

## "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:

k Forward + History Favorites Pe	ersonalize View Help			
Service & Approvals Shopping	Purchasing Buyer	Budget	SAP Easy Access	Reporting
Home Documents				
View • New • Organize • Send	More Actions -	Details		
Folders	21	Title *		
Accounts Payable  Asset Accounting  Budget  Budget Budget  Budget  Budget  Budget  Budget  Budget Budget Budget  Budget		/		

#### SHOPPING > SHOPPING CARTS> SHOPPING REPORTS:



# HAVE YOU EVER TYPED PO OR CONTRACT DATA



### 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:



### • 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

	SC Fiscal	year
SEL	ECT FROM LIST DEFINE CONDITIONS	
Se	arch	
Iter	ns (3)	
	Text	Key
	V9/2017	2017
	V9/2018	2018
	V9/2019	2019
$\sim$	Selected Items (1)	
	√9/2019 (2019) ⊗	

### 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.

Summary De	tail											
the second secon		<										≣ <u>⊪l</u> ⊞
Search Q									SC Net Value ≞	PO Net Value ≞	PO Quantity ≞	PO Net Price 🛋
DIMENSIONS	001110010	SC Creation Date A	Shopping Cart Number 🔺	SC Funds Center 🔺	SC Approval Date 🔺	SC Item Status 🔺	PO Number 🛎	PO Item Creation I	\$			
DIMENSIONS	COLOMINS	12/19/2018	1000201573	1060010001-106Aud0001	#	Held	#	#	79.77	0.00	0.00	0.00
> Measures	Measures	4/7/0040	1000202767	1060010001-106Aud0001	#	Held	#	#	231.09	0.00	0.00	0.00
Department #		1/1/2019	1000202768	1060010001-106Aud0001	#	Held	#	#	148.52	0.00	0.00	0.00
SC Requester Name		2/26/2019	1000207508	1060010001-106Aud0001	#	Held	#	#	1.00	0.00	0.00	0.00
SC Item Number		4/4/2019	1000210990	1060010001-106Aud0001	#	Held	#	#	1.90	0.00	0.00	0.00
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.

Add Bookmark

Manage Bookmarks

SC Requester Name (* NISHA SHARMA (1585) Summary De	1) Oppartment # (1 Country Auditor (10)	SC Fiscal 9 V9/2019	year(1)							
Bearch Q	<	SC Creation Data	Shopping Cart Number	SC Item Number	SC Funds Center	PO Number	SC Net Value ▲	PO Net Value 💣	PO Quantity ≜ <sup>≅</sup>	PO Net Price ≜
IMENSIONS	COLUMNS	So creation bate =	shopping carrieniber =	1	1060010001-106Aud0001	#	41.97	0.00	0.00	0.00
Measures	Measures	12/19/2018	1000201573	2	1060010001-106Aud0001	#	37.80	0.00	0.00	0.00
Department #			100000707	1	1060010001-106Aud0001	#	68.09	0.00	0.00	0.00
SC Requester Name		1/7/2019	1000202757	2	1060010001-106Aud0001	#	163.00	0.00	0.00	0.00
SC Item Number			1000202768	1	1060010001-106Aud0001	#	148.52	0.00	0.00	0.00
PO Item Number		2/26/2019	1000207508	1	1060010001-106Aud0001	#	1.00	0.00	0.00	0.00
PO Item Description PO Product Categ		4/4/2019	1000210990	1	1060010001-106Aud0001	#	1.90	0.00	0.00	0.00
PO Contract Item PO Unit of Measure						Barrana		Add Bookma	rk	
PO Supplier Part # PO Recycled Cont	Use "	Globa	l" folder	to sho	are	Global		Title Sample Boo	kmark	Ū
PO Commitment It PO Fund PO Asset	cust	om lay	out with	other	s!			Folder		5
PO Order PO WBS Element	ROWS									Save Cancel

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 embers.

