

Exercise 3: Add a New Split Recovery.....	2
1. Start in the B6 Worksheet	3
2. Find Helen Ames	4
3. Select Record.....	5
4. Click on Filter Personnel Number	6
5. Click on Record Line	7
6. Click on "Salary Edit Form"	8
7. Click on Split Recov	9
8. Copy of Current Record.....	10
9. General Ledger field is empty.....	11
10. External and Internal Recovery.....	12
11. Double click on GL 790100.	13
12. Click on Salary Line 1 Funding Percent	14
13. Enter: [40.00] via the keyboard.	15
14. Hit Enter to Validate Entry	16
15. Enter: [40.00] via the keyboard.	17
16. Split Recovery Original	18
17. View Original Data	19
18. Go to Notes	20
19. Enter: [40% recovered from Internal Div.] via the keyboard.	21
20. Save New Split Recovery	22
21. Confirm Save	23
22. Green Back Arrow	24
23. Start in the B6 Worksheet	25

Exercise 3: Add a New Split Recovery

1. Start in the B6 Worksheet

From your Worksheet, select the employee for whom you wish to add a recovery.

Planning and Budget B6 - Worksheet 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: 262

Funds cent	Cost cente	GL Account	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
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	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	801010	0100	99000158	AMES	HELEN	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
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000006	AMES	PATRICK	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	13985	801050	2000	99000044	AMES	PAUL	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
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
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	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	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
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00

QNA (1) (010) | db02 | OVR

2. Find Helen Ames

For this exercise, we will use the record for Helen Ames.

The screenshot shows the SAP 'Planning and Budget B6 - Worksheet' interface. At the top, there are menu options like 'System' and 'Help', and a toolbar with various icons. Below the toolbar, there are filters for 'Funds Center selected: ALL' and 'Cost Center Selected: ALL'. A checkbox for 'Include subordinate Funds Centers' is present and unchecked. The main area displays a table of employee records with 11 columns: Funds cent, Cost cent, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Annual Salary..., Fiscal Salary, Fund FT..., and Fund FT... The table contains 262 records. The record for Helen Ames, with Pers.No. 9900015, is highlighted with a blue box. At the bottom right, there is a status bar showing 'QNA (1) (010) db02 OVR'.

Funds cent	Cost cent	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
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	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	801010	0100	9900015	AMES	HELEN	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
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000006	AMES	PATRICK	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	13985	801050	2000	99000044	AMES	PAUL	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
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
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	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	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
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00

3. Select Record

Find Helen's record and highlight the row.

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 various icons for navigation and actions. Below the toolbar, there are options for "Sort ascending", "Sort descending", "Salary Edit Form", "Download", "PNo", and "Billed Salaries". The "Funds Center selected:" is set to "ALL" and the "Cost Center Selected:" is also set to "ALL". There is a checkbox for "Include subordinate Funds Centers" which is currently unchecked. The "Total Records:" is displayed as 262.

Funds cent	Cost cent	GL Account	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
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	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	801010	0100	99000158	AMES	HELEN	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
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000006	AMES	PATRICK	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	13985	801050	2000	99000044	AMES	PAUL	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
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
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	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	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
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00

At the bottom of the window, the status bar shows "QNA (1) (010) db02 OVR".

