



LOYOLA
UNIVERSITY
CHICAGO

Preparing people to lead extraordinary lives

LAWSON

Lawson Portal – Purchase Order Entry, History & Analysis with PO20, PO64, UP242

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1. Login Page

The web address for Lawson Portal is: <https://univlaw.luhsads.luhs.org/lawson/portal>

LAWSON

User name

Password


Login

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1. Enter your network id and password.
2. Press 'Enter' or click .

2. PO20 – Purchase Order Entry

The PO20 screen can be used to obtain various types of information; however, you will need to know the purchase order number before proceeding.

After inputting company (9100) and the PO number, click on the Inquire  button.

Lawson portal - Purchase Order Entry (PO20.1) - Windows Internet Explorer






http://prod.medctr.luhs.org:88/lawson/portal/

File Edit View Favorites Tools Help

Lawson portal - Purchase Order Entry (PO20.1)

Welcome Tracy [logout]

LAWSON Purchase Order Entry (PO20.1)

Home >>     

My Shortcuts

- UP242
- PO20 ←
- PO64
- GL95
- GL90
- Print Manager
- Employee Self-Service

Company Buyer PO Date PO Total 1480.00






PO Revision Unreleased

Vendor BECKMAN COULTER Currency USD

Purchase From BECKMAN COULTER

Ship To LOYOLA UNIVERSITY MEDICAL CTR

Delivery Date Position To

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Dlvr	Ship	
	1	REPAIR	1.00	EA	740.0000	05/05/2009	SSOM1	
	2	REPAIR	1.00	EA	740.0000	05/05/2009	SSOM1	
								
								
								

Line Detail Activity, Asset Tax Pricing Cancel Misc Details

Description Type Account Company

Vendor Item Service Code Amount

The following information will be given on the PO20 screen:

Buyer: Initials of Purchasing Department Buyer
PO Date: Date purchase order was created
Vendor: Accounts Payable name and number
Purchase From: Usually FAX of PHN (method of submission to vendor)
Ship To: Dock location where item is to be shipped
Line: How many lines were created for PO (usually only 1)

Item: Vendor order number
Quantity: Amount Ordered
UOM: Unit of measure
Unit Cost: Cost per unit
Deliver Date: Expected Delivery date
Del: Delivery date

Company	9100	Buyer	AMS	PO Date	04/28/2009	PO Total	1480.00
PO	8690996	Revision	Unreleased				
Vendor	21032	BECKMAN COULTER				Currency	USD
Purchase From	FAX	BECKMAN COULTER					
Ship To	SSOM1	LOYOLA UNIVERSITY MEDICAL CTR					
Delivery Date		Default	Header	Total	Has Cmt	Position To	

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Dlvr	Ship
	1	REPAIR	1.00	EA	740.0000	05/05/2009	SSOM1
	2	REPAIR	1.00	EA	740.0000	05/05/2009	SSOM1

Line Detail	Activity, Asset	Tax	Pricing	Cancel	Misc Details
Description	Type		Account		Company
BeckmanCentrifuge SSN ALK98M12	S	504580	6110	9100	
Vendor Item	Service Code				
REPAIR	A	Amount			
					Add Comment

The 6 tabs shown below will provide additional purchase order information for each PO line:

1

Line Detail	Activity, Asset	Tax	Pricing	Cancel	Misc Details
Description		Type	Account		Company
BeckmanCentrifuge SSN ALK98M12		S	504580		6110 9100
Vendor Item		Service Code			
REPAIR		A		Amount	
Add Comment					

With the **Line Detail** tab highlighted:
 Description: Item description
 Type: Inventory, non stock, special, or service type
 Account: AU & account charged for the line item
 Co: Company
 Vendor Item: short description of purchase

2

Line Detail	Activity, Asset	Tax	Pricing	Cancel	Misc Details
Activity		Acct Category			
Billing Category		Asset Template		Asset	

With the **Activity/Asset** tab highlighted:
 Item: Vendor item number
 Activity: Would be filled in if accounting unit was a capital account
 Acct Cat: Relates also to capital account purchases

3

Line Detail	Activity, Asset	Tax	Pricing	Cancel	Misc Details
Taxable		No			
Tax Code		Tax Usage Code		Taxable Unit Cost	
				Extended Total	

With the **Tax** tab highlighted:
 Taxable: Indicates whether item is taxable

4

Line Detail	Activity, Asset	Tax	Pricing	Cancel	Misc Details
Buy	1.00	EA	Priced by the EA		Total
	1.00	EA	at	740.0000	740.00
Cost Option		Cost Required			

With the **Pricing** tab highlighted:
 Provides cost per piece information.

