

Procedures for Inputting Assets Into the AM System through RQ10

Secretary/Bookkeeper will create a requisition using RQ10 screen at their location to order asset items. (Example to follow is for Promethean Boards) Complete the Header page making sure to enter “Y” in the Technology Related Items field if necessary.

Lawson portal - Requisition (RQ10.1) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://vmlawweb02.pasadenaisd.org/lawson/portal/>

Welcome Mamie your Productline is PROD [logout]

LAWSON Requisition (RQ10.1)

Version 12.0 Requisition Amount

Requester 001 Pasadena HS

Requisition Number

Header Miscellaneous Lines Template Drop Ship User Fields

Company 199

Requesting Location 001

Deliver To

From Company 199

Ship to or Stockroom, if inventory 001 PASADENA HS

Requested Delivery Date 05/10/2010

Priority 1

Quote Required

Print Requisition Y Yes

Technology Related Items? Y

PO User Field 3

PISD Bid Number

PO User Date 1

PO User Date 2

User Analysis

Technology Related Items

Complete “Miscellaneous” page using normal procedures.

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LAWSON Requisition (RQ10.1)

Search...

Home My Shortcuts

- Requisitions (RQ10)
- NonStandard PO (PO20)
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- PCC Unreleased checks (EE220.3)
- PCC Reconciliation (CB80)
- PCC Account Balance (CB99)
- Cash Payment Register (AP265.3)
- G/L Detail Report (ZG298)
- Requisition Inquiry (RQ44)
- Employee Lookup
- Expense w/Purchase Order (GL2.1)
- Transaction Analysis (GL90)
- G/L Summary Report (ZG299)
- Activity Code Report (AC290)
- Activity Code Commitments (AC291)
- Journal Entry (GL40)

Employee Self-Service Campus Requisition PISD Bookmarks

Version 12.0 Requisition Amount

Requester 001 Pasadena HS

Requisition Number

Header Miscellaneous Lines Template Drop Ship User Fields

Line Defaults

Accounting Unit 11.001.011.001

Account 6398

Activity

Account Category

Vendor 22356

Vendor Name PROCOMPUTING CORPORATION

Purchase From

Currency Code

Buyer

Tax Code

Taxable

Comment Code

Done

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Top section of “Lines” page will be completed as usual.

Lawson portal - Requisition (RQ10.1) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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LAWSON Requisition (RQ10.1)

Home

My Shortcuts

- Requisitions (RQ10)
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- Activity Code Commitments (A...
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Employee Self-Service

Campus Requisition

PISD Bookmarks

Version 12.0

Requester 001 Pasadena HS

Requisition Number

Requisition Amount

Header Miscellaneous Lines Template Drop Ship User Fields

FC	Rpt GL	Line	Item	Sts	Allocatable	Quantity	UOM	Unit Cost	Curr
A	1	1	PROMETHEAN BOARD	A	5	A	1000.00		

Line Detail Purchasing Classes Miscellaneous Line User Fields Currency

Item Description WHITEBOARD

Vendor Item PR5345

Account

Activity

Asset Template

Request Delivery Date

Priority

Create PO

Item Type

Cost Opt

Use Entered Cost

Service Code

Major Purchase Class

Dist Co 19

Bill Cat

Item Entry Code

Alternate Item

Done

start

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Lawson portal - Requi...

Document1 - Microsof...

Internet

9:54 AM

DO NOT SPLIT THE COST OF ASSETS BETWEEN BUDGET CODES!

Example: ordering 7 computers to be charged to 199...6398 and 211...6398. You must order 3 from one code (one line item) and 4 (different line item) from the other. The system does not recognize split codes and will assign all the assets to one code.

For each line, you must complete the “Line Detail” section. At the “Asset Template” blank, use the drop down to find the Template.

Lawson portal - Requisition (RQ10.1) - Microsoft Internet Explorer

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Drill Around® -- Web Page Dialog

Printable View | Explorer View

ASSET TEMPLATES FOR ALL COMPANIES

Company	Template	Description
199	199F001100	1992F&E at Pasadena HS
199	199F001101	1993F&E at Pasadena HS
199	199F001102	94414INV at Pasadena HS
199	199F001103	3015INV at Pasadena HS
199	199F001104	94444INV at Pasadena HS
199	199F001105	15527INV at Pasadena HS
199	199F001106	2417F&E at Pasadena HS
199	199F001107	2246F&E at Pasadena HS
199	199F001108	2000F&E at Pasadena HS
199	199F001109	2001F&E at Pasadena HS
199	199F001110	3600FurnEquip at Pasadena HS
199	199F001111	94458INV at Pasadena HS
199	199F001112	94456INV at Pasadena HS
199	199F001114	3500INV at Pasadena HS
199	199F001115	3014INV at Pasadena HS
199	199F001116	98884INV at Pasadena HS
199	199F001118	2193F&E at Pasadena HS
199	199F001119	94467INV at Pasadena HS
199	199F001121	2003F&E at Pasadena HS
199	199F001122	9170INV at Pasadena HS
199	199F001123	2002F&E at Pasadena HS
199	199F001124	14293INV at Pasadena HS

Previous Next

Asset Template

Asset Template is made up of four parts: **199 F 001 100**

- 199** Designates the **Fund 199**
- F** Designates Fixed Asset
- 001** Designates campus location; in this example the campus is Pasadena HS
- 100** Designates the Catalog Index Number; you will be given a table with this information on it.

YOU MUST DO THIS FOR EACH LINE ON THE REQUISITION THAT CONTAINS AN ASSET ITEM.