

# ASSET REPORT

On your dashboard, go to Accountability/Compliance

**LAWSON** welcome NUKA your prooi

Home

**My Shortcuts**

- RQ10 REQUISITION
- PO20 NONSTANDARD REQ
- PO30 RECEIVE
- ZG298 ACCOUNT TRAN
- ZG299 TOTALS BY RESPON
- PO54 LOOK UP PO INFO
- AP20 LOOK UP PO INFO
- RQ44 LOOK UP REQ & PO#
- AP10 LOOK UP BY VENDOR NAM
- RQ40 LOOK UP BY LOCATION
- AP265 BOARD REPORTS
- PO20 Purchasing

**Inbasket ProcessFlow Integrator**

**Task Level Work**

- Associate Superintendent\*
- Approve Capital Items
- Federal Fund Approval
- Budget Holder\*
- Superintendent
- Approve Technical Items\*
- User Level Work
- NORA COTTON

**Employee Self-Service**

**PLSD Bookmarks**

- Catering Events
- Remittance Of Collections
- Inventory
- Ext Yr Hires by Location
- Ext Yr Apps by Location

**Schools/Departments**

**Schools/Departments**

**Accountability and Compliance**

- Reports**
  - A/P Asset Interface Listing
  - Assets By Location Report
  - Inventory Asset Acquisition Report
  - Inventory Asset Bar Code Numbers Report By Location

**After School Activity Users**

- ACE Activity Detail
- Activity Summary By Responsibility (Fund 265 only)
- Federal Fund 265 Employee Pay

**HR/Payroll**

- Activity Reports (All)**
  - Activity Reason List
- Employee Lookup Reports**
  - Employee Address Verification
  - Employee Birthday List
  - Employee By Account Location and Job Code
  - Employee By Job Code basic
  - Employee By Location and Job Code (all locations)
  - Employee Certification Listing For 727
  - Employee Certification Listing For 729
  - Employee Certification Listing For 730
  - Employee Certification Listing For 739
  - Employee Consent
  - Employee Counts
  - Employee Directory
  - Employee Experience By Location and Job Code
  - Employee Labels By Job Code Range
  - Employee Lookup
  - Employee Process Level History
  - Federal Ethnicity Letters

**Accounts Payable**

- AP Checks Report - full data
- Reports**
  - Petty Cash Usage
  - Vendor Invoice Information
  - Vendor Lookup Limited
  - Vendor Usage
  - Vendor Usage By Location And Responsibility

**Cash Collections**

- Athletics Fees Collected

**Finance**

- Financial Reports**
  - Activities Summary by Period
  - Activities Summary Report
  - Activity Summary By Program
  - Activity Summary By Responsibility
  - Activity Summary By Responsibility And FYR
  - Encumbered Purchase Orders Report
  - Encumbered Purchase Orders Report By Fund
  - Federal Funds and Activities Reports**
    - Cycle 7 - Fund 265/Year 16/Resp CY7/Prog ALL **NEW!**
    - Cycle 8 - Fund 265/Year 16/Resp CY8/Prog ALL **NEW!**
    - IDEA - B Preschool - Fund 225/Year 15/Resp ALL/Prog ALL
    - Title III LEP - Fund 263/Year 16/Resp LEP/Prog ALL **NEW!**
  - Food Service GL Extract
  - Food Service GL Extract (Test)
  - General Ledger Detail Report ALL Option Rhonda **NEW!**
  - General Ledger Summary Report
  - GL Accounts by Location
  - No Activity Assigned

You have two options:

*Assets by Location Report*

*Inventory Asset Bar Code Numbers Report by Location*

Click on one option and enter the requested information to run a report.