5


Line Detail	Activity, Asset	Tax	Pricing	Cancel	Misc Details
Current Cancel Quantity		EA		New Cancel Quantity	

With the **Cancel** tab highlighted:
 Not currently used.

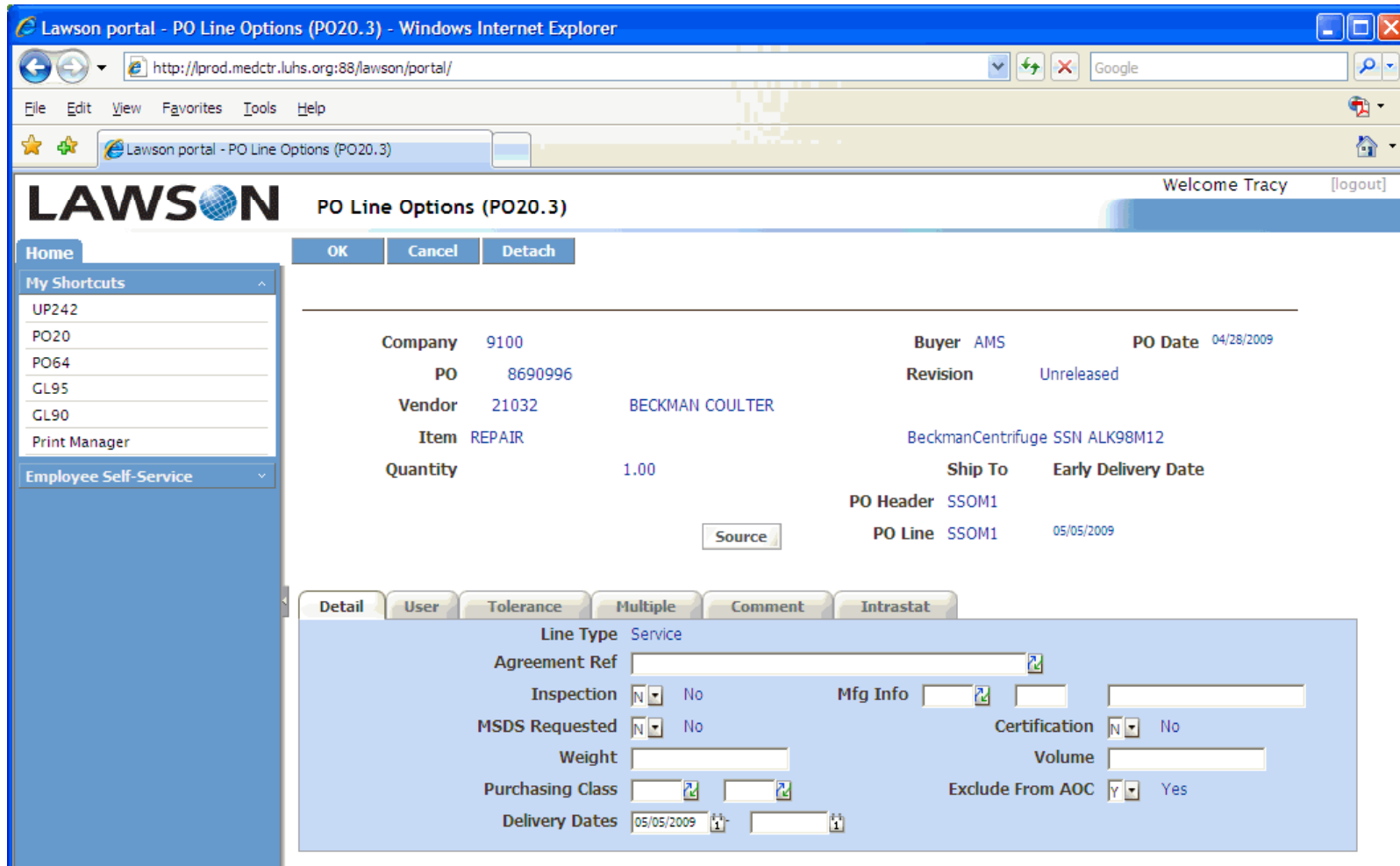
6

Line Detail	Activity, Asset	Tax	Pricing	Cancel	Misc Details
User Analysis		Commodity Code			

With the **Misc Details** tab highlighted:
 User Analysis: Used for buyer/requisitioner notes

From the PO20 screen, the following information is available by clicking on the More  button on each PO Line #.

