

# Procedures for Inputting Assets into the AM System through a Non-Standard PO

Secretary/Bookkeeper will create a Non-Standard Purchase Order at their location to order an Inventory or Fixed Asset, usually from Dell Marketing.

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

Address: http://vmlawweb01.pasadenaisd.org/lawson/portal/index.htm?\_TKN=PO30.1

Welcome Mamie your Productline is PROD [logout]

Search...

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Employee Self-Service

User - Multi Step Job Def

NS Version 10.0

Company 199 Buyer 001 PO Date 03/25/2010 PO Total

PO NS Revision

Vendor 12540 DELL MARKETING L P Currency

Purchase From

Print To 001 PASADENA HS

Invoice Date(Today or >) 03/25/2010 Position To

Asset Item(s) Status for PO HAS ASSET(S) Bid Number

PISD NON-STANDARD

Default Header Total Add Cmt

FC	Rpt. GL	Line	Item Detail	Quantity	UOM	Unit Cost	Pur. Cls.	Dlvr
A	Y		PLASMA TELEVISION	3	EA	8995.00	03/25/2010	More
A			JAGUAR	2	EA	50000.00	03/25/2010	More
A			LAPTOP COMPUTER	10	EA	1213.00	03/25/2010	More
								More
								More

Line Detail Activity, Asset Tax Pricing Cancel User Analysis

Description Type Fund Account

45" X 52" X 195 11.001.011.001 6398 MULT

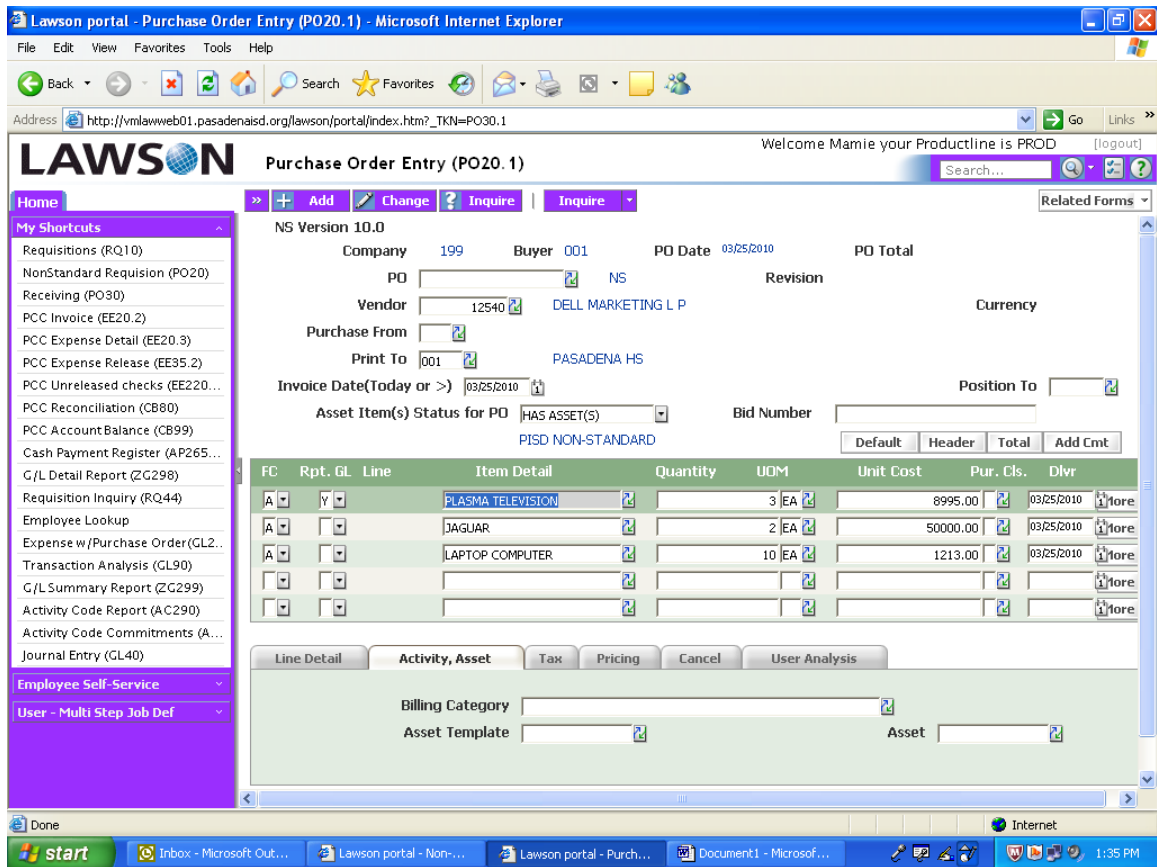
Activity Account Category

Non-Service Item

Add Comment

At **Asset Item(s) Status for PO**, use drop down to choose **HAS ASSET(S)**.

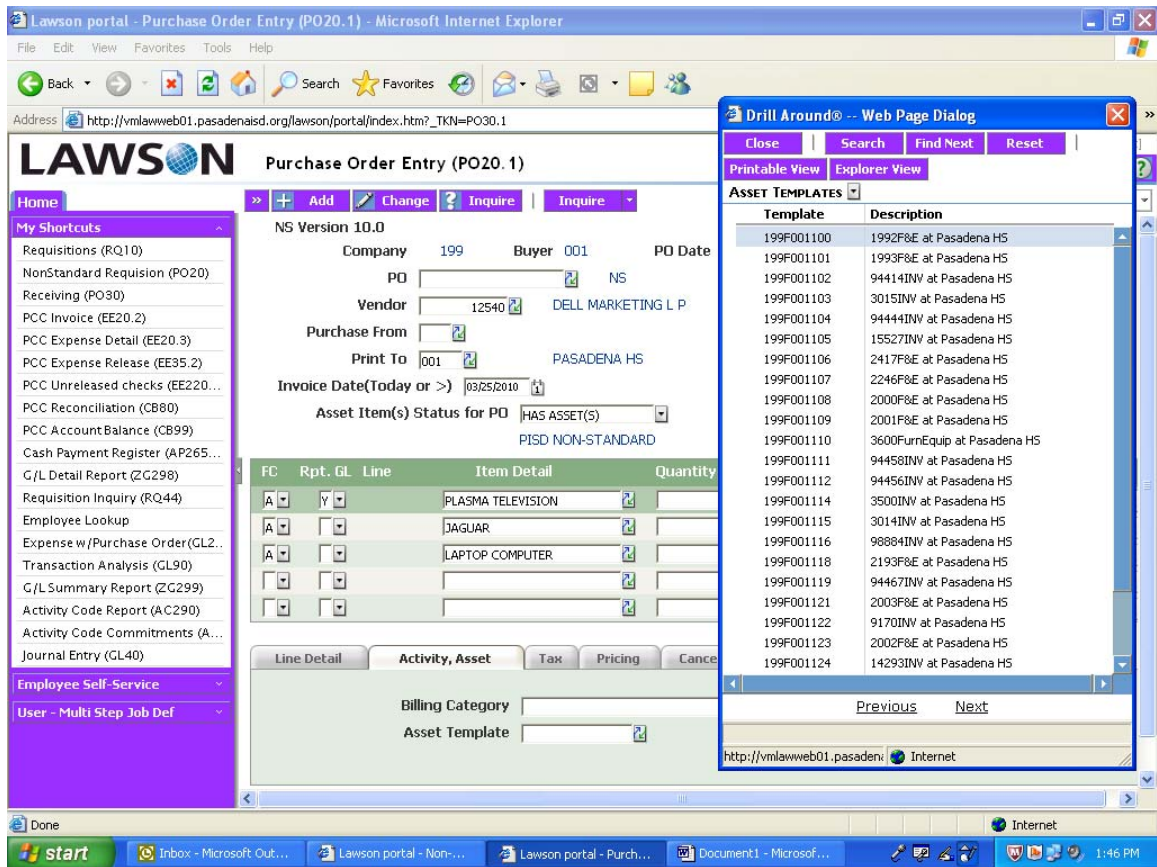
Enter each line item in the usual manner. The "Line Detail" section is completed as usual. However, for each line that has an asset item, you must do the following:



Click on the **Activity, Asset** tab at the bottom.

