SAP Matchcode Quick Reference

| **Display Matchcode List or Search**	Click in the field and then on the Matchcode button to the right of the field. *Note:* Not all fields have Matchcodes.
Mac: [▼]	***PC:*** [⊡]

Types of Matchcodes

A.   Hit List – for a short list of values –

1. Scroll down to see all the values.

2. Double-click on a value such as 1040 to select it.

   **Search the Hit List** (optional):

3. Click the **Find** button.

4. When the **Find** box appears, type in a search term such as computer.

5. Clear the check boxes for **Starting at current line** and/or **Only on current page** unless you want to limit your search accordingly.

6. Type in a number to limit or expand your search results in **Cancel search after hits**.

7. Click the **Find** button at the bottom of the screen.

8. Double-click on the value to select it from the list that appears.

9. Double-click again to copy it into the entry field.
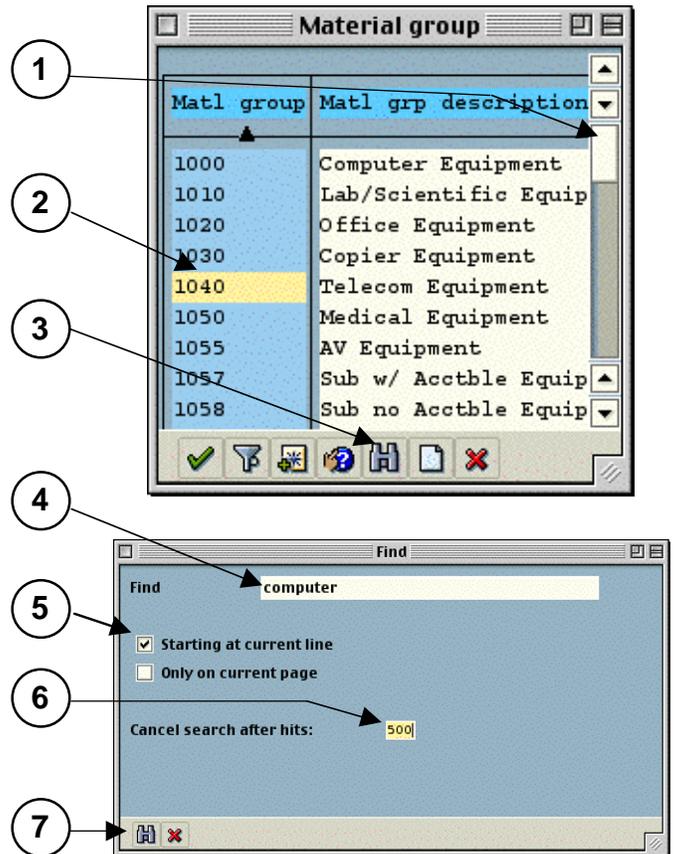
### B. Restrict Value Range – category search –

On a Mac:

1. Click on the Tab List button and select from the list. (The name of the tab may be wrong for the category you selected but the screen is correct.)

2. Type in your search term. You can enter more than one field.

 TIP: Type part of the word followed by an asterisk, (such as **sera***) if you don't know the full name.