# Inventory Asset Bar Code Numbers Report by Location

1. Enter location number

2. From drop down, choose I/A Number

The screenshot shows the 'Enter prompt values' dialog box in the Lawson Report Viewer. The 'Location number' section has 'Start of Range' and 'End of Range' fields, both containing '001'. The 'Report Order' section has a dropdown menu set to 'I - I/A Number'. The 'Catalog Number(s)' section has an 'Available Values' list with 'ALL' selected, and a 'Selected Values' list which is empty. There are 'Remove' and 'Remove All' buttons at the bottom right of the 'Catalog Number(s)' section. An 'OK' button is at the bottom center of the dialog box. The browser window title is 'http://lawapp03.pasadenaisd.org:9080 - Lawson Report Viewer - Microsoft Internet Explorer'. The taskbar at the bottom shows the Windows start button, 'Inbox - Microsoft Out...', 'Lawson portal - Home...', 'http://lawapp03.pas...', and 'Documents - Microsof...'.

3. Select "All", click arrow to move to right side

4. Click "OK"

Information will appear in your screen. It can be printed or downloaded into Excel spreadsheet.

http://lawapp03.pasadenaisd.org:9080 - Lawson Report Viewer - Microsoft Internet Explorer

Parameters Group Tree 1 / 101 100% CRYSTAL REPORTS 2008

Main Report

**Inventory Asset Barcode Numbers Report By Location** Totals by Catalog Number  
001 Pasadena High School  
As of 3/30/2010 Page 1 of 100

IA Number	Asset No.	Catalog No.	Description	Serial Number	Room #	Acquire Date	PO Number	Depreciated Value
202353	51576	3600	Range/Stove/Conv Oven >\$ 500 Self-Clean Radiant Convection	1H1-294410	1413	09/24/2002	PO101833	\$344.7
202978	51807	5520	Refrig/Freezer/Milk Cooler Kenmore White On White Refrige	EM2126510	1413	09/24/2002	PO101833	\$269.7
202979	51808	5520	Refrig/Freezer/Milk Cooler Kenmore White On White Refrige	EM2126491	1413	09/24/2002	PO101833	\$269.7
202980	51809	5520	Refrig/Freezer/Milk Cooler Kenmore White On White Refrige	EM2126372	1413	09/24/2002	PO101833	\$269.7
202981	51810	5520	Refrig/Freezer/Milk Cooler Kenmore White On White Refrige	EM2126504	1413	09/24/2002	PO101833	\$269.7
205791	52261	3015	Camera >\$500 Sony Dsc-S70 Digital Camera	192929	2601	09/07/2000	PO088323	\$77.0
208582	52770	2246	Printer >\$500 Hp Laserjet 4050 N	SUSBH022685	1307	11/02/2000	TS002331	\$142.9
208732	52841	2246	Printer >\$500 Hp Laserjet 4050Tn	SUSQF079241	1305	11/17/2000	TS002379	\$157.6
210223	53130	98888	Misc - 6398 #343308 Press, Conrad Litho C-	1636	1519	01/10/2001	PO087076	\$182.5
210336	53149	94458	Copier <\$5000 Xerox Copier Model 5820 W/O 10	005K04310	1003	03/23/2001	PO091744	\$195.9
210813	53221	5520	Refrig/Freezer/Milk Cooler Kenmore Refrigerator	LA91423392	1216	07/09/2001		\$60.0
211321	53344	2246	Printer >\$500 Hp Laserjet 2100 Xi	SUSGZ290670	1010	02/06/2001	TS002489	\$69.1

Done Internet

start Inbox - Microsoft Out... Lawson portal - Home... http://lawapp03.pas... Document2 - Microsof... 9:58 AM

Download to Excel spreadsheet:

1. Click icon on far left.

2. When box pops up, choose  
"Microsoft Excel 97-2003  
Data Only" from drop  
down

http://lawapp03.pasadenaisd.org:9080 - Lawson Report Viewer - Microsoft Internet Explorer

Parameters Group Tree 1 / 101 100%

CRYSTAL REPORTS 2008

Main Report

**Inventory Asset Barcode Numbers Report/By Location** Totals by Catalog Number  
001 Pasadena High School  
As of 3/30/2010 Page 1 of 100