	Manage Bookmarks		Add Bookmark
Personal	+ 🖮 ★ ,5 8	a î, ⊠i	Manage Bookmarks
Global	Sample Bookmark		
	FY19_Toby		
	FY19+Toby		
	FY18_SCs_Summary		
	FY19_SCs		
	FY19_IntCat_SC_AwtApprvI		

### C – COMMAND BUTTONS:

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

_						Shopping Cart	w/ PO Data						★ 🛛 🖬 🖒
	ثم 🕁 🛧	Department # (1) County Auditor (100	) SC Fiscal ( V9/2019	/ear (1) 🖸									*
		<											≣ <u>⊪</u> ⊞
	📫 Export to Microsoft Excel								SC Net Value ≞	PO Net Value ≞	PO Quantity 🛓	PO Net Price 🛋	
		NC	SC Creation Date A	SC Fiscal year 🛎	Shopping Cart Number 🔺	SC Item Number 🚔	SC Funds Center 🚔	PO Number 🚔	\$				
	Export to CSV	NS	12/19/2018	2019	1000201573	1	1060010001-106Aud0001	#	41.97	0.00	0.00	0.00	
	II Export to CSV	es	12/13/2010	2019	1000201010	2	1060010001-106Aud0001	#	37.80	0.00	0.00	0.00	
					1000202767	1	1060010001-106Aud0001	#	68.09	0.00	0.00	0.00	
	Export to PDF		1/7/2019	2019	1000202101	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.traviscountytx.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 ( JANICE ROSEMOND (14)	SC Requester Name (1) O Department # (1) O SC Fiscal year (1) O SC Fisca												
Summary De	Summary Detail												
🌒 मं मो	<												
Search Q								SC Net Value 🛎	PO Net Value ≞	PO Quantity 🛋	PO Net Price ≞		
DIMENSIONS	COLUMNS	SC Creation Date 🔺	SC Fiscal year 🛎	Shopping Cart Number 🔺	SC Item Number 🔺	SC Funds Center 🚔	PO Number 🛎	\$	\$		\$		
DIMENSIONS	COLOMINS				1	1060010001-106Aud0001	4100126268	140.00	140.00	2.00 HR	70.00		
Measures	Measures				2	1060010001-106Aud0001	4100126268	3,780.00	3,780.00	54.00 HR	70.00		
Department #					3	1060010001-106Aud0001	4100126268	660.00	660.00	12.00 HR	55.00		
SC Requester Name					4	1060010001-106Aud0001	4100126268	1,050.00	1,050.00	10.00 HR	105.00		
<ul> <li>SC Item Number</li> </ul>	DOWE				5	1060010001-106Aud0001	4100126268	84.95	84.95	1.00 EA	84.95		
PO Item Number	ROWS				6	1060010001-106Aud0001	4100126268	882.00	882.00	2.00 EA	441.00		
PO Item Description	SC Creation Date				7	1060010001-106Aud0001	4100126268	15.54	15.54	2.00 EA	7.77		
PO Product Categ	SC Fiscal year	10/2/2019	2010	1000104205	8	1060010001-106Aud0001	4100126268	112.64	112.64	2.00 EA	56.32		
PO Contract ID	Shopping Cart Number	10/3/2010	2019	1000194200	9	1060010001-106Aud0001	4100126268	21.84	21.84	24.00 EA	0.91		
PO Contract Item	SC Item Number				10	1060010001-106Aud0001	4100126268	525.00	525.00	7.00 DAY	75.00		
PO Unit of Measure	SC Funds Center				11	1060010001-106Aud0001	4100126268	192.50	192.50	192.50 AU	1.00		
PO Supplier Part #	PO Number				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 (147	) S Department # (1) County Auditor (108)	SC Fiscal y V9/2019	rear (1) 🔞								
Summary Def	ail										
Search Q								SC Net Value 🛋	PO Net Value 🛋	PO Quantity 🖉	PO Net Price 🛋
DIMENSIONS	COLUMNS	SC Creation Date 🔺	SC Fiscal year 🛋	Shopping Cart Number 🔺	SC Item Number 🛎	SC Funds Center 🛎	PO Number 🛎	\$	\$		\$
DIMENSION	00201110				1	1060010001-106Aud0001	4100126268	140.00	140.00	2.00 HR	70.00
Measures	Measures				2	1060010001-106Aud0001	4100126268	3,780.00	3,780.00	54.00 HR	70.00
Department #					3	1060010001-106Aud0001	4100126268	660.00	660.00	12.00 HR	55.00
SC Requester Name					4	1060010001-106Aud0001	4100126268	1,050.00	1,050.00	10.00 HR	105.00
<ul> <li>SC Item Number</li> </ul>	Down				5	1060010001-106Aud0001	4100126268	84.95	84.95	1.00 EA	84.95
PO Item Number	ROWS				6	1060010001-106Aud0001	4100126268	882.00	882.00	2.00 EA	441.00
PO Item Description	SC Creation Date				7	1060010001-106Aud0001	4100126268	15.54	15.54	2.00 EA	7.77
PO Product Categ	SC Fiscal year	10/0/0010	0010	1000101005	8	1060010001-106Aud0001	4100126268	112.64	112.64	2.00 EA	56.32
PO Contract ID	Shopping Cart Number	10/3/2018	2019	1000194205	9	1060010001-106Aud0001	4100126268	21.84	21.84	24.00 EA	0.91
PO Contract Item	SC Item Number				10	1060010001-106Aud0001	4100126268	525.00	525.00	7.00 DAY	75.00
PO Unit of Measure	SC Funds Center				11	1060010001-106Aud0001	4100126268	192.50	192.50	192.50 AU	1.00
PO Supplier Part #	PO Number				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

