

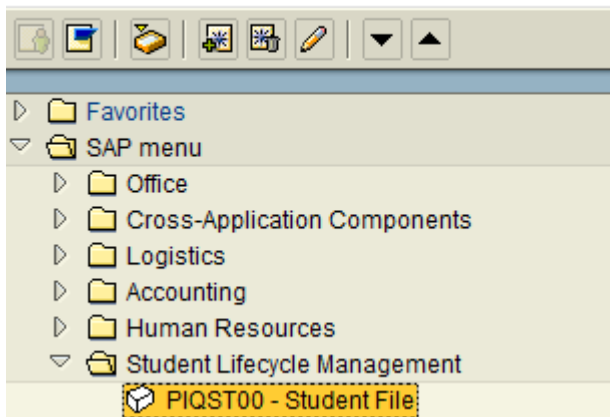
# Address Changes Using Validity Dates

University of Kentucky  
End User Documentation  
April 2009

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**.

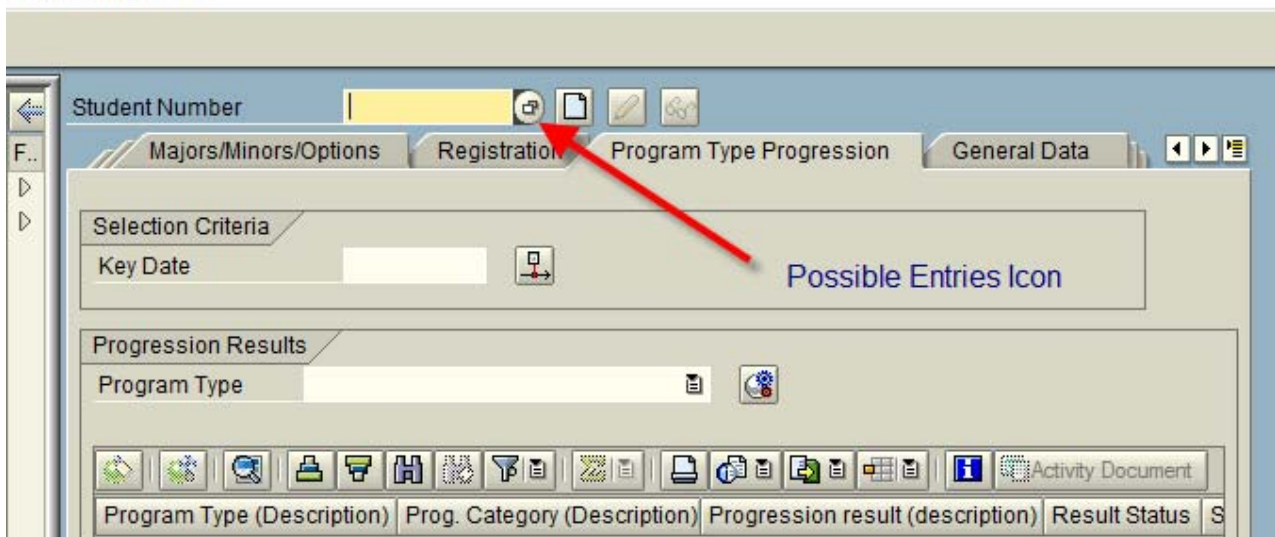
## SAP Menu Path and Transaction Codes:

### SAP Easy Access



Enter the student's UK Id number in the Student Number field or search by clicking the possible entries icon.

### Student File



**Student File**

Student Number: 10702764

Name: Doe, Jane; \*09/11/1968; Female

Principal OU: [Empty]

Status: [Empty]

Majors/Minors/Options | Registration | Program Type Progression | General Data

Click pencil icon to change master data

Student Edit Goto Utilities Extras Settings System Help

**Maintain Student Master Data**

Student Account Balance Account Data

04/24/2009

Student Number: 10702764

Name: Doe, Jane; \*09/11/1968; Female

Principal OU: [Empty]

Status: [Empty]

Program: [Empty]

Advisor: [Empty]

Select Address Overview

Personal Data | Standard Address | Address Overview | Additional Data | Visa/Residence Data

