CHANGE POSITION ADDRESS (IT1028)

Change Record:

Change Date: 12.10.2012	Changed by: d. lyle
Changes:	New format and screen captures Business Process Procedure Overview: • Changed text in 1st bullet: When a position is created *via Workflow, the Main, Mailing and Courier address should be entered.* • Changed text in last bullet: The address might have been left off when the position was requested and approved, *via Workflow* (use the Create function)

Trigger:

The address of a position needs to be changed.

Business Process Procedure Overview:

The address of a position may need to be created or changed for several reasons.

- When a position is created via Workflow, the Main, Mailing and Courier address should be entered.
- A position can be relocated across the street to another building (in this example) (use the Copy function)
- There may be a spelling error in the position that needs to be fixed (use the Change function)
- The address might have been left off when the position was requested and approved, via Workflow (use the Create function)

Tips and Tricks:

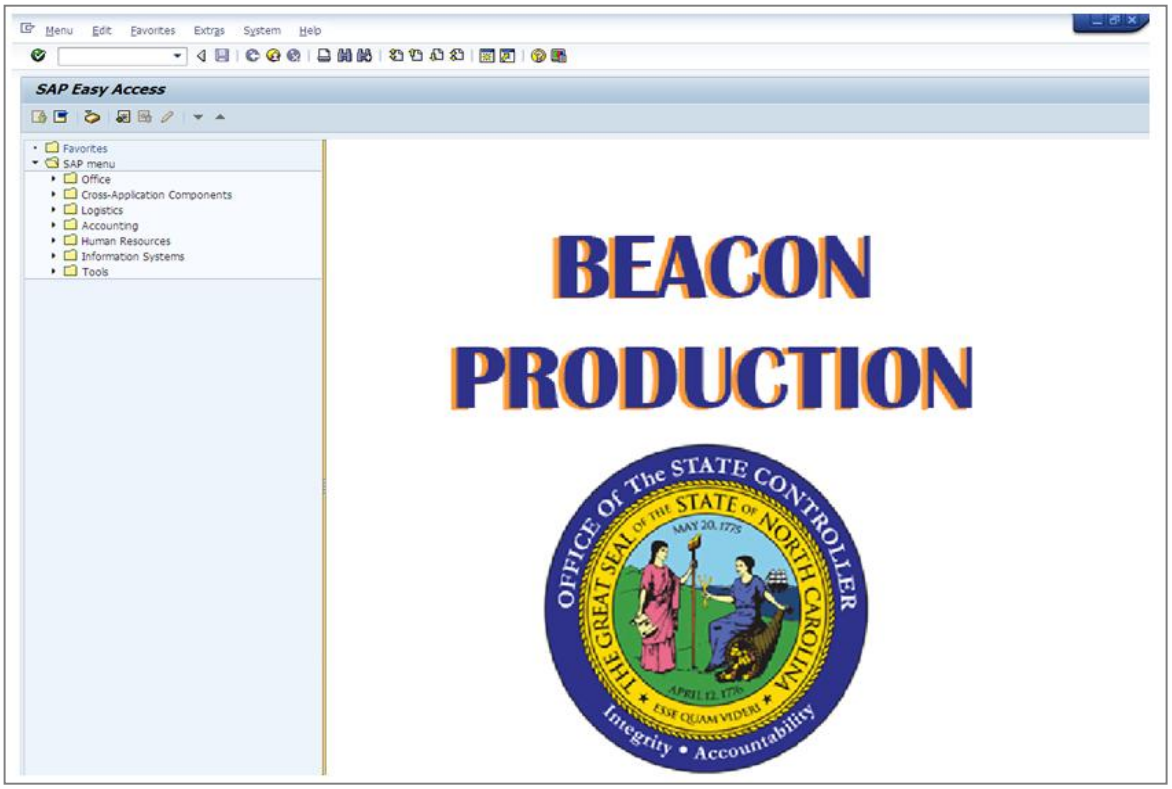
See the OM Tips and Tricks Job Aid for a fuller listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website http://www.osc.nc.gov/training/osctd/help/ in the following folder: *Organizational Management > Job Aids*.

