

QUICK REFERENCE: SEARCH & VIEW TRANSACTIONS

SEARCH FOR A TRANSACTION

- From the Student Workers tab in SAPweb, select **View Transactions**.
- On the *Search for a Transaction* page, enter the search criteria. You may search by:
 - Transaction number
 - Transaction type, such as Create, Terminate, Change, or Cancel
 - Student's MIT ID
 - Preparer's Kerberos ID
 - Department (drop-down will display only departments for which you are authorized)
 - Status, such as Pending, Processed, or Rejected
 - Effective Date of the appointment
 - Submission date of the appointment (defaults to previous

- Click **Search**. If you had entered invalid search criteria, an error message will appear at the top. If the error is related to date field, clicking into the field also display a message indicating the correct format for that field, as shown in the Submission date field in the example at right.
- Search results will appear below the search criteria fields (see below). *Note: If there is only one transaction matching your search criteria, you will go right to the details page of that transaction.*
 - The default view for the search results is by **Submitted** date (reverse chronological order). However, you may click on any column heading to change the sort order of the search results list.
 - The current Status of each transaction is displayed in the far right column (see red arrow).
 - Click on any **Transaction number** (blue arrow) to view the details of the transaction.

Cannot read 02/30/2012 as a date: enter the date in the format MM/DD/YYYY.



Transaction #	Student Name	MIT ID	Type	Effective	Submitted	Preparer	Department	Status
600012537	Marcus Martinez	920039393	Change	03/15/2011	03/14/2012	Cynthia DeSimone	Urban Studies & Planning	Processed
600012535	Do Hyun Kim HSA-TRG	910285955	Create	09/06/2011	03/13/2012	Sara Davies	Sloan School of Management	Processed
600012536	Jiazhong Hu HSA-TRG	920318258	Create	04/01/2012	03/13/2012	Sara Davies	Sloan School of Management	Processed
600012550	Marcus Martinez	920039393	Change	03/15/2011	03/13/2012	Cynthia DeSimone	Urban Studies & Planning	Processed
600012532	Shruti Sharma	925700093	Create	03/01/2012	03/12/2012	Karon McCollin	Sloan School of Management	Pending SFS Approval
600012534	Tuan Tran	929035252	Terminate	01/31/2012	03/12/2012	Karon McCollin	Biology	Processed
600012533	Tuan Tran	929035252	Create	01/31/2012	03/12/2012	Karon McCollin	Biology	Processed
600012531	Shruti Sharma	925700093	Create	02/01/2012	03/11/2012	Karon McCollin	Biology	Processed

VIEWING THE DETAILS OF A TRANSACTION

For Create transactions (example at right), you will see the details of the appointment in a single column.

For Change, Terminate or Cancel transactions (example below), you will see “Current” and “New” values columns (circled on picture) showing what information was modified on the original appointment.

View Transaction #600012535

Student details

Name	MIT ID	Course / UltDegree	Year-Class	Int'l
Do Hyun Kim HSA-TRG	910285955	99999 / MSE	3-2014	No

Transaction details

Transaction Type	Create Appointment
Status	Processed
Department	Sloan School of Management
Start Date	09/06/2011
End Date	01/08/2012
Project	2012FA, A Lo, 2744934
Job Title	UROF
Position Title	UROF-2012FA-A Lo
	The Impact that Financial Investment has on Cancer Research

Student details

Name	MIT ID	Course / UltDegree	Year-Class	Int'l
Benjamin Bond HSA-SIT	920779214	7GED / SB	1-2015	No

Transaction details

Transaction Type	Change Appointment		
Status	Processed		
	Current values	New values	
Department	Mathematics		
Start Date	09/05/2011		
End Date	05/25/2012	08/31/2012	
Job Title	Tutor - Undergrad		
Position Number	00170691		
Position Title	Tutor - Math	Linda- test	
Position Description	Tutor for Course 18 in Math department		
Location	On Campus		
MIT Supervisor	Vandiver, John (Dean for Undergrad Research/Professor, Dept Administrators & Lab Directors)		
Rate of Pay	12.00		
Planned Hours per Week	10.00		
Time Group	Math Students (30005196)		
Cost Object(s)	1515100 - 100% - MATHEMATICS		

Comments

Linda D'Amato: The supervisor needed the student for longer than originally planned

NOTE: For modified appointments, it's helpful to look at the comments area, which will often have a note explaining the reason for the change.