Gender:  Male  Female  TBD

Title: 4 Mrs. Valid On: 04/24/2009

Last name: Doe  No periods

First name: Jane Initials: [Empty]

Middle name: [Empty] Name prefix: [Empty]

Known as: [Empty] Other title: [Empty]

Name at Birth: [Empty] Title: [Empty]

ID number: [Empty] Birthplace: [Empty]

Birth date: 09/11/1968 Birth ctry/reg.: [Empty]

Died on: [Empty] Entrd: [Empty] Nat. at Birth: [Empty]

Nationality: [Empty] Other Ntity: [Empty]

Marital Stat.: [Empty]

Example # 1 - Student requested the **PERMANENT** address be changed effective today.

**Maintain Student Master Data**

Student 04/24/2009

Student Number 10702764

Name Doe, Jane; \*09/11/1968; Female

Principal OU

Status

Program

Advisor

Personal Data Standard Address **Address Overview** Additional Data Visa/Residence Data Special Attributes

Valid on 04/24/2009

**Address Overview**

Co...	Address Description	Valid From	Valid To	Move
US	630 South Broadway / Lexington KY 40506	01/01/0001	12/31/9999	
US	500 Park Place / New York NY 10022	01/01/0001	12/31/9999	

Both addresses are valid from the begin date

Address Usages

- Standard Address
  - 01/01/0001-12/31/9999 630 South Broadway / Lexington KY 40506
- Current
  - 01/01/0001-12/31/9999 630 South Broadway / Lexington KY 40506 **Standard** Current address is Lexington
- University Housing
- International
- Permanent
  - 01/01/0001-12/31/9999 500 Park Place / New York NY 10022 **Standard** Permanent address is New York

**Address Overview**

Co...	Address Description	Valid From	Valid To	Move
US	500 Park Place / New York NY 10022	01/01/0001	12/31/9999	
US	630 South Broadway / Lexington KY 40506	01/01/0001	12/31/9999	

1 - Click create icon

Make sure to use the Create icon under the Address Overview section!

Move Print Preview Change History

Student&Contract Partner Change: Address

Business Partner: 10702764 Jane Doe / 630 South Broadway / Lexington KY 40506

**Address Data**

Print Preview Internat. Versions

**Street Address**

Street: 1200 Wall Street

City/State/ZIP Code: New York NY 10005

Country: US United States

Time zone: [ ]

2 - Enter new address

**PO Box Address**

PO Box: [ ]

Postal Code: [ ]

**Communication**

Telephone: [ ] Extension: [ ] Other communication... [ ]

Mobile Phone: [ ] [ ]

Fax: [ ] Extension: [ ] [ ]

E-Mail: [ ] [ ]

Standard Comm.Method: [ ] Dependent -> Independent.. [ ]

3 - Enter valid-from and valid-to dates

Comments: [ ]

Address Valid From: 04/30/2009 Address Valid To: 12/31/9999

4 - Click green check

Print Preview Contract accounts Creditworthiness

**Address Overview**

Co...	Address Description	Valid From	Valid To	Move
US	500 Park Place / New York NY 10022	01/01/0001	12/31/9999	
US	630 South Broadway / Lexington KY 40506	01/01/0001	12/31/9999	
US	1200 Wall Street / New York NY 10005	04/30/2009	12/31/9999	

