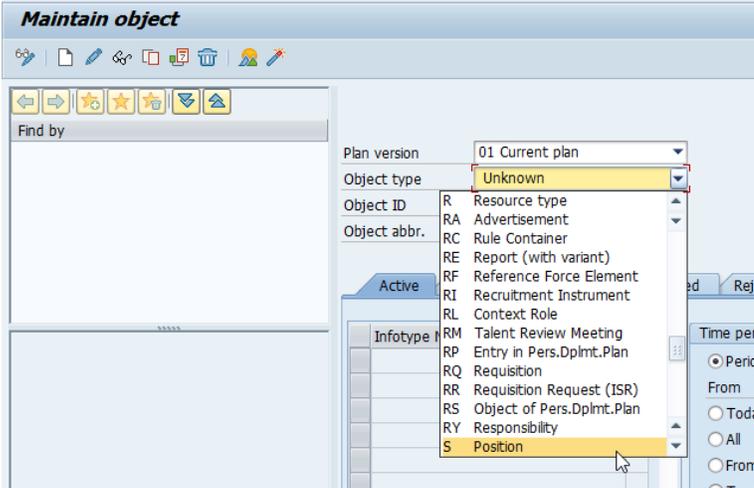
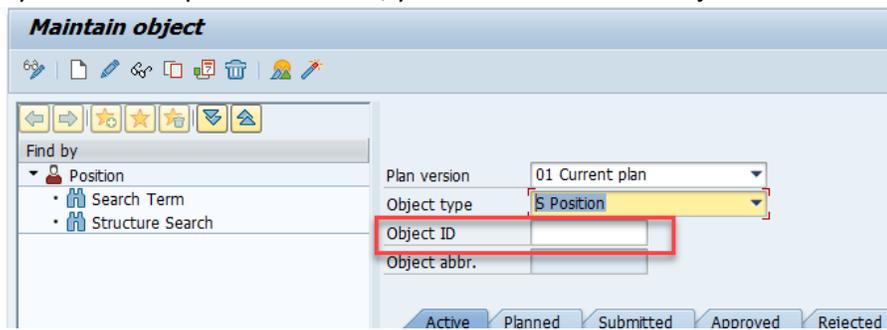


## How to Change the Master Cost Center on a Position

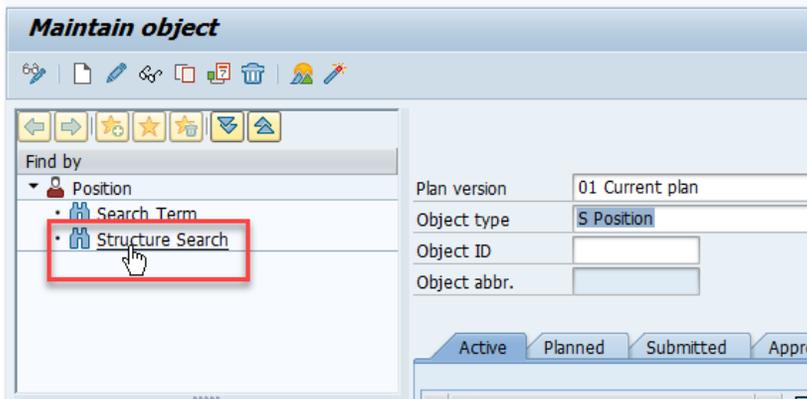
1. Go to SAP transaction PP01.
2. In the Object Type box, choose Position from the drop down list



3. If you know the position number, you can enter it in the Object ID box and the press Enter.



- a. If you don't know the position number, you can click on Structure Search to see a list of positions in your area.



## How to Change the Master Cost Center on a Position

- b. Click to open the arrows until you get to the department you need to see. You may need to widen the left portion of the screen to see the position numbers.

The screenshot shows the 'Maintain object' interface. The 'Find by' section has 'Position' selected, and 'Structure Search' is highlighted. The 'Plan version' is set to '01 Current plan' and 'Object type' is 'S Position'. The main table lists various positions, with 'Ctr For Applied' (Code 40550, ID 30000181) highlighted by a red box.

