

PP01 Copy A Position



Process: Use transaction code **PP01** to copy one position and its attributes and create a new position with the same attributes. The new position will have a different position ID to distinguish it from the copied position. Most of the time, ZPOS will be used to create a new position, and this transaction rarely will be used.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code

PP01

MAINTAIN OBJECT

Plan Version

Plan version 01 Current plan

Should default to Current Plan, if not, choose it

Object Type

Object type S Position

Enter Position or use the Drop-Down list to choose it

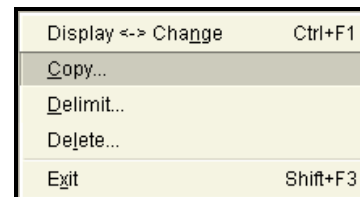
Object ID

Object ID 51000076 Graduate Assistant I

Enter the Position Number to be copied or use the Possible Entries icon to search

Press Enter to populate the fields

Using the Application Menu, choose **Object → Copy**



MAINTAIN PLAN DATA: COPY OBJECT

Under **Target Object** enter the following:

Abbreviation

Enter the abbreviation of the position

Name

Enter the name of the position

Copy Relationships Also

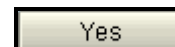
If the relationships of the position should be copied, check this box; if not, leave the box unchecked

Click on the **Copy** icon



COPY OBJECT

Click on the **Yes** button to copy



The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

COPY OBJECTS

Copy Object

Copy objects

PV	Ob	Object ID	Infotype	Subtype	S	Start Date	End Date	Var.field	RNo	Variable user data field	Comments
01	S	51001025	1000		1	01/01/1950	12/31/9999	E		N0064M1 Chief of Staff to President 00000000	
01	S	51001025	1001	A003	1	01/01/1950	12/31/9999	O 30000002		O 30000002	
01	S	51001025	1001	A008	1	01/01/2005	12/31/9999	P 00000253		P 00000253	
01	S	51001025	1001	A008	1	03/01/2006	12/31/9999	P 00028567		P 00028567	
01	S	51001025	1001	B007	1	01/01/1950	12/31/9999	C 40500730		C 40500730	
01	S	51001025	1008		1	01/01/1950	12/31/9999			10000001	
01	S	51001025	1013		1	01/01/1950	12/31/9999			A03	
01	S	51001025	1018		1	01/01/2005	12/31/9999			R3T-----590A00000000000000012151	

This screen lists all the relationships that are attached to the existing position and will be copied as relationships to the new position.

Click on the **Back** icon



MAINTAIN OBJECT

The existing position ID will be in the **Object ID** field

The new position ID will be listed in the status bar

 Object S 51001025 was created as copy of object S 50129031

Object ID

Enter the new position ID from the status bar

Press Enter to display the new position information