- The Address of a Position is held on Infotype 1028 on a Position.
- **Copy** (two sheets of paper) is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of what the record used to be.
- **Change** (pencil) is only to be used if you make a spelling or other simple error, and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

Access Transaction:

Via Menu Path:	Your menu path may contain this custom transaction code depending on your security roles.
Via Transaction Code:	PO13

PROCEDURE



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. **Example**: PO13

2. Click the **Enter** button.

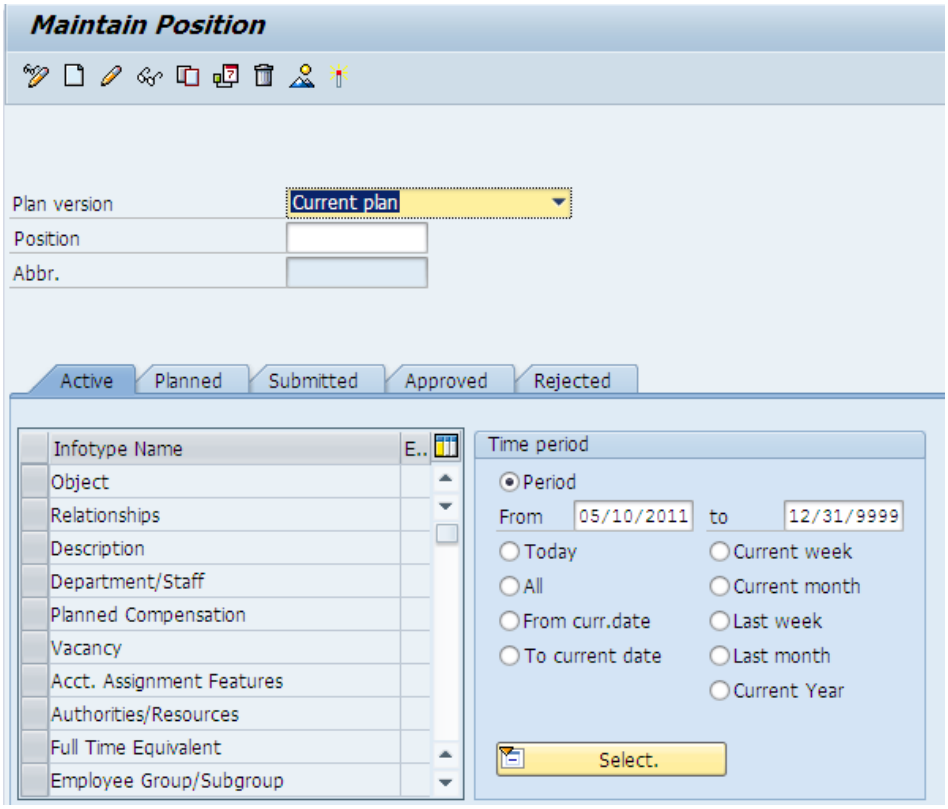
Information

You may want to enter this transaction code in your Favorites folder.

- Choose **Favorites > Insert Favorites**
- Type in **PO13**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites:

- Choose **Edit > Settings**.
- Place a **check** next to Display Technical Name.
- Click **Enter**.