Name	Code	ID
Computational	40533	O 30000179
Water Resource	40543	O 30000180
<b>Ctr For Applied</b>	<b>40550</b>	<b>O 30000181</b>
Executive As	P0489M5	S 50106973
Maintenance	K0040M0	S 50106974
Maintenance	S0028M0	S 50106981
Engineer Te	T0015M0	S 50106982
Maintenance	K0094M0	S 50106988
Research En	P1376M7	S 50106995
Research En	P1377M7	S 50106996
Engineer Te	T0015M0	S 50107005
Administrativ	P0232M5	S 50107006
Engineer Te	T0015M0	S 50107010
Professor	F8501M0	S 50107012
Research Sci	P1381M7	S 50107016
Multimedia	S P0358M7	S 50107018

- c. To choose a position, double click on the position number.

The screenshot shows the same 'Maintain object' interface. The 'Ctr For Applied' position is still highlighted. The 'Engineer Te' position (Code T0015M0, ID S 50107005) is now highlighted with a red box, indicating it has been selected.

Name	Code	ID
Computational	40533	O 30000179
Water Resource	40543	O 30000180
Ctr For Applied	40550	O 30000181
Executive As	P0489M5	S 50106973
Maintenance	K0040M0	S 50106974
Maintenance	S0028M0	S 50106981
Engineer Te	T0015M0	S 50106982
Maintenance	K0094M0	S 50106988
Research En	P1376M7	S 50106995
Research En	P1377M7	S 50106996
<b>Engineer Te</b>	<b>T0015M0</b>	<b>S 50107005</b>
Administrativ	P0232M5	S 50107006
Engineer Te	T0015M0	S 50107010
Professor	F8501M0	S 50107012
Research Sci	P1381M7	S 50107016
Multimedia	S P0358M7	S 50107018

## How to Change the Master Cost Center on a Position

- d. After clicking on a position, the position number will populate the Object ID box.

The screenshot shows the 'Maintain object' form. The 'Object ID' field is highlighted with a red box and contains the value '50111106' and the text 'Student/Non-Work Study'. Other fields include 'Plan version' (01 Current plan), 'Object type' (S Position), and 'Object abbr.' (N8291M0). Below the form are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table of infotypes is visible, with 'Object', 'Relationships', and 'Description' checked with green checkmarks. A 'Time period' section on the right allows selection of a date range and various time-based filters.

4. Click on the gray box next to Relationships. The line will turn orange. Then click on the mountain icon.

This screenshot shows the 'Maintain object' form with the 'Relationships' line in the infotype table highlighted in orange. A red box highlights the mountain icon in the toolbar above the table. The 'Object ID' field is still populated with '50111106' and 'Student/Non-Work Study'. The 'Active' tab is selected.

5. If there is a line for Cost center, you will continue through the next steps. If there is not, you will skip to #13.

The screenshot shows the 'List display with change Relationships' form. It displays a table of relationships for the position N8291M0. The 'Cost center' relationship is highlighted with a red box.

Start	End	R...	Rela...	Relat.text	R...	Rel'd object ID	Abbr.	% Rate
04/10/2023	12/31/9999	A	002	Reports (I	S	50106708	P0693M5	0.00
01/01/2019	12/31/9999	A	003	Belongs to	O	30000083	40120	0.00
01/01/2023	12/31/9999	A	001	Cost center	K	1012039760UK...	RAFA SALARIE	0.00
01/01/2019	12/31/9999	B	007	Is describ	C	40501550	N8291M0	0.00

## How to Change the Master Cost Center on a Position

- Click on the gray box at the beginning of the Cost center line. It will turn the line orange. Then click on the copy icon at the top left of the screen.

**List display with change Relationships**

Position: N8291M0 Student/Non-Work Study  
 Planning Status: Active  
 Relationships: 01 S 51037297 1

Start	End	R...	Rela...	Relat.text	R...	Rel'd object ID	Abbr.	% Rate
04/10/2023	12/31/9999	A	002	Reports (l	S	50106708	P0693M5	0.00
01/01/2019	12/31/9999	A	003	Belongs to	O	30000083	40120	0.00
01/01/2023	12/31/9999	A	011	Cost cente	K	1012039760UK...	RAFA SALARIE	0.00
01/01/2019	12/31/9999	B	007	Is describ	C	40501550	N8291M0	0.00

- Enter the date that the change will be effective in the first white box on the Valid from line.  
 NOTE: You cannot go back further than the current retroactivity date. The second white box will remain 12/31/9999.