1 1

					S	C Net Value 🛎
SC Item Status 🚔	PO Number 🚔	PO Item Creation Date 🚔	PO Vendor	<u>a</u>	PO Purchasing Group 🚔 💲	
Follow-on Document Created	4100146029	10/1/2019	1000001595	GARTNER GROUP INC	115Rod int	11 000 17
Awaiting Approval	#	#	#	Not assigned	Not assi	the second second
Follow-on Document Created	4100146360	10/7/2019	1000003175	VERIZON WIRELESS SERVICES LLC	115Jone 🔐 Filter and Remove	e Dimension
Follow-on Document Created	4100146498	10/8/2019	1000000001	OFFICE DEPOT BUSINESS SERVICES	115Brei	
Held	#	#	#	Not assigned	Not assi	
Held	#	#	#	Not assigned	Not assi 🖉 Remove Filter	
Awaiting Approval	#	#	#	Not assigned	Not ass	atting
Follow-on Document Created	4100132629	10/18/2019	1000001691	WEST PUBLISHING PAYMENT CENTER	115Wils	
Follow-on Document Created	4100147172	10/18/2019	1000003478	SURVEYMONKEY COM LLC	115Woc Currency Convers	sion
Awaiting Approval	#	#	#	Not assigned	Not assi Totals Position	>
Follow-on Document Created	4100147034	10/17/2019	1000001595	GARTNER GROUP INC	115Jonesi	39,043.00
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"

Conditional For	matting Rules Manager		
New Measure Rule New Dimension Rule BEx	Levels 🖉 🕒 📋		~
Rule Name (applied in order shown)		New Measure Rule	
	Name: SC > \$2K	Based On:	SC Net Value 🗸 🗸

- 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

			Based On: SC N	let Value		~
Preview	greater than	~ 2,000		Fill	~	*
For Crosstab	Text	∽ в I 、	Symbol:	None	~	
pply Formatting	for Crosstab					
Data Cells						