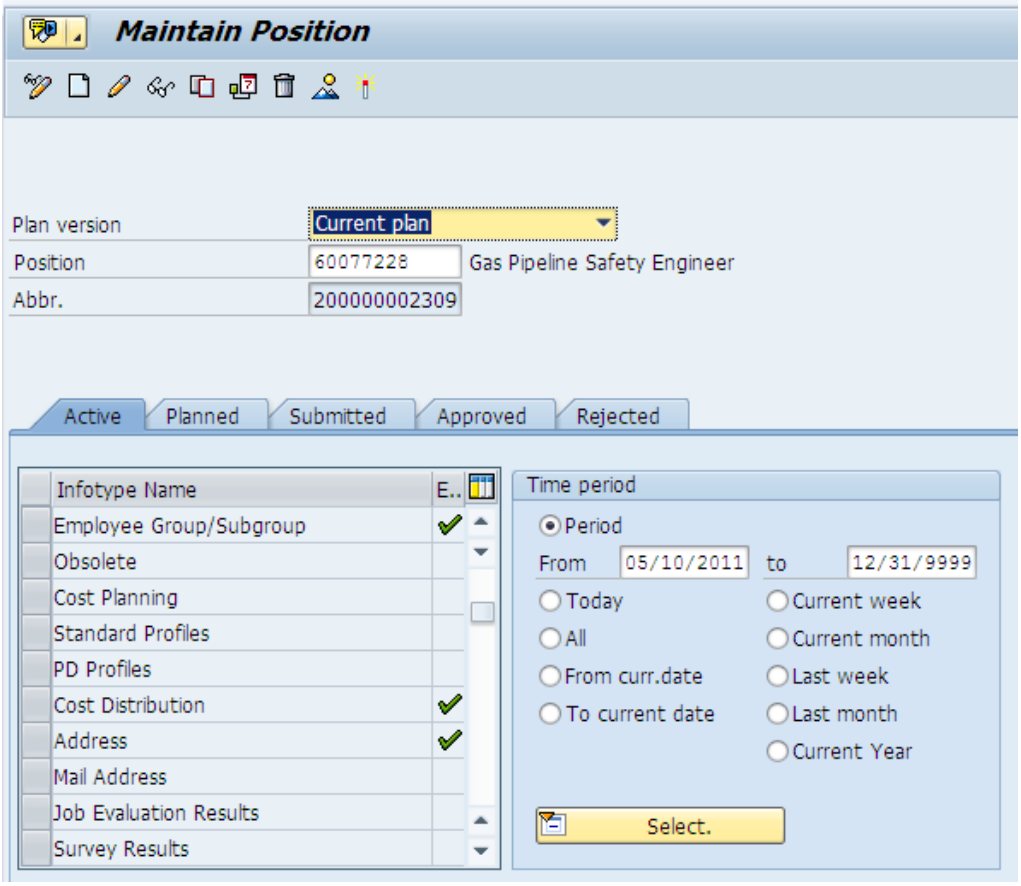
3. Update the following fields:

Field Name	Description	Values
Position	Eight-digit unique number identifying the position	Enter value in Position. **Example**: 60077228

