

The background is a light blue gradient with several realistic water droplets of various sizes scattered across the surface. The droplets have highlights and shadows, giving them a three-dimensional appearance.

**“HOW TO” CREATE SHOPPING
CART W/PO DATA IN A JIFFY!**

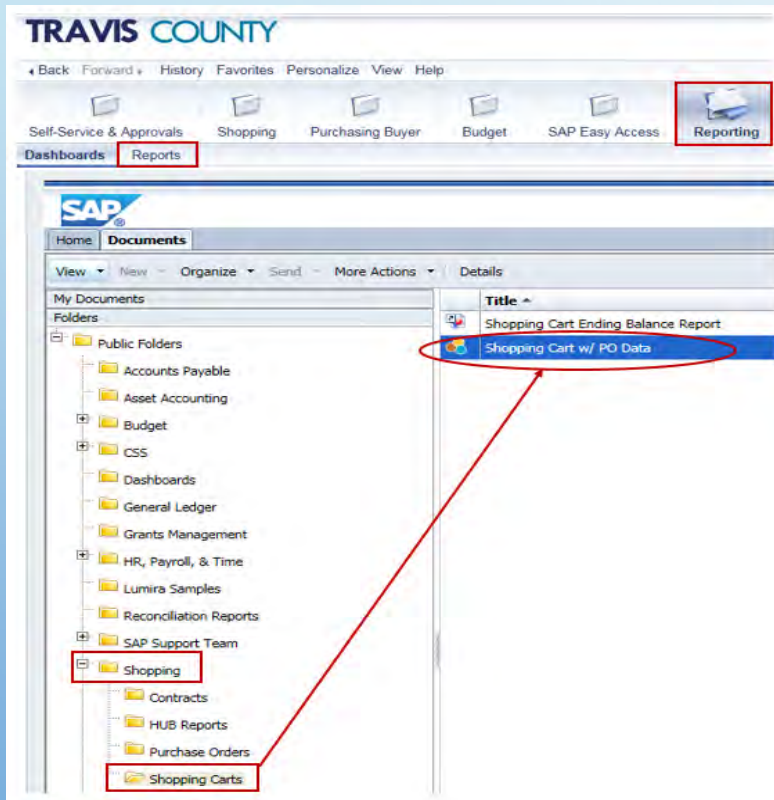


MY NAME IS NISHA SHARMA, I AM PART OF THE
SAP SUPPORT TEAM, SPECIALIZING IN THE
PROCURE TO PAY PROCESS.

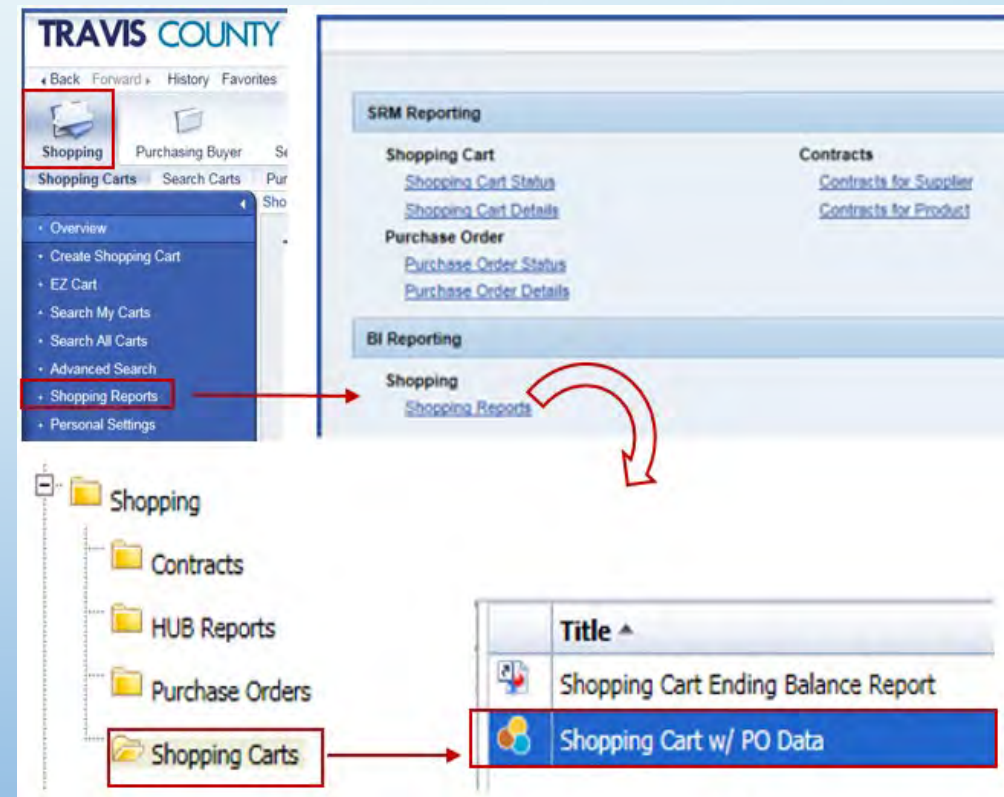
I HAVE BEEN WITH TRAVIS COUNTY SINCE
JANUARY, 2008. I ENJOY SHARING
KNOWLEDGE ABOUT SAP WITH END USERS AND
BRINGING IMPROVEMENTS AND INNOVATIONS
TO THE COUNTY!

