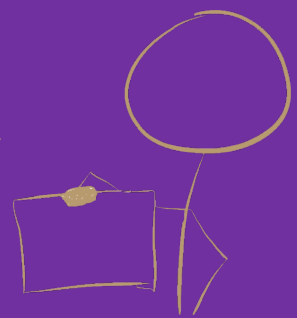




**CLARK COUNTY SCHOOL DISTRICT**  
Innovative Teaching and Learning Unit  
Technology & Information Systems Services Division  
Employee Business Training Department

# SAP for Custodians Quick Reference Guide



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## Active Queries

Three active queries have been created for shoppers in the SAP system. They are:

- ALL** - Displays all of your shopping carts.
- SAVED** - Displays your saved shopping carts.
- AWAITING APPROVAL** - Displays your shopping carts waiting to be approved.

These queries will display only shopping carts that you have created.

## Running Active Queries

1. Select the *Work* tab
2. Select *Shop*

The work window displays the Active Queries.

3. Select **"QUERY NAME"**

The query results are displayed below

4. Select **REFRESH**

The most current results are displayed.

The screenshot shows the 'Active Queries' window in SAP. At the top, there are tabs for 'SHS Query (1)', 'All (82)', 'Saved (41)', and 'Awaiting Approval (32)'. Below this is a table of shopping carts. The table has the following columns: Shopping Cart Number, Shopping Cart Name, Status, Created On, and Created By. The data rows are as follows:

Shopping Cart Number	Shopping Cart Name	Status	Created On	Created By
2730326	ZMITTOLL 06/06/2015 13:19	Release Rejected	06/06/2015 13:30:59	ZMITTOLL
2730327	ZMITTOLL 06/06/2015 14:55	Approved	06/06/2015 15:00:24	
2730338	ZMITTOLL 06/08/2015 16:17	Awaiting Approval	06/08/2015 16:26:46	
2730339	ZMITTOLL 06/08/2015 19:14	Approved	06/08/2015 19:15:52	
2730357	STO used furn qty ck 06/09/2015 10:53	Saved	06/09/2015 10:58:08	
2730692	print preview test	Awaiting Approval	06/10/2015 10:55:00	
2730714	TR-69 4810 06/12/2015 10:21	Approved	06/12/2015 10:26:16	
2730730	TR-60 7228 06/11/2015 10:36		06/11/2015 10:39:07	
2730731	TR-61 4900 06/11/2015 10:55	Awaiting Approval	06/11/2015 11:06:16	
2730982	TR-62 3200 06/11/2015 12:39		06/11/2015 12:44:14	

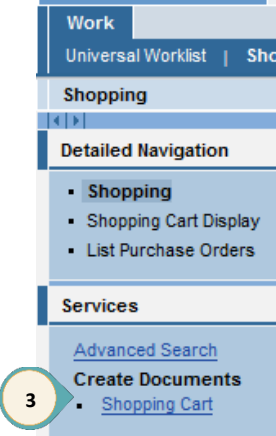
At the bottom of the window, there is a 'REFRESH' button with a red circle and the number 4 next to it. The 'Last Refresh' timestamp is 07/06/2015.