### SET CONDITIONAL FORMATTING - CONTINUES

#### Updated Report View:

				SC Net Value ≜
SC Creation Date 🚔	SC Requester Name 🚔	Shopping Cart Number 🚔	SC Approval Date 🚔	\$
10/1/2019	JANICE ROSEMOND	1000226880	10/1/2019	11,999.17
10/4/2010		1000227629	#	5,139.00
10/4/2019	JANICE RUSEMUND	1000227662	10/4/2019	99.90
10/9/2010		1000227928	10/8/2019	1.95
10/0/2019	NISHA SHARIMA	1000227933	#	1,626.02
10/10/2019	NISHA SHARMA	1000228305	#	1,553.11
10/11/2010	ANTHONY TRUONG	1000228298	#	0.70
10/11/2019	JANICE ROSEMOND	1000228367	10/11/2019	12.00
10/15/2019	JANICE ROSEMOND	1000228672	10/15/2019	300.00
	ANTHONY TRUONG	1000228880	#	0.35
	CHRISTINA ADAIR	1000228843	10/16/2019	59,043.00
10/16/2010		1000228769	10/16/2019	175.50
10/10/2019	KRISTIN SINGLEY	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 Net Value ≜ <sup></sup>
SC Creation Date 🚔	SC Requester Name 🚔	Shopping Cart Number 🚔	SC Approval Date 🚔	SC Processing Status 🚔	\$
10/1/2019	JANICE ROSEMOND	1000226880	10/1/2019	Shopping cart ordered	11,999.17
10/4/2010		1000227629	#	Shopping cart ordered	5,139.00
10/4/2019	JANICE ROSLINOND	1000227662	10/4/2019	Shopping cart ordered	99.90
10/9/2010		1000227928	10/8/2019	Shopping cart ordered	1.95
10/0/2019	NISHA SHARIMA	1000227933	#	Held	1,626.02
10/10/2019	NISHA SHARMA	1000228305	#	Held	1,553.11
10/11/2010	ANTHONY TRUONG	1000228298	#	Shopping cart ordered	0.70
10/11/2019	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
	CHRISTINA ADAIR	1000228843	10/16/2019	Shopping cart ordered	59,043.00
10/16/2010	KRISTIN SINGLEY	1000228769	10/16/2019	Shopping cart ordered	175.50
10/10/2019		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.

Department #(1)	vear(1)	
Transportation & Natural Res (149) V9/2020		
Summary Detail		
更	<	
Search Q	SC Net Value PO Net Value PO Quantity PO Net Price	
IMENSIONS COLUMNS	\$ \$ \$ 6 600 745 65 4 069 507 15 * 000 965 00	
Measures	0,023,713.03 4,308,327.13 333,003.00	
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 Assel		
ROWS		
PO WBS Element		
PO Funds Pos		
PO Fundo Rec		
SC Creation Date		
Shooping Cart		
SC Funds Center		
SC Approval Date		
SC Item Status		
PO Number		
PO Item Creati		
PO Vendor		
PO Purchasing		

 $\bigcirc$ 

### SET DATA RANKING - CONTINUES

✓ Drag PO number in "ROWS"

 $\checkmark$  Right click PO # and select "Rank"

 $\checkmark$  In the popup, select "PO Net Value" and "Ranking Value"

							Sh	opping Cart w	// PO Data	
Department # (1) Transportation & Natural F	Contraction (149)	SC Fiscal year (1) /9/2020	O							
Summary De	tail		_		_	_				
		<								
Search Q				sci	Net Value 🛎	PO Net Value	PO Quantity	PO Net Pric	e at	
MENSIONS	COLUMNS	6 m	PO Number 🚔	\$		\$		s		
oundry new	Measures		4100073217		277,840.77	277,840.77	277,840.77 AL		1.00	
PO Item Number	Medaurea		4100101010		836,605.16	836,605.16	836,605.16 AL		1.00	
PO Item Descri			4100120537		1,405.10	1,400.10	1,465.10 AU	1	1.00	
PO Product Cat			4100127112		805.74	805.74	805.74 AL	,	1.00	
PO Contract ID			4100127139		5,450.00	113.00	EA	5,30		
PO Contract Item			4100128223		59.63		PO Nun	hor Bank		
PO Unit of Mea			4100128320		42.17		I O I Van	inservice rearing		
PO Supplier Pa		i≣ Sort		>	2,719.58	in a series				
PO Recycled C		Display		5	978.53	Based on Mea	isure			
PO Commitme					3,903.88	PO Net Value	e o	~		
PO Fund		± 1 otals		>	455 31	Operator	*			
PO Asset		T Filter Me	embers		598.90	operator				
PO Order		🗠 Remove	Filter Rank		1,600.00	Top N		~		
PO WBS Element	ROWS	Rank			46.60	Value				
PO Grant	PO Numbe		-45°	_	1.87	1.				
PO Funds Res	Right click	I On Filter by	Measure	>	737.42	5	-			
PO Funda Ros	here	··· Suppres	s Zeros in Rows		270.20					
FO Funds Res		Compac	t Display in Rows		1 000 00				- DIV	-
SC Creation Date		He Add Dim	ension	_	64.52				OK	Cancel
Shopping Gart		C. Sum D	monsion With		405.44					
SC Funds Center		or owab Di	mension with		23,810.56	6.00	EA	61.54		
SC Approval Date		E Remove	Dimension		361.03	)	*	95.00		
and and				C			-	52 (1)		
				C				Jerry		
						500.00	AU	1.00.		