REPORT LOCATION:

REPORTING > REPORTS > SHOPPING:

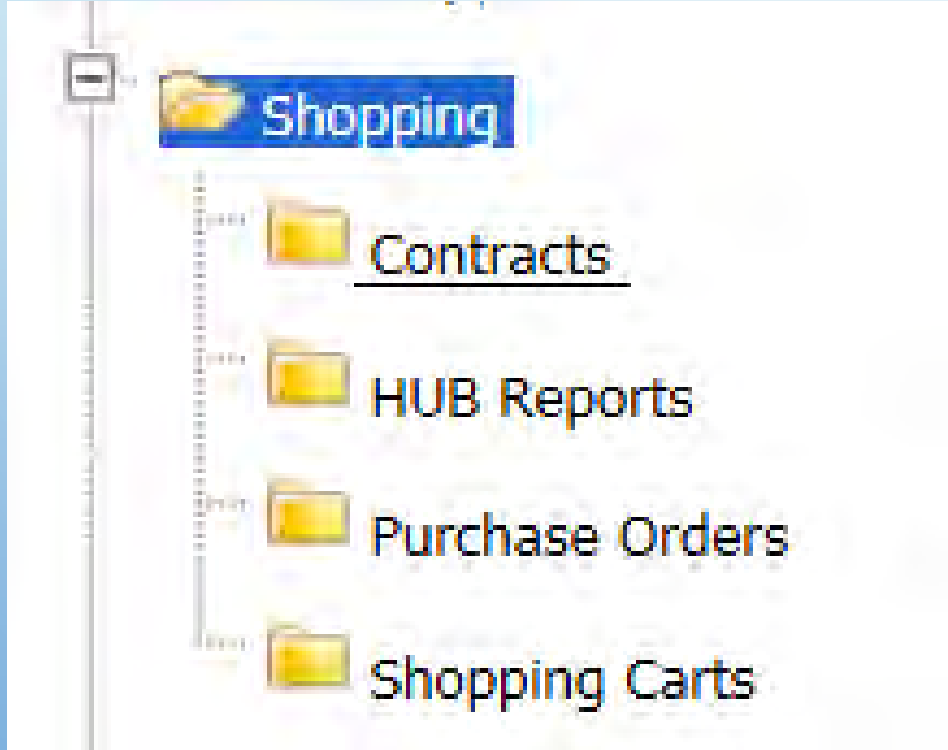


SHOPPING > SHOPPING CARTS > SHOPPING REPORTS:



“OR”

HAVE YOU EVER TYPED PO OR CONTRACT DATA
IN AN EXCEL SPREADSHEET?



21 Reports

BUSINESS SCENARIO 1: BUDGET FORECASTING

BUSINESS NEED: NEED TO ESTIMATE OUR TOTAL OPERATING EXPENSES BASED ON PAST HISTORY/CURRENT USAGE BY GL ACCOUNT.

WHAT CAN I DO TO MAKE THIS ESTIMATE?

- QUICKLY COMPILE A LIST OF ALL SHOPPING CARTS (WITH PO DATA) FOR CURRENT YEAR AND PRIOR FISCAL YEAR (FY19 & FY18)

HOW CAN THE NEW REPORT HELP?

- EXAMPLE SCENARIO – SHOW ALL AUDITOR'S OFFICE CARTS (FY18, FY19 YTD)

WHAT HAPPENS WHEN I LAUNCH THE REPORT:

Default Filters - Based on User ID & Current Fiscal Year

Command buttons

1

3

Tabs

2

SC Creation Date	Shopping Cart Number	SC Funds Center	SC Approval Date	SC Item Status	PO Number	PO Item Creation (\$	SC Net Value	PO Net Value	PO Quantity	PO Net Price
12/19/2018	1000201573	1060010001-106Aud0001		Held			79.77	0.00	0.00	0.00
1/7/2019	1000202767	1060010001-106Aud0001		Held			231.09	0.00	0.00	0.00
10/02/2018	1000202768	1060010001-106Aud0001		Held			148.52	0.00	0.00	0.00
2/26/2019	1000207368	1060010001-106Aud0001		Held			1.00	0.00	0.00	0.00
4-4-2019	1000209890	1060010001-106Aud0001		Held			1.90	0.00	0.00	0.00