**Copy Relationships**

Position: N8291M0 Student/Non-Work Study  
 Planning Status: Active  
 Valid from: 02/01/2023 to 12/31/9999

Relationships: 01 S 51037297 1

Relationship type/relationship: A 011 Cost center assignment

Related Object

Type of related object: K Cost center  
 ID of related object: 1012039760UK00  
 Abbreviation: RAFA SALARIE  
 Name: RES ADM FISCAL AFFAIRS SALARIES

- In the ID of related object field, enter the new master cost center followed by UK00.

**Copy Relationships**

Position: N8291M0 Student/Non-Work Study  
 Planning Status: Active  
 Valid from: 02/01/2023 to 12/31/9999

Relationships: 01 S 51037297 1

Relationship type/relationship: A 011 Cost center assignment

Related Object

Type of related object: K Cost center  
 ID of related object: 1013156210UK00  
 Abbreviation: RAFA SALARIE  
 Name: RES ADM FISCAL AFFAIRS SALARIES

## How to Change the Master Cost Center on a Position

9. Click the Save icon.

The screenshot shows the 'Copy Relationships' application interface. The 'Save' icon, represented by a floppy disk, is highlighted with a red rectangular box. The application displays a list of positions on the left and a detailed view of a selected position on the right. The position details include: Position: N8291M0, Student/Non-Work Study; Planning Status: Active; Valid from: 02/01/2023 to 12/31/9999. Below this, the 'Relationships' section shows a relationship type of 'A 011 Cost center assignment'. The 'Related Object' section is populated with: Type of related object: K Cost center; ID of related object: 1013156210UK00; Abbreviation: RAFA SALARIE; Name: RES ADM FISCAL AFFAIRS SALARIES.

10. You'll be taken to another screen. Click save again.

This screenshot shows the 'Copy Relationships' application after a transition. The 'Save' icon is again highlighted with a red box. The position details are: Position: N8291M0, Student/Non-Work Study; Planning Status: Active; Validity: 02/01/2023 to 12/31/9999. The 'Key fields for cost center' section shows: Cost Center: 1013156210, RESEARCH ADMINISTRATIVE AND FISCAL; CO Area: UK00, University of Kentucky.

11. On the pop up screen, click Yes. This will add an end date to the previous Master Cost Center record.

The screenshot shows the 'Copy Relationships' application with a 'Relationships Create' dialog box overlaid. The dialog box contains the text: 'Previous record will be delimited at end. Do you want to save?'. At the bottom of the dialog, there are three buttons: 'Yes' (highlighted with a red box), 'No', and 'Cancel'.

## How to Change the Master Cost Center on a Position

12. You'll be taken to the main PP01 screen and there will be a Record Created note in the bottom left.

The screenshot shows the SAP PP01 screen titled "List display with change Relationships". The position is N8291M0, Student/Non-Work Study, with an active planning status. The relationships table shows three entries:

Start	End	R...	Rela...	Relat.text	R...	Rel'd object ID	Abbr.	% Rate
04/10/2023	12/31/9999	A	002	Reports (I	S	50106708	P0693M5	0.00
01/01/2019	12/31/9999	A	003	Belongs to	O	30000083	40120	0.00
02/01/2023	12/31/9999	A	011	Cost cente	K	1013156210UK...	RES ADMIN AN	0.00

A red box highlights the "Record created" message in the bottom left corner of the screen.

13. If there was not a Cost Center line in step #5, you'll need to start here and create a Master Cost Center record.

The screenshot shows the SAP PP01 screen titled "List display with change Relationships". The position is N8291M0, Student/Non-Work Study, with an active planning status. The relationships table shows three entries:

Start	End	R...	Rela...	Relat.text	R...	Rel'd object ID	Abbr.	% Rate
01/01/2019	12/31/9999	A	003	Belongs to	O	30000083	40120	0.00
01/01/2019	12/31/9999	B	007	Is describ	C	40501550	N8291M0	0.00

14. Click the green arrow and go back to the main PP01 screen.

The screenshot shows the SAP PP01 screen titled "List display with change Relationships". A green arrow icon in the top toolbar is highlighted with a red box. The screen displays the same data as the previous screenshots, including the relationships table:

Start	End	R...	Rela...	Relat.text	R...	Rel'd object ID	Abbr.	% Rate
01/01/2019	12/31/9999	A	003	Belongs to	O	30000083	40120	0.00
01/01/2019	12/31/9999	B	007	Is describ	C	40501550	N8291M0	0.00

## How to Change the Master Cost Center on a Position

15. Make sure the gray box for the Relationships line is clicked and the line is orange. Then click the new record icon at the top left.