4. Click on Filter Personnel Number

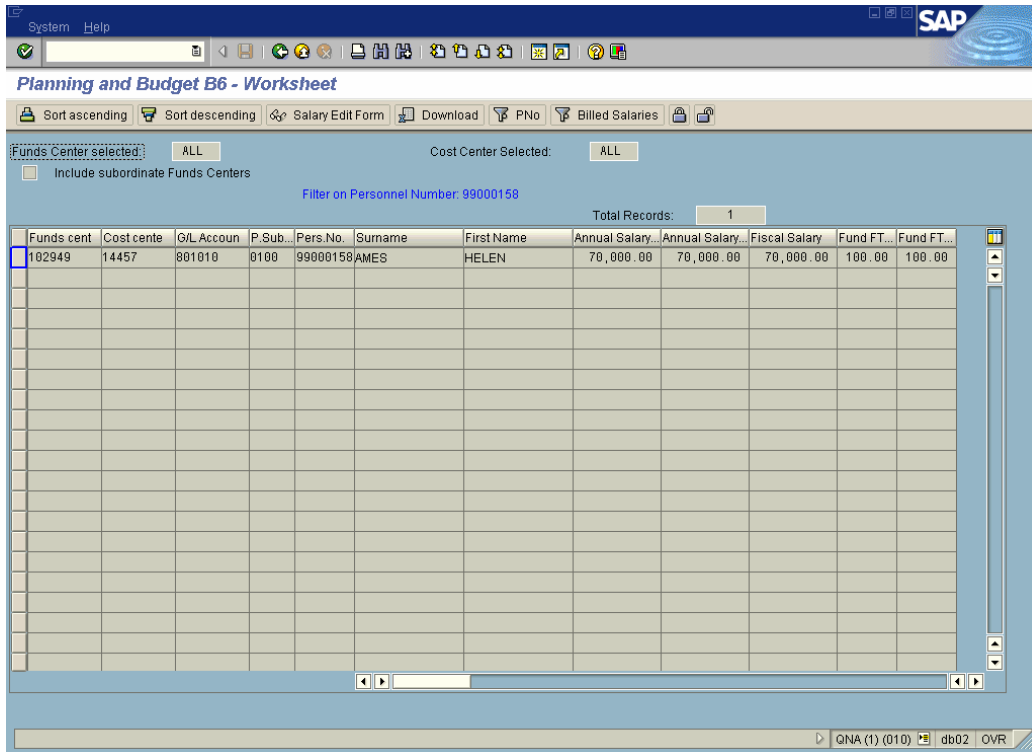
Click on "Filter Personnel Number".

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', with an option to 'Include subordinate Funds Centers'. A 'Total Records: 262' indicator is present. The main data area is a table with columns: Funds cent, Cost cent, G/L Account, P.Sub., Pers.No., Surname, First Name, Annual Salary, Annual Salary..., Fiscal Salary, Fund FT..., and Fund FT... The row for HELEN (Pers.No. 99000158) is highlighted in orange. At the bottom right, there is a status bar showing 'QNA (1) (010) db02 OVR'.

Funds cent	Cost cent	G/L Account	P.Sub.	Pers.No.	Surname	First Name	Annual Salary	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
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	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	801010	0100	99000158	AMES	HELEN	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
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000006	AMES	PATRICK	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	13985	801050	2000	99000044	AMES	PAUL	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
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
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	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	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
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00

5. Click on Record Line

Only one record line exists for Helen Ames. Select the line.



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", "Download", "PNo", and "Billed Salaries". There are also two dropdown menus for "Funds Center selected:" and "Cost Center Selected:", both set to "ALL". A checkbox labeled "Include subordinate Funds Centers" is unchecked. A filter is applied: "Filter on Personnel Number: 99000158". The "Total Records:" is displayed as "1".

Funds cent	Cost cente	GL Accoun	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00

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

6. Click on "Salary Edit Form"

Click on the "Salary Edit Form" button from your toolbar.

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". The toolbar includes buttons for "Sort ascending", "Sort descending", "Salary Edit Form" (highlighted with a blue box), "Download", "PNo", and "Billed Salaries". Below the toolbar, there are filters for "Funds Center selected: ALL" and "Cost Center Selected: ALL", and a checkbox for "Include subordinate Funds Centers". A filter is applied: "Filter on Personnel Number: 99000158". The "Total Records" is 1. The table below shows the following data:

Funds cent	Cost cente	GL Accoun	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
102949	14457	801010	0100	99000158	AMES	HELEN	70,000.00	70,000.00	70,000.00	100.00	100.00

At the bottom right of the window, the status bar shows "QNA (1) (010) db02 OVR".

7. Click on Split Recov

Click on the "Split Recov" button from the toolbar.

System Help SAP

Planning and Budget B6 - Phase 1 Salary Edit - Display

GoLOA Retire GoLOA RetLOA ADMonL

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943	17.02.2003	RBURBANK

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 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: 801010 PAY:ACADEMIC 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

Split Recovery (Ctrl+F2) QNA (1) (010) db02 OVR

8. Copy of Current Record

The B6 application will make a copy of the current record.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: PAY:ACADEMIC
 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

9. General Ledger field is empty

Enter the General Ledger - only recovery GLs will be displayed. Click on the "drop down box" for a list of these.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING

Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:

Tenure: 01 TENURED Pay Scale Level: Librarians only

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

Work contract: K1

CFC Center: 102949 DENT:DEAN'S OFFICE

Cost Center: 14457 DENT:DEAN'S OFFICE

Internal Order #:

General Ledger: PAY:ACADEMIC

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

10. External and Internal Recovery

If the recovery is internal (from a university department) select the Internal Recovery GL. External GL should be used for non-university departmental recoveries.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE: FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T: 0.00
 Internal Order #: Position: 0.00
 General Ledger: PAYACADEMIC Funding: 0.00
 Hospital Code: G/L for Pers. Subarea Current Year: 0.00

Cost elem.	Short text	Subarea
770100	EXT. REC. ACAD: GEN	0100
790100	INT. REC. ACAD: GEN	0100

Funding Payment Effective Date
 Percent Effective Date
 01.05.2003
 01.07.2003

Notes: Position changes:

QNA (1) (010) db02 OVR

11. Double click on GL 790100.

Recovery GLs will be based on the PersonnelSub Area. Double click on GL 790100.

System Help | SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T 0.00
 Internal Order #: Position 0.00
 General Ledger: PAYACADEMIC Funding 0.00
 Hospital Code: G/L for Pers. Subarea Current Year 0.00

Cost elem.	Short text	Subarea
770100	EXT. REC. ACAD : GEN	0100
790100	INT. REC. ACAD : GEN	0100

Funding Payment Effective Date
 Percent Effective Date
 01.05.2003
 01.07.2003

Notes: Position changes:

QNA (1) (010) db02 OVR

12. Click on Salary Line 1 Funding Percent

Click in the Funding Percent field on the Salary Line depending on the Recovery Start Date and enter the recovered Funding Percent.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE: FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T: 0.00
 Internal Order #: Position: 0.00
 Funding: 0.00
 Current Year: 0.00
 General Ledger: 790100 INT.REC.ACAD.GEN
 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

13. Enter: [40.00] via the keyboard.

Enter: [40.00] via the keyboard.

System Help

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
Tenure: 01 TENURED Pay Scale Level: Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
Work contract: K1
CFC Center: 102949 DENT:DEAN'S OFFICE FTE Total U of T: 0.00
Cost Center: 14457 DENT:DEAN'S OFFICE Position: 0.00
Internal Order #: Funding: 0.00
General Ledger: 790100 INT.REC.ACAD.GEN Current Year: 0.00
Hospital Code: 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

14. Hit Enter to Validate Entry

Validate your entry. Notice that the system will calculate a negative amount for the Annual Salary to be recovered.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT.DEAN'S OFFICE FTE: FTE %
 Cost Center: 14457 DENT.DEAN'S OFFICE Total U of T: 0.00
 Internal Order #: Position: 0.00
 General Ledger: 790100 INT.REC.ACAD.GEN Funding: 0.00
 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
40.00	01.05.2003	30.06.2003	20,000.00-	2,333.33-	
	01.07.2003	30.04.2004		0.00	4,667.00-

Notes:

Position changes:

QNA (1) (010) db02 OVR

15. Enter: [40.00] via the keyboard.

Enter: [40.00] via the keyboard on Salary Line 2.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE FTE FTE %
 Cost Center: 14457 DENT:DEAN'S OFFICE Total U of T 0.00
 Internal Order #: Position 0.00
 Funding 0.00
 Current Year 0.00
 General Ledger: 790100 INT.REC.ACAD.GEN
 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
40.00-	01.05.2003	30.06.2003	28,000.00-	2,333.33-	
	01.07.2003	30.04.2004		0.00	4,667.00-

Notes:

Position changes:

QNA (1) (010) db02 OVR

16. Split Recovery Original

To view the original data click on the "Split Recovery - Original" button on your toolbar.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area:	0100	ACADEMIC	Contract Type:	01	CONTINUING
Rank-Code/Desc:	10	PROFESSOR	Pay Scale Group:		
Tenure:	01	TENURED	Pay Scale Level:		Librarians only
Wage Type:	0110	T4 APPT STAFF-SAL PD	USWA Grid Step:		
Work contract:	K1				
CFC Center:	102949	DENT.DEAN'S OFFICE	FTE		FTE %
Cost Center:	14457	DENT.DEAN'S OFFICE	Total U of T		0.00
Internal Order #:			Position		0.00
General Ledger:	790100	INT.REC.ACAD.GEN	Funding		40.00-
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
40.00-	01.05.2003	30.06.2003	28,000.00-	2,333.33-	
40.00-	01.07.2003	30.04.2004	28,000.00-	2,333.33-	28,000.00-

Notes:

Position changes:

Split Recovery - Original (Shift+F1) QNA (1) (010) db02 OVR

17. View Original Data

Nothing on the original record has changed. To return to the copy and complete the recovery, click on the "Split Recov" button.