### SET DATA RANKING - CONTINUES

#### $\Box$ Report Result $\rightarrow$

					Sho	pping Cart w/ PO D	vata
Department # (1)	0						
Transportation & Natural I	Res (149)						
Summary D	etail						
- +	<						
arch Q			SC Net Value ≞	PO Net Value 🔎	PO Quantity A	PO Net Price 🖉	
NEIGHE	201100010	PO Number 🛋	\$	\$	AU	\$	
NSIONS	GOLUMINS	4100039045	20,388,347.62	17,543,561.53	17,543,561.53	1.00	
) Item Number	Measures	4100041260	15,005,220.76	15,005,220.76	15,005,220.76	1.00	
) Item Descri		4100051090	12,500,000.00	12,500,000.00	12,500,000.00	1.00	
D Product Cat		4100098657	20,394,199.29	20,394,199.29	20,394,199.29	1.00	
D Contract ID		4100142073	23,536,622.00	23,536,622.00	23,536,622.00	1.00	
J Contract ID							
O Contract Item							
O Unit of Mea							
O Supplier Pa							
O Recycled C				S S	stem list	ed Top"5	" POs across all years.
D Commitme				F)			
O Fund					since Fise	cal Year t	ilter is not identified.
0 Asset							
O Order							
O WBS Element	ROWS						
O Grant	PO Number						
) Funds Res							
) Funds Res							
C Creation Data							
o Greation Date							

