



# Lawson Portal Navigation

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<https://apptest.domain.com/lawson/portal>

**Enter User Name and Password**



## What is the Lawson Portal?

According to Lawson, a portal is

“The gateway to everything you need to do your job.”

According to the American Heritage Dictionary, a portal is

“A doorway, entrance, or gate, especially one that is large and imposing.”

# Objects on the Lawson Portal

Company/Lawson Logo

Navigation Pane

Content Pane

Search Box

Preferences Menu

Help Menu

Status Bar

- Home
- My Shortcuts  
ap20.2
- Jobs and Reports
- Requisition Center
- EDI Administration
- General Ledger Subset
- Invoice Matching
- Purchasing
- Requisitions

# Portal

## Common Tasks

- > **Manage Subscriptions**
  - > **Manage User Options**
- Manage your navigation links and home page content

## Useful Information

- > [Portal User Help](#)
- > [KnowledgeBase](#)
- > [Hotkeys Help](#)

Search Box

Navigation Panel

Content Panel

- Home
- My Shortcuts
  - ap20.2
- Jobs and Reports
- Requisition Center
- EDI Administration
- General Ledger Subset
- Invoice Matching
- Purchasing
- Requisitions

# Portal

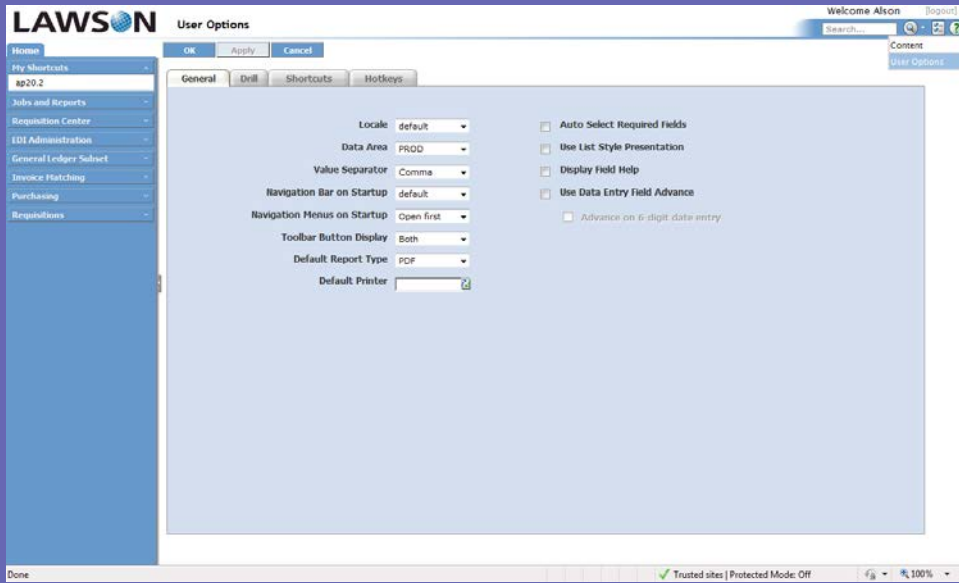
## Common Tasks

- > **Manage Subscriptions**
  - > **Manage User Options**
- Manage your navigation links and home page content

## Useful Information

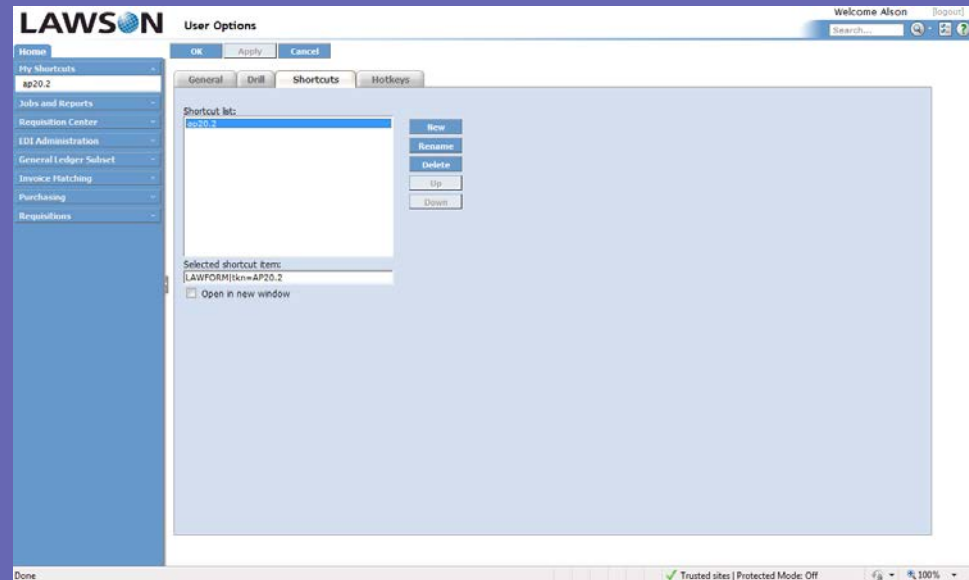
- > [Portal User Help](#)
- > [KnowledgeBase](#)
- > [Hotkeys Help](#)

User Preferences



From the Home Page  
Select User Options from the  
preferences button  
Then Select Shortcuts

Click Add  
Enter a description of your shortcut  
Click OK  
Enter URL or form as  
LAWFORM|tkn=PO20.1  
Click OK  
Click Apply



# Preferences Content

The screenshot shows the Lawson Portal Home interface. At the top left is the Lawson logo and the text "Portal Home". At the top right, the user is logged in as "Welcome A son" with a "[logout]" link. A search bar is located below the user name. A red box highlights a dropdown menu in the top right corner containing "Content" and "User Options". On the left side, there is a vertical navigation menu with items: Home, My Shortcuts (with a sub-item "ap20.2" and "Purchase Order"), Jobs and Reports, Requisition Center, EDI Administration, General Ledger Subset, Invoice Matching, Purchasing, and Requisitions. The main content area features the "Portal" logo, a "Common Tasks" section with links for "Manage Subscriptions" and "Manage User Options" (with a description: "Manage your navigation links and home page content"), and a "Useful Information" section with links for "Portal User Help", "KnowledgeBase", and "Hotkeys Help". The bottom status bar shows "Done" on the left, "Trusted sites | Protected Mode: Off" in the center, and "100%" zoom on the right.

# Double Click Subscriptions to add to Layout

The screenshot displays the Lawson Content portal interface. At the top left is the Lawson logo and the word "Content". The top right shows a user greeting "Welcome Alson" with a "logout" link and a search bar. Below the header is a navigation bar with buttons for "Save", "Reload Portal", "Refresh", "Previous", "Next", and "Home".

The main content area is divided into two columns: "SUBSCRIPTIONS" and "LAYOUT".

**SUBSCRIPTIONS** (Left Column):

- Applicant Self-Service
- Asset Management
- EDI Administration**
- Employee Self-Service
- General Ledger Subset**
- HR Information
- Inventory Control
- Invoice Matching**
- Jobs and Reports**
- Lawson Reports
- Manager Self-Service
- New AU Request
- Purchasing**
- Reporting and Analysis
- Requisition Center**
- Requisitions**
- Smart Reconciliation
- Warehouse

**LAYOUT** (Right Column):

Navigation	Main Content
<input type="checkbox"/> Jobs and Reports	
<input type="checkbox"/> Requisition Center	
<input checked="" type="checkbox"/> EDI Administration	
<input checked="" type="checkbox"/> General Ledger Subset	
<input checked="" type="checkbox"/> Invoice Matching	
<input checked="" type="checkbox"/> Purchasing	
<input checked="" type="checkbox"/> Requisitions	

At the bottom of the interface, there is a "Find" button and a status bar showing "Done", "Trusted sites | Protected Mode: Off", and "100%".