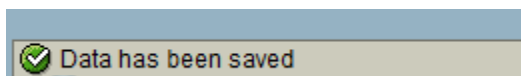
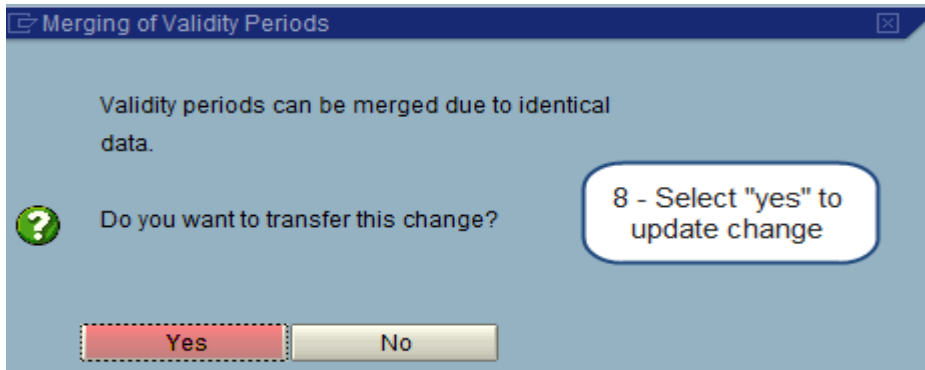
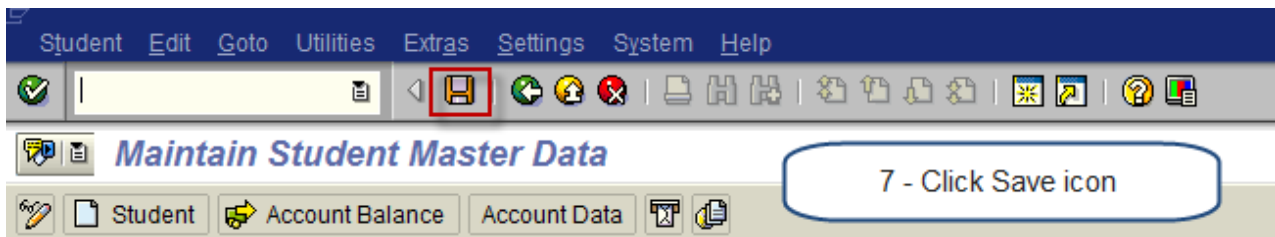
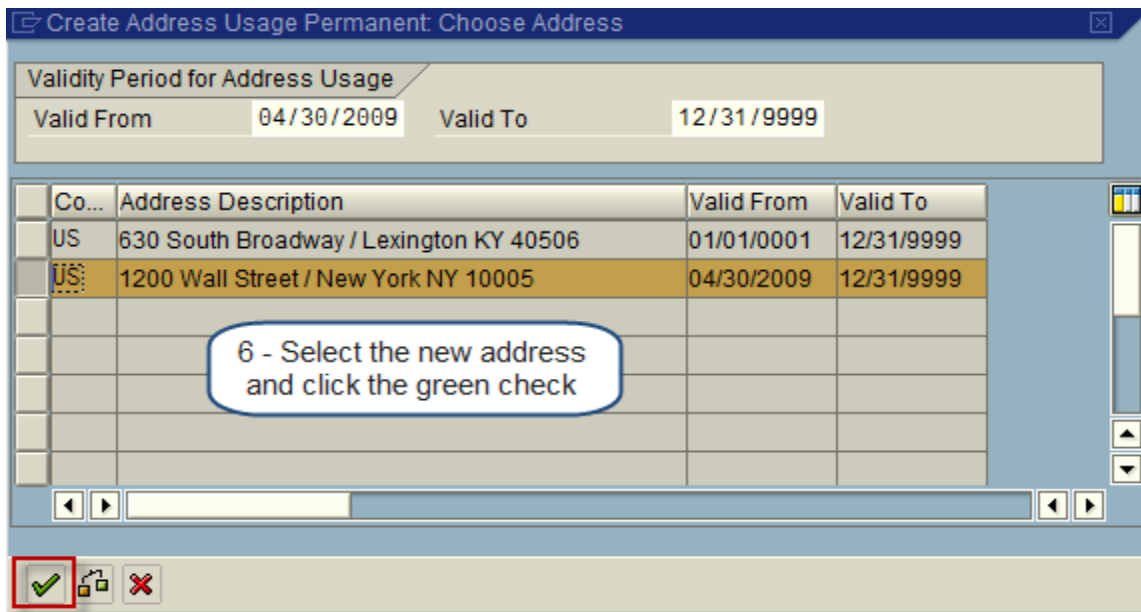
New address is listed in Address Overview section

Move Print Preview Change History

**Address Usages**

- Standard Address
  - 01/01/0001-12/31/9999 630 South Broadway / Lexington KY 40506
- Current
  - 01/01/0001-12/31/9999 630 South Broadway / Lexington KY 40506 Standard
- University Housing
- International
- Permanent
  - 01/01/0001-12/31/9999 500 Park Place / New York NY 10022 Standard

5 - Double click Permanent address type to assign the usage



Example # 2 – Student requested the **CURRENT** address (which is also the **STANDARD** address) be changed effective today.