4. Click the **Enter** button.

Information

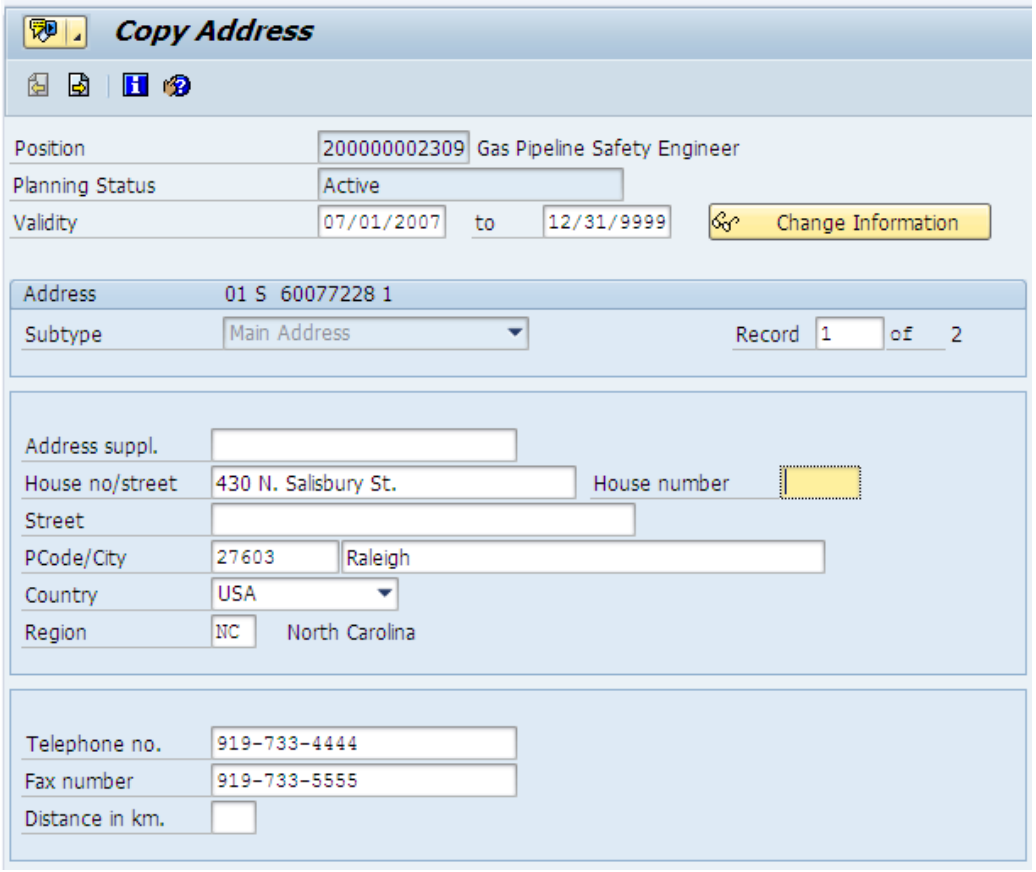
If you need to look up the position number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.



5. Click the **Address** button.

6. Click the **Copy infotype (Shift+F9)** button.

Information	Verify that the position you wish to change the address on is displayed. Highlight the Address infotype by clicking on the gray square to the left of the line item, and click **Copy**. (You may need to scroll down the list to locate the Address infotype line). **NOTE**: Copy keeps an historical record of all changes which have been made. **Change** only changes the existing record and does not keep an historical record. Only use change if you are making minor spelling error corrections. Use Copy for all other address changes. Use **Create** if you are adding the address for the first time.



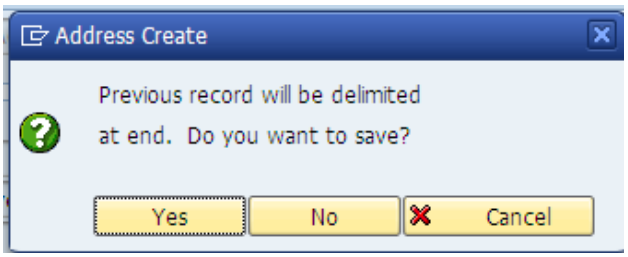
7. Update the following fields:

Field Name	Description	Values
Validity	The date identifying the start of a validity period	Enter value in Validity. **Example**: 07/01/2011
House no/street	The address street name and number. Identifies the street name up to a maximum of 30 characters.	Enter value in House no/street. **Example**: 102 Fayetteville St

You want to enter the validity date for the new address to be active, and enter the new address details.