- Detail: References numbers and delivery dates
- User: Not currently being used
- Tolerance: Shipment and unit cost tolerances
- Multiple: Not currently being used
- Comment: Not currently being used
- Intrastat: Not currently being used



The screenshot shows the Lawson portal interface for PO Line Options (PO20.3). The browser window title is "Lawson portal - PO Line Options (PO20.3) - Windows Internet Explorer". The address bar shows the URL "http://prod.medctr.luhs.org:88/lawson/portal/". The page header includes the Lawson logo, the title "PO Line Options (PO20.3)", and a user greeting "Welcome Tracy [logout]".

On the left side, there is a "My Shortcuts" menu with items: UP242, PO20, PO64, GL95, GL90, Print Manager, and Employee Self-Service. Below this menu are buttons for "OK", "Cancel", and "Detach".

The main content area displays PO line details:

- Company:** 9100
- PO:** 8690996
- Vendor:** 21032 BECKMAN COULTER
- Item:** REPAIR
- Quantity:** 1.00
- Buyer:** AMS
- Revision:** Unreleased
- PO Date:** 04/28/2009
- Item Description:** BeckmanCentrifuge SSN ALK98M12
- Ship To:** Early Delivery Date
- PO Header:** SSOM1
- PO Line:** SSOM1 05/05/2009

A "Source" button is located below the PO line details.

At the bottom, there is a tabbed interface with tabs for "Detail", "User", "Tolerance", "Multiple", "Comment", and "Intrastat". The "Detail" tab is selected, showing a form with the following fields:

- Line Type:** Service
- Agreement Ref:** [Text Field]
- Inspection:** [Dropdown: N] No
- MSDS Requested:** [Dropdown: N] No
- Weight:** [Text Field]
- Purchasing Class:** [Text Field]
- Delivery Dates:** 05/05/2009 [Calendar Icon]
- Mfg Info:** [Text Field]
- Certification:** [Dropdown: N] No
- Volume:** [Text Field]
- Exclude From AOC:** [Dropdown: Y] Yes

Delivery Details are available by clicking the Source Source button.

The screenshot shows the Lawson portal interface for PO Line Source (PO44.1). The browser title is "Lawson portal - PO Line Source (PO44.1) - Windows Internet Explorer". The URL is "http://prod.medctr.luhs.org:88/lawson/portal/". The page header includes the Lawson logo, "PO Line Source (PO44.1)", and a user greeting "Welcome Tracy [logout]". A search bar is also present.

Navigation buttons include "Home", "Back", "Detach", "Change", "Inquire", and "Inquire". A "My Shortcuts" menu lists: UP242, PO20, PO64, GL95, GL90, and Print Manager. An "Employee Self-Service" menu is also visible.

Key information displayed:

- Company: 9100
- PO Code: [blank]
- PO Number: 8690996
- PO Release: [blank]
- Line Number: 1

FC	Source Document	Requesting Location	Quantity	Origin	Operating Company	Source Line Number
[dropdown]	1062716	6680L	1	RQ	9100	1
[dropdown]	[blank]	[blank]	[blank]	[blank]	[blank]	[blank]
[dropdown]	[blank]	[blank]	[blank]	[blank]	[blank]	[blank]
[dropdown]	[blank]	[blank]	[blank]	[blank]	[blank]	[blank]
[dropdown]	[blank]	[blank]	[blank]	[blank]	[blank]	[blank]

Detail

Deliver To: 110/5216 Walenga 72840 Comment

Requester: shealey

Requested Delivery Date: 04/27/2009

Entered Unit of Measure: EA Priority

Delivered Quantity

To find original purchase requisition number:

Right click on Line item you wish to drill and choose Drill Around and the Drill Explorer will be displayed.