System Help SAP

Planning and Budget B6 - Split Recovery Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943	17.02.2003	RBURBANK

Personnel-Sub Area: 0100 ACADEMIC **Contract Type:** 01 CONTINUING
Rank-Code/Desc: 10 PROFESSOR **Pay Scale Group:**
Tenure: 01 TENURED **Pay Scale Level:** Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:**
Work contract: K1

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

CFC Center: 102949 DENT:DEAN'S OFFICE
Cost Center: 14457 DENT:DEAN'S OFFICE
Internal Order #:
General Ledger: 001010 PAY:ACADEMIC
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

18. Go to Notes

Enter notes regarding the Split Recovery.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC **Contract Type:** 01 CONTINUING
Rank-Code/Desc: 10 PROFESSOR **Pay Scale Group:**
Tenure: 01 TENURED **Pay Scale Level:** Librarians only
Wage Type: 0110 T4 APPT STAFF-SAL PD **USWA Grid Step:**
Work contract: K1
CFC Center: 102949 DENT:DEAN'S OFFICE
Cost Center: 14457 DENT:DEAN'S OFFICE
Internal Order #:
General Ledger: 790100 INT.REC.ACAD:GEN
Hospital Code:

FTE	FTE %
Total U of T	0.00
Position	0.00
Funding	40.00-
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
40.00-	01.05.2003	30.06.2003	28,000.00-	2,333.33-	
40.00-	01.07.2003	30.04.2004	28,000.00-	2,333.33-	28,000.00-

Notes:

Position changes:

QNA (1) (010) db02 OVR

19. Enter: [40% recovered from Internal Div.] via the keyboard.

Enter: [40% recovered from Internal Div .] via the keyboard.

The screenshot shows the SAP 'Planning and Budget B6 - Split Recovery Copy' interface. The main window title is 'Split Recovery - Original'. A filter is applied: 'Filter on Personnel Number: 99000158'. The personnel details for AMES HELEN are displayed as follows:

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Additional details for AMES HELEN:

- Personnel-Sub Area: 0100 ACADEMIC
- Rank-Code/Desc: 10 PROFESSOR
- Tenure: 01 TENURED
- Wage Type: 0110 T4 APPT STAFF-SAL PD
- Work contract: K1
- CFC Center: 102949 DENT:DEAN'S OFFICE
- Cost Center: 14457 DENT:DEAN'S OFFICE
- Internal Order #:
- General Ledger: 790100 INT.REC.ACAD:GEN
- Hospital Code:

Contract and Pay Scale Information:

- Contract Type: 01 CONTINUING
- Pay Scale Group:
- Pay Scale Level: Librarians only
- USWA Grid Step:

FTE and Funding Summary:

FTE	FTE %
Total U of T	0.00
Position	0.00
Funding	40.00-
Current Year	0.00

Payment Schedule Table:

Funding Percent	Payment Effective Date	Payment End Date	Annual Salary	Monthly Salary	Fiscal Salary
40.00-	01.05.2003	30.06.2003	28,000.00-	2,333.33-	
40.00-	01.07.2003	30.04.2004	28,000.00-	2,333.33-	28,000.00-

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

20. Save New Split Recovery

Click on the "Save" icon from your SAP toolbar.

System Help SAP

Planning and Budget B6 - Split Recovery Copy

Split Recovery - Original

Filter on Personnel Number: 99000158

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943		

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT:DEAN'S OFFICE
 Cost Center: 14457 DENT:DEAN'S OFFICE
 Internal Order #:
 General Ledger: 790100 INT.REC.ACAD:GEN
 Hospital Code:

FTE	FTE %
Total U of T	0.00
Position	0.00
Funding	40.00-
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
40.00-	01.05.2003	30.06.2003	28,000.00-	2,333.33-	
40.00-	01.07.2003	30.04.2004	28,000.00-	2,333.33-	28,000.00-

Notes: 40% recovered from Internal Div.