Home

**Save** | Reload Portal | Refresh | Previous | Next | Home

My Shortcuts

- ap20.2
- Purchase Order
- Jobs and Reports
- Job Schedule
- Print Manager
- Job List

Requisition Center

- Line Status
- Status
- Shopping

EDI Administration

- EDI Configuration Maint.
- EDI Carrier Setup
- EDI Trading Partner Setup
- EDI Substitution Table Se
- EDI Start/Stop Trans. Eng
- EDI Outbound Execution
- EDI Inbound Execution
- EDI Query Event History
- EDI Event History Purge
- EDI Query Trans. History
- EDI Purge Trans. History
- EDI Cleanup Directories

General Ledger Subset



- Setup
- Processing
- Reporting
- Utilities
- Currency
- Attribute Matrix Setup

Invoice Matching

SUBSCRIPTIONS

- EDI Cleanup Directories
- Employee Self-Servicelwsn
- General Ledger Subset**
- Setup
- Processing
- Reporting
- Utilities
- Currency
- Attribute Matrix Setup
- HR Information
- HR & Benefits Information
- HR Policies & Procedures
- EAP
- WOW
- Inventory Control
- Invoice Matching**
- Flowchart
- Setup
- Processing
- Reporting
- Utilities
- Jobs and Reports**
- Lawson Reports
- Manager Self-Service
- New AU Request
- Purchasing**
- Reporting and Analysis
- Requisition Center**
- Requisitions**
- Smart Reconciliation
- Warehouse

LAYOUT

Navigation	Main Content
 Jobs and Reports	
 Requisition Center	
<input checked="" type="checkbox"/> EDI Administration	
<input checked="" type="checkbox"/> Invoice Matching	
<input checked="" type="checkbox"/> Purchasing	
<input checked="" type="checkbox"/> Requisitions	
<input checked="" type="checkbox"/> General Ledger Subset	

AP Find

# Preferences User Options

The screenshot shows the Lawson User Options dialog box with the General tab selected. The interface includes a top navigation bar with the Lawson logo, user name 'Alson', and search functionality. A left-hand navigation pane lists various system areas like My Shortcuts, Jobs and Reports, Requisition Center, EDI Administration, Invoice Matching, and Purchasing. The main content area contains settings for Locale (default), Data Area (PROD), Value Separator (Comma), Navigation Bar on Startup (default), Navigation Menus on Startup (Open first), Toolbar Button Display (Both), Default Report Type (PDF), and Default Printer (Text). On the right side, there are four unchecked checkboxes: Auto Select Required Fields, Use List Style Presentation, Display Field Help, and Use Data Entry Field Advance, with a sub-option 'Advance on 6-digit date entry' also unchecked.

**LAWSON** User Options Welcome Alson [logout]

Home

**My Shortcuts**  
ap20.2  
Purchase Order

**Jobs and Reports**  
Job Schedule  
Print Manager  
Job List

**Requisition Center**  
Line Status  
Status  
Shopping

**EDI Administration**  
EDI Configuration Maint.  
EDI Carrier Setup  
EDI Trading Partner Setup  
EDI Substitution Table Se  
EDI Start/Stop Trans. Eng  
EDI Outbound Execution  
EDI Inbound Execution  
EDI Query Event History  
EDI Event History Purge  
EDI Query Trans. History  
EDI Purge Trans. History  
EDI Cleanup Directories

**Invoice Matching**  
Flowchart  
Setup  
Processing  
Reporting  
Utilities

**Purchasing**  
Flowchart

**General** | Drill | Shortcuts | Hotkeys

Locale: default  
Data Area: PROD  
Value Separator: Comma  
Navigation Bar on Startup: default  
Navigation Menus on Startup: Open first  
Toolbar Button Display: Both  
Default Report Type: PDF  
Default Printer: PDF

Auto Select Required Fields  
 Use List Style Presentation  
 Display Field Help  
 Use Data Entry Field Advance  
 Advance on 6-digit date entry

Done Trusted sites | Protected Mode: Off 100%

# Search Box

The screenshot shows the Lawson Portal Home interface. At the top right, the user is logged in as 'Alson' and is greeted with 'Welcome Alson'. A search box is located in the top right corner, highlighted with a red rectangle. The search box contains the text 'Search...'. Below the search box are icons for help and search. The main content area features a 'Portal' header, a 'Common Tasks' section with links to 'Manage Subscriptions' and 'Manage User Options', and a 'Useful Information' section with links to 'Portal User Help', 'KnowledgeBase', and 'Hotkeys Help'. A left-hand navigation menu lists various portal sections such as 'My Shortcuts', 'Purchase Order', 'Jobs and Reports', 'Requisition Center', 'EDI Administration', 'Invoice Matching', 'Purchasing', 'Requisitions', and 'General Ledger Subset'. The browser's status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and '100%' zoom level.

**LAWSON** Portal Home Welcome Alson [logout]

Search...

## Portal

### Common Tasks

- > **Manage Subscriptions**
- > **Manage User Options**

Manage your navigation links and home page content

### Useful Information

- > [Portal User Help](#)
- > [KnowledgeBase](#)
- > [Hotkeys Help](#)

Home

- My Shortcuts
  - ap20.2
  - Purchase Order
- Jobs and Reports
- Requisition Center
- EDI Administration
- Invoice Matching
- Purchasing
- Requisitions
- General Ledger Subset

Done Trusted sites | Protected Mode: Off 100%

# Search results

The screenshot shows a Windows Internet Explorer browser window displaying search results for the term 'issues'. The browser's address bar contains the search term 'issues'. The page title is 'Welcome Alson' with a '[logout]' link. The search results are displayed in a modal window titled 'Search Results' with the subtitle '5 hits for 'issues''. The results are organized into two sections: 'Inventory Control' and 'Requisitions'. The 'Inventory Control' section includes 'Inventory Turnover by Issues (IC135)', 'Issues (IC21.1)', and 'Detail Issues (IC21.2)'. The 'Requisitions' section includes 'Issues Audit List (RQ235)' and 'Issues History (RQ50.1)'. A 'Close' button is located at the bottom right of the modal window. To the right of the modal window, there is a 'Useful Information' section with three links: 'Portal User Help', 'KnowledgeBase', and 'Hotkeys Help'. The browser's status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of '100%'.

Search Results - Windows Internet Explorer

Welcome Alson [logout]

issues

**Search Results** 5 hits for 'issues'

**Inventory Control**

- Inventory Turnover by Issues (IC135)
- Issues (IC21.1)
- Detail Issues (IC21.2)

**Requisitions**

- Issues Audit List (RQ235)
- Issues History (RQ50.1)

Close

**Useful Information**

- > [Portal User Help](#)
- > [KnowledgeBase](#)
- > [Hotkeys Help](#)

Done Trusted sites | Protected Mode: Off 100%

# List Style Presentation

The Lawson Portal lets you view information in a list style presentation or a non-list style presentation. Below is a comparison of the steps to follow for accessing information with each presentation style.

List Style	Non List Style
<ol style="list-style-type: none"><li>1. Access a form.</li><li>2. Select key field information from list.</li></ol>	<ol style="list-style-type: none"><li>1. Access a form.</li><li>2. Input key field information.</li><li>3. Initiate an Inquiry.</li></ol>

The default setting is set to use the list style presentation. The list style guides you through the key fields to more quickly and efficiently locate information and data significant to your job.

Not using the list style, allows data entry personnel to work in a keyboard-only manner. Selecting or deselecting the checkbox (highlighted in the graphic) found in User Options

The screenshot shows the 'LAWSON User Options' dialog box. The 'General' tab is selected. The 'Use List Style Presentation' checkbox is checked, indicating that the list style is the default presentation. Other settings include: Locale (default), Data Area (PROD), Value Separator (Comma), Navigation Bar on Startup (default), Navigation Menus on Startup (Open first), Toolbar Button Display (Both), Default Report Type (PDF), and Default Printer. On the right side, there are checkboxes for 'Auto Select Required Fields' (unchecked), 'Display Field Help' (unchecked), and 'Use Data Entry Field Advance' (unchecked). A sub-option 'Advance on 6-digit date entry' is also present and unchecked. The dialog box has 'OK', 'Apply', and 'Cancel' buttons at the top. The browser window title is 'Welcome Alson' and the status bar shows 'Trusted sites | Protected Mode: Off'.