The screenshot shows the Lawson portal interface for Purchase Order Entry (PO20.1). The browser window title is "Lawson portal - Purchase Order Entry (PO20.1) - Windows Internet Explorer". The address bar shows "http://prod.medctr.luhs.org:88/lawson/portal/". The page header includes the Lawson logo and "Purchase Order Entry (PO20.1)". A navigation menu on the left lists "Home", "My Shortcuts" (UP242, PO20, PO64, GL95, GL90, Print Manager), and "Employee Self-Service". The main content area displays PO details: Company 9100, Buyer AMS, PO Date 04/28/2009, PO Total 1480.00, PO 8690996, Revision Unreleased, Vendor 21032 BECKMAN COULTER, Currency USD, Purchase From FAX BECKMAN COULTER, Ship To SSOM1 LOYOLA UNIVERSITY MEDICAL CTR, and Delivery Date. Below this is a table of line items with columns: FC, Line, Item Detail, Quantity, UOM, Unit Cost, Divr, Ship. The first line item is REPAIR with Quantity 1.00, UOM EA, Unit Cost 740.0000, Divr SSOM1, and Ship SSOM1. A "Drill Around" option is highlighted in a blue box next to the first line item. Below the table are tabs for "Line Detail", "Activity, Asset", "Tax", "Pricing", "Cancel", and "Misc Details". The "Line Detail" tab is active, showing fields for Description (BeckmanCentrifuge SSN ALK98M12), Type (S), Account (504580), Company (9100), Vendor Item (REPAIR), Service Code (A), and Amount.

FC	Line	Item Detail	Quantity	UOM	Unit Cost	Divr	Ship	
		REPAIR	1.00	EA	740.0000	05/05/2009	SSOM1	More
		REPAIR	1.00	EA	740.0000	05/05/2009	SSOM1	More
								More
								More
								More

Description	Type	Account	Unit Cost	Company
BeckmanCentrifuge SSN ALK98M12	S	504580	6110	9100

Vendor Item	Service Code	Amount
REPAIR	A	Amount

The Drill Around screen will allow you to view more information for the PO and Requisition by right clicking to expand the plus signs.

Click on the plus sign located to the left of Requisition Line and choose Requisition Line Detail to view the following information:

The screenshot shows a web browser window titled "Drill Around® -- Webpage Dialog" with the URL "http://prod.medctr.luhs.org:88/lawson/portal/drill/drill.htm". The browser has buttons for "Close", "Search", "Find Next", "Reset", and "Printable View".

The main content area is divided into two sections:

- DRILL EXPLORER (Left Panel):** A tree view showing a hierarchy of folders. The "Requisition Line" folder is expanded, and "Requisition Line Detail" is selected, indicated by a black arrow pointing to it.
- Main Content Area (Right Panel):** Displays detailed information for the selected requisition line:
 - Item: REPAIR
 - Description: BeckmanCentrifuge SSN ALK98M12
 - Requested Quantity: 1.0000 EA
 - Unit cost: 740.00000
 - Cost Source: Entered
 - Returned Quantity: 0.0000
 - Line Type: Service
 - Line Status: Processed closed Flag Approved Flag
 - From Location: SSOM1 DOCK 1
 - Requested Date Range: 04/27/2009 -
 - Suggested Vendor: 21032 BECKMAN COULTER
 - Price Agreement:
 - Fill or Kill Flag: Fill Backorders
 - Kill Quantity: 0.0000
 - Item Entry Code: Item
 - Line Source: Upgrade

The status bar at the bottom shows the URL "http://prod.medctr.luhs.org:88/lawson/portal/drill/drill.htm" and "Internet".

Click on Requisition Header Detail to get more information.

The screenshot shows a web browser window with the following elements:

- Browser Title:** Drill Around® -- Webpage Dialog
- Address Bar:** http://prod.medctr.luhs.org:88/lawson/portal/drill/drill.htm
- Navigation Buttons:** Close, Search, Find Next, Reset, Printable View
- DRILL EXPLORER (Left Sidebar):**
 - PO Line User Fields
 - Comments to Print on Delivery Tickets
 - Comments to Print on Internal Documents
 - Comments to Print on Purchase Orders
 - Comments to Print on Receiving Documents
 - Purchase Order Line Display Only Comments
 - Purchase Order Line Attachments
 - Invoice Comments
 - PO Line GL Distribution-Non Inventory Items
 - 504580
 - PO Line Source Records
 - Requisitions
 - Purchase Order and Source Detail
 - Comments to Print on Delivery Ticket
 - Requisition Line
 - 1062716
 - Requisition Header Detail** (indicated by an arrow)
 - Requisition Line Detail
 - Comments to Print on Internal Documents
 - Comments to Print on Delivery Tickets
 - Comments to Print on Requisitions
 - Comments to Print on Purchase Orders
 - Comments to Print on Pick Lists
 - Comments to Print on Receivers
 - Requisition Line Display Only Comments
 - Invoice Comments
 - Requisition Header
 - Purchase Order Information
 - Line GL Distributions
 - Purchase Order Header

- Main Content Area:**
- Requisition Number: 1062716
- Requester: shealey Sally Healey
- Deliver To: 110/5216 walenga 72840
- Total Req Value: 1480.00
- Approved Flag: Yes
- Level To Attain: 1
- Approval Level Attained: 1
- PF Header Approval Level:
- Requesting Location: 6680L
- Transaction Type: Issues
- Creation Date: 04/27/2009 Operator ID: shealey
- Status: Processed Closed Flag:
- Approval Type: Header approval-Approval codes
- Approval Code: 1089
- Header Source: Upgrade

To verify if an item has been received and by whom:

Note: If the item has not been received, you will not be able to see the Receiving line.