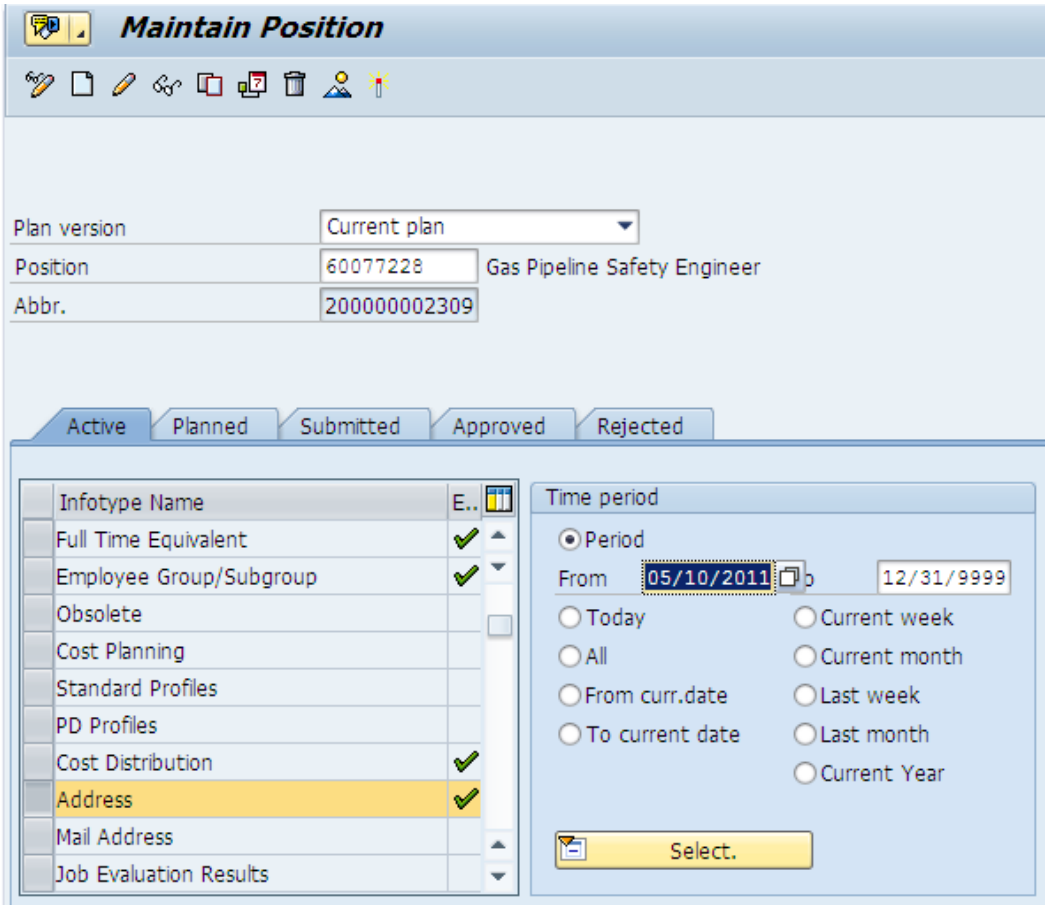
8. Click the **Enter** button.

9. Click the **Save (Ctrl+S)** button.



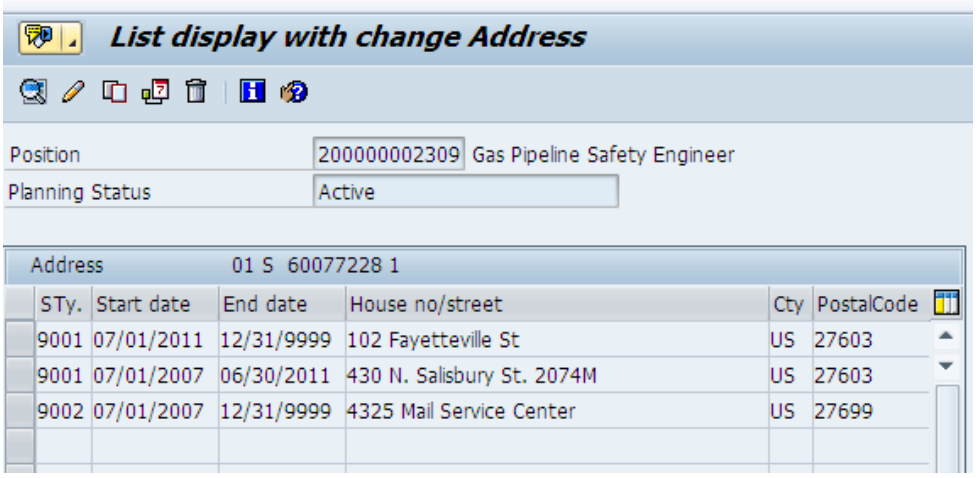
10. Click the **Yes** Yes button.