Available Fields

4

Default Report view

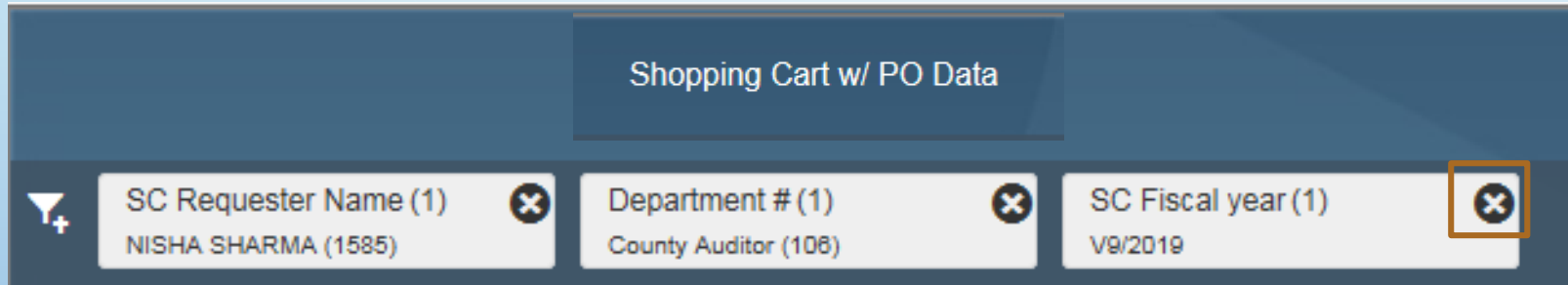
5

Navigation Bars

A - DEFAULT FILTERS:

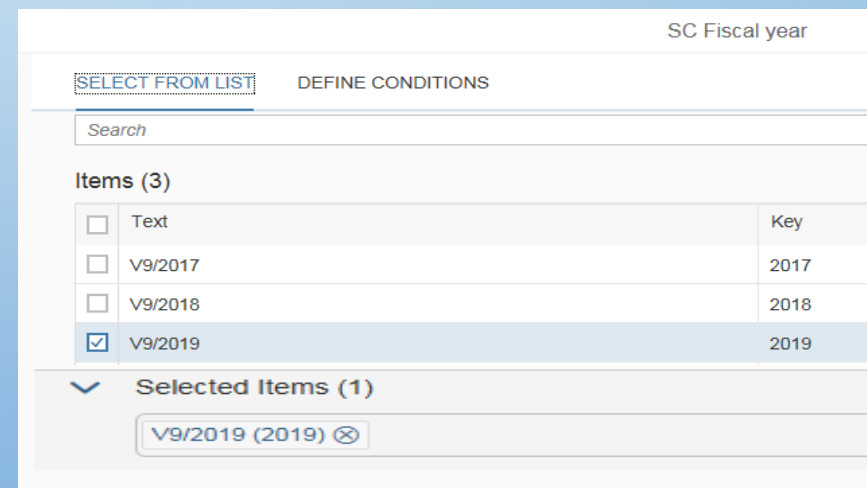
The Shopping Cart w/PO Data report default is based on your userid, department and the current fiscal year

To “Remove” an existing filter, simply click the “X” in the filter’s top right corner



To “Edit” an existing filter(s), click on the filter to see other choices

Check or Uncheck selection to update values

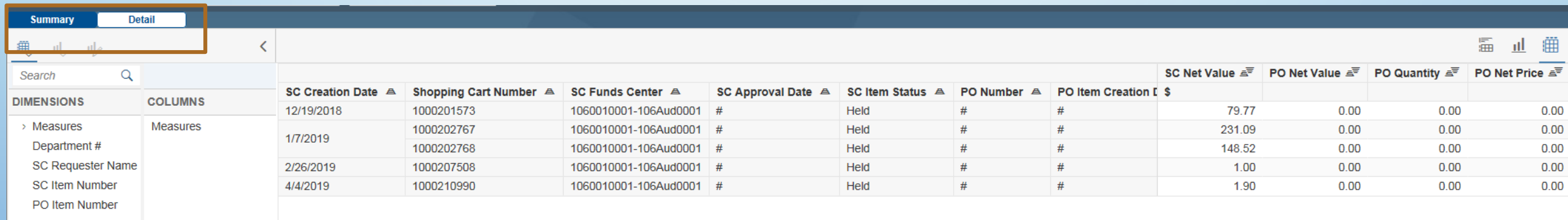


B - TABS:

Default report displays data in the “Summary” tab.

Click on “Detail” tab to switch to that view.

Note - filter values on “Detail” tab does not update automatically from “Summary” tab.

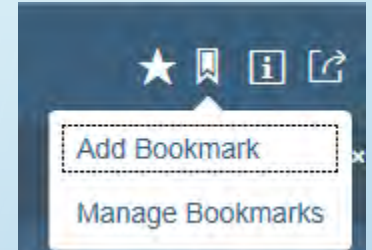


		SC Creation Date ▲	Shopping Cart Number ▲	SC Funds Center ▲	SC Approval Date ▲	SC Item Status ▲	PO Number ▲	PO Item Creation Date ▲	SC Net Value ▲	PO Net Value ▲	PO Quantity ▲	PO Net Price ▲
DIMENSIONS		12/19/2018	1000201573	1060010001-106Aud0001	#	Held	#	#	79.77	0.00	0.00	0.00
COLUMNS		1/7/2019	1000202767	1060010001-106Aud0001	#	Held	#	#	231.09	0.00	0.00	0.00
> Measures	Measures	1/7/2019	1000202768	1060010001-106Aud0001	#	Held	#	#	148.52	0.00	0.00	0.00
Department #		2/26/2019	1000207508	1060010001-106Aud0001	#	Held	#	#	1.00	0.00	0.00	0.00
SC Requester Name		4/4/2019	1000210990	1060010001-106Aud0001	#	Held	#	#	1.90	0.00	0.00	0.00
SC Item Number												
PO Item Number												

Tip! View both tabs, before adjusting for filter values in “Summary” tab. Additional fields are available on the “Detail” tab.

