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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](image)

<table>
<thead>
<tr>
<th>Funds Center</th>
<th>Cost Center</th>
<th>GL Account</th>
<th>P. Sub.</th>
<th>Pers No.</th>
<th>Surname</th>
<th>First Name</th>
<th>Annual Salary</th>
<th>Fiscal Salary</th>
<th>Fund FT</th>
<th>Fund FT</th>
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<tbody>
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<td>01</td>
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<td>70,000.00</td>
<td>100.00</td>
<td>100.00</td>
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</tbody>
</table>
2. Find Helen Ames

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

Find Helen's record and highlight the row.
4. Click on Filter Personnel Number

Click on "Filter Personnel Number".
5. Click on Record Line

Only one record line exists for Helen Ames. Select the line.
6. Click on "Salary Edit Form"

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

Click on the "Split Recov" button from the toolbar.
8. Copy of Current Record

The B6 application will make a copy of the current record.
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.
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.
11. Double click on GL 790100. Recovery GLs will be based on the Personnel-Sub Area. Double click on GL 790100.
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.
13. Enter: [40.00] via the keyboard.

Enter: [40.00] via the keyboard.
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.
15. Enter: [40.00] via the keyboard.

Enter: [40.00] via the keyboard on Salary Line 2.
16. Split Recovery Original

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

<table>
<thead>
<tr>
<th>Personnel ID</th>
<th>Surname</th>
<th>First Name</th>
<th>Start Date UST</th>
<th>Date of Birth</th>
<th>Last Action Date</th>
<th>Last Action User</th>
</tr>
</thead>
<tbody>
<tr>
<td>9900159</td>
<td>MEGO</td>
<td>HELLEN</td>
<td>01.09.1973</td>
<td>04.03.1943</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Personnel Sub Area: 01153
Rank-Code/Desc: 10
Tenure: 01
Wage Type: 0111
Work Contract: K3
CRC Center: 110345
Cost Center: 14437
General Ledger: T80190
Hospital Code: 

<table>
<thead>
<tr>
<th>FTE</th>
<th>FTE %</th>
<th>Total U of T</th>
<th>Position</th>
<th>Funding</th>
<th>Current Year</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(0.00)</td>
<td>(0.00)</td>
<td>40.00</td>
<td>(0.00)</td>
</tr>
</tbody>
</table>

Funding Percent Period: 40.00
date: 01.01.2003 to 05.06.2003
Salary: 20,009.00
Fiscal Salary: 2333.33

Notes: 

Position changes:

Split Recovery - Original (End of F1)
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.
18. Go to Notes

Enter notes regarding the Split Recovery.
19. Enter: [40% recovered from Internal Div.] via the keyboard.

Enter: [40% recovered from Internal Div.] via the keyboard.
20. Save New Split Recovery

Click on the "Save" icon from your SAP toolbar.
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.
22. Green Back Arrow

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