Within the Drill Explorer click on the plus sign located to the left of the line that reads: Net Receiving for PO Line by Update Date Descending. That line will show you the receiver number, purchase order line number, item number, quantity received and quantity on the purchase order.

The screenshot shows a web browser window titled "Drill Around@ -- Webpage Dialog" with the URL "http://prod.medctr.luh.s.org:88/lawson/portal/drill/drill.htm". The interface includes a navigation bar with buttons for "Close", "Search", "Find Next", "Reset", and "Printable View".

The main content area is titled "DRILL EXPLORER" and is divided into two panes. The left pane is a tree view showing a hierarchy of folders and files. The right pane displays detailed information for the selected item.

DRILL EXPLORER Tree View:

- PO Line Status
- PO Line Cost Detail
- PO Line Quantity Detail
- PO Line Vendor/Purchase From Detail
- PO Line Receiving Tolerance
- PO Line Catch Weight Quantity Detail
- PO Line User Fields
- Comments to Print on Delivery Tickets
- Comments to Print on Internal Documents
- Comments to Print on Purchase Orders
- Comments to Print on Receiving Documents
- Purchase Order Line Display Only Comments
- Purchase Order Line Attachments
- Invoice Comments
- PO Line GL Distribution-Non Inventory Items
- PO Line AOC
- PO Line Source Records
- PO Line Audit Records by Revision and Date
- Net Receiving for a PO Line By Update Date Descending
 - 103952
 - Receiving Line Detail
 - Receiving Line Display Only Comments
 - Purchase Order Line
 - Receiving Line GL Distribution-Non Inventory Item
 - Receiving Line AOC
 - Package Tracking Number for Received Line
- Item Purchase History At A Location

Right Pane Data:

Receiver: 103952 Line/Status: 1 Released/Inspected
PO Number: 8602838 - 0 PO Code:
Location: SSOM4 - LOYOLA UNIVERSITY MEDICAL CTR
rec Date/Time: 05/23/2003 1202 operator: rooms
Item Detail: 161-0140

Quantity Currently Received:	1.0000	EA
Quantity Received Originally:	1.0000	EA
Matched Quantity:	0.0000	EA
Match MNR/write off Quantity:	0.0000	EA
Receiver write off Quantity:	0.0000	EA
Receiver Archived Quantity:	0.0000	EA
Rejected Quantity:	0.0000	EA
Catch Weight Quantity:	0.0000	
P-Card Charge Quantity:	0.0000	EA
Bin:	Type:	Storage:
Back order Cancelled: No	Inspection Required: No	
Unit Cost to Match:	38.00000	
Received Unit Cost:	38.00000	EA
Vendor Return Number, Line, Qty:	0 0	0.0000

3. PO64 – PO Line History

The PO64 screen can be used to obtain various types of information; however, you will need to know the purchase order number before proceeding.

After inputting company (9100), PO Number, and line number (1), click on the inquire button.

The screenshot shows the Lawson portal interface for PO Line Item History (PO64.1). The browser window title is "Lawson portal - PO Line Item History (PO64.1) - Windows Internet Explorer". The URL is "http://prod.medctr.luhs.org:88/lawson/portal/". The page header includes the Lawson logo and "PO Line Item History (PO64.1)". A navigation bar contains buttons for "Home", "Previous", "Inquire", "Next", and "Inquire" (circled). A sidebar on the left lists "My Shortcuts" (UP242, PO20, PO64, GL95, GL90, Print Manager) and "Employee Self-Service". The main form displays the following information:

- Company: 9100 LOYOLA UNIVERSITY CHICAGO
- PO: 8602838
- Line: 1
- UOM: E Entered
- Date: 05/22/2003
- Revision:
- Status: Closed
- Vendor: 7080 BIO-RAD LABORATORIES INC
- Currency: USD US Dollars
- Unit Cost: 38.0000 EA
- Item: 161-0140 40% acrylamide
- Type: Special
- Ship To: SSOM4 LOYOLA UNIVERSITY MEDICAL CTR
- Buyer: AMS MARIE STERBIS
- Date: 05/23/2003