3. Type in a number in the **Restrict display to** field to limit your search or click **No restrictions**.

4. Click the **Enter** button.

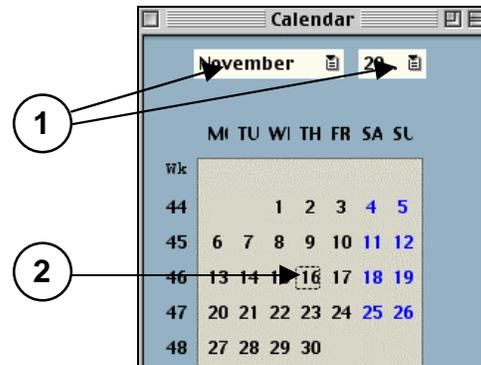5. Double-click on the value to select it.
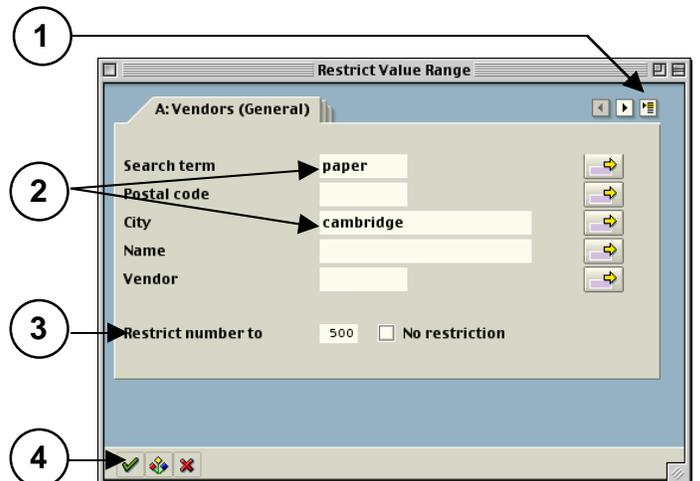
On a PC:

1. Click on the arrows to scroll through the tabs, then click on one; or use the Tab List button and select from the list like the Mac.

2. Type in your search term. You can enter more than one field.

TIP: Type part of the word followed by an asterisk, (such as **sera***) if you don't know the full name.

3. Type in a number in the **Restrict number to** field to limit your search or click **No restriction**.

4. Click the **Enter** button.

5. Double-click on the value to select it.
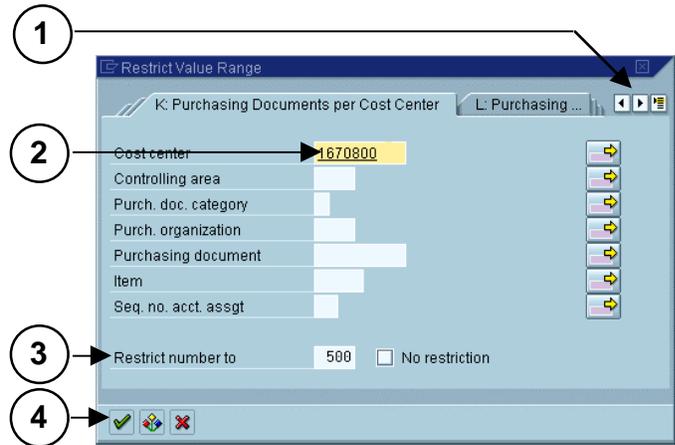
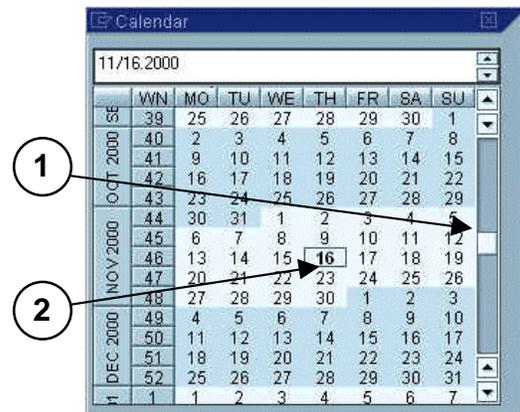
C. Calendar Search – for month, day, and year –

On a Mac:

1. Click on the month and year on top of the screen. Select from the dropdown list.

2. Double-click on the number in the middle to select a day.

On a PC:

1. Scroll up and down in the navigation bar on the right to find the month and year. They are listed on the left side of the box.

2. Double-click on the number in the middle to select a day.

Create your own Personal Matchcode List (on the Hit List Matchcode screen)

	Insert in Personal List	Add a value to your list. Click on a value, then on the button. Repeat for as many values as you want in the list.
	Display Personal List	*Displayed after you select a personal value.* Click on this button *after* you select your values to view the entire list. This list then becomes the default whenever you click on the Matchcode button for that field.
	Delete from Personal List	*Same button as the Insert button but on the Personal Value List screen.* Click on a value, then on the button to delete the value from the personal list.
	Display all values	*Used on the Personal Value List screen.* Click to display the original Matchcode list.