

# PP01 Display a Position



**Process:** Use transaction code **PP01** when there is a need to display a position.

**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 8 Position

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

### Object ID

Object ID 51000076 Graduate Assistant I

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

Click on the Selection icon to the left of the infotype **Object**

Object

Click on the Display icon

## DISPLAY OBJECT

### Object Abbr. (Abbreviation)

Provides the abbreviation of the position which is derived from the related job

### Object Name

Provides the name of the position

Click on the **Back** icon

## MAINTAIN DATA

Click on the Selection icon to the left of the infotype **Relationship**

Relationships

Click on the Display icon

## DISPLAY RELATIONSHIPS

### Type of Related Object

This field lists the related object, such as the Organizational Unit, Job, Person, etc.

### ID of Related Object

This field lists the IRIS generated number for the related object

### Abbreviation










This field lists the abbreviation of the related object

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

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

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

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<b>Name</b>	This field lists the name of the related object
Click on the <b>Back</b> icon	
<b>MAINTAIN DATA</b>	
Click on the Selection icon to the left of the infotype <b>Acct. (Account) Assignment Features</b>	
Click on the Display icon	
<b>DISPLAY ACCT. ASSIGNMENT FEATURES</b>	
<b>Personnel Area</b>	This field lists the personnel area for the position
<b>Personnel Subarea</b>	This field lists the personnel subarea for the position
Click on the <b>Back</b> icon	
<b>MAINTAIN DATA</b>	
Click on the Selection icon to the left of the infotype <b>Employee Group/Subgroup</b>	
Click on the Display icon	
<b>DISPLAY EMPLOYEE GROUP/SUBGROUP</b>	
<b>Employee Group</b>	This field lists the employee group for the position
<b>Employee Subgroup</b>	This field lists the employee subgroup for the position
Click on the <b>Back</b> icon	
<b>MAINTAIN DATA</b>	
Click on the Selection icon to the left of the infotype <b>Cost Distribution</b>	
Click on the Display icon	
<b>DISPLAY COST DISTRIBUTION</b>	
<b>Master Cost Center</b>	This field lists the master cost center for the position

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**Cost Distribution** – The information below provides information about the cost objects funding the position. 100% of the funding must be covered by at least one account, but it may be covered by several accounts (Cost Centers, Internal Orders, or WBS Elements).

<b>COAr (Controlling Area)</b>	This field lists the controlling area for the position, typically UK00
<b>Cost Ctr/Order/WBS Element</b>	These fields list the cost objects funding the position
<b>Name</b>	This field lists the name of the cost object
<b>Pct. (Percent)</b>	This field lists how much percentage of the funding is covered
Click on the <b>Back</b> icon	

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