Transaction summary table:

Quantity	UOM	Ordered	Canceled	Received	Open To Rcv	Matched
1.00	EA	1.00		1.00		1.00

Transactions table:

SC	Type	AOC	Document	Update Date	Unit Cost	Transaction Quantity	UOM
REC			103952	05/23/2003	38.0000	1.00	EA
INV			2825008	05/30/2003	38.0000	1.00	EA
INV	FR		2825008	05/30/2003	16.9914	1.00	EA

Right click on Line item you wish to drill and choose Drill Around and the Drill Explorer will be displayed.

The screenshot shows the Lawson portal interface for PO Line Item History (PO64.1). The browser window title is "Lawson portal - PO Line Item History (PO64.1) - Windows Internet Explorer". The address bar shows "http://prod.medctr.luhs.org:88/lawson/portal/". The page header includes the Lawson logo and "PO Line Item History (PO64.1)". A navigation bar contains "Previous", "Inquire", "Next", and "Inquire" buttons. A search bar and "Related Forms" dropdown are also present.

Key information displayed includes:

- Company: 9100 LOYOLA UNIVERSITY CHICAGO
- PO: 8602838
- Line: 1
- UOM: E
- Date: 05/22/2003
- Revision: (blank)
- Status: Closed
- Vendor: 7080 BIO-RAD LABORATORIES INC
- Currency: USD US Dollars
- Unit Cost: 38.0000 EA
- Item: 161-0140 40% acrylamide
- Type: Special
- Ship To: SSOM4 LOYOLA UNIVERSITY MEDICAL CTR
- Buyer: AMS MARIE STERBIS
- Date: 05/23/2003

Transaction status summary:

- Ordered: 1.00 EA
- Canceled: (blank)
- Received: 1.00
- Open To Rcv: (blank)
- Matched: 1.00

Transactions table:

SC	Type	AOC	Document	Update Date	Unit Cost	Transaction Quantity	UOM
<input type="checkbox"/>	REC		103952	05/23/2003	38.0000	1.00	EA
<input type="checkbox"/>	Drill Around*		2825008	05/30/2003	38.0000	1.00	EA
<input type="checkbox"/>	INV	FR	2825008	05/30/2003	16.9914	1.00	EA

To select an item, click on the plus sign located to the left of the line you choose. Continue clicking on the plus signs until you have completed your search.

The screenshot shows a web browser window titled "Drill Around® -- Webpage Dialog" with the URL "http://prod.medctr.luhs.org:88/lawson/portal/drill/drill.htm". The interface includes a navigation bar with buttons for "Close", "Search", "Find Next", "Reset", and "Printable View".

DRILL EXPLORER

- PO Line Status
- PO Line Cost Detail
- PO Line Quantity Detail
- PO Line Vendor/Purchase From Detail
- PO Line Receiving Tolerance
- PO Line Catch Weight Quantity Detail
- PO Line User Fields
- Comments to Print on Delivery Tickets
- Comments to Print on Internal Documents
- Comments to Print on Purchase Orders
- Comments to Print on Receiving Documents
- Purchase Order Line Display Only Comments
- Purchase Order Line Attachments
- Invoice Comments
- + PO Line GL Distribution-Non Inventory Items
- + PO Line AOC
- + PO Line Source Records
- + PO Line Audit Records by Revision and Date

Main Content Area:

Purchase Order: 8602838 - 0 Code:
Line: 1
Line Released: Yes
Line Printed: Yes
Line Closed: Yes
PO Closed: Yes
Ship To: SSOM4 LOYOLA UNIVERSITY MEDICAL CTR
Item: 161-0140 - Special
Item Detail: 161-0140
40% acrylamide

Line Revised: Yes
From Vendor Return: 0 Ret Line Nbr: 1
Event Number: 0

4. UP242 – Purchase Order Analysis

To view purchase orders by accounting unit, open Lawson Portal and select UP242 Fill in the Job Name with “UP242”, followed by your initials, Job Description, Company, and Accounting Unit(s) with the appropriate information. Click the Add button. *A message will appear at the bottom of the screen indicating that the job has been added. Future reports can be run using the same job name by changing the accounting unit(s) and selecting the change button. A message will appear at the bottom of the screen indicating that the change is complete.*