**IMPORTANT:** The most current shopping cart query results will NOT be displayed unless you select the Refresh link.

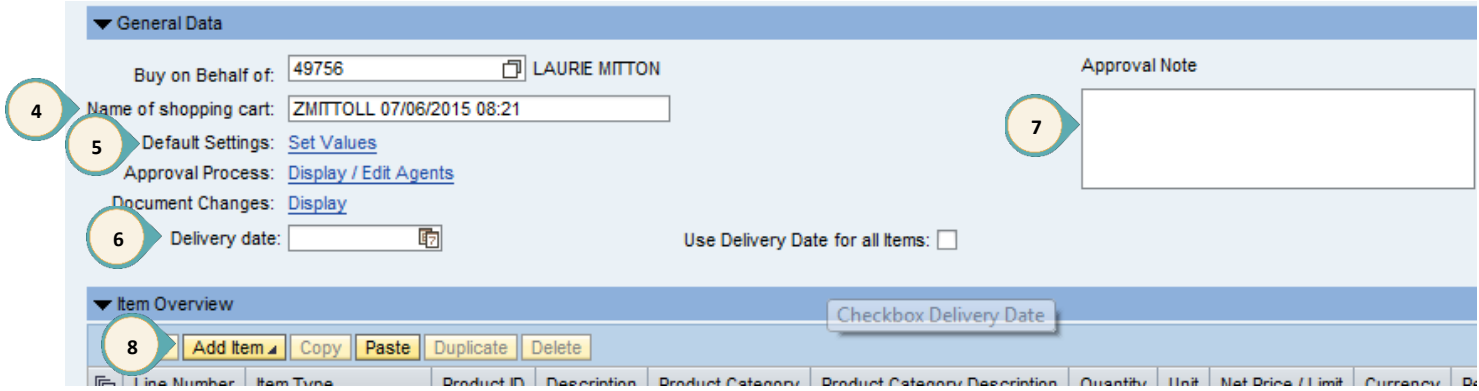
# Create Shopping Cart

- 1. Select the *Work* tab
- 2. Select *Shop*
- 3. Select **SHOPPING CART** from *Detailed Navigation* > *Services*



The Create Shopping Cart window opens in a new tab.

- 4. Edit **NAME OF SHOPPING CART**
- 5. Change **DEFAULT SETTINGS** if necessary  
(see Default Settings reference for details)
- 6. Enter **DELIVERY DATE** if necessary
- 7. Enter **APPROVAL NOTE** if necessary
- 8. Click **ADD ITEM**
- 9. Select desired catalog



Window refreshes to display SRM-MDM Product Catalog

- 10. Enter **KEYWORD** search criteria
- 11. Click **SEARCH**
- 12. Click **SELECT** box for desired item
- 13. Change **QUANTITY**
- 14. Click **ADD TO CART**
- 15. Click **RESET SEARCH**

Continue adding all items.

**SRM-MDM Product Catalog**

Search Search Criteria

Keyword: battery Search Reset Search

Type: Supplier Name: Supplier Part Number:

Item Type: Manufacturer Name: Manufacturer Part Number:

Found 133 item(s) of 19173 and showing 1 to 10

Products

List View

Add to Cart Cart Preview Image On Image Off Number of Items Per Page 10

Select	Quantity	Type	Image	Short Description	Manufactur
<input type="checkbox"/>	1			Apparatus Electrolysis w/o Battery Jar	Flinn Scient
<input type="checkbox"/>	1			Battery 1-1/2v Photo/Electronic A76	Energizer E
<input type="checkbox"/>	1			Battery 1.5 V Calculator-Type #357	Flinn Scient
<input checked="" type="checkbox"/>	1			Battery 3v Lithium Coin 2/pk	Energizer E
<input type="checkbox"/>	1			Battery 3V Lithium for Glucometers	Proctor & G

- 16. Click **CART PREVIEW**
- Review all item and quantities.
- 17. Click **TRANSFER ITEMS**

**SRM-MDM Catalog**

Cart Preview

Transfer Item(s) Delete Delete All Back to Search Result Recalculate

Select	Quantity	Item Type	Short Description	Type	Supplier Name	Price Information	Order UOM	Total Price
<input type="checkbox"/>	1		Battery 3v Lithium Coin 2/pk		Office Depot Inc	2.71 USD	PK	2.71 USD

Grand Total: 2.71 USD

- 18. Click **ORDER**

**Create Shopping Cart**

Order Print Preview Close Save Check

Number 2732801 Document Name ZMITTOLL 07/15/15  
Created By LAURIE MITTON

General Data

## *Additional Shopping Cart Tools*

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After items in the holding area have been transferred to the SAP shopping cart, additional action buttons are available. They are:

- ⦿ Details: Detailed information about the specific item in question, such as Supplier, Part Number, etc.
- ⦿ Add Item: Add more items to the shopping cart
- ⦿ Copy: Copy items that exist in the shopping cart into a clipboard. Used most often during a free text order.
- ⦿ Paste: Paste the copied item from the clipboard, adding them to the list.
- ⦿ Duplicate: Make duplicates of selected items that exist in the shopping cart. (This is the same as doing a copy followed by a paste.)
- ⦿ Delete: Delete items in the shopping cart – items can only be deleted before the shopping cart has been approved.