# List Style Presentation is Off

**LAWSON** Vendor (AP10.1) Welcome Alson [logout]

ap10 Related Forms

OnBase

Vendor Group **MH** MaineHealth

Vendor 103267 OWENS & MINOR PO Vendor \*

Attributes Vendor Bank \* Customer Approval Locations \*

Main Contact Defaults Options Returns User Fields P-Cards

Vendor Class **DFT** DEFAULT

Process Group none

Tax ID 54-2049200 1099 Info Mult Pay Ven

Pay Vendor 103267 OWENS & MINOR

Address

Effective Date 11/08/2012 New Address

Address 1 PO BOX 414887

Address 2

Address 3

Address 4

City or Address 5 BOSTON

State or Province MA Postal Code 02241-4810

Country

Country **US** United States of America

Region

Inquiry Complete Trusted sites | Protected Mode: Off 100%

# List Style Presentation is On

Drill Around® -- Webpage Dialog

Close | Search Find Next Reset | Printable View Explorer View

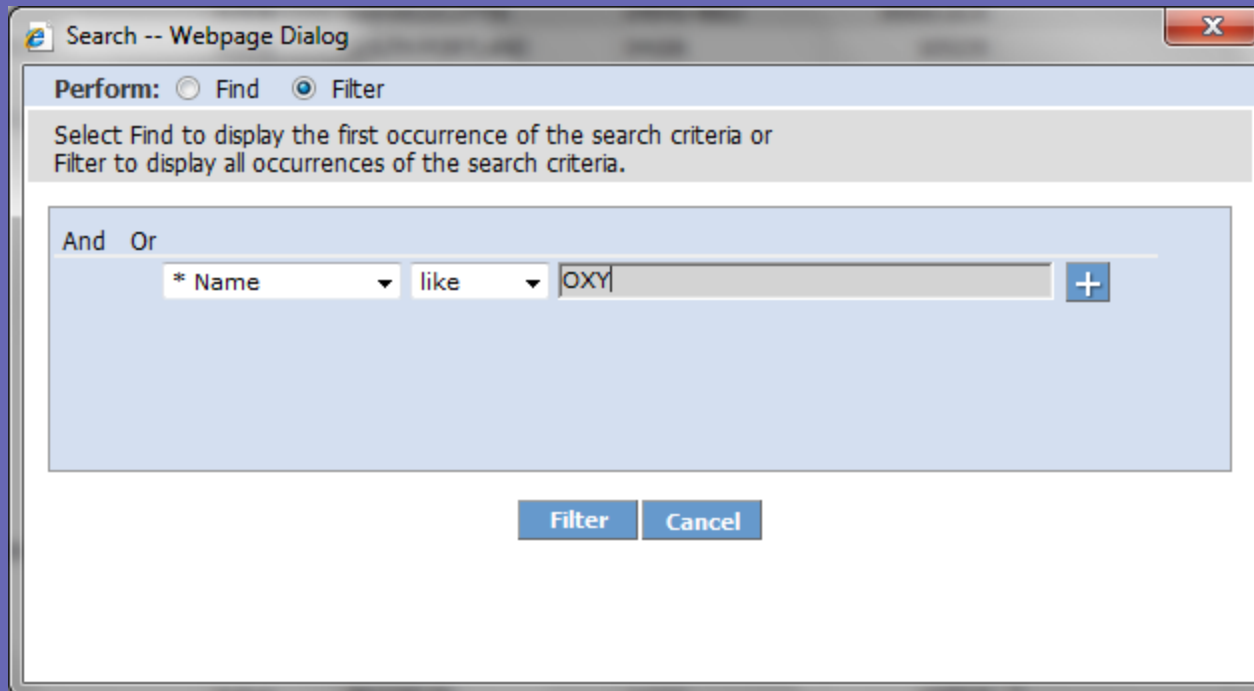
VENDOR NAME ▾

Name	Status	City	Postal Code	Number	Loc Indicator	Global Location Number
COMMUNITY OXYGEN SERVICE	Active	DAMARISCOTTA	04543-4663	999001839		
119 GANNETT DRIVE ASSOCIATES L	Active	SOUTH PORTLAND	04106	105235		
1577 CONGRESS ST ASSOC LLC	Active	SCARBOROUGH	04070	100003		
175 US ROUTE ONE ASSOCIATES LL	Active	SCARBOROUGH	04070	100004		
1ST RUN COMPUTER SERVICES	Active	NEW YORK	10001	100005		
21ST CENTURY BIOCHEMICALS	Active	MARLBORO	01752	100006		
2SMS LLC	Active	SCHAUMBURG	60173	106074		
314E CORPORATION	Active	FREMONT	94539	105236		
32 NORTH	Active	BIDDEFORD	04007-5007	106861		
39 LLC	Active	PORTLAND	04101	102401	*	
39 WALLACE AVE LLC	Active	YARMOUTH	04096	100007		
3CM LLC	Active	HANOVER	03755	100008		
3D TECHNICAL SERVICES	Active	FRANKLIN	45005	100009		
3E COMPANY	Active	CARLSBAD	92010	105008	*	
3M CORPORATION	Inactive	ST PAUL	55133-3388	105170	*	
3M HEALTH CARE CUSTOMER SERVIC	Active	DALLAS	75284-4127	100010	*	
3M HEALTH INFO SYSTEMS	Inactive	DALLAS	75320-0715	100011	*	
3RD SHIFT COURIER	Active	DERRY	03038-7241	100012		
3SHARP	Active	REDMOND	98052	100013		
477 CONGRESS LLC	Active	BROOKLYN	11211	100014	*	

View 50 Records Previous 50 Next 50 Records 1 - 50

# Search

## Filter - Like



# Search Results

Drill Around® -- Webpage Dialog

Close | Search | Find Next | Reset | Printable View | Explorer View

VENDOR NAME ▾

Name	Status	City	Postal Code	Number	Loc Indicator	Global Location Number
COMMUNITY OXYGEN SERVICE	Active	DAMARISCOTTA	04543-4663	999001839		
A 1 LOCKBOX INC	Active	WESTBROOK	04092	100025		
ADVANCED TOXICOLOGY NETWORK	Active	MEMPHIS	38118	105066	*	
BETH WILCOX	Active	PORTLAND	04103	100526		
BLACKBOX NETWORK SERVICES	Active	ELK GROVE VILLAGE	60007	106096	*	
BROWN FOX PRINTING INC	Active	SCARBOROUGH	04070-0897	100642		
CATHERINE TARBOX	Active	LIMERICK	04048	999001486		
CLARE H LOXTERKAMP	Active	BELFAST	04915	105610		
CLINTON FOX MD	Active			999001763		
CYDNEY COX MD	Active			999000486		
DAVID LOXTERKAMP MD	Active	BELFAST	04915	101130		
DEBORAH FOX	Active	WESTBROOK	04092	999000224		
DEBRA BOXER MSN LCSW	Active	SCARBOROUGH	04074	101168		
HAMPTON INN & SUITES OXON HILL	Active	OXON HILL	20745	101755		
INTOXIMETERS INCORPORATED	Active	ST LOUIS	63179-8000	102043	*	
JULIA FOX GARRISON	Active	MIDDLETOWN	01945	106095	*	
LAUREN FOX	Active			999002129		
LAW OFFICE OF MARIA FOX	Active	PORTLAND	04101	106047		
LEIF OXBURGH	Active			999000917		
MAINE OXY	Active	AUBURN	04210	102603	*	

Previous Next



# Drill Explorer

Click on + boxes to expand

The screenshot shows a window titled "Drill Around® -- Webpage Dialog" with a close button (X) in the top right corner. Below the title bar is a navigation bar with buttons for "Close", "Search", "Find Next", "Reset", and "Printable View".

The main area is titled "DRILL EXPLORER" and is split into two panes. The left pane is a tree view with the following items:

- Inventory Balances
- Cost Information
- Date Information
- Miscellaneous
- Sales Information
- Item Location User Fields
- Item Location Attachment*
- Item Availability
- Purchasing Information
- + Stock At Locations For An Item
- + Replenishment Information
- + Details
  - Serials*
  - Item Image*
  - Valid Units of Measure
  - Full Description
  - Item Master User Fields
  - Item Master Attachment*
- + PO Vendor Items

The right pane displays data for "Item: 102148".