C – COMMAND BUTTONS:

Bookmarks can be used to save your current filter and layout selection, rerun report at any time to get updated data without spending additional time.



Use “Global” folder to share custom layout with others!

DIMENSIONS	COLUMNS	SC Creation Date	Shopping Cart Number	SC Item Number	SC Funds Center	PO Number	SC Net Value	PO Net Value	PO Quantity	PO Net Price
Measures	Measures	12/19/2018	1000201573	1	1060010001-106Aud0001	#	41.97	0.00	0.00	0.00
Department #				2	1060010001-106Aud0001	#	37.80	0.00	0.00	0.00
SC Requester Name		1/7/2019	1000202767	2	1060010001-106Aud0001	#	68.09	0.00	0.00	0.00
SC Item Number			1000202768	1	1060010001-106Aud0001	#	163.00	0.00	0.00	0.00
PO Item Number		2/26/2019	1000207508	1	1060010001-106Aud0001	#	148.52	0.00	0.00	0.00
PO Item Description		4/4/2019	1000210990	1	1060010001-106Aud0001	#	1.00	0.00	0.00	0.00
PO Product Categ...				1	1060010001-106Aud0001	#	1.90	0.00	0.00	0.00

Tip! Select “Manage Bookmarks” to Add, Delete and Mark Bookmarks as Favorites.

C – COMMAND BUTTONS:

Manage Bookmarks are used to mark saved bookmarks as favorites or to select one of them as your default view. You can also email saved bookmarks to your team members.

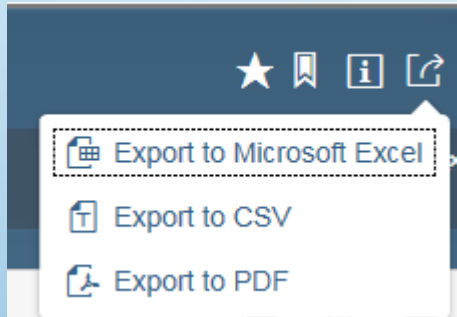
Shopping Cart w/ PO Data

Manage Bookmarks	
Personal	
Global	
	Sample Bookmark
	FY19_Toby
	FY19+Toby
	FY18_SCs_Summary
	FY19_SCs
	FY19_IntCat_SC_AwtApprvl

Star icon tooltip: Add Bookmark, Manage Bookmarks

C – COMMAND BUTTONS:

Export this report into an Excel spreadsheet, keeping existing filters and layout.



Shopping Cart w/ PO Data

Department # (1) County Auditor (106) SC Fiscal year (1) V9/2019

SC Creation Date	SC Fiscal year	Shopping Cart Number	SC Item Number	SC Funds Center	PO Number	SC Net Value	PO Net Value	PO Quantity	PO Net Price
12/19/2018	2019	1000201573	1	1060010001-106Aud0001	#	41.97	0.00	0.00	0.00
			2	1060010001-106Aud0001	#	37.80	0.00	0.00	0.00
1/7/2019	2019	1000202767	1	1060010001-106Aud0001	#	68.09	0.00	0.00	0.00
			2	1060010001-106Aud0001	#	163.00	0.00	0.00	0.00
		1000202768	1	1060010001-106Aud0001	#	148.52	0.00	0.00	0.00
2/26/2019	2019	1000207508	1	1060010001-106Aud0001	#	1.00	0.00	0.00	0.00
4/4/2019	2019	1000210990	1	1060010001-106Aud0001	#	1.90	0.00	0.00	0.00

Do you want to open or save **SHOPPING29042019134341161.xlsx** (5.87 KB) from **aapbor.traviscountytexas.gov**?

Open

Save

Cancel

Note! Both tabs will be exported in one Excel file.

D – DEFAULT LAYOUT:

Drag and drop from “Dimensions” to rows to add fields as desired.

Shopping Cart w/ PO Data

SC Requester Name (1) JANICE ROSEMOND (1475) Department # (1) County Auditor (106) SC Fiscal year (1) V6/2019