### SET DATA RANKING - CONTINUES

#### Adding Fiscal Year to enrich analysis

Department # (f)         Oral           Bit Measures         Columnsy         Columnsy         Columnsy         PO Number         SC Fiscal year         SC Net Value #         PO Net Value #			Shopping Cart w/ PO Data								
Reach         Columns         SC Net Value         PO Net Value         PO Quantity         PO Net Price         SC           Measures         Measures         19,966,568         17,140,187,13         1,000         100           SC Requester         Measures         Measures         2015         20,06         20,062,23         252,519,11         250,080,00         1,000           SC Requester         SC Processing         SC Processing         20,07         97,796,38         97,796,38         10,000           SC Processing         SC Processing         SC Processing         20,000         12,500,000,00         12,500,000,00         1,000           SC Origination         4100014100         2015         12,600,000,00         12,500,000,00         1,000           SC Origination         2019         23,536,522,00         23,536,622,00         1,000           SC Origination         2019         23,536,522,00         23,536,622,00         1,000           SC Origination         PO Number         Sourcing Relev         PO Number         PO Number         PO Number         PO Number         PO Number           SC Origination         PO Number         PO Number         PO Number         PO Number         PO Number         PO Number	Department # (1) Transportation & Natural Summary Do	Res (149)									
Columns         SC Net Value =         PO Net Value =         PO Quantity =         PO Net Price =           MENSIONS         COLUMNS         SC Fiscal year         \$         \$         AU         \$           Measures         Measures         Measures         Measures         Measures         Measures         PO Number         SC Fiscal year         \$         \$         AU         \$           2014         19,966,868         17,140,187.13         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,869         100         350,862,207         15,005,200,76         15,005,200,76         15,005,200,76         15,005,200,76         100,05,200,76         1000         350,862,200         100         350,862,200         100         350,862,200         100         350,862,200         100         350,862,200         100         350,862,200         100         350,862,200         100         350,862,200         100         350,86,822,00         23,536,622,00	al al.		<								
MENSIONS         COLUMNS         PO Number         SC Fiscal year         S         S         AU         S           Measures         Measures         2014         19,966,546.58         17,140,187.13         100           SC Requester         SC Requester         2016         260,062.33         252,519.11         205,508.91         100           SC Requester         SC Frocessing         2017         97,796.38         97,796.38         97,796.38         100           SC Processing         SC Frocessing         2017         20,394,199.29         20,394,199.29         20,394,199.29         20,394,199.29         100           SC Processing         SC Frocessing         SC Fiscal year         2017         20,394,199.29         20,394,199.29         20,394,199.29         20,394,199.29         100           SC Commitme         SC Fiscal year         SC Fiscal year         2019         23,536,622.00         23,536,622.00         23,536,622.00         100           SC Fiscal year         PO Number         SC Fiscal year           PO Contract Item         PO Number         SC Fiscal year         SC Fiscal year         SC Fiscal year         SC Fiscal year         S	earch Q				SC Net Value ≞	PO Net Value ≞	PO Quantity 🛎	PO Net Price ≞			
Michagues         Columns         2014         19,966,546,58         17,140,187,13         17,140,187,13         100           Department #         SC Requester         2015         63,942,33         53,058,91         53,068,91         100           SC Requester         SC Requester         2016         220,62,33         252,519,11         1.00           SC Requester         2017         97,796,38         97,796,38         97,796,38         100           SC Processing         4100041260         2014         15,005,220,76         15,005,220,76         100           SC Commitme         4100041260         2015         12,500,000.00         12,500,000.00         100           SC Commitme         410004203         2019         23,536,622.00         23,536,622.00         100           SC Fiscal year         Sourcing Relev         70         100         23,536,622.00         23,536,622.00         100           PO Item Number         PO Contract ID         PO Contract ID         PO Number         SC Fiscal year         With additional field, system lists Top "5" POs by Fiscal Year           PO Recycled C         PO Number         SC Fiscal year         SC Fiscal year         SC Fiscal year	ENGONG		PO Number 🛎	SC Fiscal year 🛎	\$	\$	AU	\$			
