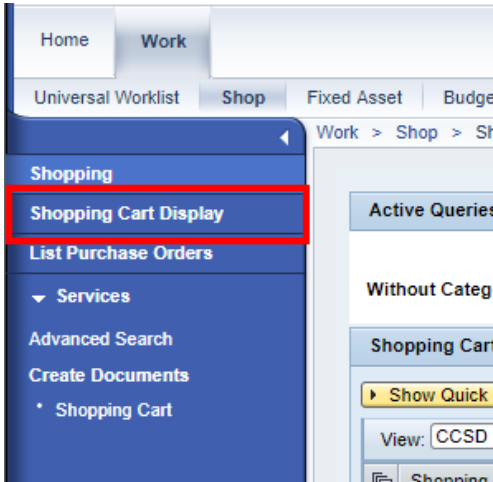


Shopping Cart Display

Shopping Cart Display

Shopping Cart Display, located on the left side of the window, allows you to look for shopping carts created by employees throughout CCSD. You can search by many different things: shopping cart number, creator, supplier, purchase order number, etc.

Click **Shopping Cart Display**



The **Shopping Cart Monitor** opens.

A screenshot of the 'Shopping Cart Monitor' search interface. The title bar says 'Shopping Cart Monitor' with a 'Help' icon. Below the title bar is a search bar labeled 'Search for Shopping Carts'. The search criteria are organized into two columns. The left column includes: 'Name of Shopping Cart' (text input), 'Status' (dropdown), 'Purchasing Group' (text input with a selection icon), 'Product' (text input with a selection icon), 'Created On' (date range input), 'Requester' (text input with a selection icon), 'Catalog' (text input with a selection icon), 'Delivery Date' (date range input), 'Assigned To' (text input with a selection icon), 'Type of Follow-On Document' (dropdown), and 'Maximum Number of Items (Total)' (text input with '1,000' entered). The right column includes: 'Number of Shopping Cart' (text input), 'To' (text input), 'Item Description' (text input), 'Purchasing Organization' (text input with a selection icon), 'Product Category' (text input with a selection icon), 'To' (text input), 'Created By' (text input with a selection icon), 'Supplier' (text input with a selection icon), 'To' (text input), 'Preferred Supplier' (text input with a selection icon), 'To' (text input), 'Goods Recipient' (text input with a selection icon), 'To' (text input), 'Logical System' (text input with a selection icon), 'To' (text input), and 'Number of Follow-On Document' (text input), 'To' (text input). At the bottom left are 'Search' and 'Clear Entries' buttons.

Speeding up Searches

Speed up your searches by putting a limit on the number of shopping carts you will search for. Use Created On dates. For example, if you want to look up orders for desks, you probably don't want to see orders from five years ago.

- Created On dates
Use this to only see shopping carts created between two dates that match your other search criteria, for example, those created in the last month. If you don't put in a date range, the search will start from when SAP was first installed – 2007 – which will search for a long time, slow down the system, and possibly timeout after 15 minutes.

Shopping Cart Display

Using Wildcards in Searches

Use the wildcard character, asterisk (*), to help find items. For example, if you search for Item Description = desk, you will only find shopping carts with Item Descriptions that exactly match desk. For example, it won't find Desk Classroom. If you add a wildcard before and after the word *desk*, you will find shopping carts with the word desk anywhere in the Item Description. You can also use wildcards when searching for Name of Shopping Cart.

1. Fill in search criteria, for example, Created On dates and Item Description = *desk*.
2. Click [Search](#)

Shopping Cart Monitor

Search for Shopping Carts

Name of Shopping Cart:

Status:

Purchasing Group:

Product: To

Created On: To

Requester: To

Catalog: To

Delivery Date: To

Assigned To:

Type of Follow-On Document:

Maximum Number of Items (Total): 1000

Number of Shopping Cart: To

Item Description: *desk*

Purchasing Organization:

Product Category: To

Created By:

Supplier: To

Preferred Supplier: To

Goods Recipient: To

Logical System: To

Number of Follow-On Document: To

[Search](#) [Clear Entries](#)

Search Results

A list of shopping carts will be displayed below the [Search](#) button.

Object Number	Name of Shopping Cart	Created By	Created On	Status	Total Value	Currency	Messages	Message Counter	Team Cart
3226688	WYNNBR 01/04/2016 08:41	WYNNBR	01/04/2016	Approved	766.04	USD		0	<input type="checkbox"/>
3226690	SWIERDM 01/04/2016 08:47	SWIERDM	01/04/2016	Approved	370.37	USD		0	<input type="checkbox"/>
3226723	palo-246-pc-SMITHSC 01/04/2016 09:06	SMITHSC	01/04/2016	Approved	1,102.00	USD		0	<input type="checkbox"/>
3226838	MORRIC1 01/04/2016 09:45	MORRIC1	01/04/2016	Approved	934.33	USD		0	<input type="checkbox"/>
3227076	Diana Weistad room 100	GRFFNDF	01/04/2016	Approved	179.61	USD		0	<input type="checkbox"/>

To display addition information, for example, the items in the shopping cart, click the Object Number.

Object Number	Name of Shopping Cart	Created By	Created On	Status	Total Value	Currency	Messages	Message Counter	Team Cart
3226688	WYNNBR 01/04/2016 08:41	WYNNBR	01/04/2016	Approved	766.04	USD		0	<input type="checkbox"/>
	Item Description	Category ID	Quantity	Unit	Status				
	Tape Roll Desktop 3/4inx1000in 12/pk	4450	3	PAK	Follow-on Document Created				

To display the shopping cart, click the name of the shopping cart or click the item description of one of the items in the shopping cart.