## Saved Shopping Cart

To complete or edit a shopping cart:

1. Select **Work** tab
2. Select **Shop**

From the **Saved** Active Query results

3. Click **SHOPPING CART NUMBER**

The Display Shopping Cart window is displayed

4. Click **EDIT**
5. Complete the shopping cart

Active Queries

Shopping Carts [SHS Query \(1\)](#) [All \(83\)](#) [Saved \(45\)](#) [Awaiting Approval \(32\)](#)  
 More Queries [Ad Hoc \(2\)](#) [Last 7 days \(64\)](#) [Today \(17\)](#) [SHS SC's \(263\)](#)

Shopping Carts - Saved

Show Quick Criteria Maintenance [Change Query](#) [Define](#)

View: \*CCSD Standard View | Create Shopping Cart | Copy | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export

Shopping Cart Number	Shopping Cart Name	Status	Created
<a href="#">2732803</a>	ZMITTOLL 07/06/2015 09:13	Saved	07/06/2015 09:13
<a href="#">2732802</a>	ZMITTOLL 07/06/2015 08:47	Saved	07/06/2015 08:47
<a href="#">2732477</a>	notes on other items 07/06/2015 08:23	Saved	07/06/2015 08:23
<a href="#">2732472</a>	ZMITTOLL 07/02/2015 14:51	Saved	07/02/2015 14:51

**Display Shopping Cart**

[Edit](#) | [Print Preview](#) | [Close](#) | [Refresh](#)

Number 2732802 Document Name ZMITTOLL  
 Created By LAURIE MITTON

**Create Shopping Cart**

[Order](#) | [Print Preview](#) | [Close](#) | [Save](#) | [Check](#)

Number 2732801 Document Name ZMITTOLL 07/06/2015 08:47  
 Created By LAURIE MITTON

General Data

6. Click **ORDER**

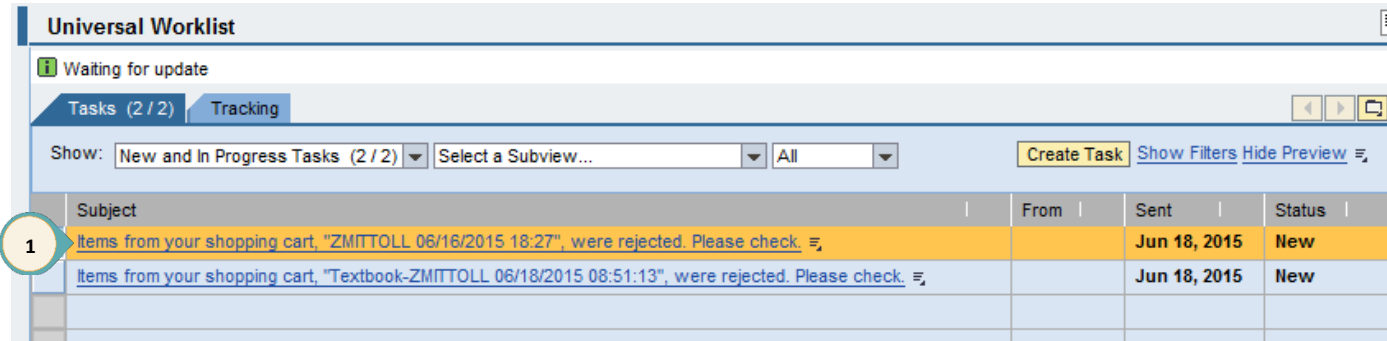


**IMPORTANT:** If the shopping cart Default Settings were changed (change in budget coding or delivery location) you MUST change the Default Setting AGAIN before adding more items to the shopping cart.

## Accept Rejected Shopping Cart

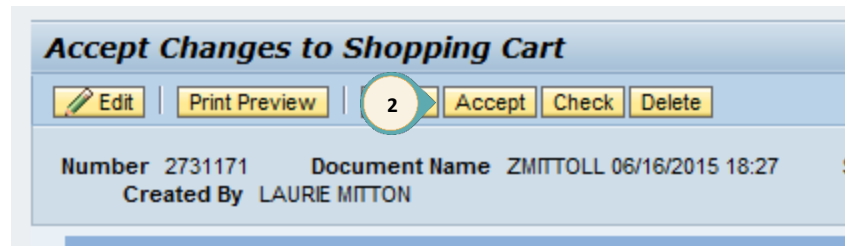
Any shopping cart that has been rejected must be “accepted” in order for budget funds to be released for further use. From the Universal Worklist:

1. Click the rejected shopping cart link in the Subject area



The Accept Changes to Shopping Cart window opens in a new browser tab.

2. Click **ACCEPT**



The Display Document window is displayed.

3. Click **CLOSE**