The screenshot shows the Lawson Portal interface for 'Purchase Order Analysis (UP242)'. The browser title is 'Lawson portal - Purchase Order Analysis (UP242) - Windows Internet Explorer'. The URL is 'http://prod.medctr.luhs.org:88/lawson/portal/'. The user is logged in as Tracy Snowberger. The navigation bar includes buttons for '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. The 'Add' button is circled in red. Below the navigation bar are buttons for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The form fields are:

- Job Name: UP242XX
- Job Description: Commitments
- User Name: tsnowbe (Tracy Snowberger)
- Data Area/ID: PROD

Parameters:

- Company: 9100
- Acct Unit: 508900, 508901, 508902, 508903

Click the Submit button and then OK to process. *A message will appear at the bottom of the screen indicating that the job has been submitted.*

Submit Job -- Webpage Dialog

http://prod.medctr.luhs.org:88/lawson/portal/repor

Job Name UP242XX

User Name rgomez1

Job Queue [dropdown]

Start Date [calendar icon]

Start Time [] (hhmm)

Submit Cancel

http://prod.medctr.lu Internet

Navigate to the Print Manager Shortcut:

Lawson portal - Print Manager - rgomez1 - Windows Internet Explorer

http://prod.medctr.luhs.org:88/lawson/portal/

File Edit View Favorites Tools Help

Lawson portal - Print Manager - rgomez1

Welcome Rebecca [logout]

LAWSON Print Manager - rgomez1

Home Report Actions Inquire Search Find Next Reset Printable View

My Shortcuts

- Manage Shortcuts
- Kronos
- AP90 - Invoice Search by Ven...
- GL90 - Transaction Analysis
- GL94 - Commitment Analysis
- GL95 - Account Analysis
- PO20 - Purchase Order Entry
- PO64 - PO Line Item History
- UF95 - Account Analysis Avai...
- UP242 - Purchase Order Analy...
- Print Manager ←

User Name rgomez1

<input type="checkbox"/>	Job Owner	Job Name	Description	Parameters	File Name	Created
<input type="checkbox"/>	rgomez1	UP242XX	Commitments	UP242	UP242.prt	05/08/2009 15:09:33
<input type="checkbox"/>	rgomez1			GL90.1	print1.csv	05/05/2009 13:08:28
<input type="checkbox"/>	rgomez1	AC220803SS	Budget Listing	AC220	AC220.prt	05/04/2009 16:25:44
<input type="checkbox"/>	rgomez1	AC220803LU	Budget Listing	AC220	AC220.prt	05/04/2009 12:43:46
<input type="checkbox"/>	rgomez1	AC298803SS	Subsystem Commitment Detail Re	AC298	AC298.prt	05/04/2009 12:43:44
<input type="checkbox"/>	rgomez1	AC298803LU	Subsystem Commitment Detail Re	AC298	AC298.prt	05/04/2009 12:43:42
<input type="checkbox"/>	rgomez1	AC295803SS	Activity Commitment Summary	AC295	AC295.prt	05/04/2009 12:43:40
<input type="checkbox"/>	rgomez1	AC295803LU	Activity Commitment Summary	AC295	AC295.prt	05/04/2009 12:43:21
<input type="checkbox"/>	rgomez1	AC261803SS	Fee/Burden Assignment Listing	AC261	AC261.prt	05/04/2009 12:41:28

Select the job to be viewed and choose View in the Report Actions menu. You can also open a report by double clicking on the line.

The screenshot shows the Lawson Portal Print Manager interface. The browser window title is "Lawson portal - Print Manager - rgomez1 - Windows Internet Explorer". The address bar shows "http://prod.medctr.luhs.org:88/lawson/portal/". The page header includes the Lawson logo, "Print Manager - rgomez1", and a welcome message "Welcome Rebecca [logout]".

The main navigation area includes a "Home" tab, "My Shortcuts" (with a list of shortcuts like AP90, GL90, etc.), and "Employee Self-Service". The "Report Actions" menu is open, showing options: "View", "Print", and "Delete". The "View" option is highlighted.

The main content area displays a table of reports with the following columns: Job Name, Description, Parameters, File Name, and Created. The first row is highlighted.