Item:	102148	
On Hand:	5600.0000	EA
Allocatable:	5600.0000	
On Order:	0.0000	
Intransit:	0.0000	
Inspection Hold:	0.0000	
Unallocated:	0.0000	
Allocated:	0.0000	
Backordered:	0.0000	
In Process:	0.0000	
work in Process:	0.0000	

Below the table, it says "Replacement Item:".

# Help

**LAWSON** Vendor (AP10.1) Welcome Alson [logout] ap10

Home + Add Change - Delete < Previous ? Inquire > Next | Inquire

OnBase Vendor Group  MaineHealth

Vendor

Attributes Vendor Bank Customer Approval Locations

Main Contact Defaults Options Returns User Fields P-Cards

Vendor Class  Process Group

Tax ID  1099 Info Mult Pay Ven

Pay Vendor

Address

Effective Date

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province  Postal Code

County

Country  Region

mylawson.lawson.com  
About  
Hotkeys  
Portal User Help  
Form Help  
Field Help  
Form Wizard

Done Trusted sites | Protected Mode: Off 100%

# Field Help

**LAWSON** Vendor (AP10.1) Welcome Alson [logout] ap10

OnBase Related Forms

Vendor Group

Vendor    \*

\*    \*

Vendor Class    Required, Alpha 3

Process Group    Assign the vendor to a valid vendor class. A vendor class represents a group of vendors that share common characteristics, such as office supply vendors or employees.

Tax ID

Pay Vendor

Address

Effective Date

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

County

Country

Region

Trusted sites | Protected Mode: Off 100%

# Status Bar

**LAWSON** Item Location (IC12.1) Welcome Alson [logout] ic12

Home > + Add > Change > - Delete > Previous > ? Inquire > Next > | Inquire > Related Forms >

Company  MMC-MAINE MEDICAL CENTER Currency USD  
Location  OFFSITE MAIN INVENTORY  
Item    
GLOVE EXAM NITRILE MD

**Main** Miscellaneous Reorder Source Costs Sales User Fields

GL Category <input type="text" value="GLNS"/>	Status <input type="text" value="A"/> Active
Inventory Tracking <input type="text" value="Y"/> Yes	Date Added <input type="text" value="11/15/2012"/>
Allow Receipts <input type="text" value="Y"/> Yes	Consignment <input type="text" value="N"/> No
Allow Issues <input type="text" value="Y"/> Yes	No Charge <input type="text" value="N"/> No
Patient Chargeable <input type="text" value="N"/> No	Lot Tracking <input type="text" value="N"/> No
Serial Tracking <input type="text" value="N"/> No	

— Bin Control —

Bin Tracking <input type="text" value="Y"/> Yes
Preferred Bin <input type="text" value="UND-A"/>
Storage Code <input type="text"/>

— Taxes —

Purchase Taxable <input type="text"/>
Purchase Tax Code <input type="text"/>
Sell Taxable <input type="text" value="N"/>
Sell Tax Code <input type="text"/>

**Change Complete - Continue** Trusted sites | Protected Mode: Off 100%

# Inventory Valuation Report

Enter Job Name i.e. Form and Initials or company

Enter remaining parameters

Click Add to save

Click Submit

The screenshot shows the Lawson Inventory Valuation (IC233) web application interface. The top navigation bar includes the Lawson logo, the title "Inventory Valuation (IC233)", and a user greeting "Welcome Alson" with a "logout" link. A search bar contains "ic233". Below the navigation bar is a menu with options: "+ Add", "Change", "Delete", "Previous", "Inquire", "Next", and "Inquire". A "Related Forms" dropdown is also present.

The main content area features several buttons: "Submit", "Reports", "Job Sched", and "Print Mgr". The form fields are as follows:

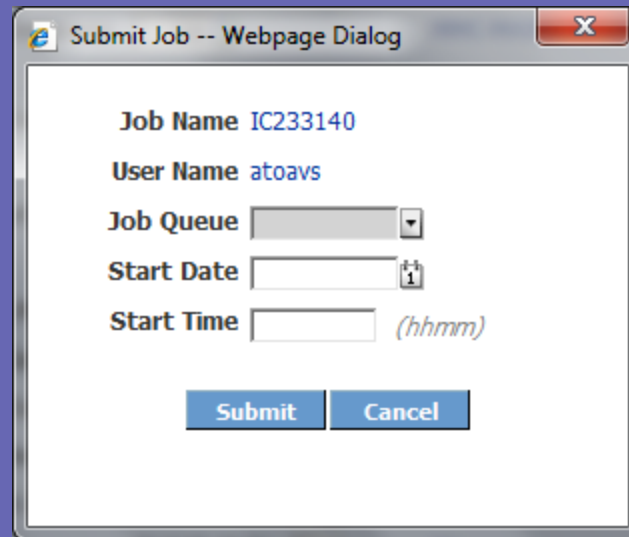
- Job Name: ic233140
- Job Description: Inventory Valuation
- User Name: atoavs Alson Toavs
- Data Area/ID: PROD

Below these fields is a "Parameters" section with tabs for "Main", "Inventory Class", and "IFRS". The "Main" tab is active, showing the following parameters:

- Company: 140 MMC-MAINE MEDICAL CENTER
- Location: (empty)
- or
- Report Group: MMC
- Costing Method: (dropdown)
- General Ledger Category: (dropdown)
- Currency: (dropdown)
- Attribute List: (dropdown)
- Include Items with Zero Stock On Hand: Y Yes
- Totals Only: N No
- Consignment Items: (checkbox) Include Consignment Items

The bottom status bar displays "Inquiry Complete" on the left and "Trusted sites | Protected Mode: Off" on the right, along with a 100% zoom level.

# Submit Job



Submit Job -- Webpage Dialog

Job Name IC233140

User Name atoavs

Job Queue

Start Date

Start Time  (hhmm)

Submit Cancel

The image shows a standard Windows-style dialog box with a title bar containing a close button (X). The dialog contains five rows of input fields. The first two rows are pre-filled with text. The third row is a dropdown menu. The fourth and fifth rows are empty text boxes. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