Object Number	Name of Shopping Cart	Created By	Created On	Status	Total Value	Currency	Messages	Message Counter	Team Cart
3226688	WYNNBR 01/04/2016 08:41	WYNNBR	01/04/2016	Approved	766.04	USD		0	<input type="checkbox"/>
	Item Description	Category ID	Quantity	Unit	Status				
	Tape Roll Desktop 3/4inx1000in 12/pk	4450	3	PAK	Follow-on Document Created				

Shopping Cart Display

Useful Searches

Find by Creator

Find shopping carts created by someone else at your location. This is useful to find shopping carts created by a person who has left your location or has left CCSD.

1. Limit the search by Created By dates
2. Click the search icon for Created By

This screenshot shows a search criteria form. The 'Created By' field is highlighted with a red rectangle. Other fields include 'Purchasing Group', 'Product', 'Created On' (with date range 08/03/2015 to 01/28/2016), 'Requester', 'Purchasing Organization', 'Product Category', 'Supplier', and 'Preferred Supplier'.

3. Enter search criteria, in this example, a last name. The wild card (*) can be used in the search criteria.
4. Click Start Search

This screenshot shows a dialog box titled 'All Values: Name of Person who Created the Object'. The 'Name 1 Last name' field is highlighted with a red rectangle and contains the text 'nunez'. Other fields include 'Business Partner', 'Name 2 First name', 'Search term 1', 'Search term 2', 'User Name', 'E-Mail Address', 'Org. Unit Name', and 'BP Org. Unit'. There is a checkbox for 'Restrict Number of Value List Entries To' set to 500. The 'Start Search' button is also highlighted with a red rectangle.

5. Select the name, then click OK

This screenshot shows the search results list. The first row is highlighted with a red rectangle. The list contains 12 results for 'Created By'. The columns are 'Last name', 'First name', 'Org. Unit Name', and 'BusinessPartner'.

Last name	First name	Org. Unit Name	BusinessPartner
NUNEZ	PATSY	511	2100
NUNEZ	CLAUDIA	515	23571
NUNEZ	ANTHONY	247	24299
NUNEZ	ANTHONY	183	24299
NUNEZ	MYRA	337	28742
NUNEZ	ALICIA	103	34708
NUNEZ	MIGDALIA	091	36878
NUNEZ	VANESSA LYNN	364	40985
NUNEZ	ELIZABETH	033	46884

6. Click Search

A list of shopping carts created in the Created On date range by the selected person will be displayed.

Shopping Cart Display

Find by Description

Find shopping carts created recently for certain free text items, for example, Renaissance Learning.

1. Limit the search by Created By dates or Maximum Number of Items
2. Enter the Item Description with wildcards: *renai*
3. Click Search

Shopping Cart Monitor [Help](#)

▼ Search for Shopping Carts

Name of Shopping Cart:

Status:

Purchasing Group:

Product: To

Created On: To

Requester: To

Catalog: To

Delivery Date: To

Assigned To:

Type of Follow-On Document:

Maximum Number of Items (Total):

Number of Shopping Cart: To

Item Description:

Purchasing Organization:

Product Category: To

Created By:

Supplier: To

Preferred Supplier: To

Goods Recipient: To

Logical System: To

Number of Follow-On Document: To

Search **Clear Entries**

Search Result

Details Delete Create Follow-On Document Update Shopping Cart Back-End Data Update Messages Team Cart Filter Settings

Object Number	Name of Shopping Cart	Created By	Created On	Status	Total Value	Currency	Messages	Message Counter	Team Cart
▶ 3207531	CHACQJ 11/17/2015 11:17	CHACQJ	11/17/2015	Approved	180.00	USD		0	<input type="checkbox"/>
▶ 3213324	Victory AR Order	CASEYML	11/30/2015	Approved	7,836.50	USD		0	<input type="checkbox"/>
▶ 3218679	SENDECL 12/08/2015 12:16	SENDECL	12/08/2015	Approved	5,699.00	USD		0	<input type="checkbox"/>

Find by Purchase Order Number

Find a shopping cart using the purchase order (PO) number. This is useful if a package has been delivered, but you don't know who ordered it or who it's for and all you have is the PO number.

1. Fill the PO number in the Number of Follow-On Document field
2. Click **Search**

Shopping Cart Monitor [Help](#)

▼ Search for Shopping Carts

Name of Shopping Cart:

Status:

Purchasing Group:

Product: To

Created On: To

Requester: To

Catalog: To

Delivery Date: To

Assigned To:

Type of Follow-On Document:

Maximum Number of Items (Total):

Number of Shopping Cart: To

Item Description:

Purchasing Organization:

Product Category: To

Created By:

Supplier: To

Preferred Supplier: To

Goods Recipient: To

Logical System: To

Number of Follow-On Document:

Search **Clear Entries**

Search Result

Details Delete Create Follow-On Document Update Shopping Cart Back-End Data Update Messages Team Cart Filter Settings

Object Number	Name of Shopping Cart	Created By	Created On	Status	Total Value	Currency
▶ 3729784	FRANCB 10/29/2018 08:38	FRANCB	10/29/2018	Approved	583.05	USD