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202979	51808	5520	Refrig/Freezer/Milk Cooler Kenmore White On \		1413	09/24/2002	PO101833	\$269.7
202980	51809	5520	Refrig/Freezer/Milk Cooler Kenmore White On \		1413	09/24/2002	PO101833	\$269.7
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205791	52261	3015	Camera >\$500 Sony Dsc-S70 Digita		2601	09/07/2000	PO088323	\$77.0
208582	52770	2246	Printer >\$500 Hp Laserjet 4050 N		1307	11/02/2000	TS002331	\$142.9
208732	52841	2246	Printer >\$500 Hp Laserjet 4050Tn		1305	11/17/2000	TS002379	\$157.6
210223	53130	98888	Misc - 6398 #343308 Press, Conrad Litho C-		1519	01/10/2001	PO087076	\$182.5
210336	53149	94458	Copier <\$5000 Xerox Copier Model 5820 W/O 10	005K04310	1003	03/23/2001	PO091744	\$195.9
210813	53221	5520	Refrig/Freezer/Milk Cooler Kenmore Refrigerator	LA91423392	1216	07/09/2001		\$60.0
211321	53344	2246	Printer >\$500 Hp Laserjet 2100 Xi	SUSGZ290670	1010	02/06/2001	TS002489	\$69.1

Export

File Format:

- Crystal Reports (RPT)
- Crystal Reports (RPT)
- PDF
- Microsoft Excel (97-2003)
- Microsoft Excel (97-2003) Data-Only**
- Microsoft Word (97-2003)
- Microsoft Word (97-2003) - Editable
- Rich Text Format (RTF)
- Separated Values (CSV)
- XML

start Inbox - Microsoft Out... Lawson portal - Home... http://lawapp03.pas... Document2 - Microsof... 10:00 AM

Click "Export"

http://lawapp03.pasadenaisd.org:9080 - Lawson Report Viewer - Microsoft Internet Explorer

Parameters Group Tree 1 / 101 100%

CRYSTAL REPORTS 2008

Main Report

### Inventory Asset Barcode Numbers Report By Location

Totals by Catalog Number

001 Pasadena High School

As of 3/30/2010

Page 1 of 100

IA Number	Asset No.	Catalog No.	Description	Serial Number	Room #	Acquire Date	PO Number	Depreciated Value
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208582	52770	2246	Printer >\$500 Hp Laserjet 4050 N	SUSBF0Z2685	1307	11/02/2000	TS002331	\$142.9
208732	52841	2246	Printer >\$500 Hp Laserjet 4050Tn	SUSQF079241	1305	11/17/2000	TS002379	\$157.6
210223	53130	98888	Misc - 6398 #343308 Press, Conrad Litho C-	1636	1519	01/10/2001	PO087076	\$182.5
210336	53149	94458	Copier <\$5000 Xerox Copier Model 5820 W/O 10	005K04310	1003	03/23/2001	PO091744	\$195.9
210813	53221	5520	Refrig/Freezer/Milk Cooler Kenmore Refrigerator	LA91423392	1216	07/09/2001		\$60.0
211321	53344	2246	Printer >\$500 Hp Laserjet 2100 Xi	SUSGZ290670	1010	02/06/2001	TS002489	\$69.1

Export

File Format:  
Microsoft Excel (97-2003) Data-Only

Page Range:  
☒ All Pages  
☐ Select Pages

From: To:

Export

Done

Internet

start

Inbox - Microsoft Out...

Lawson portal - Home...

http://lawapp03.pas...

Document2 - Microsof...

10:04 AM

This will put the report into Excel. You can do all Excel functions and save the report or print it.