**Maintain object**

Plan version: 01 Current plan  
Object type: S Position  
Object ID: 51037298 Student/Non-Work S  
Object abbr.: N8291M0

Active Planned Submitted Approved Rejected

Infotype Name S...  
Object ✓  
Relationships ✓

Name	Code	ID
Electron Microscopy	P0125M7	S 501032
Administrative Staff	P0693M5	S 501067
Administrative Servi	C0012M9	S 501067
Administrative Supp	C0013M9	S 501067
Research Admin & f	A0962M2	S 501067
Administrative Staff	P0232M5	S 501084

16. Enter the date that the change will be effective in the first white box on the Valid from line.  
NOTE: You cannot go back further than the current retroactivity date. The second white box will remain 12/31/9999.

**Copy Relationships**

Position: N8291M0 Student/Non-Work Study  
Planning Status: Active  
Valid from: 02/01/2023 to 12/31/9999 Change Information

Relationships 01 S 51037297 1  
Relationship type/relationship: A 011 Cost center assignment

Related Object  
Type of related object: K Cost center  
ID of related object: 1012039760UK00  
Abbreviation: RAFA SALARIE  
Name: RES ADM FISCAL AFFAIRS SALARIES

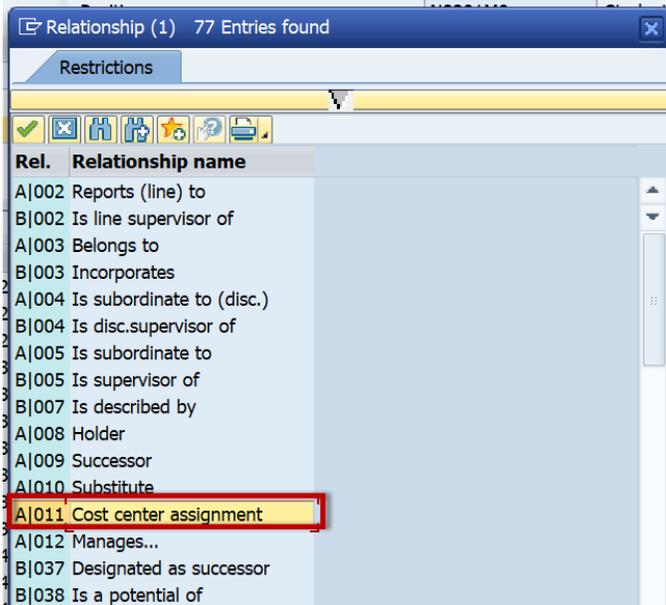
17. In the Relationship type/relationship field, click in the first white box to get the search icon.

Position: N8291M0 Student/Non-Work Study  
Planning Status: Active  
Valid from: 04/11/2023 to 12/31/9999

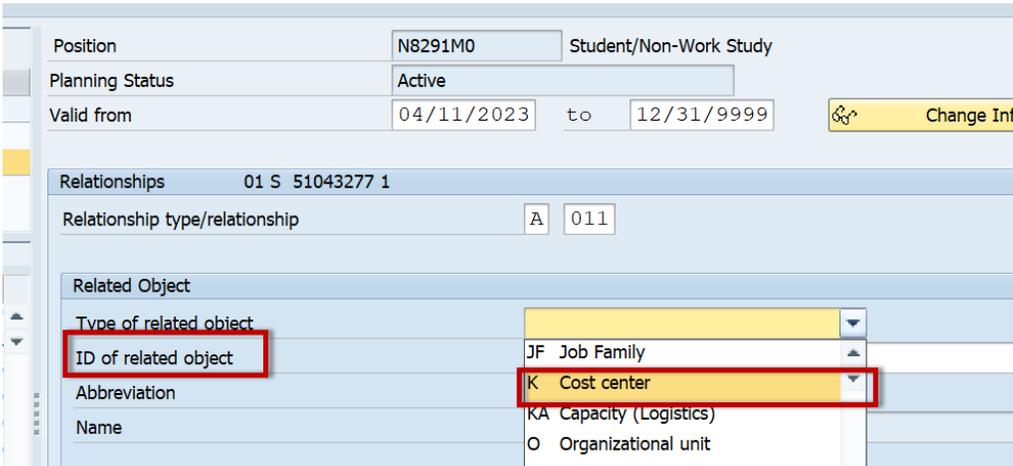
Relationships 01 S 51037298 1  
Relationship type/relationship: [Search Icon]