Summary Detail

DIMENSIONS		COLUMNS		SC Creation Date	SC Fiscal year	Shopping Cart Number	SC Item Number	SC Funds Center	PO Number	SC Net Value	PO Net Value	PO Quantity	PO Net Price
		ROWS								\$	\$		\$
> Measures	Measures						1	1060010001-106Aud0001	4100126268	140.00	140.00	2.00 HR	70.00
Department #							2	1060010001-106Aud0001	4100126268	3,780.00	3,780.00	54.00 HR	70.00
SC Requester Name							3	1060010001-106Aud0001	4100126268	660.00	660.00	12.00 HR	55.00
✓ SC Item Number							4	1060010001-106Aud0001	4100126268	1,050.00	1,050.00	10.00 HR	105.00
PO Item Number							5	1060010001-106Aud0001	4100126268	84.95	84.95	1.00 EA	84.95
PO Item Description							6	1060010001-106Aud0001	4100126268	882.00	882.00	2.00 EA	441.00
PO Product Categ...				10/3/2018	2019	1000194205	7	1060010001-106Aud0001	4100126268	15.54	15.54	2.00 EA	7.77
PO Contract ID							8	1060010001-106Aud0001	4100126268	112.64	112.64	2.00 EA	56.32
PO Contract Item							9	1060010001-106Aud0001	4100126268	21.84	21.84	24.00 EA	0.91
PO Unit of Measure							10	1060010001-106Aud0001	4100126268	525.00	525.00	7.00 DAY	75.00
PO Supplier Part #							11	1060010001-106Aud0001	4100126268	192.50	192.50	192.50 AU	1.00
							12	1060010001-106Aud0001	4100126268	240.00	240.00	240.00 AU	1.00

Drag and drop from “Rows” to reorder fields as desired.

Note! Do the opposite to remove or arrange fields .

D – DEFAULT LAYOUT:

The default view with various fields & values

Shopping Cart w/ PO Data

SC Requester Name (1) JANICE ROSEMOND (1475) Department # (1) County Auditor (106) SC Fiscal year (1) V6/2019

Summary Detail

DIMENSIONS		COLUMNS		SC Creation Date ▲	SC Fiscal year ▲	Shopping Cart Number ▲	SC Item Number ▲	SC Funds Center ▲	PO Number ▲	SC Net Value ▲ \$	PO Net Value ▲ \$	PO Quantity ▲	PO Net Price ▲ \$
> Measures	Measures						1	1060010001-106Aud0001	4100126268	140.00	140.00	2.00 HR	70.00
Department #							2	1060010001-106Aud0001	4100126268	3,780.00	3,780.00	54.00 HR	70.00
SC Requester Name							3	1060010001-106Aud0001	4100126268	660.00	660.00	12.00 HR	55.00
✓ SC Item Number							4	1060010001-106Aud0001	4100126268	1,050.00	1,050.00	10.00 HR	105.00
PO Item Number	ROWS						5	1060010001-106Aud0001	4100126268	84.95	84.95	1.00 EA	84.95
PO Item Description	SC Creation Date						6	1060010001-106Aud0001	4100126268	882.00	882.00	2.00 EA	441.00
PO Product Categ...	SC Fiscal year	10/3/2018			2019	1000194205	7	1060010001-106Aud0001	4100126268	15.54	15.54	2.00 EA	7.77
PO Contract ID	Shopping Cart Number						8	1060010001-106Aud0001	4100126268	112.64	112.64	2.00 EA	56.32
PO Contract Item	SC Item Number						9	1060010001-106Aud0001	4100126268	21.84	21.84	24.00 EA	0.91
PO Unit of Measure	SC Funds Center						10	1060010001-106Aud0001	4100126268	525.00	525.00	7.00 DAY	75.00
PO Supplier Part #	PO Number						11	1060010001-106Aud0001	4100126268	192.50	192.50	192.50 AU	1.00
							12	1060010001-106Aud0001	4100126268	240.00	240.00	240.00 AU	1.00

Right click on a field, that currently displays both Key and Text. For example, update SC fund center column to display only the 10 digit #, and remove the short description.

SET CONDITIONAL FORMATTING

Conditional formatting can be used to highlight particular value from the report. For example, highlight shopping cart values > \$2,000