Position changes:

QNA (1) (010) db02 OVR

21. Confirm Save

A message will appear at the bottom of your screen "Record has been saved". It is possible to have more than one split recovery for an individual. The total of all the recovered records for the individual cannot exceed the Original FTE and the Original Salary.

System Help

Planning and Budget B6 - Phase 1 Salary Edit - Display

PNo Bill Sal Fund Recov Retire GoLOA RetLOA ADMonL

Personnel #	Surname	First Name	Start Date:UOFT	Date of Birth	Last Action Date	Last Action User
99000158	AMES	HELEN	01.09.1973	04.03.1943	23.02.2003	B6TRAINING1

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING
 Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:
 Tenure: 01 TENURED Pay Scale Level: Librarians only
 Wage Type: 0110 T4 APPT STAFF-SAL PD USWA Grid Step:
 Work contract: K1
 CFC Center: 102949 DENT.DEAN'S OFFICE
 Cost Center: 14457 DENT.DEAN'S OFFICE
 Internal Order #:
 General Ledger: 790100 INT.REC.ACAD:GEN
 Hospital Code:

FTE	FTE %
Total U of T	0.00
Position	0.00
Funding	40.00-
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
40.00-	01.05.2003	30.06.2003	28,000.00-	2,333.33-	
40.00-	01.07.2003	30.04.2004	28,000.00-	2,333.33-	28,000.00-

Notes: 40% recovered from Internal Div. Position changes: split recovery copy

Record has been saved

QNA (1) (010) db02 OVR

22. Green Back Arrow

Return to the worksheet with the "Green back Arrow".

System Help

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

99000158	AMES	HELEN	01.09.1973	04.03.1943	23.02.2003	B6TRAINING1
----------	------	-------	------------	------------	------------	-------------

Personnel-Sub Area: 0100 ACADEMIC Contract Type: 01 CONTINUING

Rank-Code/Desc: 10 PROFESSOR Pay Scale Group:

Tenure: 01 TENURED Pay Scale Level: Librarians only

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

Work contract: K1

CFC Center: 102949 DENT:DEAN'S OFFICE

Cost Center: 14457 DENT:DEAN'S OFFICE

Internal Order #:

General Ledger: 790100 INT.REC.ACAD:GEN

Hospital Code:

FTE FTE %

Total U of T 0.00

Position 0.00

Funding 40.00-

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:
40.00-	01.05.2003	30.06.2003	28,000.00-	2,333.33-	
40.00-	01.07.2003	30.04.2004	28,000.00-	2,333.33-	28,000.00-

Notes: 40% recovered from Internal Div.

Position changes: split recovery copy

Record has been saved

QNA (1) (010) db02 OVR

23. Start in the B6 Worksheet

Remember - Split Functions should be done before you Retire someone or put them on leave. Please proceed to Exercise 4: Delete a Position.

Planning and Budget B6 - Worksheet 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: 262

Funds cent	Cost cente	GL Account	P.Sub...	Pers.No.	Surname	First Name	Annual Salary...	Annual Salary...	Fiscal Salary	Fund FT...	Fund FT...
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	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	50.00	50.00
102949	14457	801010	0100	99000158	AMES	HELEN	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
102949	14457	801010	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	100.00	100.00
101095	13987	801050	2000	99000006	AMES	PATRICK	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	13985	801050	2000	99000044	AMES	PAUL	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
101095	13992	801050	2000	99000101	AMES	LUCY	70,000.00	70,000.00	70,000.00	80.00	80.00
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	801015	0100	99000120	AMES	MICHAEL	70,000.00	70,000.00	70,000.00	0.00	0.00
101571	12330	801050	2000	99000234	AMES	CAROL	35,000.00	35,000.00	35,000.00	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
102949	14457	801010	0100	99000134	BATES	KAREN	70,000.00	70,000.00	70,000.00	100.00	100.00
102949	14457	801010	0100	99000172	BATES	IRENE	70,000.00	70,000.00	70,000.00	50.00	50.00
102949	14457	801010	0100	99000039	BATES	HELEN	70,000.00	70,000.00	70,000.00	40.00	40.00
102949	14457	801050	2000	99000191	BATES	ROBERT	70,000.00	70,000.00	70,000.00	100.00	100.00

QNA (1) (010) | db02 | OVR