**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.



Choose the proper **Asset Template** using the drop down

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

**199** Designates the **Fund 199**

**F** Designates Fixed Asset (or I for Inventory 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 EVERY LINE THAT HAS AN ASSET!***

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File Edit View Favorites Tools Help

Address http://vmlawweb01.pasadenaisd.org/lawson/portal/index.htm?\_TKN=AM20.3

Welcome Mamie your ProductLine is PROD [logout]

**LAWSON** Purchase Order Entry (PO20.1)

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PISD NON-STANDARD

Default Header Total Add Cmt

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A	Y		PLASMA TELEVISION	3	EA	8995.00		03/25/2010
A			JAGUAR	2	EA	50000.00		03/25/2010
A			LAPTOP COMPUTERS	10	EA	1213.00	T	

Line Detail Activity, Asset Tax Pricing Cancel User Analysis

Billing Category

Asset Template 199F001100 Asset

When you have entered everything for the order, click **“ADD.”**

When you have completed your entries for the NS-PO, you are ready to release and print the NS-PO.

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

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address http://vmlawweb01.pasadenaisd.org/lawson/portal/index.htm?\_TKN=PO30.1

Welcome Mamie your ProductLine is PROD [logout]

**LAWSON** Purchase Order Entry (PO20.1)

Home >> + Add Change ? Inquire Inquire >> Related Forms

NS Version 10.0

Company 199 Buyer 001 PO Date 03/25/2010 PO Total

PO NS Revision

Vendor 12540 DELL MARKETING L P Currency

Purchase From

Print To 001 PASADENA HS

Invoice Date(Today or >) 03/25/2010 Position To

Asset Item(s) Status for PO HAS ASSET(S) Bid Number

PISD NON-STANDARD

Default Header Total Add Cmt

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A			LAPTOP COMPUTER	10	EA	1213.00	03/25/2010	More
								More
								More

Line Detail Activity, Asset Tax Pricing Cancel User Analysis

Billing Category

Asset Template 199F001100 Asset

Done Internet

start Inbox - Microsoft Out... Lawson portal - Non-... Lawson portal - Purch... Document1 - Microsof... 1:52 PM

Click “Inquire” drop down arrow to find “Release”

In the drop down menu, select “Release.”

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

File Edit View Favorites Tools Help

Address [http://vmlawweb01.pasadenaisd.org/lawson/portal/index.htm?\\_TKN=PO30.1](http://vmlawweb01.pasadenaisd.org/lawson/portal/index.htm?_TKN=PO30.1)

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User - Multi Step Job Def

NS Version 10.0

Company 199 Buy Change PO Date 03/25/2010 PO Total

PO Vendor 12540 Revision

Purchase From GLP Currency

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A				LAPTOP COMPUTER	10	EA	1213.00	03/25/2010	More
									More
									More

Line Detail Activity, Asset Tax Pricing Cancel User Analysis

Billing Category

Asset Template 199F001100 Asset

Done

start

Inbox - Microsoft Out...

Lawson portal - Non...

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Internet

1:59 PM

When “**Release**” appears in the blank, click on it to release the NS-PO.

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

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» + Add Change ? Inquire **Release** Related Forms

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Line Detail Activity, Asset Tax Pricing Cancel User Analysis

Billing Category

Asset Template 199F001100 Asset

Done

start Inbox - Microsoft Out... Lawson portal - Non-... Lawson portal - Purch... Document1 - Microsof... 2:08 PM

The **PRINT** function is found in the same drop down as the **RELEASE**