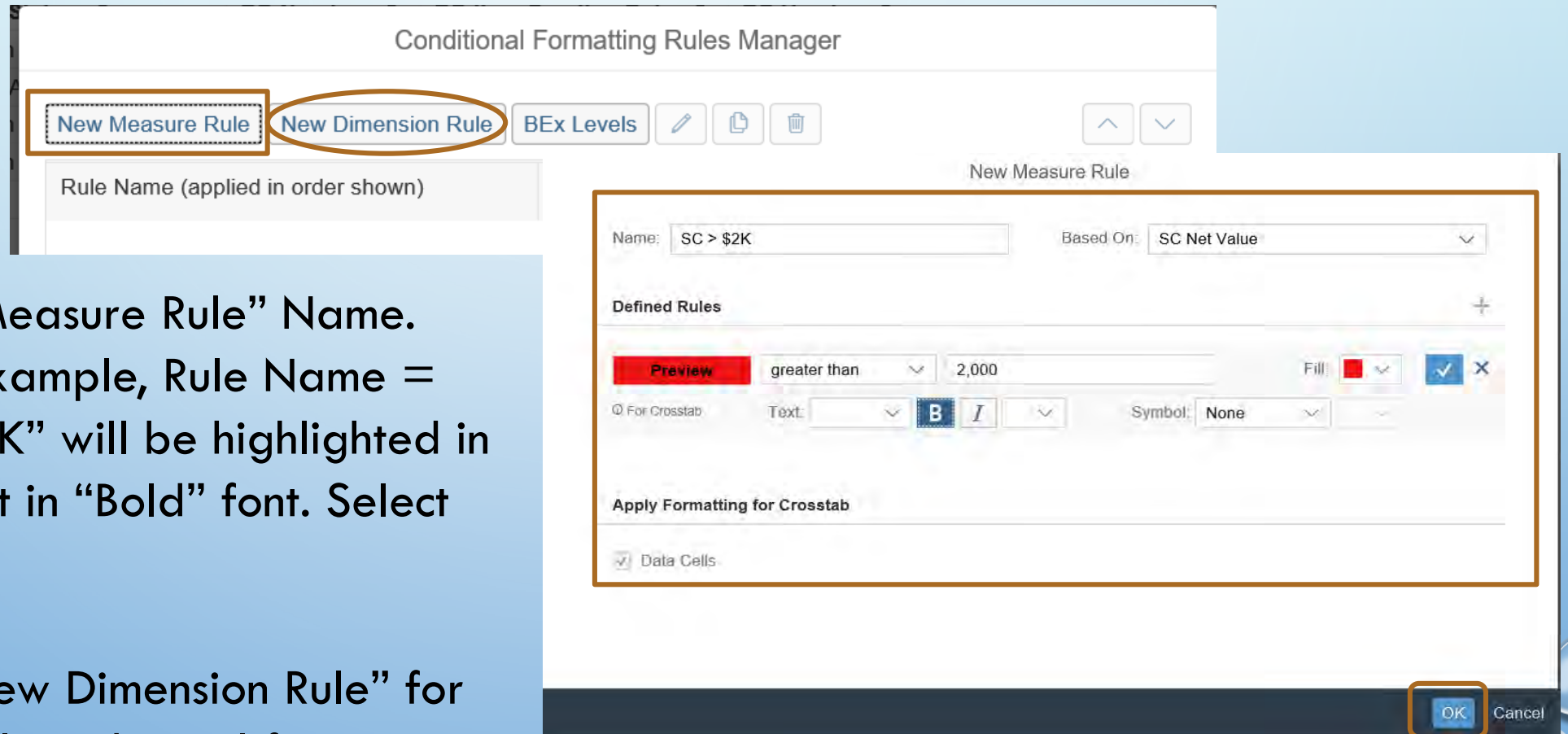


SC Item Status	PO Number	PO Item Creation Date	PO Vendor	PO Purchasing Group	SC Net Value
Follow-on Document Created	4100146029	10/1/2019	1000001595 GARTNER GROUP INC	115Rodent	41,000.17
Awaiting Approval	#	#	# Not assigned	Not assigned	
Follow-on Document Created	4100146360	10/7/2019	1000003175 VERIZON WIRELESS SERVICES LLC	115Jones	
Follow-on Document Created	4100146498	10/8/2019	1000000001 OFFICE DEPOT BUSINESS SERVICES	115Brel	
Held	#	#	# Not assigned	Not assigned	
Held	#	#	# Not assigned	Not assigned	
Awaiting Approval	#	#	# Not assigned	Not assigned	
Follow-on Document Created	4100132629	10/18/2019	1000001691 WEST PUBLISHING PAYMENT CENTER	115Wit	
Follow-on Document Created	4100147172	10/18/2019	1000003478 SURVEYMONKEY COM LLC	115Woc	
Awaiting Approval	#	#	# Not assigned	Not assigned	
Follow-on Document Created	4100147034	10/17/2019	1000001595 GARTNER GROUP INC	115Jones	39,049.00
Approved	#	#	# Not assigned	Not assigned	175.50
Follow-on Document Created	4100147564	10/24/2019	1000024712 AMAZON CAPITAL SERVICES INC.	115FrancisS	11.99
Follow-on Document Created	4100147567	10/24/2019	1000020691 PR SALES AND SERVICE INC	115FrancisS	1,584.00
Held	#	#	# Not assigned	Not assigned	1.97
Follow-on Document Created	4100147288	10/22/2019	1000021218 PREFERRED TECHNOLOGIES, INC.	115JonesJ	1,830.00
Follow-on Document Created	4100147477	10/23/2019	1000000000 DELL MARKETING L P	115LaursenW	197.39
Approved	#	#	# Not assigned	Not assigned	32.25

Right click on SC Net Value measure, select “Conditional Formatting”

SET CONDITIONAL FORMATTING - CONTINUES

Select, “New Measure Rule”



➤ Define “Measure Rule” Name.
For this example, Rule Name = “SC > \$2K” will be highlighted in “Red” text in “Bold” font. Select “OK”

➤ Select “New Dimension Rule” for additional conditional formatting

SET CONDITIONAL FORMATTING - CONTINUES

Updated Report View:

SC Creation Date	SC Requester Name	Shopping Cart Number	SC Approval Date	SC Net Value
				\$
10/1/2019	JANICE ROSEMOND	1000226880	10/1/2019	11,999.17
10/4/2019	JANICE ROSEMOND	1000227629	#	5,139.00
		1000227662	10/4/2019	99.90
10/8/2019	NISHA SHARMA	1000227928	10/8/2019	1.95
		1000227933	#	1,626.02
10/10/2019	NISHA SHARMA	1000228305	#	1,553.11
10/11/2019	ANTHONY TRUONG	1000228298	#	0.70
	JANICE ROSEMOND	1000228367	10/11/2019	12.00
10/15/2019	JANICE ROSEMOND	1000228672	10/15/2019	300.00
10/16/2019	ANTHONY TRUONG	1000228880	#	0.35
	CHRISTINA ADAIR	1000228843	10/16/2019	59,043.00
	KRISTIN SINGLEY	1000228769	10/16/2019	175.50
		1000228794	10/16/2019	11.99
		1000228893	10/16/2019	1,584.00
NISHA SHARMA	1000228858	#	1.97	
10/21/2019	JANICE ROSEMOND	1000229249	10/22/2019	1,830.00
10/22/2019	KRISTIN SINGLEY	1000229255	10/23/2019	197.39
10/23/2019	KRISTIN SINGLEY	1000229439	10/24/2019	32.25

SET CONDITIONAL FORMATTING - CONTINUES

Additional conditional formatting applied on “SC Processing Status” as “New Dimension Rule”. Now “Held” status is in “Green” text and in “Bold” font.

SC Creation Date ▲	SC Requester Name ▲	Shopping Cart Number ▲	SC Approval Date ▲	SC Processing Status ▲	SC Net Value ▲ \$
10/1/2019	JANICE ROSEMOND	1000226880	10/1/2019	Shopping cart ordered	11,999.17
10/4/2019	JANICE ROSEMOND	1000227629	#	Shopping cart ordered	5,139.00
		1000227662	10/4/2019	Shopping cart ordered	99.90
10/8/2019	NISHA SHARMA	1000227928	10/8/2019	Shopping cart ordered	1.95
		1000227933	#	Held	1,626.02
10/10/2019	NISHA SHARMA	1000228305	#	Held	1,553.11
10/11/2019	ANTHONY TRUONG	1000228298	#	Shopping cart ordered	0.70
	JANICE ROSEMOND	1000228367	10/11/2019	Shopping cart ordered	12.00
10/15/2019	JANICE ROSEMOND	1000228672	10/15/2019	Shopping cart ordered	300.00
	ANTHONY TRUONG	1000228880	#	Shopping cart ordered	0.35
10/16/2019	CHRISTINA ADAIR	1000228843	10/16/2019	Shopping cart ordered	59,043.00
		1000228769	10/16/2019	Shopping cart ordered	175.50
	KRISTIN SINGLEY	1000228794	10/16/2019	Shopping cart ordered	11.99
		1000228893	10/16/2019	Shopping cart ordered	1,584.00
	NISHA SHARMA	1000228858	#	Held	1.97
10/21/2019	JANICE ROSEMOND	1000229249	10/22/2019	Shopping cart ordered	1,830.00
10/22/2019	KRISTIN SINGLEY	1000229255	10/23/2019	Shopping cart ordered	197.39
10/23/2019	KRISTIN SINGLEY	1000229439	10/24/2019	Shopping cart ordered	32.25

SET DATA RANKING

- ✓ Identify values being analyzed.
- ✓ Individual identifiers should be removed. E.g. Rows column should be blank.

The screenshot shows a BI tool interface titled "Shopping Cart w/ PO Data". At the top, there are filters for "Department # (1) Transportation & Natural Res (149)" and "SC Fiscal year (1) V9/2020". Below the filters, there are tabs for "Summary" and "Detail". A search bar is present. On the left, there are two panes: "DIMENSIONS" and "COLUMNS". The "COLUMNS" pane shows a table with the following data:

SC Net Value	PO Net Value	PO Quantity	PO Net Price
\$ 6,623,715.65	\$ 4,968,527.15	*	\$ 339,865.00

The "ROWS" field in the "COLUMNS" pane is highlighted with a red box and is currently blank. The "DIMENSIONS" pane lists various fields such as "PO Item Number", "PO Item Descri...", "PO Product Cat...", "PO Contract ID", "PO Contract Item", "PO Unit of Mea...", "PO Supplier Pa...", "PO Recycled C...", "PO Commitme...", "PO Fund", "PO Asset", "PO Order", "PO WBS Element", "PO Grant", "PO Funds Res...", "SC Creation Date", "Shopping Cart...", "SC Funds Center", "SC Approval Date", "SC Item Status", "PO Number", "PO Item Creati...", "PO Vendor", and "PO Purchasing".

SET DATA RANKING - CONTINUES

- ✓ Drag PO number in “ROWS”
- ✓ Right click PO # and select “Rank”
- ✓ In the popup, select “PO Net Value” and “Ranking Value”

The screenshot displays a web application interface for "Shopping Cart w/ PO Data". The browser address bar shows the URL: <https://aapbor.traviscountytx.gov:8081/?service=/common/appService.do&appKind=InfoView&isNewWin>. The application has two tabs: "Summary" and "Detail". The "Detail" tab is active, showing a table with columns: "PO Number", "SC Net Value", "PO Net Value", "PO Quantity", and "PO Net Price". The table contains several rows of data. A context menu is open over the "PO Number" column, with the "Rank" option selected and highlighted by a red box. A red arrow points to the "PO Number" column with the text "Right click here". A popup dialog titled "PO Number: Rank" is overlaid on the table. The dialog has a "Based on Measure" dropdown set to "PO Net Value", an "Operator" dropdown set to "Top N", and a "Value" input field containing the number "5". The dialog also has "OK" and "Cancel" buttons.