# Click Print Mgr

**LAWSON** Inventory Valuation (IC233) Welcome Alson [logout] ic233

» + Add Change Delete Previous ? Inquire Next | Inquire Related Forms

**Submit** **Reports** **Job Sched** **Print Mgr**

Job Name

Job Description

User Name  Alson Toavs

Data Area/ID

Parameters

**Main** **Inventory Class** **IFRS**

Company  MMC-MAINE MEDICAL CENTER

Location

or

Report Group

Costing Method

General Ledger Category

Currency

Attribute List

Include Items with Zero Stock On Hand  Yes

Totals Only  No

Consignment Items  Include Consignment Items

Job Has Been Submitted Trusted sites | Protected Mode: Off 100%

# Double Click on Job

**LAWSON** Print Manager - atoavs Welcome Alson [logout] ic233

Report Actions | Inquire | Search Find Next Reset | Printable View Related Forms

User Name atoavs

Job Owner	Job Name	Description	Parameters	File Name	Created
atoavs	IC233140	Inventory Valuation	IC233	IC233.prt	03/11/2013 18:56:51
atoavs	PO220R02	PO Status Report	PO220	PO220.prt	03/11/2013 09:12:22
atoavs	IC211	Item Location Listing	IC211	IC211.prt	03/08/2013 11:48:14
atoavs	MA278ALLSU	Cost Variance Analysis	MA278	MA278.prt	03/08/2013 11:34:47
atoavs	MA278ALL	Cost Variance Analysis	MA278	MA278.prt	03/08/2013 11:28:09
atoavs	PO225CON	Vendor Agreement Listing	PO225	PO225.prt	03/08/2013 11:23:04
atoavs	PO225SERV	Vendor Agreement Listing	PO225	PO225.prt	03/08/2013 11:19:20
atoavs	IC220140IS	Transaction History Report	IC220	IC220.prt	03/05/2013 12:35:01
atoavs	IC220140	Transaction History Report	IC220	IC220.prt	03/05/2013 12:27:23
atoavs	IC240	General Ledger Audit Report	IC240	IC240.prt	03/05/2013 12:26:36
atoavs	GL220100	Accounting Unit Listing	GL220	GL220.prt	02/28/2013 13:48:31
atoavs	IC140SPEC	Vendor Reorder Advice	IC140	IC140.prt	02/28/2013 11:52:04
atoavs	IC179ODCM	Delete Freeze Records	IC179	IC179.prt	02/28/2013 10:18:01
atoavs	IC270ODCM	Count Sheets	IC270	IC270.prt	02/28/2013 10:17:46
atoavs	IC170ODCM	Freeze Selected Items	IC170	IC170.prt	02/28/2013 10:17:20
atoavs	IC222220	Unreleased Documents	IC222	IC222.prt	02/27/2013 13:54:51
atoavs	PO230140	Unreleased Receivings Listing	PO230	PO230.prt	02/27/2013 08:53:51
atoavs	IC222MMC	Unreleased Documents	IC222	IC222.prt	02/27/2013 08:51:08
atoavs	PO231PO	Return Status Report	PO231	PO231.prt	02/26/2013 19:17:52
atoavs	RQ140	Requisition Status Report	RQ140	RQ140.prt	02/26/2013 19:02:31
atoavs	IC211220G	Item Location Listing	IC211	IC211.prt	02/20/2013 10:59:39
atoavs	IC233220	Inventory Valuation	IC233	IC233.prt	02/20/2013 10:56:41
atoavs	MA167220	Smart Recon queue Build	MA167	MA167.prt	02/19/2013 16:30:52
atoavs	MA264OPEN	Invoice Message Listing	MA264	MA264.prt	02/18/2013 11:04:34
atoavs	MA236AET	Invoiced, Not Received Report	MA236	MA236.prt	02/18/2013 10:38:43

Previous 25 Next 25

Ready Trusted sites | Protected Mode: Off 100%

# View Report

## Inventory Valuation

IC233 Date 03/11/13  
Time 18:56

Company 140 - MMC-MAINE MEDICAL CENTER  
Inventory Valuation  
Coating Method: FIFO

Base Currency: USD Page 1

Location: ASCM - SCARBOROUGH SURGERY CENTER  
Gl Category: BBTT - BBTT

Currency Code: USD

Item	UOM	Unit Cost	Intransit	On Hold	Stock On Hand	SOH Value	Total Value
003570	EA	98.9983	0	0	18	1781.97	1781.97
BLD IRGTNG SERR STR 4MM	BLADE STR SERR DIEGO GYRUS 4MM		Preferred Bin: 01D-03				
003571	EA	99.6236	0	0	9	896.61	896.61
BLADE DIEGO TURB 2CM			Preferred Bin: 02B-05				
004570	EA	0.0000	0	0	0	0.00	0.00
RASP RECPRCTNG SAW TEAR 11X5MM	RASP SM TEAR						
012730	EA	157.4100	0	0	18	2833.38	2833.38
BLD SNS APLCTN STR AGRSV 3MM	BLADE AGGRV STRT 3MM		Preferred Bin: 01C-03				
033082	EA	37.9500	0	0	12	455.40	455.40
BLADE CUDA SHVR 2.9MM			Preferred Bin: 02A-04				
033084	EA	37.9500	0	0	6	227.70	227.70
BLD RESCTR FL-RDS 8CM 2.9MM	BLADE FULL RAD RESECT 2.9MM		Preferred Bin: 02A-04				
034077	EA	67.9500	0	0	6	407.70	407.70
BUR HUB LG 13CM 4.5MM STERLING	BURR STERLING LIGHTNING 4.5MM		Preferred Bin: 02A-04				
034078	EA	0.0000	0	0	0	0.00	0.00
BUR OVAL LG HUB 4MM 13CM	BURR STERLING OVAL 4MM		Preferred Bin: 02A-04				
034086	EA	37.9500	0	0	6	227.70	227.70
BLADE SHVR CUDA 3.5MM			Preferred Bin: 02A-04				
312130	EA	0.0000	0	0	0	0.00	0.00
RASP RECPRCTNG MICR SM	SAW CROSS CUT RASP						
514024	EA	38.2100	0	0	25	955.25	955.25
BLD SAGTL OSCLTNG 9X.38X31MM	BLADE OSCI/SAG .9X31X.38MM SS		Preferred Bin: 01D-04				
514032	EA	0.0000	0	0	0	0.00	0.00
BLD SAW SAGTL 0.38X9X18.5MM	BLADE OSCI/SAG 9X18.5X.38MM SS						
560085	EA	0.0000	0	0	0	0.00	0.00
RASP RECPRCTNG SAW 11X5MM	RASP CROSS CUT SMALL FOR TPS						
564522	EA	0.0000	0	0	0	0.00	0.00
BUR NEUR HEAD LONG 3MM	BURR NEURO MD 3X3.8MM STRYKER						
571013	EA	37.9500	0	0	6	227.70	227.70
BLADE SLOT WHSKR 4.2M			Preferred Bin: 02A-03				
571014	EA	10.8429	0	0	14	151.80	151.80
BLD SHVR HUB 4.2MM 13CM GATOR	BLADE SHVR 4.2MM GATOR		Preferred Bin: 02A-03				
571021	EA	16.5800	0	0	6	99.48	99.48
BLD CTRCT SURG 19X1.4MM	BLADE BEVR OPTH 19X1.4MM		Preferred Bin: 01F-05				
571040	EA	4.6833	0	0	35	163.92	163.92
BLD MYRNGTMY SPR TIP ENT 45DEG	BLADE BEVR MYR SPEAR 45 DEG		Preferred Bin: 01F-05				
571041	EA	1.2763	0	0	24	30.63	30.63
BLD SURG SMLR ALTRNTV TO SZ 15	BLADE SURG MINI EDGE CVD TIP		Preferred Bin: 01D-04				
571042	EA	12.4000	0	0	6	74.40	74.40
BLD TYMPOPLSTY 60D 2.5MM	BLADE BEVR TYMP 60D BVIDN 2.5		Preferred Bin: 01F-05				
571313	EA	0.0000	0	0	0	0.00	0.00
BLD SAW CRSCNT MICR 13.5MM	BLADE MICRO CRESCENT 13.5MM						
572077	EA	43.5000	0	0	42	1827.00	1827.00
BLD DRMTM SURG 1.25-4.25IN	BLADE DERMATOME 1.25X4.25IN		Preferred Bin: 02A-05				
*** GL Category Total				0.00		10360.64	10360.64

Gl Category: CNTD - CONTRAST MEDIA

Item	UOM	Unit Cost	Intransit	On Hold	Stock On Hand	SOH Value	Total Value
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Click on Create CSV File to open as a worksheet

The screenshot displays the Lawson ERP system interface. At the top left is the Lawson logo. The top right corner shows a user greeting "Welcome Alson" with a "[logout]" link and a search bar containing "ic233". Below the logo is a vertical navigation menu with the following items: Home, My Shortcuts (with a sub-item "ap20.2" and "Purchase Order"), Jobs and Reports, Requisition Center, EDI Administration, Invoice Matching, Purchasing, Requisitions, and General Ledger Subset. A horizontal toolbar is located below the menu, containing buttons for "Back", "Print", "Create CSV File", and "View Options". The main content area is currently blank. The bottom of the image shows a Windows taskbar with the text "Ready" and a status bar indicating "Trusted sites | Protected Mode: Off" and a zoom level of "100%".