Microsoft Excel - CrystalReportViewer[1]

File Edit View Insert Format Tools Lawson Data Window Help

Type a question for help

ARIAL 10 B I U

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	I
	I/A Number	No.	No.	Description	Serial Number	Room #	Date	PO Number	Value
1	202353	51576	3600	RANGE/STOVE/CONV OVEN >\$ 500	1H1-294410	1413	09/24/2002	PO101833	\$344.70 SELF-CLEAN
2	202978	51808	5520	REFRIG/FREEZER/MILK COOLER	EM2126510	1413	09/24/2002	PO101833	\$269.70 KENMORE VA
3	202979	51808	5520	REFRIG/FREEZER/MILK COOLER	EM2126491	1413	09/24/2002	PO101833	\$269.70 KENMORE VA
4	202980	51809	5520	REFRIG/FREEZER/MILK COOLER	EM2126372	1413	09/24/2002	PO101833	\$269.70 KENMORE VA
5	202981	51810	5520	REFRIG/FREEZER/MILK COOLER	EM2126504	1413	09/24/2002	PO101833	\$269.70 KENMORE VA
6	205791	52261	3015	CAMERA >\$500	192929	2601	09/07/2000	PO088323	\$77.02 SONY DSC-S
7	208582	52770	2246	PRINTER >\$500	SUSBH022685	1307	11/02/2000	TS002331	\$142.90 HP LASERJE
8	208732	52841	2246	PRINTER >\$500	SUSQF079241	1305	11/17/2000	TS002379	\$157.60 HP LASERJE
9	210223	53130	98888	MISC - 6398	1636	1519	01/10/2001	PO087076	\$182.50 #343308 PRE
10	210336	53149	94458	COPIER <\$5000	005K04310	1003	03/23/2001	PO091744	\$195.90 XEROX COPII
11	210813	53221	5520	REFRIG/FREEZER/MILK COOLER	LA91423392	1216	07/09/2001		\$60.00 KENMORE R
12	211321	53344	2246	PRINTER >\$500	SUSGZ290670	1010	02/06/2001	TS002489	\$69.10 HP LASERJE
13	211322	53345	2246	PRINTER >\$500	SUSBD028365	1406	02/06/2001	TS002489	\$113.90 HP LASERJE
14	211479	53375	2000	COMPUTER SYSTEM <\$5000	93S0F01	2417	02/27/2001	TS002530	\$85.80 DELL 700 CE
15	211746	53446	2000	COMPUTER SYSTEM <\$5000	83NGG01	1314	03/26/2001	TS002578	\$137.80 DELL PIII 1.0E
16	212325	53597	2246	PRINTER >\$500	USQA060264	1301	04/19/2001	TS002646	\$142.90 HP LASERJE
17	213246	53782	2000	COMPUTER SYSTEM <\$5000	BQ2ML01	2417	05/21/2001	TS002719	\$96.10 DELL P III 933
18	213931	54030	2000	COMPUTER SYSTEM <\$5000	GZC3S01	2210	08/03/2001	TS002920	\$100.50 DELL P III 933
19	213956	54046	2000	COMPUTER SYSTEM <\$5000	CYX2S01	2219	08/03/2001	TS002920	\$96.10 DELL P III 933
20	213980	54051	15527	LAPTOP COMPUTER	CGK5S01	1015E	08/07/2001	TS002920	\$243.10 DELL LATITUI
21	214682	54224	2000	COMPUTER SYSTEM <\$5000	SXB1410FRKSJ	1515	11/16/2001	TS003067	\$641.60 MACINTOSH
22	214683	54225	2417	MONITOR >\$500	SN51391ZBKPW	1515	11/16/2001	TS003067	\$183.80 APPLE STUD
23	214684	54226	2246	PRINTER >\$500	CNDX011897	1515	11/16/2001	TS003067	\$119.80 HP LASERJE
24	214747	54256	2246	PRINTER >\$500	SUSBNJ29162	1309	12/04/2001	TS003082	\$318.60 HP LASERJE
25	214749	54258	2246	PRINTER >\$500	SUSBNJ29150	1223	12/04/2001	TS003082	\$318.60 HP LASERJE
26	214750	54259	2246	PRINTER >\$500	SUSBNJ29147	1302	12/04/2001	TS003082	\$318.60 HP LASERJE
27	215034	54378	94444	COMPRESSOR	6996-U	1711	08/28/2001	PO095362	\$64.02 SPRING COM
28	215040	54382	94453	PLOTTER	SG1432201J	1308	08/24/2001	TS002843	\$350.30 HP DESIGN J
29	215213	54428	4111	TELEVISION >\$500	15633400	1411	01/07/2002	PO097583	\$141.60 JVC 36' TELE
30	215214	54429	4111	TELEVISION >\$500	16629286	1222	01/14/2002	PO097585	\$175.99 JCC 32' TELE
31	215226	54434	2246	PRINTER >\$500	JPDGC20384	1409	01/08/2002	TS003141	\$161.20 HP LASER JE
32	215227	54435	2246	PRINTER >\$500	JPQGJ22021	1218	01/08/2002	TS003141	\$161.20 HP LASER JE