Measures       Measures       2015       63,942.33       53,058.91       53,058.91       100         SC Requester       2017       97,796.38       97,796.38       100         SC Requester       2017       97,796.38       97,796.38       100         SC Processing       4100039045       2015       12,500,000.00       12,500,000.00       100         SC Commitme       4100041260       2014       15,005,220.76       15,005,220.78       1000         SC Commitme       4100041260       2015       12,500,000.00       12,500,000.00       100         SC Commitme       4100142073       2019       23,536,622.00       23,536,622.00       23,536,622.00       100         SC Commitme       4100142073       2019       23,536,622.00       23,536,622.00       100       100         SC Commitme       4100142073       2019       23,536,622.00       23,536,622.00       23,536,622.00       100         SC Commitme       FO Item Number       FO Contract Item       FO Number       SC Fiscal year       With additional field, system lists Top "57" POs by Fiscal Yea       SC Fiscal year         PO Supplier Pa       SC Fiscal year       SC Fiscal year       SC Fiscal year       SC Fiscal year       SC Fiscal year <td>IENSIONS</td> <td>COLUMINS</td> <td></td> <td>2014</td> <td>19,966,546.58</td> <td>17,140,187.13</td> <td>17,140,187.13</td> <td>1.00</td> <td></td>	IENSIONS	COLUMINS		2014	19,966,546.58	17,140,187.13	17,140,187.13	1.00			
Department #       2016       260,062.33       252,519.11       252,519.11       100         SC Requester       2017       97,796.38       97,796.38       100         SC Item Number       4100041260       2015       12,500,000.00       12,500,000.00       100         SC Processing       4100051090       2015       12,500,000.00       12,500,000.00       100         SC Commitme       4100142073       2019       23,536,622.00       23,536,622.00       100         SC Fiscal year       4100142073       2019       23,536,622.00       23,536,622.00       100         SC Processing       4100142073       2019       23,536,622.00       23,536,622.00       100         SC Fiscal year       4100142073       2019       23,536,622.00       23,536,622.00       100         SC Contract Item       PO Item Descr       PO Item South       With additional field, system lists Top "5" POs by Fiscal Yea       With additional field, system lists Top "5" POs by Fiscal Yea         PO Supplier Pa       PO Number       SC Fiscal year       SC Fiscal year       SC Fiscal yea       SC Fiscal yea         PO Revolded C       PO Number       SC Fiscal year       SC Fiscal yea       SC Fiscal yea       SC Fiscal yea       SC Fiscal yea	Measures 🔨	Measures	4100020045	2015	63,942.33	53,058.91	53,058.91	1.00			
SC Requester       2017       97,796.38       97,796.38       97,796.38       1.00         SC Item Number       4100041260       2014       15,005,220.76       15,005,220.76       1.00         SC Processing       4100051090       2015       12,500,000.00       12,500,000.00       100         SC Commitme       90,796.38       97,796.38       97,796.38       97,796.38       10.00         SC Processing       4100051090       2015       12,500,000.00       12,500,000.00       100         SC Commitme       90,796.38       97,796.38       97,796.38       97,796.38       10.00         SC Commitme       2017       20,394,199.29       20,394,199.29       10.00       100         SC Fiscal year       90       2019       23,536,622.00       23,536,622.00       100         SC Fiscal year       90       PO fund Descri       90       PO fund Descri       PO fund       PO fund       PO Number       SC Fiscal year       With additional field, system lists Top "5" POs by Fiscal Year       PO Suppier Pa.         PO Suppier Pa.       PO Fund	Department #	1 m m	4100033045	2016	260,062.33	252,519.11	252,519.11	1.00			