# Analyze Worksheet

IC233[1] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-Ins Lawson Acrobat QuickBooks

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

A1 ITL-COMPANY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	ITL-COMP	ICC-NAME	Currency	ICC-COST	ITL-LOCAT	ICL-NAME	CURRENC	ITL-GL-CA	ICA-DESCF	ITL-CONSI	ITL-ITEM	ITE-STOCK	ITL-UNIT-	ITL-INTRA	ITL-HOLD-	ITL-SOH-Q	SOH-VALL	TOTAL-VA	ITE-DESCR	ITE
2	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		3570	EA	98.9983	0	0	18	1781.97	1781.97	BLD IRGTN BL	
3	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		3571	EA	99.6236	0	0	9	896.61	896.61	BLADE DIEGO	
4	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		4570	EA	0	0	0	0	0	0	RASP RECI RA	
5	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		12730	EA	157.41	0	0	18	2833.38	2833.38	BLD SNS A BL	
6	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		33082	EA	37.95	0	0	12	455.4	455.4	BLADE CUDA	
7	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		33084	EA	37.95	0	0	6	227.7	227.7	BLD RESCT BL	
8	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		34077	EA	67.95	0	0	6	407.7	407.7	BUR HUB L BU	
9	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		34078	EA	0	0	0	0	0	0	BUR OVAL BU	
10	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		34086	EA	37.95	0	0	6	227.7	227.7	BLADE SHVR	
11	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		312130	EA	0	0	0	0	0	0	RASP RECI SA	
12	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		514024	EA	38.21	0	0	25	955.25	955.25	BLD SAGTI BL	
13	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		514032	EA	0	0	0	0	0	0	BLD SAW ! BL	
14	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		560085	EA	0	0	0	0	0	0	RASP RECI RA	
15	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		564522	EA	0	0	0	0	0	0	BUR NEUR BU	
16	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		571013	EA	37.95	0	0	6	227.7	227.7	BLADE SLOT V	
17	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		571014	EA	10.8429	0	0	14	151.8	151.8	BLD SHVR BL	
18	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		571021	EA	16.58	0	0	6	99.48	99.48	BLD CTRCT BL	
19	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		571040	EA	4.6833	0	0	35	163.92	163.92	BLD MYRN BL	
20	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		571041	EA	1.2763	0	0	24	30.63	30.63	BLD SURG BL	
21	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		571042	EA	12.4	0	0	6	74.4	74.4	BLD TYMP BL	
22	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		571313	EA	0	0	0	0	0	0	BLD SAW (BL	
23	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	BBBT	BBBT		572077	EA	43.5	0	0	42	1827	1827	BLD DRMT BL	
24	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	CNTD	CONTRAST MEDIA											
25	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	CNTD	CONTRAST MEDIA		16592	VI	0	0	0	0	0	0	CONTRAST O	
26	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	CSPP	CUSTOM PROC PACK		2662	EA	56.54	0	0	8	452.32	452.32	PACK TYMPA	
27	140	MMC-MAI	USD	FIFO	ASCM	SCARBOR	USD	CSPP	CUSTOM PROC PACK		7542	EA	0	0	0	0	0	0	PACK CUST C	

IC233(1) Ready 100%

# Use Adobe Print feature to print to local printer

IC233[1].pdf - Adobe Acrobat

File Edit View Window Help

Create [Icons]

2 / 342 [Navigation Icons] 68.8% [Zoom] [Tools Comment Share]

### Inventory Valuation

IC233 Date 03/11/13 Company 140 - MMC-MAINE MEDICAL CENTER Base Currency: USD Page 1  
 Time 18:56 Inventory Valuation  
 Costing Method: FIFO

Location: ASCM - SCARBOROUGH SURGERY CENTER Currency Code: USD  
 GL Category: BBBT - BBBT

Item	UOM	Unit Cost	Intransit	On Hold	Stock On Hand	SOH Value	Total Value
003570	EA	98.9983	0	0	18	1781.97	1781.97
BLD INGTNG SERR STR 4MM	BLADE STR SERR	DIBGO GYRUS 4MM	Preferred Bin: 01D-03	0	0	0	0
003571	EA	99.6236	0	0	9	896.61	896.61
BLADE DIBGO TURB 2CM	Preferred Bin: 02B-05	0	0	0	0	0	0
004570	EA	0.0000	0	0	0	0.00	0.00
RASP RECPRCTNG SAW TEAR 11X5MM	RASP SM TEAR	157.4100	0	0	18	2833.38	2833.38
012130	EA	0.0000	0	0	0	0.00	0.00
BLD SNS APLCTN STR AGRSV 3MM	BLADE AGGRV STRT 3MM	37.9500	Preferred Bin: 01C-03	0	12	455.40	455.40
033082	EA	0.0000	0	0	0	0.00	0.00
BLADE CUDA SHVR 2.9MM	Preferred Bin: 02A-04	0	0	0	0	0.00	0.00
033084	EA	37.9500	0	0	6	227.70	227.70
BLD RESCTR FL-RDS 8CM 2.9MM	BLADE FULL RAD RESECT 2.9MM	67.9500	Preferred Bin: 02A-04	0	6	407.70	407.70
034077	EA	0.0000	0	0	0	0.00	0.00
BUR HUB LG 13CM 4.5MM STERLING	BURR STERLING LIGHTNING 4.5MM	0.0000	Preferred Bin: 02A-04	0	0	0.00	0.00
034078	EA	0.0000	0	0	0	0.00	0.00
BUR OVAL LG HUB 4MM 13CM	BURR STERLING OVAL 4MM	37.9500	Preferred Bin: 02A-04	0	6	227.70	227.70
034086	EA	0.0000	0	0	0	0.00	0.00
BLADE SHVR CUDA 3.5MM	Preferred Bin: 02A-04	0	0	0	0	0.00	0.00
312130	EA	0.0000	0	0	0	0.00	0.00
RASP RECPRCTNG MICR SM	SAW CROSS CUT RASP	38.2100	0	0	25	955.25	955.25
514024	EA	0.0000	0	0	0	0.00	0.00
BLD SAGTL OSCLTNG 9X.38X31MM	BLADE OSCI/SAG 9X31X.38MM SS	0.0000	Preferred Bin: 01D-04	0	0	0.00	0.00
514032	EA	0.0000	0	0	0	0.00	0.00
BLD SAW SAGTL 0.38X9X18.5MM	BLADE OSCI/SAG 9X18.5X.38MM SS	0.0000	0	0	0	0.00	0.00
560085	EA	0.0000	0	0	0	0.00	0.00
RASP RECPRCTNG SAW 11X5MM	RASP CROSS CUT SMALL POR TPS	0.0000	0	0	0	0.00	0.00
564522	EA	0.0000	0	0	0	0.00	0.00
BUR NEUR HEAD LONG 3MM	BURR NEURO MD 3X3.8MM STRYKER	37.9500	0	0	6	227.70	227.70
571013	EA	10.8429	Preferred Bin: 02A-03	0	14	151.80	151.80
BLADE SLOT WHSKR 4.2M	EA	16.5800	0	0	6	99.48	99.48
571014	EA	4.6833	Preferred Bin: 02A-03	0	14	151.80	151.80
BLD SHVR HUB 4.2MM 13CM GATOR	BLADE SHVR 4.2MM GATOR	1.2763	Preferred Bin: 01P-05	0	6	99.48	99.48
571021	EA	4.6833	0	0	35	163.92	163.92
BLD CTRCT SURG 19X1.4MM	BLADE BEVR OPTH 19X1.4MM	4.6833	0	0	35	163.92	163.92
571040	EA	1.2763	Preferred Bin: 01P-05	0	24	30.63	30.63
BLD MYRNGTMY SPR TIP ENT 45DEG	BLADE BEVR MYR SPEAR 45 DEG	1.2763	0	0	24	30.63	30.63
571041	EA	12.4000	Preferred Bin: 01D-04	0	6	74.40	74.40
BLD SURG SMLR ALTRNTV TO SZ 15	BLADE SURG MINI EDGE CVD TIP	12.4000	0	0	6	74.40	74.40
571042	EA	0.0000	0	0	0	0.00	0.00
BLD TYMNOPLSTY 60D 2.5MM	BLADE BEVR TYMP 60D BVIDN 2.5	0.0000	Preferred Bin: 01P-05	0	0	0.00	0.00
571313	EA	0.0000	0	0	0	0.00	0.00
BLD SAW CRSCNT MICR 13.5MM	BLADE MICRO CRESCENT 13.5MM	43.5000	0	0	42	1827.00	1827.00
572077	EA	43.5000	0	0	42	1827.00	1827.00
BLD DRMTM SURG 1.25-4.25IN	BLADE DERMATOME 1.25X4.25IN	0.00	Preferred Bin: 02A-05	0	0	0.00	0.00
*** GL Category Total				0.00		10360.64	10360.64

GL Category: CNTD - CONTRAST MEDIA

Item	UOM	Unit Cost	Intransit	On Hold	Stock On Hand	SOH Value	Total Value
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# Open a report in Text mode and drill on links