**Maintain Student Master Data**

Student 04/28/2009

Student Number 10702815

Name McDonald, Ronald; \*04/11/1966; Male

Principal OU

Status

Program

Advisor

Personal Data Standard Address Address Overview Additional Data Visa/Residence Data Special Attributes

Valid on 04/28/2009

Co...	Address Description	Valid From	Valid To	Move
US	901 Nugget Court / Paris KY 40361	01/01/0001	12/31/9999	
US	599 Big Mac Alley / Lexington KY 40514	01/01/0001	12/31/9999	

Both addresses are valid from the begin date

Address Usages

- Standard Address
  - 01/01/0001-12/31/9999 599 Big Mac Alley / Lexington KY 40514
- Current
  - 01/01/0001-12/31/9999 599 Big Mac Alley / Lexington KY 40514 Standard
- University Housing
- International
- Permanent
  - 01/01/0001-12/31/9999 901 Nugget Court / Paris KY 40361 Standard

Current address is Lexington

Permanent address is Paris

Co...	Address Description	Valid From	Valid To	Move
US	901 Nugget Court / Paris KY 40361	01/01/0001	12/31/9999	
US	599 Big Mac Alley / Lexington KY 40514	01/01/0001	12/31/9999	

1 - Click create icon

Student&Contract Partner Change: Address

Business Partner 10702815 Ronald McDonald / 599 Big Mac Alley / Lexington KY 40514

**Address Data**

Print Preview Internat. Versions

**Street Address**

Street 701 Cheeseburger Drive

City/State/ZIP Code Nicholasville KY 40356

Country US United States

Time zone

2 - Enter new address and email address

**PO Box Address**

PO Box

Postal Code

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

**Communication**

Other communication...

Telephone Extension

Mobile Phone Extension

Fax Extension

E-Mail ronmcd@uky.edu

Standard Comm.Method Dependent -> Independent.

3 - Enter valid-from and valid-to dates

Comments

Address Valid From 04/30/2009 Address Valid To 12/31/9999

4 - Click green check

Print Preview Contract accounts Creditworthiness

**Address Usages**

Standard Address

01/01/0001-12/31/9999 599 Big Mac Alley / Lexington KY 40514

Current

01/01/0001-12/31/9999 599 Big Mac Alley / Lexington KY 40514 Standard

University Housing

International

Permanent

01/01/0001-12/31/9999 901 Nugget Court / Paris KY 40361 Standard

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

Create Address Usage Current: Choose Address

Validity Period for Address Usage

Valid From 04/30/2009 Valid To 12/31/9999

Co...	Address Description	Valid From	Valid To
US	901 Nugget Court / Paris KY 40361	01/01/0001	12/31/9999
US	701 Cheeseburger Drive / Nicholasville KY 40356	04/30/2009	12/31/9999

6 - Select the new address and click the green check

Address Usages

Standard Address

01/01/0001-12/31/9999 599 Big Mac Alley / Lexington KY 40514

Current

01/01/0001-04/29/2009 599 Big Mac Alley / Lexington KY 40514 Standard

04/30/2009-12/31/9999 701 Cheeseburger Drive / Nicholasville KY 40356 Stan

University Housing

International

Permanent

01/01/0001-12/31/9999 901 Nugget Court / Paris KY 40361 Standard

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

Create Address Usage Standard Addr.: Choose Address

Validity Period for Address Usage

Valid From 04/30/2009 Valid To 12/31/9999

Co...	Address Description	Valid From	Valid To
US	901 Nugget Court / Paris KY 40361	01/01/0001	12/31/9999
US	701 Cheeseburger Drive / Nicholasville KY 40356	04/30/2009	12/31/9999

8 - Select the new address and click the green check



Address Usages

Standard Address	01/01/0001-04/29/2009	599 Big Mac Alley / Lexington KY 40514	
	04/30/2009-12/31/9999	701 Cheeseburger Drive / Nicholasville KY 40356	←
Current	01/01/0001-04/29/2009	599 Big Mac Alley / Lexington KY 40514	Standard
	04/30/2009-12/31/9999	701 Cheeseburger Drive / Nicholasville KY 40356	← Standard
University Housing			
International			
Permanent	01/01/0001-12/31/9999	901 Nugget Court / Paris KY 40361	Standard

Standard and Current Address types show new address with validity dates

Student Edit Goto Utilities Extras Settings System Help

Maintain Student Master Data

9 - Click Save icon

Student Account Balance Account Data

Merging of Validity Periods

Validity periods can be merged due to identical data.

