
50.00	01.07.2003	30.04.2004	35,000.00	2,916.67	35,000.00

30. Split Funding Original

The "Funding Percent" for the original CFC Center and Cost Center has not changed. To complete the new Funding Source function, select the "Split Fund" icon.

The screenshot shows the SAP 'Planning and Budget B6 - Split Funding Original' window. At the top, there is a 'Fund' icon. The main area displays personnel information for ID 99000234, including name (AMES, CAROL), start date (09.09.2002), and birth date (23.03.1970). Below this, various organizational and contractual details are listed, such as 'USWA', 'T4 APPT STAFF-SAL PD', and 'USWA Grid Step: 10'. A table shows funding percentages for different centers: CFC Center (102949) and Cost Center (14457), both at 50.00%. A table at the bottom shows payment details for two periods: 01.05.2003 to 30.06.2003 and 01.07.2003 to 30.04.2004, with annual salaries of 35,000.00 and monthly salaries of 2,916.67. The interface also includes checkboxes for 'EAF', 'CRC', 'New hire', 'Recovery', and 'Self funded', and a 'Notes' field.

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	21.02.2003	B6TRAINING1

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
50.00	01.05.2003	30.06.2003	35,000.00	2,916.67	
50.00	01.07.2003	30.04.2004	35,000.00	2,916.67	35,000.00

31. Save New Funding Source

You have returned to the "Split Funding Copy". To confirm your funding changes, click on the "Save" button on your SAP toolbar.

The screenshot shows the SAP 'Split Funding Copy' interface. At the top, there is a toolbar with various icons and a 'System Help' menu. The main title is 'Planning and Budget B6 - Split Funding Copy'. Below this, there is a search bar for 'Split Funding Origin' and a filter for 'Personnel number: 99000234'.

The personnel details for Carol Ames (Personnel # 99000234) are displayed in a table-like format:

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970		

Additional details include:

- Personnel-Sub Area: 2000 USWA
- Contract Type: 01 CONTINUING
- Rank-Code/Desc: (empty)
- Pay Scale Group: 06N
- Tenure: (empty)
- Pay Scale Level: Librarians only
- Wage Type: 0110 T4 APPT STAFF-SAL PD
- USWA Grid Step: 10
- Work contract: K7
- CFC Center: 101571 DENT:BONE & MINER...
- Cost Center: 12330 DENT:BONE & MINER...
- Internal Order #: (empty)
- General Ledger: 801050 PAY:UNION
- Hospital Code: (empty)

There are also checkboxes for 'EAF', 'CRC', 'New hire', 'Recovery', and 'Self funded'. A 'Display only' section is also present.

A table shows funding data:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
50.00	01.05.2003	30.06.2003	35,000.00	2,916.67	
50.00	01.07.2003	30.04.2004	35,000.00	2,916.67	35,000.00

At the bottom, there is a 'Notes' field and a 'Position changes' section with empty input fields. The status bar at the bottom right shows 'QNA (1) (010) db02 OVR'.

32. Filter on Personnel Number

Funding for Carol Ames has been attributed to two CFC/Cost Center combinations at 50%. This Personnel Number will now have two record lines in the B6 Worksheet. Select the "Filter P #" icon from the toolbar.

System Help | SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Personnel # Surname First Name Start Date:UOFT Date of Birth Last Action Date Last Action User

99000234	AMES	CAROL	09.09.2002	23.03.1979	21.02.2003	BBTRAINING1
----------	------	-------	------------	------------	------------	-------------

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER... FTE FTE %
 Cost Center: 12330 DENT:BONE & MINER... Total U of T 0.00
 Internal Order #: Position 0.00
 Funding 50.00
 Current Year 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

EAF: CRC: New hire: Display only
 Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary:	Fiscal Salary:
50.00	01.05.2003	30.06.2003	35,000.00	2,916.67	
50.00	01.07.2003	30.04.2004	35,000.00	2,916.67	35,000.00

Notes:

Position changes: split funding copy

QNA (1) (010) db02 OVR

33. Filter Message

The system is filtering on this personnel number.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	21.02.2003	B6TRAINING1

Personnel-Sub Area: 2000 USWA Contract Type: 01 CONTINUING
 Rank-Code/Desc: Pay Scale Group: 06N
 Tenure: Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step: 10
 Work contract: K7
 CFC Center: 101571 DENT:BONE & MINER...
 Cost Center: 12330 DENT:BONE & MINER...
 Internal Order #: FTE Total U of T: 0.00
 Position: 0.00
 Funding: 50.00
 Current Year: 0.00
 General Ledger: 801050 PAY:UNION
 Hospital Code:

EAF CRC New hire: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
50.00	01.05.2003	30.06.2003	35,000.00	2,916.67	
50.00	01.07.2003	30.04.2004	35,000.00	2,916.67	35,000.00

Notes:

Position changes: split funding copy

QNA (1) (010) db02 OVR

34. Back to worksheet

Click on the "Green back Arrow" to return to the worksheet.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display


Filter on Personnel number: 99000234

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000234	AMES	CAROL	09.09.2002	23.03.1970	21.02.2003	B6TRAINING1

Personnel-Sub Area:	2000	USWA	Contract Type:	01	CONTINUING										
Rank-Code/Desc:			Pay Scale Group:	06N											
Tenure:			Pay Scale Level:		Librarians only										
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:	10											
Work contract:	K7		<table border="1"> <tr> <td>FTE</td> <td>FTE %</td> </tr> <tr> <td>Total U of T</td> <td>0.00</td> </tr> <tr> <td>Position</td> <td>0.00</td> </tr> <tr> <td>Funding</td> <td>50.00</td> </tr> <tr> <td>Current Year</td> <td>0.00</td> </tr> </table>			FTE	FTE %	Total U of T	0.00	Position	0.00	Funding	50.00	Current Year	0.00
FTE	FTE %														
Total U of T	0.00														
Position	0.00														
Funding	50.00														
Current Year	0.00														
CFC Center:	101571	DENT:BONE & MINER...													
Cost Center:	12330	DENT:BONE & MINER...													
Internal Order #:															
General Ledger:	801050	PAY:UNION													
Hospital Code:															

EAF: CRC: New hire: Display only: Recovery: Self funded:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
50.00	01.05.2003	30.06.2003	35,000.00	2,916.67	
50.00	01.07.2003	30.04.2004	35,000.00	2,916.67	35,000.00

Notes: 

Position changes:

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35. Two Line for P No. 99000234

Now there are two record lines for Carol Ames.

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. The table displays two records for personnel number 99000234, both for Carol Ames. The columns include Funds cent, Cost center, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Fiscal Salary, Fund FT., and Fund FT... The 'Pers.No.' column is highlighted in orange.

Funds cent	Cost center	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00

36. Two CFC and CC combinations

Note the two Fund Center and Cost Center combinations each at 50%.

System Help

Planning and Budget B6 - Worksheet

Sort ascending Sort descending Salary Edit Form Download PNo Billed Salaries

Funds Center selected: ALL Cost Center Selected: ALL

Include subordinate Funds Centers

Filter on Personnel number: 99000234 Total Records: 2

Funds cent.	Cost cente	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
101571	12330	01050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	01050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00

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37. Remove Personnel No Filter

Select the "Filter P #" to recovery your data.

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons. The main area contains a header with 'Sort ascending', 'Sort descending', 'Salary Edit Form', 'Download', 'PNo' (highlighted with a blue box), and 'Billed Salaries'. Below the header, there are filters for 'Funds Center selected: ALL' and 'Cost Center Selected: ALL'. A checkbox for 'Include subordinate Funds Centers' is present. A filter is applied: 'Filter on Personnel number: 99000234'. The 'Total Records' is shown as 2. The main data table has the following columns: Funds cent, Cost cente, G/L Accoun, P.Sub..., Pers.No., Surname, First Name, Annual Salary..., Annual Salary..., Fiscal Salary, Fund FT..., and Fund FT... The table contains two rows of data for 'CAROL AMES' with an annual salary of 35,000.00 and fund FT of 50.00. The status bar at the bottom shows 'Filter Personnel Number (Shift+F6)' and 'QNA (1) (010) db02 OVR'.

Funds cent	Cost cente	G/L Accoun	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00

38. Exit Tutorial

You may now proceed to Exercise 3: Add a Split Recovery.

System Help | SAP

Planning and Budget B6 - Worksheet

Sort ascending | Sort descending | Salary Edit Form | Download | PNo | Billed Salaries

Funds Center selected: ALL | Cost Center Selected: ALL

Include subordinate Funds Centers

Total Records: 260

Funds cent	Cost center	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary 1	Annual Salary 2	Fiscal Salary	Fund FTE 1	Fund FTE 2
102949	14457	801050	2000	99000234	AMES	CAROL	70,000.00	70,000.00	70,000.00	100.00	100.00
102662	13979	801010	0100	99000177	AMES	CATHY	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000063	AMES	DAVID	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000025	AMES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13985	801050	2000	99000044	AMES	PAUL	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801050	2000	99000196	AMES	RUTH	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000082	AMES	DAN	70,000.00	70,000.00	70,000.00	80.00	80.00
101095	13987	801050	2000	99000006	AMES	PATRICK	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13991	801050	2000	99000215	AMES	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13996	801050	2000	99000139	AMES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13996	801050	2000	99000229	BATES	GEORGE	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
101095	13992	801050	2000	99000096	BATES	MARIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13983	801050	2000	99000020	BATES	PATRICIA	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13990	801050	2000	99000153	BATES	HENRY	70,000.00	70,000.00	70,000.00	100.00	100.00

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