LAWSON

IC233.prt (Job IC233140 - Step 1)

Welcome Alson [\[logout\]](#)

ic233

Home
← Back
Print
Create CSV File
View Options ▾

- My Shortcuts
- ap20.2
- Purchase Order
- Jobs and Reports
- Requisition Center
- EDI Administration
- Invoice Matching
- Purchasing
- Requisitions
- General Ledger Subset

BLD RESCTR FL-RDS 8CM 2.9MM	BLADE FULL RAD RESECT 2.9MM	Preferred Bin: 02A-04					
<a href="#">034077</a>	EA	67.9500	0	0	6	407.70	
BUR HUB LG 13CM 4.5MM STERLING	BURR STERLING LIGHTNING 4.5MM	Preferred Bin: 02A-04			0	0.00	
<a href="#">034078</a>	EA	0.0000	0	0	0	0.00	
BUR OVAL LG HUB 4MM 13CM	BURR STERLING OVAL 4MM	Preferred Bin: 02A-04			6	227.70	
<a href="#">034086</a>	EA	37.9500	0	0	6	227.70	
BLADE SHVR CUDA 3.5MM		Preferred Bin: 02A-04			0	0.00	
<a href="#">312130</a>	EA	0.0000	0	0	0	0.00	
RASP RECPRCTNG MICR SM	SAW CROSS CUT RASP				25	955.25	
<a href="#">514024</a>	EA	38.2100	0	0	25	955.25	
BLD SAGTL OSCLTNG 9X.38X31MM	BLADE OSCI/SAG .9X31X.38MM SS	Preferred Bin: 01D-04			0	0.00	
<a href="#">514032</a>	EA	0.0000	0	0	0	0.00	
BLD SAW SAGTL 0.38X9X18.5MM	BLADE OSCI/SAG 9X18.5X.38MM SS				0	0.00	
<a href="#">560085</a>	EA	0.0000	0	0	0	0.00	
RASP RECPRCTNG SAW 11X5MM	RASP CROSS CUT SMALL FOR TPS				0	0.00	
<a href="#">564522</a>	EA	0.0000	0	0	0	0.00	
BUR NEUR HEAD LONG 3MM	BURR NEURO MD 3X3.8MM STRYKER				6	227.70	
<a href="#">571013</a>	EA	37.9500	0	0	6	227.70	
BLADE SLOT WHSKR 4.2M		Preferred Bin: 02A-03			14	151.80	
<a href="#">571014</a>	EA	10.8429	0	0	14	151.80	
BLD SHVR HUB 4.2MM 13CM GATOR	BLADE SHVR 4.2MM GATOR	Preferred Bin: 02A-03			6	99.48	
<a href="#">571021</a>	EA	16.5800	0	0	6	99.48	
BLD CTRCT SURG 19X1.4MM	BLADE BEVR OPTH 19X1.4MM	Preferred Bin: 01F-05			35	163.92	
<a href="#">571040</a>	EA	4.6833	0	0	35	163.92	
BLD MYRNGTMY SPR TIP ENT 45DEG	BLADE BEVR MYR SPEAR 45 DEG	Preferred Bin: 01F-05			24	30.63	
<a href="#">571041</a>	EA	1.2763	0	0	24	30.63	
BLD SURG SMLR ALTRNTV TO SZ 15	BLADE SURG MINI EDGE CVD TIP	Preferred Bin: 01D-04			6	74.40	
<a href="#">571042</a>	EA	12.4000	0	0	6	74.40	
BLD TYMFOPLSTY 60D 2.5MM	BLADE BEVR TYMP 60D BVIDN 2.5	Preferred Bin: 01F-05			0	0.00	
<a href="#">571313</a>	EA	0.0000	0	0	0	0.00	
BLD SAW CRSCNT MICR 13.5MM	BLADE MICRO CRESCENT 13.5MM				42	1827.00	
<a href="#">572077</a>	EA	43.5000	0	0	42	1827.00	
BLD DRMTM SURG 1.25-4.25IN	BLADE DERMATOME 1.25X4.25IN	Preferred Bin: 02A-05					
*** GL Category Total		0.00				10360.64	
10360.64						10360.64	
GL Category: CNTD - CONTRAST MEDIA							
Item	UOM	Unit Cost	Intransit	On Hold	Stock On Hand	SOH Value	Total Value

Pages 1-40 of 342

Ready

 Trusted sites | Protected Mode: Off
 100%

From Job Scheduler use Related form  
 Multi-Step Job Definition  
 Insert or add steps as needed Change to save  
 Click on Parameters link and add parameters  
 Click Change to save  
 Click Submit and then return to Print Mgr for results

**LAWSON** Multi-Step Job Definition Welcome Alson [logout] ic233

Submit + Add Change - Delete ? Inquire Add Step Related Forms

Job Name: PO100MON1  
 Job Description: PO100 - MONDAY RUN  
 User Name: LAWSON

Step	Data Area	Form	Step Description			
1	PROD	PO100	PO Inter Co 140 O & M Bulk	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
2	PROD	PO100	PO Inter Co 220 Cardinal I	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
3	PROD	PO100	PO Inter Co 220 Cardinal N	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
4	PROD	PO100	PO Inter Co:140 B01 N	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
5	PROD	PO100	PO Inter CO 140 B02	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
6	PROD	PO100	PO Inter Co 140 B03 ODCM	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
7	PROD	PO100	PO Inter Co:140 B03 ODCM N	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
8	PROD	PO100	PO Inter Co 140 B03 ODCCR	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
9	PROD	PO100	PO Inter co: 140 B03 N	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
10	PROD	PO100	PO Inter CO 140 B05	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
11	PROD	PO100	PO Inter Co:140 B06 N	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
12	PROD	PO100	PO Inter Co:140 B03 MMCM	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
13	PROD	PO100	PO Inter Co:140 B03 ASCM	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
14	PROD	PO100	PO Inter Co:140 B03 BMCM	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>
15	PROD	PO100	PO Inter CO:220 B02 N	<a href="#">Parameters</a>	<a href="#">Insert Step</a>	<a href="#">Delete Step</a>

Inquiry Complete Trusted sites | Protected Mode: Off 100%

# Hot Keys

The screenshot shows the Lawson User Options interface for configuring hotkeys. The window title is "User Options" and the user is identified as "Alson". The interface includes a navigation sidebar on the left with options like "Home", "My Shortcuts", "Purchase Order", "Jobs and Reports", "Requisition Center", "EDI Administration", "Invoice Matching", "Purchasing", "Requisitions", and "General Ledger Subset". The main content area is titled "Hotkeys" and contains the following elements:

- Buttons:** "OK", "Apply", and "Cancel" at the top.
- Tabs:** "General", "Drill", "Shortcuts", and "Hotkeys" (selected).
- Select hotkey set:** A dropdown menu currently set to "ERP Applications".
- Available hotkey actions:** A list of actions including "Move to Action Selection", "Perform Add Transaction", "Perform Change Transaction", "Perform Inquire Transaction", "Clear To End of Form" (highlighted), "Clear Entire Form", "Clear Current Field", and "Open Define Screen".
- Assigned hotkey:** A text box containing "Ctrl+Shift+K".
- Instructions:** "These hotkeys are available only on ERP Application forms." and "To select new hotkey assignment: Click the 'Record' button, - OR - Click on the desired key combination on the keyboard below."
- Assignment Controls:** "Assign" and "Clear" buttons, and a "New hotkey to assign:" text box containing "F8".
- Current Assignment:** "Currently assigned to: None".
- Keyboard Diagram:** A visual representation of a keyboard with function keys (F1-F12), alphanumeric keys, and navigation keys (Ins, Hm, PgU, Del, End, PgD, arrow keys).

The bottom of the window shows a status bar with "Done" on the left, a security indicator "Trusted sites | Protected Mode: Off" in the center, and a zoom level of "100%" on the right.

# Forms

- Online Access/Update 00.1 – 99.1
- Batch Update 100 – 199
- Report 200 – 299
- Utilities 300 – 399
- Conversions/Interface 500 – 599
- Migration/Upgrade 600 - 999

# Inventory Control Flow Chart ICFL

The screenshot displays the Lawson Inventory Control Flow Chart (ICFL.1) web application. The interface includes a top navigation bar with the Lawson logo, the title "Inventory Control Flow Chart (ICFL.1)", and a user welcome message "Welcome Alson" with a "[logout]" link. A search bar contains the text "ICFL".