Do you want to transfer this change?

Yes No

10 - Select "yes" to update change

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

Data has been saved

Personal Data Standard Address Address Overview Additional Data Visa/Resid

Standard Address

Print Preview Internat. Versions

Street Address

Street 701 Cheeseburger Drive

City/State/ZIP Code Nicholasville KY 40356

Country US United States Kentucky

Time zone EST

PO Box Address

PO Box

Postal Code

Communication

Telephone Extension

Mobile Phone Extension

Fax Extension

E-Mail ronmcd@uky.edu

Standard Comm.Method

Other communication...

Dependent -> Independent..

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)

**Maintain Student Master Data**

Student: 10702819 | Date: 04/30/2009

Name: Shanks, Holly, \*10/28/1990; Female

Principal OU:   
Status:   
Program:   
Advisor:

Personal Data | Standard Address | Address Overview | Additional Data | Visa/Residence Data

**Address Overview**

Co...	Address Description	Valid From	Valid To	Move
US	1050 Dogwood Trace / Lexington KY 40514	04/30/2009	12/31/9999	
US	401 Liberty Hills / Lexington KY 40509	04/01/2009	04/29/2009	

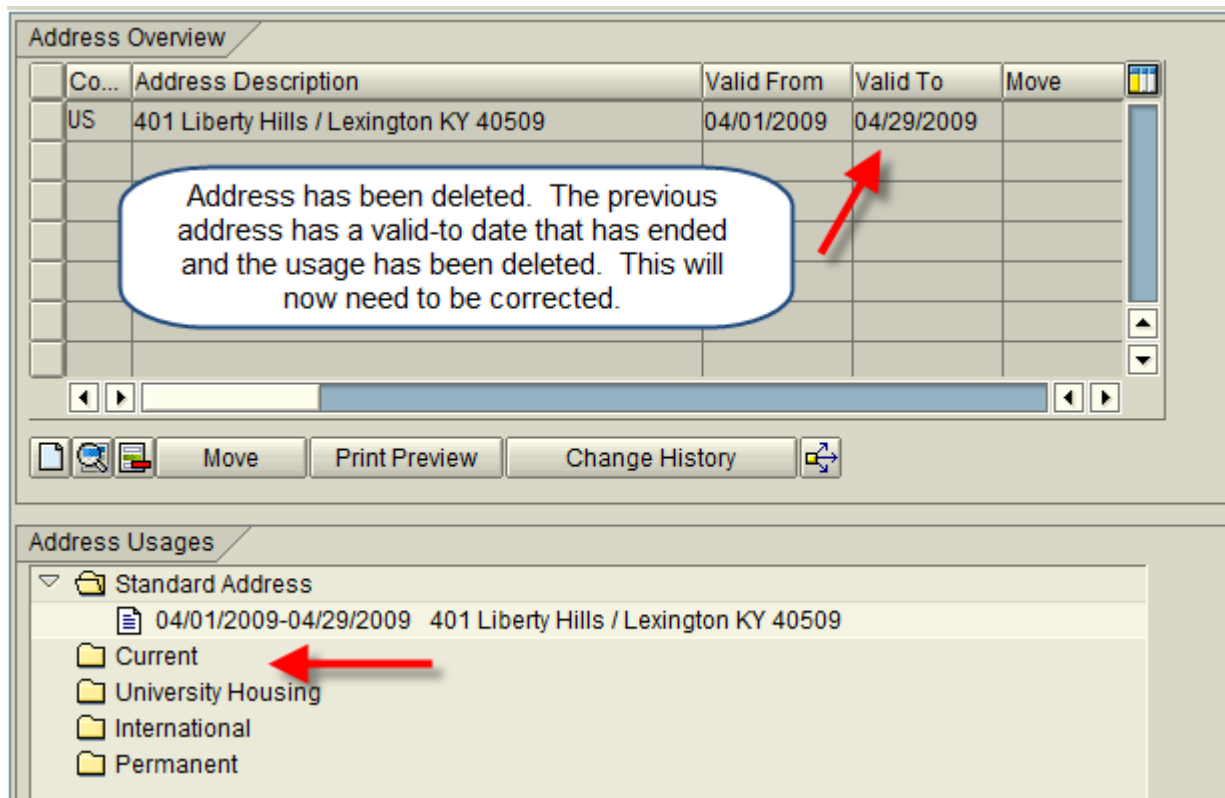
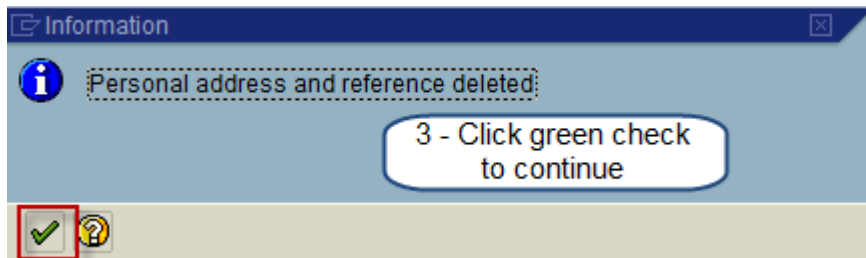
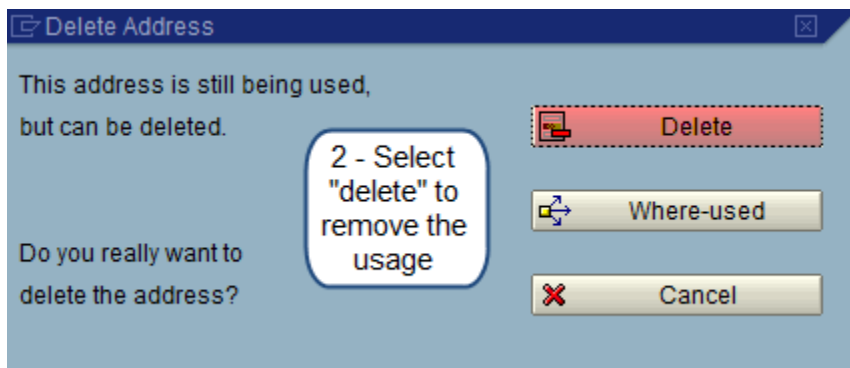
After entering the new address you realize that you have entered it on the wrong student record.

1 - Select the new address and click the delete icon

Move | Print Preview | Change History

**Address Usages**

- Standard Address