DIMENSIONS	COLUMNS	PO Number	SC Net Value	PO Net Value	PO Quantity	PO Net Price
	Measures	4100073217	277,840.77	277,840.77	277,840.77 AU	1.00
		4100101010	836,605.16	836,605.16	836,605.16 AU	1.00
		4100126537	1,465.10	1,465.10	1,465.10 AU	1.00
		4100127111	31.68	31.68	31.68 AU	1.00
		4100127112	805.74	805.74	805.74 AU	1.00
		4100127139	5,450.00	5,450.00	5,450.00 AU	1.00
		4100128223	59.63	59.63	59.63 AU	1.00
		4100128320	42.17	42.17	42.17 AU	1.00
			2,719.58	2,719.58	2,719.58 AU	1.00
			978.53	978.53	978.53 AU	1.00
			3,903.88	3,903.88	3,903.88 AU	1.00
			155.36	155.36	155.36 AU	1.00
			455.31	455.31	455.31 AU	1.00
			598.90	598.90	598.90 AU	1.00
			1,600.00	1,600.00	1,600.00 AU	1.00
			46.60	46.60	46.60 AU	1.00
			1.87	1.87	1.87 AU	1.00
			737.42	737.42	737.42 AU	1.00
			585.00	585.00	585.00 AU	1.00
			279.80	279.80	279.80 AU	1.00
			1,000.00	1,000.00	1,000.00 AU	1.00
			64.52	64.52	64.52 AU	1.00
			405.44	405.44	405.44 AU	1.00
			23,810.56	23,810.56	23,810.56 AU	1.00
			361.03	361.03	361.03 AU	1.00

SET DATA RANKING - CONTINUES

□ Report Result →

Shopping Cart w/ PO Data

Department # (1)
Transportation & Natural Res (149)

Summary Detail

Search

DIMENSIONS		COLUMNS	PO Number	SC Net Value	PO Net Value	PO Quantity	PO Net Price
		Measures		\$	\$	AU	\$
Sourcing Relev...			4100039045	20,388,347.62	17,543,561.53	17,543,561.53	1.00
PO Item Number			4100041260	15,005,220.76	15,005,220.76	15,005,220.76	1.00
PO Item Descri...			4100051090	12,500,000.00	12,500,000.00	12,500,000.00	1.00
PO Product Cat...			4100098657	20,394,199.29	20,394,199.29	20,394,199.29	1.00
PO Contract ID			4100142073	23,536,622.00	23,536,622.00	23,536,622.00	1.00
PO Contract Item							
PO Unit of Mea...							
PO Supplier Pa...							
PO Recycled C...							
PO Commitme...							
PO Fund							
PO Asset							
PO Order							
PO WBS Element		ROWS					
PO Grant		PO Number					
PO Funds Res...							
PO Funds Res...							
SC Creation Date							
PO Supplier Cat...							

System listed Top "5" POs across all years, since Fiscal Year filter is not identified.

SET DATA RANKING - CONTINUES

- Adding Fiscal Year to enrich analysis

Shopping Cart w/ PO Data

Department # (1)
Transportation & Natural Res (149)

Summary Detail

Search

DIMENSIONS		COLUMNS		PO Number	SC Fiscal year	SC Net Value	PO Net Value	PO Quantity	PO Net Price
		Measures				\$	\$	AU	\$
> Measures					2014	19,966,546.58	17,140,187.13	17,140,187.13	1.00
Department #				4100039045	2015	63,942.33	53,058.91	53,058.91	1.00
SC Requester...					2016	260,062.33	252,519.11	252,519.11	1.00
SC Item Number				4100041260	2017	97,796.38	97,796.38	97,796.38	1.00
SC Processing...				4100051090	2014	15,005,220.76	15,005,220.76	15,005,220.76	1.00
SC Commitme...				4100098657	2015	12,500,000.00	12,500,000.00	12,500,000.00	1.00
SC Fiscal year				4100142073	2017	20,394,199.29	20,394,199.29	20,394,199.29	1.00
Sourcing Relev...					2019	23,536,622.00	23,536,622.00	23,536,622.00	1.00
PO Item Number									
PO Item Descri...									
PO Product Cat...									
PO Contract ID									
PO Contract Item									
PO Unit of Mea...									
PO Supplier Pa...									
PO Recycled C...									
PO Commitme...									
PO Fund									
PO Asset									
PO Order									

ROWS

PO Number

SC Fiscal year

With additional field, system lists Top "5" POs by Fiscal Year



**PLEASE SUBMIT A HELPDESK TICKET TO
SCHEDULE A ONE ON ONE SESSION WITH US TO
TRAIN YOUR DEPARTMENT WITH THIS REPORT**