On the left side, there is a vertical navigation menu with the following items:

- Home
- My Shortcuts
  - ap20.2
  - Purchase Order
- Jobs and Reports
- Requisition Center
- EDI Administration
- Invoice Matching
- Purchasing
- Requisitions
- General Ledger Subset

The main content area features a tabbed interface with the following tabs: "System Setup", "Item Setup", "Other Setup", "Processing", and "Inquiries, Reports". The "Item Setup" tab is currently selected.

Under the "Item Setup" tab, the "Setup Item Through" section contains three buttons: "Item Master", "Item Location", and "Item Formats", with the text "or" positioned between "Item Location" and "Item Formats".

Below this section, there are two main panels:

- Item Options:** This panel contains six buttons: "Item Comments", "Associated Items", "Kit Assembly", "Finished Goods", "Item Attributes", and "Global Trade Item Number".
- Bin Setup:** This panel contains four buttons: "Storage Codes", "Bins", "Bin Groups", and "Bin Reorder Policy".

The bottom of the browser window shows a status bar with "Done" on the left, a security indicator "Trusted sites | Protected Mode: Off" in the center, and a zoom level of "100%" on the right.

# Inventory Control Menu - ICMN

The screenshot displays the Lawson Portal Home interface. At the top left, the Lawson logo is visible next to the text "Portal Home". The top right corner shows a user greeting "Welcome Alson" with a "[logout]" link and a search bar containing "icmn".

The main navigation menu on the left is highlighted with a red border. It includes a "Home" link and a dropdown menu for "Inventory Control Processing". The dropdown menu lists the following items:

- Parent Menu ^
- Receipts
- Issues
- Transfers
- Intransit Receiving
- Adjustments
- Document Release
- Detail Transfers
- Bin Transfers
- Lot Hold Control
- Lots
- Serials
- Bins
- Cost Adjustments
- Cart, Par Location
- Par Location Counts
- Par Location Utilization
- Par Level Load
- Par Inventory Worksheet
- Par Location Valuation
- Par Cart Mass Changes
- Price Class
- Patient Charge Items
- Patient Charges
- Price Calculation
- Patient Charge Reconciliatio...
- Planned Orders
- Time Phased Order Point
- Time Phased Order Point by B...
- General Ledger Interface
- Closing
- Subsystem Close

The main content area features a large "Portal" heading. Below it, there are two sections:

- Common Tasks**:
  - > [Manage Subscriptions](#)
  - > [Manage User Options](#)
- Useful Information**:
  - > [Portal User Help](#)
  - > [KnowledgeBase](#)
  - > [Hotkeys Help](#)

At the bottom of the browser window, the status bar shows "Done" on the left, "Trusted sites | Protected Mode: Off" in the center, and "100%" zoom level on the right.

# Requisition Flow Chart - RQFL

The screenshot displays the Lawson Requisitions Flowchart (RQFL.1) web application. The interface includes a top navigation bar with the Lawson logo, the title "Requisitions Flowchart (RQFL.1)", and a user welcome message "Welcome Alson" with a "[logout]" link. A search bar contains the text "rqfl".

On the left side, there is a vertical navigation menu with the following items:

- Home
- Invent...
- My Shortcuts
  - ap20.2
  - Purchase Order
- Jobs and Reports
- Requisition Center
- EDI Administration
- Invoice Matching
- Purchasing
- Requisitions
- General Ledger Subset

The main content area features a tabbed interface with four tabs: "Setup", "Creation and Approval", "Processing", and "Inquiries, Reports". The "Inquiries, Reports" tab is active, showing two columns of options:

- Inquiries:**
  - Requisition
  - Requisition by Location
  - Requisition by Item
  - Requisition Status
  - Requisition Detail
  - Issue History
- Reports:**
  - Requisition Status Report
  - Department Usage
  - Departmental Procurement Expense
  - Issues Audit
  - Requisition Volume Summary
  - Print Requisition
  - Listings
  - Purge

The bottom of the screen shows a Windows taskbar with the text "Done", a security indicator "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

# Requisitions Menu - RQMN

**LAWSON** Portal Home Welcome Alson [logout]

rqmn

**Home | Requis...**

- Requisitions Reporting
- Parent Menu ↕
- Print Requisitions
- Item Catalog
- Issues Audit List
- Department Usage Report
- Requisition Volume Summary R...
- Departmental Procurement Exp...
- Departmental Procurement Exp...
- Requisition Status Report
- Requisitions by Location
- Requisitions by Item
- Requisition Status
- Requisition Inquiry
- Requisition Detail Inquiry
- Issues History

## Portal

### Common Tasks

- > [Manage Subscriptions](#)
- > [Manage User Options](#)

Manage your navigation links and home page content

### Useful Information

- > [Portal User Help](#)
- > [KnowledgeBase](#)
- > [Hotkeys Help](#)

Done Trusted sites | Protected Mode: Off 100%

# Purchase Order Flow Chart - POFL

The screenshot displays the Lawson Purchase Order Flowchart (POFL.1) web application. The interface includes a top navigation bar with the Lawson logo, the title "Purchase Order Flowchart (POFL.1)", and a user welcome message "Welcome Alson" with a "logout" link. A search bar contains the text "pofl". A left-hand navigation menu lists various system functions such as "Home", "My Shortcuts", "Purchase Order", "Jobs and Reports", "Requisition Center", "EDI Administration", "Invoice Matching", "Purchasing", "Requisitions", and "General Ledger Subset". The main content area features a tabbed interface with tabs for "Setup", "PO Creation and ...", "Receiving", "Reports and Inqu...", and "PCards". The "PO Creation and ..." tab is active, showing a flowchart with the following steps:

- Create PO**: Three options are shown: "Online Entry", "PO Copy", and "From Subsystem", separated by "or" text.
- Release PO**: A button labeled "Release, Authorize" is shown, with the note "Can also Release from any of the above".
- Issue PO**: A button labeled "PO Issue" is shown, with the note "Can also Issue from Online Entry".
- Receive Acknowledgement**: A button labeled "PO Acknowledgement" is shown.

The bottom of the browser window shows a status bar with "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

# Purchase Order Menu - POMN

**LAWSON** Portal Home Welcome Alson [logout]

Standard Cost Calculation

Home | Standa...

Standard Cost Calculation

Parent Menu ^

Purchase Order Entry

Copy Purchase Order

Create PO Release From Blank...

Create Standing PO Release

Authorization, Release

Purchase Order Direct Approv...

Purchase Order Worksheet

Mass PO Issue

Transmitted PO Acknowledgeme

Receiving Document

PO Receiving

Receiving Approval and Relea...

Receiving Delivery and Putaw...

Receiving Adjustment

Vendor Return

Print Vendor Return Material...

Inspection Accept or Reject

Vendor Agreement Processing

Bid Processing v

Buyer Message Entry

Buyer Message - Receiving

PO Buyer Message Listing

Received, Not Invoiced Repor...

Matched, Not Received Report

Close Purchase Order Header

Receiving Log

Receiving Adjustment Log

PO Receiving File Create

Item Receipt Volume Report

Print Agreement Item Descrip...

Subsystem Close

## Portal

### Common Tasks

- > [Manage Subscriptions](#)
- > [Manage User Options](#)

Manage your navigation links and home page content

### Useful Information

- > [Portal User Help](#)
- > [KnowledgeBase](#)
- > [Hotkeys Help](#)

Done Trusted sites | Protected Mode: Off 100%



## Lesson 1

# Introduction

## The Lawson Portal

Access to the information you need to do your best work. The Lawson Portal gives you a single screen access to the Lawson system or on the Internet, the Portal in a personalized manner.

### Objectives

At the end of this lesson, you will be able to do the following:

- Identify the main areas of the Lawson Portal
- Customize your Lawson Portal to fit your preferences
- Perform a Search using the Lawson Portal

Learning Options:  
Lawson Web Based Training  
Or Lawson Documentation

# Lawson Navigation

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