This document outlines the steps for updating student addresses in the GUI using the validity date option. Validity dates gives the user the ability to change an address using a future date. This process will use the following transaction code: PIQST00.

**SAP Menu Path and Transaction Codes:**

**SAP Easy Access**

Enter the student’s UK Id number in the Student Number field or search by clicking the possible entries icon.
Example # 1 - Student requested the **PERMANENT** address be changed effective today.

1 - Click create icon

Make sure to use the Create icon under the Address Overview section!
2 - Enter new address

3 - Enter valid-from and valid-to dates

4 - Click green check

New address is listed in Address Overview section

5 - Double click Permanent address type to assign the usage
6 - Select the new address and click the green check

7 - Click Save icon

8 - Select "yes" to update change

Data has been saved
Example # 2 – Student requested the CURRENT address (which is also the STANDARD address) be changed effective today.
2 - Enter new address and email address

The email address is used for other processes from the standard address

3 - Enter valid-from and valid-to dates

4 - Click green check

5 - Double click "current" address type to assign the usage
<table>
<thead>
<tr>
<th>Co...</th>
<th>Address Description</th>
<th>Valid From</th>
<th>Valid To</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td>901 Nugget Court / Paris KY 40361</td>
<td>01/01/0001</td>
<td>12/31/9999</td>
</tr>
<tr>
<td>US</td>
<td>701 Cheeseburger Drive / Nicholasville KY 40356</td>
<td>04/30/2009</td>
<td>12/31/9999</td>
</tr>
</tbody>
</table>

6 - Select the new address and click the green check

7 - Double click "standard" address type to assign the usage

8 - Select the new address and click the green check
Address Usages

- Standard Address
  - 01/01/2001-04/29/2009: 599 Big Mac Alley / Lexington KY 40514
  - 04/30/2009-12/31/1999: 701 Cheeseburger Drive / Nicholasville KY 40356

- Current
  - 01/01/2001-04/29/2009: 599 Big Mac Alley / Lexington KY 40514
  - 04/30/2009-12/31/1999: 701 Cheeseburger Drive / Nicholasville KY 40356

- University Housing
- International
- Permanent
  - 01/01/2001-12/31/1999: 901 Nugget Court / Paris KY 40361

Standard and Current Address types show new address with validity dates.

Merging of Validity Periods

Validity periods can be merged due to identical data.

Do you want to transfer this change?
- Yes
- No

Data has been saved.

Maintain Student Master Data

9 - Click Save icon

Verify on Standard Address tab that address updated with new address and email address.
Example # 3 – Address Deletion (the address was entered on the wrong student)

After entering the new address you realize that you have entered it on the wrong student record.

1. Select the new address and click the delete icon.
Address has been deleted. The previous address has a valid-to date that has ended and the usage has been deleted. This will now need to be corrected.
1 - Select address and click "choose" icon

2 - Change valid-to date to 12/31/9999

3 - Click green check
13

<table>
<thead>
<tr>
<th>Co.</th>
<th>Address Description</th>
<th>Valid From</th>
<th>Valid To</th>
<th>Move</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td>401 Liberty Hills / Lexington KY 40509</td>
<td>04/01/2009</td>
<td>12/31/9999</td>
<td></td>
</tr>
</tbody>
</table>

Address is now valid-to the high date

4 - Double click "current" address type to assign the usage

5 - Select the address and click the green check
Address has now been assigned to the current address type

6 - Click Save icon

7 - Select "yes" to update change

Data has been saved
Example # 4 – Student requested the PERMANENT address be changed effective 8/1/09.
2 - Enter new address

3 - Enter valid-from and valid-to dates

4 - Click green check
New address is listed in Address Overview section

5 - Double click Permanent address type to assign the usage

6 - Select the new address and click the green check

Make sure to change the Valid From date to the future date per the student's request.
Previous and new address linked as a usage to the Permanent address type with validity dates.

Maintain Student Master Data

7 - Click Save icon

Merging of Validity Periods

Validity periods can be merged due to identical data.

Do you want to transfer this change?

Yes  No

This popup window may not appear depending on the type of change.

10 - Select "yes" to update change

Data has been saved