Sheet1

Ready NUM

start Inbox - Micro... Lawson portal - ... http://lawapp03... Document2 - Mi... Microsoft Excel ... 10:06 AM

# Assets by Location Report

1. Enter Location

2. Choose report format

The screenshot shows the 'Lawson Report Viewer' window in Microsoft Internet Explorer. The browser's address bar displays 'http://lawapp03.pasadenaisd.org:9080'. The form is titled 'Enter prompt values:'. It has two location selection sections: 'From Location' with a text box containing '001' and 'To Location' with a text box containing '001'. Below these is the 'Report Order' section, which has a dropdown menu currently open. The dropdown shows four options: 'A - Room #/Catalog #/IA #', 'B - Room #/IA #', 'C - Catalog #/Location #/Room #', and 'D - Catalog #/Location/Date Acquired'. To the right of the dropdown is a 'Catalog Number(s)' field. Below the dropdown is the 'Available Values' section, which contains a list box with 'ALL' selected. To the right of this list box is a 'Selected Values' list box, which is currently empty. Between the two list boxes are three arrow buttons: a single right arrow, a double right arrow, and a single left arrow. Below the 'Available Values' list box is an 'Enter a Value:' text box. At the bottom right of the form are 'Remove' and 'Remove All' buttons. An 'OK' button is located at the bottom center of the form. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Inbox - Microsoft Out...', 'Lawson portal - Home...', 'http://lawapp03.pas...', and 'Document2 - Microsof...'. The system clock shows '10:28 AM'.

3. Highlight "All" and click arrow to move to right

4. Click "OK"

Report can be printed or exported to Excel (same procedures as before)

http://lawapp03.pasadenaisd.org:9080 - Lawson Report Viewer - Microsoft Internet Explorer