  - 04/01/2009-04/29/2009 401 Liberty Hills / Lexington KY 40509
  - 04/30/2009-12/31/9999 1050 Dogwood Trace / Lexington KY 40514
- Current
  - 04/30/2009-12/31/9999 1050 Dogwood Trace / Lexington KY 40514 Stand:
- University Housing
- International
- Permanent





**Address Overview**

Co...	Address Description	Valid From	Valid To	Move
US	401 Liberty Hills / Lexington KY 40509	04/01/2009	12/31/9999	

Address is now valid-to the high date

**Address Usages**

- Standard Address
  - 04/01/2009-12/31/9999 401 Liberty Hills / Lexington KY 40509
  - Current**
  - University Housing
  - International
  - Permanent

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

**Create Address Usage Current: Choose Address**

Validity Period for Address Usage

Valid From: 04/30/2009    Valid To: 12/31/9999

Co...	Address Description	Valid From	Valid To
US	401 Liberty Hills / Lexington KY 40509	04/01/2009	12/31/9999

5 - Select the address and click the green check

✓    ✖

Address Usages

- Standard Address
  - 04/01/2009-12/31/9999 401 Liberty Hills / Lexington KY 40509
- Current**
  - 04/30/2009-12/31/9999 401 Liberty Hills / Lexington KY 40509 **Standard**
- University Housing
- International
- Permanent

Address has now been assigned to the current address type

Student Edit Goto Utilities Extras Settings System Help

Save icon highlighted

**Maintain Student Master Data**

6 - Click Save icon

Student Account Balance Account Data

Merging of Validity Periods

Validity periods can be merged due to identical data.

