




SAP Matchcode Search Quick Reference

Matchcode Searches provide a way of searching for values from a list of possible entries for a field.

Organizational Structure Search:

1. Click in the data field; then on the **Matchcode**  ( on a MAC) button to the right of the field.
2. If the Restrict Value Range window appears, select **Structure Search** from the **Tab List**  button (on the right).

Note: Once you have selected your Search Type, going forward SAP will automatically default to that search.

A list of all MIT organizational units is displayed.

3. Click on the **Expand/Collapse** arrow on the left of **MIT-ALL**.

Note: HR uses the MIT-ALL structure.

4. Double Click on your **School or Area** to select it. *For the Assistant Dean.*

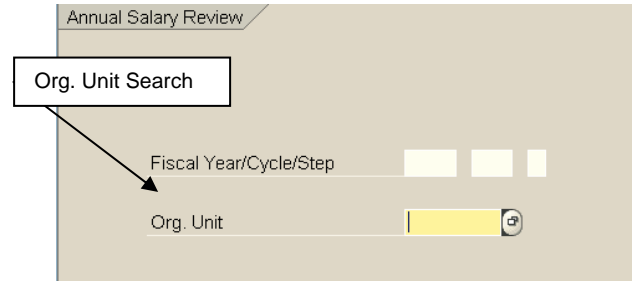
5. Click the **Expand** arrows to drill down to the **Department level**. *For the DLC Administrator.*

6. Double Click on your **Department** to select it.

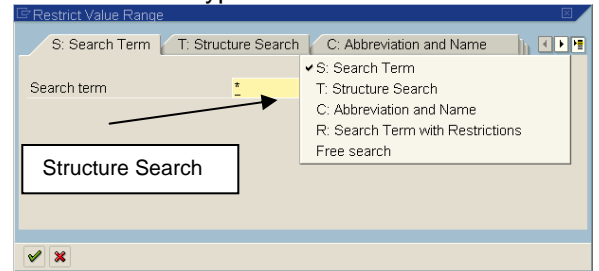
Note: If you need to change the Matchcode Search type:

7. On the Choose position window, click on the **Other Search Help** button.

8. Double Click the other **Search Help** that you wish to use.



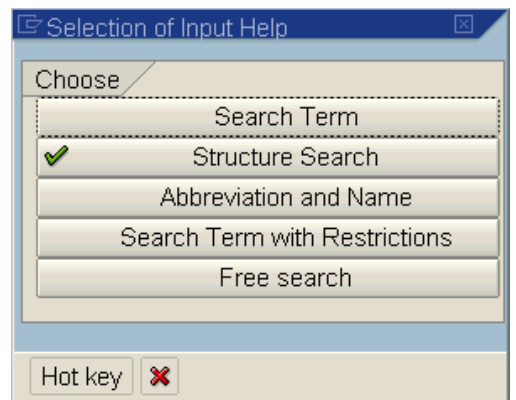
Select Search Type



MIT-All Structure

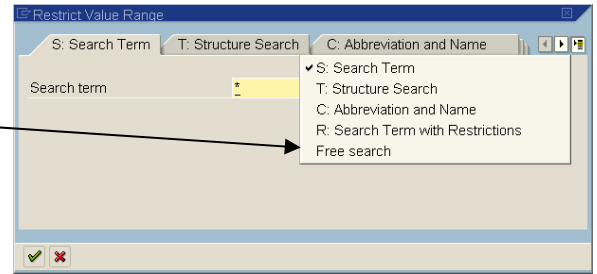
Name	ID	Code	Valid from
Organizational structure			
EDl Administrators	O 50002050	EDl Admins	03/18/1998
HR-Org Units not in MIT-All Hierarchy	O 19999000	HR-NonHierar	01/02/1900
MIT-All	O 10000000	HR-MIT-All	07/15/2003
Provost Area	O 10000001	HR-Provost	01/02/1900
Architecture & Planning Area	O 10000005	HR-Architect	01/01/1900
Associate Provost for the Arts	O 10000006	HR-Assoc. Pro	01/02/1900
Dean for Student Life Area	O 10000012	HR-DSL Area	01/02/1900
Dean for Undergraduate Education Area	O 10000013	HR-DUE	01/02/1900
Dean of Graduate Education	O 10000014	HR-Dean of G	01/02/1900
Engineering Area	O 10000018	HR-Engineeri	01/01/1900
Humanities, Arts, & Social Sciences A	O 10000020	HR-Humanitie	01/02/1900
Libraries, MIT Press, Tech Review	O 10000022	HR-Libr&Pr	01/02/1900
Office of Provost Area	O 10000025	HR-Office Pr	01/02/1900
Science Area	O 10000030	HR-Science	01/02/1900
Sloan School of Management Area	O 10000031	HR-Sloan Sch	01/02/1900
VP Research	O 10000032	HR-VP Resear	01/02/1900
Whitsker	O 10000036	HR-Whitsker	01/02/1900
Lincoln Laboratory	O 10000581	HR-310000	01/02/1900
Chancellor's Office	O 10000599	HR-401500	01/02/1900
Executive Vice President Area	O 10000002	HR-EVP	01/02/1900
President & Chairman of the Corporation	O 10000003	HR-President	01/02/1900
Massachusetts Institute of Technology	O 50000575	institute	07/14/1998
PA Test ORG top	O 50012825	PA test Org	01/01/2000

Other Search Help Button



How to Exit the Free Search Category:

Free search category selected accidentally



Note: If you accidentally selected the **Free Search** category from the **Tab List** button:

- Click the **Other Search Help** button (on the bottom in the middle of the screen).
- Choose the new **Search Term** category.
- Select **Structure Search**