## How to Change the Master Cost Center on a Position

18. Double click to choose A|011 Cost Center Assignment.



19. In the Type of related object field, click on the drop down arrow. Type K or scroll to K Cost Center. Click to choose this option.



## How to Change the Master Cost Center on a Position

20. In the ID of related object field, enter the cost center followed by UK00.

The screenshot shows the 'Create Relationships' form. The 'Position' field is 'N8291M0' and 'Student/Non-Work Study'. The 'Planning Status' is 'Active'. The 'Valid from' field is '04/11/2023' to '12/31/9999'. A 'Change Information' button is visible. The 'Relationships' section shows '01 S 51043277 1' and 'Relationship type/relationship' as 'A 011'. The 'Related Object' section has 'Type of related object' set to 'K Cost center'. The 'ID of related object' field is highlighted in yellow and contains the text '1013200390UK00'. The 'Abbreviation' and 'Name' fields are empty.

21. Click on the Save icon.

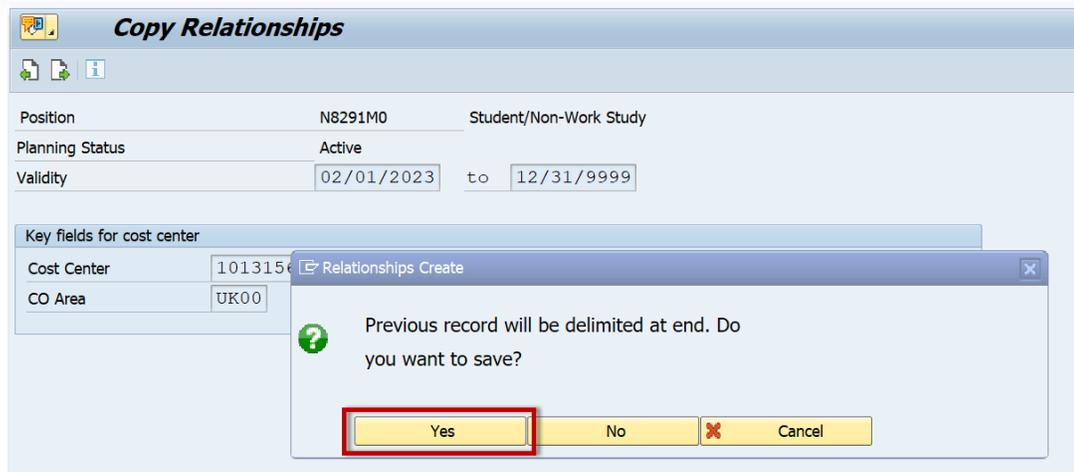
This screenshot shows the 'Create Relationships' form with a toolbar at the top. The 'Save' icon, represented by a floppy disk, is highlighted with a red box. The form content is identical to the previous screenshot, showing the 'ID of related object' as '1013200390UK00'.

22. You'll be taken to another screen. Click Save again.

This screenshot shows the 'Create Relationships' form after saving. The 'Save' icon in the toolbar is highlighted with a red box. The form now displays 'Key fields for cost center' with 'Cost Center' set to '1013200390' and 'CO Area' set to 'UK00'. The text 'SPONSORED PROJECT ADMINISTRATION SALARIE' and 'University of Kentucky' is visible next to the cost center and CO area fields respectively. The 'ID of related object' field is no longer visible.

## How to Change the Master Cost Center on a Position

23. On the pop up screen, click Yes. This will add an end date to the previous Master Cost Center record.



24. You'll be taken to the main PP01 screen and there will be a Record Created note in the bottom left.