Do you want to transfer this change?

7 - Select "yes" to update change

Yes No

Data has been saved

Example # 4 – Student requested the **PERMANENT** address be changed effective 8/1/09.

**Maintain Student Master Data**

Student Number: 10702822  
Name: Patrick, Swayze; \*08/18/1952; Male  
Valid on: 05/07/2009

Address Overview

Co...	Address Description	Valid From	Valid To	Move
US	600 Firebrook Blvd / Lexington KY 40514	05/07/2009	12/31/9999	
US	4500 Hollywood Blvd / Hollywood CA 90027	05/07/2009	12/31/9999	

Both addresses are valid from the date the student was created

Address Usages

- Standard Address
  - 05/07/2009-12/31/9999 4500 Hollywood Blvd / Hollywood CA 90027
- Current
  - 05/07/2009-12/31/9999 600 Firebrook Blvd / Lexington KY 40514 Standard
- University Housing
- International
- Permanent
  - 05/07/2009-12/31/9999 4500 Hollywood Blvd / Hollywood CA 90027 Standard

Current address is Lexington  
Permanent address is California

Address Overview

Co...	Address Description	Valid From	Valid To	Move
US	600 Firebrook Blvd / Lexington KY 40514	05/07/2009	12/31/9999	
US	4500 Hollywood Blvd / Hollywood CA 90027	05/07/2009	12/31/9999	

1 - Click create icon

Make sure to use the Create icon under the Address Overview section!

Student&Contract Partner Change: Address

Business Partner  Swayze Patrick / 4500 Hollywood Blvd / Hollywood CA 90027

**Address Data**

**Street Address**

Street

City/State/ZIP Code

Country

Time zone

**PO Box Address**

PO Box

Postal Code

**Communication**

Telephone  Extension

Mobile Phone

Fax  Extension

E-Mail

Standard Comm.Method

Comments

Address Valid From  Address Valid To



Personal Data   
  Standard Address   
  Address Overview   
 Additional Data   
 V

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Address Overview

Co...	Address Description	Valid From	Valid To	Move
US	600 Firebrook Blvd / Lexington KY 40514	05/07/2009	12/31/9999	
US	4500 Hollywood Blvd / Hollywood CA 90027	05/07/2009	12/31/9999	
US	Martin Castle / Versailles KY 40383	08/01/2009	12/31/9999	

New address is listed in Address Overview section

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Address Usages

- Standard Address
  - 05/07/2009-12/31/9999 4500 Hollywood Blvd / Hollywood CA 90027
- Current
  - 05/07/2009-12/31/9999 600 Firebrook Blvd / Lexington KY 40514 Standard
- University Housing
- International
- Permanent
  - 05/07/2009-12/31/9999 4500 Hollywood Blvd / Hollywood CA 90027 Stand

5 - Double click Permanent address type to assign the usage

Create Address Usage Permanent: Choose Address

Validity Period for Address Usage

Valid From 08/01/2009 Valid To 12/31/9999

Co...	Address Description	Valid From	Valid To
US	600 Firebrook Blvd / Lexington KY 40514	05/07/2009	12/31/9999
US	Martin Castle / Versailles KY 40383	08/01/2009	12/31/9999

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.

Address Usages

Standard Address	05/07/2009-12/31/9999	4500 Hollywood Blvd / Hollywood CA 90027	
Current	05/07/2009-12/31/9999	600 Firebrook Blvd / Lexington KY 40514	Standard
University Housing			
International			
Permanent	05/07/2009-07/31/2009	4500 Hollywood Blvd / Hollywood CA 90027	Standard
	08/01/2009-12/31/9999	Martin Castle / Versailles KY 40383	Standard

Previous and new address linked as a usage to the Permanent address type with validity dates.

Student Edit Goto Utilities Extras Settings System Help

Maintain Student Master Data

7 - Click Save icon

Student Account Balance Account Data

Merging of Validity Periods

Validity periods can be merged due to identical data.

Do you want to transfer this change?

Yes No

10 - Select "yes" to update change

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

Data has been saved