Quick Reference: Transaction Log

All of the Student Hourly transactions will be recorded in a transaction log, available through SAPgui. The transaction log can be accessed by the Service Center to view transactions which have been processed successfully, generated a warning or encountered an error and need to be resolved.

Viewing the Transaction Log

1. In SAPgui, execute the transaction code **zhr_hsa_log**
2. Enter search criteria as needed
   - Note that in the **Request Status** section, the checkboxes for **Review errors** and **Review pending items** will default on
   - In the **Specific Selection Criteria** section, you can narrow the search by type of transaction, position, or student
3. Select **Execute** when ready to perform the search.
4. The Transaction Log will display (below).
PROCESSING TRANSACTIONS

From the Transaction log:

1. Double-click on any Transaction Number to open the Transaction details. The data that was created or edited on the appointment will be shown in the white area. The Request status near the bottom of the screen will indicate what action needs to be taken. Tip: To print the Transaction details, press the Print button in the toolbar right above the transaction fields.
2. Double-click on the Pers.No. for any transaction to open the Master Data (PA30).
3. Double-click the Action taken field and enter the details of your actions.
4. Double-click the Completed field (the 'N') and select the appropriate option.