Parameters Group Tree 1 /1+ 85%

CRYSTAL REPORTS 2008

Main Report

Inventory Asset Barcode Numbers Report  
As of 3/30/2010

Totals by Catalog Number  
Location Counts Per Catalog Number

Page: 1

LAPTOP COMPUTER

U/A Number	Asset No.	Catalog No.	Loc	Description	Serial Number	Room #	Acquire Date	PO Number	Total Cost
225804	58784	15527	001	COMPAQ EVO N800C P4 1.6G 20GB	5Y28KLMZ7385	1004C	08/28/2002	P0102446	\$378.00
258041	74572	15527	001	DELL LATITUDE D620, INTEL CORE	89N4T81	1006	09/25/2006	29440	\$1,047.90
268334	85732	15527	001	DELL LATITUDE D630 LAPTOP	89D4PH1	1007	11/06/2008	87895	\$1,155.35
268326	85733	15527	001	DELL LATITUDE D630 LAPTOP	79D4PH1	1007	11/06/2008	87895	\$1,155.35
246828	69704	15527	001	DELL LATITUDE D610 PENTIUM M 7	H3QJ91	1015D	02/28/2006	PR613627	\$882.00
213980	54051	15527	001	DELL LATITUDE C600, 750MHZ PII	CGK5S01	1015E	08/07/2001	TS002920	\$243.10
264638	83421	15527	001	DELL LAT D630	HSDY7F1	1015G	11/20/2007	64898	\$1,075.83
258111	74642	15527	001	DELL LAT D620, INTEL CORE, 83	24W7T81	1015J	09/28/2006	29798	\$948.72
264850	79775	15527	001	DELL D630LAPTOP	89VMMF1	1107	02/17/2008	70301	\$1,026.98
221653	57151	15527	001	DELL LATITUDE C510 1.20 GHZ CE	074255486432844218	1216	02/07/2003	TS003750	\$459.90
246014	69691	15527	001	DELL LATITUDE D610 PENTIUM M 7	HPDGP91	1216	03/24/2006	15112	\$859.60
258122	74653	15527	001	DELL LAT D620, INTEL CORE, 83	4H08T81	1216	09/26/2006	29798	\$948.72
258123	74654	15527	001	DELL LAT D620, INTEL CORE, 83	1M08T81	1216	09/26/2006	29798	\$948.72
263588	79348	15527	001	DELL LAT D520	JH28SD1	1216	10/05/2007	59407	\$967.20
246973	69239	15527	001	DELL LATITUDE D610 PENTIUM M 7	3WCT81	1225	12/06/2005	PR67174	\$921.60
265269	80818	15527	001	DELL LATITUDE D630	JM41C01	1304	05/25/2008	77897	\$1,026.98
271539	89822	15527	001	DELL LAT E5500 LAPTOP	HZD0XG1	1304	04/01/2009	97707	\$989.54
272184	89462	15527	001	DELL LAT E5500 LAPTOP	75VNXG1	1304	06/05/2009	103294	\$897.28
221652	57150	15527	001	DELL LATITUDE C510 1.20 GHZ CE	06P823486432810261	1306	02/07/2003	TS003750	\$416.40
265267	80816	15527	001	DELL LATITUDE D630	4N41C01	1307	05/25/2008	77897	\$1,026.98
272174	89452	15527	001	DELL LAT E5500 LAPTOP	28VNXG1	1307	06/05/2009	103294	\$897.28
273064	89472	15527	001	DELL LAT E6400 LAPTOP	37Q05K1	1307	06/28/2009	104737	\$1,064.68
237025	63611	15527	001	DELL LATITUDE D505 PENTIUM M 7	BM0NM51	1310	09/14/2004	PR55F009	\$731.00
248935	69364	15527	001	DELL LATITUDE D610 PENTIUM M 7	5RMY Y81	1314	12/13/2005	PR65860	\$935.40
264027	83439	15527	001	DELL LATITUDE D520	G00KRF1	1318	03/03/2008	70910	\$967.20
265268	80817	15527	001	DELL LATITUDE D630	3N41C01	1318	05/25/2008	77897	\$1,026.98
271516	88308	15527	001	DELL LAT E5500 STUDENT LAPTOP	8D08MJ1	1318	03/29/2009	97460	\$989.54
272167	89446	15527	001	DELL LAT E5500 LAPTOP	35VNXG1	1318	06/05/2009	103294	\$897.28
227214	59413	15527	001	COMPAQ EVO N1015 V	9036K5BZRO08	1402B	07/17/2003	TS004051	\$619.40
228646	59773	15527	001	COMPAQ BX9005 ATHLON 2200+ 1.8	USD3340129	1402B	09/19/2003	TS004126	\$503.08
225299	58554	15527	001	COMPAQ EVO N800C P4-1.6G	5Y28KLMZ7228	1409	08/28/2002	TS003565	\$387.80
265266	80815	15527	001	DELL LATITUDE D630	GM41C01	1409	05/25/2008	77897	\$1,026.98
271518	88309	15527	001	DELL LAT E6400 LAPTOP	3K08MJ1	1411	03/29/2009	97727	\$1,154.68
239431	64062	15527	001	DELL LATITUDE D505 PENTIUM M 7	6N4ZG61	1412	01/11/2005	PR55246	\$875.07
225297	58552	15527	001	COMPAQ EVO N800C P4-1.6G	5Y28KLMZ72PX	1704	08/28/2002	TS003565	\$387.80
225294	58550	15527	001	COMPAQ EVO N800C P4-1.6G	5Y28KLMZ7380	1710	08/28/2002	TS003565	\$387.80

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