SC item Number       4100041260       2014       15,005,220.76       15,005,220.76       100         SC Processing       4100051090       2015       12,500,000.00       12,500,000.00       100         SC Commitme       4100098657       2017       20,394,199.29       20,394,199.29       20,394,199.29       100         SC Fiscal year       4100142073       2019       23,536,622.00       23,536,622.00       1.00         Sourcing Relev       PO Item Number       Vith additional field, system lists Top "57" POs by Fiscal Yea       100         PO Contract Item       PO Number       PO Number       Sc Fiscal year       Vith additional field, system lists Top "57" POs by Fiscal Yea         PO Supplier Pa       Sc Fiscal year       PO Number       Sc Fiscal year       Vith additional field, system lists Top "57" POs by Fiscal Yea         PO Supplier Pa       Sc Fiscal year       PO Number       Sc Fiscal year       Sc Fiscal year         PO Supplier Pa       PO Number       Sc Fiscal year       Sc Fiscal year       Sc Fiscal year         PO Supplier Pa       PO Supplier Pa       Sc Fiscal year       Sc Fiscal year       Sc Fiscal year         PO Fund       PO Supplier Pa       Sc Fiscal year       Sc Fiscal year       Sc Fiscal year	SC Requester			2017	97,796.38	97,796.38	97,796.38	1.00			
SC Processing       4100051090       2015       12,500,000.00       12,500,000.00       100         SC Commitme       4100058657       2017       20,394,199.29       20,394,199.29       100         SC Fiscal year       4100142073       2019       23,536,622.00       23,536,622.00       23,536,622.00       100         SC Fiscal year       90 Item Number       90 Item Descri       90 Product Cat       90 Contract ID       90 Contract ID       90 Contract Item       90 Number       90 Number       SC Fiscal year       SC Fiscal year       90 Number         PO Supplier Pa       PO Number       SC Fiscal year       90 Supplier Pa       SC Fiscal year       90 Supplier Pa       SC Fiscal year         PO Fund       PO Fund       PO Asset       90 Asset       90 Supplier Pa       90 Supplie	SC Item Number		4100041260	2014	15,005,220.76	15,005,220.76	15,005,220.76	1.00			
SO Commitme       4100098657       2017       20,394,199.29       20,394,199.29       100         SC Commitme       4100142073       2019       23,536,622.00       23,536,622.00       100         SC Fiscal year       Sourcing Relew       PO Item Number       PO Item Descri       PO Item Descri       PO Orotuct Cat       PO Contract ID       With additional field, system lists Top "5" POs by Fiscal Yea         PO Contract Item       PO Number       SC Fiscal year       SC Fiscal year       SC Fiscal year         PO Supplier Pa       PO Number       SC Fiscal year       SC Fiscal year       SC Fiscal year         PO Fund       PO Asset       PO Asset       PO Asset       PO Supplier Pa       PO Asset	SC Processing		4100051090	2015	12,500,000.00	12,500,000.00	12,500,000.00	1.00			
Sc Continuitine   Sc Fiscal year   Sourcing Relev   PO Item Number   PO Contract ID   PO Contract IItem   PO Supplier Pa   PO Recycled C   PO Committme   PO Fund   PO Fund   PO Asset	CO Committee		4100098657	2017	20,394,199.29	20,394,199.29	20,394,199.29	1.00			
SC Fiscal year Sourcing Relev., PO Item Number PO Item Descr PO Product Cat PO Contract Item PO Contract Item PO Supplier Pa PO Recycled C PO Committee PO Fund PO Asset PO Asset	SC Commitme		4100142073	2019	23,536,622.00	23,536,622.00	23,536,622.00	1.00			
Sourcing Relev., PO Item Number PO Item Descri PO Contract Item PO Contract Item PO Contract Item PO Unit of Mea PO Number PO Number PO Number SC Fiscal year PO Committee PO Fund PO Asset	SC Fiscal year										
PO Item Number PO Item Descri PO Porduct Cat PO Contract Item PO Contract Item PO Contract Item PO Supplier Pa PO Number SC Fiscal year PO Recycled C PO Fund PO Asset	Sourcing Relev										
PO Item Descri   PO Product Cat   PO Contract Item   PO Contract Item   PO Unit of Mea   PO Supplier Pa   PO Recycled C   PO Fund   PO Fund   PO Asset	PO Item Number										
PO Product Cat   PO Contract Item   PO Contract Item   PO Unit of Mea   PO Supplier Pa   PO Recycled C   PO Fund   PO Asset   With additional field, system lists Top "5" POs by Fiscal Yea	PO Item Descri										
PO Contract ID   PO Contract Item   PO Contract Item   PO Unit of Mea   PO Supplier Pa   PO Recycled C   PO Fund   PO Asset   With additional field, system lists Top "5" POs by Fiscal Yea	PO Product Cat										
PO Contract Item PO Unit of Mea PO Supplier Pa PO Recycled C PO Commitme PO Fund PO Asset With additional field, system lists Top "5" POs by Fiscal Ye	PO Contract ID										
PO Unit of Mea     PO Number       PO Supplier Pa     PO Recycled C       PO Commitme     PO Fund       PO Asset     PO Asset	PO Contract Itom		W/ith o	dditional	field sy	stom lists	Top "5"	POs by Fisca	Voor		
PO Unit of Mea PO Number SC Fiscal year PO Recycled C PO Commitme PO Fund PO Asset	PO Contract item	ROWS	vviiii u	luumonu	neid, sy	5101111515	5 lop 3	I US Dy HISCU	i ieui		
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# PLEASE SUBMIT A HELPDESK TICKET TO SCHEDULE A ONE ON ONE SESSION WITH US TO TRAIN YOUR DEPARTMENT WITH THIS REPORT