Information	Click **Yes** to delimit the previous record. This provides the history of what the record used to be, and the end date of that record.

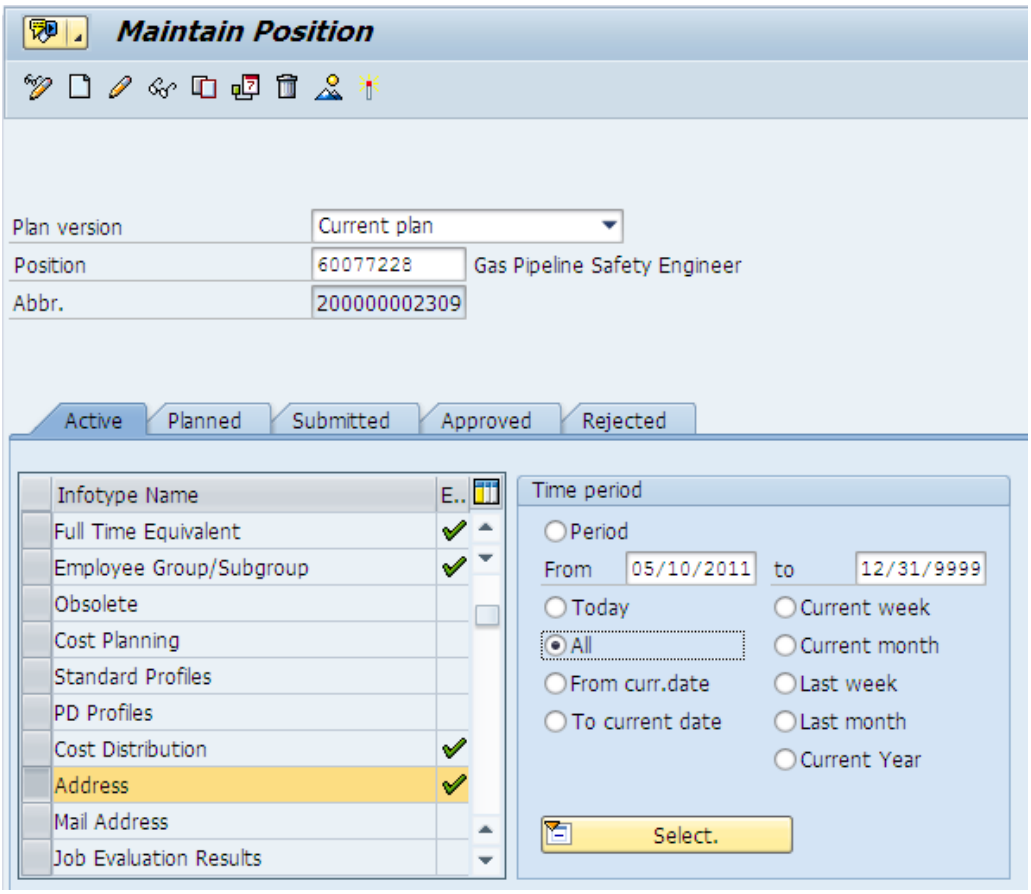


10. Click the **All** All radio button.

11. Click the **Overview (Shift+F8)** button.



12. Click the **Back (F3)** button.



13. Click the **Back (F3)** button.

The system task is complete.

ADDITIONAL RESOURCES

Training HELP website: http://www.osc.nc.gov/training/osctd/help/

Job Aids	**Logging on to the ESS Portal** • *Training HELP website > ESS & MSS > Job Aids > Logging on to the ESS Portal*