	Job Name	Description	Parameters	File Name	Created
<input type="checkbox"/>	UP242XX	Commitments	UP242	UP242.prt	05/08/2009 15:09:33
<input type="checkbox"/>	GL90.1	print1.csv	05/05/2009 13:08:28		
<input type="checkbox"/>	AC220	Budget Listing	AC220.prt	05/04/2009 16:25:44	
<input type="checkbox"/>	AC220	Budget Listing	AC220.prt	05/04/2009 12:43:46	
<input type="checkbox"/>	AC298	Subsystem Commitment Detail Re	AC298.prt	05/04/2009 12:43:44	
<input type="checkbox"/>	AC298	Subsystem Commitment Detail Re	AC298.prt	05/04/2009 12:43:42	
<input type="checkbox"/>	AC295	Activity Commitment Summary	AC295.prt	05/04/2009 12:43:40	
<input type="checkbox"/>	AC295	Activity Commitment Summary	AC295.prt	05/04/2009 12:43:21	
<input type="checkbox"/>	AC261	Fee/Burden Assignment Listing	AC261.prt	05/04/2009 12:41:28	
<input type="checkbox"/>	AC261	Fee/Burden Assignment Listing	AC261.prt	05/04/2009 12:41:11	
<input type="checkbox"/>	AC290	Transaction Listing	AC290.prt	05/04/2009 12:39:09	
<input type="checkbox"/>	AC290	Transaction Listing	AC290.prt	05/04/2009 12:39:07	
<input type="checkbox"/>	AC480	Activity Balances	AC480.prt	05/04/2009 12:38:57	
<input type="checkbox"/>	AC480	Activity Balances	AC480.prt	05/04/2009 12:38:40	
<input type="checkbox"/>	AC262	Pool Driver Values Listing	AC262.prt	05/04/2009 12:37:42	
<input type="checkbox"/>	AC263	Provisional Rate Listing	AC263.prt	05/04/2009 12:37:29	
<input type="checkbox"/>	AC240	Journal Edit Listing	AC240.prt	05/04/2009 12:37:04	
<input type="checkbox"/>	AC240	Journal Edit Listing	AC240.prt	05/04/2009 12:36:57	
<input type="checkbox"/>	AC207	Account Assignment Listing	AC207.prt	05/04/2009 12:36:29	
<input type="checkbox"/>	AC207	Account Assignment Listing	AC207.prt	05/04/2009 12:36:27	
<input type="checkbox"/>	AC206	Acct Cat Assignment Listing	AC206.prt	05/04/2009 12:36:19	
<input type="checkbox"/>	AC206	Acct Cat Assignment Listing	AC206.prt	05/04/2009 12:36:15	
<input type="checkbox"/>	AC213	Activity Attribute Listing	AC213.prt	05/04/2009 12:36:06	

Navigation controls at the bottom include "Previous 25" and "Next 25". The status bar shows "Done" and "Internet" with a 100% zoom level.

Once the report is open, you can choose to print the report with the Print report option or the View Report Option (for PDF Files) or you can export the report to a CSV file and open it into Excel by choosing the Create CSV File option.

The screenshot shows the Lawson portal interface for Job UP242XX - Step 1. The browser window title is "Lawson portal - UP242.prt (Job UP242XX - Step 1) - Windows Internet Explorer". The URL is "http://prod.medctr.luh.s.org:88/lawson/portal/". The page header includes the Lawson logo, the job name "UP242.prt (Job UP242XX - Step 1)", and a welcome message "Welcome Rebecca [logout]".

Navigation buttons include "Back", "Print", "Create CSV File", and "View Options". The "Create CSV File" and "View Options" buttons are circled in red. A "My Shortcuts" sidebar is visible on the left.

The main content area displays "JOB SUBMISSION PARAMETERS" for Job UP242, dated 05/08/09 at 15:03. User information includes "User Name: rgomez1", "Job Name: UP242XX", and "Step Nbr: 1".

Accounting unit details are listed below:

Company	Acct Unit
9100	508900
	508901
	508902
	508903

Report details for "LOYOLA UNIVERSITY CHICAGO Purchase Order Analysis" are shown below:

UP242 Date: 05/08/09 Time: 15:09

Accounting Unit - Description

Purchase Order	Release	Account	Po Date	Vendor	Rev All	Purchase Order Total Amount	Purchase Ord Open Amount
8689076		6581	03/03/2009	6030343 - CHICAGO ALLIANCE TO END	N	11354.00	11354.0
Accounting Unit Total Po's 1						11354.00	11354.0

The bottom of the page shows the browser status bar with "Done" and "Internet" icons, and a zoom level of 100%.

Contacts

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*Additional Lawson documentation can be found here: <http://www.luc.edu/finance/fsdoc.shtml>